



City of Aztec Commission's Monthly Report

August 2021

This Monthly Update is intended to provide useful and timely updates to our Aztec Community Members, Businesses, Visitors, our area Elected Officials, and our City Coworkers. We regret if we have inadvertently omitted useful items from this Report.

Transparency – The City of Aztec strives to achieve the highest possible standards of transparency. This “Commission Monthly Report” represents one of the many efforts that the City of Aztec utilizes that far exceeds State and Federal transparency requirements. Our guiding principle, underpinning our approach to transparency, is that all information should be accessible. We understand it is imperative that requests for information get answered, that those requests get answered as quickly as can reasonably be expected and within legal time limits, and that the information provided is accurate.

Our commitment to openness and transparency means that we:

- Ensure our decision making processes and governance arrangements are accessible
- Make data available to encourage analysis, understanding, and innovation
- Listen to our residents to understand what information you would like us to release
- Respond to requests for information quickly and comprehensively
- Meet State and Federal requirements, but also to seek out opportunities to enhance transparency further and to remain at the forefront of local government transparency.

CITY MANAGER

City of Aztec Regular Local Election - Candidate Filing Day for City Commission District Seats 2, 4, & 5 will be August 24, 2021 at the San Juan County Court House Building in the **County** Clerk's Office from 9:00am-5:00pm. For news and updates on the City Election information visit the County Clerk's website at sjcounty.net or contact the City of Aztec Clerk at 505-334-7603.

North Main Extension Project – The \$2.5 million Street Project is well underway. City staff are highly engaged and closely monitoring the project. The project will be completed in the Spring. City staff will routinely update the Commission and public at Commission Meetings on the second and fourth Tuesdays at 6:00 pm. Frequent updates will be posted to the City's website and various social media sites.

McWilliams Road Paving - We are excited about the prospect of paving McWilliams Road. We are currently preparing bid documents. We have applied for grant funding. If received, we will fully pave this road. Without State grant funding, we will chip seal the road as a temporary improvement until funding can be obtained for permanent pavement. This paving is tentatively scheduled for the fall of 2021.

COVID Status – An adhoc employee subcommittee, led by our Human Resources Director, is evaluating potential organizational changes due to the recent actions of the Federal and State Governments mandating employee COVID vaccinations, as well as expanded mask requirements. The subcommittee is evaluating trends of other New Mexico cities and counties. More to follow over the next two weeks.

Performance Evaluations – Individual Performance Evaluations for Leadership Team Members will be completed over the next few months. All City employees will be evaluated by their respective Department or Division Head.

City Employee Salary Review – City staff are reviewing employee compensation rates with the intent to

present the City Commission with analysis in the coming months.

Mayor and Commission Strategic Plan - The new "Commission Strategic Planning Process" will be held in October.

Business Walkabout - The "Aztec Business Walkabout" will be held in September. The Economic Development retention and expansion effort will include the Mayor and Commissioners, City staff, Advisory Board Members, and our Economic Development Agency partners.

Economic Development - The City Manager and our Economic Development representatives are currently working with prospects, the State Economic Development Office, Congressional representatives, local economic development leaders, site selectors, and property owners.

HUMAN RESOURCES/CITY CLERK

The Human Resources function strives to provide a safe, healthy, and positive working environment for our City of Aztec employees. Human Resources' primary responsibilities include benefits administration, classification and compensation, employee relations, recruitment and selection, organizational development and training, and workers compensation administration. Human Resources also serves as a resource for former Aztec employees, potential new employees through the recruitment and selection process, and other government agencies. The position of City Clerk is dictated by State Statute and involves the responsibility of preparing, maintaining and attesting to the official records of action taken by the City Commission.

Open Positions

- Police - Certified or Uncertified Police Officer
- MVD - Part Time Clerk
- Animal Shelter - Part Time Shelter Tech
- General Services - Full Time Park Tech
- Administrative Assistant - City Hall
- Records Clerk Part Time - Police

New Employees

- Planning Tech - Kathleen (Katy) Mason
- Library Assistant - Susan Kerschion
- Library Assistant - Donovique Castillo
- Public Work Tech- Isaiah Garcia

Retirements

- Brett Johnston - Police Department
- Matt Graves - Animal Shelter

HR Policy Review

Potential expanded COVID vaccination and face mask requirements for City employees

City Clerk

- Commission Meetings for the month of August will be the 10th and 24th
- Agenda Packets are available on the Web and KIVA for public review on the Thursday prior to Commission meetings on Tuesdays.
- Commissioners will be attending NMML Annual Conference August 30 - September 3
- City Clerk/HR Manager (Karla Saylor) will be out of the office August 23 - September 6

AIRPORT

Aztec Municipal Airport (FAA ID N19) - Aztec is one of several airports located within New Mexico that features a retroreflective landing light system. This system uses reflectors that are located along runways edge at standard intervals. White Beacons are located for runway line up and end designators. Activate beacons by clicking 5 times in 5 seconds on 122.9. Using the aircraft landing lights will "light up" the runway reflectors at about 1-1/2 miles out. Pulsating light approach slope indicator (PLASI) system on Runway 8-26 that is also activated on the CTAF. For more information please visit the Airports website at: <http://www.aztecnm.gov/airport/index.html>

- Monthly Fuel Sales - 858.70 gallons for the month of July.
- Weekly inspections of the Pilot Lounge - Bathrooms are very clean and the facility looks good.
- Activities include: meeting with FAA, NMDOT Aviation Division and City Staff Eddie/Wallace; discussion of next projects; meeting with the Rich Tolleffson for CIP Review; FY 2021 \$450K Entitlements; finish out maintenance of Runway (2022 Aztec Airport will have \$600K in Entitlements). Projects to include Crack Seal New Apron and Seal Coat, 2023 Southern Apron Rehab, and 2024 Southern Apron Design.

ANIMAL SHELTER AND CARE

The Aztec Region's lost and adoptable pets are our highest priority. We are honored to help with pet-care needs and questions.

- We are pleased to share that 90 animals were sent to different rescue groups last month.
- The total number of animals remaining in the shelter on July 31st was 281

Total Intake of Animals for the Month					
Type	Intake	Adopted/Rescued	Claimed	Surgery	Euthanized
Dogs	175	68	44	25	10
Cat	90	34	0	20	3
Misc.	3	2	0	0	1
Total	268	104	44	45	14

Total Intake of Animals by Jurisdictions	
Jurisdiction	Total Animals
Aztec	56
Bloomfield	36
Kirtland	2
Unincorporated San Juan County	128

Types of Monthly Animal Intakes	
Strays	126
Owner Surrenders	55
Rabies Observations	6

COMMUNITY DEVELOPMENT

The month of July has been extremely busy for the Community Development Department. Within the month, two zoning cases were brought before the City Commission. Both zoning items were approved 5-0 by the City Commission.

- ZC 2021-02. A request to re-zone property from the current R-1 Single-Family Zoning District to the proposed R-2 Multiple Family Zoning District. The subject property is located at 406, 406 ½, and 408 Feil Drive.
- ZC 2021-02. A request to re-zone property from the current PUD Planned Unit Development Zoning District to the R-1 Single-Family Zoning District. The subject property is located at 860 E. Sabena St.

The Community Development Department was invited by Hilcorp Energy Company to witness an oil well recompletion by the means of hydraulic fracturing. The recomplete took less than one day. The site visit was impressive and informative. The City of Aztec has over a 100 gas wells inside city limits.

In May of 2021, the City Commission approved recompletion for the City of Aztec Fogelson Gas Com 1R well. The site is situated within Aztec's municipal limits on private property. The well site is approximately 8,050 feet from NM High 550 (Main Ave), 8,577 feet from the nearest business, and 9,655 feet from the nearest residence. The technical location is derived from the form submitted by the applicant titled 'State of New Mexico Energy, Minerals & Natural Resources Department



Due to the change in the law for recreational cannabis, the Community Development Department has received over ten (10) calls from individuals seeking to open production facilities within Aztec for cannabis. The Community Development Department is currently working on an ordinance for cannabis, with respect to zoning.

The Community Development Department held our monthly EDAB meeting in July the topics included strategies & goals for economic development. At the next EDAB meeting, the topic of cannabis will be on the agenda.

Since 2019, zoning and code enforcement has been working to improve the Embarcadero Apartments.

