

SPECIAL MEETING

City of Anthony Board of Trustees
820 Highway 478, Anthony NM 88021

& Conference Call

Tuesday, August 30, 2022

5:00 PM

MINUTES

You can join meeting using your phone by
dialing. **United States: +1(872)240-3412**

Access Code: 991-909-741

<https://meet.goto.com/991909741>

1. CALL TO ORDER by Mayor Diana Murillo

2. PLEDGE OF ALLEGIANCE led by Mayor Diana Murillo

3. ROLL CALL Present:

MPT Elva Flores	YES	NO
Trustee Javier Silva	YES	NO
Trustee Daniel Barreras	YES	NO
Trustee Gabriel Holguin	YES	NO
Mayor Diana Murillo	YES	NO
Quorum Established	YES	NO

4. APPROVAL OF AGENDA ORDER

ROLL CALL:

1st Motion: MPT Flores

2nd Motion: Trustee Barreras

MPT Flores

YES NO

Trustee Silva

YES NO 3 to 0 vote, motion pass.

Trustee Barreras

YES NO

~~Trustee Holguin~~

~~YES NO~~ (When roll call for Trustee Gabriel I. Holguin made, the Mayor

nor any members of the Governing Body present at the meeting were able to hear his casted vote. Therefore, not vote is

recorded) ~~Mayor Diana Murillo~~ YES NO

5. DISCUSSION

a) Discussion on FY 2023 Cannabis Revenues, **Presented by the Finance Officer**

Finance Officer: presentation on the impact that the addition of other public works employees would have on the fiscal year. In comparison with the Cannabis Tax that has been implemented, the first 3 months have shown that we have surpassed that original \$12,000/year projection in the first month alone. With \$24,817 this fiscal year alone, there is no reason to think that the tax revenue should be any lower than what we have seen these first two months. Therefore, there should not be a big impact in hiring two more public works employees as those two salaries would be covered by Tax. Even in a conservative projection we would be \$24,000 over from what we would be spending with these two new salaries

Trustee Silva: Worried as there is no benchmarks for this new revenue for the state of New Mexico, afraid that within time sales will drop as consumers return to previous sellers thus brings down this revenue.

Finance Officer: compared to other states, the trend seems to show that there should be an increase in the years to come, as the first year is usually the lowest taxed year. And, as the city grows and sees addition of other revenues, these salaries could be taken from there if need be.

b) Discussion regarding need for two (2) additional Public Works Staff, **Presented by the Public Works Director and Interim City Manager**

Public Works Director: Discussion over the need for additional 2 public works employees to help with street maintenance such as graffiti and clearing out weeds. Had to split team to keep with the regular maintenance, they have not fallen behind but would use the extra help to tackle areas that have been put on hold due to the lack of assistance. A long-term solution to be presented on 09/07

Trustee Silva: Proposes asking for volunteers within the community as opposed to hiring additional people.

Public Works Director: Brings up the point that some items would have to be replaced such as street signs and that could only be taken care of by City employees.

6. CONSIDERATION AND ACTION:

a.) Consideration and Action to approve the August 31, 2022 Amended Employee Handbook, **Presented by the Human Resource/Chief Procurement Officer**

HR/Chief Procurement Officer: Employee Handbook has been completed and is ready for approval and distribution, would need to be signed by each employee upon receipt. As it is a living document, it will be revised every quarter (3 months). Urgent revisions will be brought up to the board and added as needed to the Handbook.

MPT Flores: Suggests department heads should review with their team and each employee be sent an electronic copy to be read prior to meeting with departments heads for any questions/concerns.

Mayor Murillo: Would like to highlight key points, as there has been situations that keep happening that if a copy of the Handbook was made available or mandated to be read these situations will not have not continued to happen.

ROLL CALL:

1st Motion: Trustee Silva

2nd Motion: Trustee Barreras

MPT Flores

YES NO

Trustee Silva

YES NO 3 to 0 vote, motion pass.

