

BUDGET WORKSHOP

City of Anthony Board of Trustees

Conference Call

Wednesday January 20, 2021

5:00 – 6:00 P.M

MINUTES

You can join meeting using your phone by dialing.

United States: +1 (571) 317- 3112

Access Code: 974-770-789

1. CALL TO ORDER by Mayor Diana M. Trujillo 5:04 PM

2. PLEDGE OF ALLEGIANCE led by Mayor 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- Joined at 5:54 PM
Mayor Diana M. Trujillo	YES	NO
Quorum Established	YES	NO - Discussion only 5:05PM

You can join meeting using your phone by dialing.

4. APPROVAL OF AGENDA ORDER

1ST motion: _____ 2ND motion: _____ AIF- Discussion only at 5:05 PM

5. Discussion:

a) Fiscal Year 2020-2021 Detail vs Budget review. **Presented by Finance Office**

❖ **City Manager:** Staff is not confident they can meet reporting deadline for Q2. Suggest submitting Q2 adjustments with Q3 request.

❖ **Trustee Gameros:** The following are questions and suggestions. Staff will make the changes and bring to the Board as Q3 budget adjustments:

- Use Per Diem & Travel GL 101-02-60110 to 101-02-63100 for lapel pin cost of \$385.00
- **(Trustee Flores):** Request to have stick pins instead of magnets on lapel pin next order.
- Move the balance of 101-02-60110 to 101-03-61110 for City Clerk & Finance laptops
- Create a new GL for Subscriptions and Dues under City Manager and place South Central Regional Transit Annual fee of \$4,680 there.
- Use City Clerk Per Diem to add to 101-03-61110 for Office Equipment and zero out that account.
- Apply \$500 Finance budgeted for Per Diem & Travel to 101-03-61110 for Finance laptop
- 101-08-63100 Public Works Supplies has negative \$1,361.26 balance.
- Move \$499.99 expense from 101-08-63100 to 101-08-61110.
- Move Hand Tools \$374.55 and Electric Tools of \$706.97 expenses from GL: 101-08-63100 to 101-08-61111
- **Trustee Gameros:** GL: 101-08-61300 of \$806.92 journalled on 8/31/2020. What is this expense?
- **Finance Officer:** This is a payment for the Lowes account. There is no physical credit card.

- **Trustee Gamos:** Was not aware we have this account; Request monthly statements along with other financial documents.
- Create a new GL for Supplies under Finance department. Reclassify Check Book order cost to the new GL.
- **City Clerk:** Request a new line item for Overtime costs for Neighborhood Services.
- **Trustee Gamos:** Request staff to find out how much OT Codes and ACO have been paid before from their previous departments. This will help estimate how much to pull from either of those other two departments that they were underneath (or somewhere else).
- **Trustee Flores:** Okay with either because it would pull it from the other departments.
- Increase Finance Professional Services to cover Single Audit cost.
- Reclassify Procurement training of \$75 and \$395 from 101-16-60102 to 101-14-60102
- Place City Postage under a new line item in City Clerk budget and charge Library postage to Library.
- Reclassify all COVID-related items from 101-16-62400 to CARES Act line item.
- Trustee will email remaining budget questions to city manager. Requests that staff respond to the whole governing body.
- **Trustee Flores:** Suggests to have more time for budget workshop; If need be, increase the length of the workshops until we catch up.

❖ **Trustee Silva:** Apologized for running late (joined at 5:54 PM)

6. ADJOURNMENT

1ST motion: Trustee Gamos 2ND motion: Trustee Flores at 6:03 PM

ROLL CALL

MPT Fernie Herrera	YES	NO	absent
Trustee Gloria Gamos	YES	NO	
Trustee Elva Flores	YES	NO	3 to 0 votes, motion passed.
Trustee Javier Silva	YES	NO	
Mayor Diana M. Trujillo	YES	NO	

ATTEST:



Esther Motongo, City Clerk




Diana Murillo-Trujillo, Mayor