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P.O. BOX 706, DEMING, NEW MEXICO 88031
POPULATION 14,000

CITY COUNCIL
Special Meeting
July 29, 2013
9:00 A.M.
AGENDA

Call to Order / Pledge of Allegiance

1. Resolution to Adopt Final Budget for Fiscal Year 2014
2. Resolution to Approve the Fourth Quarter Financial Report
3. Resolution to Approve FY 2013 Budget Adjustment
4. Resolution Declaring The Eligibility And Intent Of The City Of Deming To Submit An Application To The New Mexico Department Of Transportation For Federal Fiscal Year 2014/2015 Transportation Alternatives Program Funds
5. Ratify Physical Inventory for Fiscal Year 2013
6. Adoption of Revised Organizational Chart
7. Bids:
 - a. # 14-02 RFP Interfaced Finance and Administrative Data Processing System
8. Meeting Adjourned

The next regularly scheduled workshop and meeting is August 12, 2013 commencing at 4:00 p.m. and 6:00 p.m.

CITY COUNCIL SPECIAL MEETING MINUTES

July 29, 2013

Council Present: Linda Franklin, Mayor Pro Tem David Sanchez, Councilor
Joe "Butter" Milo, Councilor Bill Shattuck, Councilor

Council Absent: Andres Z. Silva, Mayor

Staff Present: Richard F. McInturff, City Administrator Edgar Davalos, Fire Chief
Aaron Sera, Asst. City Administrator Lloyd Valentine, Financial Svcs. Mgr.
Wesley Hooper, Community Svcs. Dir. Brandon Gigante, Police Chief
Jim Massengill, Public Works Director

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

Mayor Pro Tem Franklin called the meeting to order and led the pledge of allegiance at 9:00 a.m.

- 1. Resolution to Adopt Final Budget for Fiscal Year 2014:** Mr. McInturff presented this resolution to the Mayor and Council and gave a review of the summary for the final budget. He stated the differences between the preliminary budget adopted in May and the final budget being presented. The final budget had total beginning cash and investments of \$17,871,048. Final budget revenues of \$29,777,595 and expenditures of \$31,622,043. Ending cash and investments is estimated to be \$16,026,600. Mr. McInturff elaborated on details of the changes since the preliminary budget. Mr. McInturff read the resolution into record. Councilor Shattuck motioned to adopt the final budget resolution for fiscal year 2014, Councilor Sanchez seconded the motion, motion carried unanimously.
- 2. Resolution to Approve the Fourth Quarter Financial Report:** Mr. McInturff stated that the fiscal year-to-date revenues ending the last quarter on the previous budget are \$24,407,712 and expenditures were \$24,645,847 with the deficit being \$238,135. The ending cash balance for last fiscal year ended up approximately \$4 million more than what was originally projected in last year's budget. Councilor Milo motioned to approve the resolution for the fourth quarter financial report, Councilor Sanchez seconded the motion, motion carried unanimously.
- 3. Resolution to Approve FY 2013 Budget Adjustment:** Mr. McInturff detailed a few adjustments to be made in the utility and general portions of the budget. Very few other changes took place for most departments. Councilor Shattuck motioned to approve the

budget adjustment resolution, Councilor Milo seconded the motion, motion carried unanimously.

