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CITY COUNCIL
Special Meeting
September 15, 2011
9:00 A.M.
AGENDA

Call to Order / Pledge of Allegiance
Open Special Session

1. Position approval and designation of Assistant Deputy Clerk as additional duties.
2. Out of state travel request for Councilor Enis to attend the National League of Cities in Phoenix, Arizona from November 9th through November 12th, 2011.
3. Adjourn Meeting

The Next Scheduled Special Meeting will be held on September 28th, 2011 commencing at 9:00 a.m.
The Next Regularly scheduled workshop/meeting is October 10th, 2011 commencing at 4:00 p.m.
and 6:00 p.m.

**CITY COUNCIL SPECIAL
MEETING MINUTES
September 15th, 2011**

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

Absent: **Linda Enis, Councilor**

Staff Present: **Richard F. McInturff, Administrator** **Michael Carillo, Chief of Police**
 MaryMackey, Administrative Secretary **Edgar Davalos, Fire Chief**
 Richard Kocab, Assistant Treasurer
 Lawrence Brookey, Public Works Director
 Vicki Engle, Human Resources/Safety Coordinator

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

1. Position approval and designation of Assistant Deputy Clerk as additional duties.

Mr. McInturff read into record a memo requesting the designation of Vicki Engle as Assistant Deputy Clerk in his and the City Clerk's absence, with all powers of the office being vested as Assistant Deputy Clerk. Mr. McInturff stated that this position will be designated by the Mayor and approved by City Council as an additional duty to an individual's current merit position. Mr. McInturff stated this is not an appointed position and does not constitute a change of appointment type. Mr. McInturff recommends Vicki Engle, Human Resources/Safety Coordinator as Assistant Deputy Clerk.

Councilor Milo asked if the designation will be at the will of the Mayor. Mr. McInturff affirmed, but stated that Ms. Engle's appointed status is not as an appointed employee, therefore, her position is still in the competitive merit system.

Mayor Silva clarified that if for some reason the City Clerk or Mr. McInturff are not available, Ms. Engle would step in and perform the role assigned.

Mayor Pro Tem Shattuck motioned to approve the recommendation to designate Vicki Engle as Assistant Deputy Clerk, second by Councilor Milo; carried unanimously.

2. Out of state travel request for Councilor Enis to attend the National League of Cities in Phoenix, Arizona from November 9th through November 12th, 2011.

Mayor Silva stated that the National Municipal League is holding a conference in Phoenix Arizona and travel is requested.

Councilor Milo motioned to approve the travel for Councilor Enis, second by Councilor Sanchez; carried unanimously.

3. Adjourn Meeting

With no further business to conduct Councilor Sanchez motioned to adjourn the meeting at 9:05 a.m., second by Councilor Milo; carried unanimously.

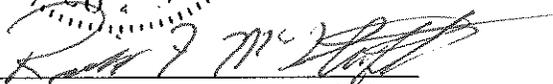
The next regularly scheduled workshop/meeting is October 10th, 2011 commencing at 4:00 p.m. & 6:00 p.m.

CITY OF JEMING, NEW MEXICO

ATTEST:



Andres Z. Silva, Mayor



Richard F. McInturff, Deputy Clerk