

**REGULAR MEETING  
City of Anthony Board of Trustees  
Municipal Building  
320 Lincoln St.  
Anthony, NM 88021**

**Wednesday December 7, 2011  
6:00 P.M.**

**AGENDA**

**1. CALL TO ORDER BY HONORABLE MAYOR RAMON S. GONZALEZ**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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*THOSE ITEMS ON THE AGENDA INDICATED BY AN ASTERISK (\*) ARE ON THE CONSENT AGENDA AND WILL BE VOTED ON BY ONE MOTION UNLESS A COUNCILOR REQUESTS THAT A SPECIFIC ITEM BE REMOVED AND PLACED ON THE REGULAR AGENDA FOR DISCUSSION PURPOSES.*

**4. APPROVAL OF AGENDA ORDER**

**4. APPROVAL OF MINUTES**

- \*Minutes of the November 9, 2011 Special Meeting- Public Hearing
- \*Minutes of the November 9, 2011 Regular Meeting
- \*Minutes of the November 12, 2011 Special Meeting

**5. ITEMS FROM THE FLOOR**

**6. PUBLIC MEETING**

**Presentations:**

- A. Presentation of a Proclamation to recognize the Gadsden High Lady Panther Volleyball Team as State Champions for 2011. *Presented by Mayor Ramon Gonzalez.*
- B. Presentation of service available from KN Enterprise, LLC. *Presented by Nick Aragon, Sales Representative.*

**Resolutions:**

- C. Consideration and action to approve a resolution of the City of Anthony, New Mexico calling for a Regular Municipal Election. *Presented by Gloria Y. Irigoyen, City Clerk.*
- D. Consideration and action to approve a resolution of the City of Anthony, New Mexico approving the job description for the Fire Chief. *Presented by Gloria Y. Irigoyen, City Clerk.*
- E. Consideration and action to approve a resolution approving a budget adjustment to account for operating expenditures for the Fire Department. *Presented by Trustee James Scott.*

- F. Consideration and action to approve a resolution approving a budget adjustment to increase the operating expenditures for the Community Development Department. *Presented by Trustee James Scott.*

**Contracts and Agreements and Joint Powers Agreements:**

- G. Consideration and action to approve the Lease Agreement between St. Anthony's Parish and the City of Anthony, New Mexico and to authorize the Mayor to sign said lease agreement. *Presented by Police Chief Steven Foldy & City Clerk Gloria Y. Irigoyen.*
- H. Consideration and action to allow Mayor Gonzalez to sign an application for the City of Anthony to be a Participating Entity with Cooperative Educational Services (CES), Cooperative Purchasing Agreement for State Agencies and/or Local Public Bodies. *Presented by Gloria Y. Irigoyen, City Clerk.*
- I. Consideration and action to allow Mayor Gonzalez and City Clerk Gloria Y. Irigoyen to sign the ETS Merchant Application and Agreement for the City of Anthony to establish and account for electronic payments. *Presented by Gloria Y. Irigoyen, City Clerk.*

**Other:**

- J. Consideration and action to approve the 2012 Holiday Calendar for the City of Anthony. *Presented by Gloria Y. Irigoyen, City Clerk.*
- K. Consideration and action to approve the Fixed Assets Procedure Policy for the City of Anthony, New Mexico. *Presented by Gloria Y. Irigoyen, City Clerk.*

**9. ITEMS FROM THE CITY CLERK/TREASURER**

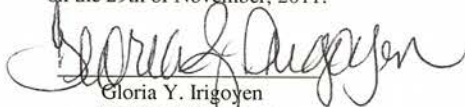
**10. ITEMS FROM THE MAYOR AND TRUSTEES**

**11. ADJOURNMENT**

**POSTED:**

City of Anthony City Clerk Office  
El Paso Electric Company  
NM Gas Company  
Anthony Post Office  
Senior Citizen Center  
Anthony Water & Sanitation District

Filed in the office of the City  
on the 29th of November, 2011.

  
Gloria Y. Irigoyen  
City Clerk/Treasurer

**PLEASE NOTE:** *If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Office of the City Clerk at 575-882-2983 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Office of the City Clerk at 575-882-2983, if a summary or other type of accessible format is needed.*

**REGULAR MEETING  
City of Anthony Board of Trustees  
Municipal Building  
320 Lincoln St.  
Anthony, NM 88021**

**Wednesday December 7, 2011  
6:00 P.M.**

**MINUTES**

**1. CALL TO ORDER** at 6:00pm by Mayor Ramon Gonzalez.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL-** Present: Mayor Pro-tem James Scott                      Trustee Betty Gonzalez  
Trustee Diana Murillo    Trustee Juan Acevedo

**4. APPROVAL OF AGENDA ORDER-** Motion to approve the agenda order was made by Trustee Betty Gonzalez and second by Trustee Diana Murillo. All in favor, motion carried.

