

Court Chambers
820 Highway 478
Anthony, NM 88021

City of Anthony, NM
Special Board of Trustees Meeting
MINUTES
June 26, 2023
6:00PM

Diana Murillo, Mayor
Elva Flores, MPT
Javier Silva, Trustee
Daniel Barreras, Trustee
Gabriel I. Holguin, Trustee

You can join meeting using your phone
by dialing.

United States: [+1 \(312\)757-3121](tel:+13127573121)
Access Code: 635-094-405

Please join meeting from your
computer, tablet or smartphone.

<https://meet.goto.com/635094405>

All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members.

1. **CALL TO ORDER** by Mayor Diana Murillo **6:01pm**
2. **PLEDGE OF ALLEGIANCE** led by Trustee Daniel Barreras
3. **ROLL CALL** Present:

MPT Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Trustee Daniel Barreras	YES	NO
Trustee Gabriel I. Holguin	YES	NO
Mayor Diana Murillo	YES	NO
Quorum Established	YES	NO

Traduccion del ingles al español y del español al ingles esta disponible a petición.

Si necesita un traductor, informe la Secretaria de la Ciudad a más tardar una semana antes de la fecha programada de la reunión

4. APPROVAL OF AGENDA ORDER

1st Motion: MPT Flores **2nd Motion:** Trustee Barreras

Roll Call Vote:

MPT Flores	YES	NO	
Trustee Barreras	YES	NO	4-0 Vote, Motion Passes
Trustee Silva	YES	NO	
Trustee Holguin	YES	NO	
Mayor Murillo	YES	NO	

5. CONSIDERATION AND ACTION

- a. Consideration and Action to approve the Fiscal Year 2024 budget, **Presented by the Finance Director. (Resolution 2023-021)**

1st Motion: Trustee Barreras **2nd Motion:** MPT Flores

The Finance Director reviewed some of the changes to the projections for the upcoming budget for 2024, he explained the addition of new line items to the FY24 budget that shows the upcoming projects that allow for better tracking of those funds. Trustee Holguin asked if this would be the time to make any adjustment, Mr. Gonzalez confirmed but also clarified that adjustments can be made throughout the year but are typically done during the 3rd quarter (January 2024). Trustee Holguin asked the Finance Director where he would feel more comfortable moving funds from to cover new line items or add to specific line items as he does not like to use the General Fund for things such as this, Mr. Gonzalez explained that if it was for operational things the General Fund would be utilized. Speaking of the General Fund, he explained that he has already accounted for the city match that is required for all upcoming projects apart from two upcoming projects. Trustee Holguin wanted to be assured that there were enough funds for the interpreter, which is accounted for under the City Manager's budget, but was not comfortable with the way it is budgeted because it

encompasses several things such as American Legal Publishing, the interpreter, attorney fees and IT services. Trustee Holguin would like to see things itemized for protection from overspending on one specific service. Trustee Holguin would like funds reserved for the porta potties for those individuals that reserve the parks, Mr. Gonzalez explained that has been accounted for under Parks and Facilities with a \$7,000 projected budget. Trustee Silva had several questions/requests regarding the Parks and Facilities Department, with this being a new department he would like to see lower projections. Such as lowering "Rent of Equipment/Machinery" and "Subscriptions/Dues" by 50%, if additional funds are to be needed later in the year, it can be presented back to the Board. The Parks and Facilities Director explained the reasoning behind the projection set for "Subscription/Dues" was because the membership for the Mesilla Valley Economic Development Alliance is \$5,000/year, it would be up to the discretion of the Board if they would like to continue with that membership and includes the Recreational Development Alliance. If the Board decides to lower these amounts these subscriptions would need to be cancelled since there would be no funds to pay them with, Trustee Silva recommended keeping the amount as is to not lose the membership but adding that detail of what it covers to the budget report. With the Neighborhood Services Department, Trustee Silva would like to have "Professional Services (Impound)" also lowered by 50% and set it at \$7,500 and transferring the rest to the General Fund. Trustee Holguin questioned the Capital Outlay that was procured for the Neighborhood Services vehicles if was already accounted for and if it a restricted line item, Mr. Gonzalez explained that it those funds will only be able to be used based on the agreement which the Board would not see until October and the funds can be expected around March 2024. After several questions were raised regarding completing Adam's Ball Park, the Board came to a consensus to come up with a plan to complete the park with the available funds.

