

Court Chambers
820 Highway 478
Anthony, NM 88021

City of Anthony, NM
Board of Trustees: Special Meeting
MINUTES
Monday, June 16th, 2025

Diana Murillo, Mayor
Gabriel I. Holguin, MPT
Jose Garcia, Trustee
Daniel Barreras, Trustee
Fernando Herrera, Trustee

**You can join meeting using your phone
by dialing.**

**United States: [+1\(469\)312-8116](tel:+14693128116)
Access Code: 364 068 614#**

6:00pm

**Please join TEAMS meeting from your
computer, tablet or smartphone.**

**[Meeting ID: 270 347 340 159 2](#)
[Passcode: qN6XR758](#)**

All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members.

- 1. CALL TO ORDER** by Mayor Diana Murillo **at 6:12pm**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Present:	MPT Gabriel I. Holguin	YES	NO
	Trustee Jose Garcia	YES	NO
	Trustee Daniel Barreras	YES	NO
	Trustee Fernando Herrera	YES	NO
	Mayor Diana Murillo	YES	NO
	Quorum Established	YES	NO

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

Si necesita un traductor, informe la Secretaria de la Ciudad a más tardar una semana antes de la fecha programada de la reunión

4. APPROVAL OF AGENDA ORDER

Motion was made to postpone due to Trustee Garcia wanting additional time to review.

1st Motion: Trustee Garcia

2nd Motion: MPT Holguin

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO

2-1 Vote, Motion Passes.

5. PRESENTATION

- a.** ~~Presentation of the Financial Report for May 2025 and final review for Fiscal Year 2026 Budget,~~
Presented by the Finance Director.

6. CONSIDERATION AND ACTION

- a.** ~~Consideration and Action to approve the final Fiscal Year 2026 Budget,~~ ***Presented by the Finance Director.***

7. ADJOURNMENT

1st Motion: Trustee Barreras

2nd Motion: Trustee Garcia

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO

3-0 Vote, Motion Passes at 6:17pm

Diana Murillo, Mayor

{SEAL}

Attest:

Karla Oropeza, City Clerk

Court Chambers
820 Highway 478
Anthony, NM 88021

City of Anthony, NM
Board of Trustees: Regular Meeting
MINUTES
Wednesday, June 18th, 2025

Diana Murillo, Mayor
Gabriel I. Holguin, MPT
Jose Garcia, Trustee
Daniel Barreras, Trustee
Fernando Herrera, Trustee

**You can join meeting using your phone
by dialing.**

United States: [+1\(469\)312-8116](tel:+1(469)312-8116)
Access Code: 103 545 93#

6:00pm

**Please join TEAMS meeting from your
computer, tablet or smartphone.**

[Meeting ID: 215 285 456 577 0](#)
[Passcode: Ke7pY6D7](#)

All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members.

1. CALL TO ORDER by Mayor Diana Murillo at 6:08PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL	Present:	MPT Gabriel I. Holguin	YES	NO
		Trustee Jose Garcia	YES	NO
		Trustee Daniel Barreras	YES	NO
		Trustee Fernando Herrera	YES	NO
		Mayor Diana Murillo	YES	NO ¹
		Quorum Established	YES	NO

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4. APPROVAL OF AGENDA ORDER

MPT Holguin inquired about some agenda items not being placed on the agenda.

1st Motion: Trustee Herrera

2nd Motion: Trustee Garcia

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO
Trustee Herrera	YES	NO

3-1 Vote, Motion Passes.

5. PUBLIC COMMENTS (3-minute limit for each person)

Betty Gonzalez

Adrian Perez

6. APPROVAL OF MINUTES

a. Regular Meeting: 06/04/2025

1st Motion: Trustee Garcia

2nd Motion: Trustee Herrera

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO
Trustee Herrera	YES	NO

4-0 Vote, Motion Passes.

7. PRESENTATION

a. Update on the Overpayment Policy, *Presented by HR/CPO.*

The HR Director/Chief People Officer informed the Board that one employee has refused to sign the Overpayment Policy. She requested that these presentations be formally closed out. She further advised the Board that a form noting the employee's refusal to sign has been placed in the individual's personnel file.

8. DISCUSSION

a. Discussion on Ordinance 2022-05, An Ordinance Defining and Prohibiting Nuisances *Presented by*

Trustee Garcia.

Trustee Garcia initiated discussion on the ordinance, expressing concern about properties around the City that he described as eyesores. He stated that no action has been taken despite the current authority granted under the ordinance or the change of administration. He requested that the Board consider hearing from an individual, whose name he declined to provide, who has assisted other municipalities by pursuing action against the property itself rather than the property owner, as is currently outlined in the City's ordinance. A discussion followed between Trustee Garcia, Trustee Herrera, and the City Attorney, who explained that the City's ordinance mirrors the County's and reflects the full authority granted under state statute. Trustee Garcia concluded by asking the Board to simply listen and consider potential amendments to the ordinance, if necessary.

9. CONSIDERATION AND ACTION

- a. Consideration and Action to approve the City of Anthony 2027-2031 ICIP Project Summary and Descriptions, **Presented by the Projects Coordinator. (Resolution 2025-013)**
The Projects Coordinator presented the ICIP. Trustee Garcia proposed moving "Anthony Street Improvements and Sidewalks" to the top of the list, citing its ongoing need and its funding potential. He also acknowledged the urgent need for a recreation center. Trustee Herrera shared that State Rep. Doreen Gallegos indicated nearly \$5 million remains unspent and warned it could be lost if not used by year's end, citing a lack of response from the Mayor and Staff. The Projects Coordinator stated she had not been contacted but would follow up. A motion was ultimately made and passed to designate "Anthony Community Parks and Recreation" as the number one priority.

Original as amended **1st Motion:** Trustee Herrera

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes.

Amendment **1st Motion:** Trustee Garcia

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes.

- b. Consideration and Action to approve a Municipal Court expenditure in the amount of \$673.88 for supplies utilizing GL 101-04-63100, **Presented by the Court Administrator.**

1st Motion: Trustee Garcia

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes.

- c. Consideration and Action to approve the purchase of a hot box 4-ton trailer, **Presented by Public Works and the HR Director/CPO.**

Albert Gonzalez from the Public Works Department presented three quotes for a 4-ton hot box trailer, outlining the differences and benefits of each. He explained that the equipment would significantly improve the efficiency and cost-effectiveness of street patching. Upon the Board's request, he provided his recommendation and confirmed that the purchase would be funded through GL 101-08-61300, which has approximately \$95,000 available. A motion was made and approved to purchase the trailer priced at \$49,750, as it included key add-ons.

Original 1st Motion: Trustee Barreras

2nd Motion: Trustee Herrera

Motion to Purchase the \$49,750 item: **1st Motion:** Trustee Herrera

2nd Motion: Trustee Garcia

Roll Call Vote:

MPT Holguin	YES	NO	
Trustee Garcia	YES	NO	
Trustee Barreras	YES	NO	4-0 Vote, Motion Passes.
Trustee Herrera	YES	NO	

- d. Consideration and Action to approve the purchase of cameras to livestream all City meeting, ***Presented by the IT Assistant.***

Per the request of the Board of Trustees' request to livestream City meetings, the IT Assistant presented several quotes outlining services for this project. After some discussion the IT Assistant recommended proceeding with Dorney Security Systems, Inc. to not only remain within budget but also prepare for potential future security camera system through City facilities.

