



## BUDGET WORKSHOP

City of Anthony Board of Trustees  
Conference Call  
Wednesday April 7, 2021  
4:30 PM– 6:00 P.M

### MINUTES

You can join meeting using your phone by dialing.  
United States: +1 (408) 650-3123  
Access Code: 493-348-549

1. CALL TO ORDER by Mayor Diana M. Trujillo
2. PLEDGE OF ALLEGIANCE led by Hiram Gonzalez

3. ROLL CALL <i>Present:</i>	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
	<i>Quorum Established</i>	YES	NO

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#### 4. APPROVAL OF AGENDA ORDER

1<sup>ST</sup> Motion: Trustee Gameros                      2<sup>ND</sup> Motion: Trustee Flores

**Roll Call:**

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 3 to 0 vote, 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 Finance Officer*
  - **Finance Officer:** Presented Budget vs Detail report from 07-01-2020 to 2-28-2021
    - Items requested by the board last meeting were adjusted in Incode.
    - Public works part-time pay has not been moved as requested, Finance officer is currently working on overtime account for police department. It seems Incode was setup incorrectly. Requested procurement and finance officers receive Incode training.
    - Public works items that required additional descriptions were different supplies used in one project. No items inventoried.
    - Labor charged was for two and a quarter hour of work for a rear support kit in one of the city trucks.
    - Staff was asked to upload every deposit, every purchase and every ticket on Incode.
    - Full time classified for finance officer has enough funds.



- There was \$22,000. This was a bond payment from GRT and we never see the deposit in our account.
- **MPT Herrera:** What is different with Lowes and Home Depot card? Why is one not going through approvals?
- **Finance Officer:** With Lowe's purchases, staff need to submit a requisition in Incode. They enter information, including the project that needs to be done. Home Depot is rarely used. It was put in place recently. We don't have online access yet. We still receive paper statement.
- **MPT Herrera:** What is the Onate sprinkler purchase for?
- **City Manager:** Onate Street has a median that is rather long. I think it's the entire block and the city owns and does maintain it. Residents we're trying to take some liberties with the water system and did some damage to the sprinklers at a certain point.
- **Trustee Gameros:** Thank you so much Hiram. Just from seeing what you're doing on here is wonderful. I know it's hard and not an easy task, but I really do appreciate this and also for explaining this to the board. requested the following:
  - **Page 39 – 101-07- 61100** Maintenance, building and structure. Staff to check what payment was made for 2021- Assessment
  - **Page 40 – 101-08-50202** Part time classified. Are we going to leave everything on full-time for this year, since we might not have a part-time position next year?
  - **Finance Officer:** Will look at it after fixing police department overtime account.
  - **Page 74 – 101-14-60102** Conference registration. There's an overage on the expenditures of - \$655.00
  - **Finance Officer:** Requested conference registration increase. Procurement clerk and finance officer need the training.
  - **Trustee Gameros:** Reminded finance officer and city manager to remind all department heads that they should not be over spending their line items. This was one of the 2020 audit findings. Before line item goes into negative, department heads have to be on top of it and request the board beforehand for the extra money that they are going to need. Finance officer to place the request on agenda so the board can approve adjustment.
  - **Page 89 101-16-60102** Conference registration has an overage of \$105
  - **Finance Officer:** \$745 was transferred out from there to the Finance Office that is what put this GL on the negative.
  - **Trustee Gameros:** Thank you for acknowledging that. It's wonderful to see the detail versus budget report. You have made sure people upload detailed information in Incode. I do have a questions on the project funds. I understand you are trying to deal with operational budget for now.
  - **Trustee Flores:** I want to thank you. You are like a breath of fresh air and you have taken away so much stress from us, because you have a lot of patience, you're very good at explaining. You are doing a lot of work and we appreciate it. Please thank Bonnie because I know that she's working pretty close with you. I hope you all can get that training as soon as possible, but thank you again.
  - **Finance Officer:** Thank you for your kind words trustees.
  - **MPT Herrera:** Page 79. There are grant trainings who is taking those?
  - **Finance Officer:** That was me.
  - **MPT Herrera:** I was just wondering who in finance took grant writing classes. Have we started working on next fiscal year budget?



- **Finance Officer:** *Once I'm done with projects, I will be meeting with department heads to understand their needs for next fiscal year budget.*

**6. ADJOURNMENT**

***Motion to Adjourn***

1<sup>ST</sup> Motion: Trustee Gameros 2<sup>ND</sup> Motion: MPT. Herrera

**Roll Call:**

MPT Fernie Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 3 to 0 vote, motion passed at 5.27PM
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo	YES	NO



*Diana Murillo-Trujillo*  
 Diana Murillo-Trujillo, Mayor

{SEAL}

ATTEST:

*Esther Motongo*

Esther Motongo, City Clerk