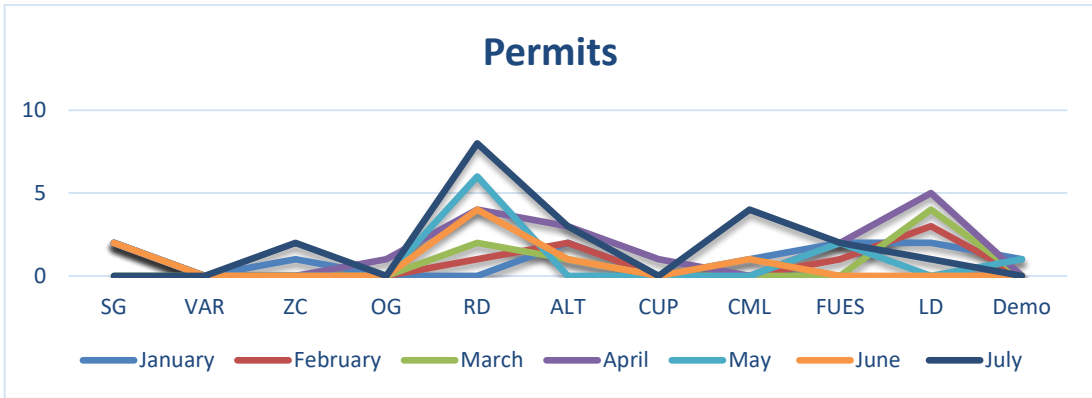
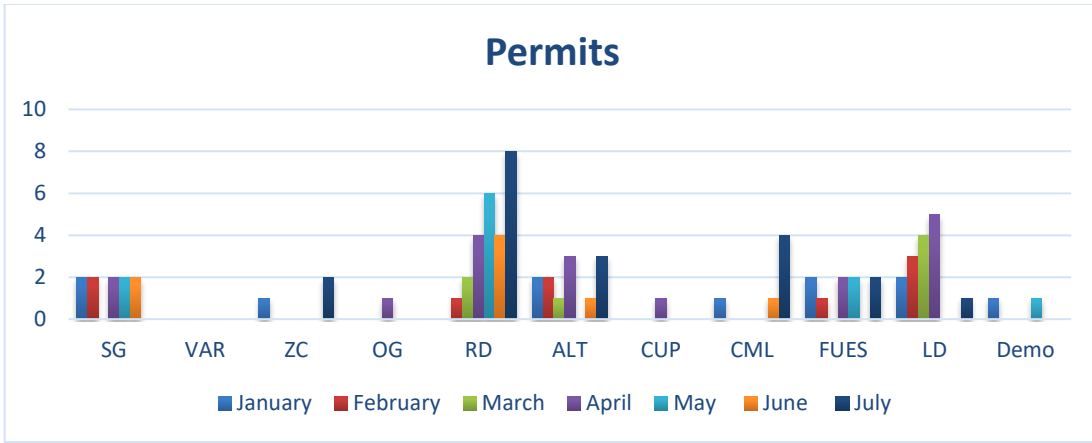


Figure 1: Before

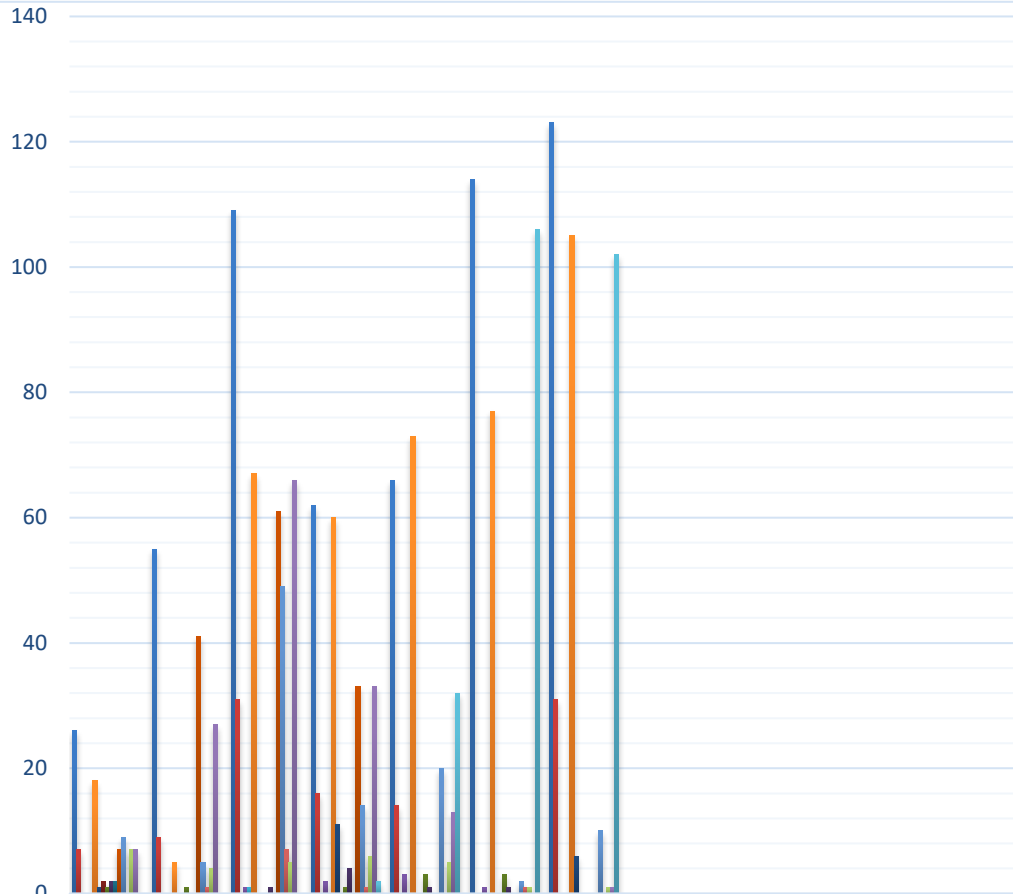


Figure 2: After

Community Development is now fully staffed. Welcome Planning Technician Kathleen Mason!

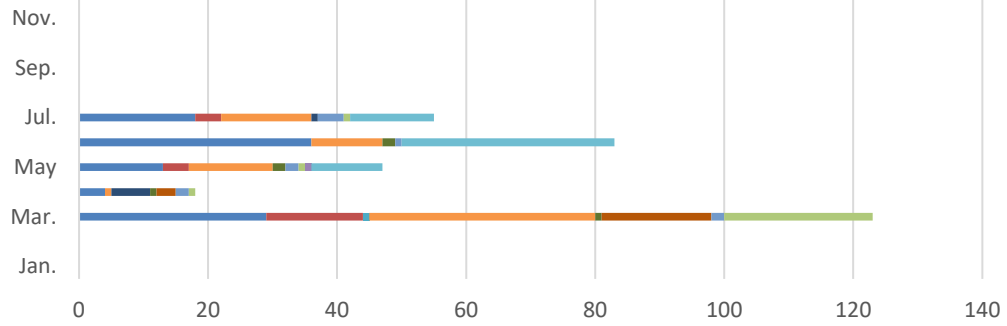


CODE ENFORCEMENT MONTHLY TOTALS



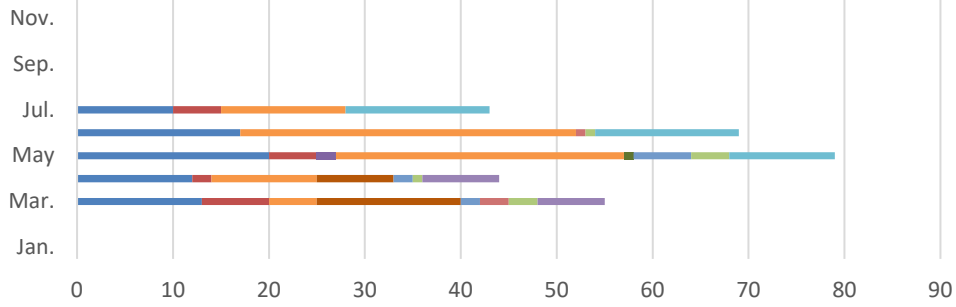
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Courtesy Notice	26	55	109	62	66	114	123					
Notice of Violations	7	9	31	16	14	0	31					
Abandoned	0	0	0	0	0	0	0					
Animal	0	0	1	2	3	1	0					
APD	0	0	1	0	0	0	0					
Closed	18	5	67	60	73	77	105					
Court	1	0	0	11	0	0	6					
Demo.	2	0	0	0	0	0	0					
Encroaching	1	1	0	1	3	3	0					
Extensions	2	0	1	4	1	1	0					
Fire	2	0	0	0	0	0	0					
Not Due	7	41	61	33	0	0	0					
Outdoor Storage	9	5	49	14	20	2	10					
Permit	0	1	7	1	0	1	0					
RV/Boat/Trailers	7	4	5	6	5	1	1					
Unsanitary/ Hazardous	7	27	66	33	13	0	1					
Weeds	0	0	0	2	32	106	102					
Other	0	0	0	0	0	0	0					