**4. APPROVAL OF MINUTES-** Approved on consent

\*Minutes of the November 9, 2011 Special Meeting- Public Hearing

\*Minutes of the November 9, 2011 Regular Meeting

\*Minutes of the November 12, 2011 Special Meeting

**5. ITEMS FROM THE FLOOR-** Mr. Patrick Peck, Director is South Central Solid Waste Authority informed the Board of Trustees that the RFP for solid waste service had been published and sent out to nine different solid waste companies. There was an amendment to the RFP that was going to be issued the next day. Anyone having any questions on the RFP would have to address Pam Davis at South Central Solid Waste Authority.

**6. PUBLIC MEETING**

**Presentations:**

A. Presentation of a Proclamation to recognize the Gadsden High Lady Panther Volleyball Team as State Champions for 2011 was presented by Mayor Ramon Gonzalez. Each player was also recognized with a certificate.

B. Presentation of service available from KN Enterprise, LLC did not take place because Mr. Nick Aragon. Did not appear.

**Resolutions:**

C. Consideration and action to approve a resolution of the City of Anthony, New Mexico calling for a Regular Municipal Election. City Clerk Gloria Irigoyen advised the Board of Trustees that the office of Municipal Judge had been left out of the resolution in error and states the Dona Ana County Clerk's Office had confirmed that this position needed to be included. Motion to approve the resolution with said amendment was made by Mayor Pro-tem James Scott and second by Trustee Betty Gonzalez. Roll call vote: Trustee Diana Murillo, Yes; Trustee Juan Acevedo, Yes; Trustee Betty Gonzalez, Yes; Mayor

Pro-tem James Scott, Yes. Unanimous, motion carried.

- D. Consideration and action to approve a resolution of the City of Anthony, New Mexico approving the job description for the Fire Chief. Motion to approve the job description for the fire chief was made by Trustee Juan Acevedo and second by Trustee Betty Gonzalez. Roll call vote: Trustee Juan Acevedo, Yes; Mayor Pro-tem James Scott, Yes; Trustee Diana Murillo, Yes; Trustee Betty Gonzalez, Yes. Unanimous, motion carried.
- E. Consideration and action to approve a resolution approving a budget adjustment to account for operating expenditures for the Fire Department. Motion to approve budget adjustment to account for operating expenditures for the Fire Department was made by Mayor Pro-tem James Scott and second by Trustee Juan Acevedo. Roll call vote: Trustee Juan Acevedo, Yes; Mayor Pro-tem James Scott, Yes; Trustee Betty Gonzalez, Yes; Trustee Diana Murillo, No. Votes 3-1, motion carried.
- F. Consideration and action to approve a resolution approving a budget adjustment to increase the operating expenditures for the Community Development Department. Motion to approve a budget adjustment for the operating expenditures for the Community Development Department was made by Mayor Pro-tem James Scott and second by Trustee Diana Murillo. Roll call vote: Trustee Diana Murillo, Yes; Trustee Betty Gonzalez, Yes; Trustee Juan Acevedo, Yes; Mayor Pro-tem James Scott, Yes. Unanimous, motion carried.

**Contracts and Agreements and Joint Powers Agreements:**

- G. Consideration and action to approve the Lease Agreement between St. Anthony's Parish and the City of Anthony, New Mexico and to authorize the Mayor to sign said lease agreement. Motion to approve Lease Agreement between St. Anthony's Parish and the City of Anthony and to authorize the Mayor to sign agreement with an amendment to the commencement day from December 1, 2011 to January 1, 2012 was made by Trustee Juan Acevedo and second by Mayor Pro-tem James Scott. Roll call vote: Trustee Juan Acevedo, Yes; Trustee Diana Murillo, Yes; Trustee Betty Gonzalez, Yes; Mayor Pro-tem James Scott, Yes. Unanimous, motion carried.
- H. Consideration and action to allow Mayor Gonzalez to sign an application for the City of Anthony to be a Participating Entity with Cooperative Educational Services (CES), Cooperative Purchasing Agreement for State Agencies and/or Local Public Bodies. Motion to allow Mayor Gonzalez to sign an application for the City of Anthony to be a participating Entity with CES was made by Trustee Betty Gonzalez and second by Trustee Diana Murillo. Roll call vote: Trustee Betty Gonzalez, Yes; Trustee Diana Murillo, Yes; Trustee Juan Acevedo, Yes; Mayor Pro-tem James Scott, Yes. Unanimous, motion carried.
- I. Consideration and action to allow Mayor Gonzalez and City Clerk Gloria Y. Irigoyen to sign the ETS Merchant Application and Agreement for the City of Anthony to establish and account for electronic payments. City Clerk Gloria Irigoyen advised the Board of Trustees that City Attorney Enrique Palomares had requested an amendment to said agreement. No response had been received yet. Motion was made by Trustee Diana Murillo to reconsider said agreement for a later date and was second by Trustee Juan Acevedo. All in favor, motion carried.

