

TABLE OF CONTENTS FOR COUNCIL MEETING HELD JULY 26, 2016:

- A. Minutes of Previous Meeting(s):**
 - 1. Regular Meeting held July 12, 2016.
- B. Presentation of Employee of the Quarter Award for 2nd Quarter 2016 to David Haack, Police Officer, Portales Police Department.**
- C. Item(s) from the Finance Department:**
 - 1. Resolution #16-17-01, 102ND Fiscal Year/Final (4th) Quarter Financial Report Year Ending June 30, 2016.
 - 2. Resolution #16-17-02, 103rd Fiscal Year/Budget Adjustments FY 2015-2016.
- D. Formal Presentation of Final Budget FY 2016-2017.**
- E. Public Hearing on Final Budget FY 2016-2017.**
 - 1. Action to enter into public hearing to receive comments.
 - 2. Action to close public hearing.
 - 3. Action by Council on Final Budget/Resolution #16-17-03, 104th Fiscal Year, Budget Adoption FY 2016-2017.
- F. Award of Contract for Professional Services for Water Storage & Water Distribution System Improvements Project Contingent upon Funding Agency Approval.**
- G. Approval/Execution of Memorandum of Agreement with the State of NM Department of Transportation for FY 2017 5311 Funding for the P.A.T. Program.**
- H. Presentation of Annual Planning Department/Planning Commission Report for Year Ending June 30, 2016.**
- I. Authorization to Allow City Manager to Enter into Contracts for LDWI/DOT Contractors 2016-2017:**
 - 1. DWI Prevention Specialist.
 - 2. DWI Teen Court Coordinator.
 - 3. DOT Prevention Specialist.
- J. Appointment to Public Works Committee to fill Vacancy.**
- K. Informational Presentation of 2018 to 2022 Infrastructure Capital Improvement Plan (ICIP) Draft.**
- L. Approval of the Memorandum of Agreement between the City of Portales and the Portales Municipal School District (Previously Titled Consolidated Joint Use Agreement).**
- M. Other Business/Citizens to be Heard.**
- N. Executive Session/Closed Meeting:**
 - 1. Action to Convene in a Closed Meeting to Discuss Matters as Provided for under New Mexico Statutes Pertaining to Open Meetings Referencing Section 10-15-1 H.(8), Related to the Purchase, Acquisition, or Disposal of Real Property or Water Rights.
 - 2. Action to Convene in Open Meeting.
 - 3. Action Required as a Result of the Closed Session.

THE CITY COUNCIL OF THE CITY OF PORTALES met in regular session Tuesday, July 26, 2016, at 6:30 p.m., in the Council Chambers of the Memorial Building, 200 E. 7th Street, Portales, NM in full conformity with the rules and regulations. Mayor Pro-Tem Miller called the meeting to order and asked City Clerk Martinez-Terry to call roll. Those present and constituting a quorum were:

MAYOR: Sharon L. King (absent)

MAYOR PRO-TEM: Michael G. Miller

COUNCIL MEMBERS: Veronica A. Cordova
Chadrick H. Heflin (absent)
Jim Lucero
Dianne Y. Parker
Oscar H. Robinson
Antonio O. Salguero
Jessica J. Smith

STAFF PRESENT: Sammy Standefer, City Manager
Joan Martinez-Terry, City Clerk
John DeSha, Public Works Director
Dennis Hales, I.T. Director
Susan Baysinger, PW Proj. Adm.
Chris Williams, Police Lieutenant
David Haack, Police Officer
Randy Knudson, City Attorney
Marilyn Rapp, Finance Director
Veda Urioste, Deputy City Clerk
Roberta Andes, Admin. Assistant
Pat Gallegos, Police Chief
Donna Rutherford, Planning Director
Katherine Hall, P.A.T. Coordinator

OTHERS PRESENT: Eamon Scarbrough, Press
Nicole Cordova

Sasha Parker

Mayor Pro-Tem Miller asked Susan Baysinger, Public Works Projects Administrator, to give the invocation, and Pat Gallegos, Police Chief, to lead the Pledge of Allegiance and the Salute to the New Mexico flag.

