

**AG E N D A**  
**CITY OF AZTEC**  
**SPECIAL CITY COMMISSION MEETING**  
**August 20, 2019**  
**201 W. Chaco, City Hall**  
**5:30 PM**

**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. PRESENTATION**

Lou Go's Transportation

**V. APPROVAL OF AGENDA ITEMS**

**VI. BUSINESS ITEMS**

A. Resolution 2019-1151 Adopting the 2021-2015 Infrastructure Capital Improvement Plan (ICIP)

B. Memorandum of Understanding Aztec High School Resource Officer

**VII. CLOSED SESSION**

Closed Session Pursuant to State Law, Section 10-15-1 (H-2) Limited Personnel Matters, City Manager Evaluation

**VIII. ADJOURNMENT**

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

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

*Mayor*  
Victor C. Snover

*Mayor Pro-Tem*  
Rosalyn A. Fry



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

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

August 20, 2019

Ms. Deborah Bach  
Rural Transit Programs Manager  
NMDOT Transit and Rail Division  
PO Box 1149  
Santa Fe, New Mexico, 87504-1149

Ms. Bach,

On behalf of The City of Aztec, I am pleased to offer this letter of support for Capacity Builders, Inc. in their application for the FY 21 5310 and 5311 grant to provide paratransit services to the residents of San Juan County.

Capacity Builders, Inc. is well-positioned to coordinate the interests and efforts of community groups to address the transportation needs for all residents of San Juan County as they enhance strategies for implementation to provide improved access to the community. This committee-based team approach with other community organizations will identify gaps and solutions, and be ready to implement strategic plans that address transportation needs in our area – especially for the disabled and elderly.

We know that reliable transportation can be one of the greatest obstacles for the elderly and disabled individuals in our area and we know that this can lead to negative health outcomes.

The City of Aztec offers its support and encourages Community Leaders to support Capacity Builders, Inc.'s initiative to make our community a better place to live and work by improving transportation for the elderly and disabled in Farmington, Aztec, Bloomfield and the rest of San Juan County.

Sincerely,

Victor C. Snover

Mayor, City of Aztec

# Staff Summary Report

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<b>MEETING DATE:</b>	August 20, 2019
<b>AGENDA ITEM:</b>	VI. BUSINESS (A)
<b>AGENDA TITLE:</b>	Resolution 2019-1151 Adopting the 2021-2025 Infrastructure Capital Improvement Plan (ICIP)

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<b>ACTION REQUESTED BY:</b>	City Staff
<b>ACTION REQUESTED:</b>	Approval
<b>SUMMARY BY:</b>	Kathy Lamb

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## **PROJECT DESCRIPTION / FACTS**

A local infrastructure capital improvement plan is a plan that establishes planning priorities for anticipated capital projects. The need for this kind of planning has reached critical proportions in New Mexico, where local governments are faced with pressing demands for multiple capital improvements and limited funding to support them. The state-coordinated ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but can plan, fund, and develop infrastructure at a pace that sustains their activities.

The Department of Finance and Administration (DFA), through its authority in NMSA 1978, Sections 6-6-2J, 6-6-4, 9-6-5.1, 11-6-2, 11-6-3, 11-6-4.1, 11-6-5, and 11-6-5.1, strongly encourages each jurisdiction to prepare a Five-Year Infrastructure Capital Improvement Plan (ICIP).

Each entity may submit its plan to the state through the web-based reporting system. Pertinent parts of all the plans of participating entities are published each year. The published ICIP is made available for entity use and is distributed to the legislature, governor and funding agencies.

The state database for the ICIP must be adopted by resolution. This submission is primarily for infrastructure projects seeking legislative funding. A separate ICIP is submitted for the Senior Center and the Aviation Division. The number one priority for funding remains the Aztec Arterial. The due date for this ICIP submission to the state is September 6, 2019.

## **PROCUREMENT / PURCHASING**

- None

**FISCAL INPUT / FINANCE DEPARTMENT**

- The ICIP is another tool that should be utilized in the planning and budget process. This document should then guide the city in the development of project priorities for funding opportunities, performance plan development, and annual budget development.

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**SUPPORT DOCUMENTS:** Resolution 2019-1151  
2021-2025 ICIP Summary

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to Approve Resolution 2019-1151 adopting the 2021-2025 Infrastructure Capital Improvement Plan (ICIP)

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**CITY OF AZTEC**

**Resolution No. 2019-1151**

**A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN  
(ICIP)**

**WHEREAS**, the City of Aztec recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

**WHEREAS**, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

**WHEREAS**, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

**WHEREAS**, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

**NOW, THEREFORE**, the Aztec City Commission resolves as follows:

1. The City has adopted the attached 2021-2025 Infrastructure Capital Improvement Plan for submission to the State's web based reporting system, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This Resolution supersedes Resolution No. 2018-1100.

**PASSED, APPROVED and ADOPTED** by the governing body at its meeting of August 20, 2019

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Mayor Victor C. Snover

ATTEST:

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Karla Sayler CMC

# Staff Summary Report

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**MEETING DATE:** August 20, 2019  
**AGENDA ITEM:** VI. Business Item (B)  
**AGENDA TITLE:** Memorandum Of Understanding for Aztec High School-School Resource Officer

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**ACTION REQUESTED BY:** City Manager  
**ACTION REQUESTED:** Approve MOU Aztec High School – School Resource Officer  
**SUMMARY BY:** City Staff

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## **PROJECT DESCRIPTION / FACTS**

Aztec School District has requested a School Resource Officer (SRO) specifically assigned to Aztec High School. The District and City had an agreement for an SRO assigned to the High School in place that expired at the end of the 2018/2019 school year.