District 1



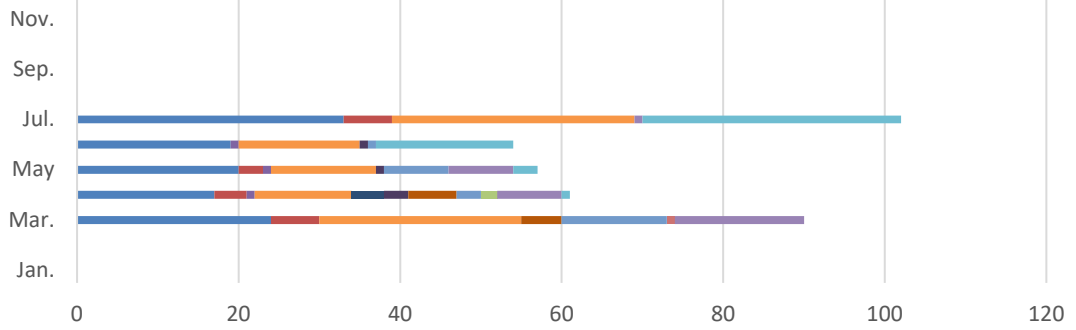
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Courtesy Notice			29	4	13	36	18					
Notice of Violations			15	0	4	0	4					
Abandoned			0	0	0	0	0					
Animals			0	0	0	0	0					
APD			1	0	0	0	0					
Closed			35	1	13	11	14					
Court			0	6	0	0	1					
Demo			0	0	0	0	0					
Encroaching			1	1	2	2	0					
Extensions			0	0	0	0	0					
Fire			0	0	0	0	0					
Not Due			17	3	0	0	0					
Outdoor Storage			2	2	2	1	4					
Permit			0	0	0	0	0					
RV/Boat/Trailers			23	1	1	0	1					
Unsanitary/Hazardous			0	0	1	0	0					
Weeds			0	0	11	33	13					
Others			0	0	0	0	0					

District 2



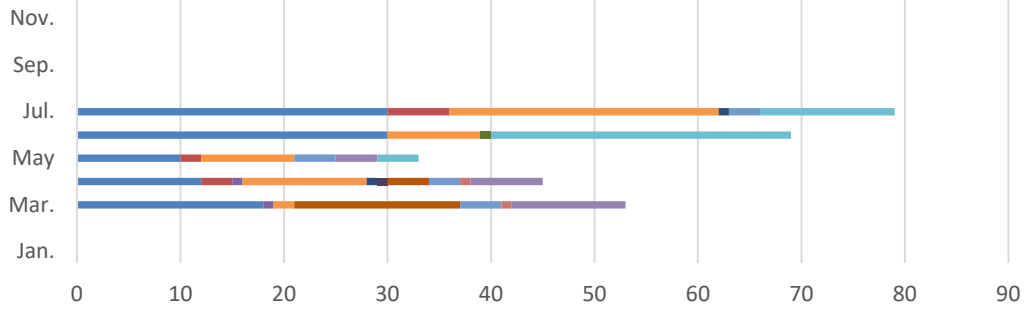
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Courtesy Notice			13	12	20	17	10					
Notice of Violations			7	2	5	0	5					
Abandoned			0	0	0	0	0					
Animals			0	0	2	0	0					
APD			0	0	0	0	0					
Closed			5	11	30	35	13					
Court			0	0	0	0	0					
Demo			0	0	0	0	0					
Encroaching			0	0	1	0	0					
Extensions			0	0	0	0	0					
Fire			0	0	0	0	0					
Not Due			15	8	0	0	0					
Outdoor Storage			2	2	6	0	0					
Permit			3	0	0	1	0					
RV/Boat/Trailers			3	1	4	1	0					
Unsanitary/Hazardous			7	8	0	0	0					
Weeds			0	0	11	15	15					
Others			0	0	0	0	0					

District 3

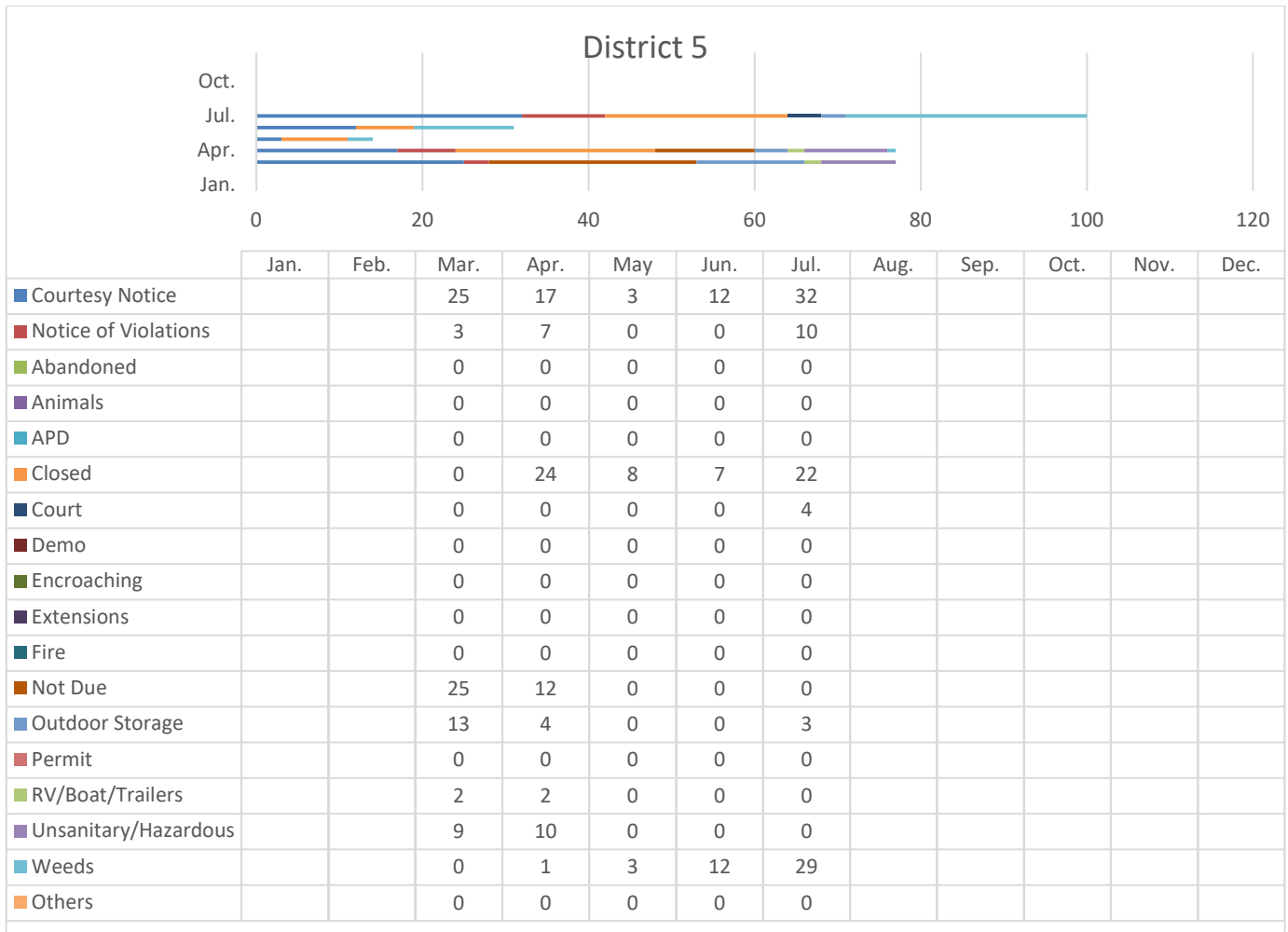


	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Courtesy Notice			24	17	20	19	33					
Notice of Violations			6	4	3	0	6					
Abandoned			0	0	0	0	0					
Animals			0	1	1	1	0					
APD			0	0	0	0	0					
Closed			25	12	13	15	30					
Court			0	4	0	0	0					
Demo			0	0	0	0	0					
Encroaching			0	0	0	0	0					
Extensions			0	3	1	1	0					
Fire			0	0	0	0	0					
Not Due			5	6	0	0	0					
Outdoor Storage			13	3	8	1	0					
Permit			1	0	0	0	0					
RV/Boat/Trailers			0	2	0	0	0					
Unsanitary/Hazardous			16	8	8	0	1					
Weeds			0	1	3	17	32					
Others			0	0	0	0	0					

District 4



	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Courtesy Notice			18	12	10	30	30					
Notice of Violations			0	3	2	0	6					
Abandoned			0	0	0	0	0					
Animals			1	1	0	0	0					
APD			0	0	0	0	0					
Closed			2	12	9	9	26					
Court			0	1	0	0	1					
Demo			0	0	0	0	0					
Encroaching			0	0	0	1	0					
Extensions			0	1	0	0	0					
Fire			0	0	0	0	0					
Not Due			16	4	0	0	0					
Outdoor Storage			4	3	4	0	3					
Permit			1	1	0	0	0					
RV/Boat/Trailers			0	0	0	0	0					
Unsanitary/Hazardous			11	7	4	0	0					
Weeds			0	0	4	29	13					
Others			0	0	0	0	0					



*Please Note, fires are not notices and Code Enforcement Statistics are now broken down by each district within the City of Aztec.