Trustee Barreras

YES NO

~~Trustee Holguin~~

~~YES NO~~ (When roll call for Trustee Gabriel I. Holguin made, the Mayor

nor any members of the Governing Body present at the meeting were able to hear his casted vote. Therefore, not vote is

recorded) ~~Mayor Diana Murillo~~ YES NO

b.) Consideration and Action to approve job description for Assistant IT. **Presented by the Human Resource/Chief Procurement Officer**

HR/Chief Procurement Officer: IT position was recently revised and must be filled due to police programming that must be managed by an inhouse IT personnel (such as redactions from videos for IPRA request) amongst regular IT issues that are currently being handled by the HR/Procurement Officer.

Trustee Silva: Had some concerns over requirements and pay and finding a candidate as the position is asking for a lot for the pay of \$14, that is being offered. Suggests they revisit the requirements being asked if there are no applicants.

ROLL CALL:

1st Motion: Trustee Silva

2nd Motion: Trustee Barreras

MPT Flores

YES NO

Trustee Silva

YES NO 3 to 0 vote, motion pass.

Trustee Barreras

YES NO

~~Trustee Holguin~~

~~YES NO~~ (When roll call for Trustee Gabriel I. Holguin made, the Mayor

nor any members of the Governing Body present at the meeting were able to hear his casted vote. Therefore, not vote is

recorded) ~~Mayor Diana Murillo~~ YES NO

- c.) Consideration and Action to approve the submission of the West South Anthony Arroyo Multi-Purpose Linear Recreational Flood Control Park Project to the NMFA Water Trust Board in the amount of \$1,500,000.00, whereby the City of Anthony hereby pledges 5% local match in the amount of \$75,000.00, **Presented by Interim City Manager**

Interim City Manager: "The NM Finance Authority Water Transport Program is one that the city has been participating in for four years. Recently, we learned that the Legislative Finance Committee is projecting this program from the \$15-18 million cross the state for about \$95-\$100 million for projects for the next 4 years for projects such as water storage, distribution, treatment, flood control, water conservation and other endangered species type programs that are water related." The project that is up for consideration is the "Final Phase" near Adams Park, which is the where the west reach of the South Anthony Arroyo is being redirected. For many years that areas have been issues with illegal dumping, the idea is to open up the west reach and turn it into a linear flood control and do the same east reach, this would increase physical activity, physical use and thereby increase security and self-enforcement. We would this will come before the board until the fiscal year 2024, roughly Oct. 2023 as we start fiscal year 2024 July 1st.

ROLL CALL:

1st Motion: Trustee Barreras

2nd Motion: MPT Flores

MPT Flores

YES NO

Trustee Silva

YES NO 3 to 0 vote, motion pass.

Trustee Barreras

YES NO

~~Trustee Holguin~~

~~YES NO~~ (When roll call for Trustee Gabriel I. Holguin made, the Mayor

~~nor any members of the Governing Body present at the meeting were able to hear his casted vote. Therefore, not vote is recorded) Mayor Diana Murillo~~

~~YES NO~~

- d.) Consideration and Action to approve the submission of the Donaldson Avenue Storm Drain System Flood Control Project to the NMFA Water Trust Board in the amount of \$1,500,000.00, whereby the City of Anthony hereby pledges 5% local match in the amount of \$75,000.00, **Presented by Interim City Manager**

Interim City Manager: Since given direction to have this as a priority project and the countless issues and complaints from residents approving this submission would be the first step in fixing the problem. These capital project move at it's best move at a three-year pace. This proposed project stands a very good change of being funded due to the multiple concerns and issues that have been brought up the last few years.

Trustee Silva: would like to learn of any possible temporary solutions for the drainage problems once approval for resolution passes.

Interim City Manager: assures that at the very least he would sit with the Water company to have this discussion and report back with any if any temporary solutions are possible.

ROLL CALL:

1st Motion: Trustee Silva

2nd Motion: MPT Flores

MPT Flores

YES NO

Trustee Silva

YES NO 3 to 0 vote, motion passes.

