



BUDGET WORKSHOP

City of Anthony Board of Trustees

Conference Call

Wednesday November 18, 2020

5:00 – 6:00 P.M

MINUTES

You can join meeting using your phone by dialing.

United States: +1 (872) 240-3212

Access Code: 799-775-613

1. CALL TO ORDER by Mayor Diana M. Trujillo

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

3. ROLL CALL Present:	MPT Fernie Herrera	YES	NO
	Trustee Gloria Gameros	YES	NO – Joined 5:14 PM
	Trustee Elva Flores	YES	NO
	Trustee Javier Silva	YES	NO
	Mayor Diana M. Trujillo	YES	NO
	Quorum Established	YES	NO

4. APPROVAL OF AGENDA ORDER

1 ST motion: <u>Trustee Silva</u>	2 ND motion: <u>MPT Herrera</u>
MPT Fernie Herrera	YES NO
Trustee Gloria Gameros	YES NO 3 to 0 votes, motion passed.
Trustee Elva Flores	YES NO
Trustee Javier Silva	YES NO
Mayor Diana M. Trujillo	YES NO

5. Discussion:

a) Fiscal Year 2020-2021 Detail vs Budget review. Presented by City Manager

- **City Manager:** In reviewing the Budget to Actuals, I was looking for anything that was below 75%, as we're only a quarter way through the fiscal year. The reporting with State is all caught up.
- **Trustee Flores:** I want to thank city manager for the meeting and the reports. We need to meet at least once a month. Request that projects coordinator present on grants once a month.
- **Mayor Trujillo:** Board requests staff to go through reports and explain to us to better understand the budget.
- **MPT Herrera:** Why was the quarterly report not submitted to the state in time? There was an e-mail sent to the board by the Mayor saying that city was late to submit DFA report. The board understands that this has since been submitted. With the new finance officer hope everything will be submitted on time.
- **Trustee Flores:** Are we still working with Fernando?
- **City Manager:** Fernando is under contract for one more month, just this one that we're in right now, November. He is finishing up the audit, which I did inform the board has now become a Single Audit. City manager does not have the full license for Incode necessary to generate the reports required by DFA.
- **Trustee Silva:** The cost on line item 101-08-91100 for Hobart champion elite welder for \$3,099.99 & air compressor for \$1,099.99. What project were they used on?
- **Trustee Flores:** The City does not own any tools. Staff have been bringing their own tools. The first welder was Mr. Roman's personal welder. City needs a lot of different tools if we expect them to work well.



- **City Manager:** The welder was used very recently to construct a secure drop box for the City to collect property tax payments on behalf of the County. It will also be used to construct a bulletin board case (to post city meeting agendas) behind the bus structure on Anthony Drive.
- **Trustee Gameraos: Requests City Manager to write the below and find more information for the board.**
 - Line item 101-03-71300: Subscription payment dated 8/19/2020 for \$50 might need reclassification to finance account
 - Line item 101-07-7000 page 11, Recreational expense encumbered for \$4,995.98. I hope this item comes to the Board for approval. I know nothing is paid out yet
 - Line item 101-08-61300, page 14, a journal for \$806.92, Main Bank recon August 2020. Staff to check if that description is correct.
 - Line item 101-52000, page 33, a transfer out for July and August. What were they going into?
 - Line item 228-10-44010, page 34, Junior Fund with \$96,014.95. No activity just remaining balance. Where is the rest of the fund? Staff to check why the description is "main bank recon".
 - Line item 243-10-61700, a library expense has description of main bank recon. Those main bank reconciliations are transfer outs from the general fund.
 - **City Manager:** Items with main bank recon are most likely grant reimbursements. Staff will certainly gather the detail for the board.
 - **Trustee Gameraos:** Looking at income statement, want to remind the board that the MVD estimated revenue was \$180,000. In one quarter MVD has only made \$17,445.53.
 - Line item 101-13-72000: \$70 in bank charges and credit card fees that the board did not budget for. That charge has to be reclassified to Finance: That department has a penalties and fees line item.
 - Fund 228: Junior Fund/Capital Outlay. We don't have anything budgeted there, but there's an amount remaining and we have year to date activity. Requests city manager to look into this. We should have an original budget or a current total budget amount. Same as line item 287-43691, a revenue account with a balance of \$8,642.96
 - Fund 520 debt service bond: There is a transfer in of \$147,693. What was this for?
 - **City Manager:** That is debt servicing for general obligation bond. This is the bond that is does not have an intercept agreement with the state.
 - **Trustee Gameraos:** I understand; This is paying that loan.
 - **City Manager:** Yes, Trustee Gameraos.

6. ADJOURNMENT

1ST motion: **Trustee Gameraos** 2ND motion: **Trustee Silva**
 MPT Fernie Herrera **YES** NO
 Trustee Gloria Gameraos **YES** NO **4 to 0 votes, motion passed at 5:42pm.**
 Trustee Elva Flores **YES** NO
 Trustee Javier Silva **YES** NO
 Mayor Diana M. Trujillo YES NO

ATTEST:

Esther Motongo, City Clerk



Diana Murillo-Trujillo, Mayor