ELECTRIC DEPARTMENT

The Aztec Electric Utility oversees the delivery of wholesale power, maintains and operates the local electric distribution system, is involved in engineering and advance planning for improvements, replacement and expansion of distribution system, and maintenance and operation of the City's street lighting system. Ongoing Electric Department projects include:

- Various maintenance projects and tree trimming. Tree trimming and pole replacement will be a priority.
- New Underground 3 Phase Primary to Good Sam’s Retirement Community on Oliver.
- Transformer upgrade for Narrow Gauge trailer park on Navajo Dam Road.
- Pole Replacement & Maintenance - Every power pole in our system has been tested for strength and physical appearance to support conductor and longevity. We have approximately 50 to 60 poles, out of approximately 2,500 that require attention. We will start with replacement of all poles that pose potential hazards to the public and eventually move to general maintenance for all poles (20% complete, work for this project is scheduled for last week in June – 1st week in July).
- New AMI meter installations – Crews are continuing to deploy new meters in the field. The Meter Tech, with help from the Line Crews, have set 1,275 meters out of 1,550 meters in stock. We will be

ordering another 1500 electric meters in August / September. All collectors and repeaters have been installed and are communicating with the new server (60% complete overall project. 82% meter replacement for the fiscal year).

- North Rio Grande Rebuild - This project has been on the "to-do" list for several years. Due to tree problems we are going to underground the power lines near 127 N Rio Grande. We had a contractor bore under N Rio Grande. City Crews will work to finish the project (10% complete).

Electric Director:

- Meeting once a month with FEUS on Ancient Trails Transmission and Substation project. Project is in the engineering and land acquisition stage.
- Revised Transmission Agreement with FEUS – Hoping to work on this project in the near future.
- Capacitor controls - Order, program and install.
- Aztec Solar Farm II land acquisition via Reliable – This project was on hold. We have contacted our land acquisition consultants and will have a meeting with BLM.
- Working with FastTrack Communication on a "dark fiber and space" lease agreement.
- RFP for mapping our Fiber System - Project was on hold. We will start working on this in September.
- RFP for engineered plans for future fiber build out - Project was on hold. We will work on this once we have our fiber systems mapped.
- Fiber splicing and fiber cross cabinet engineering, design & cost estimates for various locations within the City. The Technician has installed one of two cabinets and will install the second in July.
- Aztec Theater Sign - Hired Ram Signs of Farmington to repair and replace the Aztec Theater sign. Estimated time for all repairs is September 30. Estimated cost of repairs is \$9,870.00.

Note from Director Ken George - Stay safe, stay well and Covid19 free! Hoping one of us wins that \$5M.

FINANCE

The Finance Department is operating at full capacity. The Department is very active with a wide array of budget development and implementation activities; grant responsibilities; accounts payable; and payroll and benefits efforts. Finance staff has now turned its attention to preparing for the initial third party Annual Audit efforts for the Fiscal Year 2021-22 Audit. Department focuses for the first quarter of FY 2022 are:

- Executing the FY 2022 Budget.
- Identifying areas for investment of American Recovery Plan Funds
- Responding to Audit PBC requests
- Comprehensive financial process evaluation.
- Grant Management & Reporting

Cash Balances (As of 7/31/21)

General Fund	\$ 5,129,491.73
Special Revenue Funds	
Road Fund	\$ 2,118,050.98
Law Enforcement Protection Fund	\$ 74.31
Local Government Correction Fund	\$ 17,044.64
Economic Development Fund	\$ 119,297.36
Development Fees Fund	\$ 2,775.85
Intergovernmental Grants Fund	\$ 82,749.53
Lodgers Tax Fund	\$ 82,959.30
State Fire Fund	\$ 638,445.74
Airport Fund	\$ 108,667.41
Capital Funds	
Capital Projects Fund	\$ 1,224,962.81
Community Development Block Grant Fund	\$ 4,344.55
Enterprise Funds	
Joint Utility O&M Fund	\$ 6,456,468.50
Electric Repair & Replacement Fund	\$ 7,336,897.08
Water Repair & Replacement Fund	\$ 1,808,600.62
WasteWater Repair & Replacement Fund	\$ 1,853,224.96
Water Rights Acquisition Fund	\$ 548,468.85
Irrigation Fund	\$ 96,605.51
Solid Waste Fund	\$ 151,305.12
Cash Balance	\$ 27,780,434.85

INVESTMENTS

Financial Institution	Amount	Annual %	Term	Maturity
Four Corners Community Bank 104107	\$1,250,000	.25%	12 mos.	10/2021
Citizens Bank 0235815828	\$1,250,000	.30%	12 mos.	10/2021
High Desert Credit Union (PPA Security)	\$76,887	1.75%	36 mos.	02/2023
High Desert Credit Union	\$20.00		perpetual	
NM LGIP (as of 8/7/2020)	\$12,876,867	.113%	perpetual	
Total	\$15,453,769			

GENERAL FUND CASH RESERVE PROJECTION (Fund 101)

The FY 21 ending cash reserve in the General Fund were \$3,853,221. Gross receipts for FY 21 were budgeted 30% less than the amount projected under Pre-COVID circumstances. Gross receipts distributions for FY 21 as of the June distribution exceeded budget by 42.04%.

CITY COMMISSION DISCRETIONARY FUNDS (Fund 101 General Fund)

The City Commission has not allocated funds for any events as of 7/31/221. The FY 22 Discretionary Budget is \$65,000.

LODGERS TAX ADVISORY BOARD (Fund 220 Lodgers Tax Fund)

As of 7/31/2021, The Lodgers Tax Advisory Board has encumbered \$12,645 for events in FY 2022. The balance of funds available for events in the Lodgers Tax Fund is \$7,355. The events approved by the Lodgers Tax Advisory Board are:

Aztec Highland Games & Celtic Festival	\$5,645
Aztec Motocross	\$4,000
Oktoberfest Blues & Brews Karfest Show	\$3,000

BUDGET

FY22 Final Budget was approved by City Commission on July 27, 2021 and submitted to the New Mexico Department of Finance and Administration on July 28, 2121. Unless otherwise required, budget adjustments will be prepared on a quarterly basis (Oct, Jan, Apr & July).

Procurement

The procurement approval process has been updated to include City Manager review for purchases over \$20,000. The purchasing manager has been inserted into the review process to ensure compliance with all outstanding policies and procedures. The Procurement thresholds are under review.

