



BUDGET HEARING
City of Anthony Board of Trustees
Conference Call
Thursday June 24, 2021
5:00 P.M
MINUTES

You can join meeting using your phone by dialing.
United States: +1 (646) 749-3335
Access Code: 296-552-757

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		

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

4. **CONFLICT OF INTEREST**
 - *Mayor Trujillo: If any trustee has conflict of interest with items on agenda, please recuse yourself.*
5. **APPROVAL OF AGENDA ORDER**

Motion to move item 7a discussion to the end of agenda.

1st Motion: Trustee Silva 2nd Motion: MPT Herrera

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, motion pass.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

Motion to approve agenda order as amended.

1st Motion: Trustee Silva 2nd Motion: MPT Herrera

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, motion pass.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

6. **ITEMS FROM THE FLOOR – PUBLIC COMMENTS -None**

7. **CONSIDERATION AND ACTION**

- a. Consideration and action to transfer \$8,000 to GL 101-16-62400 from GL:101-07-61101 to pay City attorney invoices. **Presented by City Manager**
 - **City Manager:** This line item for professional services was utilized for at least two expenditures that were unforeseen: The fair market rental studies. The request is to cover May and June invoices.
 - **Trustee Gameros:** So, June invoice is not in yet?
 - **City Manager:** No, ma'am; It is estimated not be more than \$8,000 for both months.

1st Motion: Trustee Gameros 2nd Motion: Trustee Flores

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, motion passed.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

- b. Consideration and action to approve quote for Dos- Lagos storage shed to EPE door & Glass Co. for \$11,595.00 from GL: 101-07-61101. **Presented by City Manager**
 - **City Manager:** This item is not so much storage shed, but a way to secure the electrical panels at the former golf course. When they're accessible, it's too easy for someone to tamper with them. Procurement clerk carried out the procurement process.
 - **Procurement Clerk:** Two quotes that were submitted. One did not to commit to project. First quote was by ESA for \$11,943.13 for a 12' x 15' Mueller storage shed with a wood floor this includes all permits, materials, and labor for a complete project.
The other quote was from EPE Door & Glass company for a 12 X 15 shed. The building is to include one roll up door. They requested 6-8 weeks for material to arrive. Labor and material are included in price.

1st Motion: Trustee Gameros 2nd Motion: Trustee Flores

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, motion passed.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

- c. Consideration and action to approve **Resolution 2021-024** a resolution approving budget adjustment for the fiscal year 2020-2021 – 4th quarter budget. **Presented by City Manager**
 - **City Manager:** The fourth quarter budget adjustments are only a handful. One of them is to pay the membership dues for South-Central Council of Governments for the current fiscal year. This was approved back a few months ago by the board, however, it was not added to the budget.
 - There's also a transfer from maintenance parks to maintenance building structure, to pay for property taxes that were not anticipated to have to be paid for. Staff is still working through this to see if there might be something like credit from the seller. In the sales agreement, it states that there should not have been any of these kinds of encumbrances on the property. But, somehow, we still have this \$25,000 property tax bill.
 - **Trustee Gameros:** These two are the only budget adjustments that are going to be done for the fourth quarter?
 - **Finance Officer:** That is correct.
 - **MPT Herrera:** Property tax of \$25,000. Was that owed by the previous owner or by the city?

- **Procurement Clerk:** The city is exempt from taxes. Procurement clerk has been trying to locate closing document to verify agreement. Transaction took place in January. Tax was charged to the City due to the timing. I was told that I can ask for those fees to be waived.
- **MPT Herrera:** I don't think we should even be voting to approve budget adjustment for this. Staff to find out exactly what the documents say. Then we can go from there.
- **City Manager:** We've been trying to secure those along with the warranty deed to the property with no luck. We contacted Spencer, the attorney that helped with the closing of the property. He is working on this.
- **Mayor Trujillo:** I'm the one with the closing documents. I received them when we signed off last year in 2020. I will give City Manager the documents.
- **MPT Herrera:** They should have been released a long time ago to be archived.
- **Mayor Trujillo:** I honestly forgot. I lost relatives around that time. The documents I have did not say anything about taxes. We need to ask Spencer about that.
- **Trustee Gameros:** What is the deadline of this invoice? I understand how and why we need to pay it. It's fallen on us now. I think we do need to get reimbursed.
- **Procurement Clerk:** It was due back in April
- **MPT Herrera:** I'm worried about the timing. It's been long since we closed and got invoiced. City manager should have archived those documents long time ago.
- **Finance officer:** Requested the board to amend and approve SCCOG expense to allow payment as we wait to find documents for the tax invoice.

