



ANDRES Z. SILVA, MAYOR

RICHARD F. MCINTURFF, ADMINISTRATOR

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POPULATION 14,000

**CITY COUNCIL**  
***SPECIAL MEETING***  
**October 13<sup>th</sup>, 2011**  
**9:00 A.M.**

**AGENDA**

Call to Order / Pledge of Allegiance  
Open Special Session

1. Authorization to Extend the Promotion Rates for Rentals at Voier's Park
2. Authorization to Conclude Donation of Four (4) Lots to Southwest Regional Housing and Community Development Corporation
3. Approval of GIS Technician Job Description and Position
4. City of Deming Employee Holiday Schedule for 2012
5. Resolution: to Apply for Funding from the New Mexico Water Trust Board to Replace Existing Water Meters with Units that Provide Electronic Read Capabilities
6. Bids
  - a. Bid 12-04 Pear Street Drainage Project
7. Adjourn Meeting

The next Regular City Council Workshop and Meeting are scheduled for 4:00 & 6:00 p.m., November 14<sup>th</sup>, 2011.

# CITY COUNCIL SPECIAL MEETING MINUTES October 13<sup>th</sup>, 2011

**Council**      **Andres Z. Silva, Mayor**                      **Joe "Butter" Milo, Councilor**  
**Present:**      **Linda Enis, Councilor**

**Absent:**      **David Sanchez, Councilor**                      **William Shattuck, Mayor Pro Tem**

**Staff**          **Richard F. McInturff, Administrator**      **Wesley Hooper, Project Coordinator**  
**Present:**      **Mary Mackey, Administrative Secretary**      **Aaron Sera, Assistant City Administrator**  
                    **Lawrence Brookey, Public Works Director**

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

**1. Authorization to Extend the Promotion Rates for Rentals at Voier's Park**

Mr. Sera read the memo into record in which a request is being made to extend the promotional rates for the rent at Voier's Park. Mr. Sera stated that last year, the cleaning deposit would be charged at actual cost for cleaning and the remainder would be returned to the applicant.

Councilor Milo motioned to approve extending the promotional rates, second by Councilor Enis; motion carried unanimously.

**2. Authorization to Conclude Donation of Four (4) Lots to Southwest Regional Housing and Community Development Corporation**

Mr. McInturff stated that the Housing Corporation is requesting the donation of four (4) lots to assist them with the sale of the two homes on the lots. Mr. McInturff stated that MFA has determined that the City of Deming would be in compliance with the Affordable Housing Act in forgiving the mortgage on all twelve lots.

Mr. McInturff stated that he spoke with Mr. Welch of the Housing Corporation and he would like to continue the program with the eight (8) lots.

Ms. Delaney, President of the Housing Authority, stated that the Housing Authority is looking at hiring someone who can provide full in-house mortgage financing service.

Councilor Enis asked which types of mortgages, and whether they were low income type mortgages. Ms. Delaney stated that the plan is for low income but if the person does not qualify for the low income they may be able to be assisted if they go through the credit program.

Mr. McInturff stated that the City was looking at it as a sustainable effort and make the land available for the houses to be built, which would not require the cash for construction if the City was involved. Mr. McInturff stated that the City would be paid back for the land once the house sold and closing was complete, which would allow the City to purchase more land and do it again and again. Mr. McInturff stated if the City donates the 12 lots at one time, it would not be sustainable that way. Mr. McInturff asked Jerry if they were going to need the other eight (8) donated so that they are competitive in the market, and the response was that he did not know what the cost of the homes would be.

Mr. McInturff suggested the City go ahead and donate four (4) of the 12 lots that are authorized by MFA and defer a decision on the other eight (8) to a later date. If the City defers a decision on the eight (8) lots, it also needs to go forward on the eight (8) and extend the note and mortgage and get the legalities satisfied.

Ms. Delaney stated that with the City donating the lots, the homes can be put on the market at a lower price. Councilor Enis asked if the homes on the donated lots would be for low income exclusively. Ms. Delaney affirmed.

Ms. Delaney stated that the plan is to get people pre-qualified, a home picked out and sold before any construction takes place, which will help keep the sale amount lower.

Councilor Enis motioned to donate four (4) lots To Southwest Regional Housing, defer eight (8) lots and to extend the note and mortgage for three (3) years, second by Councilor Milo; motion carried unanimously.