INFORMATION SYSTEMS

Information Technology’s focus is to maintain core technologies; plan for technology evolution; promote centralized data storage and reporting; consolidate business operations on standardized applications; provide effective communication tools; and enhance local area network (LAN) and mobile connectivity in the most efficient, team oriented, and fiscally responsible manner so that City Staff, City residents, businesses and visitors receive the best service possible. The primary activates include:

- Water Treatment Plant Monitoring Cameras – Cameras will be ordered this month.
- City Wide Windows 10 Upgrade
City workstation replacement from HDD to SSD where boot and desktop operations are critical.
- Library Public PC Rebuilds - Envisionware has been purchased by a new company. Aztec and Bloomfield will need to determine if we are still able to operate a co-op in the licensing purchasing of Envisionware.
- New Server / Desktops - Financial Servers are being prepped for change out.
- Desktop Support City Wide - Desktop basic support continues to be the number one task for the Information Technology Department. Issues have become hardware failures, software corruptions, software reinstallations, desktop Windows Updates. Please enter work orders as it helps IT tracking and scheduling.
- Wireless Infrastructure Installation - Ordering new WIFI hardware to aid in security camera deployment

LIBRARY

Circulation	
Adult Books	430
Juvenile Books	509
Adult Media	318
Juvenile Media	43
Library Use	0
Locked Case	0

Total Books & Media	1,300
Overdrive - E-books	122
Overdrive - Audio books	191
Aztec School - Overdrive -Audio-Books	0
Aztec School - Overdrive -E-Books	0
Brainfuse	17
Total Circulation	330
Circulation Operation	
Days Open	21
Hours Open	168
Reference	
New Cards	25
Renewed cards	82
Tours	0
Gate Count	1,386
Meeting Room	20
Study Room	4
Total Patron Visit	1,706
Reserves - Aztec	11
Reserves - Bloomfield	0
ILL Request	0
ILL Borrowed Items	0
Collection	
New Books Added	102
CDs Added	1
Magazines Added	105
DVDs Added	30
Total Items Added	238
Item Discarded	18
Programming	
Children Programs	0
Children Program Attendance	0
Teen Programs	0
Teen Program Attendance	0
Adult Programs	0
Adult Program Attendance	0
Event Programs	0
Event Attendance	0
Computer Classes	0
Computer Class Attendance	0
Mosaic Academy Visits	0
Mosaic Academy Attendance	0
Outreach Events - Piano's In The Park	1
Outreach attendance - Piano's In The Park	600
Technology Usage	
Cyber Café	57
Tech Lab	88
Web page visits	534
WIFI	118
Elf Early Literacy stations	0

Overhead Projection Units	1
Laptops FFNM	1
Total Usage	799
ELF Installs	0
Volunteers	
Volunteer/CS Hours (Adult)	0
Volunteer/CS Hours (Teen)	0
Total Hours	0

MOTOR VEHICLE

The City of Aztec Motor Vehicles Department (MVD) takes great pride in offering the best customer service around! Come see us to have all of your driver's license and vehicle title/registration needs met, WITH A SMILE! We'll do our best to complete your transaction in one visit, and we'll always do our best to keep your wait time to a minimum. We will provide outstanding service; every customer, every transaction, every time!!

Transactions	JULY 2020	JULY 2021
ID Cards	20	36
Licenses	216	231
Limited License	22	23
Learner Permit	14	33
Senior Licenses	89	53
Road Tests	0	0
Motor Vehicle Record	6	10
Registrations	109	167
Titles	163	207
Boat Titles	6	1
Boat Registrations	4	0
Handicap Placards	26	34
VINs	49	41
Miscellaneous	50	75
TOTAL TRANSACTIONS	774	911
DAYS OPEN	17	16
AVERAGE CUSTOMERS/DAY	46	56

PARKS & GENERAL SERVICES

Athletic Fields, Sports & Teams

- Continued grooming Hartman baseball fields, stripe for games daily, clean restrooms, haul off trash, weed spraying, and tilled warning tracks.
- Frost free faucet replacement Hartman baseball
- Prepared fields for tournament play

Aztec Parks

- Daily check of facilities and parks
- Various tasks in City Parks continue including trash pickup; pavilion cleaning; tree trimming; weed spraying, edging, irrigation adjustments, and fertilization of park turf.

- Irrigation repairs: repaired vandalized heads, Riverside, Hartman & Hartman soccer; troubleshoot wiring on median 516; replaced broken flow sensor Minium; repaired 4inch main line Hartman Baseball; replaced valves on station 8, 31 & 38 Hartman; replaced valve #6 Main Street
- Tiger Pump: daily monitoring
- Turf Treatment: mowing; weed control
- Maxicom Irrigation Control System: testing and programming
- Weekly and monthly inspections and repair of all playgrounds
- Continued trimming, weeding, and irrigation repair flower beds on Main Street
- Repair broken fences at Skate Park
- Removed tree in front of Library
- Repaired bricks in sidewalk Main and Chaco
- Trimmed Animas de Rio Park & removed invasive species
- Completed work on Kokopelli pavilion, added additional concrete

Equipment/Vehicle Maintenance

- Routine daily/weekly maintenance of equipment as use dictates
- Daily and Monthly Vehicle and Equipment Inspection
- Replaced front wheel bearings on Bobcat Tractor
- Replaced alternator on unit 002-059
- Replaced mowing blades on the Craftsman mower

Buildings Custodial Splash Park & Park's Restroom Maintenance

- Handled various work orders for City buildings, supply deliveries, vandalism and other assorted maintenance.
- Daily Cleaning of Park's Restrooms by custodial staff
- Daily cleaning of offices and buildings by custodial staff
- Daily sanitizing for COVID 19 virus
- Daily, weekly, and monthly maintenance of Park's Yard & Park Dumpsters
- Routine cleaning and organizing of the Park's shop & buildings
- Remove "T" from spigot line and replace with single spigot Museum
- Move kitchen supplies and PPE from Farmington to Civic Center
- Clean cotton and hose down big A/C unit north Civic Center
- Move orange barrels back and forth for 550 Brewing
- Clean A/C unit on General Services building
- Repair faucet at Cap Walls restroom
- A/C problems at City Hall
- A/C problems at PD
- Cover opening from vandalized skylight with pro-panel at Riverside
- Cover vandalized door at white storage shed at Riverside
- Install new spigot and copper line at Animal Shelter
- Replace plumbing for dishwasher drain Civic Center
- Comb out fins and clean A/C unit at PD
- Clean cotton from IT a/c
- Fix broken bolt lock at Tiger restroom
- Attempt to remove handicap lift from Civic Center van
- Fix vent problem at Courts
- Jump start vans at Civic Center
- A/C problems at Hub
- A/C problem at Community Development
- Clear clogged pump for swamp cooler at PW mechanic shop
- Remove long cabinet from kitchen at Civic Center

- A/C problem at Library
- Install door handle on Hartman restroom
- Toilet repair PW office
- Repair roof tear on Library roof
- Walk through for B & G Club fire alarm bid
- Have restroom vaults pumped and filled back up at Tiger Park
- Repair urinal at Hartman restroom
- Fix swamp cooler at Civic Center
- Replace soap dispensers at Riverside men's and women's
- Hang menu board at Civic Center
- A/C problem at PW locker room
- Move file cabinets at Community Development
- Sanitize Civic Center: kitchen, offices, restrooms, door handles and such for COVID exposure

Projects

- Moved pianos for Commissioner Frye
- RFQ for Replacement of Fire Alarm B&G Club
- Planning meeting North Main Contractors
- CIP Projects update submission
- Trail Grant meeting

River Enhancement Project

- Prepared bi-annual report for River Enhancement Project
- RFQ for River Rocks and materials
- RFQ for River Rocks Transportation
- Presentation to the River Enhancement Improvement Project Assoc.
- Assessment of available materials for use in project
- Gathered rocks from around the area for use in project
- RFQ for Construction Contractors
- NOO meeting and budget review for Contractor RFQ

Special Events

- Set up and Clean up for Pianos in the park Minium Park
- Set up and Clean up for Stage 4 Cancer Survivor Event Riverside
- Interview with KOB Channel 4 News about vandalism in parks
- Planning meeting for Octoberfest

Staff Training

Daily, weekly, & annual staff reviews

Continued training for newer Park's employees & Supervisors

Sexual Harassment Training (all staff)

Department Director Meetings

- Commission Meeting
- Staff Meeting
- Meeting with SJ Watershed Group and Contractors for River Enhancement Project
- Meeting with Motocross President
- Meeting with Disc Golf Representative
- ORRII Meeting
- RFP Meeting Marijuana Business owners

Staff

Tristan Olguin, Supervisor - Buildings Maintenance; Splash Pad Maintenance; Park Restroom Maintenance
Charles Dobey, GS Superintendent - Parks Maintenance; Sports Fields Maintenance; Special Event Setup

POLICE

The Police Department continues in its goal to provide quality service in all aspects of public safety to the residents we serve. Police patrol was active throughout Aztec.

A request for reimbursement for body worn cameras has been sent to New Mexico Self Insurers Fund. It appears that the City will soon receive the \$40,150 reimbursement.

Senator Martin Heinrich’s office sent out FY2022 Congressional Directed Spending interest forms. After visiting with the City Manager, a funding request was submitted to Senator Heinrich’s office for two projects, the first was for Police Vehicle Units and the second one was for Police Department upgrades.

