



Oscar Dominguez
City Manager

SPECIAL MEETING
City of Anthony Board of Trustees
Conference Call
Thursday, May 28th, 2020
5:30 P.M.
MINUTES

Mayor Diana M. Trujillo
MPT Fernie Herrera
Trustee Elva Flores
Trustee Javier Silva
Trustee Gloria Gameros

1. **CALL TO ORDER** by Mayor Diana M. Trujillo
2. **PLEDGE OF ALLEGIANCE** led by Trustee Flores 5:32PM
3. **ROLL CALL**

Present: MPT Fernie Herrera	YES	NO
Trustee Elva Flores	YES	NO
Trustee Gloria Gameros	YES	NO
Trustee Javier Silva	YES	NO 5:33PM
Mayor Diana M. Trujillo	YES	NO
Quorum Established	YES	NO

Traduccion del ingles al español y del español al ingles esta disponible a petición.

You can join meeting using your phone by dialing.

United States: +1 (571) 317-3122

Access Code: 923-875-269

4. **CONFLICT OF INTEREST**
Mayor – if any member of the Board has conflict of interest on agenda items, please refrain from voting.

5. **APPROVAL OF AGENDA ORDER**

1st Motion: Trustee Gameros 2nd Motion: MPT Herrera

Roll Call vote:

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 Tie Breaker	YES	NO

6. **CONSIDERATION AND ACTION**

- a) Consideration and action to amend police SOP. **Presented by Chief Vanessa Ordonez**

- ❖ **Chief Ordoñez** – *The goal of these amendments is for both the Police Department’s Standard Operating Procedures and the City’s Vehicle Use Policy to be consistent. The goal is to also promote the best public safety response practices and the retention of officers within the State of New Mexico in our municipality.*

Changes agreed on:

- **ADM.01.06 SECTION LXII: OPERATING DEPARTMENT VEHICLES:** to read “The City-owned police vehicle will be used to commute from one’s official station to home and back as outlined in the City of Anthony Vehicle Use Policy.”
- **OPR.02-13 SECTION V: VEHICLE TAKE HOME POLICY:** Replace current language with “Take home vehicles will be assigned as outlined in the City of Anthony Vehicle Use Policy Section 2: Take Home Vehicle.”
- **OPR.02-13 SECTION VII (B1): CARE/MAINTAINENCE & UPKEEP OF ASSIGNED VEHILCES:** (Omit for a period of up to 30 days).

Motion to approve the amendments

1st Motion: Trustee Gameros 2nd Motion: Trustee Flores

Roll Call vote:

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 Tie Breaker	YES	NO

- b) Consideration and action amend vehicle policy. **Presented by City Manager**

- ❖ **City Manager:** *This item is before the board to align the Police Department SOP amendments with Vehicle policy.*

- ❖ **Trustee Gameros:** *Change item 2C: Replace 20 miles to 30 miles.*

2d: 30 miles radius of Anthony City limits

3e: to read “Employees within Police Department who are directed to go outside the confines of Dona Ana County, who have City business and/or are to pick up supplies, materials, attend conferences, trainings, meetings, or any other City business in their assigned vehicle must have the Department Head log the date of use, name of employee, purpose of use, locations driving to and from, and cost of fuel if gas card is used. Public Works Department or any other department who are assigned City owned vehicles who are directed to go outside the City Limits will abide by the above. The Public Works Supervisor and Chief of Police will provide a monthly report to the Governing Body by the 10th of each month for the previous month. Failure to comply will result in written reprimand, revocation of vehicle, and up to termination”.