Original 1st Motion: Trustee Garcia

2nd Motion: Trustee Herrera

Roll Call Vote:

MPT Holguin	YES	NO	
Trustee Garcia	YES	NO	
Trustee Barreras	YES	NO	3-1 Vote, Motion Passes.
Trustee Herrera	YES	NO	

Select Dorney Security: 1st Motion: Trustee Garcia

2nd Motion: Trustee Herrera

Roll Call Vote:

MPT Holguin	YES	NO	
Trustee Garcia	YES	NO	
Trustee Barreras	YES	NO	3-1 Vote, Motion Passes.
Trustee Herrera	YES	NO	

- e. Consideration and Action to approve the purchase and implementation of a monitoring and ticketing system for the City IT Department, ***Presented by the IT Assistant.***

The IT Assistant presented three vendor quotes for IT management and monitoring software, noting that all three providers offer comparable core services. However, he focused his presentation on the quote from NinjaOne, which he recommended based on its comprehensive feature set and alignment with the City's current and future needs. NinjaOne would replace the current ticketing system provided through Spectrum, offering improved tracking and record-keeping of IT inquiries. Additionally, the platform enables remote access to City computers, enhancing efficiency in issue resolution and support. A key advantage of NinjaOne over the other proposals is its ability to monitor City-issued cell phones, ensuring these devices receive the same level of protection and oversight as other City property.

Original 1st Motion: Trustee Garcia

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin	YES	NO	
Trustee Garcia	YES	NO	
Trustee Barreras	YES	NO	4-0 Vote, Motion Passes
Trustee Herrera	YES	NO	

To Select NinjaOne: 1st Motion: Trustee Garcia

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin	YES	NO	
Trustee Garcia	YES	NO	
Trustee Barreras	YES	NO	4-0 Vote, Motion Passes
Trustee Herrera	YES	NO	

- f. Consideration and Action to approve to migrate the City's website from the current '.com' domain to the new '.gov' domain, ***Presented by the IT Assistant.***

The IT Assistant presented five quotes for website redesign and domain transition services, recommending CivicPlus despite it not being the lowest-cost option. He cited its extensive staff training and full support as key advantages. The proposal includes transitioning the City's domain from .com to .gov and creating a new website. Trustee Garcia supported the recommendation, noting

CivicPlus's user-friendly design and potential to improve public access.

Original 1st Motion: Trustee Garcia

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes.

To Select CivicPlus Premier Service: 1st Motion: Trustee Garcia

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes.

g. Consideration and Action approve the updated City of Anthony Police Department Standard Operating Procedures, ***Presented by the City Attorney.***

1st Motion: Trustee Herrera

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes.

10. ITEMS FROM THE MAYOR AND TRUSTEES

Trustee Herrera: Requested and update on the sale of the ADA vehicle, to which the City Clerk clarified that it was already sold. MPT Holguin recommend a formal presentation from the HR Director/CPO. Trustee Herrera requested a Presentation and Discussion for ADA Sale at a special meeting scheduled for June 23rd, 2025 at 5:30pm.

1st Motion: Trustee Herrera

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes.

Trustee Barreras: None

Trustee Garcia: With the Special Meeting scheduled, Trustee Garcia requested an action item to reschedule the July meetings.

1st Motion: Trustee Garcia

2nd Motion: Trustee Herrera

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes.

Requested an update on lighting along the Walking Path and the Urgent Care. Requested at the following July regular meeting an action item to rent a water truck to water the dying trees inside Dos Lagos.

1st Motion: Trustee Garcia

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes.

MPT Holguin: Requested at the following be placed on the next regular meeting: An action item to select a quote for legal services to take action against Mayor for statutory removal.

1st Motion: MPT Holguin

2nd Motion: Trustee Herrera

Roll Call Vote:

MPT Holguin YES NO

Trustee Garcia YES NO

Trustee Barreras YES NO

Trustee Herrera YES NO

3-1 Vote, Motion Passes.

Action item to amend the Finance Policies

1st Motion: MPT Holguin

2nd Motion: Trustee Garcia

Roll Call Vote:

MPT Holguin YES NO

Trustee Garcia YES NO

Trustee Barreras YES NO

Trustee Herrera YES NO

3-1 Vote, Motion Passes.

11. ADJOURNMENT

1st Motion: Trustee Barreras

2nd Motion: Trustee Herrera

Roll Call Vote:

MPT Holguin YES NO

Trustee Garcia YES NO

Trustee Barreras YES NO

Trustee Herrera YES NO

4-0 Vote, Motion Passes at 8:35pm

Diana Murillo, Mayor

{SEAL}

Attest:

Karla Oropeza, City Clerk

¹Following Establishment of Quorum, Trustee Herrera requested a vote be taken to allow Mayor to continue virtual participation per policy. Vote was 1-3, with only Trustee Barreras affirming to allow her to participate remotely. Mayor logged off shortly after and MPT Holguin presided over the meeting.

Court Chambers
820 Highway 478
Anthony, NM 88021

City of Anthony, NM
Board of Trustees: Special Meeting
MINUTES

Monday, June 23rd, 2025

5:30pm

Diana Murillo, Mayor
Gabriel I. Holguin, MPT
Jose Garcia, Trustee
Daniel Barreras, Trustee
Fernando Herrera, Trustee

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**Please join TEAMS meeting from your
computer, tablet or smartphone.**

[Meeting ID: 294 610 474 839 1](#)

[Passcode: ih9eq2ZR](#)

All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members.

1. CALL TO ORDER by Mayor Diana Murillo **at 5:32pm**

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL	Present:	MPT Gabriel I. Holguin	YES	NO
		Trustee Jose Garcia	YES	NO
		Trustee Daniel Barreras	YES	NO
		Trustee Fernando Herrera	YES	NO
		Mayor Diana Murillo	YES	NO
		Quorum Established	YES	NO

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Si necesita un traductor, informe la Secretaria de la Ciudad a más tardar una semana antes de la fecha programada de la reunión

4. APPROVAL OF AGENDA ORDER

1st Motion: Trustee Barreras

2nd Motion: Trustee Garcia

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO
Trustee Herrera	YES	NO

4-0 Vote, Motion Passes.

5. PRESENTATION

a. Update and Discussion on the sale of the ADA Vehicle, *Presented by HR/CPO.*

Mayor Murillo informed the Board that the vehicle was sold on June 16, 2025, for \$17,000. She noted that the vehicles previously selected by the Board for trade-in were no longer available; however, the HR Director/CPO will present similar options for selection at the upcoming meeting. Trustee Herrera inquired about the vehicle reportedly seen at her residence, to which Mayor Murillo clarified that she had personally purchased the vehicle.

6. CONSIDERATION AND ACTION

a. Consideration and Action to reschedule the Board of Trustees July Meetings, *Presented by Trustee Garcia.*

Trustee Garcia motioned to move the first meeting of July to Tuesday, July 8th, 2025 at 6:00pm and the second regular meeting to Thursday, June 24th, 2025 6:00pm.

1st Motion: Trustee Garcia

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO
Trustee Herrera	YES	NO

4-0 Vote, Motion Passes.

***Original* 1st Motion:** Trustee Garcia

2nd Motion: Trustee Barreras

7. ADJOURNMENT

1st Motion: Trustee Barreras

2nd Motion: Trustee Garcia

Roll Call Vote:

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera **YES** NO

4-0 Vote, Motion Passes at 5:42pm.

Diana Murillo, Mayor

{SEAL}

Attest:

Karla Oropeza, City Clerk

Court Chambers
820 Highway 478
Anthony, NM 88021

City of Anthony, NM
Board of Trustees: Special Meeting
MINUTES

Monday, June 23rd, 2025

6:00pm

Diana Murillo, Mayor
Gabriel I. Holguin, MPT
Jose Garcia, Trustee
Daniel Barreras, Trustee
Fernando Herrera, Trustee

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Access Code: [298 014 275#](tel:+14693128116)**

**Please join TEAMS meeting from your
computer, tablet or smartphone.**

**[Meeting ID: 294 610 474 839 1](#)
[Passcode: ih9eq2ZR](#)**

All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members.