Cases of interest - We had a case this past week that could have turned out horrifically. A mother went into a convenient store and left her 5 month old baby in her vehicle. Her vehicle was stolen with the baby inside. Our officers responded immediately and all area law enforcement were alerted. A Sheriff’s Deputy stopped the vehicle. Fortunately the suspect did not flee and the baby was recovered unharmed. The investigation of this case is ongoing.

We are struggling to maintain our fleet and to keep it running we cannot wait until the new units can be ordered.

The Police Chief will soon meet with the Durango Police Chief to discuss issues, concerns, problems, and solutions they’ve incurred with cannabis legalization in Colorado. City staff want to be able to provide the best direction possible as we proceed through the legalization process.

The Police Chief and City Attorney Steve Murphy have been closely monitoring the District Attorney’s Office “Qualified Immunity” discussions. With the assistance of the City Attorney, we believe we are headed in the correct direction.

PROJECT MANAGEMENT

CITY CODE / POLICES / PLANS

- City Code Book
 - Intent to Adopt Ordinance 2021-516 Amending Chapter 12-183 Marijuana.

PROJECTS

- Photo Documentation**
 - Painted Pianos Event at Minium Park: Saturday 10-4:00 pm
 - Kart Kanyon Speedway Races: Saturday 7-9:00 pm
 - Aztec Motocross: Sunday 8-12:00 pm

Parks & Recreation



- Installed 18 signs onto the tee-box posts at Aztec Disc Golf Course (ADGC).

Tourism

- Updated Aztec Motocross & Kart Canyon Speedway pages with new photos.
- Develop two school workbooks for Aztec Museum & Pioneer Village.
- Develop two scavenger hunt flyers for Aztec Museum & Pioneer Village.
- Replace “Old Sorehead” faces at Visitor Center photo sign.

FACEBOOK POSTINGS

<u>Date</u>	<u>Organization</u>	<u>Posting</u>	<u>Reached</u>	<u>Engaged</u>	<u>Share</u>	<u>Comments</u>
7/1/2021	COA:NIXLE	Water Meter Replacement	535	65	0	0
7/6/2021	COA	COA: Job Openings	788	123	12	0
7/7/2021	COA:NIXLE	Water Meter Replacement	302	22	1	0
7/8/2021	Aztec Museum	Music at the Museum	315	3	1	0
7/8/2021	COA	COA: Parks Vandalism	13,045	1,163	78	1
7/8/2021	COA:NIXLE	Power Outage	463	28	3	0
7/12/2021	COA	COA: Recycling Tips	546	16	1	3
7/14/2021	Aztec Chamber	Pianos in the Park	1,038	32	7	1
7/15/2021	Tourism	Upcoming Events	1,029	68	11	7
7/22/2021	COA	Aztec North Main Project	2,605	343	14	7
7/26/2021	COA	COA: Job Openings	500	16	4	0
7/27/2021	COA	Control Burn	500	16	4	0
7/27/2021	COA:NIXLE	Water Shut Off	324	54	3	0
7/28/2021	COA	MVD Open	3,041	317	47	3
7/29/2021	COA	MVD Open	1,704	81	17	0
7/29/2021	Aztec Museum	Once Upon an Apron Event	324	5	1	0
7/29/2021	SJ Basin Disc Golf	2021 Kokopelli Games	713	19	6	1
7/29/2021	COA	COA: Senior Center Closed	1,046	88	6	1
7/30/2021	COA	Emergency Water Leak Repair	814	17	7	0
TOTAL		19 Postings	29,632	2,476	223	24

WEB STATS

	<u>Users</u>	<u>New Users</u>	<u>Sessions</u>	<u>Page Views</u>
Government www.aztecnm.gov	4,495	3,856	6,500	11,173
Tourism www.aztecnm.com	5,672	5,478	6,685	10,353
Library www.azteclibrary.org	221	186	344	534

PUBLIC WORKS

The Public Works Department Leadership and Crewmembers are responsible for a broad array of important duties including: Water Distribution; Water Production; Sanitary Sewer Collection; the Wastewater Treatment Plant; Street and Sidewalk Maintenance; etc.

The Public Works Department (PW) continued to perform our normal on-going duties related to our service areas which include the operations, maintenance, repairs and upgrades associated with the City potable water, wastewater, storm water, irrigation, street and utility geographic information systems.

Regular maintenance and repair of our vehicle fleet and tools is also part of ongoing tasks. Regular maintenance reduces the frequency and cost of major repairs. Responding to One Call utility locating requests (46 in June) and citizen after hours call outs (6 in June) also keeps the team busy. During June, PW completed a complete inventory of equipment, parts and supplies to assure we maintain an adequate and handy supply of materials needed for emergency and regular repairs as well as maintenance. Below are highlights of activities by service area for this month.

Streets and Sidewalks

In June, we continued to perform daily street sweeping to remove dust and dirt deposited by traffic and wind. This is a never ending process, but clean streets are important to PW and to the image and curb appeal of Aztec and we will continue to work daily to keep the streets clean. This is also the time of year where we fill potholes and repair potholes filled during the cold weather. In June we began prepping the areas where street and sidewalks cuts were made over the winter when repairing damaged utilities. These cuts will be repaired during July and August.

Irrigation System

While most of the properties being served by ditch water throughout the city are served by private distribution piping, the City does maintain a limited amount of irrigation piping. The irrigation head gates to the City owned piping were opened on or around April 15, and the City crews have been adjusting gate valves in June to equitably distribute flow while eliminating overflows. The City-maintained irrigation systems are currently balanced, but often are adjusted by property owners or tenants and that can frequently cause overflow of water onto streets and property. We continue to respond to numerous overflow and insufficient water requests on City and private irrigation systems and readjusted the valves to prevent them.

Wastewater System

In general, the operations at the wastewater treatment plant have been running smoothly. Our advanced wastewater treatment plant not only removes the organic and particulate components in the wastewater, but also provides advance nutrient removal to meet the stringent nutrient discharge standard included in our NPDES permit for effluent discharge to the Animas River. Continual monitoring and adjustment of additives is required to consistently meet the effluent standards. The PW operations staff are skilled at making adjustments based upon the always changing wastewater constituent characteristics. Last month a storm power bump created changes in the wastewater plant control module. The operators are successfully operating the system until the controller is re-set or repaired.

One sewer clog was cleared in May. Such clogs can cause backup of sewage into service laterals for customers. PW responds immediately to reported clogs to try to prevent any backups into yards or buildings. The PW crew also proactively cleans and flushes manholes and sewers around the city. The manholes contained dirt, debris and disposable diapers which often cause the clogs we experience. We will continue manhole cleanings throughout the city to help prevent future clogs.

Potable Water System

The water treatment plant operators have been busy producing potable water for consumption. As usual, the water production has more than doubled (almost tripled) since April, almost exclusively due to the use of the potable water for irrigation throughout the city. See the table below for the volume of water treated. In addition to watering at city parks, those homeowners who do not have surface water rights to ditch water often use city potable water to irrigate their properties. The Water Plant is manned for 12 hours every weekday and 10 hours on weekends to keep the reservoirs and water storage tanks full to meet the summer irrigation demand. In addition to operations, the staff performs routine maintenance on the raw water pumping and treatment equipment. This maintenance is scheduled during non-irrigation periods to assure maximum water production capacity at the plant. This month, the flow meter on the Animas Ditch Pump discharge was repaired and put back into service.

Typically around this time, we perform hydrant testing and flushing. Hydrant testing is required to certify fire hydrants for fire protection (and lower homeowner fire insurance rates) and flushing is performed to remove sediment that collects in the water distribution system. However, with potential additional water use restrictions due to the long term drought conditions, we have elected to delay the hydrant testing until after the irrigation season. This testing and flushing will be completed in October and November.

Currently there are several potable water systems projects under way. The first is the replacement of Production Pump #5 at the water plant. This pump has gradually lost capacity, has been re-built one time, and is currently not in use due to vibration. This pump is needed to spread use around between the pumps as well as provide back-up in case of failure of other production pumps. The replacement pump is on order and should arrive in 8 weeks. We are also planning to replace the pump in the Animas Ditch Pump Station which we use to pump water from the ditch to the raw water Reservoir 2. The ditch pump is important as it provides the ability to pump from the ditch when the river level is low and the river pump cannot provide all of the water we need for summertime demand. Lastly, we are starting a project to install systems at the new East Aztec Pump Station that will allow control of the station (which is located along NM 173 by our Lower East Water Tank, right at the city line) from the Water Plant Control Room. Design for this project is near completion and construction should start in July. We are anxious for this project to be completed as we currently need to manually start and stop the pumps at this station which feed the Upper East Storage Tank that serves the First Divide development in the county.

