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**CITY COUNCIL MEETING  
AGENDA  
August 8, 2016  
6:00 P.M.**

**Call to Order/Pledge of Allegiance**

1. Consent Agenda
  - A. Minutes – City Council Meeting 07/11/16
  - B. Minutes—City Council Special Meeting 07/21/16
  - C. Minutes – Parks Commission Meeting 07/12/16
  - D. Minutes – Planning & Zoning Commission 07/18/16 (*meeting cancelled due to lack of cases to present*)
  - E. Tourism Development Committee Board Meeting 07/28/16
2. Public Forum
3. Proclamation Recognizing September 8, 2016 as International Literacy Day
4. Approval of Revision to DM08-02 An Administrative Regulation Governing Recall to Work and On-Call Assignments
5. Approval of Mayoral Appointment to the Commission on Aging, Inc. Board of Directors
6. Approval of Mayoral Appointment to the Parks Commission
7. Approval of Mayoral Appointment to the Airport Commission
8. Approval of the Design for the Visitor Center Sign
9. Approval of a Resolution to Participate in Local Government Road Fund Program Administered by New Mexico Department of Transportation
10. Approval of a Resolution to Consider Adopting the 2018-2022 Infrastructure Capital Improvements Plan (ICIP) for the City of Deming, New Mexico
11. Administrator’s Report
12. Adjourn Meeting

***The next regular City Council Meeting is scheduled for September 12, 2016 at 6:00 p.m.***

# CITY COUNCIL MEETING MINUTES August 8, 2016

**Council Present:** Benny L. Jasso, Mayor  
Roxana Rincon, Councilor  
Dr. Victor Cruz, Mayor Pro Tem  
Joe "Butter" Milo, Councilor  
David L. Sanchez, Councilor

**Council/Staff Absent:** Laura Holguin, Treasurer

**Staff Present:** Aaron Sera, City Administrator  
Jim Massengill, Public Works Director  
Bryan Reedy, Community Svcs. Director  
Jim Foy, City Attorney  
Raul Mercado, Fire Chief  
Bobby Orosco, Police Chief  
Mary Corral, Receptionist

**Recording Secretary:** Lila Jasso, Administrative Secretary

Mayor Jasso called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

## 1. Consent Agenda

Mr. Sera stated that he did not have any items to discuss from the Consent Agenda, and recommended Council to approve the minutes in the Consent Agenda.

Councilor Milo moved to approve the Consent Agenda as presented. Councilor Rincon seconded the motion; motion carried unanimously.

## 2. Public Forum

Mayor Jasso opened the floor to the public to receive any comments. The following person commented:

- Marlene Billingsley, 2915 S. Las Cruces St.
- Laurie Findley, 800 E. Pine St.-Visitor Center, MainStreet, Chamber of Commerce

## 3. Proclamation Recognizing September 8, 2016 as International Literacy Day

Mayor Jasso read the proclamation into record.

Mayor Pro Tem Cruz moved to ratify the proclamation to recognize September 8, 2016 as International Literacy Day. Councilor Milo seconded the motion; motion carried unanimously.

Marisol Perez, Literacy Program Director, addressed the Council and thanked them for ratifying the proclamation. She stated that she has been involved with the Literacy Program since 1996, when it was first housed out of the First United Methodist Church. A brief

discussion was entertained between Ms. Perez and the Council regarding the services provided by the program.

**4. Approval of Revision to DM08-02 An Administrative Regulation Governing Recall to Work and On-Call Assignments**

Mr. Sera presented this item to Council. He stated that normally when an employee is called back to work, they are paid a minimum of 2 hours. He went on to say that the change to this Administrative Regulation was done to reflect that policy.

Councilor Sanchez asked if this was part of the Collective Bargaining Agreements with the Fire and Police departments. Mr. Sera stated that it was not, and that the change applies to all employees.

Councilor Cruz moved to approve the revision to DM08-02 An Administrative Regulation Governing Recall to Work and On-Call Assignments. Councilor Sanchez seconded the motion; motion carried unanimously.

**5. Approval of Mayoral Appointment to the Commission on Aging, Inc. Board of Directors**

Mayor Jasso read the memo to Council in which he recommends Suzanne Lundy to serve as a member of the Deming Luna County Commission on Aging, Inc. Board of Directors.

Councilor Milo moved to approve the Mayor's recommendation of Suzanne Lundy to serve on the Deming Luna County Commission on Aging, Inc. Board of Directors. Councilor Sanchez seconded the motion; motion carried unanimously.

**6. Approval of Mayoral Appointment to the Parks Commission**

Mayor Jasso read the memo to Council in which he recommends Margie Villegas to serve on the Parks Commission.

Councilor Sanchez moved to approve the Mayor's recommendation of Margie Villegas to serve on the Parks Commission. Councilor Rincon seconded the motion; motion carried unanimously.

**7. Approval of Mayoral Appointment to the Airport Commission**

Mayor Jasso read the memo to Council in which he recommends Jerry Marshall to serve on the Airport Commission.

