



**SEPTEMBER 2015
DEPARTMENT REPORTS**

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CITY MANAGER

San Juan Water Commission

- The Water Commission interim director Aaron Chavez will be at next meeting to give a presentation on Commission

First Tee

- No meeting this month.

EMS Oversight

- No meeting this month.

NW NM Council of Governments

- No meeting this Month.

Golf Course

- The numbers and projections were sent out via email.

Procurement Approved By City Manager for October 2015

PROCUREMENT NO	TITLE	DEPARTMENT	POST	CLOSE	BUDGET AVAILABLE	ESTIMATED COST	AMOUNT
2016-527	ROTARY SCREW AIR COMPRESSOR	WASTEWATER PLANT	8/2/15	8/18/15	\$32,000	\$32,000	\$27,246 Pioneer Equipment
2016-530	CHEMICAL: SODIUM HYPCHLORITE	WATER PLANT	8/23/15	9/10/15	\$40,000	\$40,000	\$41,040 DPS
2016-518	ON-CALL FIBER OPTIC INSTALLATION & REPAIR	ELECTRIC & INFO TECH	10/4/15	10/20/15			

Community Meetings

- Two flood response meeting were held in the Commission room and we have followed up with emails to our citizens
- Aztec Strong: The next meeting will be on October 19, 2015 at 6:30 pm at The Aztec Church of Christ

CLERK / DEPUTY CLERK

HR

We currently have no open positions.

Welcome new employees:

- Eligio Tommy Martinez/Public Works
- Vivian Salt/Senior-Community Center

We are currently in the process of updating the Personnel and Safety Drug Policies.

Open enrollment for benefits will begin October 1st. If there are any changes to benefits now is the time to make changes.

City Clerk

I will be attending Annual Clerk School on October 14-16 and Election School on November 4-6. After I attend Election School I will have the calendar available and will get copies to the Commissioners and Attorney.

Commission Meetings this month will be October 13th and 27th.

Agenda Packets are available on the Web and KIVA for you to view on Thursday's prior to Commission meetings.

AIRPORT

- The bids for the fueling system were non responsive and therefore were rejected by Commission. The system was put out for bid once again. Bids will open next week.
- WHPacific has submitted the design of the airport apron.

ANIMAL SHELTER AND CARE

We sent 50 animals to different rescue groups last month.

Intake numbers from last month:

INTAKE	ADOPTED/RESCUE	CLAIMED	SURGERY	EUTHANIZED
DOGS – 239	64	46	81	43
CATS – 230	7	1	26	230
MISC. – 3	3	0	0	2
TOTAL – 472	74	47	107	275

Total Animals per Jurisdiction

- Aztec = 159
- Bernalillo = 11
- Bloomfield = 39
- S.J.C. = 156

Submitted by: Tina Roper

CAPITAL PROJECTS

No Updates at this time

COMMUNITY DEVELOPMENT

PERMITS/DEVELOPMENT

- Statistics:

We started 14 new permits this month:

PERMIT_TYP	PERMIT_SUB	STATUS	COUNT
COMMERICAL	STORAGE UNIT	APPROVED	1
SIGN	YARD SALE	APPROVED	7
RESIDENTIAL	FENCE	APPROVED	1
RESIDENTIAL	NEW HOME	APPROVED	1
SIGN	TEMPORARY	APPROVED	1
SIGN	PERMANENT	APPROVED	1
RESIDENTIAL	ACCESSORY	APPROVED	1
PLAT	ALT SUMMARY	PENDING	1

We approved 13 permits

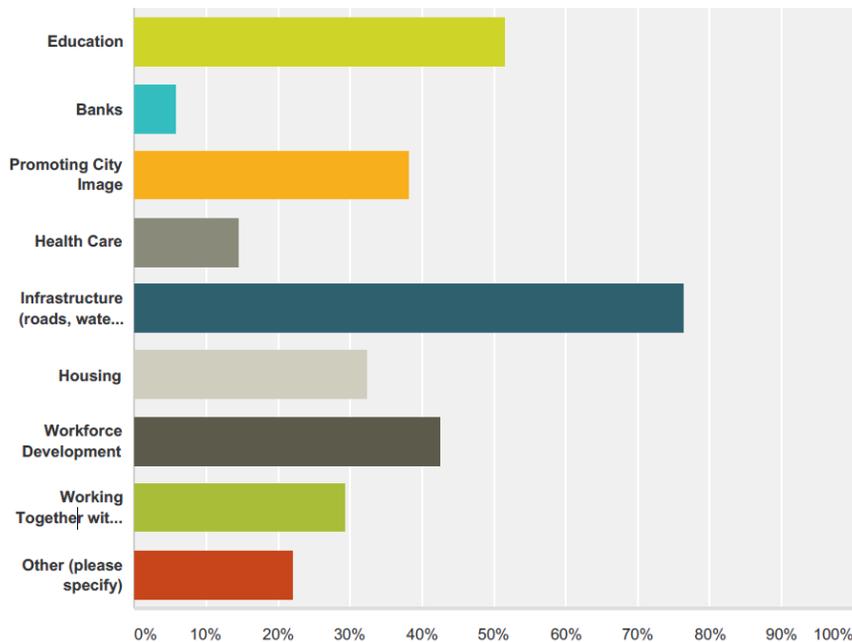
PLANNING

Meetings:

- Christmas Sparkles-W. Homka missed this month's meeting because it was held the same evening as one of the community flood meetings.
- EDAB- The Economic Development Survey was launched the beginning of September and has ended as of September 30. The EDAB committee members reviewed preliminary answers during its meeting on Thursday September 24. Community Development is being assisted by Aztec's Project Management team, which has prepared a statistical summary using the tools available through the Survey Monkey website. Initial results indicate 68 people took the survey, up from 38 who took the last Economic Development survey in April. The top three items identified as important to the economic success of Aztec are Infrastructure, Education, and Workforce Development. Fourth was promoting the City's Image. The results for this question (#3) can be seen in the graph below:

Q3 Which of the following do you think are most important to the economic success of Aztec (Select 3) ?

Answered: 68 Skipped: 0



Another question asked the respondents to identify whether or not they visit a list of cities provided in the survey. These included Albuquerque, Bloomfield, Durango, Farmington, Gallup, Santa Fe, and Shiprock. The top three destinations for shopping were Farmington, Durango and Albuquerque. The order shifted when asked which cities are frequented for business travel, illustrating the top three as Farmington, Shiprock, and Bloomfield. Personal travel among the cities changed the order again, listing the top three destinations as Durango, Farmington, and Albuquerque. The table is below for review.

	Shopping	Business	Personal	Total Respondents
Albuquerque	69.64% 39	46.43% 26	58.93% 33	56
Bloomfield	17.24% 5	58.62% 17	55.17% 16	29
Durango	79.10% 53	26.87% 18	80.60% 54	67
Farmington	95.24% 60	68.25% 43	61.90% 39	63
Gallup	15.38% 2	46.15% 6	46.15% 6	13
Santa Fe	35.29% 12	50.00% 17	55.88% 19	34
Shiprock	0.00% 0	63.64% 7	36.36% 4	11

Agreements & Plans

- o Just Us Kids- Community Development drafted an agreement to resolve ongoing signage issues with Rod Foss, representing Just Us Kids. The agreement is currently undergoing review by the city attorney.