### **3. Approval of GIS Technician Job Description and Position**

Mr. Sera stated that the GIS Specialist position would be a non-exempt position that would report to him. Mr. Sera stated that a planning grant has been awarded through CDBG to populate GIS data of the utilities. Mr. McInturff stated that GIS has been a priority for the City and with this grant, and that this is an opportunity to bring someone on board from the beginning.

Mr. Sera stated that this GIS information will be utilized for other City assets such as street information and maintenance.

Councilor Milo motioned to approve the job position, second by Councilor Enis; motion carried unanimously.

### **4. City of Deming Employee Holiday Schedule for 2012**

Mr. McInturff presented the proposed holiday schedule for 2012, in which there will be 11 paid holidays for the year.

Councilor Milo motioned to accept the Holiday Schedule for 2012, second by Councilor Enis; motion carried unanimously.

### **5. Resolution: to Apply for Funding from the New Mexico Water Trust Board to Replace Existing Water Meters with Units that Provide Electronic Read Capabilities**

Mr. Brookey read the resolution into record in which the City is requesting authorization to apply for funding to replace existing water meters with units that provide electronic read capabilities.

Mayor Silva asked the amount of funding being requested. Mr. Brookey stated that the project will be presented as a two year or two (2) project at approximately \$800,000 per year.

Mayor Silva asked what would happen to the employees currently conducting meter reading. Mr. Brookey stated that they would still be utilized, but that the readings would be quicker.

Mr. McInturff stated that meter readers also do maintenance and customer service, not just meter reading. Mr. McInturff stated that the meters need replacing.

Councilor Enis motioned to approve the resolution for funding, second by Councilor Milo; motion carried unanimously.

### **6. Bids**

#### **a. Bid 12-04 Pear Street Drainage Project**

Mr. Sera stated that SmithCo Construction was the low bidder for this bid, but the base bid, including gross receipt tax, is in excess of the budgeted amount allowable for construction cost. Mr. Sera stated that staff recommends that all bids be rejected and the project be re-bid in the future.

Councilor Milo asked if the project was the Pear Street and Eighth Street project. Mr. Sera affirmed and stated that staff is going to re-scope the project. Mr. Sera explained that the reason the bids came in high is due to the time frame given to complete the project so that the City could apply in December for another CDBG grant.

Mr. McInturff stated that the CDBG program has tightened the timeframe which does not allow for projects to be completed in time to apply for a new project the following year.

Councilor Enis motioned to reject the bids, second by Councilor Milo; motion carried unanimously

**CITY OF DEMING, NEW MEXICO**

**RESOLUTION NO 11-34**

**A RESOLUTION TO APPLY FOR FUNDING  
FROM THE NEW MEXICO WATER TRUST BOARD  
TO REPLACE EXISTING WATER METERS WITH UNITS  
THAT PROVIDE ELECTRONIC READ CAPABILITIES**

**WHEREAS** the City's 40 Year Water Plan identifies the need to meter the domestic water provided to the City's customers; and

**WHEREAS** accurate metering documenting actual water used by the City's customers results in voluntary water conservation practices; and

**WHEREAS** the City's existing domestic water metering system needs to be replaced due to age; and

**WHEREAS** electronic read water meters will reduce the time required to record the City's monthly water usage; and

**WHEREAS** The Water Trust Board is soliciting applications from entities that have valid projects that demonstrate water storage, conveyance and delivery applications.

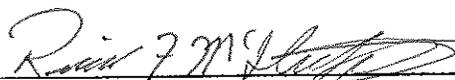
**NOW THEREFORE BE IT RESOLVED** that the City of Deming City Council affirms that a resolution be passed that affirms the City's intent to apply for funding from the New Mexico Water Trust Board to replace existing water meters with units that provide electronic read capabilities.

**PASSED, APPROVED AND ADOPTED THIS** 13<sup>th</sup> day of October 2011

  
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Andres Z. Silva, Mayor



**ATTEST:**

  
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Richard F. McInturff, Deputy City Clerk

**7. Adjourn Meeting**

With no further business to conduct Councilor Milo motioned to adjourn the meeting at 9:32 a.m., second by Councilor Enis; carried unanimously.

The next regularly scheduled workshop/meeting is November 14<sup>th</sup>, 2011 commencing at 4:00 p.m. & 6:00 p.m.

CITY OF DEMING, NEW MEXICO



  
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Andres Z. Silva, Mayor

ATTEST:

  
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Richard F. McInturff, Deputy Clerk