

Oscar Dominguez  
City Manager

**REGULAR MEETING**  
City of Anthony Board of Trustees  
Conference Call  
Wednesday, November 04<sup>th</sup>, 2020  
6:00 P.M.  
**AGENDA**

Mayor Diana M. Trujillo  
MPT Fernie Herrera  
Trustee Elva Flores  
Trustee Javier Silva  
Trustee Gloria Gameros

You can join meeting using your phone by dialing.

United States: +1 (646) 749-3122  
Access Code: 658-376-445

All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members; public will be allowed 3 minutes presentation on agenda number 7.

1. CALL TO ORDER by Mayor Diana M. Trujillo
2. PLEDGE OF ALLEGIANCE led by Diana M. Trujillo
3. ROLL CALL  
Present: MPT Fernie Herrera YES NO  
Trustee Gloria Gameros YES NO  
Trustee Elva Flores YES NO  
Trustee Javier Silva YES NO  
Mayor Diana M. Trujillo YES NO  
Quorum Established YES NO

*Traducción del ingles al español y del español al ingles esta disponible a petición.*

4. CONFLICT OF INTEREST
5. APPROVAL OF AGENDA ORDER
6. APPROVAL OF MINUTES
  - a) Regular Meeting – 09/16/2020
  - b) Regular Meeting – 10/07/2020
  - c) Regular Meeting- 10/21/2020
7. ITEMS FROM THE FLOOR
8. PRESENTATION
  - a) Recognition of Officer Armando Valenzuela a recipient for the 5<sup>th</sup> Annual Reward and Recognition in DWI prevention. *Presented by Chief of Police*
9. CONSIDERATION AND ACTION
  - a) Consideration and Action to approve Employee Handbook amendments section 12:4, 12:5 & 12:6. *Presented by Alan Dahl- City Attorney*
  - b) Consideration and Action to approve Resolution 2020-030 a resolution authorizing the disposition of obsolete equipment information technology department equipment. *Presented by IT Manager.*
  - c) Consideration and Action to approve Resolution 2020-31 a resolution approving budget adjustment for the fiscal year 2020-2021 for the City of Anthony, NM. *Presented by City Manager*
  - d) Consideration and Action to approve Wilson & Co. amendment for the General Obligation Bond: Fund 521-30-65200 for Streets Construction Management for the amount of \$26,893.61. *Presented by Projects Coordinator*
10. ITEMS FROM THE CITY CLERK
11. ITEMS FROM THE CITY MANAGER
12. ITEMS FROM THE MAYOR AND TRUSTEES
13. ADJOURNMENT

POSTED: 10/30/2020  
City of Anthony Municipal Complex  
Anthony Post Office  
City of Anthony Library  
El Paso Electric Company  
Anthony Water & Sanitation District  
Senior Citizens Center  
[www.cityofanthonynm.com](http://www.cityofanthonynm.com)



Filed in the office of the City Clerk  
on this 30<sup>th</sup> day of October, 2020

Esther Motongo, City Clerk

I, EM hereby certify that on 10/30, 2020 at 11:30 am/pm, I posted the above in six public places in the City of Anthony Municipal Complex, Anthony Post Office, City of Anthony Library, El Paso Electric Company, Anthony Senior Citizens Center, and Anthony Water & Sanitation District.

PLEASE NOTE: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Office of the City Clerk at 575-882-2983 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Office of the City Clerk at 575-882-2983, if a summary or other type of accessible format is needed.

**SESION REGULAR**  
**Junta del concejo municipal**  
**Ciudad de Anthony**  
**Conferencia telefónica**  
**Miercoles, Noviembre 4, 2020**  
**6:00 P.M.**  
**AGENDA**

**Puede asistir a la junta marcando a**  
Estados Unidos: +1 (646) 749-3122  
Código de acceso: 658-376-445

Todos los miembros de la entidad pública que participan de forma remota deben identificarse cada vez que hablan y deben ser claramente audibles para los demás miembros; se permitirá al público una presentación de 3 minutos sobre el punto 7 de la agenda.