Flood Event

- o The August 26 flood event created the need to prioritize discussions with citizens and businesses about the city’s plan to address the resulting damage and what future plans it will consider to avoid future events. Staff attended two community meetings, one organized by the Kokopelli neighborhood and the other by the city. The meetings were held on two consecutive days, Tuesday September 15 and Wednesday September 16 respectively. W. Homka was present and took notes on every comment and answered several flood related questions.
- o City Email
The new email set up for citizens to send in pictures and damage reports initially helped nearly two dozen people. During a city commission meeting after the flood, on Tuesday September 8, the room completely full. This was due in large part to many flood victims in attendance. W. Homka provided a Storm Report Form for the victims to provide information about damage and contact name, address, telephone and email addresses. This generated many of the reports sent to planningdept@aztecm.gov.
- o Door Hangers
Community Development prepared a door hanger for distribution to possible flood victims. The goal is to ascertain the extent of the damage and the financial impact to the private sector. Five target areas were highlighted and, consequently each area was adopted by a city department to hand distribute the storm form in their assigned area. Community Development printed up 1,500 red forms and is grateful for the assistance of the following departments that assigned staff to assist distributing the forms throughout the districts:

- Animal Shelter
- Project Management
- Finance
- Public Works
- Police Department

- Damage assessment

Community Development is preparing a binder with all of the individual properties who have filed damage reports. Though we are still taking information, we have to date received information from 77 properties that have reported over \$649,000 in damage costs. This amount significantly exceeds the EMA's preliminary assessment, where the damage cost was estimated around \$200,000. Damage to public buildings and infrastructure has already been estimated to exceed over \$1 million. The estimates and property information will be used to assist in the application for any grant resources the city of Aztec is eligible to receive in order to assist property owners with damage not covered by insurance, or to assist with covering deductibles.

- Projects:

- Community Development Office – Community Development will soon issue a Request for Proposals to begin Phase 2 of the office renovation. This phase will involve new paint and carpet.
- The HUB- The City has made a formal offer to lease-purchase the property at 119 Chuska / 119 Church Streets. The proposal was made through Ramsey Realty. The church real estate committee met to review the offer and has made a counter offer. The Presbyterian Church would like some cash up front to pay some bills and other costs associated with the building. The city's offer only contained work and physical improvements in lieu of any cash transaction.

Meanwhile Community Development and the City Manager have been discussing a possibility for a business to locate and incubate in the facility. W. Homka has approached the business which is searching for a location to incubate a new product. Hopefully the discussions will bear a sub-lease agreement with the proprietor and help with the cash flow of the HUB project. As discussions have just begun, Community Development is not releasing the name or nature of the business.

TOURISM AND MARKETING

August 22 – September 21, 2015

- Statistics:

- Information Requests

- Trail of the Ancients Information Requests (Grand Circle) – 89
- Trail of the Ancients/City Information Requests (True West) – 0
- Go-New Mexico - 44
- Sunset Magazine – 14

Visitors: **August 22 – September 21, 2015**

Total Contacts – 780

- walk-ins; 505
- phone contacts; 109
- guest bags; 166
- guest book; 29
- Domestic Representation: Alabama (2), **Arizona (17)**, Arkansas (4), **California (15)**, **Colorado (62)**, (Florida (4), Indiana (6), Iowa (2), Michigan (5), Minnesota (3), Mississippi (3), **Missouri (7)**, Nebraska (4), Nevada (4), New Hampshire (2), **New Mexico (55)**, North Carolina (2), Ohio (2), Oklahoma (9), Oregon (5), Pennsylvania (5), South Carolina (2), Tennessee (4), Texas (20), Utah (4), Vermont (1), Virginia (3), Washington (11), Wisconsin (2)
- International Representation: Canada (8), France (9), Australia (5), Africa (1), United Kingdom (16), Switzerland (2), Denmark (4), Belgium (2), Germany (10)

- Revenue:
 - Visitor Center Store: **\$43.50**
- **Social Media:** Goggle Analytics for www.aztecnm.com
 - Visits: 4879
 - Users: 2,871
 - Page Views: 8,481
 - Pages/Visit: 1.74
 - Avg. Visit Duration: 00:01:17
 - Bounce Rate: 77.56%
 - New Visitor %: 55.7.1%
 - Returning Visits%: 44.3%
 - Our top three visitors reside, in order, the United States, Canada, France.
- **Social Media:** Goggle Analytics for www.aztecnm.gov
 - Visits: 3,942
 - Users: 4,797
 - Page Views: 12,447
 - Pages/Visit: 2.10
 - Avg. Visit Duration: 00:01:45
 - Bounce Rate: 62.95%
 - New Visitor %: 52.9%
 - Returning Visitor %: 47.1%
 - **Facebook: City of Aztec**
 - Lifetime Total Likes: **1828**
 - Month New Likes:**78**
 - **Engaged Users: 203,386**(The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users))
 - Total Reach: **1,628,461**(The number of people who have seen any content associated with your Page. (Unique Users))
 - Total Impressions: **10,579,485** The number of impressions seen of any content associated with your Page. (Total Count)
 - Largest Audience Hit: 09/9/2015 Proclamation - Constitution (5974 K)
 - Second Largest Audience Hit: 09/10/2015 We need 170 documented hms (4211 K)
 - **Facebook: Aztec New Mexico (Tourism)**
 - Lifetime Total Likes: **217**
 - Month New Likes: **2**
 - Engaged Users: **714** (The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users))
 - Total Reach: **4827** (The number of people who have seen any content associated with your Page. (Unique Users))
 - Total Impressions: **30,291** The number of impressions seen of any content associated with your Page. (Total Count)
 - Largest Audience Hit: 09/3/2015 Aztec Gallery Features (63)
 - Second Largest Audience Hit: 09/18/2015 Visit NM Video (44)

Special Projects.

1. Completed Aztec Press Kit – Shortly will be available on USB and/or Print and on our Tourism website
2. Arranging Professional Photography of local events and area attraction for a portfolio of photography to be available to media. Photographer will start with the Golf Course in October

3. Media FAM tour is set to arrive in Aztec, October 14th-15th, 2015 they will arrive in time for dinner which will be held at the Aztec Museum and Pioneer Village, catered by Los Barelas and Vanilla Moose. On the 15th they will travel to the Aztec Ruins where they will be guided by Mr. Baker from the Salmon Ruins. The group will then travel to Durango, CO.
4. The Tourism website has updated the new brochures and they are available to be downloaded from the web.
5. Working with Constant Contact we now have sign up forms on the Tourism website, and Facebook for individuals to sign up to receive the Monthly Calendar of Events.
6. We are participating with Aztec Sparkles committee for 2015 festivities
7. Travel to Grand Circle Quarterly Mtg. in Acoma Pueblo, NM
8. Information Bags – 50 for Aztec School Reunion, 100 for Antique Truck & Equipment Show, 100 for Highland Games, 100 National County Government Day (October), 15 Media FAM tour group (October)
9. Safety Meeting with Capt. Morris, Bil Homka, Velia and myself after recent incident at the Visitor Center. It was decided that the VC will have a radio with a button we can push in case of emergencies and that we would get cameras 2 inside and 2 outside. The issue being that with the close proximity of the two bus stops (Red Apple and Roadrunner) there is an increase of individuals with problems weather mental, alcohol and/or drugs. The VC is open on the weekends when others are not around, we generally work alone and we only have one door in/out
10. Delivered new Aztec Brochures local distributors, 1200 to Durango Airport
11. Participated via keeping up Facebook communication during recent Mine Spill and Storm i.e. Flooding
12. Plans in the works to attend Showbird Show in McAllen, Tx to promote Aztec, NM will work with others within the Grand Circle, to share expenses of the show.
13. Made second purchase of local artists work to sell at the VC