Motion to amend resolution 2021-024 to delete "\$5,000 from 101-07-61101 Maintenance Parks to 101-07-61100 Maintenance Building/Structure to pay Dos Lagos Property Tax of \$25,000.00"

1st Motion: Trustee Gameros 2nd Motion: Trustee Flores

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, amendment passed. (With amend approved)
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

Motion to approved resolution 2021-024 as amended.

1st Motion: Trustee Gameros 2nd Motion: Trustee Flores

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, motion passed.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

d. Consideration and action to approve an update Joint Powers Agreement with New Mexico Municipal League - Self Insurer's Fund. **Presented by City Manager**

- **City Manager:** This is an agreement between municipalities and counties that fall under the municipal self-insurance fund. Coverage that will be renewed in the new fiscal year, requires that the city enter into this agreement.
- **Staff** are discussing whether it makes sense from a fiscal perspective and from a practical perspective to continue with this insurance.

- *Staff will research and may return to the board with a recommendation to perform a request for proposal for insurance services.*
- **Trustee Flores:** *What is the cost of this insurance?*
- **City Manager:** *There is a number of line items under finance that cover the cost if insurance. They are for insurance of the properties, civil liability, workers comp and the vehicles for the city.*
- **MPT Herrera:** *I don't know if city manager is aware, but we have lost to people that have sued the city and were covered by the Municipal League. Look into it to see if it makes sense to go to a different insurance carrier.*

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

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, motion pass.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

8. DISCUSSION

a) Fiscal Year 2021-2022 Preliminary Budget Discussion. **Presented by Finance Officer.**

City Manager: *This is the second revision of the draft Fiscal Year 21/22 budget. It includes, as I mentioned earlier, some major expenses that were omitted previously including liability insurance, workers comp and property insurance.*

- *Today, as Board may have noticed, we're joined by two department heads: Chief of Police and Public Works Supervisor, who are here to advocate for their respective staffs, which will have an impact on the payroll budget. By asking them to be here, I support the recommendations.*
- *What staff would like to do with this board's approval is develop a more systematic and objective approach to incentive or merit pay that could be implemented next fiscal year. We can use some type of matrix that would consider a number of factors weighted in many different perspectives. The idea is to try to systematize the entire merit pay system.*

Mayor Trujillo: *I had a discussion with the city attorney last week regarding the agenda. He advised that it's in the best interests of the board not to speak about employee performance during the budget hearing. City manager is responsible for the city staff; If he feels comfortable with whatever he wants to place on the agenda as raise, let's just keep it at that. The board need to vote aye or nay.*

Trustee Flores: *Thank you for calling the city attorney. I don't feel that it's not up to the board to discuss the staff and their performance. It's between the department head and the city manager.*

Public Work Supervisor: *Requested to raise Oscar Gallegos rate to match Felipe's. They have similar duties.*

Trustee Flores: *We should bring all the department heads up to 6%. Just like the rest of the department heads, they do have more responsibility, more work and people working under them.*

Chief of police: *I know, that you have noticed that I have proposed an increase for our records clerk/evidence technician to go from \$12 an hour to \$15 an hour. I know that this is a significant request. This employee specifically, has been nothing but helpful to the success of our department. There is merit to this request and it's based on nothing but actual data and numbers. I don't want to let her efforts go unnoticed. She processed over 54 background checks & 472 pieces of evidence as an evidenced technician from April of 2020 to June of 2021; Released over 57 impounded vehicles and provided over 66 crash reports to insurance companies for claims; Processed over 2000 citations in our Report Management System; Submitted over 103 warrants to central dispatch and processed over 46 records requests for the Probation Office; Had 90 contacts with the public to release reports; Processed over 179 requests from stakeholders in our community. The 179 requests include police reports from other law enforcement agencies and victim advocates.*

Trustee Flores: This young lady has been here three years, giving us her all, working hard. We have created new positions like deputy clerk at \$12 and another in IT. We have a lot of money for them for higher pay before they start working. We opened a new position for the Neighborhood officer, at \$12.50. It's a shame and I refuse to be part of this. I feel that we should look into her pay raise. I yield the floor, with a lot of embarrassment.

