

AG E N D A
CITY OF AZTEC
CITY COMMISSION MEETING
June 23, 2020
201 W. Chaco, City Hall
6:00 p.m.

**For The Regular Meeting of City of Aztec Commission to be held at
6:00 pm Tuesday, June 23, 2020
it will be streamed live on www.youtube.com City of Aztec**

I. CALL TO ORDER

II. INVOCATION AND PLEDGE OF ALLEGIANCE

United States Pledge of Allegiance

New Mexico Pledge of Allegiance

I Salute the Flag of the State of New Mexico and the Zia Symbol of Perfect
Friendship among United Cultures

III. ROLL CALL

IV. APPROVAL OF AGENDA ITEMS

V. CONSENT AGENDA

- A. Commission Meeting Minutes June 9, 2020
- B. Resolution 2020-1190 BLM Application for Land for Recreation or Public
Purposes and Signatory Authority (Aztec Municipal Airport)
- C. Resolution 2020-1191 Uncollectible Utility Accounts Write Off
- D. Letter of Support for San Juan County Behavioral Health Investment Zone
Grant Application

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"

VI. ITEMS REMOVED FROM CONSENT AGENDA

VII. CITIZENS INPUT (3 Minutes Maximum)

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.

VIII. BUSINESS

- A. Final Adoption of Ordinance 2020-505 Amending Chapter 19 Public Library
- B. Final Adoption of Ordinance 2020-506 Amending Chapter 16 Fee Schedule

X. QUASI JUDICIAL HEARINGS (LAND USE)

None

XI. COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS

XII. ADJOURNMENT

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

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1 CITY OF AZTEC
2 COMMISSION MEETING MINUTES
3 June 9, 2020
4

5 **I. CALL TO ORDER**
6

7 Mayor Snover called the Meeting to order at 6:00 pm.
8

9 **II. INVOCATION AND PLEDGE OF ALLEGIANCE**
10

- 11 A. Invocation (led by Commissioner Randall)
12 B. United States Pledge of Allegiance (led by Commissioner Padilla)
13 C. New Mexico pledge of Allegiance (led by Commissioner Padilla)

14 **III. ROLL CALL**
15

16 Members Present: (Members on web call) Mayor Snover; Mayor Pro-Tem Fry;
17 Commissioner Austin Randall; Commissioner Mark Lewis;
18 Commissioner Mike Padilla (In Person)
19

20 Members Absent: None
21

22 Others Present: City Manager Steve Mueller; City Attorney Tyson Gobble
23 (virtual); IT Director Wallace Begay; City Clerk Karla Sayler
24

25 **IV. PROCLAMATION**
26

27 LGBTQ Pride Month June 2020
28

29 Commissioner Lewis read the proclamation.
30

31 Commissioner Padilla said that due to his religious convictions and talking to his
32 pastor and several others, he believes all lives matter, but he cannot support the
33 proclamation. The proclamation says the Aztec Commission supports the
34 proclamation and he wanted it on record that he does not support the LGBTQ
35 proclamation.
36

37 **V. APPROVAL OF AGENDA ITEMS**
38

39 MOVED by Commissioner Randall to approve the agenda as given;
40 SECONDED by Commissioner Lewis
41

42 All voted Aye: Motion passed five to zero
43

44 **VI. CONSENT AGENDA**
45

46 A. Commission Special Workshop Meeting Minutes May 21, 2020

- 47 B. Commission Meeting Minutes May 26, 2020
- 48 C. Commission Special Meeting Minutes June 1, 2010
- 49 D. ITB 2020-746 Aztec Airport Runway 8-26 Pavement Rehabilitation
- 50 E. ITB 2020-747 Annual Chemical Supply- Water & Wastewater Treatment Plants
- 51 F. Resolution 2020-1188 Authorizing Submission of Application to Grant Funds
- 52 and Execution of Contract Document: Runway 8-26 Pavement Rehabilitation,
- 53 AIP Project No. 3-35-0056-006-2020
- 54 G. Resolution 2020-1189 NMDOT Control No C5142088 East Aztec Arterial
- 55 Funding Agreement
- 56 H. NM Environment Grant Agreement 20-667-2060-0015, Animas River Habitat
- 57 Enhancement and Bank Stabilization Project

58
59 MOVED by Commissioner Randall to Approve the Consent Agenda as
60 given SECONDED by Mayor Pro-Tem Fry

61
62 All voted Aye: Motion passed five to zero

63
64 **VII. ITEMS REMOVED FROM CONSENT AGENDA**

65
66 None

67
68 **VIII. CITIZENS INPUT (3 Minutes Maximum)**

69
70 NONE

71
72 **IX. BUSINESS ITEMS**

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74 NONE

75
76 **X. QUASI JUDICIAL HEARINGS (Land Use)**

77
78 NONE

79
80 **XI. COMMISSIONER, CITY MANAGER, DEPARTMENT REPORTS**

81
82 City Manager Steve Mueller mentioned that for the next Commission Meeting he
83 would like to re-open the meetings following all the current guidelines to fall in line with
84 the phase 1 re-opening. This would allow for Commission to be back in attendance in
85 the Commission Chambers and allow others to be present. He feels that we should try
86 to get back into the normal routine of things as best as we can.

87
88 Commissioner Padilla mentioned that the Electric Department did a good job
89 responding to the power outage in Kokopelli.

90

91 Commissioner Randall gave a shout out to Jeff Blackburn and everyone for their
92 work on the Riverbank stabilization grant project.

93
94 Commissioner Lewis attended the San Juan Water Commission Meeting last
95 week. It was interesting, the drought report stated that it snowed a lot but it was late and
96 melted very quickly, they are hoping we have a good monsoon season.

97
98 Mayor Pro-Tem Fry mentioned she attended 2 meetings for NWNM seniors and
99 that organization is in the process of being dissolved and the activities will be assumed
100 by the City of Farmington starting on July 1st, 2020. They are waiting for response to the
101 RFP to know what the funding will be and if it will support some of the positions that are
102 held at the different centers. She has been working with the Chamber on the Piano
103 Project and welcoming new businesses on Main Street. She mentioned several
104 businesses downtown and encouraged everyone to get downtown to see them. She
105 encouraged every Commissioner to become a member of the Chamber.

106
107 Mayor Snover mentioned he had an ECHO board meeting last week. They have
108 allowed some relaxation on some restrictions with the food boxes. He thanked the folks
109 at ECHO for taking the lead on that and making sure people are fed. He also thanked all
110 the volunteers for non-profit organizations for filling in the gaps. He thanked City
111 workers for all the hard work put in recently with reduced staff because of uncertain
112 budget. He appreciated all the hard work and we have a good group of people to lead
113 us through this from the City Manager on down to the newest employee, we can't thank
114 them enough. He mentioned that we need to be mindful of all the things going on in our
115 country: pandemic, protests around the world around racial equality and equitable
116 society, LGBTQ pride month takes on a more special meaning for him this year
117 because it's symbolic of marginalized societies.

118
119
120 **XIII. ADJOURNMENT**

121
122 Mayor Snover moved to adjourn the meeting at 6:20 pm **SECONDED** by
123 Commissioner Lewis

124
125
126
127 _____
128 Mayor, Victor Snover

129
130
131 ATTEST:

132 _____
133 Karla Saylor, City Clerk

134 MINUTES PREPARED BY:
135

136 _____
137 Sherlynn Morgan, Administrative Assistant
138
139
140
141

DRAFT

Staff Summary Report

MEETING DATE:	June 23, 2020
AGENDA ITEM:	V. Consent Agenda (B)
AGENDA TITLE:	Resolution 2020-1190 BLM Application for Land for Recreation or Public Purposes and Signatory Authority (Aztec Municipal Airport)

ACTION REQUESTED BY:	City Administration
ACTION REQUESTED:	Approval of Resolution 2020-1190 BLM Application for Land for Recreation or Public Purposes and Signatory Authority (Aztec Municipal Airport)
SUMMARY BY:	Kathy Lamb

PROJECT DESCRIPTION / FACTS

- Airport lease NMNM 048824 was issued in January 9, 1961 for a 20 year period and has been subsequently renewed for two additional 20 year terms with the current lease expiring January 9, 2021. In 2001, total acreage in the lease was reduced from 156.93 acres to 11.0 acres. The purpose of the use of the land is for the Aztec Municipal Airport, a general aviation facility specific to small aircraft.
- The City submitted an application on BLM form 2910-1 Public Airport Lease in February 2020 to begin the renewal process (a minimum of 180 days required). The City received notice, June 8, 2020, from BLM that the incorrect form was submitted and to submit using BLM form 2740-1 Land for Recreation or Public Purposes. Efforts to confirm the form numbers with BLM have not been successful yet and staff will continue to pursue; however, to ensure an application has been submitted within the 180 day time frame, the documentation required with form 2740-001 will also be completed.