ELECTRIC

ONGOING PROJECTS:

Line Crew

- We have a lot of maintenance items we will be catching up on over the next couple of months. Transformer replacements, tree trimming, street lighting, conductor change out, ect.
- Retaining wall at Substation on S Light Plant. (Material is here. We will probably start this in the winter months)
- Walk bridge lighting; (99% complete. We have 5 poles and fixtures to set once they arrive from manufacturer, expected due date is November 25th)
- We will be stringing fiber from the corner of Sabena & McCoy to the river pump this month.
- WiFi Radio / repeaters; We have replaced 10 of the old WiFi repeaters over the past month installed 11 in new locations.
- Install new service and transformer to three lots on E Blanco (once estimate is paid)
- Repair switch in substation
- Install fiber optic cable from Water plant to river pump station.
- install new pole, service and transformer to Verizon Cell tower 1600 Lydia Rippey Rd. (once estimate is paid)

KEN:

- Continuing to work with FEUS and ESC on 2nd substation location.(We have set up bi-weekly meetings to talk about everything from a new purchase power contract and transmission services to rebuilding old substations, installing new substations and metering as well as putting together the MOU between Cities for this project.)
- Working with PNM, WAPA and FEUS to change the metering point for our power. (I meet with FEUS and WAPA engineers this week on design)
- The RFP for long term purchase power: We have started negotiations.
- Will be working on updating our PV / renewable policy.(when time allows, I have started a draft.)
- I have drafted a new pole attachment agreement for Zippy Tech / Cedar Net works a fiber company who would like to bring high speed fiber to businesses in our fair town.

- Geri & I will be looking to order new banners for Aztec Blvd as well as banners and Holiday lighting for down town.
- I will be out of town traveling to Las Angeles Cal for the annual Itron conference Oct 8th -13th
- New Bucket truck bid is out.

NEW PROJECTS: In the coming weeks/months

- nothing new at this point.

FYI: Please feel free to contact me if you have any problems or "atta-boys".

Electric Director -Ken George

INFORMATION SYSTEMS

Animal Shelter

- Handheld 07, 05, 04 have been repaired. Batteries replaced (2) one handheld set to Motorola depot for repair.
- Moved receipt printing from Xerox to HP counter top printer

Courts Network

- Full Court Enterprise Server
- Scanners order (2)
- 4 PC workstations order.

IT Department

- SCADA System Installation Started at Airport Communications, wireless bridge to be installed
- Upgraded DELL server hardware.
- Dell workstations ordered for departments.
- Daily Task of hardware / software fixes and repairs.
- City of Aztec Public WiFi for the month of September “**Distinct clients: 2776 (Daily average: 365)**”

Library

- Installed a MR-66 access point to replace existing / damaged infrastructure.

Police Department

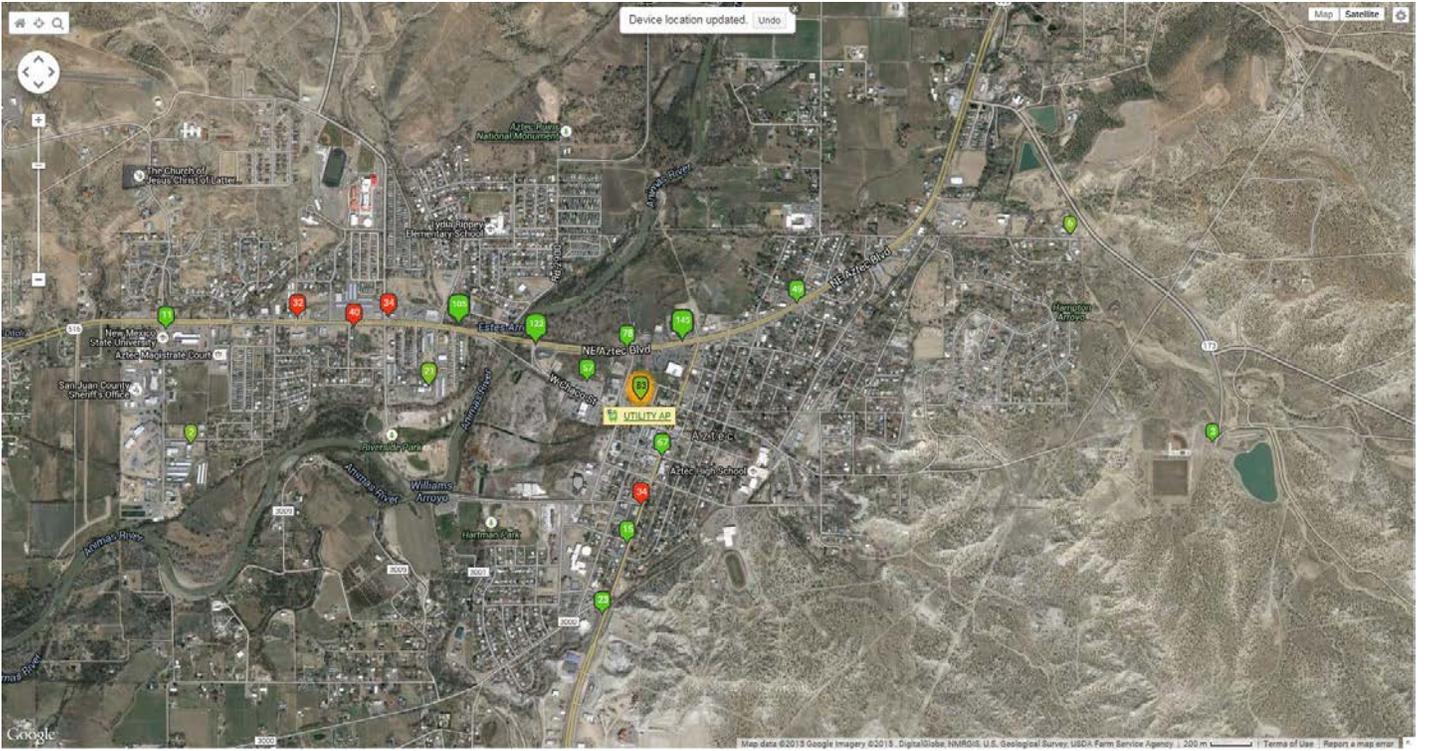
- Working on squad car video cameras and MDT software.