1. **LLAMADO A ORDEN** por la Alcaldesa Diana M. Trujillo
2. **PROMESA DE LEALTAD** dirigido por la Alcaldesa Diana M. Trujillo
3. **CONVOCATORIA PRESENTE:** :

MPT Fernie Herrera	SI NO
Fideicomisaria Elva Flores	SI NO
Fideicomisaria Gloria Gameros	SI NO
Fideicomisario Javier Silva	SI NO
Alcalde Diana M. Trujillo	SI NO
Quórum establecido	SI NO

---

*Traducción del inglés al español y del español al inglés está disponible a petición.*

4. **CONFLICTO DE INTERESES**
5. **APROBACIÓN DE ORDEN DE LA AGENDA**
6. **APROBACIÓN DE MINUTOS**
  - a) Sesión Regular - 09/16/2020
  - b) Sesión Regular - 10/07/2020
  - c) Sesión especial - 10/21/2020
7. **ARTÍCULOS DEL PISO**
8. **PRESENTACIÓN**
  - a) Reconocimiento del Oficial Armando Valenzuela, beneficiario de la 5ta Recompensa Anual y Reconocimiento en la prevención de DWI. *Presentado por el Jefe de Policía*
9. **CONSIDERACIÓN Y ACCIÓN**
  - a) Consideración y acción para aprobar las enmiendas al Manual del empleado, sección 12:4, 12:5 y 12:6 . *Presentado por Alan Dahl- Abogado municipal*
  - b) Consideración y Acción para aprobar la **Resolución 2020-030**, una resolución que autoriza la disposición de equipos obsoletos del departamento de tecnología de la información . *Presentado por IT Manager* .
  - c) Consideración y Acción para aprobar la **Resolución 2020-31**, una resolución que aprueba el ajuste presupuestario para el año fiscal 2020-2021 para la Ciudad de Anthony, NM . *Presentado por City Manager*
  - d) Consideración y Acción para aprobar la enmienda de Wilson & Co. para la gestión de construcción de calles de bonos de obligación general por la cantidad de \$ 26,893.61 Fondo: 521-30-65200.
10. **ARTÍCULOS DE LA SECRETARIA MUNICIPAL**
11. **ARTÍCULOS DEL GERENTE DE LA CIUDAD**
12. **ARTÍCULOS DEL ALCALDE Y FIDUCIARIOS**
13. **APLAZAMIENTO**

**PUBLICADO : 10/30/2020**  
Anthony Municipal Complex  
Anthony Post Office  
City of Anthony Library  
El Paso Electric Company  
Anthony Water & Sanitation District  
Senior Citizens Center  
[www.cityofanthonymm.com](http://www.cityofanthonymm.com)



Archivado en la oficina del secretaria municipal,  
el 30 día de Octubre ,2020

Esther Motongo, secretaria municipal

Yo, EM certifico que el 10/30 de 2020 a las 11:30 am/ pm, publiqué lo anterior en seis lugares públicos en el City of Anthony Municipal Complex, Anthony Post Office, City of Anthony Library, El Paso Electric Company, Anthony Senior Citizens Center, and Anthony Water & Sanitation District..

**TENGA EN CUENTA:** Si usted es una persona con discapacidad que necesita un lector, amplificador, intérprete calificado de lenguaje de señas o cualquier forma de ayuda o servicio auxiliar para asistir o participar en la audiencia o reunión, comuníquese con la Oficina de la Ciudad Empleado al 575-882-2983 al menos una semana antes de la reunión o lo antes posible. Los documentos públicos, incluidos el orden del día y las actas, se pueden proporcionar en varios formatos accesibles. Si necesita un resumen u otro tipo de formato accesible, comuníquese con la Oficina del Secretario de la Ciudad al 575-882-2983.



**CITY OF ANTHONY, NM  
RESOLUTION 2020-030**

**A RESOLUTION AUTHORIZING THE DISPOSITION OF OBSOLETE EQUIPMENT  
INFORMATION TECHNOLOGY DEPARTMENT EQUIPMENT**

The Governing Board is informed that:

**WHEREAS,** the destruction of obsolete records & equipment is necessary for efficiency, Maintenance by the Municipal Clerk of City of Anthony and;

**WHEREAS,** in the interest of sound records management principles, the Municipal Clerk has established procedures for the retention and disposition of Municipal records/ equipment and;

**WHEREAS,** City Staff has identified (**Exhibit A**) that meet the City of Anthony Record Retention and Disposition Policy (**Resolution 2019-003**), time requirement for destruction as (Attachment B) .

**NOW, THEREFORE BE IT RESOLVED:** by the Governing Body of the City of Anthony

**THAT,** the City Clerk is hereby authorized to apply the retention period and dispose of the Items on Exhibit A as attached.