1. CALL TO ORDER by Mayor Diana Murillo **at 6:03pm**

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present:

MPT Gabriel I. Holguin	YES	NO
Trustee Jose Garcia	YES	NO
Trustee Daniel Barreras	YES	NO
Trustee Fernando Herrera	YES	NO
Mayor Diana Murillo	YES	NO
Quorum Established	YES	NO

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4. APPROVAL OF AGENDA ORDER

1st Motion: Trustee Barreras

2nd Motion: Trustee Garcia

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO

3-0 Vote, Motion Passes.

5. PRESENTATION

- a.** Presentation of the Financial Report for May 2025 and final review for Fiscal Year 2026 Budget, ***Presented by the Finance Director.***

The Finance Director began the presentation by reviewing current revenues in comparison to projected figures. Trustee Garcia inquired about specific line items, including Property Tax and Cannabis Tax, and also raised questions regarding unspent Capital Outlay funds previously referenced by Trustee Herrera. Mayor Murillo interjected, stating there is not \$5 million in unspent funds and expressed uncertainty about the origin of that figure, clarifying that the claim was inaccurate. In response, Trustee Garcia reiterated that he had numerous questions and requested additional time for review before proceeding with any approvals. He then made a motion to postpone the item. Mayor Murillo and Trustee Barreras objected to the postponement, questioning the need for further delay given that the Finance Director was present and available to address any concerns. Trustee Garcia continued to express that he had additional questions and concerns but did not direct any of them to the Finance Director during the meeting. Although potential dates of Friday, June 27, and Monday, June 30, were mentioned for rescheduling, no date was officially confirmed. The meeting was adjourned shortly thereafter.

Motion to Postpone: **1st Motion:** Trustee Garcia

2nd Motion: MPT Holguin

Roll Call Vote:

MPT Holguin **YES** NO
Trustee Garcia **YES** NO
Trustee Barreras YES **NO**

2-1 Vote, Motion Passes at 6:14pm.

6. CONSIDERATION AND ACTION

- a.** ~~Consideration and Action to approve the final Fiscal Year 2026 Budget, *Presented by the Finance Director.*~~

Diana Murillo, Mayor

{SEAL}

Attest:

Karla Oropeza, City Clerk

Court Chambers
820 Highway 478
Anthony, NM 88021

City of Anthony, NM
Board of Trustees: Special Meeting
MINUTES

Tuesday, July 1st, 2025

6:00pm

Diana Murillo, Mayor
Gabriel I. Holguin, MPT
Jose Garcia, Trustee
Daniel Barreras, Trustee
Fernando Herrera, Trustee

**You can join meeting using your phone
by dialing.**

**United States: [+1\(469\)312-8116](tel:+14693128116)
Access Code: 251 194 58#**

**Please join TEAMS meeting from your
computer, tablet or smartphone.**

**[Meeting ID: 290 982 704 675 5](#)
[Passcode: jw24gf65](#)**

All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members.

- 1. CALL TO ORDER** by Mayor Diana Murillo **at 6:02pm**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Present:	MPT Gabriel I. Holguin	YES	NO
	Trustee Jose Garcia	YES	NO
	Trustee Daniel Barreras	YES	NO
	Trustee Fernando Herrera	YES	NO
	Mayor Diana Murillo	YES	NO
	Quorum Established	YES	NO

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4. APPROVAL OF AGENDA ORDER

1ST Motion: Trustee Barreras

2nd Motion: Trustee Garcia

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO

3-0 Vote, Motion Passes.

5. PRESENTATION

- a.** Presentation of the Financial Report for May 2025 and final review for Fiscal Year 2026 Budget, ***Presented by the Finance Director.***

6. CONSIDERATION AND ACTION

- a.** Consideration and Action to approve the final Fiscal Year 2026 Budget, ***Presented by the Finance Director.***

The Finance Director presented the final draft of the Fiscal Year 2026 budget, incorporating the changes discussed during prior meetings. The proposed balanced budget includes \$4,609,583.54 in expenditures and \$4,610,000 in revenues. During the discussion, Trustee Garcia inquired about the percentage of salary increases for staff. The Finance Director responded that departments could receive increases ranging from 5% to 7%, with a proposed 15% raise for the Police Department. However, Trustee Garcia expressed hesitation in approving the raises due to recent issues in El Paso and a desire to avoid similar layoffs in the future. MPT Holguin also voiced concern regarding the proposed raises. He suggested several amendments, including removing raises for the Legislative and Executive Departments given that 100% of their insurance will be covered. MPT Holguin proposed a 3% raise across all departments, with the possibility of additional increases to be based on staff evaluations. Under this proposal, total expenses would be reduced to \$4,433,340.56,

resulting in a surplus of \$176,659.44. Additionally, MPT Holguin recommended increasing the “Professional Services” line item to \$120,000 to allow for potential contracted positions within the Finance Department. With this adjustment, the projected surplus would be \$56,659, the budget was ultimately approved with these proposed changes.

1ST Motion: Trustee Garcia

2nd Motion: Trustee Barreras

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO

3-0 Vote, Motion Passes.

7. ADJOURNMENT

1ST Motion: Trustee Barreras

2nd Motion: MPT Holguin

Roll Call Vote:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO

3-0 Vote, Motion Passes at 7:02pm.

Diana Murillo, Mayor

{SEAL}

Attest:

Karla Oropeza, City Clerk

Court Chambers
820 Highway 478
Anthony, NM 88021

City of Anthony, NM
Board of Trustees: Regular Meeting
MINUTES

Tuesday, July 8th, 2025

Diana Murillo, Mayor
Gabriel I. Holguin, MPT
Jose Garcia, Trustee
Daniel Barreras, Trustee
Fernando Herrera, Trustee

**You can join meeting using your phone
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United States: +1(469)312-8116
Access Code: 181 942 046#

6:00pm

**Please join TEAMS meeting from your
computer, tablet or smartphone.**

Meeting ID: 222 787 704 524 1
Passcode: YV6DU2sk

All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members.

- 1. CALL TO ORDER** by Mayor Diana Murillo **at 6:02pm**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Present:	MPT Gabriel I. Holguin	YES	NO
	Trustee Jose Garcia	YES	NO
	Trustee Daniel Barreras	YES	NO
	Trustee Fernando Herrera	YES	NO
	Mayor Diana Murillo	YES	NO
	Quorum Established	YES	NO

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4. APPROVAL OF AGENDA ORDER

MPT Holguin addressed prior comments made by Trustee Barreras and reiterated concerns regarding items not being placed on the agenda. He then motioned to adjourn the meeting following public comment. Mayor Murillo explained that the items were excluded due to lack of legal review and non-compliance with the Procurement Code, but notified the Board to proceed with adjournment if desired. The meeting was subsequently adjourned. Due to a miscommunication, the Mayor did not realize the motion included holding public comment prior to adjournment. Despite the adjournment, MPT Holguin, Trustee Garcia, and Trustee Herrera remained and continued with public comment and held some discussion on possible dates to reschedule this meeting.

