

**BUDGET WORKSHOP**  
**City of Anthony Board of Trustees**  
**Venue: 820 Highway 478, Anthony NM 88021**  
**& Conference Call**  
**Tuesday, April 12, 2022**  
**5:30 P.M.**  
**Minutes**

*Mayor Diana M. Trujillo*  
*MPT Elva Flores*  
*Trustee Javier Silva*  
*Trustee Daniel Barreras*  
*Trustee Gabriel I. Holguin*

You can join meeting using your phone by dialing.

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Access Code: **419-578-629**

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<https://meet.goto.com/419578629>

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 M. Trujillo

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

3. <b>ROLL CALL</b>	Present:	MPT Elva Flores	<b>YES</b>	NO
		Trustee Javier Silva	<b>YES</b>	<b>NO</b>
		Trustee Daniel Barreras	<b>YES</b>	NO
		Trustee Gabriel I. Holguin	<b>YES</b>	NO
		Mayor Diana M. Trujillo	<b>YES</b>	NO
		Quorum Established	<b>YES</b>	NO

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

4. **APPROVAL OF AGENDA ORDER**

1<sup>st</sup> Motion: MPT Flores, 2<sup>nd</sup> Motion: Trustee Barreras

**ROLL CALL:**

MPT Elva Flores	<b>YES</b>	NO	
Trustee Javier Silva	<del>YES</del>	<del>NO</del>	3-0 vote, motion passes
Trustee Daniel Barreras	<b>YES</b>	NO	
Trustee Gabriel I. Holguin	<b>YES</b>	NO	

5. **DISCUSSION**

a. Discussion of the preliminary draft of Fiscal Year 2023 Budget.

- **Mayor Murillo:** *I do have a question for you Mr. Hiram for the record to be placed on the minutes. I would like to know what are we in the negatives or in discrepancy? Supposably there is a claim going on a text. I got a text from somebody else saying that one of the Trustees has been saying that under my administration, there's been six hundred and some thousand-dollar discrepancy on the monies. Can you let me know? What is the negative that we have? I know we've always had every year negative of something, and that I have not been attending the meetings, which I have.*
- **Finance Officer:** *For this fiscal year?*
- **Mayor Diana M. Trujillo:** *Yeah, for this fiscal year, we should have more revenues come in, is that correct?*
- **Finance Officer:** *That is correct*

- **Mayor Murillo:** *Ok, I do ask of all trustees that are spreading rumors make sure that you have your facts straight before you start making all these assumptions and it's not just the Mayor, the whole governing body is in charge of the budget.*
- **Finance Officer:** *So actually, with the revenues that we have so far in this year and expenses that we have so far, we have a surplus of \$569,000. Now there's going to be some additional expenses going forward, but we do have a surplus as of this fiscal year. This is considering our revenues and operational expenses.*
- **Mayor Murillo:** *Can you explain for the people that are virtual, what a surplus is?*
- **Finance Officer:** *It means we are not in the negatives, and that we are receiving more money than what we are spending.*
- **Mayor Murillo:** *Thank you, Hiram can we start with the public works department. Mr. Roman you may proceed.*
- **Public Works Supervisor:** *I need clarification with parks and recreation is it considered only for Dos Lagos or for all parks like the soccer field, little Adams, the baseball field?*
- **MPT Flores:** *I would say it would be considered for all of them because we never really expressed or talked about it being specifically for Dos Lagos. I would consider it for all parks and recreations.*
- **Public Works Supervisor:** *My recommendation would be to remove the funds on Building structure and increase the amount in maintenance for parks and recreation because just for this soccer field last year we spent 5,000 dollars on chemical products.*
- **Mayor Murillo:** *So, if we do the change right now, you want everything on maintenance of parks and have maintenance building structure zero?*
- **Public Works Supervisor** *yes,*
- **Mayor Murillo:** *ok, so your line item of \$1,000 you wanted \$0, the \$1,101 you wanted to increase it to \$22,500, and the supplies \$4,500 and the fourth line at zero*
- **Public Works Supervisor:** *correct, moving on to the maintenance of equipment I want to request an increase on the \$5,000 because we need to start keeping more of an eye on our equipment. On the maintenance grounds and roadways, I had asked for a \$60,000 increase but in our conversation with Wilson & Co. they recommended that we at least have \$250,000 on roadways, so the City doesn't have an issue like we did on Fourth Street with those sinkholes that happened after warranties had expired.*
- **Finance Officer:** *it's been a recommendation since I was hired that we need \$250,000 to fix our streets and keep them maintained. We are spending millions of dollars on our infrastructure and these become assets that we are not taking care of them.*
- **MPT Flores:** *Do we have the money to add \$250,000?*
- **Finance Officer:** *We do have the money, we're going to present to the state that we are going to take some cash out too offset our operational expenses.*
- **MPT Flores:** *I am okay with this*
- **Public Works Supervisor:** *I would also like to request \$80,000 on "Other Maintenance" to have enough to accommodate and refurbish the portables. On the "Uniform" line item I am requesting an increase due to the increase of public works staff.*
- **Chief of Police:** *I would like to focus on 101-05-60102, We would like in increase of \$1,000 to cover the fees for new hires. The next increase would be for Vehicle maintenance. We are requesting \$10,000. We do have older vehicles that require more maintenance than the new ones.*

