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

**CITY COUNCIL**  
***Special Meeting***  
**July 25, 2014**  
**9:00 a.m.**  
**AGENDA**

Call to Order/Pledge of Allegiance

1. Presentation of Employee Service Awards
2. Resolution to Consider Adoption of the Final Budget for FY 2015
3. Resolution to Consider Approval of Budget Adjustments for FY 2014
4. Resolution to Consider Approval of the Fourth Quarter Financial Report
5. Bid #14-15 Low Bid Recommendation for CDBG Wastewater Treatment Plant Improvements
6. Meeting Adjourned

*The next regularly scheduled workshop and meeting is Monday, August 11, 2014 commencing at 4:00 p.m. and 6:00 p.m.*

# SPECIAL CITY COUNCIL MEETING MINUTES July 25, 2014

**Council Present:** Mayor Benny L. Jasso  
Joe “Butter” Milo, Councilor  
David L. Sanchez, Councilor

Linda Franklin, Mayor Pro Tem  
Dr. Victor Cruz, Councilor

**Council Absent:** None

**Staff Present:** Aaron Sera, City Administrator  
Wesley Hooper, Community Svcs. Dir.  
Lloyd Valentine, Financial Svc. Mgr.  
Vicki Engle, Human Resource Specialist

Edgar Davalos, Fire Chief  
Brandon Gigante, Police Chief  
Jim Massengill, Public Works Dir.

**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. Presentation of Employee Service Awards**

Mayor Jasso presented the following employees with their service awards:

Fernando Arenibas	5 years
Charles Garcia	15 years
Clemente Bravo	25 years

## **2. Resolution to Consider Adoption of the Final Budget for FY 2015**

Mr. Valentine presented this resolution to Mayor Jasso and Council. He recapped the final budget and stated that the total cash balance totaled \$21,579,416, an increase of \$777,000 from the preliminary budget mainly due to the gas fund refund from PEAK. He went on to say that the total revenues budgeted are \$29,253,243, which is an increase of \$2 million from the preliminary budget. He also stated that the total expenditures are \$34,382,367 which is an increase of \$2.6 million mostly due to two Water Trust Board Grants that weren't accounted for in the preliminary budget. Overall the ending cash balance has increased by \$131,000 from the preliminary budget bringing that total to \$16,450,292.

He went on to recap the changes to budget since the preliminary budget. He stated that the changes are due to the merit raise adjustments, new insurance schedule, and updated figures in the debt service. He went on to explain some of the changes within the various funds. A discussion was entertained between Mr. Sera and Mayor Pro Tem Franklin regarding the Rural Transportation District funding.

Mr. Sera, Mayor Pro Tem Franklin, and Councilor Milo entertained a discussion regarding the services provided by the Deming Animal Guardians and the funding increase of \$2,000 from the City.

Mr. Valentine stated that in the EDC fund, a transfer of \$53,000 had to be made due to the other entities of the agreement backing out of the contract. A discussion was entertained between Mr. Sera, Councilor Cruz, and Councilor Milo regarding the economic development coordinator position.

Mr. Valentine discussed the increases in the Water fund due to grant funds for projects on Pear Street for water line replacement. He went on to read the resolution into record.

Councilor Cruz moved to approve the resolution to approve the City of Deming 2014-2015 fiscal year budget. Councilor Milo seconded the motion; motion carried unanimously.

**3. Resolution to Consider Approval of Budget Adjustments for FY 2014**

Mr. Valentine presented this resolution to Mayor Jasso and Council. He recapped the adjustments and stated that the City did not overspend any of the budget funds. He stated that in the Utilities fund, revenues have increased by \$1.2 million and increased expenses by \$500,000. The majority of that was from the PEAK refund; and the other was due to the increase in the price of natural gas in which the expenses for the cost of gas was under budgeted.

Mr. Valentine went on to state that in the General Funds, the revenues increase by \$47,000 and expenses increased by \$233,000 with a net change of approximate \$186,000 in expenses. The total change including the Utilities fund was \$559,471, for the better. Mr. Valentine went on to recap the other funds in the budget. He recapped the increases and decreases due to monies and expenditures that were not included in the 2013-2014 budget.

Councilor Cruz moved to approve the budget adjustments for the 2014 Fiscal Year. Councilor Sanchez seconded the motion; motion carried unanimously.

**4. Resolution to Consider Approval of the Fourth Quarter Financial Report**

Mr. Valentine presented this resolution to Mayor Jasso and Council. He read the resolution into record and stated that the final quarterly report has been reviewed and approved for accuracy of the beginning balances used on the FY 2014 budget. He recommends that Council approve the resolution to request approval from the Local Government Division of the Department of Finance and Administration.

