



ANDRES Z. SILVA, MAYOR

RICHARD F. MCINTURFF, ADMINISTRATOR

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POPULATION 14,000

CITY COUNCIL *Special Meeting*

July 26, 2011

9:30 A.M.

AGENDA

Call to Order / Pledge of Allegiance
Open Special Session

1. Approval of Facilities Maintenance Foreman Job Description
2. Approval of Community Planner Technician Job Description
3. Ratification of Quit Claim Deed to NMDOT for Highland Drive to Complete the Hwy. 180 Project
4. Resolution: Approving Final Budget Adjustments for Fiscal Year 2010-2011
5. Resolution: To Approve the 2011-2012 Final City Budget
6. Adjourn Meeting

The Next Regularly scheduled workshop/meeting is August 8th, 2011 commencing at 4:00 p.m. and 6:00 p.m.

**CITY COUNCIL SPECIAL
MEETING MINUTES
July 26, 2011**

Council Present: Andres Z. Silva, Mayor William Shattuck, Mayor Pro Tem
Linda Enis, Councilor David Sanchez, Councilor Joe "Butter" Milo, Councilor

Absent:

Staff Present: Richard F. McInturff, Administrator Aaron Sera, Assistant City Administrator
Mary Jo Valdez, City Clerk Lawrence Brookey, Public Works Director
Richard Kocab, Assistant Treasurer Laura Holguin, Sr. Budget Analyst
Lloyd Valentine, Sr. Budget Analyst Edgar Davalos, Fire Chief
Michael Carillo, Chief of Police Vicki Engle, HR Coordinator

Mayor Silva led the pledge of allegiance and called the meeting to order at 8:30 a.m.

1. Approval of Facilities Maintenance Foreman Job Description

Ms. Engle stated that due to the transfer of the Mimbres Valley Learning Center to Luna County, the position of the Facilities Maintenance Coordinator was abolished. Ms. Engle explained that the new working foreman position would oversee the facility maintenance functions, personnel and workload; adding that the position would be filled internally.

Councilor Enis motioned to approve the job description for the Facilities Maintenance Foreman as presented, second by Councilor Milo; carried unanimously.

2. Approval of Community Planner Technician Job Description

Ms. Engle stated that the Community Planner Technician has been established to assist the Community Planner but would not be filled at this time. Ms. Engle stated that the position would be used for differential pay purposes for employees that are temporarily assigned to assist as needed.

Mayor Pro Tem Shattuck motioned to approve the job description for the Community Planner Technician as presented, second by Councilor Sanchez; carried unanimously.

3. Ratification of Quit Claim Deed to NMDOT for Highland Drive to Complete the Hwy. 180 Project

Mr. Sera stated that Council previously approved quit claim deeds to NMDOT for Chaparral Blvd. to be executed in efforts to assist in the completion of the Hwy. 180 Project. Mr. Sera stated that the right of way at Highland Drive is also needed for their project. Mr. Sera stated that staff recommends the ratification of the transfer of right of way at Highland Drive. Councilor Milo asked when the project would be started. Mr. Sera stated that the project is 75% complete in design and that the anticipated start date is set for the end of the year.

Councilor Enis motioned to ratify a quit claim deed to NMDOT for Highland Drive to complete the Hwy. 180 Project, second by Councilor Milo; carried unanimously.

4. Resolution: Approving Final Budget Adjustments for Fiscal Year 2010-2011

Mr. McInturff explained the budget adjustments for fiscal year 2010-2011 in detail. (Attached)

Mr. McInturff stated that the utility fund, at the beginning of the budget year, was at a deficit of \$1.4 million, later reduced to a deficit of \$1 million at mid-year. Mr. McInturff stated that the end of year actual budget for utilities ended at surplus of \$887,928. Mr. McInturff explained that the general fund, at the beginning of the budget year, was at a deficit of \$1.1 million, later reduced to a deficit of \$32,937 at mid-year. Mr. McInturff stated that the end of year actual budget for general fund ended at surplus of \$2.8 million. Mr. McInturff stated that the budget reflecting the deficits this year will equal last year's \$3.775 million surplus.

Mr. McInturff asked for Council's approval with the authorization to make minor changes as necessary.