- **MPT Flores:** How many new vehicles do we have?
- **Chief of Police:** At this moment we have 4 new Dodge Durango units. For dispatch MRVDA we are requesting an increase due to the increase cost for those services. We are also requesting an increase on printing and publishing to be able to advertise new positions.
- **Mayor Murillo:** Can we go with IT?
- **IT Manager:** I am requesting a few increases on certain items. The first one is contractual services, I bumped up to \$99,000 and the supplies to \$7,700, I requested an increase to IT services to \$1,700. Under the telephone line item, we might have to bump it up to \$48,000 to replace fiber optic on the portables. On capital equipment I am requesting \$117,000 to upgrade the chamber complex audio and the switches at the portables.
- **Mayor Murillo:** let's move on with the next department.
- **Finance Officer:** we can do your department, I am requesting to increase the conference and registrations to \$1,000.
- **Mayor Murillo:** I have a question MPT Flores, Trustee Barreras, and Trustee Holguin, for this coming fiscal year, can we do the 15% pay increase on the elected officials?
- **Trustee Holguin:** This is exciting, but I don't want it to seem like we are trying to benefit ourselves, but I am comfortable either way.
- **Mayor Murillo:** This 15% has been talked about for years, it just seemed more prudent now, based on everything that we are going through with the inflation. Also based on the bill that passed which allows the elected officials to go for the 15%
- **MPT Flores:** I have been here for a very long time and we have not gotten a pay increase, a little of compensation could be great.
- **Finance Officer:** If we do the 15% for all elected officials it will be roughly \$5,000 per the whole fiscal year.
- **Mayor Murillo:** Is that including all commissioners and the judge?
- **Finance Officer:** with all commissioners and the judge it will be roughly \$6,400. Moving on with the budget expenses, I would like an increase on the per diem and travel due to the new trustees that might require travel for trainings. Moving on to City clerk department. The City receives lodgers' tax from Apostle West RV and is placed on the City Promotion account to be spent to promote the City. So far it has never been used.
- **MPT Flores:** that money could have been used to help Anthony Texas with the Leap year festival. We can also do brochures to promote the City.
- **Finance Officer:** I request to reduce Per Diem and Travel, office equipment, contractual services and printing and publishing.
- **Mayor Murillo:** For the Salary of the new City Clerk are we reducing the amount as well?
- **Finance Officer:** yes
- **Trustee Holguin:** Based on the records I received from Sunland Park, their base pay for City clerk is at \$36,000 up to \$48,000 based on years of experience. I recommend to have something similar.
- **Mayor Murillo:** we will look into it and make the change.
- **Finance Officer:** Moving on with Municipal Court budget, they are requesting to keep everything the same. The next department is Library. Head librarian is requesting to have everything the same as well. For neighborhood services he is requesting an increase on "conferences/registration and per diem", and decrease on supplies. Also, he is requesting an increase on Cap & Equipment, for computers, and radios.