Councilor Cruz moved to approve the Resolution for the Fourth Quarter Financial Report. Councilor Milo seconded the motion, motion carried unanimously.

**5. Bid #14-15 Low Bid Recommendation for CDBG Wastewater Treatment Plant Improvements**

Mr. Massengill presented this item to Mayor Jasso and Council. He stated that this project was for the CDBG 2013 award, improvements at the Wastewater Treatment Plant to include new bar screen, more efficient aerators at the lagoon. He stated that three bids were received for this bid number and opened on July 21, 2014. He went on to say that Tatsch Construction Company submitted the lowest responsive base bid package in the amount of \$538,333.31 excluding NMGRT. He confirmed that following the bid package review, Tatsch Construction Company is in compliance with the bid requirements and qualified to perform the required work. Mr. Massengill stated that staff recommends awarding the base bid plus applicable gross receipts tax to Tatsch Construction Company, and to authorize the Public Works Director and/or City Administrator to enter into an agreement with Tatsch Construction Company and execute any documents related to this project.

Councilor Sanchez asked where Tatsch Construction Company was based out of. Mr. Massengill stated that they were from Silver City.


Councilor Cruz moved to approve the award of Bid #14-15 for CDBG Wastewater Treatment Plant Improvements to Tatsch Construction Company, as presented. Councilor Sanchez seconded the motion, motion carried unanimously.

## 6. Meeting Adjourned

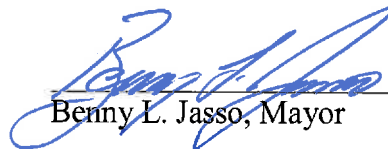
With no further business to discuss, Mayor Jasso entertained a motion to adjourn. Councilor Sanchez moved to adjourn the meeting. Councilor Milo seconded the motion; motion carried unanimously. Meeting adjourned at 9:54 a.m.



ATTEST

  
Aaron Sera, Clerk

CITY OF DEMING, NEW MEXICO

  
Benny L. Jasso, Mayor

**STATE OF NEW MEXICO  
MUNICIPALITY OF CITY OF DEMING  
RESOLUTION NO. 14-23**

**2014-2015 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 2014-2015, 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

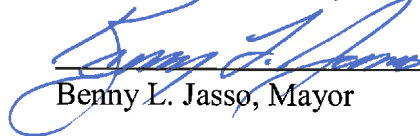
**WHEREAS**, it is the majority opinion of this Council that the proposed budget meets the requirements as currently determined for the 2014-2015 fiscal year; and

**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.

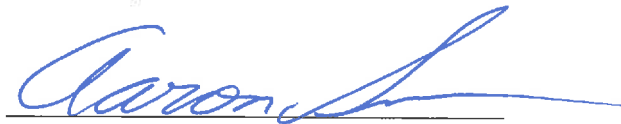
**PASSED, ADOPTED, AND APPROVED** this 25<sup>th</sup> day of July, 2014.



**CITY OF DEMING, NEW MEXICO**

  
Benny L. Jasso, Mayor

ATTEST:

  
Aaron Sera, Clerk

**STATE OF NEW MEXICO  
MUNICIPALITY OF CITY OF DEMING  
RESOLUTION NO. 14-24**

**2013-2014 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 2013-2014 budget; and

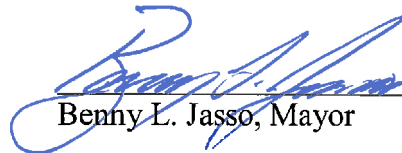
**WHEREAS**, the City Council does request that authorization for the following budget increases and decreases be granted.

**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.

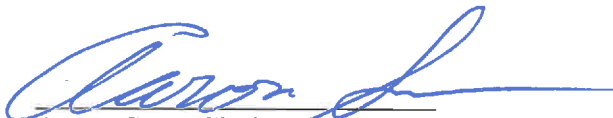
**PASSED, ADOPTED, AND APPROVED** this 25<sup>th</sup> day of July, 2014.



**CITY OF DEMING, NEW MEXICO**

  
Benny L. Jasso, Mayor

ATTEST:

  
Aaron Sera, Clerk

**STATE OF NEW MEXICO  
CITY OF DEMING  
RESOLUTION NO. 14-25**

**2014 FINAL QUARTER FINANCIAL REPORT  
YEAR ENDING JUNE 30, 2014**

**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 2014

**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 2014 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 25th day of July, 2014.



