



Phone (575) 546-8848 - Fax (575) 546-6442
E-MAIL: deming@cityofdeming.org - Website: www.cityofdeming.org
P.O. BOX 706. DEMING, NEW MEXICO 88031
POPULATION 14,000

CITY COUNCIL
Special Meeting
July 28, 2015
9:00 a.m.
AGENDA

Call to Order/Pledge of Allegiance

1. Proclamation for Barbara Schreiber Day
2. Resolution to approve the 2015 Final Quarterly Financial Report
3. Resolution to approve FY15 Final Budget Adjustments
4. Resolution to Approve Final Budget for FY16
5. Adjourn Meeting

The next regularly scheduled City Council meeting is Monday, August 10, 2015 commencing at 6:00 p.m.



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CITY COUNCIL MEETING

August 10, 2015

6:00 P.M.

AGENDA

Call to Order/Pledge of Allegiance

1. Consent Agenda

- A. Minutes – City Council Regular Meeting 07/13/15
- B. Minutes – Special City Council Meeting 07/02/15
- C. Minutes – Special City Council Meeting 07/28/15
- D. Minutes – Parks Commission 07/14/15
 - a. Recommendation to rename Pocket Park to Arts Park
- E. Minutes – Planning & Zoning Commission 07/20/15
 - a. Recommendation to approve the variance request for a porch and carport (non-conforming use) and setback at 307 S. 12th Street (*to be presented later as a Quasi-Judicial Public Hearing*)
 - b. Recommendation to approve a variance request for an off-premise sign at the NE corner of Pine Street and Silver Avenue, contingent on the applicant obtaining approval from the property owner and the State Department of Transportation (*to be presented later as a Quasi-Judicial Public Hearing*)
 - c. Recommendation to approve the request for an alternate subdivision dividing a 6.379 acre parcel of land into two lots, located on the north side of Poplar Street, west of Mimbres Street and South of Ash Street (*to be presented later as a Quasi-Judicial Public Hearing*)
 - d. Recommendation to approve the special use permit by the City of Deming for the installation of a tower/antenna at 2301 S. Tin Street (*to be presented later as a Quasi-Judicial Public Hearing*)
 - e. Recommendation to approve the preliminary plat for Desert Willow Estates Subdivision (*to be presented later as a Quasi-Judicial Public Hearing*)
 - f. Recommendation to approve the final plat of Phase 1 of Desert Willow Estates Subdivision (*to be presented later as a Quasi-Judicial Public Hearing*)
- F. Minutes – Tourism Development Committee Meeting 07/23/15
- G. Out-of-State Travel Request for Cassie Arias to attend the International Economic Development Council (IEDC) 2015 Annual Conference in Anchorage, Alaska on October 4-7, 2015.
- H. Bids:
 - a. Bid #16-01 Washed One-half Inch Fractured Chip Rock
 - b. Bid #16-02 Washed Three-eighths Inch Fractured Chip Rock
 - c. Bid #16-03 Type II Base Course
- I. Disposal of Fixed Assets

2. Public Forum
3. Resolution to Consider Adopting the 2017-2021 Infrastructure Capital Improvements Plan (ICIP) for the City of Deming, New Mexico.
4. Public Hearing to Consider an Ordinance Amending Title 9, Chapter 5 “Sewer Rates, Formula” Of The Municipal Code Of The City Of Deming, New Mexico
5. Bids:
 - a. Bid #15-16 Low Bid Recommendation for Pear Street Revitalization Phase III WTB-311 Waterline Replacement
 - b. Bid #15-07 Low Bid Recommendation for Florida Street Widening Project (*Supporting documents to be provided at meeting*)
6. Opening of Quasi-Judicial Public Hearings
 - a. Quasi-Judicial Public Hearing to Consider a Special Use Permit for a tower/antenna for the City of Deming
 - b. Quasi-Judicial Public Hearing to Consider a Variance for Setback and for Structural Alteration of a Non-Conforming at 307 S. 12th St.
 - c. Quasi-Judicial Public Hearing to Consider a Variance request for an off-premise sign
 - d. Quasi-Judicial Public Hearing to Consider an Alternate Subdivision request for a lot split
 - e. Quasi-Judicial Public Hearing to Consider the Subdivision Preliminary Plat for Desert Willow Subdivision
 - f. Quasi-Judicial Public Hearing to Consider the Subdivision Final Plat Phase 1 for Desert Willow Subdivision
7. Administrator’s Report
8. Closed Session to Discuss the Potential Litigation and Purchase, Acquisition or Disposal of Real Property pursuant to NMSA 10-15-1(H)(7) & (8) of the Open Meetings Act.
9. Adjourn Meeting