- ❖ **Trustee Flores:** *We need to specify 4 miles is for lunch only.*

- ❖ **Trustee Gameros:** *Section 4c has the 4 miles.*

Roll Call vote:

MPT Ferine Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, motion passed.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo Tie Breaker	YES	NO

- c) Consideration and action to approve Finance Officer Job description. **Presented by City Manager**
- ❖ **City Manager:** Board approval of this item will allow City staff to advertise the position. Still inclined to allow payroll/procurement clerk to be under finance officer and this is ultimately the board's decision.
- ❖ **Trustee Gameros:** Previous finance officer did not allow the procurement clerk to grow and think on her own. She relied completely on Finance Director and so there was no internal control since she would overrule what procurement officer might do. **Having the procurement under City Manager allows for better internal controls.**
- ❖ **Trustee Silva** – We went through the process of creating an organization structure with procurement under city manager. We put it in place for reason: We should leave it as is for a later date.
- ❖ **Trustee Gameros:** Suggest to replace Supervises payroll/procurement and replace with "works alongside with".
- ❖ Oversees all city procurement. That person should know they are there to make sure things are done correctly, but not do the procurement job. Suggest to change to "Has oversight over all procurement"

Move to amendment finance officer job description to say works alongside with payroll/procurement and has oversight of all city procurement.

1st Motion: Trustee Gameros 2nd Motion: Trustee Silva

Roll Call vote:

MPT Ferine Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 votes, motion passed. Amendment approved.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo Tie Breaker	YES	NO

Consideration and action to approve Finance Officer Job description

1st Motion: Trustee Gameros 2nd Motion: Trustee Flores

Roll Call vote:

MPT Ferine Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, motion passed.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo Tie Breaker	YES	NO

- d) Consideration and action to approve **Resolution 2020-016** a resolution approving preliminary fiscal year 2020-2021 budget. **Presented by City Manager**
 - **Alan Dahl with approval of the Board left the meeting at 6:41 PM**

1st Motion: Trustee Gameros 2nd Motion: Trustee Flores

Roll Call vote:

MPT Ferine Herrera	YES	NO
Trustee Gloria Gameros	YES	NO 4 to 0 vote, motion passed.
Trustee Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Mayor Diana M. Trujillo Tie Breaker	YES	NO

- ❖ **Trustee Gameros:** We should budget Library pay at their rate without the temporary grant raise.
 - Court Clerk position to 50 hours not 40, at pay scale rate since this position is vacant.
 - MVD Lilian Chairez \$11:28
 - With the decline in revenue after COVID-19 City cannot afford to hire for Lieutenant
 - **Chief Ordonez-** I understand, thank you for the consideration.
- ❖ **Trustee Flores:** Requested to have same wages as employees are getting right now. Almost all are changed on the proposed rate different from what the Board approved last year.
- ❖ **IT Department**
 - Make supplied \$7,500 since all City supplies goes to IT
- ❖ **MVD:**
 - Fulltime classified to be corrected to \$111,988
 - **MVD Manager:** Lilian took duties of the lead clerk. Request Board review possibility to keep this position. It helps when Manager is out on business for MVD to run as usual.
 - **Trustee Gameros:** Job Description and new pay scale need to come to the Board next meeting.
 - **City Manager:** Yes: The plan is to place it on June 17, 2020 meeting agenda. A few other job descriptions need approval.
- ❖ **Trustee Gameros** – Suggested changes:
 - a) Move supplies line item to IT
 - b) Civil liability ins add Auto in the description

- c) Delete 101-01-50400
- d) Workers comp line item make it \$96,672
- e) All the insurance move to City Manager.
- f) Water line item/fuel/utilities to City Manager budget
- g) Mary Hall - \$18.76
- h) Rosalinda Aldaz - \$10.54
- i) Diana Lascano – 10.50 (Library is showing higher pay currently due to a temporary grant awarded, grant ends June 12th, 2020)
- j) Johanna Tellez - \$10.50 – She resigned we rehire at minimum pay
- k) Lilian Chairez - \$11.28 – debatable, Board will vote on this change 6/4, for now put it at this rate
- l) Delete the position of a lieutenant

Executive Dept

- 1. Conference registration \$600
- 2. Per diem/ travel \$600
- 3. Move supplies line item to IT
- 4. Civil liability ins add Auto in the description
- 5. Delete 101-01-50400
- 6. Workers comp line item make it \$96,672
- 7. All the insurance move to City Manager
- 8. Water line item /fuel/utilities to City Manager budget

Legislative Dept

- 1. Conference registration \$2000
- 2. Per diem/travel \$2000

Police Dept

- 1. Overtime \$40,000
- 2. Full time Classified will change after you make payroll changes – expected to be \$420,681 not including lieutenant