PROCUREMENT / PURCHASING (if applicable)

- None

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

- Application fee of \$100 will be submitted with the completed form.

SUPPORT DOCUMENTS:	Resolution 2020-1190 BLM Application for Land Recreation or Public Purposes and Signatory Authority BLM Form 2740-1 Application with narrative and maps
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DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2020-1190 BLM Application for Land Recreation or Public Purposes and Signatory Authority

CITY OF AZTEC
Resolution 2020-1190

**A Resolution Authorizing Application to Bureau of Land Management for Land for
Public Purpose and Signatory Authority**

WHEREAS, the City of Aztec, incorporated in 1905, has operated a municipal airport facility on lands leased from Bureau of Land Management since the 1960s; and

WHEREAS, the current land lease between the City of Aztec and the Bureau of Land Management terminates January 2021; and

WHEREAS, the City of Aztec has determined it to be in the best interests of the City and its citizens to continue to operate a municipal airport for public safety and economic development including tourism and outdoor recreation; and

NOW, THEREFORE, be it resolved, as follows:

1. Staff is instructed to pursue a land lease renewal with the Bureau of Land Management specific to the land necessary for the airport facility.
2. The Airport Manager is authorized to represent the City in all correspondence, verbal or written, to complete the lease process.
3. The City Manager is authorized to execute the application and any documents necessary to process and finalize the lease between the City of Aztec and the Bureau of Land Management.

ADOPTED and APPROVED this 23rd day of June 2020.

Mayor Victor C. Snover

ATTEST:

City Clerk Karla Sayler

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

FORM APPROVED
OMB NO. 1004-0012
Expires: March 31, 2019

**APPLICATION FOR LAND FOR
RECREATION OR PUBLIC PURPOSES**

(Act of June 14, 1926, as amended; 43 U.S.C. 869; 869-4)

Date	Serial Number (BLM use only)
------	---------------------------------

Home phone (include area code)

1a. Applicant's name	b. Address (include zip code)	Business phone (include area code)
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2. Give legal description of lands applied for (include metes and bounds description, if necessary)

SUBDIVISION	SECTION	TOWNSHIP	RANGE	MERIDIAN

County of	State of	Containing (acres)
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3a. This application is for: Lease Purchase (If lease, indicate year)

b. Proposed use is Public Recreation Other Public Purposes

4. Describe the proposed use of the land. The description must specifically identify an established or definitely proposed project. Attach a detailed plan and schedule for development, a management plan which includes a description of how any revenues will be used, and any known environmental or cultural concerns specific to the land.

5. If applicant is State or Political subdivision thereof, cite your statutory or other authority to hold land for these purposes.

6. Attach a copy of your authority for filing this application and to perform all acts incident thereto.

7. If land described in this application has not been classified for recreation and/or public purposes pursuant to the Recreation and Public Purposes Act, consider this application as a petition for such classification.

8. Are all activities, facilities, services, financial aid, or other benefits as a result of your proposed development provided without regard to race, color, religion, national origin, sex, or age? Yes No (If "no," describe the situation or activity and your plans for achieving compliance.)

9. Are all activities, facilities, and services constructed or provided as a result of your proposed development accessible to and usable by persons with disabilities? Yes No (If "no," describe the situation or activity and the reasons for nonaccessibility).

Applicant's Signature

Date

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212, make it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representation as to any matter within its jurisdiction.

GENERAL INSTRUCTIONS

1. Type or print plainly in ink.
2. Submit application and related plans to the BLM District or Resource Area Office in which the land is located.
3. Study controlling regulations in 43 CFR 2740 (*Sales*) and 43 CFR 2912 (*Leases*).
4. If applicant is non-governmental association or corporation, attach a copy of your charter, articles of incorporation or other creating authority. If this information has been previously filed with any BLM office, refer to previous filing by date, place, and case serial number.
5. If applicant is non-governmental association or corporation, attach a copy of your authority to operate in the State where the lands applied for are located. If previously filed with any BLM office, refer to previous filing by date, place, and case serial number.

SPECIFIC INSTRUCTIONS

(Items not listed are self-explanatory)

Item

2. If land is surveyed, give complete legal description. If land is unsurveyed, description should be by metes and bounds connected, if feasible, by course and distance with a corner of public land survey. If possible, approximate legal subdivisions of unsurveyed lands should be stated. Acreage applied for must not exceed that specified by regulations.
- 3a. Generally, title to lands will not be granted upon initial approval of an application. In order to assure proper development or use plans, the general practice will be to issue a lease or lease with option to purchase after development is essentially completed. In any case, term of lease may not exceed 20 years for non-profit organizations or 25 years for governmental agencies, instrumentalities or political subdivisions.
4. Leases and patents under this act are conditioned upon continuing public enjoyment of the purposes for which the land is classified. The plan of development, use, and maintenance must show, at a minimum:
 - a. A need for proposed development by citing population trends, shortage of facilities in area, etc.
 - b. That the land will benefit an existing or definitely proposed public project authorized by proper authority.
 - c. Type and general location of all proposed improvements, including public access (*roads, trails, etc.*). This showing may take the form of inventory lists, maps, plats, drawings, or blueprints in

Item

- any combination available and necessary to describe the finished project. Site designs should be provided for intensive use sites and general information about improvements existing or planned on lands within the overall project.
- d. An estimate of the construction costs, how the proposed project will be financed, including a list of financial sources, and an estimated timetable for actual construction of all improvements and facilities.
 - e. A plan of management to include operating rules, proposed source and disposition of revenues arising from the proposed operation, personnel requirements, etc.
 - f. A specific maintenance plan to include, for example, sewage and garbage disposal, road maintenance, upkeep and repair of grounds and physical facilities, etc.
 - g. Applications for solid waste disposal sites must comply with guidelines established by the Environmental Protection Agency (40 CFR 258) and must include a detailed physical description of the site including a map, description of ground water situation, soil characteristics and management plan.
6. This may consist of a copy of a delegation of authority, resolution or other evidence of authority from the governing board of the applicant's organization, copy of the by-laws of the organization, or the like.

NOTICES

The Privacy Act of 1974 and the regulation in 43 CFR 2.48 (d) require that you be furnished the following information in connection with information required by this application.

AUTHORITY: 43 U.S.C. 869 et seq.; 43 CFR Part 2740

PRINCIPAL PURPOSE: The information is to be used to process your application.

ROUTINE USES: In accordance with the System of Records titled, "Land and Minerals Authorization Tracking System—Interior, LLM-32," disclosure outside the Department of the Interior may be made: (1) To appropriate Federal agencies when concurrence or supporting information is required prior to granting or acquiring a right or interest in lands or resources, (2) To Federal, State, or local agencies or a member of the general public in response to a specific request for pertinent information, (3) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled, (4) To an appropriate Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, regulation, rule, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation, (5) To a member of Congress or a Congressional staff member from the record of an individual in response to an inquiry made at the request of that individual, (6) To the Department of the Treasury to effect payment to Federal, State, and local government agencies, nongovernmental organizations, and individuals, and (7) To individuals involved in responding to a breach of Federal data. The BLM will only disclose this information in accordance with the Freedom of Information Act, the Privacy Act, and the provision in 43 CFR 2.56(c).