**CITY OF DEMING, NEW MEXICO**

  
\_\_\_\_\_  
Benny L. Jasso, Mayor

ATTEST:

  
\_\_\_\_\_  
Aaron Sera, City Clerk

City of Deming

DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION

period ending: 06/30/2014

Prepared by: Laura Holguin

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

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*

7/25/2014

Signature

Date

YEAR-TO-DATE TRANSACTIONS

Fund #	FUND NAME	BEGINNING	YEAR-TO-DATE TRANSACTIONS				QTR ENDING	INVESTMENTS	CASH + INVESTMENTS	REQUIRED RESERVES	AVAILABLE CASH
		CASH BALANCE CURRENT FY	REVENUES TO DATE	TRANSFERS TO DATE	EXPENDITURES TO DATE	ADJUSTMENTS	CASH BALANCE (1)+(2)-(3)+(4)+(5)				
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(8) - (9)
101	GENERAL FUND (GF)	2,278,775	12,009,267	(2,475,446)	9,013,312	-	2,799,285	5,851,435	8,650,720	751,109	7,899,611
201	CORRECTION	-	-	-	-	-	-	-	-	-	-
202	ENVIRONMENTAL GRT	-	-	-	-	-	-	-	-	-	-
206	EMS	7,110	31,216	-	32,345	-	5,980	-	5,980	-	5,980
207	ENHANCED 911	-	-	-	-	-	-	-	-	-	-
209	FIRE PROTECTION FUND	198,724	186,469	(61,444)	157,904	-	165,845	-	165,845	-	165,845
211	LEPF	13,422	39,800	-	30,527	-	22,695	-	22,695	-	22,695
214	LODGERS' TAX	148,276	375,877	-	352,637	-	171,516	-	171,516	-	171,516
216	MUNICIPAL STREET	53,437	852,257	980,000	1,883,007	-	2,687	-	2,687	-	2,687
217	RECREATION	45,750	32,356	202,000	261,283	-	18,823	-	18,823	-	18,823
218	INTERGOVERNMENTAL GRANTS	-	-	-	-	-	-	-	-	-	-
219	SENIOR CITIZEN	-	-	-	-	-	-	-	-	-	-
223	DWI PROGRAM	-	-	-	-	-	-	-	-	-	-
299	OTHER	228,057	323,657	1,710,178	2,010,528	-	251,362	31,568	282,930	-	282,930
300	CAPITAL PROJECT FUNDS	200	-	34,670	34,670	-	200	-	200	-	200
401	G. O. BONDS	-	-	-	-	-	-	-	-	-	-
402	REVENUE BONDS	-	-	-	-	-	-	-	-	-	-
403	DEBT SERVICE OTHER	-	-	165,772	165,772	-	-	-	-	-	-
500	ENTERPRISE FUNDS										
	Water Fund	1,288,184	4,633,098	(656,020)	1,885,046	-	3,380,216	1,010,999	4,391,215	-	4,391,215
	Solid Waste	1,045,784	2,456,912	(10,040)	2,121,949	-	1,370,707	538,369	1,909,076	-	1,909,076
	Waste Water	833,422	1,769,776	(18,710)	1,525,842	-	1,058,646	262,878	1,321,524	-	1,321,524
	Airport	182,261	721,535	151,000	918,417	-	136,379	60,843	197,222	-	197,222
	Ambulance	-	-	-	-	-	-	-	-	-	-
	Cemetery	110,850	77,581	-	87,320	-	101,111	197,239	298,350	-	298,350
	Housing	-	-	-	-	-	-	-	-	-	-
	Parking	-	-	-	-	-	-	-	-	-	-
	Gas Fund	1,177,675	4,174,378	(21,960)	3,554,196	-	1,775,897	2,350,101	4,125,998	-	4,125,998
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
600	INTERNAL SERVICE FUNDS	-	-	-	-	-	-	-	-	-	-
700	TRUST AND AGENCY FUNDS	-	14,635	-	-	-	14,635	-	14,635	-	14,635
	GRAND TOTAL	7,611,925	27,698,814	-	24,034,756	-	11,275,983	10,303,432	21,579,415	751,109	20,828,306

FORM MODIFIED 12/09/08

LAST UPDATE:

7/21/2014

ATTACHMENT "A"



**USER NOTES:**

**Adjustments:**

Funds 511 (Meter Deposit) and 512 (Accounts Overpayments) 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.

Waste Water Fund beginning cash increased by \$54,789 due to a NMFA Loan/Grant that was awarded prior to June 30, 2013 but not recorded. This is an adjusting entry.