

CITY OF AZTEC  
SPECIAL COMMISSION MEETING MINUTES  
July 25, 2019

**I. CALL TO ORDER**

Mayor Victor Snover called the Meeting to order at 7:08 pm at the Aztec City Commission Room, City Hall, 201 W. Chaco, Aztec, NM.

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

- A. Invocation (led by Commissioner Sipe)
- B. United States Pledge of Allegiance (led by Mayor Snover)
- C. New Mexico pledge of Allegiance (led by Mayor Snover)

**III. ROLL CALL**

Members Present: Mayor Victor Snover; Mayor Pro-Tem Fry; Commissioner Sipe; Commissioner Mark Lewis; Commissioner Austin Randall

Members Absent: NONE

Others Present: City Manager Steve Mueller; City Attorney Nicci Unsicker; Project Manager Ed Kotyk; City Clerk Karla Sayler (see attendance sheet)

**IV. APPROVAL OF AGENDA ITEMS**

MOVED by Commissioner Lewis to approve the agenda as given; SECONDED by Commissioner Sipe

All voted Aye: Motion passed five to zero

**V. BUSINESS ITEMS**

A. Resolution 2019-1143 FY19 Year End Budget Resolution

Finance Director Kathy Lamb explained that this is for the FY19 budget review. The Airport Budget requires additional funds due to the timing between the expending of funds and grant fund reimbursement. We need to transfer \$35,000 from general fund. The solid waste fund has also exceed budget estimates because of Waste Management having to provide extra services when Transit Waste failed. We need to transfer \$20,000 from general fund.

MOVED by Commissioner Lewis to Approve 2018-2019 Year End Budget  
Resolution 2019-1143 SECONDED by Commissioner Randall

A Roll Call was taken; All voted Aye: Motion passed five to zero

B. Resolution 2019-1141 Approval of FY19 Fourth Quarter Financial Report

Finance Director Kathy Lamb explained that this is a requirement with DFA for the governing body to approve the 4<sup>th</sup> quarter financial by resolution

MOVED by Commissioner Randall to Approve Resolution 2019-1141 Approval of FY19 4<sup>th</sup> Quarter Financial Report SECONDED by Mayor Pro-Tem Fry

A Roll Call was taken; All voted Aye: Motion passed five to zero

C. Resolution 2019-1142 Fiscal Year 2020 Annual Budget Adoption

Finance Director Kathy Lamb explained that this is will formally adopt the fiscal year 2019-2020 budget. She explained that there were some changes:

REVENUES

- Airport Fund (\$609,934) – Decrease federal and state grant funding for construction of Runway 8-26 Lighting; the City must resolve the BLM lease prior to the FAA approval of funding for any projects at the airport.
- Capital Projects Fund: \$9,100 – Establish budget for transfer of park impact fees from Impact Development Fund for construction of trails & plaza area.

EXPENDITURES

- General Fund: \$262,648 Increase in preliminary budget for re-appropriation of FY2019 budgets to complete purchases/projects not included in FY2020 preliminary budget.
- Law Enforcement Protection Fund \$12,875 – Re-appropriate FY2019 funds specific to vehicle purchases (vehicles received July 17, 2019); authorization for carry-over of LEPF funds will be included with final budget submission.
- Economic Development Fund: \$117,000 – Establish a contingency budget to provide funds for Commission authorized development projects.

- Impact Development Fund: \$9,100 – Establish budget to transfer park impact fees to Capital Project Fund for construction of trails & plaza area.
- Lodgers Tax Fund \$13,200 – LTAB recommends the increase of the marketing budget by \$2,500 and establishment of contingency budget in the amount of \$4,000. The contingency fund will allow LTAB to potentially fund additional events during the fiscal year or increase marketing funds. Several purchase orders issued during FY2019 were not completed by June 30, 2019 and require the re-appropriation of those funds in FY2020 (\$6,700).
- Airport Fund (\$533,878) – Delete budget for construction of Runway 8-26 lighting; re-appropriate funds for the Airport Action Plan which is in progress.
- Capital Projects Fund \$109,100 – Increase N Main Corridor budget for transfer of park development fees & establish budget for the replacement of a portion of the roof at the Aztec Boys & Girls Club.
- Joint Utility O& M: \$1,298,375 – Re-appropriation of FY19 funds due to projects/purchases not completed as anticipated with preliminary budget: Electric: \$157,375; Water: \$564,000; and Wastewater: \$577,000

Total decrease to revenue, all funds: \$ (600,834)

Total increase to expenditures, all funds: \$ 1,288,420

MOVED by Commissioner Sipe to Approve Resolution 2019-1142 FY20 Annual Budget Adoption SECONDED by Commissioner Lewis

A Roll Call was taken; All voted Aye: Motion passed five to zero

#### D. Fiscal Year 2020 Funding Application Appropriations

Finance Director Kathy Lamb explained that we received two applications for funding. Aztec Boys and Girls Club is asking for \$24,000 and the Aztec Museum is asking for \$25,000.

MOVED by Commissioner Sipe to Approve funding to Aztec Boys & Girls Club in the amount of \$26,000 and Aztec Museum in the amount of \$ 15,000 SECONDED by Mayor Pro-Tem Fry

A Roll Call was taken; All voted Aye: Motion passed five to zero

#### E. Fiscal Year 2020 Funding Application Mike Smith 204 N. Main Ave.

MOVED by Commissioner Sipe to Authorize City Staff to negotiate the Economic

Development Agreement with Mike Smith regarding 204 N. Main and 101 Blanco and approve up to \$ 80,000 in funding from the Economic Development fund pending the Commission's approval of the Economic Development Agreement **SECONDED** by Mayor Pro-Tem Fry

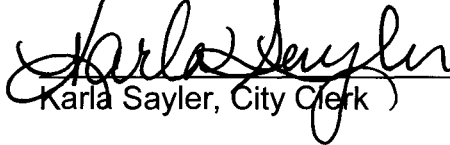
A Roll Call was taken; All voted Aye: Motion passed five to zero

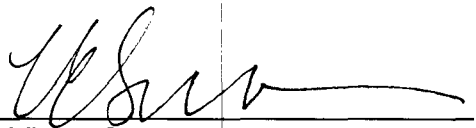
**VI. ADJOURNMENT**

Mayor Snover moved to adjourn the meeting at 7:51 pm **SECONDED** by Commissioner Sipe.



ATTEST:

  
Karla Sayler, City Clerk

  
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Mayor, Victor Snover

MINUTES PREPARED BY:

  
Sherlynn Morgan, Administrative Assistant