The Paperwork Reduction Act of 1995 requires us to inform you that:

BLM collects this information to process your request for Federal lands under the provisions of June 14, 1926 (43 U.S.C. 869 as amended), Recreation and Public Purposes Act.

Information will be used to illustrate whether the applicant meets requirements of regulations found in 43 CFR Subpart 2740. BLM would like you to know that you do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

EFFECT OF NOT PROVIDING INFORMATION: Disclosure of the information is necessary for processing of the application. If all the information is not provided, the application may result in delay or preclude the BLM's acceptance of your form.

BURDEN HOURS STATEMENT: Public reporting burden for this form is estimated at 40 hours per response, including the time for reviewing instructions, gathering, and maintaining data and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to the U.S. Department of the Interior, Bureau of Land Management (1004-0012), Bureau Information Collection Clearance Officer (WO-630), 1849 C Street, N.W., Mail Stop 401 LS, Washington, D.C. 20240.

4. Describe the proposed use of the land. The description must specifically identify an established or definitely proposed project. Attach a detailed plan and schedule for development, a management plan which includes a description of how any revenues will be used, and any known environmental or cultural concerns specific to the land.

Airport lease NMNM 048824 was issued in January 9, 1961 for a 20 year period and has been subsequently renewed for two additional 20 year terms with the current lease expiring January 9, 2021. In 2001, total acreage in the lease was reduced from 156.93 acres to 11.0 acres. The purpose of the use of the land is for the Aztec Municipal Airport, a general aviation facility specific to small aircraft.

The City seeks to renew this land lease for a 25 year period but also plans to seek a land patent of the leased land. FAA requires funding sponsors (City of Aztec) to have control of the land where federal monies are invested for capital improvements for the life of those improvements. While this does not create issues for the City in the early years of the lease, the FAA is unable to support capital projects with anticipated useful lives which would exceed the term of the land lease.

Development:

RUNWAY: Runway 8-26 (east-west orientation) was reconstructed in 2011 for a total cost of \$1.9 million; a pavement rehabilitation bid was awarded to American Road Maintenance on June 9, 2020 with an estimated project cost of \$200,000. Future development for runway 8-26 includes the installation of new lighting and visual aids; estimated cost is \$1.2 million and is currently planned for 2022.

TARMAC: The north tarmac was reconstructed in 2017 including redesigned access to Runway 8-26 in accordance with FAA requirements, drainage improvements, and small aircraft tie downs for a total cost of \$956,668. The south tarmac reconstruction is in the planning stage and is on the Airport CIP for 2025 with an estimated cost of \$450,000.

AVIATION FUEL: An above ground, 10,000 gallons, self-service fuel system was installed in 2016, total cost \$225,754. In 2017, the city paved access to the tank specific for fuel deliveries, \$110,049.

AIRPORT ACCESS: Airport Drive is primarily located on private (City ROW) and city owned land; a small portion of the roadway is located on the BLM lease. Airport Drive provides access to the Municipal Airport as well as Aztec Fire Station #2 and the Airport treated water tank (part of the city's water distribution system). The fire station and water tank are located on city property. Airport Drive was repaved in 2006.

HANGERS: 10 hangers of various types of construction, ranging 1,200 ft² to 3,200 ft², are available for rent for private aircraft. In addition 4 lots are identified as ground leases which provide for non-permanent aircraft storage facilities. As per FAA requirements, all hangers and ground leases are specific to aviation and may not be used for any other purpose.

OTHER AMENITIES: The city remodeled the pilot lounge in 2014. Two courtesy cars are available at this facility for pilot usage only. An AWOS (automated weather observing system to provide pilots with current weather conditions specific to the municipal airport) is included in the Airport CIP in 2025, estimated cost of \$175,000.

Included with this narrative are two maps. The first identifies the property ownership of the airport facility and adjacent land. The second is the airport layout plan identifying the various assets of the airport facility. The airport CIP is also included.

Management Plan

The municipal airport is supported through a combination of facility use fees, aviation fuel sales, city, state and federal funds. Facility usage fees, fuel sales and NM Aviation maintenance grants primarily support daily requirements of the facility. Major maintenance or capital improvements are funded through a combination of city, NM Aviation Division and FAA Airport Improvement Project appropriations.

Utilities are provided by the City of Aztec and include electric, water, wastewater and trash services.

Access to the airport is controlled through a code activated gate. Public parking is available adjacent to the airport on City owned property.

The self serve aviation fuel facility is permitted and inspected as required by the State of New Mexico. The City has an Airport Operations & Maintenance Plan and a Spill Prevention, Control and Countermeasure Plan specific to the fuel facility.

The City maintains a pollution liability policy specific to the fuel facility and a general liability policy for the general aviation operations.

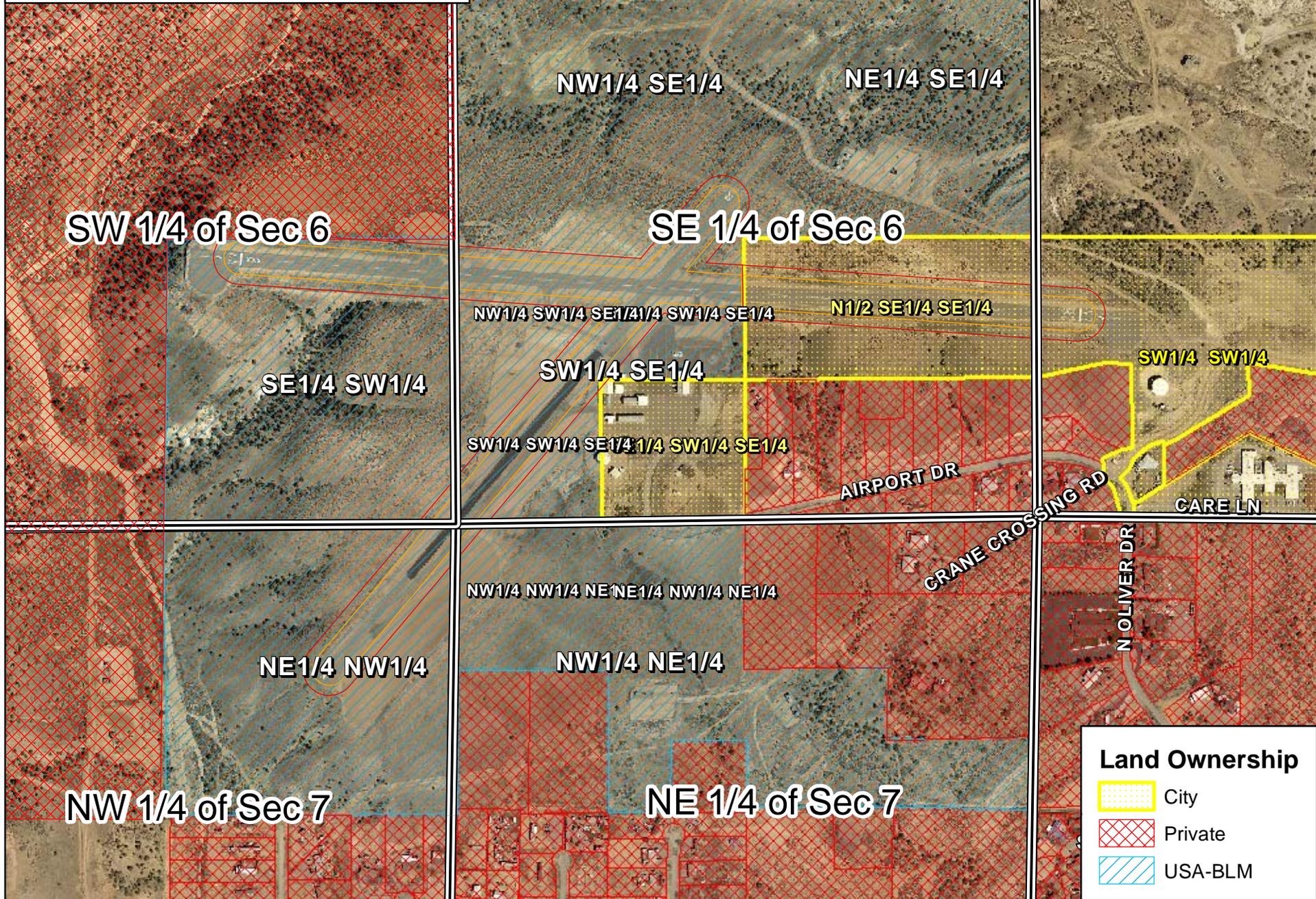
In 2010, the City adopted an Airport Overlay Zone (City Code, Sec 26-2, Division 21) to provide standards for the safe and efficient use of the Aztec Municipal Airport and to ensure the successful interface of Airport functions with those of adjacent properties and land uses.

