

BUDGET WORKSHOP

City of Anthony Board of Trustees

Conference Call

Wednesday February 17, 2021

4:30 PM- 6:00 P.M

MINUTES

You can join meeting using your phone by dialing.

United States: +1 (872) 240-3412

Access Code: 553-940-797

1. CALL TO ORDER by Mayor Diana M. Trujillo at 4:32 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 5:07 PM
	Mayor Diana M. Trujillo	YES	NO
	Quorum Established	YES	NO

4. APPROVAL OF AGENDA ORDER

1ST motion: Trustee Gameros 2ND motion: MPT Herrera

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO
Trustee Elva Flores	YES	NO 3 to 0 Motion Passed
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

5. Discussion:

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

- **Finance Officer:** We've been working on fixing items discussed at last budget meeting. Those changes are not on the report, but are reflected on Incode.
- Public Works budget section had a lot of misplaced expenditures. When we corrected that/journaled the amount and put them under the correct line items, it fixed the issue and there was no need to make some adjustments on any of the departments line items to your line items.
- Neighborhood Services Department requested \$500 for overtime; This should last up to end of fiscal year for on call emergencies.
- **MPT Herrera:** So the monies that were in the original Codes and Animal Control, they didn't follow the Neighborhood Services on their new budget? Suggested to take requested \$500 from payroll funds that were not used to pay Codes position.
- **City Manager:** The amount that would have been spent down in the previous departments where those positions were housed, did not necessarily get transferred out. Staff saw approximately \$2000 was spent in previous fiscal years, mostly for callouts, roughly a thousand dollars for each one.
- **Trustee Flores:** When the finance department was transferred to the city manager, was the budget transferred?

- **City Manager:** The finance department stayed the same. For the purposes of the budget and Incode, it is still separate from city manager. So, it's only for organizational purposes that the two positions are now under city manager, but for budgetary purposes, they're still separate.
- **Finance Officer:** Police Department requested overtime increment from grant reimbursement of \$2,000. This was a reimbursement outside the grant, because they gave back the guns. Something between the city of Anthony and the company.
- You might notice a lot of negatives on PD grants; This is because there's an issue on Incode, where it is subtracting the monies. That has to be solved within in-code. We shouldn't be taking monies for any medical insurance, vision insurance. I think it's how Incode was created.
- **City Clerk:** Has brought up same question with previous 2 finance officers. City does not use grants to pay any employee benefits; They are budgeted within department line items already. We can look at the grant agreements and see if it's a requirement that we pay benefits using grants.
- **Trustee Flores:** Can a department transfer money within the department from one line-item to another? Can PD move funds to get the \$2,000 they require? We need to figure it out if it's a legal thing to do, or not.
- **Trustee Gameros:** Previous finance officers used to place reimbursements into the miscellaneous income. This junior fund reimbursement would then go into the General Fund.
- **City Clerk:** Another thing that happened with the police department, if you recall trustees, we had a lot of turnover this fiscal year. We haven't hired all of those positions. I had asked Chief to transfer those funds to overtime which could be more than the \$2,000 she is asking for.
- **City Manager:** To answer Trustee Flores' question on funds transfer within the departments, state statute says that that it can generally be done without governing body approval. However, the City of Anthony current policy states that moving money, even within the department from line item to another, does require board approval.
- **Trustee Silva:** Apologize for running a little bit late. Without knowing the actual wording for those grants, it is a lot easier just to transfer it within the department.
- **Trustee Gameros: Request to have the following:**
 - a) 101-03-70900 Harland checks. Remove remaining transaction of \$35.96 each.
 - b) Remove finance Annual dues from 101-03-71300
 - c) 101-08-50202 has not been used; Reclassify payroll funds for part timer to this account.
 - d) 101-08-61300 on 09/10/2020: Add description to explain what "Labor" was paid for \$191.25. On 8/31/2020: Add description to "Main Bank Recon Aug 2020".
 - e) 101-08-61800 Two journals of "supplies": Add description to it. On 1/12/2021: Add description to Lowes purchase "1324292" and Item "99133-721830".
 - f) 101-08-63100 explain which "Hand tool" and "Electric tool" was purchased.
 - g) **Trustee Gameros:** Looking at the uniform for public works. Was that for Olga? she needs uniform.
 - **City Manager:** She did receive new uniform as well as shoes.
 - **City Clerk:** I helped the department with my line item remainder to purchase Olgas uniform and shoes.
 - h) Page 45, 101-08-91100: Add description to "Small hand tools purchased".
 - i) 101-15-63000: Add description to the first 3-line items.
 - j) 101-16-62400: Reclassify audit expenses to Finance department
 - k) 101-16-71700 Utilities 7/31/2020: Add description to "Main Bank Recon"
 - l) Utility from 12/02/2020 to 12/07/2020: Add location of the payment as description. Same for 01/6/2021, 1/21/202.
- **Trustee Silva:** Bank statement shows -\$4,525.68 could you explain that? Do we owe that to the bank, or to the credit card?

- **Finance officer:** We make credit card payments every month it zeros out and this is charged to relevant budget line items.
- **Trustee Flores:** All these purchases that are being made on the credit cards, are we checking what was purchased after they are delivered?
- **Finance Officer:** Whenever they submit a requisition, I started requesting staff to enter detailed information. Sometimes they submit a detailed requisition on an item, but when they go to the store, the item is not there. They can then go ahead and make the replacement for similar item and we make the changes when they come back.
- **MPT Herrera:** Do we have an inventory of items purchased?
- **City Manager:** Not to my knowledge, Mayor Pro-Tem. I think the challenge up to now was that the City hasn't had a lot of these tools, which was brought up in a recent budget meeting.

6. ADJOURNMENT – at 6:02 PM

1ST motion: Trustee Gameros 2ND motion: MPT Herrera

Roll Call:

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO
Trustee Elva Flores	YES	NO 4 to 0 Motion Passed.
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO

ATTEST:




 Diana Murillo-Trujillo, Mayor


 Esther Motongo, City Clerk