The next regular City Council Meeting is scheduled for September 14, 2015 at 6:00 p.m.

SPECIAL CITY COUNCIL MEETING MINUTES July 28, 2015

Council Present: Benny L. Jasso, Mayor
Joe “Butter” Milo, Councilor
Roxana Rincon, Councilor
Dr. Victor Cruz, Councilor

Council Absent: David L. Sanchez, Councilor

Staff Present: Aaron Sera, City Administrator
Jim Massengill, Public Works Director
Laura Holguin, Treasurer
Brandon Gigante, Police Chief
Vicki Engle, HR Specialist
Mary Corral, Receptionist

Recording Secretary: Lila Jasso, Administrative Secretary/Asst. Deputy Clerk

Mayor Jasso called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.

1. Proclamation for Barbara Schreiber Day

Mayor Jasso read the proclamation into record to proclaim July 31, 2015 as Barbara Schreiber Day.

Mayor Pro Tem Milo moved to ratify the proclamation for Barbara Schreiber Day. Councilor Cruz seconded the motion; motion carried unanimously.

Mrs. Schreiber thanked the City for this honor. She also extended her thanks to the citizens of Deming and Luna County for their support and help.

2. Resolution to Approve the FY2015 Final Quarterly Financial Report

Ms. Holguin presented the resolution to Mayor Jasso and Council. She noted that the fourth quarter report for fiscal year 2015 which recaps what happened throughout the year, the year-to-date transactions. Ms. Holguin called attention to the grand total revenue which was at \$25,572,085. She stated that the grand total expenditures was \$25,703,752; a difference of \$132,667. She stated that the quarter ending cash balance is \$11.1 million and investments were at \$10.3 million so overall; the ending cash and investments balance is \$21.4 million. Ms. Holguin went on to say that there was an increase in the general fund which she will review later on in the final budget. She asked if there were any questions from staff or Council.

Councilor Cruz asked if the ending cash balance includes all funds, even enterprise funds. Mr. Sera stated that the enterprise funds were included in the figure. Councilor Cruz asked what the general fund figure would be if the enterprise funds were extracted. Ms. Holguin stated that she didn't have the cash figures in front of her. Mr. Sera interjected and stated that the ending cash balance was \$4.5 million. Councilor Cruz explained that the reason for

his question is because he understands that the enterprise funds are more restricted than the general funds. Mr. Sera agreed.

Councilor Cruz moved to approve the resolution to approve the 2015 Final Quarterly Financial Report. Councilor Rincon seconded the motion; motion carried unanimously.

3. Resolution to approve FY15 Final Budget Adjustments

Ms. Holguin presented this item and stated that the City did not have to do any increases to the budget, except for a couple of areas. She stated that the majority of the adjustments were making sure that each budget was not over budgeted within certain categories; and that the adjustments were moving budget from one line item to another. She pointed out in the judicial fund, that there was an increase budget of \$24,200 that is being offset by the increase in revenues, which is an increase to their budget. Ms. Holguin also called attention to the General Fund-Ambulance which is increasing by \$32,500 which is from an increase of revenue coming in. The adjustment was offset by this same amount. She explained some of the other adjustments in the General Fund-Ambulance fund.