**Other:**

- J. Consideration and action to approve the 2012 Holiday Calendar for the City of Anthony. Motion to approve the 2012 Holiday Calendar was made by Trustee Juan Acevedo and second by Mayor Pro-tem James Scott. All in favor, motion carried.

- K. Consideration and action to approve the Fixed Assets Procedure Policy for the City of Anthony, New Mexico. Motion to approve was made by Trustee Betty Gonzalez and second by Trustee Juan Acevedo. All in favor, motion carried.
- L. Consideration and action to approve the engagement letter from White+Samaniego+Campbell, LLP for audit services relates to the fiscal year July 1, 2010 – June 30, 2011, and to authorize Mayor to sign said engagement letter. Motion to authorize Mayor to sign engagement letter from WSC, LLC for audit services related to FY2010-11 with an effective date of November 29, 2011 was made by Trustee Betty Gonzalez and second by Trustee Diana Murillo. All in favor, motion carried.
- M. Consideration and action to approve the management letter to White+Samaniego+Campbell, LLP for audit services relates to the fiscal year July 1, 2010 – June 30, 2011, and to authorize Mayor to sign said management letter. Motion to authorize Mayor to sign management letter to WSC, LLC for audit services related to FY2010-11 with an effective date of November 29, 2011 was made by Trustee Betty Gonzalez and second by Trustee Juan Acevedo. All in favor, motion carried.

**9. ITEMS FROM THE CITY CLERK/TREASURER-** City Clerk Gloria Irigoyen informed the Board of Trustees that Tyler Technologies had offered to come by and do a demo of the Incode financials program for the Board and employees. Demo would take from one hour to five depending on what needed to be addressed. City Clerk also informed the Board that interviews for the position of Code Enforcement/Building inspector had been held and a person had been selected. Unfortunately selected person had decline the position because he was moving. In addition, interviews for the Receptionist was scheduled for the following day. Trustee Betty Gonzalez, Trustee Diana Murillo, Ms. Juanita Salazar and City Clerk were in the interview panel. City Clerk presented Board of Trustee with a copy of the city budget and explained that the total projected revenues for FY2011-12 was \$664,354 of which \$387,024 had already been received as of November 30, 2011. Total expenditures as of November 30, 2011 were \$152,458. The breakdown for each department was noted on the report.

**10. ITEMS FROM THE MAYOR AND TRUSTEES-** Trustee Betty Gonzalez wanted to make sure that we secure funding through grants and suggested getting together to determine what projects the city needed to focus on. City Clerk informed the Board of Trustees that Jay Armijo was on the agenda for the next regular meeting on December 14 for the Board to select a project for consideration for the CDBG application.

Trustee Diana Murillo expressed concern regarding Mr. Jimmy Nevarez who was requesting a business permit for this new car sales business. She question why he was not being allowed to address the Board of Trustee and asked to go before the P&Z Commission instead. City Clerk Gloria Irigoyen commented that Mr. Nevarez had only requested a letter from the city stating that his new business was in full compliance. City Clerk stated she did not have the authority to issue such a letter since the city did not have an inspector to conduct such inspection at this time. In addition, City Clerk stated that she had been working with the State Fire Marshall's office and Acting Fire Chief Fernie Herrera to acquire the fire inspection form and format them for use by the City. Once that was done and the Fire Department budget was approved, Chief Herrera would be doing some of the pending inspections. With regards to Mr. Nevarez, it was commented that he had not yet paid on the fireworks possession permit fees for the July 4<sup>th</sup> sales. Mayor Pro-tem James Scott asked that the 455 Report me checked to see if the CRS number for Mr. Nevarez fireworks business was included in the last quarter report from TRD. Trustee Betty Gonzalez stated that we needed to meet with TRD to ensure that the city was getting the money from businesses within the city limits.

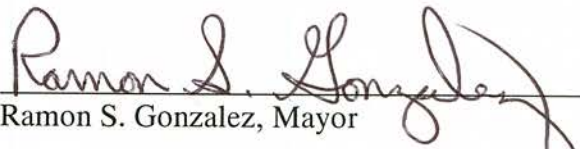
Trustee Juan Acevedo questioned the process for new businesses. It was stated that any new business would first need to go to CID (Construction Industries Division) for a building permit and P&Z to ensure proper zoning and finally the Board of Trustees should there be any concerns or problems with the process.

Mayor Pro-tem James Scott expressed concern with regards to the utilities GRT's due to the City because he did not see any in the RP500 Report.