The PW staff often gets calls to investigate and repair water leaks in the water distribution lines in the city. This month, no water leaks were discovered or reported in the potable water distribution system. This work is often emergency work requiring completion the same day as discovered to restore water flow to the service or services affected. The crew often needs to perform this work after hours and asks for your patience as we work to repair the leak and repair it correctly. We strive to keep water shut offs to customers at a minimum, as we realize this is a major inconvenience. This month, PW staff installed the water line connection to provide potable water service to a home on Bison Trail.

The City has hired an engineering firm to design the relocation of the water pipeline that is located in the Navajo Dam Road (NM 173) right-of-way. This pipeline consists of material that does not meet our current specifications, is too shallow or too small in some locations, and is in the area where NMDOT road improvements are proposed. Design of the first segment of this relocation is nearly complete and construction of this segment is anticipated in late fall/early winter.

Storm water

We are currently in the process of preparing the storm water permit applications for the two City owned properties (the wastewater treatment plant site and the airport) that were identified as needing permits by EPA. The process is new, requires sampling (if it rains and rains enough), and is confusing. Selected staff have had training in the new requirements and are completing the paperwork for submission to EPA in June or July.

City crews continue to clean inlets to allow unobstructed flow into them during rain events and City pipes and swales are cleaned to prevent backup during precipitation events. Crews are also gearing up to install concrete or metal channels and curbs in city streets at several locations where flooding during rain events has occurred. These channels will be installed to direct water toward inlets or arroyos to correct localized flooding problems. This work is beginning and will continue through the summer.

GIS

PW is continually updating the City Geographical Information System (GIS) with utility information and locations as new information is produced or discovered. Buried utility locations verified during repairs are located using GPS units and that information, along with size and capacity information is added to the GIS system. Also, addresses compatible with the EDGMS 911 emergency addressing system are issued by our GIS Specialist.

Water Flow Summary

CFM = Cubic Feet per Second
MG = Million Gallons
GPD = Gallons per Day

Animas River Flow at Cedar Hill

Instantaneous Flow on June 29, 2021 at 10:00 AM	360 CFM
Mean Flow on June 2, 2021 over 18 years	2,100 CFM
Minimum Flow on June 2, 2021 over 18 years	188 CFM

Animas River Flow below Aztec

Instantaneous Flow on June 2, 2021 at 10:00 AM	357 CFM
Mean Flow on June 2, 2021 over 18 years	1,400 CFM
Minimum Flow on June 2, 2021 over 18 years	52.7 CFM

Potable Water Produced

Total Volume Produced in May 2021	46.8 MG
Average Daily Volume Produced in May 2021	1,560,000 GPD

Wastewater Treated

Total Volume Treated in May 2021	15.8 MG
Average Daily Volume Treated in May 2021	527,000 GPD

SENIOR/COMMUNITY CENTER

Our staff worked hard to prepare our building for our phased re-opening. We will continue to deliver our Home Delivered Meals, as always. We will also continue to serve through the drive-thru for clients who do not want to dine-in. We are working on expanding our volunteer base now that we are going to re-open.

Activities and Events	Upcoming Events
<ul style="list-style-type: none"> No activities or events scheduled due to COVID. Drive Thru open 12:00-12:30 M-Th, and a frozen meal given for Fridays Home Delivery Meals delivered M-Th, frozen meals provided for Friday and weekends, if needed 	<ul style="list-style-type: none"> Re-opening to limited dine-in starting July 7, 2021 Meet and greet with Employee Association July 1, 2021

Scheduled Activities
<ul style="list-style-type: none"> Senior Citizens, Inc. held their monthly board meeting at the center this month.

Meal Programs	# this Month	Contributions	
Congregate Meals	713	Congregate Donations	\$990.50
Home Delivered Meals	2,381	Home delivered donations	\$691
Under 60 community members	4	Under 60 community members	\$24

Projects In Process	Completed Projects
<ul style="list-style-type: none"> Destruction of old documents 	<ul style="list-style-type: none"> New HVAC units were installed The center was prepared for the re-opening in July.

TOURISM & MARKETING

Revenue

Visitor Center Store	\$ 22.00
Wall Maps	\$ 10.00
Total	\$ 32.00

Visitors

Total Contacts	255
Walk-Ins	191
Phone Contacts	34
Information Bags	30
Guest Book	12

Visitor Representation

<u>Domestic</u>	<u>International</u>
Arizona	16
Arkansas	1
California	4
Colorado	11
Florida	2
Hawaii	2
Illinois	1
Kansas	4

Maryland	7
Michigan	1
Minnesota	2
Mississippi	4
Nevada	1
New Hampshire	2
New Mexico	8
Ohio	4
Pennsylvania	2
Texas	13
Utah	6
Virginia	2
Washington	2

Facebook

	<u>Aztec New Mexico (July)</u>	<u>Aztec New Mexico (June)</u>
Lifetime Total Likes	1,634	1,600
Monthly New Likes	43	21
Engaged Users	70,392	82,585
Total Reach	3,074,437	2,594,315
Total Impressions	4,907,469	3,878,853
Largest Audience Hit	Aztec Ruins (654 K)	Farmers Market (854 K)
2 nd Largest Audience Hit	Pianos (469 K)	Author Book Signing (811 K)

Engaged Users: The number of people who engaged with your Page. Engagement includes any click or story created

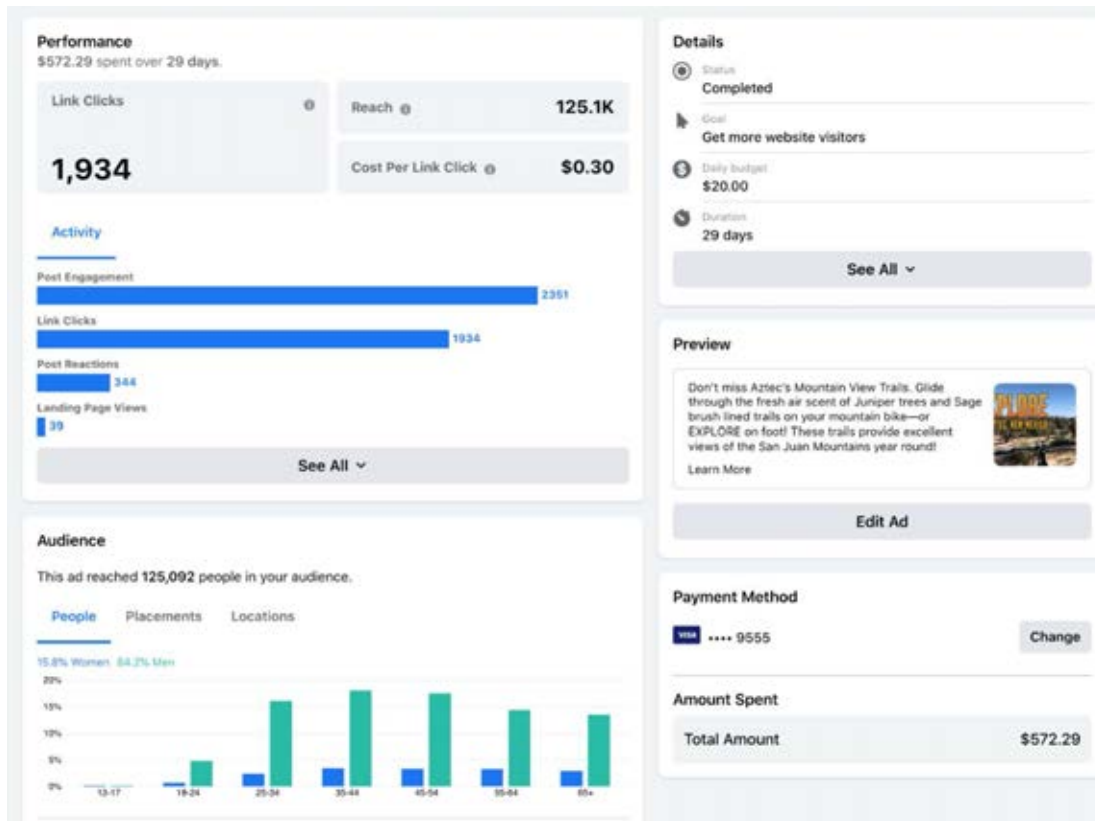
Total Reach: The number of people who have seen any content associated with your Page.