(A) MINUTES OF PREVIOUS MEETING(S):

1. Regular Meeting of July 12, 2016.

Mayor Pro-Tem Miller asked the Council to consider the minutes of the Regular Meeting of July 12, 2016. He asked for corrections and action on the minutes. Mayor Pro-Tem Miller asked the pleasure of the Council. ***Councilor Cordova made the motion to approve the minutes of the regular meeting of July 12, 2016 as presented. Councilor Robinson seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(B) PRESENTATION OF EMPLOYEE OF THE QUARTER AWARD FOR 2ND QUARTER 2016 TO DAVID HAACK, POLICE OFFICER, PORTALES POLICE DEPARTMENT

Mayor Pro-Tem Miller asked Police Officer David Haack to come forward to receive the Employee of the Quarter Award for the 2nd Quarter 2016. The Mayor Pro-Tem commented that he was selected by the employees. He gave Officer Haack a plaque from the Council and a \$25 gift card from the Employee Association.

(C) ITEM(S) FROM THE FINANCE DEPARTMENT:

1. Resolution #16-17-01, 103rd Fiscal Year/Final (4th) Quarter Financial Report Year Ending June 30, 2016.

Mayor Pro-Tem Miller asked Finance Director Marilyn Rapp to present the 4th Quarter Financial Report for year ending June 30, 2016. Ms. Rapp told the Council that the Finance Administration Committee met yesterday, July 25, 2016, to review the quarterly report for FY 2015-2016. She told the Council that the quarter financial report was a fairly new requirement of the Department of Finance and Administration to ensure that the Council saw the financials for the City. She stated that revenues had come in above what was budgeted and that the staff did well in controlling expenditures. She told the Council that the City had ended up with \$3.1 Million in the General Fund. She reported that the City is acting as fiscal agent for the state economic development funds for Ready Roast so \$1.5 Million is added into the General Fund. Ms. Rapp reviewed the revenues and expenditures for the Enterprise Funds. She told the Council that the City had a fairly good year in 2015-2016. She stated that the Finance/Administration Committee had voted to recommend approval to the Council and asked that they adopt Resolution #16-17-01, approving the 4th Quarter Financial Report for year ending 2015-2016. Mayor Pro-Tem Miller asked the pleasure of the Council. ***Councilor Robinson made the motion to adopt Resolution #16-17-01, approving the 4th quarter financial report for year ending June 30, 2016. Councilor Lucero seconded the motion. Roll call vote by all Council members present resulted in unanimous support of the motion. No abstentions. Motion carried.***

2. Resolution #16-17-02, 103rd Fiscal Year/Budget Adjustments FY 2015-2016.

Mayor Pro-Tem Miller asked Finance Director Marilyn Rapp to present the budget adjustments for FY 2015-2016. Ms. Rapp told the Council that the final budget adjustments were for making the budget reports look good. She stated that most of the adjustments have no net on expenditures. She reported that the Finance /Administration Committee had reviewed and approved recommendation of the budget adjustments at their meeting of July 25, 2016. She told the Council that there was a lot of movement in the General Fund but no net change in the fund. She stated that there was no net change to the E911 Fund; and additional revenues in donations to the Law Enforcement Special Services (Santa Cop) with a cash balance of \$15,000 left over in the fund. Rapp told the Council that Fund 312 was the Building Capital Projects fund in which funds were kept for debt service for the Recreation Center. She stated that the building was paid off 3 years early at the end of the fiscal year and that transfers out were made to a debt service fund as required by state regulations. She commented that the Water & Sewer Improvement Revenue Bonds had no net change to the fund. She reported on the cleanup of the Water & Waste Water Fund for the Waste Water Treatment Plant (WWTP) project debt service; a transfer out for the water storage loan to the reserve fund and a decrease in expenditures; the Airport Fund had additional funding from a grant; and the Yam Theater Fund had movement in the fund but no net change in the fund. She reported on the WWTP Debt Service Fund which had slightly more transferred to reserves. She stated that fund 709 was the Economic Development Fund, which is the Fund for the NM Environment Department grant in the amount of \$1,500,000 for Ready Roast. She stated that the adjustments were approved by the Finance/Administration Committee. Ms. Rapp asked for questions. Councilor Robinson asked for clarification of the negative numbers in the report. Ms. Rapp responded that these are the changes that balance the accounts—revenues in and expenditures out. Mayor Pro-Tem Miller asked the pleasure of the Council. ***Councilor Parker made the motion to adopt Resolution #16-17-02, approving the budget adjustments for year ending June 30, 2016. Councilor Smith seconded the motion. Roll call vote by all Council members present resulted in unanimous support of the motion. No abstentions. Motion carried.***