Trustee Silva: Let's not forget that there was already a 3.5% increase provided or requested by Trustee Flores. I'm not sure why everyone's upset. We met the request. Trustee Flores said that she wasn't here for last meeting because of her daughter and that's understandable. We're not trying to deny that this individual comes to work. That's why there was a 3.5% given. I just made a motion last week to give a 4.5% to public works because I was going based on, the fact that they've been out there working, I don't know what the Chief or Mr. Roman was requesting. She was compensated for the work that she has done. We are not taking anything away from her for people to sit here and say that that we're diminishing the work that employees are doing.

Mayor Trujillo: Department heads used to bring wherever they have to the board.

City Manager: When it comes to raises, staff was very conservative for a number of reasons, not the least of which is that you notice that the budget is still not quite balanced. There were surpluses in the last couple of years, which has insulated the finances of the city. There's a very nice healthy cash reserve.

Trustee Silva: I apologize if it was me that that missed the numbers. Just for the record, let it be understood that, by no means, am I trying to make less of any position. We want to allow the department heads to go back and present further.

Trustee Flores: I agree with Trustee about allowing the department heads to speak to us. With all due respect, I never meant to make you feel that I was saying something wrong. I did see that 25% was what the chief asked, then I guess it was taken down. I recommend that all the department heads get 6%. I apologize if you misunderstood.

MPT Herrera: I would like to make a motion to accept what we had last week as the pay increases, versus what we are talking about today.

Mayor Trujillo: You cannot do that because it's a discussion. It's not an item to be approved.

MPT Herrera: Ok, so I suggest we accept.

Judge Ramos: I wanted to give my employees raises too. I see what Trustee Flores brought up the 6% versus what everybody else is receiving. I was unaware we were doing raises. Antonio deserves the 6%. He kept the court running through the pandemic and all the rules that were upon us by the state court. I don't understand why we would have excluded him for anything like that.

Mayor Trujillo: For the next budget hearing, if you can kindly speak with city manager regarding what you want on court budget because you are a separate branch.

Trustee Gameros: Requested city manager to review job descriptions for Public Works. When considering raises, requested manager to consider employees in that department have different hire dates. Requested finance officer change FY20 column with what employees are currently earning. Delete the extra MVD position leaving the one that was recently vacated.

Trustee Silva: If the workflow and the number of customers that are coming through the front door justifies that position, I understand. If we don't have that, then we are not going to hire somebody just for the purpose of hiring because we have to open positions.

Trustee Flores: Requested city clerk to change job titles on the spreadsheet.

City Clerk: Yes, we can change positions to match the job descriptions; It might however take time to change on Incode as we have to amend each employee one at a time. Some positions like deputy clerk will depend on how much is approved for the position. Currently \$12 for the position might not be able to secure a clerk.

- Recommended following equal pay act and merit system. Issuing same pay to all with different duties and output is not considered equal. Skills, responsibility, working condition, risk associated with the job and many other items should be considered, so not everyone has to earn the same. It is not discrimination to award high performance more than others; Reverse can also be discrimination. It's best to cross-reference with city attorneys.

Trustee Gamos: I agree with Trustee Flores; City manager can go ahead and bring the department heads to speak on behalf of the employees. The city manager will then decide to go ahead with the suggestions of the department head or change the amount.

Trustee Flores: I would like to request the city manager to consider 6% for all his department heads. If we do not have evaluations, there is no way to prove a lot of things. Request to change typo on Next meeting was scheduled for 6/29/2021 at 5:00pm. 101-02-60102 to \$2,400.00.

1st Motion: Trustee Silva 2nd Motion: MPT Herrera

MPT Fernie Herrera	YES	NO
Trustee Gloria Gamos	YES	NO 4 to 0 vote, motion passed.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

9. ADJOURNMENT

1st Motion: Trustee Silva 2nd Motion: Trustee Gamos

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gamos	YES	NO 4 to 0 vote, motion pass at 6:59PM
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO




Diana Murillo-Trujillo, Mayor

{SEAL}

ATTEST:



Esther Motongo, City Clerk