

**TABLE OF CONTENTS FOR COUNCIL MEETING HELD AUGUST 16, 2016:**

- A. Minutes of Previous Meeting(s):
  - 1. Special ICIP Public Hearing held July 25, 2016.
  - 2. Regular Meeting held July 26, 2016.
- B. Presentation of "Drive 4 the Community" Donation to Portales Recreation Center from Big Valley Ford Chrysler Dodge & Jeep Dealer.
- C. Ratification of Finance Departments Actions on Bills for July 2016.
- D. Resolution #16-17-04, A Resolution Adopting the FY 2018-2022 Infrastructure Capital Improvement Plan (ICIP).
- E. Resolution #16-17-05, A Resolution Authorizing Submittal of an FY 18 Application for Section 5311 Rural Transit Funding to the New Mexico Department of Transportation.
- F. Resolution #16-17-06, A Resolution Authorizing the Execution of New Mexico Department of Finance & Administration Fund 89200 Capital Appropriation Grant Agreement No. 16-A2483 (Purchase & Equip a new Loader for Street Department).
- G. Resolution #16-17-07, A Resolution Approving Execution of Municipal Arterial Program (MAP) Cooperative Agreement for Project No. MAP-7641(901).
- H. Resolution #16-17-08, A Resolution Authorizing the Execution of Grant Agreement for Special Appropriations Project; 16-A2286-STB Portales Fire & Water System Improvements; Designating Official Representative/Point of Contact Authorized to Sign Reimbursement Requests.
- I. Authorization of a Local Government Planning Grant Agreement by and Between the NM Finance Authority and the City of Portales:
  - 1. Resolution #16-17-09, Authorizing the Execution and Delivery of a Local Government Planning Grant Agreement by and between the New Mexico Finance Authority (the "Finance Authority"), and City of Portales (the "Grantee"), in the amount of Thirty Seven Thousand Five Hundred Dollars (\$37,500) evidencing an obligation of the Grantee to Utilize the Grant Amount and the Local Match Amount solely for the Purpose of Financing the costs of Water Asset Management Plan, and Solely in the Manner Described in the Grant Agreement; Certifying that the Grant Amount, together with the Local Match Amount and other Funds Available to the Grantee, is Sufficient to Complete the Project; Approving the Form of and Other Details Concerning the Grant Agreement; Committing to Adopting the Water Asset Management Plan; Committing to Adopt a Reserve Policy Identifying an Allocation of Reserves to Fund the Water Asset Management Plan; Committing to Establishing a Rate Schedule Adequate to Fund the Reserve; Ratifying Actions Heretofore taken; Repealing all Actions Inconsistent with this Resolution; and Authorizing the Taking of Other Actions in Connection with the Execution and Delivery of the Grant Agreement.
  - 2. Resolution #16-07-10, A Resolution Appointing an Asset Management Authorized Implementing Officer and Establishing an Asset Management Steering Committee.
- J. Approval of Purchase & Sale Agreement with Southwestern Public Service Company, a New Mexico corporation - Greyhound Substation.
- K. Council Selection of Voting Delegate to New Mexico Municipal League Conference.
- L. Other Business/Citizens to be Heard.

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**THE CITY COUNCIL OF THE CITY OF PORTALES** met in regular session Tuesday, August 16, 2016, at 6:30 p.m., in the Council Chambers of the Memorial Building, 200 E. 7<sup>th</sup> Street, Portales, NM in full conformity with the rules and regulations. Mayor King 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

MAYOR PRO-TEM: Michael G. Miller (absent)

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

STAFF PRESENT: Sammy Standefer, City Manager Steve Doerr, City Attorney  
Joan Martinez-Terry, City Clerk Carla Weems, Chief Procurement Ofcr.