(D) FORMAL PRESENTATION OF FINAL BUDGET FY 2016-2017

Mayor Pro-Tem Miller asked Finance Director Rapp Marilyn to present the final budget for FY 2016-2017. Ms. Rapp presented a PowerPoint of the final budget and told the Council that it is basically the same as the interim budget presented previously. She stated that the General Fund started with \$3.1 Million; \$7.4 Million in fund revenues; Transfers Out in the amount of \$804,662; Expenditures of \$8.9 Million; Ending Cash & Investments in the amount of \$2.4 Million; budgeted Reserves of \$745,000 (1/12ths of expenditures); and an ending balance of \$1.6 Million. She told the Council that the changes from the interim budget was a beginning cash balance of \$826,016 more than projected; General Fund expenditures were \$805,307.08 less than budgeted (9% below budget). She commented that GRT collections were budgeted \$200,000 higher because of stronger collections due to higher construction in the City. Ms. Rapp stated that the City must be conservative in estimating its revenues because the State is taking away the Hold Harmless. Mayor Pro-Tem Miller commented that the budget reflected the amount of the claw back of the Hold Harmless. Mayor Pro-Tem Miller commented that the General Fund expenditures included \$11,000 for a pay plan consultant. Ms. Rapp talked about the graph showing General Fund Revenue comparisons for the budgeted amounts for 2015-2016 and 2016-2017. She talked about the slight increase in GRT; a slight decrease in Franchise Tax, which could be from people using cell phones; a slight increase in Property Tax; a slight decrease in grant funding; and lower charges for services due to the private ambulance service operating in the community. Rapp explained the difference in Transfers Out in the General Fund (increases and decreases) that will affect the Funds: Corrections (201); Library (213); Streets (216); P.A.T. (231); Capital Projects (301); Buildings (312); CDBG (313); Comp Plan (315); Airport (507) and Unemployment (603) for a total of a difference of a negative (\$212,753). Rapp presented the General Fund Expenditure comparison, which showed salaries and benefits slightly higher but that most items are pretty flat in the budget. She reviewed the information in the pie chart of General Fund expenditures percentages by department. She explained that Legislative is the

Council's part of the budget (2% of the expenditures); Administration (2%); Finance (6%) which includes the premiums for general liabilities; City Clerk (6%) which includes premiums for workers compensation; Recreation Center (2%); Parks (8%); Municipal Court (2%); Streets (6%); Library (5%); Technology (3%); General Services (3%); Senior Center (0%); Fire (22%); Police (25%); and Emergency Management (6%). Mayor Pro-Tem Miller pointed out that the budget for Streets and City Clerk are the same, but that Streets has another fund that pays for construction. Councilor Parker asked about the Library and what comes out of their budget. Ms. Rapp responded that their budget is for salaries, maintenance, etc. She commented that it is a little bigger this year because Head Librarian Denise Burnett will be retiring and the City must budget for payment of vacation and sick leave paid upon retirement. Councilor asked about Streets at 6%. Mayor Pro-Tem Miller responded that it is because of separate funds for materials. Rapp reported on the condition of the General Fund Reserve fund and that budgeted reserve funds increased for 2016-2017. She stated that this is because of the windfall in construction gross receipts and efforts by staff to contain expenditures. Councilor Robinson reminded the Council and staff that the auditor had dinged the City because it had so much in reserves. Rapp told Council that General Fund capital is the same as what was in the interim budget funded with windfall from construction. She commented that capital is watched carefully and that the City does not spend capital funds right away but waits until the middle of the year to decide on spending for capital items. Ms. Rapp listed the items in the Capital Outlay Fund (301) in General Fund: \$60,000 for dispatch radio upgrades; \$60,000 for police vehicles; \$11,592 for VOIP equipment lease; \$50,000 for sprinkler tie-ins for re-use; and \$16,000 for playground equipment. She added that all but \$11,592 can be cut if revenues decrease. City Manager Standefer commented that there will be some improvements to buildings out of the Building Fund (312). Rapp told the Council that Special Funds usually have a special revenue source. She reported that Municipal Street (216) is starting with \$205,088 with revenues of \$520,582, transfers in of \$32,000, expenditures of \$691,463 and an ending balance of \$66,207. She stated that revenues are from road tax. She commented that the P.A.T. program has revenues of \$159,418; transfers in of \$108,711; expenditures of \$259,064 and ending balance of \$9,065. She commented that the P.A.T. program is on a federal grant cycle. Rapp reviewed the Capital and Debt Service Funds recap for the Council explaining that Capital Outlay General includes expenditures for vehicles and equipment; the Building Fund is used for building repair and remodeling; CDBG is the funding approved for the Lift Station project; Sales Tax Revenue Bonds (402) cash investments will be transferred to fund 312 for building projects; Debt Service Fund (404) and WWTP Debt Service Fund (405) is where the waste water debt service surcharge on water bills is deposited. Rapp explained Fund 312 as the Building Fund from which the Recreation Center debt service is paid and which is funded from Sales Tax Revenue fund 402. She explained that the Recreation Center Building loan was paid off in May 2016 (3 years early) and that the payment amount of \$49,025 from GRT is budgeted to continue going into the fund to pay for large building projects. She reported that fund 402 is budgeted to transfer \$354,809 reserves from fund 402 to 312 and that planned future projects will include the Senior Center roof and library roof.