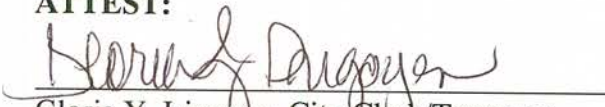
Trustee Gonzalez asked Eric Gomez from Tierra del Sol, (who was in attendance) if Tierra del Sol needed a letter from the City to request any funding for improvements. Mr. Gomez would find out and get back to Trustee Gonzalez. There was some concern with some vacant buildings (barracks) on Fourth Street, west of Anthony Elementary that needed to be repaired or removed. Trustee Gonzalez commented that the Board of Trustee needed to discuss the Code Enforcement/Building Inspector salary because it was becoming difficult to find a qualified person at current budgeted wage.

**11. ADJOURNMENT-** Motion to adjourn meeting was made by Trustee Juan Acevedo and second by Mayor Pro-tem James Scott. All in favor, motion carried. Meeting adjourned at 8:00 p.m.

**APPROVED:**

  
Ramon S. Gonzalez, Mayor

**ATTEST:**

  
Gloria Y. Irigoyen, City Clerk/Treasurer

{SEAL}

*Minutes taken and prepared by Gloria Y. Irigoyen, City Clerk/Treasurer  
Approved at Regular Meeting held on December 14, 2011.*

**REGULAR MEETING**  
**City of Anthony Board of Trustees**  
**Municipal Building**  
**320 Lincoln St.**  
**Anthony, NM 88021**

**Wednesday December 14, 2011**  
**6:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER BY HONORABLE MAYOR RAMON S. GONZALEZ**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

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- 4. APPROVAL OF AGENDA ORDER**
- 5. APPROVAL OF MINUTES**

\*Minutes of the December 7, 2011 Regular Meeting

- 6. ITEMS FROM THE FLOOR**
- 7. PUBLIC MEETING**

Personnel:

- A. Consideration and action to approve hire of Daniel Fuentes for the position of Code Enforcement/ Building Inspector. *Presented by Gloria Y. Irigoyen, City Clerk.*

Resolutions:

- B. Consideration and action to approve a resolution approving a budget adjustment to account for \$12,251 in expenditures that was not accounted for in the City Clerk operation budget. *Presented Gloria Y. Irigoyen.*

Other:

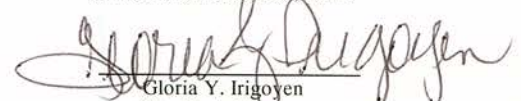
- C. Consideration and action to select and approve project for the 2012 CDBG (Community Development Block Grant) Application. *Presented by Jay Armijo, South Central Council of Governments.*

- 8. ITEMS FROM THE CITY CLERK/TREASURER**
- 9. ITEMS FROM THE MAYOR AND TRUSTEES**
- 10. ADJOURNMENT**

**POSTED:**

City of Anthony City Clerk Office  
El Paso Electric Company  
NM Gas Company  
Anthony Post Office  
Senior Citizen Center  
Anthony Water & Sanitation District

Filed in the office of the City  
on the 5th of December, 2011.

  
Gloria Y. Irigoyen  
City Clerk/Treasurer

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City of Anthony Board of Trustees  
Municipal Building  
320 Lincoln St.  
Anthony, NM 88021**

**Wednesday December 14, 2011  
6:00 P.M.**

**ADDENDUM**

**Resolution:**

- D. Consideration and action to approve a resolution of the City of Anthony, New Mexico, authorizing the submission of a New Mexico Community Development Block Grant Program application to the Department of Finance and Administration/Local Government Division; and Authorizing the Mayor to act as the City's Chief Executive Officer and authorize representative in all matters pertaining to the City's participation in the Community Development Block Grant Program. *Presented by Jay Armijo, South Central Council of Governments.*

**Personnel:**

- E. Consideration and action to approve hire of Cynthia Martinez for the position of Receptionist. *Presented by Gloria Y. Irigoyen, City Clerk.*


**Contracts/Agreements:**

- F. Consideration and action to approve the revised lease agreement between St. Anthony's Parish and the City of Anthony, New Mexico. *Presented by Gloria Y. Irigoyen, City Clerk.*

**POSTED:**

City of Anthony City Clerk Office  
El Paso Electric Company  
NM Gas Company  
Anthony Post Office  
Senior Citizen Center  
Anthony Water & Sanitation District

Filed in the office of the City  
on the 9th of December, 2011.