Councilor Rincon moved to approve the Mayor's recommendation of Jerry Marshall to serve on the Airport Commission. Councilor Milo seconded the motion; motion carried unanimously.

## **8. Approval of the Design for the Visitor Center Sign**

Mr. Reedy presented this item to Mayor and Council. He referred to the proofs and quotes for the sign at the Visitor Center. He stated that Ms. Laurie Findley, Executive Director, has obtained these quotes and asked her to address Council on this item. She mentioned that she received a quote from Karl's, but it did not include a proof. She stated that they are mainly seeking approval for the cost allowed for the sign. Ms. Findley mentioned that she is looking for a sign that will have a 7-10-year guarantee. She went on to say that her preference would be the signed proof design from Sure Printing. A brief discussion was entertained between Ms. Findley and Council regarding the design concept of the sign.

Mayor Pro Tem Cruz moved to approve the design for the Visitor Center Sign and let them negotiate the price. Councilor Sanchez seconded the motion; motion carried unanimously.

## **9. Approval of a Resolution to Participate in Local Government Road Fund Program Administered by New Mexico Department of Transportation**

Mr. Reedy presented this resolution to Council. He stated that this resolution was applied in conjunction with the MAP (Municipal Arterial Program) Funding, which was not approved. He explained that part of the process in order to accept the grant is to get a resolution approved. Mr. Sera stated that this is a standard resolution to participate in the LGRF Program, which lists the scope of work. Mr. Sera noted that the funding will be used to help with drainage improvements along Pear Street which needs to be done before they can rebuild that street.

Councilor Milo asked if any of the funds would be used for paving. Mr. Sera stated it would not, and that it would only be used for drainage along Pear Street.

Councilor Sanchez moved to approve the Resolution to participate in Local Government Road Fund Program administered by New Mexico Department of Transportation, as presented. Councilor Rincon seconded the motion; motion carried unanimously.

## **10. Approval of a Resolution to Consider Adopting the 2018-2022 Infrastructure Capital Improvements Plan (ICIP) for the City of Deming, New Mexico**

Mr. Sera Presented the ICIP to Mayor and Council. He stated that there has been one public meeting and two staff meetings prior to developing the list of prioritized projects that Council has been presented with. Mr. Sera went on to discuss the top five priority items which include a 1) combined police station/fire department, 2) a truck alternate route, 3) effluent reuse storage and irrigation improvements, 4) drainage and road improvements, and 5) water system line replacement and repair for Encanto Circle. He briefly explained that this list has to be compiled in order to request Capital Outlay funds. A brief discussion was entertained between staff and Council regarding the items on the list.

Councilor Sanchez moved to approve the resolution for the 2018-2022 Infrastructure Capital Improvements Plan (ICIP) for the City of Deming, New Mexico. Councilor Cruz seconded the motion; motion carried unanimously.

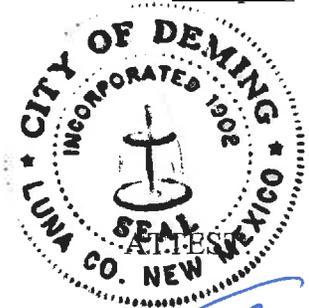
## 11. Administrator's Report

Mr. Sera reported on the following items:

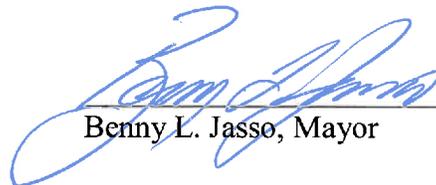
- ICIP is finished
- The final budget is completed
- Continue to work on the EDA grant to build a spec. building at the corner of McCann Road and Dona Ana Road. He stated that all look good and waiting on the final word from the EDA to move forward.
- Spoke about the Mandatory Employee Training on July 19<sup>th</sup>. He stated that the meeting went quite well and plans to continue having the meeting on an annual basis.
- Solid Waste Ordinance (including poly-carts)-he stated his goal is to have a draft by the end of the week for Monday's Planning and Zoning Meeting for their input. He stated that there will be a public meeting on August 24<sup>th</sup> at the Andres Z. Silva Conference Center. He mentioned that he would like to have a draft to present to Council at the September City Council Meeting.
- He continues to work with Billy the Kid Produce for the farm closing.
- MVD report indicates high wait times. He stated that Mr. Reedy implemented some changes to help decrease the wait time and get things back on track.
- Preparation for the auditors, who will be here on Monday, August 15<sup>th</sup>.
- City Manager's Conference-he attended the conference in Ruidoso the last week of July. He stated that there was a lot of discussion on tax reform. He stated that Ms. Holguin, City Treasurer, and Ira Pearson, County Manager also attended the conference. He noted that it was mentioned that due to the State's budget shortfall, one of the Governor's plans is to repeal the Hold Harmless distribution in one lump sum, instead of over 15-years as originally planned. He stated that if that happens, the City would impose a tax increase to cover the Governor's decision. Mr. Sera went on to say that if she does not take the Hold Harmless all at once, the City could repeal the tax.