Ms. Rapp reported on the Enterprise funds starting with Solid Waste. She stated that the beginning balance in the Solid Waste Fund is \$1.7 Million; revenues are \$1.3 Million; transfers out of \$275,000; expenditures of \$1.4 Million with an ending balance estimated at \$1.4 Million. She stated that funds are budgeted for a roll off truck; a sewer line to the Convenience Center and money for six 30-yard roll offs. She commented that there is no change in this fund from the interim budget.

Ms. Rapp reported that the beginning balance in Water & Waste Water Fund is \$3.7 Million; revenues of \$4.4 Million; transfers out of \$1.5 Million; expenditures of \$3.7 Million with an estimated ending balance of \$2.8 Million. She commented that the beginning cash was \$347,822 more than estimated for the interim budget. She added that sales revenues were decreased due to closing of Southwest Cannery. She explained that \$70,000 is budgeted to be transferred to CDBG for lift stations; \$600,000 for well maintenance; \$120,000 for lift stations and manholes; \$230,000 for re-use water tie-ins; \$16,000 ATV for the waste water plant; and \$50,000 for fencing and roads at the waste water plant.

Ms. Rapp told the Council that the Airport Fund recap showed revenues of \$161,213; budgeted transfers from General Fund of \$56,236; and expenditures of \$217,449. She stated that the increased transfers in

from General Fund is due to fuel sales being lower than in the previous year. She reported on Other Enterprise funds as: Yam Convention Fund with \$9,000 revenues in and out; Water Conservation Fund for paying Ute Water dues, SCADA improvements, AMR, loop water line debt service; Water Improvement Fund for water system improvements; WWTP Reserve for WWTP debt and WWTP Replacement Reserve is for WWTP repair and replacement reserve. Councilor Robinson asked if the rent paid into the Yam Convention fund is paying expenditures. Ms. Rapp responded that General Fund did not have to put money into the Yam Convention Fund.

Ms. Rapp reviewed the Trust and Agency Funds for the Council—this includes the Unemployment Fund; GRT Fund; Community Services Fund; Criminal Justice Fund; MainStreet Fund; and Economic Development. She commented that the Community Services Fund will be budgeted when the contracts come back from the State for purchasing vehicles. She added that the Economic Development Funds is used to collect the Local Economic Development tax and to pay for local projects. She stated that the big change in this fund is for the grant from the state Economic Development Department for Ready Roast improvements.

Ms. Rapp reviewed the recap of all funds for the Council: Beginning Balance of \$17,116,524; Revenues of \$17,494,152; Fund Expenditures of \$21,707,156 with an ending cash balance & investments of \$12,903,520. Ms. Rapp ended the presentation and asked for questions.

(E) PUBLIC HEARING ON FINAL BUDGET FY 2016-2017:

1. Action to enter into public hearing to receive comments.

Mayor Pro-Tem Miller asked for approval to enter into public hearing to receive comments on the final budget. Mayor Pro-Tem Miller asked the pleasure of the Council. ***Councilor Parker made the motion to enter into public hearing for the final budget 2016-2017. Councilor Smith seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

Mayor Pro-Tem Miller asked for comments on the final budget. There were no comments.