Electric Department

- Ken’s crews have been working for the last 2.5 weeks adding and replacing new Wireless equipment.

Public Works

- WiFi Tower Installed for Public WiFi Network MR-66 installed connecting AP’s located at Oliver / 516 intersection

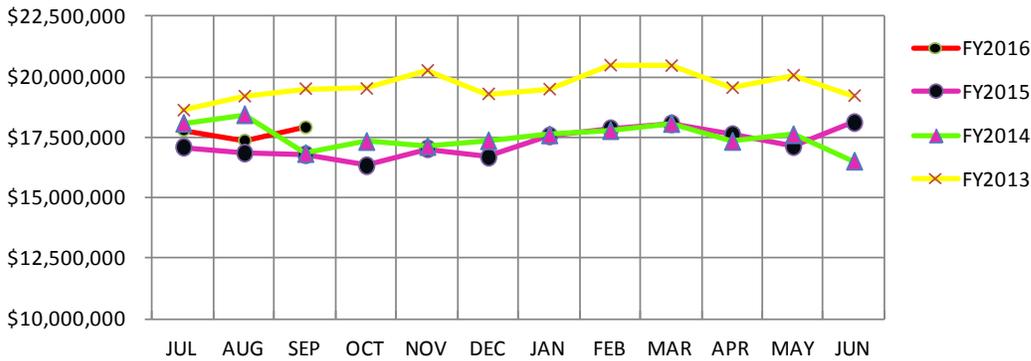


FINANCE

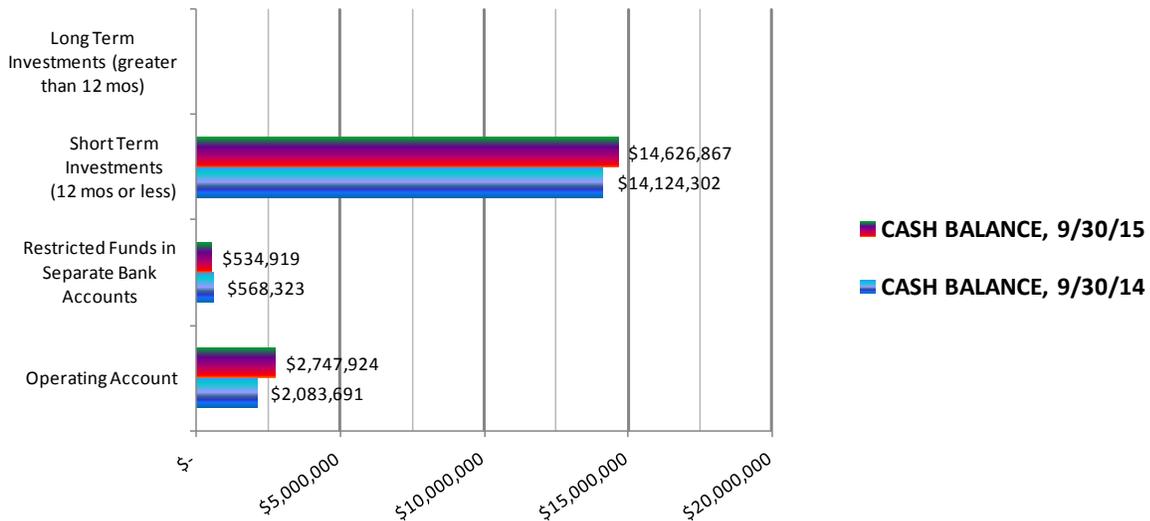
	Unrestricted	Funds Restricted to Specific Uses By Statute or Ordinance	Operating Account	Restricted Funds in Separate Bank Accounts	Short Term Investments (12 mos or less)
			2,747,924	534,919	14,626,867
General Fund	2,000,513	19,802	335,978	12,282	1,672,054
Special Revenue Funds					
Road Fund ***		257,014	40,648		216,366
Law Enforcement Protection Fund		23,901	3,780		20,121
Local Government Correction Fund		11,835	1,872		9,963
Economic Development Fund		113,008	-		113,008
Development Fees Fund		39,106	6,185		32,921
Lodgers Tax Fund		59,746	9,449		50,296
State Fire Fund		696,430	110,144		586,286
Recreation Fund		3,311	-		3,311
Emergency Medical Services Fund		-	-		-
Airport Fund		55,718	8,812		46,906
Capital Funds					
Capital Projects Fund	494,806	510,773	58,892	633,214	313,473
Community Block Development Grant Fund		4,345	-	4,345	-
Enterprise Funds					
Joint Utility O&M Fund	6,844,932	305,000	1,130,803		6,019,129
Electric Repair & Replacement		3,706,613	586,222		3,120,391
Water Repair & Replacement		1,128,656	178,503		950,152
Wastewater Repair & Replacement		1,053,701	166,649		887,052
Water Rights Acquisition Fund		374,888	59,291		315,597
Irrigation Fund		84,200	13,317		70,884
Solid Waste Fund		155,307	24,563		130,744
Golf Course Fund		(33,894)	(5,361)		(28,533)
TOTAL AVAILABLE	9,340,251	8,034,539	2,729,748	649,841	14,530,120
TOTAL IN RESTRICTED ACCOUNTS		534,919			
CASH BALANCE, 9/30/15		\$17,909,709			\$ 17,909,709

Financial Institution	Amount	Annual %	Term	Maturity
Four Corners Community Bank	\$1,000,000	.25%	12 mos	11/2015
Citizens Bank	\$750,000	.25%	12 mos	11/2015
Citizens Bank	\$1,000,000	.35%	12 mos	4/2016
Citizens Bank	\$500,000	.43%	12 mos	8/2016
Citizens Bank	\$1,000,000	.43%	12 mos	8/2016
Citizens Bank	\$500,000	.43%	12 mos	8/2016
Citizens Bank	\$1,000,000	.43%	12 mos	9/2016
NM LGIP	\$8,376,867	.191%	perpetual	

Monthly Cash Balances Multi Year Comparison



CASH BALANCES ONE YEAR COMPARISON



**CITY OF AZTEC
EXPENDITURE AND REVENUE REPORT**

FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2015 (25% of budget year)

