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:**

[Signature]

*Alejandra Murillo-Trujillo, Mayor*

[Signature]

*Velma Navarrete, City Clerk*

[City Seal]

*July 1, 2010*