2. Action to close public hearing.

Mayor Pro-Tem Miller asked for approval to close the public hearing to receive comments on the final budget. Mayor Pro-Tem asked the pleasure of the Council. ***Councilor Robinson made the motion to close the public hearing for the final budget 2016-2017. Councilor Salguero seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

3. Action by Council on Final Budget/Resolution #16-17-03, 104th Fiscal Year, Budget Adoption FY 2016-2017.

Mayor Pro-Tem Miller asked the pleasure of the Council on Resolution #16-17-03, adopting the final budget for FY 2016-2017. City Manager Standefer informed the Council that the final budget had been approved by the Finance/Administration Committee for recommendation of approval to the full Council except that the budgeted amount out of Water Conservation fund for dues to the ENMWUA ("the Authority") must be approved by the City Council before payment is made. He added that the Finance/Administration Committee's recommendation is that it cannot be paid until negotiations with "the Authority" are completed. He reiterated that the recommendation was to approve the budget with that condition. Councilor Robinson asked for clarification. Mayor Pro-Tem Miller stated that if the Council approves the budget without that caveat, then the City will pay it upon being billed by "the Authority." Councilor Robinson asked why the Committee recommendation requires that wording. City Manager Standefer said that some communities limit what the manager approves and this is \$370,000 expenditure. Councilor Salguero asked why the City is in this situation. Mayor Pro-Tem Miller said that the Ute project was approved many years ago; but that

things have changed and the Financial Plan submitted by "the Authority" shows that Ute water will not be delivered until 2037. Councilor Salguero asked when this will come due. Mayor Pro-Tem Miller and City Manager Standefer responded that it would probably be in February and that the Council will get a chance to see it before it is paid. City Manager Standefer stated that if it is taken out of the budget then a budget adjustment would be needed. He added that this will let staff bring it back to the Council for approval. City Manager Standefer asked for other questions on the budget. He asked for action on the final budget resolution. Mayor Pro-Tem Miller asked the pleasure of the Council. ***Councilor Robinson made the motion to adopt Resolution #16-17-03, adopting the final budget for FY 2016-2017 with the caveat that the payment of dues to ENMWUA must be approved by the Council before payment can be made. Councilor Parker seconded the motion. Roll call vote by all Council members present resulted in unanimous support of the motion. No abstentions. Motion carried.***

(F) AWARD OF CONTRACT FOR PROFESSIONAL SERVICES FOR WATER STORAGE & WATER DISTRIBUTION SYSTEM IMPROVEMENTS PROJECT CONTINGENT UPON FUNDING AGENCY APPROVAL

Mayor Pro-Tem Miller asked Public Works Director John DeSha to present the award of contract for water storage and water distribution system improvements project. He reviewed the actions of staff on the project. The RFP for professional services; planning services and engineering services for the Water Storage and Distribution System Improvement project was released on May 8, 2016 and closed on May 31, 2016. He reported that four (4) proposals were received and reviewed by an evaluation committee on June 16, 2016. Mr. DeSha stated that the Council had approved negotiation of a contract on July 12, 2016 and it has been negotiated with Engineers, Inc. He stated that the project is funded by the Water Trust Board WTB 0344 and is budgeted. DeSha asked for Council approval to enter into contract with Engineers, Inc. for the contract amount of \$552,513.34 before NMGRT (\$597,750.37 with NMGRT) contingent upon funding agency concurrence and approval. Mayor Pro-Tem Miller asked the pleasure of the Council. ***Councilor Parker made the motion to award the engineering contract for Professional Services to Engineers, Inc. contingent upon approval by the funding entity. Councilor Smith seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(G) APPROVAL/EXECUTION OF MEMORANDUM OF AGREEMENT WITH THE STATE OF NM DEPARTMENT OF TRANSPORTATION FOR FY 2017 5311 FUNDING FOR THE P.A.T. PROGRAM