Environmental and Cultural Concerns

The area has been used consistently as a municipal airport for 40 years with multiple construction projects with ground disturbance. There have been no reports of cultural discoveries during these projects. The City is unaware of any environmental concerns.

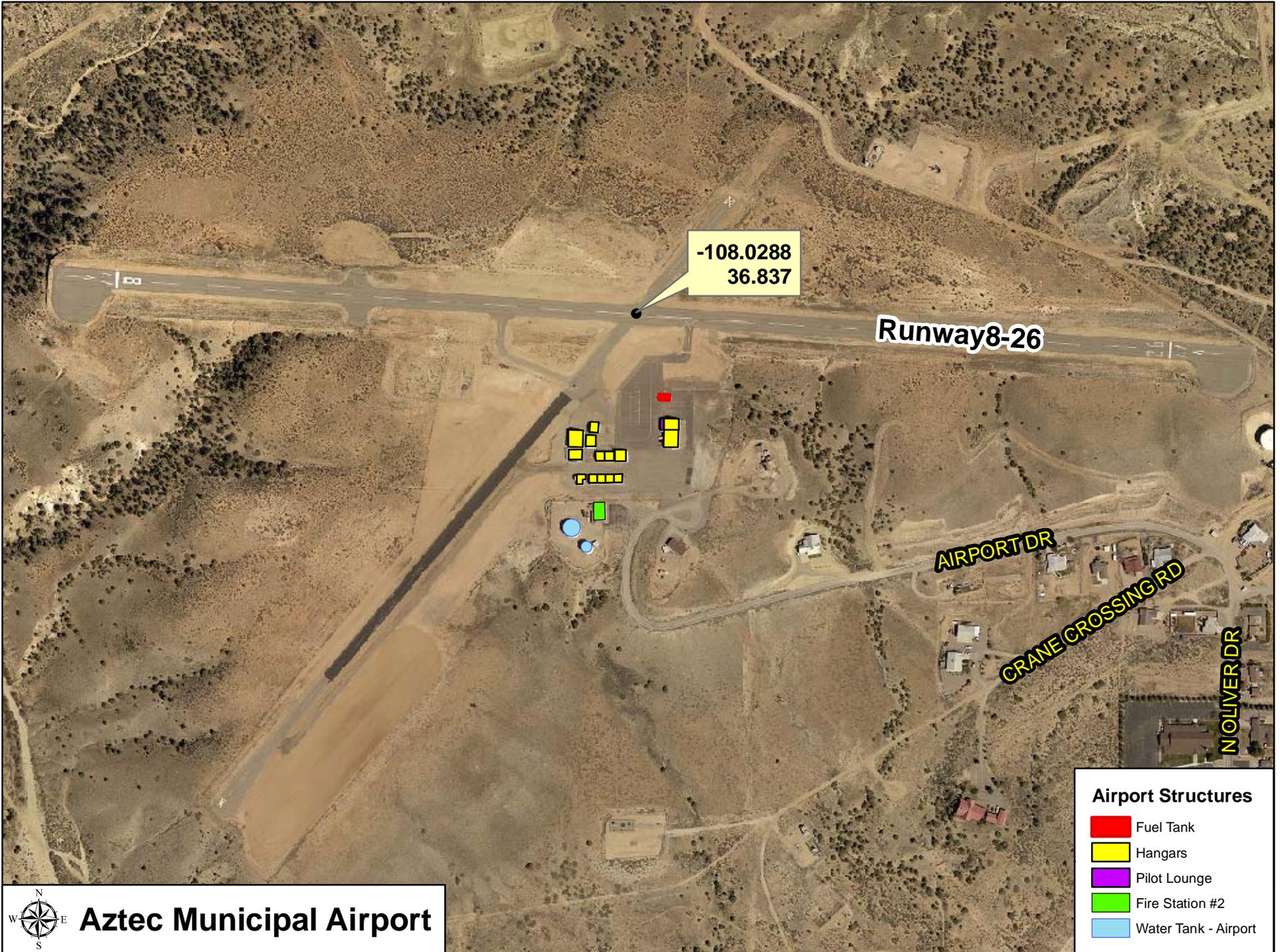


Aztec Municipal Airport



Land Ownership

-  City
-  Private
-  USA-BLM



Staff Summary Report

MEETING DATE: June 23, 2020
AGENDA ITEM: V. CONSENT AGENDA (C)
AGENDA TITLE: Resolution 2020-1191 Write Off of Uncollected Utility Accounts

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

PROJECT DESCRIPTION / FACTS

- State Statute 3-37-7, NMSA provides for the removal of uncollectable utility accounts from the Utility Accounts Receivable listing of the City. The governing body must approve this action. The attached list includes accounts more than four years old and considered uncollectable due primarily to age, but may also include death of the debtor or bankruptcy.
- 97 accounts received LIHEAP (Low Income Home Energy Assistance Program) assistance during the period December 11, 2015 to January 20, 2016. Of these, six accounts are included on the write off list for June 2020. While this assistance may be provided throughout the year, LIHEAP does not permit utility providers to disconnect utilities for non-payment if assistance has been received during the winter months (Nov to March).
- The total write off amount is \$25,058.29 and includes 88 accounts final billed through June 20, 2016 and 4 accounts with the responsible party deceased. All remaining Utility Account Receivables will be less than four years old.
- As a comparison, the write-off amounts for the prior 4 years are below:

Fiscal Year	Write Off Time Period	Amount	Write Off Time Period	Amount	Total Write Off
FY2016	Dec 31, 2011	22,088.63	June 30, 2012	21,513.73	43,602.36
FY2017	Dec 31, 2012	18,796.73	June 30, 2013	12,735.53	31,532.26
FY2018	Nov 30, 2013	23,471.65	May 31, 2014	20,241.35	43,713.00
FY2019	Nov 30, 2014	24,283.13	June 25, 2015	21,198.64	45,481.77
FY2020	Dec 10, 2015	16,514.79	June 20, 2016	25,058.29	41,573.08

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

- The utility accounts will be written off against the allowance which is calculated based on annual utility accounts receivable using a percent based on the averages of aged (current, 30, 60, and 90 day) receivables since January 1990. The utility allowance for uncollectible

accounts as of June 16, 2020 is \$222,365.38. This write off, totaling \$25,058.29, represents 11.3% of the allowance.

- As of May 31, 2020, total utility accounts outstanding totaled \$977,722.37. Of this amount, \$168,594.03 was over 90 days past due (17.24% of total accounts). By utility, the over 90 day balances consist of:

▪ Electric utility:	\$ 80,076.57	47.50%
▪ Water utility:	\$ 34,937.85	20.72%
▪ Sewer utility:	\$ 34,381.51	20.39%
▪ Trash	\$ 19,198.10	11.39%

- Actual collection averages for utility accounts are:
 - 88.19% of current billings are collected within 30 days of billing;
 - 81.55% of accounts over 30 days are collected;
 - 63.47% of accounts over 60 days are collected; and
 - 1.54% of accounts over 90 days are collected.
- For fiscal year ending June 30, 2020, annual utility revenues are estimated to be \$10.1 million and the adopted budget includes \$87,400 (less than 1% of annual billing) for the current year write off expense which will establish the allowance for actual write offs in four years.