John DeSha, Public Works Director  
Pat Gallegos, Police Chief  
Roberta Andes, Admin. Assistant

Christine A. Mitchell, I.T. Tech.  
Jodi Diaz, Recreation Dir.  
Katherine Hall, P.A.T. Coordinator

OTHERS PRESENT: Eamon Scarbrough, Press

Martin Sanchez

Mayor King asked Carla Weems, Chief Procurement Officer, 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. Special ICIP Public Hearing held July 25, 2016.**

Mayor King asked the Council to approve the minutes of the Special ICIP Hearing of July 25, 2016. She asked for any corrections. Mayor King asked the pleasure of the Council. ***Councilor Lucero made the motion to approve the minutes of the special ICIP hearing held July 25, 2016 as presented. Councilor Parker seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

**2. Regular Meeting of July 26, 2016.**

Mayor King asked the Council to consider the minutes of the Regular Meeting of July 26, 2016. She asked for corrections to the minutes. Mayor King asked the pleasure of the Council. ***Councilor Smith made the motion to approve the minutes of the regular meeting of July 26, 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 "DRIVE 4 THE COMMUNITY" DONATION TO PORTALES RECREATION CENTER FROM BIG VALLEY FORD CHRYSLER DODGE & JEEP DEALER**

Mayor King recognized Martin Sanchez, General Manager of Big Valley Automotive, who presented a check to Recreation Director Jodi Diaz in the amount of \$6,000 for the City's Recreation program. Mr. Sanchez told the Council that the funds were from the "Drive 4 the Community" event held at the Recreation Center in June. Mr. Sanchez reported that the goal was to have 300 test drives in a Ford vehicle in one day, which was accomplished with the assistance of City Manager Standefer, Recreation Director Diaz and staff. He commented that the City Manager and Recreation staff spent 10 hours in the sun. He stated that he hoped that this event will be the first of many more events adding that the goal is to do a "Drive 4 Your School" event every year. He asked for participation is from Portales, Roosevelt County residents. He thanked the City Manager and his staff for their efforts. The Mayor and Council thanked Mr. Sanchez for his efforts.

**(C) RATIFICATION OF FINANCE DEPARTMENT'S ACTONS ON BILLS FOR JULY 2016.**

Mayor King asked Chief Procurement Officer Carla Weems to report on ratification of the Finance Department's actions on the bills for July 2016 in the absence of the Finance Director. Ms. Weems told the Council that this is a housekeeping item and that the bills paid were in the amount of \$1,506,957.26. She stated that the expenditures included \$262,335.93 for reimbursement for Ready Roast for improvements approved by the State for economic development. She commented that the expenditures were necessary for the continued operation of the City and are within budgeted limits. She asked for questions, and

ratification of the bills by the Council. Councilor Lucero commented on the nature of the reimbursement to Ready Roast as not being exactly necessary to the continued operation of the city as a special grant from the NM Economic Development Department.

**July 2016**

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|------------------|-----|--------------|
| Pooled Cash Fund | 999 | 1,506,957.26 |
|------------------|-----|--------------|

Mayor King asked the pleasure of the Council. ***Councilor Lucero made the motion to approve the bills for the month of July 2016 as presented. Councilor Parker seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

**(D) RESOLUTION #16-17-04, A RESOLUTION ADOPTING THE FY 2018-2022 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)**

Mayor King asked City Manager Standefer to present Resolution #16-17-04, a resolution adopting the FY 2018-2022 Infrastructure Capital Improvement Plan (ICIP). City Manager Standefer told the Council that a series of meetings had been held on the ICIP and that the final action in the process was for the Council to adopt the resolution. The ICIP project summary is attached to the resolution. He commented that staff is working toward putting together legislative requests for November. Mayor King told the Council that this is the City’s wish list. Councilor Heflin asked if every community had such a list. City Manager Standefer commented that this is true and that other agencies will tag along with the City to be a part of the ICIP. He added that anyone requesting funds from the Legislature must have their project listed on an ICIP. He asked for their approval. Mayor King asked the pleasure of the Council. ***Councilor Heflin made the motion to adopt Resolution #16-17-04, adopting the FY 2018-2022 as presented. Councilor Parker seconded the motion. Roll call vote by all Council members present resulted in unanimous support of the motion. No abstentions. Motion carried.***

**(E) RESOLUTION #16-17-05, A RESOLUTION AUTHORIZING SUBMITTAL OF AN FY18 APPLICATION FOR SECTION 5311 RURAL TRANSIT FUNDING TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION**