Mayor Pro-Tem Miller asked P.A.T. Coordinator Katherine Hall to present the Memorandum of Agreement (MOA) with the New Mexico Department of Transportation (NMDOT) for funding the FY 2017 5311 transit program. Katherine Hall told the Council that the MOA for FY 2017 funding under the 49 USC §5311 was for the following amounts: \$260,129.22 (Federal funding of \$151,418.28 and local funding of \$108,710.94). She stated that the funds will be used for Administrative (80/20) in the amount of \$71,178.90 and Operating (50/50) in the amount of \$188,950.32 for the transit program. She asked for approval of the MOA with the NMDOT. The Local match was approved in the FY 2016-2017 budget. Mayor Pro-Tem Miller asked the pleasure of the Council. ***Councilor Robinson made the motion to approve the Memorandum of Agreement for the FY 2017 5311 Funding for the P.A.T. program as presented. Councilor Parker seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(H) PRESENTATION OF ANNUAL PLANNING DEPARTMENT/PLANNING COMMISSION REPORT FOR YEAR ENDING JUNE 30, 2016

Mayor Pro-Tem Miller asked Planning Director Donna Rutherford to present the annual Planning Department/ Planning Commission report for the year ending June 30, 2016. Ms. Rutherford reviewed the PowerPoint report for the Council starting with introduction of staff: Planning Director Donna Rutherford, Planning

Secretary Heather Williams and Building Inspector Anthony Ortega. She told the Council that the Comprehensive Plan is prepared by the City to guide community growth and helps with new development. She stated that it is a long range plan helping maximize its strengths and identify its weaknesses. She reviewed the list of goals with the Council:

- To promote a sense of pride in the City’s appearance
- To insure land use supports the health, safety and welfare of the City
- To support housing opportunities for all Portales residents of all income levels
- To maintain the City as a safe place to live with continued police, fire and emergency medical services
- To create, improve and maintain good quality roads with a bike and pedestrian system
- To protect the public health, safety and welfare and property values from damage caused by flooding

Ms. Rutherford reviewed building inspections from July 2015 to June 2016 that included new single homes and additions, new multi dwellings and additions, new commercial buildings and additions, residential roofs; commercial roofs, new mobile homes and replacement mobile homes, demolitions and a category called “Other.” Councilor Lucero asked what was included in “Other.” Rutherford stated that this category included storage units. She reviewed the 3-year comparison for the Council with the bottom line showing total permits and fees increasing to 760 permits with a valuation of \$37,237. She reported on Flood Management with a Community Rating System (CRS) that helps reduce the rates for flood insurance. She commented that residents are getting a 10% discount on their insurance rates. She listed the current members of the Planning Commission for the Council:

Beverly Bennett, Chair.....	15 years, 9 month’s length of service
Matt Christensen, Vice Chair.....	9 years, 10 month’s length of service
Keith Thomas.....	4 years, 1 month length of service
Antonio Sanchez.....	3 years, 6 month’s length of service
Veronica Pena.....	2 years, 2 month’s length of service
Scott Davis.....	2 years, 2 month’s length of service
Chad Heflin.....	2 months of service

Rutherford reported that the Planning Commission had heard applications for one (1) annexation (Enchantment Vineyard); one (1) final plat for a subdivision (Nixon Subdivision); three (3) preliminary plats for subdivisions (Southern Hills) County, continuation of South Southern Hills, and Nixon Subdivision; two (2) Special Use Permits for a daycare facility and City Fire Station; three (3) Variances for 2 Carports and an Addition; one (1) zone change from R-1 to R-2; and a Non-Application of the Annual Report. She reported that there have been 621 businesses registered in 2015-2016, which she reported is very comparable for the last 3 years. Rutherford reported that the Memorial Building was rented a total of 256 days in 2015-2016. She reported on the following activity in Code Enforcement:

<u>Notices</u>	<u>Citations to Court</u>
April – 185	4
May – 192	
June – 80	
 <u>Certified Letters</u>	 <u>Car Violations</u>
April – 40;	1
May – 60;	
June – 41	

Ms. Rutherford concluded her report and asked for questions. Mayor Pro-Tem Miller thanked Planning Director Rutherford for the report.