SUPPORT DOCUMENTS: 1. Resolution 2020-1191
2. Schedule of Accounts to Write Off

DEPARTMENT'S RECOMMENDED MOTION: Move to Approve Resolution 2020-1191
Uncollectable Utility Accounts.

RESOLUTION 2020-1191

UNCOLLECTIBLE UTILITY ACCOUNTS

WHEREAS, The City of Aztec Utility Administration Department has established utility accounts and provided service to the referenced customers on the attached schedule; and

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

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

WHEREAS, it is the objective of the City of Aztec Finance Departments to maintain accurate financial records of the City, including an accurate balance of the City's Accounts Receivable; and

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

ADOPTED AND APPROVED THIS 23rd day of June 2020.

VICTOR C. SNOVER, MAYOR

ATTEST:

KARLA SAYLER, CITY CLERK

Resolution 2020-1191
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy and Deceased Accounts

Account Number	Customer Name	Service Address	Last Bill	Balance Due
51841 DC	WARD LINDA	217 Heritage Ln	10/9/2019	\$ 343.77
52115 DC	EVERY MICHELLE	604 Chamiza Ave	12/30/2019	\$ 191.53
18350 DC	WAGONER TIM	211 Hartman Pl	1/6/2020	\$ 395.77
54704 DC	CORDOVA IGNACITA	401 S Park Ave A-4	1/13/2020	\$ 165.00
50470	WEATHERFORD CPS	Comm Bulk Water	11/30/2012	\$ (2.74)
50619	STODDARD DANIEL	1629 Maple St	11/30/2015	\$ 36.94
51434	GARCIA CANDIE	318 S Park Ave Apt 4	12/22/2015	\$ 158.74
52886	HERRING SETH	911 NE Aztec Blvd	12/22/2015	\$ 378.34
49786	SONGER ERIN	305 Lovers Ln	12/22/2015	\$ 478.49
50997	GONZALES ROBIN	305 N Light Plant Rd Trlr	1/4/2016	\$ 548.64
53128	SARNOWSKI, CHRISTINA M.	1216 W Aztec Blvd Trlr 15	1/6/2016	\$ 130.04
52500	DEYAPP KELLY	1024 Rio Brazos Rd	1/11/2016	\$ 213.04
52668	GUMMO CHAD	400 N Light Plant Rd Trlr	1/11/2016	\$ 739.63
51633	HALL AYSIA E	1517 Riverview Ave	1/12/2016	\$ 922.86
53269	HOWARD TORRY	417 Sandia Ct	1/19/2016	\$ 120.60
47245	SWANSON SHERRIE	602 Ruins Rd Spc 29	1/19/2016	\$ 617.67
53053	LOCHLAN GREEN	504 S Park Ave Apt 4	1/20/2016	\$ 248.06
53070	SZUMLINSKI TRACIE	710 Mccoy Ave 1/2	1/20/2016	\$ 536.40
52328	EMILLIO MICHAEL	310 Andrew Dr	1/21/2016	\$ 487.80
52152	LANDRY, JENNIFER M.	506 S Park Ave Apt 4	1/26/2016	\$ 231.87
48030	WILSON NEZ ROLANDA	1512 Bessie St	2/1/2016	\$ 345.60
53259	WILLIAMSON ERNEST	305 N Light Plant Rd Trlr	2/10/2016	\$ 272.50
52083	COHOE, MARJORIE	1216 W Aztec Blvd Trlr 47	2/10/2016	\$ 321.34
51384	VALENTINE DAVID H	510 Orchard Ave Apt 2	2/10/2016	\$ 363.23
53221	MONTOYA JESSICA	407 Zuni St	2/10/2016	\$ 376.99
52627	MARTINEZ ROBERT J.	116 N Church Ave Apt 4	2/17/2016	\$ 240.11

Resolution 2020-1191
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy and Deceased Accounts

Account Number	Customer Name	Service Address	Last Bill	Balance Due
51319	REYNOSO JENNY	407 Bunker Ave	2/18/2016	\$ 99.80
52670	HAMILTON, SUZETTE L.	400 N Light Plant Rd Trlr	2/18/2016	\$ 138.73
52464	SAENZ RAKISHA R.	722 Sagebrush Dr	2/29/2016	\$ 286.55
52079	MURRELL MELODY	1080 S Main Ave	3/1/2016	\$ 64.13
52650	DONNA BERNADETTE DEL	307 Mesilla Dr Apt C	3/2/2016	\$ 103.40
51373	BASSETT ALBERT & WILLOW	516 Kiva Ave	3/9/2016	\$ 290.44
51266	LOPEZ JEREMY	1216 W Aztec Blvd Trlr 13	3/9/2016	\$ 435.04
52359	BAILEY LORI	601 Navajo Ave Apt 401	3/15/2016	\$ 31.68
52358	LORING KARL	601 Navajo Ave Apt 308	3/15/2016	\$ 75.09
53238	ELLIS WILLIAM J.	1216 W Aztec Blvd Trlr 28	3/16/2016	\$ 537.85
53086	JENSEN MASON	1605 N Glenmary Dr	3/21/2016	\$ 641.02
50777	WHEAT ERIC	520 Kiva Ave	3/21/2016	\$ 22.38
50855	BAILEY IRVING	601 Navajo Ave Apt 210	3/22/2016	\$ 56.09
52737	YODER PRUDENCE	417 Western Cir	3/22/2016	\$ 901.34
51912	MATTSON BENJAMIN	405 Ute Ave	3/22/2016	\$ 10.53
52317	BIBIANO ROBERT J	322 S Park Ave Apt 2	3/23/2016	\$ 307.09
42924	RICE THERESA	Resid Bulk Water	3/31/2016	\$ (0.15)
53066	REED JEROD	517 Ruins Rd	3/31/2016	\$ 203.08
52471	THOMPSON PALMER	627 San Ysidro Pl	4/4/2016	\$ 194.65
51581	BISHOP CARAH	504 Lovers Ln	4/5/2016	\$ 91.95
52335	MAZE CORNELIA	1216 W Aztec Blvd Trlr 32	4/5/2016	\$ 140.79
52985	GOODMILLER SETH	221 Heritage Ln	4/5/2016	\$ 155.40
52350	ZIEU BREE, A.	307 Mesilla Dr Apt A	4/5/2016	\$ 187.33
53170	YELLOWWEYES STEPHANIE	541 E Zia St Apt B	4/5/2016	\$ 269.64
53239	SARAH M. WHITTIER	105 W Chaco St Apt D	4/13/2016	\$ 89.01
52637	RODRIGUEZ EILISH	516 Ruins Rd Trlr 70	4/13/2016	\$ 195.95

Resolution 2020-1191
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy and Deceased Accounts