FUND #	FUND NAME	FY2016		YTD REVENUES	% COLLECTED	FY2016		% USED	FY2016 YTD SURPLUS / (DEFICIT)	FY2015 YTD SURPLUS / (DEFICIT)
		REVENUE BUDGET	BUDGET			EXPENDITURE BUDGET	EXPENDITURES & ENCUMBRANCE S			
101	General Fund	\$6,190,019	\$879,877	14.2%	8,323,323	2,315,870	27.8%	(\$1,435,993)	(\$1,499,680)	
200	Municipal Road Fund	\$6,885,912	\$28,849	0.4%	7,807,139	4,759,143	61.0%	(\$4,730,294)	\$159,891	
205	Law Enforcement Prot.	\$26,000	\$27,800	106.9%	26,000	4,380	16.8%	\$23,420	\$19,999	
207	Local Gov't Correction	\$119,000	\$22,416	18.8%	119,000	9,463	8.0%	\$12,953	\$675	
215	Economic Development Fund	\$200		0.0%	0			\$0	\$19	
216	Development/Impact Fees Fund	\$100	\$1,000	1000.0%	38,000		0.0%	\$1,000	\$1,506	
220	Lodgers Tax	\$35,075	\$20,723	59.1%	51,635	15,545	30.1%	\$5,178	(\$6,852)	
230	State Fire Fund	\$155,169	\$200,133	129.0%	668,367	26,755	4.0%	\$173,378	\$177,855	
240	Recreation Fund	\$0			0			\$0	\$0	
250	Emergency Med Fund	\$0			0			\$0	\$0	
270	Airport Fund	\$412,100	\$31,177	7.6%	386,700	90,393	23.4%	(\$59,216)	\$27,550	
310	Capital Funds Project	\$911,969	\$86,533	9.5%	1,112,650	460,296	41.4%	(\$373,763)	(\$273,116)	
340	Comm Develop Block Grant Func	\$0			0			\$0	\$0	
500	Joint Utility O & M	\$15,707,619	\$2,703,349	17.2%	18,673,289	3,096,903	16.6%	(\$393,554)	\$682,207	
503	Elec Repair-Replacement	\$555,000		0.0%	0			\$0	\$92,194	
506	Wtr Repair-Replacement	\$151,000		0.0%				\$0	\$25,164	
509	WWtr Repair-Replacement	\$215,000		0.0%	358,139		0.0%	\$0	\$16,825	
530	Water Rights Acq Fund	\$45,600	\$5,700	12.5%	65,000	14,822	22.8%	(\$9,122)	\$32,032	
540	Irrigation Assmnts.	\$13,209		0.0%	21,635	4,077	18.8%	(\$4,077)	(\$40,237)	
550	Solid Waste	\$664,550	\$167,710	25.2%	747,221	133,478	17.9%	\$34,232	\$39,948	
570	Municipal Golf Course	\$478,000	\$65,601	13.7%	445,650	213,086	47.8%	(\$147,485)	\$0	
TOTALS		\$32,565,522	\$4,240,868	13.0%	\$38,843,748	\$11,144,210	28.7%	(\$6,903,342)	(\$544,021)	

Bids/RFPs currently open or upcoming October 2015:

Bids/RFPs Open

-
- 2016-516 Airport Fuel System (re-bid)
- 2016-518 Fiber Installation/Splicing/Testing and Repair
- 2016-534 N Main Corridor Phase 0
- 2016-536 Blanco Arroyo Drainage Study & Improvement Alternatives
- 2016-537 Kokopelli SubDivision & Hampton Arroyo Drainage Study & Improvement Alternatives
- 2016-538 Insulated Aerial Lift/Bucket Truck
- 2016-540 Utilities Cost of Service and Rate Study

Bids/RFPs Under Review

- 2015-0502 Wholesale Power Supply (proposal review has been completed, presentation completed, contract negotiations in process)

Upcoming Bids/RFPs

- Animas River Diversion Spring 2016 (may be split into multiple projects/bids)
- Sewer Outfall Line, Fall 2015
- N Main Corridor, Phase 1
- 2016-540 Utilities Cost of Service and Rate Study

Request for Quotes

Several are posted on the City's website.

Sole Source Procurement

Shoretel Phone System Annual Maintenance & Support

Emergency Procurement

Projects

Arterial Ph1B: Notice to Proceed issued effective October 5, 2015

LIBRARY

Library September 2015

Staff Development/Trainings:

- **City Safety training: Ergonomic Awareness:** Jennifer Coleman and Angela Watkins
- **Gale Electronic Resources Webinar:** All staff
- **Reaching the Reluctant Reader Webinar:** Karen Lozier and Kate Skinner

Programming, Events, Outreach:

- **Preschool story time**
- **Cooking teens and adults (2 programs)**
- **Altered Books**
- **Book Discussion Group**
- **Local author: Margaret Cheasebro**
- **Chautauqua**
- **Computer classes**
- **Outreach:** – Kate Skinner – presented a training on the New Mexico State Library Privacy Act with staff of City Police Department



AZTEC PUBLIC LIBRARY - Library Operation Stats

For the Year Ending 2015-2016

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Circulation													
Adult Books	1,072	1,033	1134										3,239
Juvenile Books	1,169	907	1091										3,167
Adult Media	1,816	1,494	1267										4,577
Juvenile Media	229	200	166										595
Library Use	431	451	848										1,730
Locked Case	1	0	1										2
Paperbacks	60	16	8										84
Total Books & Media	4,778	4,101	4,515	0	13,394								
Kindles	0	0	0										0
Axis360	6	7	0										13
Zinio	0	0	0										0
OneClickDigital	9	12	6										27
Total ecollection	15	19	6	0	40								
Total Circulation	4,793	4,120	4,521	0	13,434								
Circulation Operation													
Days Open	26	26	25										77
Hours Open	231	229	249										709
Reference	222	179	120										521
New Cards	71	117	78										266
Replacement Cards	15	40	24										79
Tours	0	0	1										1
Courtyard	0	0	11										11
Gate Count	6,394	6,729	6980										20,103
Meeting Room	410	163	281										854
Study Room	10	11	6										27
Total Patron Visit	6,814	6,903	7,267	0	20,984								
Reserves - Aztec	85	51	56										192
Reserves - Blmfd	6	9	13										28
ILL Request	13	19	6										38
ILL Borrowed Items	12	16	13										41
Collection													
New Books Added	172	150	101										423
CDs Added	1	17	4										22
DVDs Added	119	38	17										174
Total Items Added	292	205	122	0	619								
Item Discarded	81	113	58										252
Programming													
Children Programs	11	3	4										18
Children Program Attendance	191	38	39										268
Teen Programs	8	1	1										10
Teen Program Attendance	7	2	2										11
Adult Programs	12	9	8										29
Adult Program Attendance	91	77	89										257
Event Programs	2	1	0										3
Event Attendance	284	23	0										307
Mosaic Academy Visits	0	6	40										46
Mosaic Academy Attendance	0	282	1448										1,730
Computer Class Attendees	0	0	15										15
Technology Usage													
Cyber Café	743	870	817										2,430
Express	95	0	0										95
Tech Lab	924	806	737										2,467
DAP Count	128	143	134										405
WIFI	968	782	379										2,129
Elf Early Literacy stations	771	583	434										1,788
Laptops FFM	0	0											0
Total Usage	3,629	3,184	2,501	0	9,314								
Community Outreach													
Volunteer/CS Hours (Adult)	26	0	0										26
Volunteer/CS Hours (Teen)	0	56	41										97
Total Hours	26	56	41	0	123								
Online Resource													
AtoZ USA Usage		0	0										
ELF Installs	1	1	0										
Outreach / Events													
Outreach / Events	1	0	1										
Outreach attendance	230	0	13										

MOTOR VEHICLE

Below is a list transaction types and totals for each category.