4. **Resolution Declaring The Eligibility And Intent Of The City Of Deming To Submit An Application To The New Mexico Department Of Transportation For Federal Fiscal Year 2014/2015 Transportation Alternatives Program Funds:** Mr. Sera stated that New Mexico Department of Transportation has changed several of its processes on how to allocate funding. A program called Map 21- Transportation Alternative Program which includes enhancements to streets lighting, and various trails is now available. Utilizing this program, the city is looking into applying for funds to put a trail that will run from Hwy 11 on the south side of Florida and to connect to the trail on Country Club. Part of the funding commitment is a city match \$53,997.63 and a commitment to maintain the improvements for the life cycle of the project. Councilor Milo motioned to approve the resolution declaring the eligibility and intent of the City of Deming to submit an application to the New Mexico Department of Transportation for Federal Fiscal year 2014/2015 Transportation Alternative Program Funds, Councilor Sanchez seconded the motion, motion carried unanimously.
5. **Ratify Physical Inventory for Fiscal Year 2013:** Mr. Valentine stated a new accounting requirement is to have council acknowledge that staff has completed a physical asset inventory. Councilor Milo motioned to ratify the physical asset inventory for fiscal year 2012, Councilor Sanchez seconded the motion, motion carried unanimously.
6. **Adoption of Revised Organizational Chart:** Mr. McInturff stated that Organization Chart has been changed and updated for changes in personnel and structure. Councilor Sanchez motioned to approve the adoption of the organizational chart, Councilor Shattuck seconded the motion, motion carried unanimously.
7. **Bids:**
 - a. **#14-02 RFP Interfaced Finance and Administrative Data Processing System:** Mr. Valentine presented this bid to Mayor and Council. He mentioned that this is our accounting software service provider. Triadic was the only respondent to the RFP The reason the city went out to bid for was because our 5 year contract was going to expire. Triadic submitted their pricing data sheet that has options for 1, 3 and 5 year contract pricing. By state law the city is only allowed to contract with a vendor for 8 years. After going over the proposal, Triadic meets the criteria set forth in the RFP and management requests permission from Council to enter negotiations and sign into contract with Triadic but not to exceed 8 years. Councilor Milo motioned to approve Bid #14-02 for Interfaced Finance and Administrative Data Processing System with Triadic not to exceed 8 years; Councilor Sanchez seconded the motion, motion carried unanimously.
8. **Meeting Adjourned:** With no further business to discuss, Mayor Pro Tem Franklin entertained a motioned to adjourn the meeting. A motion was made by Councilor Milo to adjourn the meeting. The motion was seconded by Councilor Sanchez and motion carried unanimously. The meeting adjourned at 10:05 a.m.



CITY OF DEMING, NEW MEXICO

Andres Z. Silva, Mayor

ATTEST:

Richard F. McInturff, Clerk

STATE OF NEW MEXICO
MUNICIPALITY OF CITY OF DEMING

RESOLUTION NO. 13-33

2013-2014 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 2013-2014, 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 2013-2014 fiscal year; and

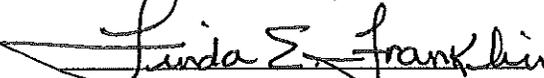
NOW, THEREFORE, BE IT HEREBY RESOLVED that the Governing Body of the municipality of the City of Deming, State of New Mexico hereby adopts the budget herein above described and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

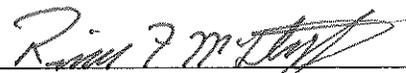
PASSED, ADOPTED, AND APPROVED this 29th day of July, 2013.



ATTEST:

CITY OF DEMING, NEW MEXICO


Linda E. Franklin, Mayor Pro Tem


Richard F. McInturff, City Clerk

STATE OF NEW MEXICO
CITY OF DEMING
RESOLUTION NO. 13-34

2013 FINAL QUARTER FINANCIAL REPORT
YEAR ENDING JUNE 30, 2013

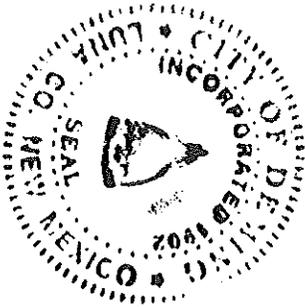
WHEREAS, the Governing Board in and for the City of Deming, State of New Mexico has developed a budget for fiscal year 2013 – 2014; and

WHEREAS, the final quarterly report has been reviewed and approved to ensure the accuracy of the beginning balances used on the FY 2014 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 2013

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 2013 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 29th day of July, 2013.



CITY OF DEMING, NEW MEXICO


Linda E. Franklin, Mayor Pro Tem

ATTEST:


Richard F. McInturff, City Clerk

STATE OF NEW MEXICO
MUNICIPALITY OF CITY OF DEMING

RESOLUTION NO. 13-35

2012-2013 Fiscal Year

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 2012-2013 budget; and

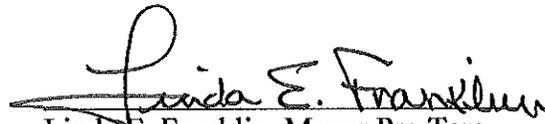
WHEREAS, the City Council does request that authorization for the following budget increases and decreases be granted.