Ms. Holguin next called attention to the CDBG fund in which she explained that there was an overage in revenue or transfer of funds for \$100 to the end of year adjustments. She stated that due to this being capital funds, it must be at a zero balance at year end. Therefore, the adjustment was made to do so which was offset by the transfer from the sewer fund for the Waste Water project. She then reference the sheet handed to Council this morning which is the General Sewer Fund account. She noted that the non-capital fixed assets were reduced to compensate for the transfer to CDBG. She stated that the budget for Sewer still comes to a zero balance and that there was not more expenses than revenues or she did not have to use beginning cash balance.

Mayor Pro Tem Milo stated that since the CDBG budget zeroed out, this meant all projects were completed. Ms. Holguin and Mr. Massengill concurred.

Mayor Jasso asked Council if they would like to make a motion.

Mayor Pro Tem Milo moved to approve the resolution for the FY15 Final Budget Adjustments. Councilor Cruz seconded the motion; motion carried unanimously.

4. Resolution to Approve Final Budget for FY16

Ms. Holguin presented this item to Mayor and Council. She referenced the summary of changes from the preliminary budget to the final budget for FY16. She called attention to the Net Changes in the General Government there was a net change of \$242,632.00 which was done due to a Streets Fund MAP Project for Gold Street, in which the award was learned of after the preliminary budget. She noted that the difference of the increase in revenue is the MAP Project funds the City was awarded and the EMS Ambulance Grant that was not awarded. She went on to say that in the Enterprise Fund there was a decrease to the revenue source. This was due to the Sewer and Water funds which had two loans budgeted and came

in before year-end. Ms. Holguin stated that the two loan balances are sitting in the beginning cash balances in both those funds. Overall the total budget was increased by \$52,352.62. Councilor Cruz asked for clarification regarding the function of the figures on the spreadsheet. Ms. Holguin clarified the spreadsheet. Ms. Holguin asked Mr. Sera if there is anything more he would like to add.

Mr. Sera called attention to the recap and the Estimated Ending Fund Cash Balance figure, which he stated is \$3,027,200. He explained that this is the amount the City has as an ending cash fund balance without investments. He noted that in the preliminary budget that figure was approximately \$2.6 million. He stated that the reason for this increase was due to the City receiving more revenue from Gross Receipts Tax than expected. He stated that the ending cash balance increased approximately \$400,000 from preliminary budget. Mr. Sera noted that the ordinary revenues are only approximately \$300,000 more than the ordinary expenditures. He went on to say that this difference will only increase in the coming years due to the lost revenue from Hold-Harmless Tax. He stated that the City is working at some strategies and would like to hold a finance committee meeting in October to see if any other options can be made to make up the lost revenue. He stated that overall the budget looks as good as he has seen since he has been with the City. He did call attention to the General Fund being lower due to ongoing Street projects. He reiterated that the City needs to start planning for the future.

Councilor Cruz brought up the assets the City has that are not being utilized to their fullest potential. He also stated that the City's utilities expense is rather high and that the City may consider spending some funds to reduce the expense for utilities. Mr. Sera agreed and stated that he had met with PNM the day before, and they are conducting a study on the City's accounts to find ways to lower their electric bill. Mr. Sera stated that the City spends approximately \$750,000 a year on utilities. Mayor Pro Tem Milo suggested the possibility of solar. A brief discussion was entertained regarding the possibilities of reducing the utilities expense.

With no further discussion, Mayor Jasso entertained a motion from Council.

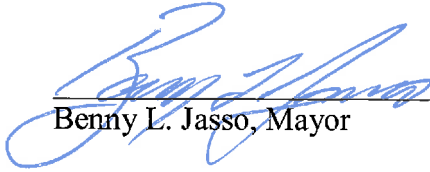
Councilor Cruz moved to approve the resolution for approval of the 2015/2016 Fiscal Year Final Budget. Councilor Rincon seconded the motion; motion carried unanimously.

5. Adjourn Meeting

With no further business to discuss, Mayor Pro Tem Milo moved to adjourn the meeting. Councilor Cruz seconded the motion; motion carried unanimously. Meeting adjourned at 9:23 a.m.