Account Number	Customer Name	Service Address	Last Bill	Balance Due
52991	YATES MONICA	1216 W Aztec Blvd Trlr 36	4/13/2016	\$ 213.38
53189	GROVES JOANNA	515 S Main Ave	4/13/2016	\$ 324.31
52940	ELAM SYDNEY	1813 W Aztec Blvd	4/13/2016	\$ 349.05
53152	ORTEGA MAYRA	305 N Light Plant Rd Trlr	4/13/2016	\$ 372.86
52754	HOOD MATTHEW K.	400 N Light Plant Rd Trlr	4/13/2016	\$ 598.25
50539	HINGER JEFF	46 Road 2598 A	4/18/2016	\$ 165.99
53242	GRAHAM JOAN ELAINE	1216 W Aztec Blvd Trlr 46	4/28/2016	\$ 187.87
51756	ARNOLD CHELSEA	307 Mesilla Dr Apt D	4/28/2016	\$ 13.01
53356	WILKINSON KELSEY	308 Mesilla Dr # D	5/2/2016	\$ 134.72
52744	HARPER MARLA	510 Orchard Ave Apt 3	5/2/2016	\$ 341.32
52857	HALL TRE LEE	1216 W Aztec Blvd Trlr 29	5/3/2016	\$ 163.02
51557	JOANNE W. LEE	404 S Main Ave	5/3/2016	\$ 433.65
53217	POWERS NITA	604 Chamiza Ave	5/3/2016	\$ 546.74
53187	BALDERRAMA JOSE QUINTANA	203 Robinson Ave	5/5/2016	\$ 288.70
49697	NORRIS JACK W	1711 Elm St	5/10/2016	\$ 307.78
53362	MEDINA ANGELICA R.	305 N Light Plant Rd Trlr	5/11/2016	\$ 206.82
53369	NO. 4 THRIFT STORE	306 N Main Ave	5/11/2016	\$ 232.85
52602	VALENCIA DARIAN	400 N Light Plant Rd Trlr	5/11/2016	\$ 560.70
53155	FOWLER PATRICIA	1248 S Main Ave	5/17/2016	\$ 173.41
53347	BILLIE WINSTON E	407 Zuni St	5/24/2016	\$ 75.45
53299	TRUJILLO CHRISTA L.	309 Mesilla Dr Apt B	5/24/2016	\$ 178.78
51757	BENALLY SADIE	1528 W Aztec Blvd Trlr 1	5/31/2016	\$ 310.78
51395	KENNEDY NADINE	402 Dawn Cir	5/31/2016	\$ 336.42
53169	ANGULO NICOLE	310 Robinson Ave	5/31/2016	\$ 519.20
52344	FAVER AMANDA	549 E Zia St	6/1/2016	\$ 168.05
53240	RAWDON CHRISTOPHER J.	1114 W Aztec Blvd Trlr 10	6/2/2016	\$ 66.34

Resolution 2020-1191
Write Off Inactive Utility Accounts
Over Four Years Old + Bankruptcy and Deceased Accounts

Account Number	Customer Name	Service Address	Last Bill	Balance Due
51117	TURNEY AMY	305 N Light Plant Rd Trlr	6/2/2016	\$ 23.11
52561	STEPHENS DAVID	510 Lovers Ln	6/6/2016	\$ 76.18
53185	MORRISON SHAWN B JR	516 Ruins Rd Trlr 62	6/7/2016	\$ 236.25
52809	FIERRO GERTRUDIS T	629 San Ysidro Pl	6/8/2016	\$ 266.59
50825	OSBORNE MIRANDA	305 N Light Plant Rd Trlr	6/8/2016	\$ 398.45
53099	HEGLAND SCOTT M	1216 W Aztec Blvd Trlr 20	6/8/2016	\$ 406.77
52599	RANDALL DION K	710 Sabena St	6/8/2016	\$ 435.21
52080	WILKERSON MILTON WESLEY	305 N Light Plant Rd Trlr	6/8/2016	\$ 442.62
52964	RYAN VALDEZ	721 Sabena St	6/8/2016	\$ 15.02
52436	PADILLA JARED	530 Kiva Ave	6/9/2016	\$ 126.47
48426	RARING KAREN	702 Sagebrush Dr	6/9/2016	\$ 323.20
53331	LENTE RYAN J.	217 N Rio Grande Ave 1/2	6/14/2016	\$ 323.83
53211	DEWITT JACOB	513 S Main Ave	6/15/2016	\$ 171.52
53130	PRADO MIRANDA	403 Ute Ave	6/20/2016	\$ 152.59

\$ 25,058.29

# OF ACCOUNTS TO WRITE OFF	92
# OF ACCOUNTS DISCHARGED DUE TO BANKRUPTCY	0
# OF ACCOUNTS DUE TO DECEASED CUSTOMER	4
AVG BALANCE DUE PER ACCOUNT (AFTER DEPOSITS APPLIED) \$	272.37

ESTIMATED FUTURE WRITE-OFFS

FY21: JULY 2016 - JUNE 2017	\$ 38,686.99
FY22: JULY 2017 - JUNE 2018	\$ 33,657.03
FY23: JULY 2018 - JUNE 2019	\$ 46,968.90
FY24: JULY 2019 - JUNE 2020	\$ 46,930.55

Staff Summary Report

MEETING DATE:	June 23, 2020
AGENDA ITEM:	V. CONSENT AGENDA (D)
AGENDA TITLE:	Letter of Support for San Juan County Behavioral Health Investment Zone Grant Application

ACTION REQUESTED BY:	Susan Hodgman, San Juan County Behavioral Health Services Director
ACTION REQUESTED:	Letter of Support for San Juan County Grant Application – Behavioral Health Investment Zone
SUMMARY BY:	Steve Mueller

PROJECT DESCRIPTION / FACTS

San Juan County is applying for a Behavioral Health Investment Zone grant that if awarded, will allow San Juan County Behavioral Health Dept to move forward with community and agency collaboration in building on the recommendations made by the authors of the Behavioral Health Gap Analysis, namely: building community capacity, conducting early screening and assessments, improving access to quality trauma-informed treatment services, diverting those with mental health conditions and substance abuse disorders from emergency room utilization and reducing serious and violent crimes, integrating BH with health care, leveraging private/public funding, and assisting local leaders in navigating appropriate federal and state programs. These are the same values that are held by the Behavioral Health Collaborative and that which we hope to enhance within our community and providers.

Past Funding priorities for the BHIZ programs in other counties have included the following:

- Enhancing existing operational projects by scaling up program capacity and infrastructure;
 - Hiring a grant writer
 - Providing access to or enhancing treatment capacity or other critical support services
 - Improving the quality and/or robustness of behavioral/mental health treatment and substance abuse services
 - Establishing or enhancing training and professional development of case managers, mental health and substance abuse counselors and staff
 - Increasing supportive housing options
- ✓ All with the goals of reducing alcohol use mortality rates, drug overdose deaths, suicide rates, and incarceration.

PROCUREMENT / PURCHASING (if applicable)

FISCAL INPUT / FINANCE DEPARTMENT (if applicable)

SUPPORT DOCUMENTS:

- Letter of Support for San Juan County Behavioral Health Investment Zone Grant Application

DEPARTMENT'S RECOMMENDED MOTION:

Move to approve letter of support for San Juan County Behavioral Health Investment Zone Grant Application

Mayor
Victor C. Snover

Mayor Pro-Tem
Rosalyn A. Fry



Commissioners
Austin R. Randall
Michael A. Padilla Sr.
Mark E. Lewis

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

June 23, 2010

Dr. Hazel Mella, PhD
Human Services Department
Behavioral Health Services Division
P.O. Box 2348
Santa Fe, NM 87504
Phone: 505-709-5670 Email: Hazel.Mella@state.nm.us

Dear Dr. Mella,

The City of Aztec supports San Juan County's grant application to the Behavioral Health Collaborative for the Behavioral Health Investment Zone funding.

The City of Aztec, along with San Juan County Behavioral Health practitioners, Mental Health Counselors and Substance Abuse Counselors and the agencies they work with all hold similar values and commitments to eliminate the mortality related to alcohol and drug abuse and work diligently to reduce the suicide rates within our communities.

We support San Juan County's Behavioral Health Services Departments efforts to address the Behavioral Health Gaps within this County and hope future funding from the Behavioral Health Collaborative will be available to assist in these efforts.

Given the need for services in San Juan County, we support San Juan County's grant application for the full funding requested amount.

Thank you for your continued support and consideration of this request.