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 29th day of July, 2013.



CITY OF DEMING, NEW MEXICO


Linda E. Franklin, Mayor Pro Tem

ATTEST:


Richard F. McInturff, City Clerk

RESOLUTION NO. 13-36

**A RESOLUTION DECLARING THE ELIGIBILITY AND INTENT OF
THE CITY OF DEMING TO SUBMIT AN APPLICATION TO THE NEW MEXICO
DEPARTMENT OF TRANSPORTATION FOR FEDERAL FISCAL YEAR 2014/2015
TRANSPORTATION ALTERNATIVES PROGRAM FUNDS**

WHEREAS, the City of Deming New Mexico, has the legal authority to apply for, receive and administer federal funds; and,

WHEREAS, the City of Deming is submitting an application for Federal Fiscal Year 2014/2015 (FFY14/15) New Mexico Transportation Alternatives Program (TAP) funds in the amount of \$370,862.87, as set forth by the Federal legislation, Moving Ahead for Progress in the 21st Century (MAP-21) and as outlined in the FFY 14/15 New Mexico TAP Guide; and,

WHEREAS, the Florida Street Multi Use Path named in the TAP application is an eligible project under New Mexico TAP and MAP-21; and,

WHEREAS, the City of Deming acknowledges availability of the required local match of \$53,997.63 and the availability of funds to pay all upfront costs, since TAP is a cost reimbursement program; and,

WHEREAS, the City of Deming agrees to pay any costs that exceed the project amount if the application is selected for funding; and,

WHEREAS, the City of Deming agrees to maintain all project(s) constructed with TAP funding for the useable life of the project(s); and,

NOW THEREFORE, BE IT RESOLVED by the governing body of the City of Deming, New Mexico, that:

1. The City of Deming, authorizes the Public Works Director, or Assistant City Administrator, to submit an application for FFY14/15 New Mexico TAP funds in the amount of \$370,862.87 from the New Mexico Department of Transportation (NMDOT) on behalf of the citizens of The City of Deming.

2. That the City of Deming assures the NMDOT that if TAP funds are awarded, sufficient funding for the local match and for upfront project costs are available, since TAP is a reimbursement program, and that any costs exceeding the award amount will be paid for by the City of Deming.

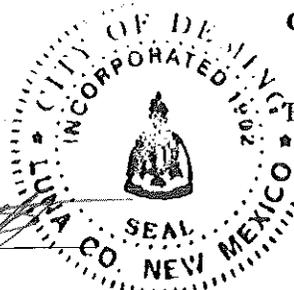
3. That the City of Deming assures the NMDOT that if awarded TAP funds, sufficient funding for the operation and maintenance of the TAP projects will be available for the life of the projects.

4. That the Public Works Director or the Assistant City Administrator, of the City of Deming are authorized to enter into a Cooperative Project Agreement with the NMDOT for construction of TAP projects using these funds as set forth by MAP-21 on behalf of the citizens of the City of Deming. The Public Works Director or the Assistant City Administrator, are also authorized to submit additional information as may be required and act as the official representatives of the City of Deming in this and subsequent related activities.

5. That the City of Deming assures the NMDOT that the City of Deming is willing and able to administer all activities associated with the proposed project.

PASSED, ADOPTED, AND APPROVED this 29th day of July, 2013.

CITY OF DEMING, NEW MEXICO



By

Linda E. Franklin
Linda E. Franklin, Mayor Pro Tem

ATTEST:

Richard F. McInturff
Richard F. McInturff, Clerk



ANDRES Z. SILVA, MAYOR

RICHARD F. MCINTURFF, ADMINISTRATOR

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COUNCIL RATIFICATION

The City of Deming Council does hereby ratify the attached FY2013 physical inventory certification sheets. These certifications acknowledge that a physical inventory has been conducted on all assets listed on the City of Deming Inventory Schedule.

Ratified this 29th day of July, 2013.

CITY OF DEMING, NEW MEXICO


Linda E. Franklin, Mayor Pro Tem




Richard F. McInturff, City Clerk