1st Motion: MPT Holguin

2nd Motion: Trustee Garcia

ROLL CALL VOTE:

MPT Holguin	YES	NO
Trustee Garcia	YES	NO
Trustee Barreras	YES	NO
Trustee Herrera	YES	NO

3-1 Vote, Motion Passes at 6:08pm

5. PUBLIC COMMENTS *(3-minute limit for each person)*

6. APPROVAL OF MINUTES

- ~~a. Special Meeting: 06/16/2025~~
- ~~b. Regular Meeting: 06/18/2025~~
- ~~c. Special Meeting: 06/23/2025~~
- ~~d. Special Meeting: 06/23/2025~~
- ~~e. Special Meeting: 07/01/2025~~

7. CONSIDERATION AND ACTION

- ~~a. Consideration and Action to approve a resolution approving participation in the program of the~~

~~South Central Council of Governments, Inc for Fiscal Year 2025-2026 and approve payment of annual dues in the amount of \$2,764, ***Presented by the Projects Coordinator.***~~

~~b. Consideration and Action to select a trade-in vehicle, ***Presented by HR/CPO.***~~

~~c. Consideration and Action to approve an extension of the provisional pay for Albert Gonzalez for covering the Public Works Supervisor duties, ***Presented by HR/CPO.***~~

~~d. Consideration and Action to approve the appointment of Paul G. Winters and Juliana Hernandez to the City of Anthony Public Library Advisory Board, ***Presented by the City Clerk.***~~

~~8. CLOSED SESSION~~

~~a. NOTICE IS HEREBY GIVEN that the City of Anthony Board of Trustees will meet in Executive Session Pursuant to NMSA 1978, Section 10-15-1(H)(2) to discuss Limited Personnel Matters regarding the Police Department.~~

~~b. Return to Open Session~~

~~9. CONSIDERATION AND ACTION~~

~~a. Consideration and Action to approve the hiring of Jannette Soto for the Anthony Police Department, ***Presented by the Chief of Police.***~~

~~10. FROM THE MAYOR AND TRUSTEES~~

~~11. ADJOURNMENT~~

Diana Murillo, Mayor

{SEAL}
Attest:

Karla Oropeza

SECTION 12: ACCOUNTS PAYABLE PROCESS

12.1: Vendors must provide both federal and state tax identification numbers to perform services for the City of Anthony. Vendor ID numbers must be established prior to submission of invoices. All invoices submitted must include the following:

- A. Invoice number
- B. Vendor name and mailing address
- C. Date of services or purchase of goods
- D. Description of goods or services
- E. Total amount due
- F. PO number

12.2: For internal control, the creation of a new vendor is as follows:

- A. Head Department who requires new Vendor completes the New Vendor Approval Form.
- B. Procurement Clerk signs and approves once new vendor form has been completely filled out. In the event any information is missing, form will be returned to head department for completeness.
- C. The City Clerk enters the new vendor into the system as well as signs and dates the form.
- D. The form along with all other required documents, such as W9 & Contribution form are uploaded by City Clerk for each vendor.
- E. The City of Anthony is exempt from Sales Tax on tangible goods with the exception of construction items and professional services.
- F. If an invoice includes sales tax on parts or goods, it will be deducted from the disbursement.
- G. Procurement should have Non-Taxable Transaction Certificates on hand to provide to vendors.
- H. The Procurement Clerk will make every effort to comply, review, and enforce all policies and procurement code before payment is made.

12.3: Procurement officer enters accounts payables via packets into Finance system

Direct payables - payables that require no PO, mainly for utilities or contracted services and check request.

- A. **Regular payables** – all payables that are paid via EFT (online). A regular payable packet is opened at the beginning of each month. Payables are entered accordingly. At the end of each month, Finance Officer ensures all online payments that have posted have been input and that they match that month's bank reconciliation. Once that is confirmed, Finance Officer updates packet (closes packet).
- B. **Payment Process** – payables paid via PO. This packet requires receiving process. Once PO has been received and "invoice" is generated which allows for payment to be processed and recorded as paid.

SECTION 13: PROCUREMENT

SECTION 13: PROCUREMENT

13.1: Department Heads and Elected Officials, must do their due diligence to remain within their respected approved balanced budgets.

13.2: Any expenditures not budgeted for the fiscal year must have prior approval by the Governing Body before any purchases or expenditures can be made by presenting a **Budget Adjustment Request (BAR)**.

13.3: The Mayor, Department Heads, and Finance Officer must request a **BAR** for the approval of the Governing Body as follows;

- A. an increase or decrease to a line item,
- B. moving funds from one line item to another within the same department, or

C. moving funds from one department to another.

13.4: Department Heads, staff, and Elected Officials will sign and submit a Requisition Form for the expense along with a quote for the services or goods to purchase.

- A. Expenses **below \$400** the City Mayor can approve without the approval of the Governing Body.
- B. Expenses **above \$400** must be presented to the Governing Body for consideration of approval.
- C. All tangible or professional expenses **over \$1,000** require (3) three quotes for the Governing Body approval that shall be presented to the Governing Body at a meeting whether it be a regular meeting or special meeting.
- D. **Professional services** over **\$9,000 but less than \$60,000**, 3 quotes must be obtained for approval by Governing Body. If the Governing Body is not satisfied with bids, it will be at the discretion of the Governing Body to continue with the RFP process, which will be followed based in the State of New Mexico Procurement Code. However, in the event that a service is deemed an emergent necessity—such as legal services—three quotes are not required, provided that the cost of the service does not exceed \$60,000.00, in accordance with the New Mexico State Procurement Code.
- E. Expenses **over \$60,000**, an open bid process needs to be followed for the approval of the Governing Body. The State of New Mexico procurement code exemptions apply to this policy.
- F. Vendors with Statewide Price Agreements/GAS contracts or agreements will only be entertained for discussion with the Governing Body after A through E of this paragraph have been exhausted. Documentation for reasons to go through this route must be presented at discussion for a later meeting for possible approval by the Governing Body.
- G. After review, the Finance Officer will submit approved requisition orders to Procurement Officer who will make sure any purchase request and amount is necessary and correct for final approval or denial, Procurement will stamp DENIED and provide a reason for denial along with presenting the denial to the Governing Body at the next immediate regular meeting.
- H. After approval, Procurement creates a Purchase Order and will need to be approved by the City Mayor, when Mayor is not available Mayor Pro Tempore will be designated signature.
- I. A copy of approved Purchase Order will be given to the Head Department. To proceed with the purchase.
- J. Once services are provided or goods are received by the City of Anthony NM, an invoice will be required in order to issue a payment.
- K. Accounts Payable Clerk will compare the invoice received to the PO and make sure that the amounts are correct.
- L. After verification, Accounts Payable Clerk will issue a payment to the Vendor. Check stub shall be stapled onto the invoice.
- M. Invoice will be stamp PAID, date and check number shall be printed on the invoice.
- N. The paid invoices shall be filed alphabetically according to company/individual name and shall be kept on a fiscal year basis on file. All paid invoices shall be presented at the last Budget Meeting of the month.
- O. After checks are printed, Accounts Payable Clerk will seek the approval signatures from the City Mayor and Mayor Pro-Tem, which are the authorized signatories. A designated alternate signator shall be approved by the Governing Body and will act as a signator only when the Mayor and/or Mayor Pro Tem are unavailable or unable to sign checks. An example of a Mayor and/or Mayor Pro Tem being unavailable to sign checks would be reimbursement checks to the same individual. At this point, the alternate signator shall act as an authorized signator for the City of Anthony. The City of Anthony NM, has a two-signature requirement for checks.
- P. Accounts Payable Clerk mails out checks.

JIM DARNELL, P.C.

ATTORNEYS AND COUNSELORS AT LAW

LICENSED IN TEXAS AND NEW MEXICO

JIM DARNELL
jdarnell@jdarnell.com

JEEP DARNELL
jedarnell@jdarnell.com

CRIS ESTRADA
cestrada@jdarnell.com

SUITE 212
310 N. MESA STREET
EL PASO, TEXAS 79901
<http://www.jdarnell.com>
TELEPHONE (915) 532-2442
FACSIMILE (915) 532-4549

July 2, 2025

City of Anthony, New Mexico
820 HWY 478
Anthony, New Mexico 88021

Re: Action against Diana Murillo for Statutory Removal from
Office for Malfeasance

To Whom It May Concern:

The purpose of this letter is to confirm the terms and conditions under which this office will undertake representation of the City of Anthony, New Mexico, ("the City") in connection with malfeasance claims against Diana Murillo and/or other affiliated parties.