Sincerely,

Victor Snover
Mayor

Staff Summary Report

MEETING DATE:	June 23, 2020
AGENDA ITEM:	VIII. BUSINESS ITEM (A)
AGENDA TITLE:	Final Adoption of Ordinance 2020-505: Amending Chapter 19 - Public Library

ACTION REQUESTED BY:	Library Director
ACTION REQUESTED:	Approve Final Adoption of Ordinance 2020-505: Amending Chapter 19 - Public Library
SUMMARY BY:	Angela Watkins & Edward Kotyk

PROJECT DESCRIPTION / FACTS

It has been over 12 years since Chapter 19 has been updated and there have been subsequent changes during this time with different Library Directors.

The current Library Director has reviewed Chapter 19 and has seen the need to completely update the chapter as the previous version is relatively obsolete.

Intent to Adopt Ordinance 2020-505 was approved at the City Commission on May 26, 2020. To date no public responses have been received on the ordinance.

PROCUREMENT

None

FISCAL IMPACTS

None

SUPPORT DOCUMENTS:	Ordinance 2020-505
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STAFF RECOMMENDATION:	Approve
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MOTION:	Move to approve the Final Adoption of Ordinance 2020-505: Amending Chapter 19 - Public Library
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**City of Aztec
ORDINANCE 2020-505**

An Ordinance Amending Chapter 19 - Public Library

WHEREAS, it has been over 12 years since Chapter 19 has been updated; and

WHEREAS, the Library Director has reviewed Chapter 19 and has seen the need to completely update the chapter as the previous version is relatively obsolete.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the City of Aztec has amended Chapter 19 of the Aztec City Code (as attached).

PASSED, APPROVED, SIGNED AND ADOPTED THIS _____ day of _____ 2020. By the Aztec City Commission, City of Aztec, New Mexico.

Mayor Victor C. Snover

ATTEST:

Karla Sayler, City Clerk CMC

APPROVE AS TO FORM:

City Attorney

Advertised Date of Final Adoption: _____

Effective Date of Ordinance: _____

**Chapter 19
PUBLIC LIBRARY**

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Chapter 19 PUBLIC LIBRARY

ARTICLE I. IN GENERAL

Sec. 19-1. Library Established.

There is established a free public library, originally known as the Altrurian Public Library, now known as the Aztec Public Library.

(Code 2007, 19-1)

Sec. 19-2. Library Purpose.

First established as the Altrurian Library in 1909, the present-day Aztec Public Library serves the Community as a center for literacy, technology, community development, cultural vitality and democratic participation.

(Code 2007, 19-2)

Sec. 19-3. Advisory Board.

Establishment and responsibilities of the Library Advisory Board are in [Chapter 2, Article V, Division 5](#).

(Code 2007, 19-3)

Sec. 19-4. Administration.

Establishment and responsibilities of the Library Director are established in [Chapter 2, Article III, Division 11](#).

(Code 2007, 19-4)

Sec. 19-5. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(Code 2007, 19-5)

Aztec Family Center

The Aztec Boys and Girls Club, San Juan College East, Vista Nueva Alternative School, Aztec Public Library, and all the parking, landscaped and access areas dedicated to the Family Center located on the corner of South Ash Street and Llano Street, Aztec.

Computer Network

The provided connectivity to the Regional Library System Database, and access to the internet and Aztec City network.

Cyber Café

This space is an open room with public access to computers and personal laptop computer use. This area can accommodate up to 32 people including seventeen computer terminals, twelve Ethernet data ports, and Wi-Fi connectivity. No food or drink is allowed in this area, Exceptions must be approved by the Library Director.

Library

Any nonprofit corporation of public institution, library, gallery, museum, exhibit, traveling library, collection, exhibition or other similar educational, scientific, artistic, historical, charitable or like association open to the public.

Library book, item or equipment

Any book, newspaper, magazine, pamphlet, manuscript, map, print, chart, picture, portrait, photograph, painting, engraving, statue coin, model, electronic or copy equipment or any other equipment, apparatus, specimen, film document, file card, apparatus or other work of art, literature or object of historical significance or of curiosity whether owned by the library or in the care, custody or control of the library by reason of loan, bailment, trust or deposit with the library and shall include any furniture, audio visual equipment or other like equipment customarily used or owned by the library.

Meeting Room A

This room may be reserved by small sized group (10 people maximum). This room comes equipped with a dry erase board (dry erase markers are not provided). This room can also accommodate one large table and 8 chairs. It also has an Ethernet data port for internet access or web casting (Webinar). Wi-fi is also available. Refreshments maybe served here.

Meeting Room B

This room can seat 10-25 people using up to four tables and 24 chairs. A galley kitchen with sink, microwave and refrigerator is also available. This room comes equipped with a dry erase board (dry erase markers are not provided), a digital overhead projection unit, screen and an Ethernet data port for internet access or web casting (Webinar). Wi-fi is also available. Refreshments may be served here.

Meeting Room C

This room seats up to 50 people or eight tables and 48 chairs. A galley kitchen with sink, microwave and refrigerator is also available. This room comes equipped with a dry erase board (dry erase markers are not provided), a digital overhead projection unit, screen and an Ethernet data port for internet access or web casting (Webinar). Wi-fi is also available. Refreshments may be served here.

Tech Lab

This space is also an open room that has nine computers and can accommodate seating for up to 20 people. Wi-Fi connectivity is also available. No food or drink is allowed in this area, exceptions must be approved by the Library Director.

Sec. 19-6. Library Fees.

Fees for library room rentals and equipment use is established in [Chapter 16 Fee Schedule](#).

Sec. 19-7 to 19-30. Reserved.

ARTICLE II. USE OF FACILITY

Sec. 19-31. Penalty for Violation.

Any person convicted of a willful violation of this article shall be subject to fine or punishment as provided in [Sections 1-8](#).

(Code 2007, 19-31)

Sec. 19-32. Persons Permitted Use of Public Libraries.

The public library is open to the general public, but checkout of materials from the library will be allowed only to current San Juan County Regional Library card holders.

(Code 2007, 19-32)

Sec. 19-33. Liability of Parent or Guardian for Acts of Minor.

The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this article shall be liable for all damages caused by such minor. The refusal, without just cause or reasonable excuse, of the parent or guardian of such minor to pay for any damage done to or retention of library property as provided in this article shall be a violation of this article.

(Code 2007, 19-33)

Sec. 19-34. Retention, Removal and Destruction of Property, Items or Equipment.

Any person who shall do any of the following acts shall be guilty of a violation of this article:

1. Willfully or intentionally fail to return to a public library any library book, item or equipment belonging to such library within 15 days after the library director has given such person notice in writing, as provided in this article, that the time for which such library book, item or equipment may be kept under library regulations has expired; or
2. Willfully or intentionally remove from the premises of the library any library book, item or equipment without charging it in accordance with the regulations of the library; or
3. Willfully or wantonly damage, mar, deface, cut, tear, disfigure, soil, obliterate, break, mutilate or otherwise destroy or injure any library book, item or equipment, whether upon the library premises or upon loan; or
4. Willfully misuse in any way, any of the library electronic resources

(Code 2007, 19-34)

Sec. 19-35. Notice.

Notice required by the library director under this article may be given by personal service or by mailing of a registered or certified letter, return receipt requested, to the last known address of such person on file with the library. Such notice shall refer to this article and shall contain a demand that the property be returned.

(Code 2007, 19-35)

Sec. 19-36. Violation of Rules.

1. It shall be unlawful and a violation of this article for any person to willfully disobey any rule or regulation promulgated by the public library board for use of the public library by the public, provided, that:
 - (1) Any such rule or regulation shall have been formulated, approved and adopted by and filed with the city commission;
 - (2) A copy of such rule or regulation shall have been filed with the city clerk for inspection by the public during reasonable business hours; and
 - (3) Such rule or regulation is prominently posted at the entrance of the public library in large type so as to be readily visible to all persons entering the public library for purposes of the use thereof.
2. The public library board shall have authority to exclude any person who willfully violates library rules and regulations.
(Code 2007, 19-36)

Sec. 19-37. Parking Areas and Building Approaches.