- **MPT Flores:** I would like to request to have all the electronics be handled by our IT department.
- **Finance officer:** moving forward with Motor Vehicle Department, He is requesting to remove Per diem and travel and reduce professional services to \$1,500. With the finance department, we are getting quotes for the insurance liability. I have a feeling that it will increase. For the conference registration I am requesting to lower it. Per diem and travel I am requesting to increase it to \$2,600 to accommodate the HR position that will be under Finance Department. For professional services, based on the conversation I had with our auditor the City doesn't require a single audit.
- **MPT Flores:** I recall a conversation where he mentioned why we needed it.
- **Projects Coordinator:** the single audit is based on our federal grant amount. Based on that amount it determines if the City requires a single audit which this year we did not required it.
- **Finance Officer:** based on the conversation I had with the auditor most likely the city will not need a single audit next year. For the City Manager department, fuel and utilities have increased. The water item stays the same.
- **Projects Coordinator:** May I request to increase that amount to have bottled water to offer when the City hold meetings?
- **Mayor Murillo:** Yes ma'am
- **MPT Flores:** Yes, that is a great idea.
- **Mayor Murillo:** I would like to request to have a line item that can be used for food to offer on meetings with \$1,000 in it.
- **MPT Flores:** We can add it under the Mayors budget.
- **Trustee Holguin:** I suggest to increase the amount from \$1,000 to \$3,000 because \$1,000 would not be sufficient.
- **Mayor Murillo:** If we begin to host more city events and food, \$3,000 will not be sufficient either. I suggest to bump it up to \$5,000
- **Trustee Holguin:** I agree
- **IT Manager:** May I request to name this item Hospitality.
- **Mayor Murillo:** Agree
- **Finance Officer:** Moving on with Pay Roll, I have increased all staff pay rate by 8% due to the inflation. I want to point out that the City will also pay 9% more in insurance. As you can also see we have moved the projects coordinator position under finance, this is because projects and finance have to go together to be more efficient.
- **Mayor Murillo:** Under finance, we will have projects and the HR position.
- **Finance Officer:** that is correct
- **Mayor Murillo:** under the City clerk we will have the administrative assistant and the custodial position.
- **Trustee Holguin:** I would like to request to change the job title from janitor to custodian.
- **Finance Director:** Moving with the Police Department, there are 2 new positions that were added.
- **Chief of Police:** right now, we are only requesting one which is the second detective.
- **Finance Officer:** Correct, and that position will be at a rate of \$19.07. They are also requesting to increase overtime to \$55,000
- **Chief of Police:** this increase to cover the unforeseen circumstances, for example this year

when we had the flooding we had to request officer to stay late and other to come in early.

- **Mayor Murillo:** will the second detective position be part time?
- **Chief of Police:** the position would be full time, but if part time seems best, we can make it work.
- **MPT Flores:** can we do the part time and see how that works.
- **Finance Officer:** of course
- **Mayor Murillo:** Can we go over the revenues
- **Finance Officer:** yes ma'am, in regard to the revenues, we will be removing the penalty and interest, the events permit, and the interest income. In regards to the cannabis, at the moment it is being advised to not place anything because it is still unclear.
- **Trustee Holguin:** since it is unclear I suggest to not add anything.
- **Finance Officer:** I would suggest to bump up the fees for the cannabis business. \$250 is nothing compared to the amount of profit that the business is creating. I will do some research and I will bring it up on the next meeting.

**6. CONSIDERATION AND ACTION**

a. Consideration and Action to approve a total of 32 GL items that need to be adjusted, whereas 9 of those are revenues, and the rest Employee benefits, **Presented by Finance Officer**

- **Finance Officer:** For the small city assistance we received more than what we had projected, so we need to adjust it. to report it to the state. The property tax, I suggest to increase it to 166. on the municipal department we are increasing vision and life.
- **MPT Flores:** is this just to finish up the year?
- **Finance officer:** yes, also for neighbor hood services we had to increase several items due to having the second staff member on the department.

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

**ROLL CALL:**

MPT Elva Flores	<b>YES</b>	NO	
Trustee Javier Silva	<del>YES</del>	<del>NO</del>	3-0 vote, motion passes
Trustee Daniel Barreras	<b>YES</b>	NO	
Trustee Gabriel I. Holguin	<b>YES</b>	NO	

**7. ADJOURNMENT- 8:19 PM**

**1st Motion: Trustee Holguin, 2nd Motion: MPT Flores**

**ROLL CALL:**

MPT Elva Flores	<b>YES</b>	NO	
Trustee Javier Silva	<del>YES</del>	<del>NO</del>	3-0 vote, motion passes
Trustee Daniel Barreras	<b>YES</b>	NO	
Trustee Gabriel I. Holguin	<b>YES</b>	NO	

*Diana Murillo*

Diana Murillo, Mayor

{SEAL}

ATTEST:

*Gloria K. Ramirez*

Gloria K. Ramirez, Acting City Clerk