  
Gloria Y. Irigoyen  
City Clerk/Treasurer

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City of Anthony Board of Trustees  
Municipal Building  
320 Lincoln St.  
Anthony, NM 88021**

**Wednesday December 14, 2011  
6:00 P.M.**

**ADDENDUM (2)**

**Other:**

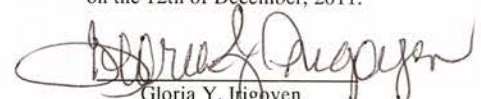
**G. APPROVAL OF MINUTES:**

- \*Minutes of September 7, 2011 Public Hearing
- \*Minutes of September 21, 2011 Public Hearing

**POSTED:**

City of Anthony City Clerk Office  
El Paso Electric Company  
NM Gas Company  
Anthony Post Office  
Senior Citizen Center  
Anthony Water & Sanitation District

Filed in the office of the City  
on the 12th of December, 2011.

  
Gloria Y. Higbyen  
City Clerk/Treasurer

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**REGULAR MEETING**  
**City of Anthony Board of Trustees**  
**Municipal Building**  
**320 Lincoln St.**  
**Anthony, NM 88021**

**Wednesday December 14, 2011**  
**6:00 P.M.**

**MINUTES**

1. **CALL TO ORDER** at 6:00 p.m. by Mayor Ramon Gonzalez.
2. **PLEDGE OF ALLEGIANCE**- Arnie Castañeda
3. **ROLL CALL**- Present: Mayor Pro-tem James Scott Trustee Betty Gonzalez  
Trustee Juan Acevedo Trustee Diana Murillo
4. **APPROVAL OF AGENDA ORDER**- Motion to amend agenda order to have item 7C (Selection of ICIP Project) to be item A and 7D (Approval of CDBG application submission to DFA/LGD) to item B as made by Mayor Pro-tem James Scott and second by Trustee Diana Murillo. All in favor, motion carried.
5. **APPROVAL OF MINUTES**- Approved on Consent.  
\*Minutes of the December 7, 2011 Regular Meeting
6. **ITEMS FROM THE FLOOR**- Nick Aragon, a representative from KN Enterprises appeared before the Board of Trustees to inform them of the various items and services available to the city for sale or lease through his organization.
7. **PUBLIC MEETING**  
Other:
  - A. This item was moved from 7C to A. Consideration and action to select and approve project for the 2012 CDBG (Community Development Block Grant) Application. Mr. Jay Armijo of the South Central Council of Governments facilitated the discussion or the various projects the governing body had submitted as ICIP for FY2013-2017. After discussion, Trustee Betty Gonzalez made a motion to have street improvements as the selected project for the 2012 CDBG application. Motion was second by Trustee Diana Murillo. All in favor, motion carried.  
Resolution:
  - B. This item was moved from 7D to B. Consideration and action to approve a resolution of the City of Anthony, New Mexico, authorizing the submission of a New Mexico Community Development Block Grant Program application to the Department of Finance and Administration/Local Government Division; and Authorizing the Mayor to act as the City's Chief Executive Officer and authorize representative in all matters pertaining to the City's participation in the Community Development Block Grant Program. Motion was made by Trustee Diana Murillo to approve a resolution authorizing for the submission of the NM CDBG Program application to DFA/LGD and authorizing Mayor to act as the City's Chief Executive Officer and authorize representative in all matters pertaining to the City's participation in the Community Development Block Grant Program. Motion was second by Trustee Betty Gonzalez. Roll call vote: Trustee Juan Acevedo, Mayor Pro-tem James Scott, Yes; Trustee Betty

Gonzalez, Yes; Trustee Diana Murillo, Yes. Unanimous, motion carried.

Personnel:

- C. Consideration and action to approve hire of Daniel Fernandez for the position of Code Enforcement/ Building Inspector. City Clerk Gloria Y. Irigoyen informed the governing body that Mr. Daniel Fernandez had decline the position due to the fact that he was moving out of the area. Motion to reconsider the hiring of a Code Enforcement/Building Inspector at a later meeting in closed session was made by Trustee Diana Murillo and was second by Trustee Juan Acevedo. Roll call vote: Trustee Diana Murillo, Yes; Trustee Betty Gonzalez, Yes; Trustee Juan Acevedo, Yes; Mayor Pro-tem James Scott, No. 3 to 1 votes in favor, motion carried.

Resolutions:

- D. Consideration and action to approve a resolution approving a budget adjustment to account for \$12,251 in expenditures that was not accounted for in the City Clerk operation budget. City Clerk Gloria Irigoyen informed the Board of Trustees that the budget adjustment for the \$12,251 was no longer needed. This amount was a result of \$251 for Property Tax Administrative Fee, \$2,000 Employee Training and \$10,000 for Election Expenses had had not been added in the City Clerk operating budget due to an incorrect formula within the DFA budget spreadsheet. The budget adjustment was no longer necessary because \$30,000 had been allocated for the audit expense and the audit had only come to a total of \$7,140. The City Clerk requested that the difference of the \$30,000 and the \$7,140 be used to cover the \$12,251 and that the balance of \$10,609 be split into Supplies (\$5,000 for additional expenditures) and Capital Equipment/Machinery (\$5,609 to cover the Incode purchase). Motion to approve the transfer of funds within the City Clerk budget was made by Mayor Pro-tem James Scott and second by Trustee Diana Murillo. Roll call vote: Trustee Juan Acevedo, Yes; Mayor Pro-tem James Scott, Yes; Trustee Betty Gonzalez, Yes; Trustee Diana Murillo, Yes. Unanimous, motion carried.