Mayor King asked Public Works Director John DeSha to present Resolution #16-17-05, a resolution authorizing submittal of an FY 18 application for rural transit funding for the P.A.T. program from the NM Department of Transportation. Mr. DeSha reported that the resolution is a request for funds to provide public transportation to the community, which is completed every year. He commented that this application includes funds to replace a van of which federal funds are in the amount of \$48,000 with a local match of \$12,000. He reported that the total federal grant funding application is for \$199,418.28 with a local match of \$120,710.94. He stated that the City’s match comes out of the General Fund. Mayor King asked the pleasure of the Council. ***Councilor Smith made the motion to adopt Resolution #16-17-05, authorizing the submittal of an FY18 application for Section 5311 Rural Transit funding from the NM Department of Transportation as presented. 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) RESOLUTION #16-17-06, A RESOLUTION AUTHORIZING THE EXECUTION OF NEW MEXICO DEPARTMENT OF FINANCE & ADMINISTRATION FUND 89200 CAPITAL APPROPRIATION GRANT AGREEMENT NO. 16-A2483 (PURCHASE & EQUIP A NEW LOADER FOR STREET DEPARTMENT)**

Mayor King asked Public Works Director John DeSha to present Resolution #16-17-06, authorizing the execution of the New Mexico Department of Finance & Administration fund 89200 Capital Appropriation Grant Agreement No. 16-A2483 to purchase and equip a new loader for the Street Department. Mr. DeSha told the Council that this is the formal acceptance of the grant in the amount of \$100,000 for the loader. He added that the City will put up a match for the loader in the amount of \$32,000, which is budgeted. Councilor Parker asked about the need for the loader. Desha responded that the City has two loaders that should have been retired already. He commented that one would be taken out of service and the other one would be put on backup. Councilor Heflin asked about the equipment at the Cemetery. DeSha responded that the equipment at the Cemetery is a backhoe. He asked for Council approval. Mayor King asked the pleasure of the Council. ***Councilor Robinson made the motion to adopt Resolution #16-17-06, authorizing the execution of the New Mexico Department of Finance & Administration fund 89200 Capital Appropriation Grant Agreement No. 16-A2483 to purchase and equip a new loader for the Street Department. Councilor Parker seconded the motion. Roll call vote by all Council members present resulted in unanimous support of the motion. No abstentions. Motion carried.***

**(G) RESOLUTION #16-17-07, A RESOLUTION APPROVING EXECUTION OF MUNICIPAL ARTERIAL PROGRAM (MAP) COOPERATIVE AGREEMENT FOR PROJECT NO. MAP-7641(901)**

Mayor King asked Public Works Director John DeSha to present Resolution #16-17-07, a resolution approving execution of Municipal Arterial Program (MAP) Cooperative Agreement for Project No. MAP-7641 (901). Mr. DeSha told the Council that the resolution is to approve a grant for improvements to a small section of street (7<sup>th</sup> Street from S. Dallas to S. Elgin) for \$195,000. He added that the state's 75% share is \$146,642 and the City's 25% share is \$48,881. He commented that the match is budgeted. He asked for their approval. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to adopt Resolution #16-17-07, approving execution of MAP agreement project No. MAP-7641(901) as presented. Councilor Smith seconded the motion. Roll call vote by all Council members present resulted in unanimous support of the motion. No abstentions. Motion carried.***

**(H) RESOLUTION #16-17-08, A RESOLUTION AUTHORIZING THE EXECUTION OF GRANT AGREEMENT FOR SPECIAL APPROPRIATIONS PROJECT; 16-A2286-STB PORTALES FIRE & WATER SYSTEM IMPROVEMENTS; DESIGNATING OFFICIAL REPRESENTATIVE/POINT OF CONTACT AUTHORIZED TO SIGN REIMBURSEMENT REQUESTS**

Mayor King asked Public Works Director John DeSha to present Resolution #16-17-08, a resolution authorizing the execution of a grant agreement for Special Appropriations Project; 16-A2286-STB Portales Fire & Water System Improvements; and designating official representative/point of contact authorized to sign reimbursement requests. Mr. DeSha told the Council that the City received \$170,000 from the state legislature for water circulation improvements. He stated that the grant agreement specifies the funds for planning, designing and construction of fire protection and water system improvements. DeSha told the Council that the money will help with water circulation improvements, fire system improvements, making tie-ins, changing fire hydrants, valves, water taps and other necessary fixtures to assist with shutting water off to fix leaks. He asked that the Council approve authorizing Mayor King and Mayor Pro-Tem Miller to sign the grant agreement; and he and Susan Baysinger to be official representative and alternate respectively and both as points of contact for the agreement. He asked for Council approval. Mayor King asked the pleasure of the Council. ***Councilor Parker made the motion to adopt Resolution #16-17-08, authorizing execution of the special appropriations grant agreement 16-A2286-STB for fire and water system improvements; authorizing the Mayor or Mayor Pro-Tem to sign the grant agreement; and designating Public Works Director John DeSha as official representative and Public Works Project Administrator Susan Baysinger as alternate representative and both as points of contact as***