Total Impressions: The number of impressions seen of any content associated with your Page. (Total Count)

Special Projects

- Updated Press Kit
- Attended ORII meeting
- LTAB Meeting - Media Budget
- Update Event Signage & Presentation Materials
- Sexual Harassment Class
- Facebook Ads

We did not have a Facebook ad in July but the June ad ran into July.



UTILITY OFFICE

- Meter reading dates are August 2-15, 2021.
- 188 Non-pay disconnect notices were delivered August 4, 2021.
- Non-pay disconnections will be August 11, 2021 for customers that have not paid July's utility bill due by July 12, 2021 or have not made a payment arrangement with the Utility Office.
- As of July 31, 2021, 107 customers have entered into a 12-month payment plan for past due utility bills for a combined total of \$62,047 and a monthly combined payment total of \$7,475. Customers on this type of payment plan must pay the monthly payment plan amount in addition to their current monthly utility bill – always staying current by paying current utility bill in addition to paying off past utility bills that were not paid during the pandemic 15 month suspension. With 11 months 23 customers have since paid off their payment plan and as expected the combined amount now due for customers on the extended payment plan had been reduced by \$33,485. Unfortunately, we had 60 customers that did not make their agreed payment by July 20, 2021. With our new AMI system the utility office staff was able to conduct the non-pay disconnections and reconnections from the office, saving a great amount of time for the electric department from having to physically go to 60 locations, pull the meter and return to the same location to reconnect the meter after payment was made. However, this did take time for the utility office staff to remotely disconnect, prepare work orders, receive payments and complete the reconnection and work order, but a much more efficient process for the city and the customer. 100% of all customer were able to pay their payment arrangement.
- On July 14, 2021, 28 non-pay disconnections were conducted, total combined outstanding amount due is \$9,378.05. Still keeping with trends prior to the pandemic, approximately 10% of customer were shut off for non-payment. Of the 28 customers, 4 customers had moved and were final billed.
- 324 utility work orders were distributed to the Electric Department/Meter Technician/utility office during the month of July 2021.
- 7 customers received funds from the Aztec Utility Assistance Program (UAP) during July 2021. Total monthly distribution was \$1,750.

Business Licenses

- 8 Business Licenses were issued during July 2021. One business is in the Aztec City Limits and is pending approval obtain proper permitting– It is food vending to be located at Finish Line Graphics. The remaining 7 business are located outside city limits but will be conducting business in Aztec.

Park Reservations:

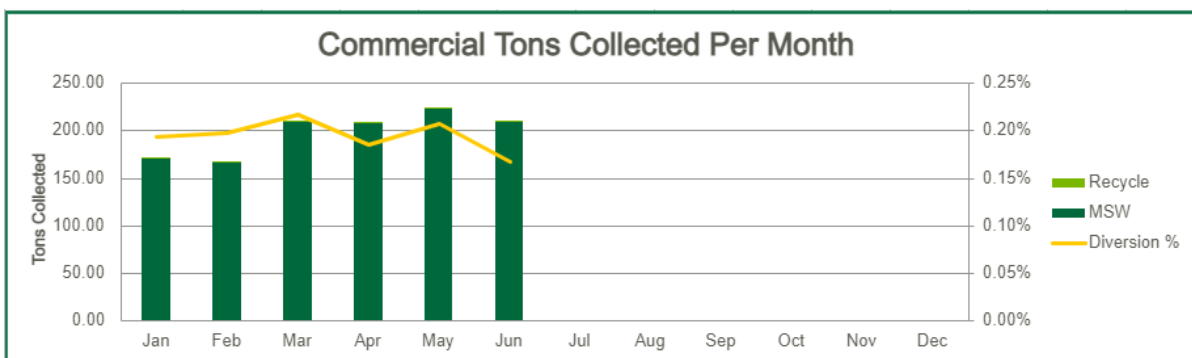
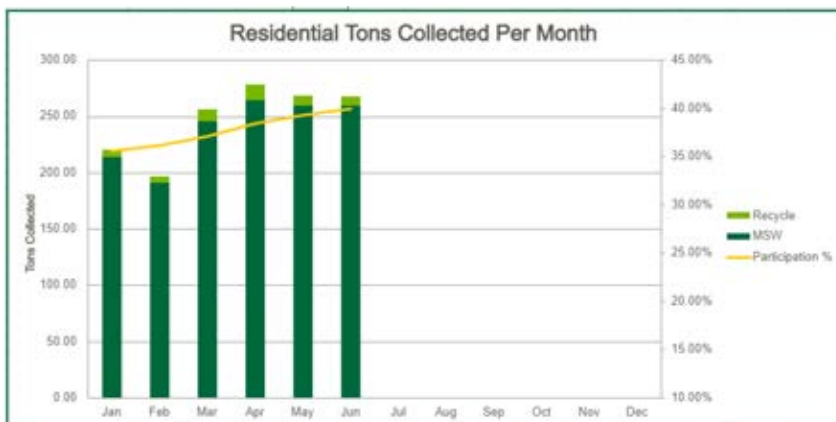
- 27 Park reservations were made during the month of July.
- Upcoming Special Events:
 - August 7, 2021 – Riverside Park – Jaramillo Car Show
 - September 17-19, 2021 – Riverside Park – 16th Annual Truck Show
 - October 2-3, 2021 – Riverside Park – Aztec Highland Games
 - October 16-17, 2021 – Civic Plaza - Octoberfest Blues & Brews & Car Show

Advanced Meter Infrastructure- going AMR to AMI Project

- Virtual Weekly meetings continue related to project
- 200 electric meters were changed out from AMR to AMI electric meters in July. We now have 1,227 meters AMI of our 3,200 meters – 39% completion. System integrity is performed daily.

Trash and Recycling Statistics – June 2021

- Total Residential Trash Accounts – 2517
- Total Commercial Trash Accounts - 244
- Total Residential Recycle Accounts – 1007
- Total Commercial Recycle Accounts – 9 (offered directly through WM)
- Residential Recycling Participation – 40%





CITY OF AZTEC

JUNE 2021 RECYCLING BENEFITS

9 tons of bottles, cans, paper and cardboard were recycled by the community this month.

This month's recycling efforts saved the following resources:

138 Mature Trees

Represents enough saved timber resources to produce 2,345,000 sheets of printing and copy paper!

21 Cubic Yards of Landfill Airspace

Enough airspace to fulfill the annual municipal waste disposal needs for 26 people!

21,303 Kw-Hrs of Electricity

Enough power to fulfill the annual electricity needs of 2 homes!

Avoided 23 Metric Tons (MTCO2E) of GHG Emissions

This GHG reduction is equivalent to removing annual emissions from 4 passenger vehicles!

56,740 Gallons of Water

Represents enough saved water to meet the daily fresh water needs of 756 people!

To learn more about recycling, visit WM.com/RecycleRight.

Always remember to Recycle Right



Recycle clean bottles, cans, paper, and cardboard.



Keep food and liquid out of your recycling.



No loose plastic bags and no bagged recyclables.

AT YOUR DOOR HAZARDOUS WASTE PICKUP

Material by Category Summary

Aztec NM

From 6/1/2021 through 6/30/2021

MATERIAL	QUANTITY	UOM	POUNDS	% of Total
Chemicals	Total		120.58	50.70%
Antifreeze	1	gallons	6.80	2.86%
Flammable Liquid		gallons	1.16	0.49%
Motor oil		gallons	1.60	0.67%
Paint-oil based		gallons	1.52	0.64%
Pesticide liquid	2	gallons	9.50	4.00%
Pesticide solid	100	Pounds	100.00	42.05%
Electronics	Total		42.96	18.06%
TV Flat-less than 40	2	Each	42.96	18.06%
Not Classified	Total		66.63	28.02%
Non RCRA Liquid	2	gallons	9.27	3.90%
Non RCRA Solid	2	Pounds	2.00	0.84%
Paint-Latex	8	gallons	55.36	23.28%
Universal	Total		7.66	3.22%
Aerosols	12	Each	7.66	3.22%
Total Pounds Collected			237.82	
Total Pounds Sent For Recycling			95.57	40.19%

VOLUNTEER FIRE DEPARTMENT

Our Aztec Fire Department is an "All Volunteer" Fire Department. If you are interested in helping your community and are age 18 or over please consider joining our Aztec Fire Department. To join, please come by the main station at 200 North Ash, behind Blake's, any Wednesday night at 7:00 pm. The members will be more than happy to tell you all about your volunteer fire department. Your help is needed and you can make a difference!

Monthly Fire Department Emergency Responses	
Total Monthly Calls	158
Emergency Medical	118
EMS with EMT	99