By signing the Employment Contract and Power of Attorney, the City agrees to retain the services of JIM DARNELL, P. C. ("the Attorney") for the purpose of representing the City in litigation against Diana Murillo.

We are pleased to have this opportunity to represent the City and we look forward to working with you. At any point that you need to get in touch with our office, for any reason, please feel free to contact us in writing at: jdarnell@jdarnell.com, or via phone: (915)532-2442, or fax: (915)532-4549.

Sincerely,

JIM DARNELL, P. C.

/s/Jim Darnell

**THIS IS A LEGAL BINDING DOCUMENT
PLEASE READ CAREFULLY BEFORE SIGNING**

EMPLOYMENT CONTRACT AND POWER OF ATTORNEY

BETWEEN

**Jim Darnell, P.C.
and
City of Anthony, New Mexico**

This Agreement is made and entered into this ____ day of July, 2025, by and between the City of Anthony, New Mexico, a political subdivision of the State of New Mexico (hereinafter referred to as "the City"), and Jim Darnell, P.C. (hereinafter referred to as "the Attorney").

RECITALS

WHEREAS, the City desires to engage the Attorney to render legal services during the term of this Agreement; and,

WHEREAS, the Attorney is willing to provide such services; and,

WHEREAS, the Attorney will act on behalf of and in service to the City in an official capacity in accordance with the terms of this Agreement.

SOLICITATION OR ENCOURAGEMENT

The City understands completely that they can freely select an attorney and/or law firm of their choosing, and that through signing this Agreement, the City has elected to voluntarily and freely engage the Attorney to represent the City, without solicitation, encouragement, incitement, or pressure. The City accepts this arrangement as just, and it was not agreed to as a result of influence or undue pressure. The City has been informed of their right for an independent attorney and/or law firm to revise this legal binding document with them.

SCOPE OF SERVICES

The Attorney shall provide legal representation for the City regarding an action which will be brought by the Board of Trustees against Diana Murillo for statutory removal from office for malfeasance.

TERM, COMPENSATION, METHOD OF PAYMENT

The term of this Agreement shall commence on July _____, 2025, and continue through January 1, 2026, unless extended in writing by the parties. Total compensation under this Agreement shall not exceed Fifty Thousand Dollars (\$50,000.00), excluding expenses. The City shall pay an initial retainer of Ten Thousand Dollars (\$10,000.00), against which the Attorney will bill fees at an hourly rate until exhausted. Thereafter, the Attorney shall submit monthly invoices with itemized time and expenses, which the City shall pay in full on a monthly basis. If total compensation is expected to exceed the stated limit, the parties shall negotiate and execute a new agreement or seek reapproval from the governing board, in accordance with State and local procurement code.

TIME RECORDS

The Attorney shall maintain detailed time records which set forth each service rendered, the person rendering such service, the hourly rate, the time expended in rendering such service, and the date such service was rendered. The City has the right to audit billings both before and after payment. When the Attorney submits billings for payment pursuant to this Agreement, each billing will specify the amount of fees billed for that reporting period, and will indicate the total amount of fees billed to that date under the terms of this Agreement.

CO-COUNSEL

The City is fully informed and in full agreement that the Attorney has every right to elect to assign one or more additional associate attorney(s).

ATTORNEY FEES

The City agrees to compensate the Attorney at the rate of Three Hundred Dollars (\$300.00) per hour for attorney services and One Hundred Dollars (\$100.00) per hour for services performed by support staff or legal assistants. These rates apply to all work performed under this Agreement, subject to the total compensation limit specified herein.

EXPENSES

The Attorney may advance payment for ordinary costs and expenses such as mailing/shipping fees, copies, mileage, or travel; and said expenses will be billed for reimbursement at actual cost. It is expressly understood and agreed that expert fees and expenses, court reporter fees and expenses, costs of

transcripts, and any expenses exceeding \$1,000.00, shall be advanced by the City if requested by the Attorney.

RESULTS NOT CERTAIN

The City understands that the Attorney has made no representation concerning the successful or favorable outcome of any legal action that is pursued. The City further expressly acknowledges that all statements by the Attorney on these matters are statements of opinion only.

DIVISIBILITY AND APPLICATION

In such case that one part or several parts of the content included in this Agreement is considered invalid or inapplicable by a court of law, said portion will not affect any other area of this Agreement, and will be interpreted as if said invalid or inapplicable portion was never in this Agreement.

CONFLICT OF INTEREST

The Attorney will perform a conflict of interest check and, if a conflict of interest exists, the Attorney will so advise the City in writing.

COMMUNICATIONS AND RECORDS

The Attorney shall keep records related to the City's legal matters and maintain confidentiality. Duplicates of records, pleadings and legal research shall be sent to the City's In-House Counsel at the conclusion of the case, if the Attorney is requested to do so. Highly confidential documents such as attorney notes and client correspondence need not be included.

TERMINATION, RENEWALS, AMENDMENTS

Either party may terminate this Agreement with fifteen (15) days' notice. Any continuation of this Agreement requires written agreement by both parties. This Agreement shall not be altered, changed, or amended except by written instrument executed by the parties hereto.

COMPLETE AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties concerning the subject matter hereof, and all such agreements, covenants, and understandings have been merged into this written Agreement. No prior agreement or understanding, verbal or otherwise, of the

parties or their agents shall be valid or enforceable unless embodied in this written Agreement.

APPROVAL REQUIRED

This Agreement shall not become effective or binding until approval at a regularly scheduled meeting upon majority vote of the governing body.

PROFESSIONAL LIABILITY INSURANCE

The Attorney shall maintain professional liability (malpractice) insurance coverage in an amount sufficient to cover the services provided under this Agreement. A current certificate of insurance shall be kept on file by the Attorney, and a copy shall be made available to the City upon request.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

CITY OF ANTHONY, NEW MEXICO

By: _____
Name: _____
Title: _____

JIM DARNELL, P. C.
By: _____
Name: _____
Title: _____

Legal Services regarding removal Inbox x



W. T. Martin, Jr. <martinlaw@zianet.com>

Fri, Mar 21, 1:38 PM



to me, Adam, Lane, Carla ▼

Thank you for the inquiry. After considering our caseload, we have to decline. I wish you luck in obtaining success.

Tom Martin

Martin, Dugan & Martin

Sent from my iPhone

Amy L. Orlando <Amy@thejusticelegalteam.com>

Thu, Mar 27, 2:55 PM



to Susana, Merla, me ▼

Good afternoon,

As you can tell by my delayed response, I am extremely busy right now with our current caseload. I am honored that you thought of me and my firm, however, I must decline at this time. I do not feel I can devote the time you all deserve regarding this very important issue.

I wish you success and if I can ever be of further service, please let me know!

Amy L. Orlando

The Justice Legal Team, LLC
755 S. Telshor Blvd., Suite C202
Las Cruces, NM 88011
575-652-4859

CONFIDENTIALITY NOTICE: This email and its attachments are for the personal and confidential use of the named recipient(s) only and are intended, to the fullest extent permitted by law, to be privileged and confidential as an attorney-client communication and/or work product. If you are not an intended recipient, or an agent responsible for delivering it to an intended recipient, you have received this email in error. In that event, please (i) immediately notify me by reply email, (ii) do not review, copy, save, forward, or print this email or any of its attachments, and (iii) immediately delete and/or destroy this email and its attachments and all copies thereof. Thank you.