Personnel:

- E. Consideration and action to approve hire of Cynthia Martinez for the position of Receptionist. Motion was made by Trustee Diana Murillo to have item reconsidered for a later date to go into close session to discuss the issue of hiring and was second by Trustee Betty Gonzalez. All in favor, motion carried.

Contracts/Agreements:

- F. Consideration and action to approve the revised lease agreement between St. Anthony's Parish and the City of Anthony, New Mexico. Discussion took place on the two options presented by St. Anthony's Parish to the City of Anthony to consider regarding the electric bill. A motion was made by Trustee Betty Gonzalez to approve the revised lease agreement between St. Anthony's Parish and the City of Anthony to have the monthly lease amount stay at \$1,750 per month for a period of three (3) years and have the City of Anthony cover the monthly electricity, telephone and internet costs. A second to this motion was made by Trustee Diana Murillo. Roll call vote: Trustee Diana Murillo, Yes; Trustee Betty Gonzalez, Yes; Mayor Pro-tem James Scott, Abstained; Trustee Juan Acevedo, Yes. Motion carried, 3 in favor, 1 abstained.

Other:

- G. **APPROVAL OF MINUTES**- Approved on consent.  
\*Minutes of September 7, 2011 Public Hearing  
\*Minutes of September 21, 2011 Public Hearing

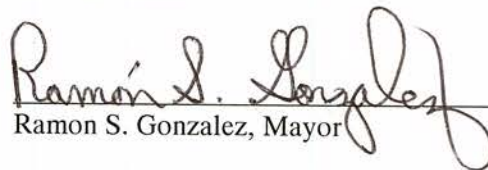
- 8. ITEMS FROM THE CITY CLERK/TREASURER**- City Clerk Gloria Irigoyen informed the governing body that the City would be submitting a letter to the South Central Council of Government (SCCOG) requesting membership. The \$2,764 membership fee had been approved in the FY2011-12 budget.

City Clerk requested that the governing body consider a date to hold a special meeting for the purpose of having the mid-year budget workshop. Monday, December 19, 2011 at 8:30am was determined as the date. City Clerk advised the governing body that letters were being prepared to request business to renew their 2012 business registration permits.

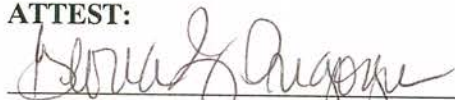
**9. ITEMS FROM THE MAYOR AND TRUSTEES-** Mayor Pro-tem James Scott advised that he was working on Fee Schedule resolution to allow the city to collect for various services. City Clerk cautioned the governing body not to impose any fees for those permits where no ordinance had been adopted. One example given was the issuance of a sign permit. Currently the city did not have an ordinance to regulate the specifics for the type or size so if a request for a sign was issued, the city would not be able to demand any specifics. The city would only create a problem by collecting a fee on something they could not regular due to lack of an ordinance. Mayor Gonzalez requested from the City Clerk that she provide him with a performance evaluation form for his use in evaluating the current appointed department heads. Trustee Diana Murillo requested to have office open during lunch. City Clerk advised her that the topic had already been discussed with Mayor Gonzalez and consideration to start having office open during lunch would happen as soon as the receptionist was hired. Staggered lunch schedules would be assigned among the City Clerk, Deputy City Clerk and Receptionist. Mayor Pro-tem James Scott stated he had found a site for the Fire Department. He suggested the Boy Scout building located at the "round-about". Mayor Gonzalez advised him that Acting Fire Chief Herrera was already looking into that possibility and trying to inquire who owned the building.

**10. ADJOURNMENT-** Motion to adjourn was made by Mayor Pro-tem James Scott and second by Trustee Juan Acevedo. All in favor, motion carried. Meeting adjourned at 8:00 p.m.