(I) AUTHORIZATION TO ALLOW CITY MANAGER TO ENTER INTO CONTRACTS FOR LDWI/DOT CONTRACTORS 2016-2017

1. **DWI Prevention Specialist.**
2. **DWI Teen Court Coordinator.**
3. **DOT Prevention Specialist.**

Mayor Pro-Tem Miller asked City Manager Standefer to explain the DWI and DOT contracts. City Manager Standefer told the Council that staff had recently solicited requests for proposals for DWI and DOT contractors. He told the Council that there had been only one proposal submitted for each contract: DWI Prevention Specialist; DWI Teen Court Coordinator and DOT Prevention Specialist. He asked for Council permission to allow him to execute the contracts that are \$30,000 for each prevention specialist and \$15,000 for the Teen Court Coordinator. The Council asked if they would be renewed every year. Mr. Standefer stated that they will probably be done every two years. He commented that contract amounts are set by the funding agencies and that they are pass-through contracts. Mayor Pro-Tem Miller asked for objections. The Council had no objections to the City Manager's request for permission to execute the contracts.

(J) APPOINTMENT TO PUBLIC WORKS COMMITTEE TO FILL VACANCY

Mayor Pro-Tem Miller asked that the Council approve the Mayor's recommendation for appointment of Mr. Joe Parie to the Public Works Committee. The Council concurred with the appointment. Mayor Pro-Tem Miller asked that Mr. Parie be notified.

(K) INFORMATIONAL PRESENTATION OF 2018 TO 2022 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP) DRAFT

Mayor Pro-Tem Miller asked City Manager Standefer to present the Infrastructure Capital Improvement Plan (ICIP) to the Council. City Manager Standefer told the Council that the ICIP has been in place for about 10 years and that projects must be on it for any legislative funding. He stated that it is a valuable tool to help identify the City's top 5 projects and helps direct staff. He stated that there had been a series of meetings held to get to a formal Resolution for the ICIP. He commented that a draft ICIP had been presented at the required public hearing for comments held on July 25, 2016. Mr. Standefer stated that this is not for adoption at this time. He stated that from the ICIP process, the Council adopts the annual ICIP and recommends the top fiscal year projects. He reviewed the Top 5 2018 ICIP project priority recommendations:

1. Wellfield Improvements
2. Fire Protection/Water Circulation Upgrade
3. New Fire Department Substation
4. Portales Police Headquarters
5. Cemetery Expansion

He reviewed the other 2018 ICIP recommendations for the Council:

6. Kilgore Street & Drainage Improvements
7. Recreation Center Improvements
8. Rotary Park & Ballfield Improvements

9. Q-1/2 Sewer Improvement Project
10. SCADA System Updates
11. New Street Sweeper
12. City Hall Improvements
13. Storm Water Retention
14. Water Storage System Improvements
15. Purchase New PATS Paratransit Van
16. Railroad Crossing Improvements
17. Automated Meter Reading System
18. Memorial Building Improvements
19. Downtown Pedestrian Facilities
20. Extend and Widen Runway 1-19 & Taxiway Phase I
21. Dispatch Center Upgrades

Mr. Standefer commented that Sandy Vigil, MainStreet Executive Director, will review and update the Downtown Pedestrian Facilities. City Manager Standefer presented project recommendations in the ICIP PowerPoint for 2019, which included 18 projects:

1. Yucca Hill Sewer Improvement Project
2. Police Department Vehicles
3. Wastewater Reuse Park Improvements
4. Senior Center Improvements
5. Downtown Gateway Improvements
6. Purchase New Class A Pumper Fire Apparatus
7. Purchase New PATS Paratransit Bus
8. Vehicle Replacements Parks Department
9. Extend and Widen Runway 1-19 and Taxiway Phase II
10. Kaywood and Maple Street and Drainage Improvements
11. Soccer Complex Improvements
12. 7th and 9th Street Drainage Improvements
13. Fargo, Indio and 2nd Street Improvements
14. New Road Grader
15. New Emulsion Tanks
16. Metal Storage Building Construction
17. Server Virtualization
18. Portales Inn Project

Project Recommendations for the 2020 ICIP were:

1. Purchase of New Type I Ambulance
2. New Garbage Trucks
3. City Park Improvements
4. Lindsey Park Ballfield Improvements
5. Library Improvements
6. Scales for Convenience Center
7. GIS Network & Hardware Upgrades
8. Extend and Widen Runway 1-19 and Taxiway Phase PIII
9. Airport Maintenance

Project Recommendations for the 2021 ICIP were:

1. Recreation Complex Playground Equipment Purchase
2. New Gate House for Convenience Center

3. Morrison Park Improvements
4. GEO XH 6000 Handheld
5. Industrial Park Improvements
6. Depot Focus Area Project

Project Recommendations for the 2022 ICIP were:

1. Buena Vida Park Improvement
2. Pool Improvements
3. New Dump Truck
4. Extend and Widen Runway 1-19 and Taxiway Phase PIV

City Manager Standefer concluded the presentation and asked that Council bring their projects to staff for inclusion in the ICIP listing. He told the Council that the next step is to have the final ICIP to present to Council at their meeting of August 16, 2016 with Resolution #16-17-04 for adoption and then it must be submitted to the State. He asked for questions from the Council. Mayor Pro-Tem Miller thanked Mr. Standefer for the presentation.

(L) APPROVAL OF THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF PORTALES AND THE PORTALES MUNICIPAL SCHOOL DISTRICT (PREVIOUSLY TITLED CONSOLIDATED JOINT USE AGREEMENT)

Mayor Pro-Tem Miller asked City Manager Standefer to review the Memorandum of Agreement (Moa) between the City and the Portales School District. City Manager Standefer told the Council that he requests permission to finalize the MOA with the Schools to allow the City sports program to use school facilities. He stated that he had met with Superintendent Cain that morning (July 26, 2016) and that Superintendent Cain wants the language and forms for concussion training for coaches in the agreement. Councilor Lucero asked what the agreement entails regarding the Bill Wahlman Tennis Courts. Mr. Standefer responded that over the years the City has mixed uses and pay for electricity and water for the Wahlman Courts. He added that when he had started with the City, it did maintain the Courts completely, but that in 2000 use of the Courts changed. Councilor Lucero commented that there are no lights so the schools cannot play at night. Mayor Pro-Tem Miller asked the pleasure of the Council. ***Councilor Smith made the motion to approve the Memorandum of Agreement between the City of Portales and the Portales Municipal School District as presented. Councilor Parker seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

(M) OTHER BUSINESS/CITIZENS TO BE HEARD

Mayor Pro-Tem Miller asked for items of Other Business.

Comments from RCCDC Economic Development Director: Orlando Ortega told the Council that the RCCDC has been working hard to encourage new businesses. He commented that internet sales have hurt retail business.

Report on MAP Grant Application: Public Works Director John DeSha reported that the City did get funding for Municipal Arterial Projects (MAP). He commented that it wasn't what was requested, but did get some funding.

Report on Tax Policy Committee Meeting: Mayor Pro-Tem Miller reported that he had attended a tax policy committee meeting with the Chairman of the House Ways and Means Committee. He commented that Hold Harmless is out there for discussion by the Legislature. He added that the legislature will probably

have a Special Session and that City's will know something after September. Miller commented that the legislators are looking at a potentially lower tax rate but a broader base.

(N) EXECUTIVE SESSION/CLOSED MEETING:

1. **Action to Convene in a Closed Meeting to Discuss Matters as Provided for under New Mexico Statutes Pertaining to Open Meetings Referencing Section 10-15-1 H.(8), Related to the Purchase, Acquisition, or Disposal of Real Property or Water Rights.**

Mayor Pro-Tem Miller asked for a motion to convene in closed session as provided for under NMSA pertaining to open meetings relating to Section 10-15-1 H.(8) related to the purchase, acquisition or disposal of real property or water rights. ***Councilor Parker made the motion to enter into Closed Session to discuss matters as provided for under State statutes. Councilor Smith seconded the motion. Roll call vote of all Councilors present resulted in unanimous support of the motion. No abstentions. Motion carried.***

2. **Action to Convene in Open Meeting.**

Mayor Pro-Tem Miller asked for a motion to convene in open meeting. ***Councilor Cordova made the motion to Convene in Open Meeting. Councilor Lucero seconded the motion. All Councilors present voted in favor of the motion. No abstentions. Motion carried.***

3. **Action Required as a Result of the Closed Session.**

Mayor Pro-Tem Miller stated that only those items mentioned in the motion to close the session were discussed by the Council and that no action was taken during the closed session nor required as a result of the closed session.

There was no further business.

ADJOURNMENT:

There being no further business, Mayor Pro-Tem Miller adjourned the meeting at 8:20 p.m.

Joan Martinez-Terry, City Clerk