Parking areas and building approach areas shall be a shared security responsibility by the various parties considered as part of the Aztec Family Center.
(Code 2007, 19-37)

Staff Summary Report

MEETING DATE:	June 23, 2020
AGENDA ITEM:	VIII. BUSINESS ITEM (B)
AGENDA TITLE:	Final Adoption of Ordinance 2020-506: Amending Chapter 16 - Fee Schedule

ACTION REQUESTED BY:	Library Director
ACTION REQUESTED:	Approve Final Adoption of Ordinance 2020-506: Amending Chapter 16 - Fee Schedule
SUMMARY BY:	Angela Watkins & Edward Kotyk

PROJECT DESCRIPTION / FACTS

It has been over 12 years since Chapter 19 has been updated and there have been subsequent changes during this time with different Library Directors.

The current Library Director has reviewed Chapter 19 and has seen the need to completely update the chapter as the previous version is relatively obsolete. In the process of amending Chapter 19, it also requires amending Chapter 16 whereby fees were established for the rental of space and/or equipment at the Public Library.

Intent to Adopt Ordinance 2020-506 was approved at the City Commission on May 26, 2020. To date no public responses have been received on the ordinance.

PROCUREMENT

None

FISCAL IMPACTS

None

SUPPORT DOCUMENTS:	Ordinance 2020-506
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STAFF RECOMMENDATION:	Approve
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MOTION:	Move to approve the Final Adoption of Ordinance 2020-506: Amending Chapter 16 - Fee Schedule
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**City of Aztec
ORDINANCE 2020-506**

An Ordinance Amending Chapter 16 – Fee Schedule

WHEREAS, it has been over 12 years since Chapter 19 has been updated; and

WHEREAS, the Library Director has reviewed Chapter 19 and has seen the need to completely update the chapter as the previous version is relatively obsolete; and

WHEREAS, in the process of reviewing Chapter 19, it was determined that Chapter 16 Fee Schedule also needed updating.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the City of Aztec has amended Chapter 16 of the Aztec City Code (as attached).

PASSED, APPROVED, SIGNED AND ADOPTED THIS _____ day of _____ 2020.
By the Aztec City Commission, City of Aztec, New Mexico.

Mayor Victor C. Snover

ATTEST:

Karla Sayler, City Clerk CMC

APPROVE AS TO FORM:

City Attorney

Advertised Date of Final Adoption:

Effective Date of Ordinance:

Chapter 16 FEE SCHEDULE

ARTICLE I. LIBRARY FEES

Sec. 16-1. Definitions.

The following words, terms and phrases when used in this Article shall have the meanings ascribed to them in this section except where the context clearly indicates a different meaning:

Digital Arts Lab

This space is an open room with computers and software specific for the training in digital arts technologies and development of digital art products. Use of the facility is by reservation only and can accommodate up to 16 people. No food or drink is allowed in this area (Exceptions must be approved by the Library Director).
(Ord. 2008-360, eff. 2008-Nov-01)

Meeting Room A

This room may be reserved by small sized group (10 people maximum). This room comes equipped with a dry erase board (dry erase markers are not provided). This room can also accommodate one large table and 8 chairs. It also has an Ethernet data port for internet access or web casting (Webinar). Wi-fi is also available. A Poly-com unit is available with an additional charge. Refreshments maybe served here.

Meeting Room B

This room can seat 10-25 people using up to four tables and 24 chairs. A galley kitchen with sink, microwave and refrigerator is also available. This room comes equipped with a dry erase board (dry erase markers are not provided), a digital overhead projection unit, screen and an Ethernet data port for internet access or web casting (Webinar). Wi-fi is also available. A Poly-com unit is available with an additional charge. Refreshments may be served here.

Meeting Room C

This room seats up to 50 people or eight tables and 48 chairs. A galley kitchen with sink, microwave and refrigerator is also available. This room comes equipped with a dry erase board (dry erase markers are not provided), a digital overhead projection unit, screen and an Ethernet data port for internet access or web casting (Webinar). Wi-fi is also available. A Poly-com unit is available with an additional charge. Refreshments may be served here.

The Cyber Cafe

This space is an open room with public access to computers and personal laptop computer use. This area can accommodate up to 32 people including twelve computer terminals, twelve Ethernet data ports, and Wi-Fi connectivity. No food or drink is allowed in this area (Exceptions must be approved by the Library Director).

Tech Lab

This space is also an open room that has ten computers and can accommodate seating for up to 20 people. Wi-Fi connectivity is also available. No food or drink is allowed in this area (Exceptions must be approved by the Library Director).

Sec. 16-1. Fees.

1. Location Fees.

<i>Location</i>	<i>Status</i>	<i>Public Use</i>	<i>Non-Profit</i>	<i>For-Profit</i>
Meeting Room A	San Juan County, NM	No charge	No charge	\$25. ⁰⁰
	Outside SJ Cnty NM	No charge	\$25. ⁰⁰	\$35. ⁰⁰
Meeting Room B	San Juan County, NM	No charge	No charge	\$25. ⁰⁰
	Outside SJ County NM	No charge	\$25. ⁰⁰	\$35. ⁰⁰
Meeting Room C	San Juan County, NM	No charge	No charge	\$50. ⁰⁰
	Outside SJ County NM	No charge	\$35. ⁰⁰	\$75. ⁰⁰
Cyber Café	San Juan County, NM	No charge for single computer use	\$50. ⁰⁰	\$100. ⁰⁰
	Outside SJ County NM	No charge for single computer use	\$75. ⁰⁰	\$125. ⁰⁰
Tech Lab	San Juan County, NM	No charge for single computer use	\$50. ⁰⁰	\$100. ⁰⁰
	Outside SJ County NM	No charge for single computer use	\$75. ⁰⁰	\$125. ⁰⁰
Digital Arts Lab (1-4 Computers for half a day)	San Juan County, NM	\$10.⁰⁰-annual fee	\$100.⁰⁰	\$200.⁰⁰
	Outside SJ County NM	\$15.⁰⁰-annual fee	\$150.⁰⁰	\$250.⁰⁰

(Ord. 2008-360, eff. 2008-Nov-01)

2. Equipment Fees.

<i>Equipment</i>	<i>Security Deposit</i>	<i>Usage Fee (if checked out of Library)</i>
Poly-Com Digital Conferencing Unit	\$50.⁰⁰	\$25.⁰⁰
Portable Digital Projection Unit	\$50. ⁰⁰	\$15. ⁰⁰
DVD Player w/ Monitor	Valid Driver's License	\$15.⁰⁰
VCR w/ Monitor	Valid Driver's License	\$15.⁰⁰
Building Key	\$50. ⁰⁰	No charge
Digital Camera	Not available for public check out	
Digital Camcorder	Not available for public check out	
Digital Storage	Not available for public check out	
Projector Screen	Not available for public check out	

(Ord. 2008-360, eff. 2008-Nov-01)

3. Training Fees.

<i>Training</i>	<i>Instructor Fee</i>
Community Workshops	Fee dependent on course content; non-CTC or Digital Arts Lab related
CTC Instruction	\$25.00/hour Basic Microsoft Application Instruction
Digital Arts Lab	Fee dependent on course content.

(Ord. 2008-360, eff. 2008-Nov-01)

4. Library Fees.

<i>Description</i>	<i>Fee</i>
Fines: Materials	10¢ per item per day
Fines: Equipment	\$5. ⁰⁰ per item per day
Lost Card Replacement	\$2. ⁰⁰ each
Lost/Damaged Materials	Replacement cost plus \$3. ⁰⁰ processing fee; Non-Refundable
Lost/Damaged Equipment	Replacement cost; Non-Refundable
CDs	\$1. ⁰⁰ each
Book Sales	Varies; dependent on item
Promotional Items	Varies; dependent on item
Copies/Printing: Public	10¢ black and white; 50¢ color
Copies/Printing: City Agency	7¢ black and white; 35¢ color
Fax Service	\$1. ⁰⁰ per page

(Ord. 2008-360, eff. 2008-Nov-01)

Secs 16-2 to 16-10. Reserved.