**APPROVED:**

  
Ramon S. Gonzalez, Mayor

**ATTEST:**

  
Gloria Y. Irigoyen, City Clerk/Treasurer

{SEAL}

*Minutes taken and prepared by Gloria Y. Irigoyen, City Clerk/Treasurer  
Approved at Regular Meeting held on January 4, 2012.*

**SPECIAL MEETING**  
**City of Anthony Board of Trustees**  
**Municipal Building**  
**320 Lincoln St.**  
**Anthony, NM 88021**

**Monday December 19, 2011**  
**8:30 A.M.**

**AGENDA**

**1. CALL TO ORDER BY HONORABLE MAYOR RAMON S. GONZALEZ**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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*THOSE ITEMS ON THE AGENDA INDICATED BY AN ASTERISK (\*) ARE ON THE CONSENT AGENDA AND WILL BE VOTED ON BY ONE MOTION UNLESS A COUNCILOR REQUESTS THAT A SPECIFIC ITEM BE REMOVED AND PLACED ON THE REGULAR AGENDA FOR DISCUSSION PURPOSES.*

**4. APPROVAL OF AGENDA ORDER**

**5. ITEMS FROM THE FLOOR**

**6. PUBLIC MEETING**

**Budget Workshop:**

- A. Discussion of mid-year budget.

**7. CLOSED SESSION**

- A. *Limited personnel matters* pursuant to 10-15-1H (2), NMSA 1978 for the purpose of discussing the possible hire of Claudia Martinez to the position of Receptionist.
- B. *Limited personnel matters* pursuant to 10-15-1H (2), NMSA 1978 for the purpose of discussing the possible hire of Code Enforcement/Building Inspector.
- C. *Limited personnel matters* pursuant to 10-15-1H (2), NMSA 1978 for the purpose of discussing the issues related to the Chief of Police.

**8. OPEN SESSION**

- A. Possible Action Regarding any Closed Session Items.

**9. ITEMS FROM THE CITY CLERK/TREASURER**

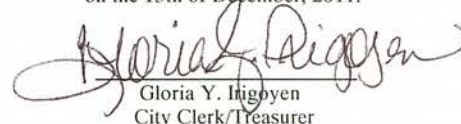
**10. ITEMS FROM THE MAYOR AND TRUSTEES**

**11. ADJOURNMENT**

**POSTED:**

City of Anthony City Clerk Office  
El Paso Electric Company  
NM Gas Company  
Anthony Post Office  
Senior Citizen Center  
Anthony Water & Sanitation District

Filed in the office of the City  
on the 15th of December, 2011.

  
Gloria Y. Higgen  
City Clerk/Treasurer

**PLEASE NOTE:** *If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Office of the City Clerk at 575-882-2983 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Office of the City Clerk at 575-882-2983, if a summary or other type of accessible format is needed.*

**SPECIAL MEETING**  
**City of Anthony Board of Trustees**  
**Municipal Building**  
**320 Lincoln St.**  
**Anthony, NM 88021**

**Monday December 19, 2011**  
**8:30 A.M.**

**MINUTES**

1. **CALL TO ORDER** at 8:00 a.m. by Mayor Ramon Gonzalez
2. **PLEDGE OF ALLEGIANCE**- Mayor Pro-tem James Scott
3. **ROLL CALL**- Present: Mayor Pro-tem James Scott                      Trustee Betty Gonzalez (Arrived at 9:14 a.m.)  
Trustee Juan Acevedo    Trustee Diana Murillo (Arrived at 9:38 a.m.)
4. **APPROVAL OF AGENDA ORDER**- Motion to approve agenda order was made by Mayor Pro-tem James Scott and second by Trustee Juan Acevedo. All in favor, motion carried.
5. **ITEMS FROM THE FLOOR**- None
6. **PUBLIC MEETING**  
Budget Workshop:
  - A. Discussion of mid-year budget- City Clerk Gloria Irigoyen presented the Board of Trustees with a Quickbooks print out of the budget's to actual report for FY2011-12. Revenues received as of December 19 were \$394,772 which represented 59.42% of the \$664,354 budgeted revenues. The operation expenditures as of December 19 were \$174,224 which represented 23.34% of the \$746,171 budgeted expenditures. Expenditures for each department were review and discussed.  
For the Executive Department \$781 in supplies were going to be adjusted to show in the Community Development Department since this was for supplies that were for the Code Enforcement/Building Inspector. There was also \$340.78 in telephone expenses that need to be adjusted since the telephone expenditure was in the City Clerk budget.  
For the City Clerk budget, the salaries for the Deputy Clerk and the Receptionist was going to be combined to show both under the Full-time Classified line item #50101; the \$500 under Travel (line item #60102) would be moved into Per Diem (line item #60110); Under line item #62900 for Contracted Service (Interpreter) Board of Trustees requested that we try to have an interpreter at all meetings for at least one hour; under line item #70700, it was questioned by only \$2,864 was budgeted but \$3,351.58 had been paid.  
Under the Municipal Court budget, \$2,860 were showing under line item #71300 Subscriptions /Dues. This amount was for office equipment and was misclassified. The Board of Trustees questioned why there was \$3,200 budgeted since the court was not paying any utilities.  
The Police Department budget had no amount for PERA. This line item would need to be adjusted since current police personnel were enrolled in PERA; under line item #62400 (Other Contractual Service) there were \$2,000 and the Board wanted to know contractual service was included.  
For the Community Development Department under line item #61300 (Supplies) the budget report was showing zero but the budget increase approved on December 14, 2011 were still not reflected.  
Under the Special Revenue Fund for the Law Enforcement Protection Fund (LEPF), the report was not showing any expenditures. City Clerk stated this was an error and would have to review section with Deputy City Clerk to make correction. City Clerk advised the governing body that the current Quickbooks software did not have the capability to separate the different funds so the figures for the LEPF, Court Automation and Recreation funds were not showing the correct information.
7. **CLOSED SESSION**- Motion to go into closed session was made by Trustee Juan Acevedo and second by Trustee Diana Murillo. All in favor, motion carried.
  - A. Limited personnel matters pursuant to 10-15-1H (2), NMSA 1978 for the purpose of discussing the possible hire of Cynthia Martinez to the position of Receptionist.