Drivers	Jun	July	Aug	Sept
ID Cards	65	52	58	47
Licenses	353	344	390	290
Duplicates	0	0	0	0
Learner Permit	50	20	32	9
Limited License	0	0	2	43
Senior Licenses	81	91	100	81
Road Tests	64	58	43	49

Vehicles				
Registrations	369	376	387	327
Titles	239	201	235	180
Boat Titles	8	15	7	0
Boat Registrations	16	4	2	0
VINs	53	63	68	50
Miscellaneous	54	79	73	85
Total Fee Transactions	1271	1,303	1397	1,159
No Fee Corrections	24	23	19	9
Voids	1	7	3	6
Total Transactions	1296	1,333	1419	1,174
Days Open	18	17	17	17
Avg Daily Transactions	72	78	83	69

Submitted by:
Delain George

MUNICIPAL COURTS

Municipal Court for September 2015

I attended the Municipal League Conference in Albuquerque. Received some good information. I also attended the Municipal Judges meeting. In the meeting we were told again that some major changes are coming to bonding procedures. This will probably affect the way we are doing our bonds. The Supreme Court is trying to make where people are not held in jail for any length of time. Right now we have a bond schedule that is pre-determined based on the charge. when this change takes effect I will be doing bond hearings. On the weekends I will most likely have to travel to the jail to have these hearings. I will keep you posted as to when the change occurs.

I meet with Judge Liese and Farmington Municipal Probation who we have an agreement with to monitor our DWI probationers. There had been a change in their office personnel and we were not billed correctly. We got everything straightened out I think and we should be good. We are going to clean up our current MOU to hopefully avoid further

confusion. We are very pleased with the job that Farmington Municipal Probation is doing. There would be no way we could afford to have our own probation department for what we are paying them.

Until next time,

Carlton Gray
Municipal Judge

PARKS & RECREATION / GENERAL SERVICES

➤ **Athletic Fields, Sports & teams:**

- Daily check and cleaning of park restrooms and other facilities
- Regular mowing of baseball, YAFL and soccer fields
- Repairing and monitoring all irrigation. Repairing heads and replacing heads as needed.
- Staff preparing fields weekly for football and soccer associations
- Continuing to pull and spray weeds around ball fields
- Filled holes on Hartman and Riverside soccer fields
- Aerovated soccer and YAFL fields
- Repaired water break at Tiger Sports bullpen area.

➤ **Aztec Parks:**

- Daily check and cleaning of park restrooms and other facilities.
- Irrigation repairs continue as needed along Main St. and in parks. Valves and heads are being replaced or reworked as required.
- Regular mowing schedules are being followed for all parks, medians and building grounds.
- Weeding and weed spraying continuing throughout the parks and around buildings
- New irrigation was installed at Florence park. The new pavilion for Florence Park has been delivered and the installation crew is on site beginning to lay forms for the new slab, sidewalks and will erect the new pavilion.
- Clean-up continues throughout the parks after recent rain events. Downed trees and branches have been cut and chipped and playground repairs have continued.
- Trim trees at Cap Walls Park and Senior Center
- The water park will be closed for the season on 10/1/2015
- Sand from flood events removed from museum grounds
- Removed flood debris from Museum grounds and took to landfill
- Trimming trees in Riverside Park
- Repaired post and cable in Riverside Park
- Aerovated Cap Walls, Tiger and Florence Park
- Seeded and aerovated Minium Park
- Cleaned up and weedeated around Riverside Pond
- Removed old post and cable from Florence Park
- Removed volunteer Elm trees around City Hall complex

➤ **Equipment/Vehicle Maintenance:**

- Routine maintenance on vehicles and equipment.
- Maintenance and cleaning of mowing equipment.
- Had new tires put on 2 parks vehicles

➤ **Building Maintenance/Airport Maintenance:**

- Staff handled various work orders throughout the month for City buildings including deliveries of paper, furniture moving and light bulb replacements.
- Staff monitoring and repairing roofs that are leaking or did leak during the most recent storm event.
- Insurance adjusters have been inspecting City buildings for damage from recent storms.
- Removed old windows and placed new siding on main airport hangar at the airport.
- Removed gravel/plantings and irrigation from bump-out in Library parking area and filled with brick and concrete.
- Cleaned gutters and roof of museum buildings
- Mowed runway edges

➤ **Projects:**

- City Hall building repainted.
- Construction has started on the new slab and pavilion at Florence Park. Construction is moving quickly and should be completed soon.

➤ **Special Events:**

- Staff prepped Riverside Park for Antique Truck Show and Tractor Pull
- Staff preparing Riverside for upcoming Celtic Games on October 3rd and 4th.
- Mosaic School hosted a fundraiser softball tournament at Hartman Park

➤ **Staff Training:**

- Daily and weekly staff safety reviews

➤ **Aztec Municipal Golf Course:**

- The golf course and Aztec High School hosted a Varsity High School Tournament on Sept. 8 and a Junior Varsity Tournament on Sept. 24. Ruby's in the Valley supplied lunch both days.

➤ **Monthly Golf Course Revenues:**

SEPTEMBER 2015

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>AMOUNT</u>
9 HOLE GREEN FEE	252	\$ 2,646.00
18 HOLE GREEN FEE	315	\$ 6,615.00
CART FEE	765	\$ 4,016.25
CART RIDER FEE	9	\$ 47.25
RETAIL-FOOD		\$ 46.00
RETAIL-MERCHANDISE		\$ 1,409.75
GHIN SUBSCRIPTION		
FOOD CONCESSION RENT		\$ 420.23
GIFT CERTIFICATES		\$ 52.50
PUNCHCARD		
GOLF CLUB RENTALS	13	\$ 165.75
PULL CART RENTALS	3	\$ 6.75

MEMBERSHIP-REGULAR		
MEMBERSHIP-JUNIOR		
MEMBERSHIP-SENIOR	1	\$ 420.00
MEMBERSHIP-GOV'T		
SCHOOLS	3	\$ 787.50
MEMBERSHIP +1		
MEMBERSHIP-GOV'T +1		
MEMBER CART		
MEMBER GOV'T SCHOOLS		
CART		
MEMBER +1 CART		
TOURNAMENT FEES		\$ 2,195.00
ADVERTISING SPONSORS		\$ 500.00
AIRPORT FUEL SALES		\$ 688.67

TOTAL SALES FOR PERIOD **\$ 20,016.65**

➤ **Golf Course Grounds:**

- Cleaned up tree and flood debris around course (ongoing)
- Aerified and top dressed all course greens.
- Continued flood clean-up on 9 Fairway, 3 and 18 approaches, and around 4 green.
- Cleaned seeded and applied insecticide on areas affected by grub damage.
- Re-leveled and softened bunkers affected by the flood.
- Removed tree on 11 fairway.
- Sprayed greens with fungicide fertilizer and wetting agent.
- Fixed divots and balls markers on 2, 4, 5 and 6 green.
- Weekly mowing of rough, fairways, tees and greens.
- Cut cups bi-weekly.
- Repaired air relief valve behind 1 tee.
- Cleaned out silt in irrigation heads affected by the flood.
- Mounted several new sponsorship signs

➤ **Golf Course Equipment:**

- Rebuilt reels on fairway and tee mowers.
- Installed new water pump into greens mower.
- Installed new reels onto greens mower.
- Replaced and sharpened new bed knives on fairway, tee and greens mowers.