Trustee Barreras

YES NO

~~Trustee Holguin~~

~~YES NO~~ (When roll call for Trustee Gabriel I. Holguin made, the Mayor

~~nor any members of the Governing Body present at the meeting were able to hear his casted vote. Therefore, not vote is recorded) Mayor Diana Murillo~~

~~YES NO~~

- e.) Consideration and Action to appoint Office Estrada to Interim Sergeant in accordance with Section 3.2 of the Employee Handbook, **Presented by Interim Chief Ruiz**

Chief Ruiz: Presented his recommendations for both positions: Officer Estrada as Interim Sergeant and Sergeant Guerrero and the Senior Lead Sergeant in his stead as "it is customary to have one assigned in the absence of the chief of police in order to handle all the daily operations of the department. The designated Senior Lead Sergeant is ultimately responsible for the budget, staffing, vehicle maintenance, equipment, supplies, citizen complaints, training for officers, public relations and other of concerns that the department might have." The Sgt. ratio is 4

officers for one Sgt., thus appointing Officer Guerrero as Senior Lead Sgt, in Interim Chief Ruiz's exit and Chief Ordoñez's absence, there would be a vacancy for Sgt. Therefore, a request for Officer Estrada to be appointed as Interim Stg. in necessary, Officer Estrada leads the departments in productivity in comparison with the other officers, has 11 years of experience, is very reliable and always readily available for shift overs. This will be temporary and in regards to pay/compensation, according to the employee handbook it would require a 13% of the vacant hourly rate to be awarded to the appointees on the 11th workday.

Trustee Holguin: has some reservations with the moves and vacancies that might arise if approved, seems more logical to give the position of Interim Chief to Sgt. Guerrero as he will be doing more work for less pay.

Interim City Manager: this was discussed with Chief Ordoñez and she has no problem with this recommendation and it was her decision to continue with the recommendations.

Trustee Silva: also voices concerns over the lack of pay increase for Sgt. Guerrero

Mayor Murillo: redirected the discussion to the item on hand which is the appointment of Officer Estrada as Interim Sgt., Sgt. Guerrero's position would be discussed at a later time

Trustee Holguin: "I have some concerns regarding that appointment and would like to go into executive session"

ROLL CALL:

Closed Session: 1st Motion: MPT Flores 2nd Motion: Trustee Barreras

MPT Flores	YES	NO	
Trustee Silva	YES	NO	4 to 0 vote, motion passes. started roughly at 6:04pm
Trustee Barreras	YES	NO	
Trustee Holguin	YES	NO	
Mayor Diana Murillo	YES	NO	

Mayor Murillo: "No decision was made during closed session; I entertain a motion to go into open session"

ROLL CALL:

Open Session: 1st Motion: MPT Flores 2nd Motion: Trustee Barreras

MPT Flores	YES	NO	
Trustee Silva	YES	NO	4 to 0 vote, motion passes.
Trustee Barreras	YES	NO	
Trustee Holguin	YES	NO	
Mayor Diana Murillo	YES	NO	

ROLL CALL on Original Action:

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

MPT Flores	YES	NO	
Trustee Silva	YES	NO	3 to 1 vote, motion passes.
Trustee Barreras	YES	NO	
Trustee Holguin	YES	NO	
Mayor Diana Murillo	YES	NO	

f.) Consideration and Action to approve the Card Acceptance Policy and Procedure. **Presented by Finance Officer**

Finance Officer: Presentation to discuss accepting credit card payments for fees related to any department. Presented to the State which was reviewed and approved at State level. City has an account and access to Square Up this would just be having additional free portable equipment that can be attached to a cellphone or tablet. There is a 2.6% fee. Finance Officer clarified that there will be no over the phone payments due to security reasons, possible that in the future and with the IT position being filled they can create a link that allows online payments. This will handled and cataloged by the Finance Officer, he would have access to view what transactions have occurred. It was suggested by MPT Flores that a journal should be kept by department to document any transaction to match Square Up Date. A uniform form would be created for consistency.

ROLL CALL:

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

MPT Flores	YES	NO	
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Trustee Silva	YES	NO	4 to 0 vote, motion passes.
Trustee Barreras	YES	NO	
Trustee Holguin	YES	NO	
Mayor Diana Murillo	YES	NO	

8. ADJOURNMENT

ROLL CALL:

1st Motion: MPT Flores

2nd Motion: Trustee Barreras

MPT Flores	YES	NO	
Trustee Silva	YES	NO	
Trustee Barreras	YES	NO	4 to 0 votes, motion passes. Meeting adjourned at 6:38pm
Trustee Holguin	YES	NO	
Mayor Diana Murillo	YES	NO	



Diana Murillo

 Diana Murillo, Mayor

{SEAL}
 Attest:

KOA

 Karla Oropeza, City Clerk