- B. Limited personnel matters pursuant to 10-15-1H (2), NMSA 1978 for the purpose of discussing the possible hire of Code Enforcement/Building Inspector.
- C. Limited personnel matters pursuant to 10-15-1H (2), NMSA 1978 for the purpose of discussing the issues related to the Chief of Police.

Motion to go back into open session was made by Trustee Juan Acevedo and second by Mayor Pro-tem James Scott. All in favor Motion carried. City Clerk Gloria Irigoyen stated that no decisions had been made in closed session.

**8. OPEN SESSION**

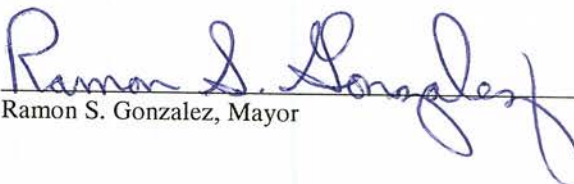
A. Possible Action Regarding any Closed Session Items. For item 7A, motion was made by Mayor Pro-tem James Scott to approve the hire of Cynthia Martinez for the position of Receptionist and was second by Trustee Juan Acevedo. Roll call vote: Trustee Diana Murillo, No; Trustee Betty Gonzalez, No; Trustee Juan Acevedo, Yes; Mayor Pro-tem James Scott, Yes. Tied vote. Mayor Ramon Gonzalez broke the tie in favor of the hiring of Cynthia Martinez for the Receptionist position. Motion carried, two (2) against, three (3) in favor. For item 7B, motion was made by Trustee Betty Gonzalez to hire Eleazar Roman to the position of Code Enforcement/Building Inspector pending contract with the New Mexico Workforce program to take advantage of the training and salary Assistance; motion was second by Trustee Diana Murillo. Roll call vote: Trustee Diana Murillo, Yes; Trustee Betty Gonzalez, Yes; Trustee Juan Acevedo, Yes; Mayor Pro-Tem James Scott, Yes. 4-0 vote, motion carried.

**9. ITEMS FROM THE CITY CLERK/TREASURER-** City Clerk Gloria Irigoyen reminded governing body of the scheduled Tyler Technologies InCode demo for Friday, January 6, 2012 at 9:00 a.m. She also advised that the Open Meetings Resolution of 2012 was going to be on the agenda for the January 4, 2012 Regular Meeting and asked them to consider that the regular meetings be held on the first and third Wednesday of the month instead of the first and second Wednesday of the month. She stated this would allow for more time to be able to research and prepare agenda items in between meetings. City Clerk reminded the governing body that as per the Employee Handbook, the office would be closing at noon on Friday, December 30, 2011 and all day on Monday, January 2, 2012.

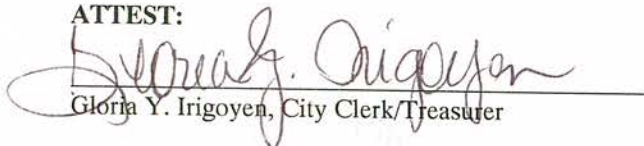
**10. ITEMS FROM THE MAYOR AND TRUSTEES-** Trustee Diana Murillo explained why she had voted "No" to the hire of the Receptionist stating she wanted this employee to go through the NM Workforce training/salary program, too.

**11. ADJOURNMENT-** Motion to adjourn was made by Mayor Pro-tem James Scott and second by Trustee Juan Acevedo. All in favor, motion carried. Meeting adjourned at 12:41 p.m.

**APPROVED:**

  
Ramon S. Gonzalez, Mayor

**ATTEST:**

  
Gloria Y. Irigoyen, City Clerk/Treasurer

{SEAL}

*Minutes taken and prepared by Gloria Y. Irigoyen, City Clerk/Treasurer  
Approved at Regular Meeting held on January 18, 2012.*