**PASSED, APPROVED AND ADOPTED THIS 04<sup>TH</sup> DAY OF NOVEMBER, 2020.**

\_\_\_\_\_  
Diana M. Trujillo, Mayor

**ATTEST:**

\_\_\_\_\_  
Esther Motongo, City Clerk

**ROLL CALL VOTE:**

MPT Fernie Herrera	YES	NO	_____
Trustee Gloria Gameros	YES	NO	_____
Trustee Elva Flores	YES	NO	_____
Trustee Javier Silva	YES	NO	_____



**Computer Equipment List (EXHIBIT A)**

<b>Palette A</b>			
<b>Equipment</b>			
	<b>Brand</b>	<b>Serial No</b>	<b>Type</b>
1	UL	J6YFK21	unknown
2	Gateway	39137553	PC
3	Dell	0T54387082156K421E	PC
4	Gateway	39137556	PC
5	Dell	0T54387082156K4218	PC
6	Custom PC	26820940	PC
7	Dell	0C31527002143T3AGS	PC

<b>Palette B</b>			
<b>Equipment</b>			
	<b>Brand</b>	<b>Serial No</b>	<b>Type</b>
1	Custom PC	unknown	PC
2	Custom PC	unknown	PC
3	Custom PC	unknown	PC
4	Custom PC	unknown	PC
5	Custom PC	unknown	PC
6	Custom PC	unknown	PC
7	Custom PC	unknown	PC
8	Custom PC	unknown	PC
9	Custom PC	unknown	PC
10	Custom PC	unknown	PC
11	Custom PC	unknown	PC
12	Custom PC	unknown	PC
13	Custom PC	unknown	PC
14	Custom PC	unknown	PC
15	Custom PC	unknown	PC
16	Custom PC	unknown	PC
17	DELL	7VW7481	PC
18	DELL	BSTTDP1	PC
19	DELL	7H5G621	PC
20	DELL	DSW9K21	PC
21	DELL	D11M001	PC



Palette C			
Equipment			
	Brand	Serial No	Type
1	Gateway	39292411	PC
2	Gateway	4519754	PC
3	Gateway	4519749	PC
4	Gateway	4519753	PC
5	Gateway	4519750	PC
6	Gateway	39292412	PC
7	Gateway	39292414	PC
8	Gateway	39292415	PC
9	Gateway	4519752	PC
10	Gateway	4519755	PC
11	Acer	ETL5108578726014EF422C	Monitior
12	Dell	CN-0Y44137287256M4C9S	Monitior
13	Dell	unknown	Keyboard
14	Dell	unknown	Keyboard
15	Dell	unknown	Keyboard
16	Dell	unknown	Keyboard
17	Dell	unknown	Keyboard
18	Dell	unknown	Keyboard
19	Dell	unknown	Keyboard
20	Dell	unknown	Keyboard
21	Dell	unknown	Keyboard
22	Dell	unknown	Keyboard
23	Dell	unknown	Keyboard
24	Dell	unknown	Keyboard
25	Dell	unknown	Keyboard
26	Dell	unknown	Keyboard
27	Dell	unknown	Keyboard
28	Dell	unknown	Keyboard
29	Dell	unknown	Keyboard
30	Dell	unknown	Keyboard
31	Dell	unknown	Keyboard
32	Dell	unknown	Keyboard
33	Gateway	unknown	Keyboard
34	Gateway	unknown	Keyboard
35	Gateway	unknown	Keyboard
36	Gateway	unknown	Keyboard
37	Gateway	unknown	Keyboard
38	Gateway	unknown	Keyboard
39	Gateway	unknown	Keyboard
40	Gateway	unknown	Keyboard
41	Gateway	unknown	Keyboard
42	Gateway	unknown	Keyboard