District 7

June 15, 2025

Members

State Legislator:
Senator Mary Kay Papen
Doña Ana County
City of Las Cruces
City of Sunland Park
City of Anthony
City of Socorro
Socorro County
City of Truth or Consequences
Sierra County
Town of Mesilla
Village of Hatch
Village of Magdalena
Village of Williamsburg
City of Elephant Butte
Lower Rio Grande Public
Water Works Authority
San Antonio Mutual Domestic
Water Consumer Association
Polvadera Mutual Domestic
Water Consumer Association
Doña Ana Mutual Domestic
Water Consumer Association
Anthony Water & Sanitation
District

City Clerk
City of Anthony
820 Highway, 478
Anthony, NM 88021

Re: Request for Membership Dues for FY 2025-2026- Invoice

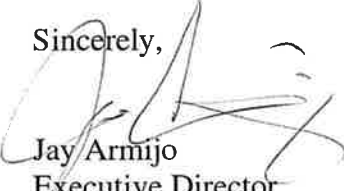
Dear City Clerk:

This letter is a request to the City of Anthony for your membership in the South Central Council of Governments (SCCOG) for FY 25-26. Please find enclosed a membership dues invoice. This year's dues for the City of Anthony will remain the same in the amount of **\$2,764.00**.

It is required that your participation with the SCCOG be passed by resolution. For your convenience, a resolution is enclosed for the governing body's review and approval.

Your membership and participation in the SCCOG is crucial to our concerted efforts in the district. If you have any questions with respect to our request, please contact me at your earliest possible convenience.

Sincerely,


Jay Armijo
Executive Director

Enclosure

Main Office
P.O. Box 1072
600 Hwy. 195, Suite B & C
Elephant Butte, NM 87935
Phone: 575-744-4857
Fax: 575-744-5021

Jay Armijo, Executive Director
Email: jarmijo@sccog-nm.com
Website: www.sccog-nm.com

Mesilla Office
P.O. Box 297
2231 Avenida de Mesilla
Mesilla, NM 88046-0297
Email: tigoolsby@sccog-nm.com
Ph: 575-524-3262 Ext. 110

RESOLUTION NO. 2025-0XX

APPROVING PARTICIPATION IN THE PROGRAM OF THE
SOUTH CENTRAL COUNCIL OF GOVERNMENTS, INC.
FOR FISCAL YEAR 2025-2026

WHEREAS, City of Anthony (herein-after known as the "Member"), desires to be a participating member in the program and policy development for the South Central Council of Governments, Inc. (hereinafter known as "SCCOG"); and

WHEREAS, it is necessary and desirable that an agreement setting forth the services to be performed by the SCCOG for the Member be entered into, wherewith the SCCOG is agreeing to furnish the following:

- A. Implement the work program as established by the SCCOG Board of Directors for the 2025-2026 Fiscal Year.
- B. Provide the Member, when requested, with technical, grant program planning, economic development, strategic overall planning and management assistance.
- C. Address problems, issues and opportunities of a regional nature which go beyond single municipal or county jurisdictional boundaries and serve as a liaison and advocate for local governments within the region at the state and federal levels.
- D. Provide information dissemination about statewide regional and community initiatives to foster greater coordination and efficiency of the programs.

WHEREAS, it is necessary to set forth the sum to be paid by the Member to the SCCOG as annual dues, thereby placing the Member with voting powers on the SCCOG Board of Directors, with an agreement to furnish the following:

- A. To participate, through their designated representatives or alternate, in the SCCOG's policy development process by attending meetings, helping formulate the annual work program, reviewing the SCCOG Goals and Objectives, and the District Comprehensive Economic Development Strategy (CEDS).
- B. To pay to the SCCOG the sum of \$2,764.00 annual membership dues as payment of the aforementioned services for the period beginning July 1, 2025 and ending June 30, 2026.
- C. The Member hereby appoints Gabriel I. Holguin, as their designated representative and Jose Garcia as alternate.

NOW THEREFORE, BE IT RESOLVED THAT the Member and the SCCOG hereby mutually agree to the aforementioned provisions of this Resolution and Agreement.

DONE this 24th day of July, 2025 at City of Anthony, New Mexico.

Attestation:

Member Government

Clerk, or other Authorized Official

Signature of Authorized Official

Attest :

South Central Council of Governments, Inc.

Jay Armijo, Executive Director

Chairman, Dr. Robert Coleman

South Central Council of Governments

INVOICE

South Central Council of Governments
P.O. Box 1072/600 Hwy 195, Suite C
Elephant Butte, NM 87935

7/1/2025

INVOICE #FY25-SCCOG-02

BILL TO:

City of Anthony
820 Highway, 478
Anthony, NM 88021

DESCRIPTION	AMOUNT
South Central Council of Governments Membership FY 25-26	\$ 2,764.00
TOTAL	\$ 2,764.00

STATE OF NEW MEXICO
TOURISM DEPARTMENT
Litter Control and Beautification
“Clean & Beautiful” Grant Program Agreement

THIS AGREEMENT, numbered **26-418-6002-00088-00**, is made and entered into by the **State of New Mexico Tourism Department**, hereinafter referred to as the “NMTD,” and **City of Anthony** hereinafter referred to as the “Partner” (collectively the “Parties”) and is effective as set forth below.

RECITALS

WHEREAS, the purpose of the New Mexico “Litter Control and Beautification Act,” NMSA 1978, § 67-16-1 et seq. (hereinafter “the Act”) is to control litter by authorizing NMTD to eliminate litter from the state to the maximum practical extent through a state-coordinated plan of education, control, prevention, and elimination; and

WHEREAS, the “Litter Control and Beautification Fund,” hereinafter “the Fund,” is appropriated to NMTD for the purpose of carrying out the provisions of the Act; and

WHEREAS, the Act provides that NMTD may contract with other state and local government agencies to carry out the provisions of the Act;

AGREEMENT

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES, in consideration of the mutual covenants and obligations contained herein, as follows:

I. Obligations of Partner.

- A. Perform and complete the projects and programs, expending all related funds, as outlined in the Project Award Schedule, as approved by NMTD and attached hereto as *Exhibit A*.
- B. Acknowledge that the NMTD reserves the right to unilaterally adjust, modify or cancel any and all awards as outlined in *Exhibit A* in order to ensure the expenditure of all funds.
- C. Agree and acknowledge project funds shall not be used for purposes other than those outlined and specified in *Exhibit A*.
- D. Request and obtain prior approval from NMTD for any and all modifications to the awarded initiatives and approved expenditures outlined in *Exhibit A*.
 - 1. Partners are allowed to submit up to three Budget Amendment Requests per grant cycle, one request each quarter between Quarters 1 – 3, July 2025 – April 2026
 - 2. An amendment to the Agreement and *Exhibit A* must be executed by all parties before Partner implements the requested change to approved expenditures.
 - 3. In the event Partner modifies an awarded initiative without prior approval, NMTD reserves the right to reject, cancel or stop any and all awards or works in progress.
- E. Acknowledge and comply with all Grant Program Guidelines, as approved by NMTD and attached hereto as *Exhibit B*.
- F. Comply with NMTD mandatory reporting procedures.

1. Partner shall submit a Quarterly Milestone Report each quarter to NMTD staff via Survey Monkey Apply. Quarterly Milestone Reports must include progress information and photos.
 - i. Partner must provide project progress updates for all grant funded projects.
 - ii. Partner shall provide up-to-date financial documentation and current Project Expense Worksheet *if applicable*.
 2. Partners must participate on or before December 30, 2025, in a Mid-Point Meeting with NMTD staff, as described in *Exhibit B*.
- G. Submit all required documentation in a timely manner for Initial Disbursement and Final Reimbursement in accordance with the requirements described in *Exhibit B*.
- Submissions must be fully accurate and complete. Incomplete or ineligible requests will not be processed.
- H. Agree that all grant funds must be expended on or before June 2, 2026.
- I. Acknowledge that any failure to adhere to the parameters set forth herein may affect Partner's eligibility for future awards.