***presented. Councilor Robinson seconded the motion. Roll call vote by all Council members present resulted in unanimous support of the motion. No abstentions. Motion carried.***

**(I) AUTHORIZATION OF A LOCAL GOVERNMENT PLANNING GRANT AGREEMENT BY AND BETWEEN THE NM FINANCE AUTHORITY AND THE CITY OF PORTALES:**

1. **Resolution #16-17-09, Authorizing the Execution and Delivery of a Local Government Planning Grant Agreement by and between the New Mexico Finance Authority (the "Finance Authority"), and City of Portales (the "Grantee"), in the amount of Thirty Seven Thousand Five Hundred Dollars (\$37,500) evidencing an obligation of the Grantee to Utilize the Grant Amount and the Local Match Amount solely for the Purpose of Financing the costs of Water Asset Management Plan, and Solely in the Manner Described in the Grant Agreement; Certifying that the Grant Amount, together with the Local Match Amount and other Funds Available to the Grantee, is Sufficient to Complete the Project; Approving the Form of and Other Details Concerning the Grant Agreement; Committing to Adopting the Water Asset Management Plan; Committing to Adopt a Reserve Policy Identifying an Allocation of Reserves to Fund the Water Asset Management Plan; Committing to Establishing a Rate Schedule Adequate to Fund the Reserve; Ratifying Actions Heretofore taken; Repealing all Actions Inconsistent with this Resolution; and Authorizing the Taking of Other Actions in Connection with the Execution and Delivery of the Grant Agreement.**

Mayor King asked Public Works Director John DeSha to present Resolution #16-17-09, a resolution authorizing the execution and delivery of a Local Government Planning Agreement by and between the New Mexico Finance Authority (the "Finance Authority"), and the City of Portales (the "Grantee"), in the amount of \$37,500 evidencing an obligation of the Grantee to Utilize the Grant Amount and the Local Match Amount solely for the Purpose of Financing the costs of Water Asset Management Plan, and Solely in the Manner Described in the Grant Agreement; Certifying that the Grant Amount, together with the Local Match Amount and other Funds Available to the Grantee, is Sufficient to Complete the Project; Approving the Form of and Other Details Concerning the Grant Agreement; Committing to Adopting the Water Asset Management Plan; Committing to Adopt a Reserve Policy Identifying an Allocation of Reserves to Fund the Water Asset Management Plan; Committing to Establishing a Rate Schedule Adequate to Fund the Reserve; Ratifying Actions Heretofore taken; Repealing all Actions Inconsistent with this Resolution; and Authorizing the Taking of Other Actions in Connection with the Execution and Delivery of the Grant Agreement. Mr. DeSha told the Council that the City received a grant agreement from the NM Finance Authority to fund completion of a water asset management plan, preparation of the plan document addressing water assets and funding to maintain water assets and adopting of the resolution. He stated that the grant amount of \$37,500 requires a local match in the amount of \$12,500. He told the Council that the next steps in the process are to adopt the resolution, execute the grant agreement for and complete the certification. Councilor Lucero expressed concern about increasing rates. DeSha responded that the wording means that the City has to commit establishing adequate rates—he stated that a rate schedule has been addressed for a number of years. Mayor King asked about the meaning of the language "Repealing all Actions Inconsistent with this Resolution." City Attorney Doerr responded that it is archaic language used in past documents and that it does not have any effect on the City's plan. Councilor Lucero commented on the amount of work for such a small grant. Mr. DeSha commented that the City was encouraged to submit for funding and that the City lucked out in receiving the planning grant. He asked for Council approval. Mayor King asked the pleasure of the Council. ***Councilor Smith made the motion to adopt Resolution #16-17-09, adopting the resolution authorizing the execution of the planning grant for \$37,500 as presented. 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 #16-07-10, A Resolution Appointing an Asset Management Authorized Implementing Officer and Establishing an Asset Management Steering Committee.**