Parks & Recreation

- 1. 101-07-61100 Maintenance Building/ Structure \$25,000
- 2. Utilities to move to City Manager
- 3. Maintenance parks – \$120,000

Public Works

- a) Safety equipment \$3000
- b) Equipment/ Machinery \$10,000
- c) 101-08-61300 rename to Maintenance Roadways - \$26,000
- d) 101-08-61800 rename to Maintenance Grounds/Bldg. - \$30,000
- e) Utilities move to City Manager
- f) New hire - \$11.11
- g) Conference -\$400
- h) Per Diem- \$400
- i) Maintenance/Vehicle- \$7500
- j) Maintenance/Equip - \$3000
- k) Supplies- \$2500
- l) Safety equip-\$3500
- m) Rent Equip-\$3200
- n) Equipment/Machinery-\$1,000

Codes:

- a. Per-diem – \$400
- b. Supplies- \$200

Library

- a. If Mary requested more money for supplies after the preliminary, it needs to place for finalization
- b. Rent of Equipment/Printer move to Fund 243
- c. Fulltime & part time classified to reflect payroll changes
- d. Remove amounts on Conf/per diem
- e. Maintenance
- f. Subscription move to Fund 243
- g. Add supplies as per Mary's email attached

Finance Dept

- a. Conference registration \$750
- b. Per diem/travel \$500.
- c. Utilities move to City Manager
- d. Change finance director pay to \$22.84
- e. Professional services add (Auditors)
- f. Charges / penalty - \$300

City Manager

- a) Per-diem – \$600 moved to Conference Registration
- b) Supplies- \$200
- c) All Utilities to be moved to this department from Public Works, Parks/Rec, Executive, Library

Codes: (no changes)

Animal Control

- a. Conference registration \$400
- b. Per diem/travel \$400

Special Revenue Funds

- 227 - Delete as per Chief
- 251 - \$3000 revenue and expense
- 401 – Close

MVD

- a. Change fulltime classified as per payroll changes

Info/Tech

- 1) Conference - \$0.00
- 2) Per-diem - \$0.00
- 3) Supplies - \$7500

7. ADJOURNMENT – at 11:45PM

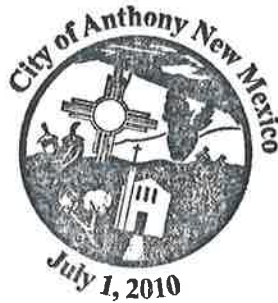
1st Motion: Trustee Gameros 2nd Motion: Trustee Flores

Roll Call vote:

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 Tie Breaker	YES	NO	

ATTEST:

Esther Motongo, City Clerk



Diana M. Trujillo, Mayor

BOT Special Meeting Attendees Summary



Meeting Date

May 28, 2020 5:25 PM MDT

Meeting Duration

380 minutes

Number of Attendees

13

Meeting ID

923-875-269

Details

Name	Email Address	Join Time	Leave Time	Time in Session (minutes)
+15053826382		5:25 PM	10:22 PM	296
+15758822983		5:31 PM	9:52 PM	261
+19152461764		5:40 PM	6:28 PM	48
+19155883923		5:26 PM	9:01 PM	215
Alan Dahl		5:27 PM	6:41 PM	73
Alan J. Dahl	ajd@mmslawpc.com	5:25 PM	5:28 PM	2
Esther Motongo	emotongo@cityofanthonym.org	5:25 PM	11:45 PM	380
Jorge Garcia	jpgarcia@cityofanthonym.com	6:41 PM	7:07 PM	25
Mayor Trujillo	mayortrujillo@cityofanthonym.org	5:31 PM	11:45 PM	373
Oscar Dominguez	odominguez@cityofanthonym.org	5:26 PM	11:45 PM	379
TRUSTEE FLORES	eflores@bot.cityofanthonym.org	5:30 PM	11:45 PM	375
TRUSTEE GAMEROS	ggame1988@yahoo.com	5:26 PM	11:45 PM	379
Trustee Silva		6:16 PM	11:45 PM	329
Trustee silva		6:15 PM	11:45 PM	330