II. Obligations of NMTD.

- A. Provide award funds for all eligible expenses in accordance with the Act and according to *Exhibit A* and *Exhibit B*.
- B. Provide access to all forms required for submission for Initial Disbursement and Final Reimbursement in accordance with the requirements described in *Exhibit B*.

III. Additional Terms & Conditions:

- A. The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico. If sufficient appropriations and authorization are not made, this Agreement shall terminate upon written notice given by NMTD to the Partner. NMTD's decision as to whether sufficient appropriations are available shall be accepted by the Partner and shall be final.
- B. This Agreement shall become effective upon its execution by both Parties and shall terminate on **June 30, 2026**. Either party may terminate or seek to further negotiate this Agreement upon sixty (60) days written notice to the other. In the event of termination, neither party may nullify obligations already incurred for performance or failure to perform, prior to the date of termination and any outstanding reimbursements shall be made pro rata.
- C. This Agreement shall not be altered, changed, or amended except by instrument of writing executed by the Parties hereto.
- D. A "Force Majeure Event" is defined as an event or effect that can be neither anticipated nor controlled which renders performance of the terms of this Agreement impossible, impracticable, or unsafe, including, but not limited to, acts of God, pandemic-related public health orders, acts of civil or military authority, embargoes, epidemics, war, acts of

terrorism, riots, insurrections, fires, explosions, earthquakes, floods, loss of power, strikes or lockout. If a Force Majeure Event occurs, neither Party will be deemed in default of this Agreement. If any Force Majeure condition affects Partner's ability to perform its obligations, Partner shall give written notice to NMTD, and Partner will offer mutually agreeable amendments to Exhibit A. Until such time as this Agreement is amended, NMTD will withhold payment of award funds as set forth in Exhibit A.

- E. Partner shall obtain prior approval from NMTD for any and all use of the Keep New Mexico True Brand. NMTD reserves the right to inspect any usage of the Brand to ensure proper quality and consistency.
- F. In the event that this Agreement will be performed during a public health emergency, Partner shall ensure that any activities are carried out in accordance with all laws, rules, regulations, safe practices and protections.
- G. The Parties shall not be jointly liable. Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred by either party in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, §41-4-1, et seq., NMSA 1978, as amended.
- H. This Agreement is governed by the laws of the State of New Mexico.
- I. This Agreement is not intended to and does not create any rights in any persons or entity not a party hereto.
- J. Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service, by electronic mail or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To NMTD: New Mexico Tourism Department
Chantal S. Sandoval, Clean & Beautiful Program Manager
491 Old Santa Fe Trail | Santa Fe, NM 87501
(505) 670-8059 | chantal.sandoval@td.nm.gov

To Partner: Diana Murrilo
City of Anthony
820 Highway 478
Anthony, NM 88201
(575) 882-2983 | mayormurillo@cityofanthonym.org

- K. The individual signing below on behalf of the Partner represents and warrants that he or she has the authority to bind the Partner, and that no further action, resolution or approval from the Partner is necessary to enter into a binding agreement.

THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the final date of the signatures listed below.

By: _____ Date: _____
Diana Murillo, City of Anthony
PARTNER

Approved for legal sufficiency:

By: _____ Date: _____
Novela Salazar, General Counsel NMTD

By: _____ Date: _____
Rayline Sebay, CPO, ASD NMTD

By: _____ Date: _____
Agency Head Designee NMTD

The records of the Taxation and Revenue Department reflect that the Partner is registered with the Taxation and Revenue Department of the State of New Mexico to engage in business and to report and pay tax from business conducted in New Mexico.

ID Number: **03-192175-00-2**

By: _____ Date: _____
Taxation and Revenue Department

FY26 New Mexico Clean & Beautiful Grant Program

EXHIBIT A

PROJECT AWARD SCHEDULE

CITY OF ANTHONY

Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.2 Pet Waste Stations	\$893.91				
<i>Approved Expenditures: 3 stations</i>					
1.2 Receptacles	\$1,785.00				
<i>Approved Expenditures: 3 receptacles</i>					
Reduce Waste					
Beautify Communities					
3.4 Graffiti Eradication			\$750.00		
<i>Approved Expenditures: Brushes and paint</i>					
Empower Youth					
Increase Program Capacity					
<i>Goal Subtotals</i>	\$2,678.91	\$0.00	\$750.00	\$0.00	\$0.00
Total Award	\$3,428.91				

EXHIBIT B

NEW MEXICO TOURISM DEPARTMENT CLEAN AND BEAUTIFUL GRANT PROGRAM FY26 GUIDELINES

GRANT PURPOSE

The purpose of the New Mexico “Litter Control and Beautification Act,” NMSA 1978, § 67-16-1 et seq., is to accomplish litter control by vesting in the New Mexico Tourism Department (Department) the authority to eliminate litter from the state to the maximum practical extent. The Department shall aid in establishing a statewide Keep America Beautiful Program through the New Mexico Clean and Beautiful Grant Program to end littering, improve recycling, and beautify New Mexico communities.

ELIGIBILITY

All New Mexico municipalities, counties, units of government, and Tribal Governments in good standing with New Mexico Taxation and Revenue Department are eligible for funding (correct New Mexico State Tax ID numbers are required within the application process). Entities need not be Keep America Beautiful affiliates to apply.

ELIGIBLE EXPENDITURES

Projects and initiatives that contribute to the following goals and objectives, as identified through Keep America Beautiful and the Litter Control and Beautification Act, may be eligible for funding:

Goal #1 - End Littering

- Objective 1.1 – Prevent littering.
- Objective 1.2 – Provide access to proper waste disposal.
- Objective 1.3 – Remove litter.

Goal #2 – Reduce Waste

- Objective 2.1 – Reuse.
- Objective 2.2 – Repair.
- Objective 2.3 – Repurpose.
- Objective 2.4 – Improve composting and sustainable organics management.
- Objective 2.5 – Improve recycling and sustainable materials management.

Goal #3 - Beautify Communities

- Objective 3.1 – Improve green spaces through sustainable park design.
- Objective 3.2 – Maximize sustainable landscaping throughout communities.
- Objective 3.3 – Prevent graffiti.
- Objective 3.4 – Eradicate graffiti.

Goal #4 – Empower Youth

- Objective 4.1 – Educate students.
- Objective 4.2 – Provide service opportunities for youth groups.
- Objective 4.3 – Employ youth interns.
- Objective 4.4 – Provide youth leadership opportunities.
 - Youth initiatives must directly contribute to at least one of the above-mentioned goals.
 - Applicants may either hire a youth group as a subcontractor or hire individual youths.
 - For individual youth interns:

- a) Individuals must be between 14 to 25 years of age.
- b) Salary range = at least local minimum wage.
- c) Youth Employment Verification forms are required for each youth employed.
- d) To the extent which an internship is conducted with an expectation of compensation or benefits, interns may not be considered regular “employees” (part-time or full-time) of the Partner entity.
- e) Internship duration must be limited to the period of the grant agreement for reimbursement.

Goal #5 – Increase Program Capacity

Objective 5.1 – Recruit and engage volunteers.

Objective 5.2 – Build coalitions through professional affiliations.

Objective 5.3 – Increase knowledge through professional development.

- Activities must directly contribute to at least one of the above-mentioned goals.