Palette C			
Equipment			
	Brand	Serial No	Type
43	Gateway	unknown	Keyboard
44	Gateway	unknown	Keyboard
45	Gateway	unknown	Keyboard
46	Gateway	unknown	Keyboard
47	Gateway	unknown	Keyboard
48	Samsung	unknown	Keyboard
49	Samsung	unknown	Keyboard
50	Samsung	unknown	Keyboard
51	Samsung	unknown	Keyboard
52	Samsung	unknown	Keyboard
53	Samsung	unknown	Keyboard
54	Samsung	unknown	Keyboard
55	Samsung	unknown	Keyboard
56	Samsung	unknown	Keyboard
57	Samsung	unknown	Keyboard
58	Samsung	unknown	Keyboard
59	Samsung	unknown	Keyboard
60	Samsung	unknown	Keyboard
61	Samsung	unknown	Keyboard
62	Samsung	unknown	Keyboard
63	Samsung	unknown	Keyboard
64	Samsung	unknown	Keyboard
65	Samsung	unknown	Keyboard
66	unknown	unknown	mouse
67	unknown	unknown	mouse
68	unknown	unknown	mouse
69	unknown	unknown	mouse
70	unknown	unknown	mouse
71	unknown	unknown	mouse
72	unknown	unknown	mouse
73	unknown	unknown	mouse
74	unknown	unknown	mouse
75	unknown	unknown	mouse
76	unknown	unknown	mouse
77	unknown	unknown	mouse
78	unknown	unknown	mouse
79	unknown	unknown	mouse
80	unknown	unknown	mouse
81	unknown	unknown	mouse
82	unknown	unknown	mouse
83	unknown	unknown	mouse
84	unknown	unknown	mouse
85	unknown	unknown	mouse
86	unknown	unknown	mouse





Palette C			
Equipment			
	Brand	Serial No	Type
87	unknown	unknown	mouse
88	unknown	unknown	mouse
89	unknown	unknown	mouse
90	unknown	unknown	mouse
91	unknown	unknown	mouse
92	unknown	unknown	mouse
93	unknown	unknown	mouse
94	unknown	unknown	mouse
95	unknown	unknown	mouse
96	unknown	unknown	mouse
97	unknown	unknown	mouse
98	unknown	unknown	mouse
99	unknown	unknown	mouse
100	unknown	unknown	mouse
101	unknown	unknown	mouse
102	Toshiba	DKT2010-S	Telefones
103	Toshiba	DKT2010-S	Telefones
104	Toshiba	DKT2010-S	Telefones
105	Toshiba	DKT2010-S	Telefones
106	Toshiba	DKT2010-S	Telefones
107	Toshiba	DKT2010-S	Telefones
108	Toshiba	DKT2010-S	Telefones
109	Toshiba	DKT2010-S	Telefones
110	Toshiba	DKT2010-S	Telefones
111	Toshiba	DKT2010-S	Telefones
112	Nortel Network	NT8B27AABA	Telefones
113	Atlinks USA Inc.	29490GE2-A	Telefones



Palette D			
Equipment			
	Brand	Serial No	Type
1	Xerox Workcenter 5135	084K29902	Copier
2	Dell 1130	unknown	Laser Printer
3	Dell 2355dn	unknown	Laser Printer
4	Dell 2355dn	unknown	Laser Printer
5	Dell 2355dn	unknown	Laser Printer
6	HP 1401-02	CN524EW38M	Laser Printer
7	Epson WF-2650	ULUY215791	Laser Printer

Palette E			
Equipment			
	Brand	Serial No	Type
1	HP	CN29J4KKCS	Copier
2	HP	CNGX61225	Copier
3	Brother	U61874DOJ509222	Copier
4	Kyocera	NMH5502112	Copier
5	Brother	U61508A8J603889	Copier
6	HP	CN524EW38M	Copier
7	Brother	U62905L2F188826	Copier
8	HP	CN4CB5B35K	Copier
9	Brother	U63340B3F313612	Copier
10	Brother	U61874DOJ509222	Copier
11	HP	CNNCH20965	Copier





Palette F			
Equipment			
	Brand	Serial No	Type
1	Signature 200	unknown	TV
2	Sylvania	unknown	TV
3	RCA	unknown	TV
4	GE	unknown	VCR
5	IBM	unknown	Typewriter
6	Toshiba	DKT2010-S	Telephone
7	Toshiba	DKT2010-S	Telephone
8	Toshiba	DKT2010-S	Telephone
9	Toshiba	DKT2010-S	Telephone
10	Toshiba	DKT2010-S	Telephone
11	Toshiba	DKT2010-S	Telephone
12	Toshiba	DKT2010-S	Telephone
13	Toshiba	DKT2010-S	Telephone
14	Toshiba	DKT2010-S	Telephone
15	Toshiba	DKT2010-S	Telephone
16	Toshiba	DKT2010-S	Telephone
17	Toshiba	DKT2010-S	Telephone
18	Toshiba	DKT2010-S	Telephone
19	Toshiba	DKT2010-S	Telephone
20	Toshiba	DKT2010-S	Telephone
21	Toshiba	DKT2010-S	Telephone
22	Toshiba	DKT2010-S	Telephone
23	Toshiba	DKT2010-S	Telephone
24	Toshiba	DKT2010-S	Telephone
25	Toshiba	DKT2010-S	Telephone
26	Toshiba	DKT2010-S	Telephone
27	Toshiba	DKT2010-S	Telephone
28	Toshiba	DKT2010-S	Telephone
29	ShredStar	C8A0	Shredder
30	Sharp	XE-A107	Cash Register