CITY OF DEMING, NEW MEXICO


Benny L. Jasso, Mayor

ATTEST:


Aaron Sera, Clerk

Proclamation
Barbara Schreiber Day

WHEREAS, Vernon and Barbara Schreiber moved to Deming, New Mexico from California 18 years ago and began reaching out to the less affluent in Deming by supplying food and other essentials to people in need from their garage; and

WHEREAS, the Schreiber's received their nonprofit status for what became Deming Helping Hand, Inc. in 2004 and began operating out a building at the Luna County Courthouse Park and the local Masonic Lodge; and

WHEREAS, in 2006 the Schreiber's with additional help, purchased a large warehouse to expand their original mission and serve more people in need; and

WHEREAS, Barbara Schreiber became President of Deming Helping Hand, Inc. after Vernon passed in 2006 and continued to expand and serve the people in Deming; and

WHEREAS, under Barbara's direction, Deming Helping Hand, Inc. purchases \$5,000 in food commodities to be distributed for the month and also assists families with utilities on occasion; and


WHEREAS, Barbara Schreiber, for the past 18 years, has reached out to help those less fortunate in our community;

NOW THEREFORE, I Benny L. Jasso, Mayor of the City of Deming, do hereby proclaim July 31, 2015 as a day to honor Mrs. Barbara Schreiber for her services, generosity, and compassion to the citizens of Deming and Luna County; and would like to encourage all members of the community to honor Mrs. Schreiber by continuing to support Deming Help Hand, Inc.


DONE this 28th day of July, 2015 in the City of Deming, New Mexico.



ATTEST:


Aaron Sera, Administrator/Clerk

CITY OF DEMING, NEW MEXICO


Benny L. Jasso, Mayor

**STATE OF NEW MEXICO
CITY OF DEMING
RESOLUTION NO. 15-27**

**2015 FINAL QUARTER FINANCIAL REPORT
YEAR ENDING JUNE 30, 2015**

WHEREAS, the Governing Board in and for the City of Deming, State of New Mexico has developed a budget for fiscal year 2014 – 2015; and

WHEREAS, the final quarterly report has been reviewed and approved to ensure the accuracy of the beginning balances used on the FY 2015 budget; and

WHEREAS, it is hereby certified that the contents in this report are true and correct to the best of our knowledge and that this report depicts all funds for fiscal year 2015

NOW THEREFORE, BE IT HEREBY RESOLVED that the governing body of the City of Deming, State of New Mexico hereby approves the final quarterly report for FY 2015 hereinafter described as Attachment “A” and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.


PASSED, ADOPTED, AND APPROVED this 28th day of July, 2015.



CITY OF DEMING, NEW MEXICO


Benny L. Jasso, Mayor

ATTEST:


Aaron Sera, Administrator/Clerk

City of Deming

DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION

period ending: 6/30/2015

SUBMIT TO LOCAL GOVERNMENT DIVISION NO LATER THAN 30 DAYS
AFTER THE CLOSE OF EACH QUARTER.

Prepared by: Laura Holguin

I HEREBY CERTIFY THAT THE CONTENTS IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE AND THAT THIS REPORT DEPICTS ALL FUNDS.