➤ **Other:**

➤ **Meetings: (Steve)**

- Staff and Commission meetings
- Weekly safety policy meetings
- Attended the National Recreation and Parks Association national conference in Las Vegas, NV.
- Met with Dianne Lane to discuss the Memorial Rose Garden and long term plans
- Met with Aztec High School Golf coach to discuss golf team

Completed by Steve Mueller (Parks/General Services Director)

POLICE

- We had Prescription Drug turn in day Saturday
- We lost one of our new officers two days before he was to start the basic academy
- I have training tomorrow "Cops gone wild - When great cops make dumb decisions"
- Homecoming parade is this Friday at 3:30pm
- All officers went to library to review library state statues
- Entire department had mental health and pursuit training
- I attended both City flood meetings
- All members working during last rain storm took sand bags to many different locations in the City

Meetings Attended:

- Leadership San Juan
- Chiefs Coffee
- Department Meeting
- Supervisors Meeting
- Training Authority Meeting
- Open house/ribbon cutting College School of Energy
- Chief's meeting in Albuquerque

Upcoming Meetings:

- Safe Communities Meeting
- Supervisors' Meeting
- DWI Council Meeting
- Criminal Justice Training Authority Meeting
- Department Meeting
- Com Center Meeting
- Region II Meeting
- Chiefs' Coffee
- Farmington Police National Night Out

PROJECT MANAGEMENT

CITY CODE / POLICES / PLANS

City Code Book	Final adoption of Ordinance 2015-445 Personnel Policy was approved and Code Book was updated.
Safety Policy	Intent to adopt Ordinance 2015-446 Safety Policy was approved with minor changes by commission. But due to following adoption, a new revision for Safety Policy will be submitted. Staff recommends that Ordinance 2015-446 not be approved for final. A revised Safety Policy will be submitted as Ordinance 2015-447 and ready for intent to adopt.
Personnel Policy	Ordinance 2015-448 will be coming before commission amending Section 14 Drug and Alcohol Policy of the Personnel Policy to implement the changes recommended by commission.

GEOGRAPHICAL INFORMATION SYSTEMS

Addressing	One new address assigned in September.
Electric/Water Meters	Received the new GPS unit and will receive a day of training on Sept 9, 2015. Starting 9/29 will be working with an electric crew member to start inventory of electric system.
Public Works	Storm drains were previously mapped in 2011 for part of our MS4 plan and will be updated as inlets are cleaned.
Storm Water	The Annual Storm Water Report is posted on the City's web page. The EPA reissued the new Industrial Storm Water Permit and NOI's for the Waste Water Plant and Municipal Airport have been filed.

PROJECT MANAGEMENT

Florence Park	Installation of the pavilion is underway, should be completed by October 2, 2015. A change order will occur as staff had the contractor also pour the adjoining sidewalks to the pavilion and playground to make the facilities ADA compliant.
Airport Monument Sign	Construction of the concrete core of the monument has been completed. Masonry work and painting will begin second week of October. Anticipate completion by end of October.
Ruins Road Bridge	Concrete abutments have been cleaned and painted.
Tourism	Redesigned Bisti Wilderness and Angel Peak brochures as the BLM will no longer produce the brochures. Future brochures will include Lybrook Badlands, Ah-shi-sle-pah Wilderness, and Dinetah Pueblitos.
Golf Course	Four (4) new tee-hole sponsorship signs designed and installed. Total to-date: 10 tee-hole sponsors.

WEBSITE MAINTENANCE

www.aztecnm.com	Major upgrade includes an Art and Culture section. <ul style="list-style-type: none">• 176 web pages• 164 pdfs• 1,836 images/photos
www.aztecnm.gov	Site completely overhauled and now is a responsive website which works on any device. <ul style="list-style-type: none">• 83 web pages• 550 pdfs• 87 images/photos
www.azteclibrary.org	Waiting on content changes from Library.
www.aztechiddenvalleygolf.com	No new upgrades, Standard updates.
Kiva Intranet	Intranet completely overhauled. <ul style="list-style-type: none">• 32 web pages• 438 pdfs• 67 Word/Excel Docs

PUBLIC WORKS

Engineering

Sewer Outfall Project:

City Engineer delivered 90% plan review comments to the design engineer 9/15. We are awaiting return of the 95% plans with the technical specifications. Delivery date specified by the consultant is no later than 10/15.

River Diversion

City Engineer is preparing plans in-house to replace the existing headgate at the river. 404 permit application has been forwarded to the US Army Corp of Engineers. The existing headgate is damaged and cannot be completely closed which lead to issues during the river contamination emergency.

Arterial Phase 1B:

A final Preconstruction meeting was held to identify the tasks that are to be completed this season. Notice to Proceed (NTP) was given to the contractor effective 10/5/2015. A ground breaking ceremony is being planned.

Blanco Sewer Phase II

The project construction was started 9/30. TRC is the contractor.

Airport Fuel Farm

Project rebid. Second meeting with potential bidders demonstrated a potential for lower costs by installing tanks underground. Rebid opens 10/7.

Airport Tarmac design

After meeting with NMDOT Aviation we have decided to complete the overall planning study update for the airport before reconstructing the entire tarmac. A portion of the tarmac may be reconstructed. The consultant is working on the plans.

SCADA

The design portion of the project has been completed and installations continue. Two change orders are on the Commission Agenda for 10/12 totaling about \$50,000 to install SCADA monitoring equipment at the Bladder Water Tank and the River Pump.

Rio Grande Box Culvert

Plans are being prepared in-house by the City Engineer to replace the existing pipe culvert under Rio Grande for the Blanco Arroyo with a much larger Concrete Box Culvert (CBC). The City Engineer believes this culvert was installed much too low and is a principle reason the flooding of the Blanco Arroyo displaces sand and silt onto Main Street. The 404 permit application is also being prepared to be submitted to the US Army Corp of Engineers. Easements were developed for the 3 property owners affected and will be delivered within a few days.

Public Works

Completed 102 line locations.

Wastewater Plant:

- Vacuumed gravel from the storm out the underground drains.
- Replaced the lightning arrestor at the Llano lift Station.

- Broken volute on the submersible pump that moves water from the drying beds and belt press. Flood related from pumping gravel washed into the sump during the rain events. Repair estimated at \$10,000.
- Items lost during the flood are: Portable Generator, portable upright air compressor, portable battery charger, large shop vacuum, 3 phase transformer, washer and dryer, and 3 portable pumps.
- Booster pump for the wash water was submerged and is damaged – making noise. Expect replacement necessary because of storm water.
- Replaced top belt on the belt press.
- NMED inspected the plant and made some notes on the flood damage. We expect a written report soon.

Water Plant:

- Have been pumping to #3 Reservoir 24/7 resulting in water level of 26.9 feet. Before the EPA spill we were at 28 feet.
- Pulled the pump at the Lower Animas ditch for repairs.
- #3 Water Plant under-drain filter is damaged and repairs may be coming sooner than later. Estimated cost is \$200,000. Expense is not budgeted in FY16.
- NMED inspected the plant to gather information on our backwash discharge permit.