Mayor Pro Tem Shattuck motioned to approve the final 2010-2011 budget adjustments and to allow staff the authority to make minor adjustments, second by Councilor Sanchez; carried unanimously.

5. Resolution: To Approve the 2011-2012 Final City Budget

Mr. McInturff stated that total revenues amount to \$27.986 million and expenditures amount to \$31.2 million resulting in a deficit of \$3.214 million which offsets the \$3.7 million surplus from this past fiscal year. Mr. McInturff stated that the numbers have changed from the preliminary budget. The cash balance represents an increase of \$2.088 million from the preliminary budget due to load proceeds for the fire station remodel; the revenues have been reduced by \$1.662 million; and the expenditures have been increased by \$433,000; explaining that the ending cash has only changed \$8,900 from the preliminary budget.

Councilor Enis motioned to approve the resolution to approve the 2011-2012 final City budget, second by Mayor Pro Tem Shattuck; carried unanimously.

6. Adjourn Meeting

With no further business to conduct, Mayor Pro Tem Shattuck motioned to adjourn the meeting at 10:06 a.m., second by Councilor Milo; carried unanimously.

The next Regularly scheduled workshop/meeting is August 8th, 2011 commencing at 4:00 p.m. & 6:00 p.m.

CITY OF DEMING, NEW MEXICO




Richard F. McInturff, Deputy Clerk


Andres Z. Silva, Mayor

RESOLUTION NO. 11-24

WHEREAS, the City of Deming, New Mexico proposes to make certain budget increases and decreases; and,

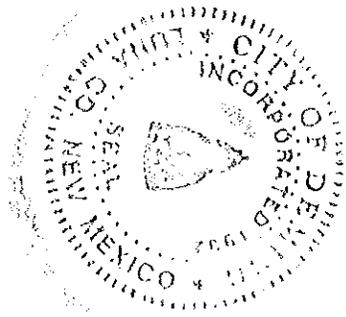
WHEREAS, due to cash reserves being sufficient to cover the proposed increases and decreases; and

WHEREAS, said monies and expenditures were not included in the 2010-2011 budget; and

WHEREAS, the City Council does request that authorization for the following budget increases and decreases be granted.

THEREFORE IT IS respectfully requested that authorization to make the listed increases and transfers be granted by the Local Government Division of the Department of Finance and Administration.

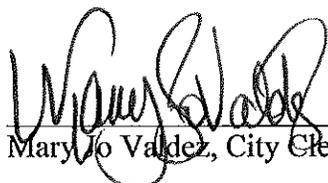
PASSED, ADOPTED, AND APPROVED this 26th day of July, 2011.





Andres Z. Silva, Mayor

ATTEST:



Mary Jo Valdez, City Clerk

STATE OF NEW MEXICO
MUNICIPALITY OF CITY OF DEMING

RESOLUTION No. 11-25

2011-2012 Fiscal Year

WHEREAS, the Governing Body in and for the Municipality of the City of Deming, State of New Mexico, has developed a budget for fiscal year 2011-2012, and

WHEREAS, said budget was developed on the basis of need and through cooperation with all user departments, elected officials and other department supervisors, and

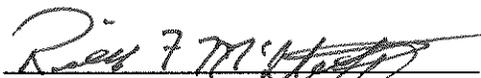
WHEREAS, the official meetings for the review of said documents were duly advertised in the Deming Headlight, in compliance with the State Open Meetings Act, and

WHEREAS, it is the majority opinion of this Board that the proposed budget meets the requirements as currently determined for the 2011-2012 fiscal year; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the municipality of the City of Deming, State of New Mexico hereby adopts the budget herein above described and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

PASSED, ADOPTED, AND APPROVED this 26th day of July, 2011.

ATTEST:

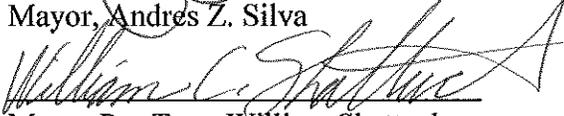


Administrator, Richard E. McInturff

MUNICIPAL GOVERNING BOARD OF
Deming, NEW MEXICO



Mayor, Andres Z. Silva



Mayor Pro Tem, William Shattuck



Councilor, David Sanchez



Councilor, Linda Enis



Councilor, Joe "Butter" Milo