Mayor King asked Public Works Director John DeSha to present Resolution #16-17-10, a resolution appointing an asset management authorized implementing officer and establishing a steering committee. Mr. DeSha explained that the City Manager is named as the authorized Asset Management Implementing Officer in the resolution. City Manager Standefer commented that staff had recommended that the Finance/Administration Committee be named as the Asset Management Steering Committee. Mayor King asked if this action had been discussed with Mayor Pro-Tem Miller as Chairman of the Finance/Administration Committee. City Manager Standefer responded that he had agreed with the requested action. Mr. DeSha asked for Council approval. Mayor King asked the pleasure of the Council. ***Councilor Robinson made the motion to adopt Resolution #16-17-10, appointing the City Manager as the Asset Management Implementing Officer and establishing the Finance/Administration Committee as the Steering Committee. Councilor Heflin seconded the motion. Roll call vote by all Council members present resulted in unanimous support of the motion. No abstentions. Motion carried.***

**(J) APPROVAL OF PURCHASE & SALE AGREEMENT WITH SOUTHWESTERN PUBLIC SERVICE COMPANY, A NEW MEXICO CORPORATION – GREYHOUND SUBSTATION**

Mayor King asked City Manager Standefer to present the purchase and sale agreement with Southwestern Public Service Company, a New Mexico Corporation for property for an electrical substation. City Manager Standefer said that he had handed out a picture of the plan for Xcel Energies/Southwestern Public Service Company for a 5-acre piece of property for their "Greyhound" substation. He commented that the agreement does include easements on the property with a fee of \$35,000. He asked for their authorization of the purchase agreement. Mayor King asked about the purpose of the easements. City Manager Doerr responded that the easements were for increasing the power grid. City Manager Standefer told the Council that closing is scheduled for the end of the month through Graham Abstract. Councilor Robinson asked about the need for an appraisal of the property. City Manager Standefer responded in agreement. Mayor King asked the pleasure of the Council. ***Councilor Robinson made the motion to approve the purchase and sale agreement with Southwestern Public Service Company for the 5-acre piece of property as discussed. Councilor Smith seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

**(K) COUNCIL SELECTION OF VOTING DELEGATE TO NEW MEXICO MUNICIPAL LEAGUE CONFERENCE**

Mayor King asked the council to decide on the voting delegate to the annual NMML Conference. She asked that the Council select from those attending the conference adding that she could not attend. City Manager Standefer asked the Council to consider that Mayor Pro-Tem Miller and Councilors Heflin and Smith were attending the meeting. Mayor King asked the pleasure of the Council.

***Councilor Heflin nominated Mayor Pro-Tem Miller for voting delegate to the NMML annual conference. Councilor Smith seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

***Councilor Heflin nominated Councilor Smith for voting alternate to the NMML annual conference. Councilor Robinson seconded the motion. All Council members present voted in favor of the motion. No abstentions. Motion carried.***

**(L) OTHER BUSINESS/CITIZENS TO BE HEARD**

Mayor King asked for items of Other Business.

**Increases in Utility Billing Rates:** Councilor Parker asked about the increase in utility billing. City Manager Standefer responded that the increase is the surcharge for debt service on the wastewater treatment plant (WWTP). He stated that \$11.00 was applied to utility bills last year and that the rest of the surcharge in the amount of \$10.00 was applied in July. He stated that this action was approved last year and that the surcharge sunsets in 20 years.

**Question on Status of WWTP & Reuse Facility:** Councilor Heflin asked if the plant is ready. Public Works Director DeSha responded that the plant is almost where it should be and that a polymer is being added to make sure that the reuse water is good to use. He commented that staff is going through the close out documents and that the City should be able to request reimbursement at the end of the year. He stated that payments will begin a year from close out. City Manager Standefer told the Council that the City will be able to pay out maybe a year earlier maybe even pay the loan in 18 years. Payments are \$1.3 million a year (\$110,000 a month).

**ADJOURNMENT:**

There being no further business, Mayor King adjourned the meeting at 7:15 p.m.

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Joan Martinez-Terry, City Clerk