Palette G			
Equipment			
	Brand	Serial No	Type
1	Compaq	153722-205	Monitor
2	Compaq	031BA65TJZ13	Monitor
3	Dell	22794FA26T79	Monitor
4	Dell	MY095WUP466322BQ0XP8	Monitor
5	Dell	3912A294	Monitor
6	Nec	JC-1571VMA	Monitor
7	unknown	1556	Monitor



Palette H			
Equipment			
	Brand	Serial No	Type
1	Compaq	050BA69TLF43	Monitor
2	Compaq	049BA64WJ752	monitor
3	Compaq	031BA65TJZ13	Monior
4	Dell	8210040	Monitor
5	Dell	8236290	Monitor
6	Dell	0P015164180420055N	Monitor
7	Dell	0P01516418035L02D1	Monitor
8	Dell	0P01516418042005RP	Monitor
9	Gateway	15017A348909	Monitor
10	Gateway	15009AA18697	Monitor
11	IBM	66YL222	Monitor
12	MAG	FAIU38170788U	Monitor
13	MAG	FAIU382336024U	Monitor
14	Samsung	AN17HVBWB3D511X	Monitor
15	Samsung	AV17HVBWB46024K	Monitor
16	Samsung	AV17HVBWB461152	Monitor

**EXHIBIT B - RESOLUTION 2020-030**

<b>New code</b>	<b>DESCRIPTION</b>	<b>Department</b>	<b>RETENTION</b>
18.04.020	Municipal Organizational Charts	Human Resources	Until superseded and until no longer needed for reference, then transfer to archives
18.04.021	Personnel Action/ Status Change Request	Human Resources	3 years after file close
18.04.022	Personnel Files	Human Resources	55 years after employee terminated or retired
18.04.023	Retirement Records - PERA	Human Resources	3 years after employee terminated or rehired
18.04.024	Retirement Records -Non-PERA	Human Resources	70 years after employee's date of birth or 6 years after deceased
18.04.025	Surety Bond - Claims	Human Resources	3 years after case closed
18.04.026	Surety Bond - Policy	Human Resources	10 years after expiration of policy, provided no claims or suits pending.
18.04.027	Training Material	Human Resources	3 years after course conducted
18.04.028	Unemployment Compensation Claims - Quarterly Printout	Human Resources	3 years after audit released
18.04.029	Volunteers	Human Resources	1 year after audit released
18.04.030	Worker's Compensation Claims	Human Resources	3 years after end of calendar year in which file closed <i>NOTE: Claim files containing health information are confidential. (14-6-1, NMSA 1978)</i>
18.05.001	Data Backup	Information Technology	Until replaced by more current backup or until archives are no longer needed for reference.
18.05.002	Network Security Audit Files	Information Technology	5 years from date of final report <i>Confidential: Portions of this record may contain confidential information pursuant, but not limited to 44 U.S.C. 3544(a)(1)(A).</i>
18.05.003	Systems and Network	Information Technology	1 year after discontinuance of system, provided all magnetic data files are authorized for disposal or transferred to new or alternate system
18.05.004	Web Management	Information Technology	1 year after discontinuance of the system.
18.05.005	Web Management - Content	Information Technology	1 year after site is updated or changed
18.05.006	Web Management - Transactional Web Sites	Information Technology	3 years after site is updated or changed.
18.06.001	Assessments/Taxes	Clerk	3 years after close of fiscal year in which assessment is paid
18.06.002	Business License and Business Registration	Clerk	3 years after close of fiscal year in which license issued
18.06.003	Claim of Lien	Clerk	6 years after lien release
18.06.004	Election Administration - Ballots	Clerk	45 days after canvass or resolution of contest or recount (1-12-69B, NMSA 1978)
18.06.005	Election Administration - Canvass	Clerk	Permanent