Irrigation

- Unplugged the irrigation line at Fairgrounds and White Ave.
- Cleaned Blanco Arroyo culvert under Rio Grande.
- Cleaned debris from the River pump head gates.
- Mr. Hoyle complained of no irrigation. PW flushed sand out of the line overnight.
- Began cleaning detention ponds above Blanco.
- Replaced the 60-inch culvert for the Blanco Arroyo just west of Rio Grande. (FEMA project from 2014)
- Backfill an exposed irrigation pipe on fairgrounds.
- Began Cleaning the lower end of the Blanco Arroyo between Hwy 516 and the Animas River.

Waste-Water Collection:

- Repaired the 2-inch air relief valve at the Llano lift station.
- Cleared sewer plug at North Oliver and Mesilla.

Water Distribution:

- Customer at CR 2550 #28 reported very low water pressure. Tested pressure was 29 psi. Flushed the line and recommended water pump.
- In the process of teaming with San Juan Water Commission mapping water and irrigation lines with GPS to update City GPS mapping.
- Completed a 1-inch water tap at the west side water tank, and installed an air relief valve.
- Raised the water meter can at East Aztec water tank.
- Shut the water off at CR 2598 #48A at customer request.
- Customer at 721 Pioneer Ave reported very high water pressure. PW tested and flushed the water line and installed a prv valve, set at 60 psi.
- Customer at 1049 Ancient Trail reported excessive air in her waterline. Flushed the fire hydrant nearby and water line at the meter. Helped only minimally. Continuing to flush the hydrants in the area.
- Corrected water pressure issue reported at the public meeting for 715 Deer Dancer.
- Customer at CR 575 #715 reported water pressure too high. Reduced pressure as requested.
- Repaired fire hydrant leak by Koolger Middle School
- Customer on Baird Circle called to shut off the water to home.

Streets:

- Cleanup following the flood event and the following storm continues. Cleaning storm drains with vac truck and sweeping pavement. Two sweepers are down and will need some major repairs.
- Contacted NMDOT to clean the Blanco Arroyo culvert under Hwy 516 and storm drains along Hwys 516 & 550.
- Completed several large asphalt patches including the library parking lot, Tangigoot, French Drive Little Sara Circle, French Dr/Anasazi intersection.
- Spent several days cleaning the debris at the lower end of the Hampton Arroyo at N. Main.

SENIOR/COMMUNITY CENTER

September Events and Stats:

Sept. 2 nd	Citizens Oversight Group
Sept. 9 th	Historical Society Meeting
	Country Sunshine Band
Sept. 10 th	Bee Hive
Sept. 11 th	Bountiful Baskets
Sept. 12 th	Eight ball Tournament
Sept. 14 th	Just Us Kids
Sept. 15 th	Toast Masters
Sept. 21 st	Citizens Government Oversight Group
Sept. 22 nd	Toast Masters
Sept. 25 th	Bountiful Baskets

Special Events

Sept. 1 st .	Read a Book Day~let's have a book swap
Sept. 8 th	Fortune Cookie Day~fortunes for everyone
Sept. 15 th	World Gratitude Day~fill a basket with grateful thoughts
Sept. 22 nd	National Elephant Day~White elephant gift giving. Bring a gift to exchange
Sept. 29 th	Johnny Appleseed Day~baking with apples

Other Activities

- 1st Friday Senior Birthday Party
- Mon: Swimming
- Tues/Thurs Pinochle
- Mon/Wed/Fri: Exercise Class
- 1st & 3rd Wed of the Month: Jammin' (bring your music talents and join in)
- Tues: Blood Pressures
- Quarterly VIP Luncheon
- Thursdays: Bingo/Movies
- Last Thursday of the month Double Bingo
- 3rd Thursday of the Month: Haircuts
- Fridays: Door Prize
- Daily: Dominoes/Pool/Walking
- Monthly Scheduled Outings

Activities

Aztec Senior Community Center Participation Report

Activity	# Last Month	# This Month	Activity	# Last Month	# This Month
Apple baking		5	Bountiful Baskets/Volunteers	96/30	96/18
Dominoes	86	83	Movie	6	
Bingo	63	69	Volunteer Hours	300	325
Exercise	42	119	Bible Study	0	0
Book Club Giveaway	20	0	Hair Cuts	4	0
Special Trip Thrift Store	4	3	Special Events/ pool Tournament	0	13
Billiards	65	61	Jam Session	6	6
AARP/Tax Calls	0	0	Better Breathers/Walking	0	0
Pinochle	27	37	Tax clients served approx #	0	0
Blood Pressures	38	17	Swimming	0	0
Arts/Crafts			Special Events-VIP Luncheon	0	0
New Clients	6	7	Assessments/Re-assessments	21	38
Congregate Meals Provided	1104	947	Referrals	6	2
Home Delivery Meals	1941	1781	Transports	168	186

Upcoming Events for October

Oct. 1 st	Color Run to Ouray
Oct. 2 nd	Mosaic 6,7,8 Party
Oct. 3 rd	Community Breakfast
Oct. 6 th	Toast Masters
Oct. 7 th	Citizens Government Oversight Group
Oct. 8 th	Bee Hive /Ice Cream
Oct. 9 th	Bountiful Baskets
Oct. 13 th	Toast Masters
Oct.14 th	Country Sunshine Band
Oct. 19 th	Citizens Government Oversight Group
Oct. 20 th	Toast Masters
Oct. 23 rd	Bountiful Baskets
Oct. 27 th	Toast Masters
Oct. 28 th	Flu Shots
Oct. 31 st	Church Gathering

Staff

We have a new secretary Vivian Salt.
October 9th Staff Training

Projects

- Office/Pool room Carpet Installation
- Landscaping on West side of building
- Replacing ceiling fans in Main Room
- Replacing lighting throughout building
- Storeroom upgrades
- Vehicle replacement
- Purchasing Exercise equipment

We are working on our upcoming events:

- Our Holiday Craft Fair Sat Dec 12, 2015, in conjunction with Aztec Sparkles
- Steamers and Dreamers; a futuristic past time Steam Punk Convention. Feb 13th, 2016 watch for details.

UTILITY OFFICE

Meter Reading and Non-Pay Disconnect Dates:

Meter reading dates are October 5-14, 2015.

Non-Pay disconnect notices will be delivered October 7, 2015.

Disconnect for Non-Payment will be October 14, 2015.

Utility Service Line Warranty Program Update:

The mailing dates for the 2015 Fall Campaign materials that will be sent to the residents of Aztec have been scheduled. The initial offer letter will be mailed on September 8, 2015. The reminder offer letter will be mailed exactly 2 weeks later, on September 22, 2015. This campaign will offer the warranty program for water service lines.

Business License

9 new business licenses were issued in August 2015.

Park Reservations

17 park reservations were made during the month of September 2015.

Upcoming Event – Aztec Highland Games – October 2-4,2015

Informational Items

I will out of the office October 9-15, 2015 attending Itron Utility Week conference. This is an annual conference. The City of Aztec uses many Itron products including meter reading software, handhelds, mobile equipment, water and electric meters and radio devices attached to meters to be able to read via radio. We are in the process of upgrading our software and electric meters during this conference I will receive training related to these upgrades.

Submitted by:
Delain George