INELIGIBLE EXPENDITURES

NMTD shall have the right in its sole discretion to approve or disapprove Partner’s projects and/or expenditures submitted for final reimbursement. Items identified by the Department pursuant to the Keep America Beautiful and the Litter Control and Beautification Act that are ineligible for purchase with grant funds include but are not limited to:

- | | |
|---|------------------------------------|
| • Benches and tables made from non-recycled material | • Landscaping rock |
| • Disinfectant wipes | • Leather and cotton gloves |
| • Disinfectants & air fresher | • Lighting |
| • Fencing materials | • Meeting space |
| • Food and/or drink | • Office supplies |
| • Fuel | • On-going maintenance needs |
| • Gardening tools | • Playground equipment |
| • Hardware for signage: trash receptacles & benches, etc. | • Rakes |
| • Heavy machinery rentals | • Shears |
| • Irrigation | • Shovels |
| • Labor (with the exception of youth subcontractors) | • Watering hoses |
| • Landscaping fabric | • Weed barrier & eradication spray |
| • Landscaping pavers | • Wheelbarrows |

BUDGET ADJUSTMENT REQUESTS

NMTD shall have the right in its sole discretion to approve or disapprove certain budget adjustment requests (BARs). Adjustments are used to transfer grant funds within NMCB established goals and objectives.

- Types of Budget Adjustments typically allowed for:

- A transfer between awarded initiatives within the Partner's current NMCB Project Award Schedule.
- An authorization to expend funds on a new project within a NMCB Program established goal or objective on the Partner's current Project Award Schedule due to an unforeseen difficulty or inability to complete an awarded initiative.
- Types of Budget Adjustments that are not allowed:
 - A transfer of grant funds from an awarded initiative to an initiative or project previously unfunded during the application and panel review process.
 - A transfer of grant funds without prior authorization will not be reimbursed.

GRANT AGREEMENT

The grant award will be officially executed upon receipt by the Department of the signed grant agreement. Agreements will incorporate two accompanying exhibits: Project Award Schedule – including Approved Expenditures (*Exhibit A*) and these Grant Program Guidelines (*Exhibit B*).

INITIAL DISBURSEMENT OF FUNDS

Partners will be eligible to receive 50% of the total award amount following the execution of the grant agreement and submission of the Initial Disbursement Invoice. This form is available for download at the [NM Clean & Beautiful Grant Resources webpage](#).

COMPLIANCE REPORT REQUIREMENTS

Partner shall submit a Quarterly Milestone Report each quarter to NMTD staff via Survey Monkey Apply.

- Quarterly Milestone Reports shall include progress for all approved projects including but not limited to:
 - Implementation updates
 - Existing or anticipated challenges
 - Anticipation for Budget Amendment Requests
 - Photos and videos
 - Media mentions
 - Up-to-date financial documentation and current Personalized Project Expense Worksheet

Partner shall participate in a Mid-Point Meeting with NMTD staff on or before December 30, 2025.

- Partner must provide up-to-date financial documentation and current Personalized Project Expense Worksheet.
- Partner must provide project progress updates for all grant funded projects.

Partner shall submit and upload clean-up and litter prevention events on the [Breaking Bad Habits-NM site](#).

MEMORANDUMS OF UNDERSTANDING WITH NONPROFIT ORGANIZATIONS AND SCHOOLS

Unless previously approved by the Department, this grant shall not benefit any person or organization other than the awarded Partner. In the event Partner chooses to partner with a local non-profit or New Mexico school district to implement and complete an awarded project or initiative, Partner must provide either a Memorandum of Understanding, sub-agreement and/or signed attestation detailing their performance and responsibilities relating to the grant award.

VOLUNTEER SIGN-IN SHEETS

All volunteer hours should be documented on a Volunteer Sign-In Sheet. Sign-in sheets should specify the name, age, event, date, location and time logged. All volunteer names must be clear and legible.

YOUTH EMPLOYMENT VERIFICATION

Individuals from the ages 14 to 25 years of age may be hired to provide leadership opportunities and contribute to Partner's awarded initiative. Youth Employment Verification forms are required for each youth employed and must be notarized before submission to the Department. Partner will not be reimbursed for hired youth interns absent the required forms.

TRAVEL STIPEND

Partners who are in good standing as a Keep America Beautiful New Mexico Affiliate have the opportunity to represent New Mexico by attending the National Conference. Those who applied and were awarded will receive a maximum travel stipend of \$2,200 to be used for conference expenses.

MATCHING REQUIREMENTS

This grant requires a 25% match. The following sections may be used to determine the costs and calculate totals for In-Kind & Monetary Donations, which must be reported in the End-of-Year Report.

Donated Goods or Services:

Entities may receive non-monetary contributions of goods or services, often referred to as "in-kind donations" from businesses, groups, and individuals. Examples include private waste hauler services, "pro-bono" accounting services, food/drinks, donated advertising space, or office space in a nongovernment building. The dollar value of any donated goods or services is equal to the market price of the goods or services contributed. Whenever possible, submit the dollar-value in writing.

How to Calculate Government Costs:

Government employee time and services for which they receive government salary, overtime or compensatory time are considered a cost. If a government employee is working on a project on their own time, as a volunteer or board member, calculate their time as a volunteer hour. Government in-kind goods include hauling by sanitation vehicles, printing, and the use of consumable supplies. To calculate the value of in-kind government agency costs, estimate the market value of the goods or services provided to your affiliate and add to that the dollar-value for each hour of work given by government employees.

Volunteer Hours:

All volunteer hours should be documented on a Volunteer Sign-In Sheet. Volunteer Sign-In sheets must include event date, location, and number of hours volunteered. Each volunteer hour should be assigned the applicable state value provided by Independent Sector unless a professional provides a specific value for professional services. Current value for volunteer hours is available at <https://independentsector.org/resource/value-of-volunteer-time>.

REIMBURSEMENT REQUIREMENTS

In order to receive reimbursement for the remaining 50% of the total award amount, Partners must submit the Final Reimbursement Request Packet at project end.

Final Reimbursement Request Packet should include, submitted no later than June 2, 2026:

- Final Reimbursement Invoice
- Project Expense Worksheet with back-up documentation*
- Youth Employment Verification forms, if applicable
- Event and trainings registration confirmations, and Keep America Beautiful Affiliate dues receipt, if applicable
- Eligible back-up documentation includes:
 - Invoices or receipts; and
 - Cleared checks, warrants, bank statements or a notarized attestation by Partner's CFO or equivalent financial authority.

End-of-Year Report should be submitted no later than July 3, 2026, including but not limited to:

- End-of-Year Reports
 - Metrics
 - Narrative
- Volunteer Sign-in Sheets, if applicable

SUBMISSION REQUIREMENTS

Submission of all required forms and back-up documentation must be submitted via upload to the Survey Monkey Apply portal located at: <https://nmtourism.smapply.io/>

PROGRAM RESOURCES

All required forms are available for download at the NM Clean & Beautiful Grant Resources webpage at: <https://nmtourism.smapply.io/res/p/nmcbresources/>

PROGRAM ASSISTANCE

Clean & Beautiful Grant Program Manager (Chantal Sandoval) will establish communication schedules and provide technical (programmatic) assistance for all awardees. She can be reached by email at chantal.sandoval@td.nm.gov or by phone at 505-670-8059.

Salinas and Sons Electrical Contractors

3215 Anthony Dr
Anthony NM 88021
Lic# 56046
575-640-5842

Invoice

Date	Invoice #
6/24/2025	1748

Bill To
City of Anthony 4th St. Path lights Anthony NM 88021

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
12	Trouble shoot path lights 2 men 6 hrs.	120.00	1,440.00
		Total	\$1,440.00