The District and City have cooperatively participated in a SRO program for several years that provides a certified Police Officer on a full time basis to work with Administrators, staff and students at all area Aztec Municipal Schools.

The agreement for the District wide SRO expires July 31, 2022.

The proposed agreement for the SRO dedicated to the High School would expire July 31, 2022 as well.

## **PROCUREMENT**

- None Required

## **FISCAL IMPACTS**

- The FY20 Adopted Annual Budget, General Fund, Police Department, includes an overtime budget specific to the SRO Officer at Aztec High School of \$58,000.
- Aztec High School SRO FY19 Final Costs:
  - Overtime: \$52,105.96
  - FICA/Medicare: 3,986.11
  - W/Comp Premium: 1,851.98
  
  - Total Costs: \$57,944.05
  
  - Amount Billed: \$26,052.98
  - Net City Cost: \$31,891.07

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**SUPPORT DOCUMENTS:** Memorandum of Understanding for Aztec High School - SRO

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**DEPARTMENT'S RECOMMENDED MOTION:** Move to approve Memorandum of Understanding for Aztec High School – School Resource Officer

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**CITY AZTEC AND AZTEC MUNICIPAL SCHOOLS  
SCHOOL RESOURCE OFFICER – AZTEC HIGH SCHOOL  
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is effective August 14, 2019 by and between the City of Aztec and the Aztec Municipal School District.

**WITNESSETH:**

**WHEREAS** the City of Aztec and the Aztec Municipal School District have cooperatively participated in a School Resource Officer (SRO) program for several years; and

**WHEREAS** it is necessary and in the sound interest of the residents of the City of Aztec and is otherwise beneficial and advantageous for the parties of this agreement to cooperate with the expansion of the School Resource Officer (SRO) assignment specific to Aztec High School.

**NOW THEREFORE**, in consideration of the benefits to accrue to the administration, staff, students, and citizens of the City of Aztec from the SRO program and of the covenants and restrictions hereinafter set forth, the parties do agree as follows:

**PURPOSE:**

To provide a certified police officer, on a full-time basis, to work with Administrators, staff and students at Aztec High School during the school year.

**A. ORGANIZATION AND OPERATIONS**

1. Officer(s) assigned to the SRO project will be an employee of the City of Aztec Police Department.
2. Officer(s) assigned to the SRO project will take direct instruction from the Chief of Police or designee.
3. The Chief of Police or designee and Aztec Municipal Schools Administration will communicate together on direct instruction to be given the SRO officer(s).
4. The Officer(s) assigned to the SRO project will respond to all problems related to violations of Federal, state and local laws and statutes.
5. The Officer(s) assigned to the SRO project will not directly respond to violations of school rules and regulations. Those violations will continue to be the responsibility of the Aztec Municipal School District.
6. Officer(s) assigned to the SRO project will be paid by the City of Aztec.
7. The Aztec Police Department will provide the SRO officer with a vehicle, repair, maintenance, and operation expense for the vehicle, uniforms, leather gear, and

such training as is necessary for the officer to maintain his/her NM Certified Officer status for the period of this Memorandum of Understanding.

8. Officers participating in the SRO Aztec High School assignment may be required to attend trainings provided by Aztec Municipal School District prior to commencing duty at the high school. Additional trainings, if required, will be scheduled and coordinated between the Aztec Police Department and Aztec Municipal School District.

## **B. FISCAL AGENT**

1. The City of Aztec shall be the Fiscal Agent for the SRO project and shall strictly account for all receipts and disbursements.
2. The City of Aztec will provide monthly report and supporting documentation of hours provided for the SRO project as per this MOU.
3. SRO will be on the Aztec High School Campus for each scheduled day of instruction of the school year for the following hours:

Monday: 7:30 am to 2:30 pm (7.0 hrs)

4. Tuesday through Friday: 7:30 am to 4:00 pm (8.5 hrs)The Aztec Police Department will be responsible to schedule officers for the SRO High School assignment.
5. Amount billed to the District will be 50% of the personnel costs and benefits of officers providing SRO service.

The City of Aztec will bear financial responsibility for all personnel costs and benefits for the Officer assigned to the SRO program not included in this MOU.

## **C. EFFECTIVE DATE/TERMINATION OF A PARTY TO THE MEMORANDUM**

1. The term of this agreement is a total of three years commencing on August 14, 2019 terminating on July 31, 2022, unless notice of non-renewal or a request for an annual review of the MOU is given by either party, in writing, prior to June 15<sup>th</sup> each year of the agreement.
2. Intent to terminate this agreement will only be in writing and with the approval of all parties involved.
3. If funding should become unavailable by either party or the SRO program is not required, the agreement may be terminated with 30 day written notice.

IN WITNESS WHEREOF, the parties named herein have caused this Memorandum to be duly executed on their behalf and have set their hands and seals by their duly authorized officers, agents or representatives.

AZTEC MUNICIPAL SCHOOL DISTRICT

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Kirk M. Carpenter, Superintendent

August \_\_\_\_\_, 2019

CITY OF AZTEC, NEW MEXICO  
AZTEC, NEW MEXICO

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Victor C. Snover, Mayor

August \_\_\_\_\_, 2019

Attest:

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Karla Sayler, City Clerk