

SPECIAL MEETING / WORKSHOP
City of Anthony Board of Trustees
Conference Room
820 HWY 478
Anthony, NM 88021
Monday, November 27th, 2017
10:00 A.M.

MINUTES

1. **CALL TO ORDER** by Mayor Diana M. Trujillo *at 10:07 A.M.*

2. **PLEDGE OF ALLEGIANCE** led by Diana M. Trujillo

3. ROLL CALL	Present: Trustee Fernie Herrera	YES	NO
	MPT Gloria Gameros	YES	NO
	Trustee Elva Flores	YES	NO
	Trustee Betty Gonzalez	YES	NO
	Mayor Diana M. Trujillo	YES	NO
	Quorum Established	YES	NO

Translation from English to Spanish and Spanish to English is available upon request.

4. **APPROVAL OF AGENDA ORDER**

1st Motion: *MPT Gameros* 2nd Motion: *Trustee Flores* **AIF**

5. **WORKSHOP**

A. City of Anthony budget review workshop. Fernando Ramirez presented.

**Fernando presented the budget report (quarterly) from end of July (2017) which was approved by the state. Each trustee asked questions regarding the budget.*

** Fund 236- Grant wasn't properly closed in 2014.*

Esther worked on the grant, and money is due to the city.

**Fund 240- Law Enforcement Protection Fund, it's each department head's responsibility to maintain their budget.*

**Some departments will spend money before it's approved, but this has been addressed and will be remedied.*

**All department heads should take care of their budgets. Fernando will print department reports for each department so that they review their expenses. Make department heads accountable.*

** The employee handbook needs to be ready, that is policy. Employees should follow handbook.*

HR: flow charts, registration, etc.

**Each department has to have a "policies and procedures" in place.*

**Trustee Gameros has questions on money of the capital projects 300, 239,240,510*

**Audit- must be sent to the state by 12/15/17, released by 01/12/2017, maybe made public by 02/01/2018.*

6. **ITEMS FROM THE CITY CLERK** - none

7. **ITEMS FROM THE MAYOR AND TRUSTEES** - none

8.

ADJOURNMENT

1st Motion: *MPT Gameros*

2nd Motion: *Trustee Flores*

AIF at 1:02 P.M.

ATTEST:

 *Aleana Murillo-Trujillo*
Diana Murillo-Trujillo, Mayor

Velma Navarrete
Velma Navarrete, City Clerk