Roll Call Vote:

MPT Flores	YES NO	
Trustee Barreras	YES NO	
Trustee Silva	YES NO	4-0 Vote, Motion Passes.
Trustee Holguin	YES NO	
Mayor Murillo	YES NO	

b. Consideration and Action to adopt a resolution that approves the amended Finance Department Policies and Procedures, Presented by the Finance Director. (Resolution 2023-022)

There are four changes that are being proposed for this amendment. The first would allow departments to move funds within their own budget (without affecting the overall budget) without having to seek approval from the Board. Departments would still need to come to the Board if they would like to move funds from one department to another. The second addition to this would be to have a second person reviewing every manual entry, this will be done to comply with the audit finding. The third one is geared towards credit card purchases. When speaking with the auditors to resolve this issue they proposed a new policy when requesting to use a credit card. It would be the responsibility of the department head to send in an email with the specifics of the purchase before receiving the card, the department head would then have 24 hours to submit an itemized requisition for that purchase. The last amendment involves per diem, statewide there was an increase on what is allowed but what is being requested, the current process is to provide 80% of total costs and when the individual returns they are to provide receipts and return what was not used. This amendment, which mimics that State's policies allowed the individual to keep the unused amount and only require receipts if the individual overspent the 80% that is provided. Trustee Holguin has some issues with the changes that are being proposed, he believes approving these changes would not be positive since departments will be able to move funds within their department, the approval of a budget would be insignificant if staff can move funds around. He would have liked for the City Manager to be presented to ask his opinion with these more "relaxed" procedures and would have asked how he can be reassured that funds are being spent appropriately and are being effectively tracked. There was discussion on removing Section

7.7 from the amendments, several of the Board members voiced concerns about moving funds without the Board's approval and the Finance Director agreed with Trustee Holguin on how it could be seen as a problem and therefore offered the solution to put a cap on the amount that is allowed to be transferred without the Board's approval. Trustee Holguin was assured they are not "relaxing" the policies and procedures, the Finance department is very strict when it comes to approving purchased, that is why the City ended the year on a positive last fiscal year. To address Trustee Holguin's concerns with the Board being left out of budgetary changes, the Finance Director clarified that the Board receives a monthly detailed budget report that outlines all the transactions for the month.

Motion to remove Section 7.7 from the amendments and postpone: 1st Motion: Trustee Holguin. Motion was not seconded.

Limit of \$1,000 per department with the understanding in the future any change to that amount comes before the Board. 1st Motion: Trustee Silva 2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Flores	YES NO	
Trustee Barreras	YES NO	3-1 Vote, Motion Passes.
Trustee Silva	YES NO	
Trustee Holguin	YES NO	
Mayor Murillo	YES NO	

Original with amendments: 1st Motion: Trustee Barreras 2nd Motion: MPT Flores

Roll Call Vote:

MPT Flores	YES NO	
Trustee Barreras	YES NO	3-1 Vote, Motion Passes.
Trustee Silva	YES NO	
Trustee Holguin	YES NO	
Mayor Murillo	YES NO	

c. Consideration and Action to certify the City of Anthony Asset List, *Presented by the Finance Director.*

1st Motion: Trustee Barreras 2nd Motion: MPT Flores

The Finance Director explained how the lack of an Asset List was a new audit finding, this list must be certified by the Board. Each department head added any asset they have in their department that exceeded \$5,000, this letter is also signed by each department head. The is a living document, meaning it will constantly be changing as the City acquires assets that exceed \$5,000.

Roll Call Vote:

MPT Flores	YES NO	
Trustee Barreras	YES NO	3-0 Vote, Motion Passes
Trustee Silva	YES NO	
Trustee Holguin	YES NO- Abstain	
Mayor Murillo	YES NO	

d. Consideration and Action to approve the final adjustments for Fiscal Year 2023 and submit to the LGBMS (Local Government Budget Management System), *Presented by the Finance Director.* (Resolution 2023-023)

The item presented highlights the last of the adjustments for Fiscal Year 2022-2023, under revenues the City received an additional \$300,000 from Municipal Receipts and \$35,000 more from Pilot and IRB. State Unemployment was significantly increased at the beginning of this calendar year, therefore the adjustments can be seen in every department since those projections were off. Some of the items such as per diem and travel were increased to cover pending transactions. Trustee Silva wanted to inform the public of the current balance for property taxes, which currently is at \$443,800.

1st Motion: Trustee Barreras 2nd Motion: MPT Flores

Roll Call Vote:

MPT Flores YES NO
Trustee Barreras YES NO
Trustee Silva YES NO
Trustee Holguin YES NO
Mayor Murillo YES NO

3-1 Vote, Motion Passes.

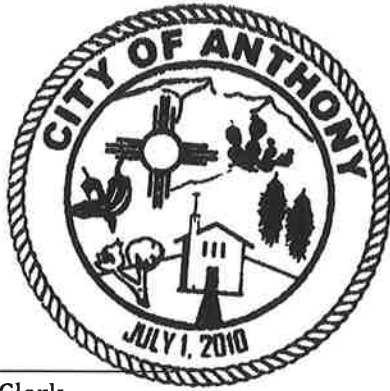
6. ADJOURNMENT

1st Motion: _____ MPT Flores 2nd Motion: _____ Trustee Barreras

Roll Call Vote:

MPT Flores YES NO
Trustee Barreras YES NO
Trustee Silva YES NO
Trustee Holguin YES NO
Mayor Murillo YES NO

4-0 Vote, Motion Passes at 8:01pm





Diana Murillo, Mayor

{SEAL}
Attest:



Karla Oropeza, City Clerk