## 12. Adjourn Meeting

With no further business to discuss, Councilor Sanchez moved to adjourn the meeting. Councilor Milo seconded the motion; motion carried unanimously. Meeting adjourned at 6:52 p.m.



CITY OF DEMING, NEW MEXICO

  
Benny L. Jasso, Mayor

  
Aaron Sera, Administrator/Clerk

# *Proclamation*

## International Literacy Day

**WHEREAS**, September 8<sup>th</sup> is recognized as International Literacy Day, and

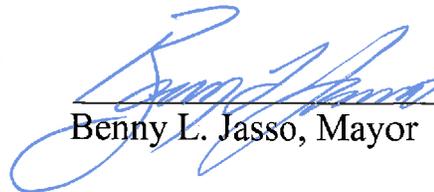
**WHEREAS**, the Deming Literacy Program cooperates with New Mexico International Reading Association, Deming Public Schools, and other local organizations to make books and literacy based programs available to the citizens of Deming, and

**WHEREAS**, the aim is to highlight the importance of literacy to individuals, communities and societies, and to develop a life-long enjoyment of reading in young people and adults, and

**NOW, THEREFORE**, I Benny L. Jasso, Mayor of the City of Deming, do hereby proclaim the 8<sup>th</sup> of September, 2016 as International Literacy Day.

Done this 8<sup>th</sup> day of August 2016 in the City of Deming, New Mexico.



  
Benny L. Jasso, Mayor

ATTEST:  
  
Aaron Sera, Clerk

**CITY OF DEMING  
RESOLUTION NO. 16-20**

**PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM  
ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the City of Deming and the New Mexico Department of Transportation enter into a cooperative agreement.

**WHEREAS**, the total minimum cost of the project will be \$46,431.00 to be funded in proportional share by the parties hereto as follows:

- a. New Mexico Department of Transportation's share shall be 75% or not exceed \$34,823.00  
and
- b. City of Deming's proportional matching share shall be 25% or a minimum of \$11,608.00.

The City of Deming shall pay all costs, which exceed the total amount of \$46,431.00.

**NOW THEREFORE, BE IT RESOLVED** in official session that City of Deming determines, resolves, and orders as follows:

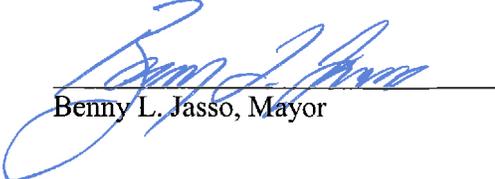
That the project for this Cooperative agreement is adopted and has a priority standing.

The agreement terminates on December 31, 2017 and the City of Deming incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.

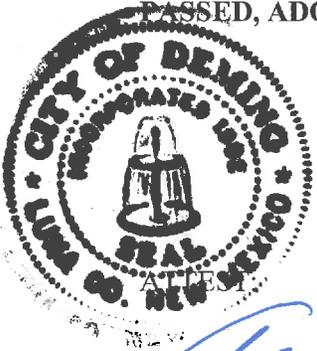
**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City of Deming to enter into Cooperative Agreement Project Number SP-1-17 (959), Control Number HW2 L100261 with the New Mexico Department of Transportation for LGRF Project for year 2016-2017 to "Design, project management, removal & replacement of existing PMBP for full width of existing surface, subgrade and base course only if failures are found, drainage improvements with grading & placement of concrete swales on north side of selected intersections, drainage along south side will receive grading together with concrete valley gutters -Pear Street- from NM 497 (8th Street) to Lead Street".

**PASSED, ADOPTED, AND APPROVED** this 8th day of August, 2016.

**CITY OF DEMING, NEW MEXICO**

  
Benny L. Jasso, Mayor

  
Aaron Sera, City Administrator/ Clerk



**CITY OF DEMING  
RESOLUTION NO. 16-21**

**RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL  
IMPROVEMENTS PLAN (ICIP) FOR THE CITY OF DEMING, NEW MEXICO**

**WHEREAS**, the municipality of Deming recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

**WHEREAS**, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

**WHEREAS**, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

**WHEREAS**, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

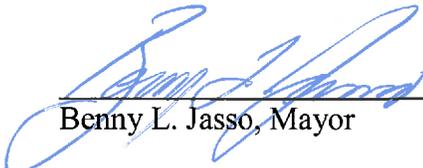
**NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPALITY OF  
DEMING**

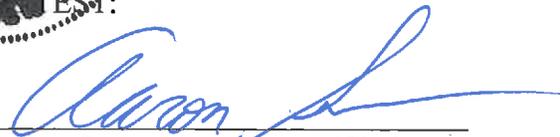
That:

1. The municipality has adopted the attached FY 2018-2022 Infrastructure Capital Improvements Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for the New Mexico's infrastructure.
3. This Resolution supersedes the previous Resolution No. 15-30.

**PASSED, APPROVED AND ADOPTED** by the governing body at its meeting of August 8, 2016.

**CITY OF DEMING, NEW MEXICO**

  
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Benny L. Jasso, Mayor

  
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Aaron Sera, Administrator/Clerk