Laura Holguin

7/27/2015

Date

YEAR-TO-DATE TRANSACTIONS

Fund #	FUND NAME	BEGINNING CASH BALANCE CURRENT FY (1)	REVENUES TO DATE (2)	TRANSFERS TO DATE (3)	EXPENDITURES TO DATE (4)	ADJUSTMENTS (5)	QTR ENDING CASH BALANCE (1)+(2)-(3)+(4)+(5) (6)	INVESTMENTS (7)	CASH + INVESTMENTS (8)	REQUIRED RESERVES (9)	AVAILABLE CASH (8)-(9)
101	GENERAL FUND (GF)	2,799,285	12,539,474	(1,927,328)	9,496,151	-	3,915,280	5,851,144	9,766,424	791,346	8,975,078
201	CORRECTION	-	-	-	-	-	-	-	-	-	-
206	ENVIRONMENTAL_GRT	5,980	29,873	-	31,988	-	3,865	-	3,865	-	3,865
207	ENHANCED 911	-	-	-	-	-	-	-	-	-	-
209	FIRE PROTECTION FUND	165,845	274,687	(61,473)	176,959	-	202,100	-	202,100	-	202,100
211	LEPP	22,695	37,400	-	60,095	-	-	-	-	-	-
214	LODGERS' TAX	171,516	433,120	-	475,274	-	129,361	-	129,361	-	129,361
216	MUNICIPAL STREET	2,687	1,607,061	800,000	2,379,705	-	30,044	-	30,044	-	30,044
217	RECREATION	18,823	32,100	130,000	161,781	-	19,141	-	19,141	-	19,141
218	INTERGOVERNMENTAL GRANTS	-	-	-	-	-	-	-	-	-	-
219	SENIOR CITIZEN	-	-	-	-	-	-	-	-	-	-
223	DWI PROGRAM	-	-	-	-	-	-	-	-	-	-
299	OTHER	251,362	155,991	893,000	1,101,323	-	199,030	31,568	230,598	-	230,598
300	CAPITAL PROJECT FUNDS	200	500,000	111,403	611,403	-	200	-	200	-	200
401	G. O. BONDS	-	-	-	-	-	-	-	-	-	-
402	REVENUE BONDS	-	-	-	-	-	-	-	-	-	-
403	DEBT SERVICE OTHER	-	-	-	-	-	-	-	-	-	-
500	ENTERPRISE FUNDS	-	-	165,801	165,801	-	-	-	-	-	-
	Water Fund	3,380,216	2,118,811	-	3,765,565	-	1,733,463	1,010,999	2,744,461	-	2,744,461
	Solid Waste	1,370,707	2,398,138	-	2,241,368	-	1,527,476	538,309	2,065,845	-	2,065,845
	Waste Water	1,058,646	2,106,668	(111,403)	1,402,553	-	1,651,357	262,459	1,913,816	-	1,913,816
	Airport	136,379	164,378	-	109,933	-	190,824	60,843	251,666	-	251,666
	Ambulance	-	-	-	-	-	-	-	-	-	-
	Cemetery	101,111	91,711	-	98,889	-	93,933	197,239	291,172	-	291,172
	Housing	-	-	-	-	-	-	-	-	-	-
	Parking	-	-	-	-	-	-	-	-	-	-
	Gas Fund	1,775,897	3,080,660	-	3,412,434	-	1,444,124	2,350,101	3,794,224	-	3,794,224
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
600	INTERNAL SERVICE FUNDS	-	-	-	-	-	-	-	-	-	-
700	TRUST AND AGENCY FUNDS	14,635	1,013	-	12,530	-	3,118	-	3,118	-	3,118
	GRAND TOTAL	11,275,983	25,571,085	-	25,703,752	-	11,143,316	10,302,722	21,446,038	791,346	20,654,692

LAST UPDATE: 7/27/2015

FORM MODIFIED 12/09/08

USER NOTES:

Adjustments:

Funds 511 (Meter Deposit), 512 (Accounts Overpayments), and 710 (Judicial Bond) are Accounts Payable Funds and are not included in the City's budget. These funds are on City internal reports to track. This accounts for the difference on system reports and the quarterly report.

**STATE OF NEW MEXICO
MUNICIPALITY OF CITY OF DEMING
RESOLUTION NO. 15-28**

**2014-2015 Fiscal Year
Final Budget Adjustments**

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 2014-2015 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 28th day of July, 2015.



CITY OF DEMING, NEW MEXICO

Benny L. Jasso, Mayor

ATTEST:

Aaron Sera, Administrator/Clerk

**STATE OF NEW MEXICO
MUNICIPALITY OF CITY OF DEMING
RESOLUTION NO. 15-29**

2015-2016 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 2015-2016, 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 Council that the proposed budget meets the requirements as currently determined for the 2015-2016 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 28th day of July, 2015.



CITY OF DEMING, NEW MEXICO


Benny L. Jasso, Mayor

ATTEST:


Aaron Sera, Administrator/Clerk