

Court Chambers
820 Highway 478
Anthony, NM 88021

City of Anthony, NM
Board of Trustees: Special Meeting
MINUTES
December 19th, 2024
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
Access Code:210 199 367#

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

Meeting ID: 216 884 990 984
Passcode: TY3wr3GC

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 6:06pm**

2. PLEDGE OF ALLEGIANCE led by Trustee Herrera

| | | | | |
|---------------------|----------|--------------------------|------------|----|
| 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 include Public Comments after Item #5 (Approval of Minutes)

1st Motion: Trustee Herrera **2nd Motion:** Trustee Garcia

Roll Call Vote

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

5. APPROVAL OF MINUTES

a. Special Meeting: 12/02/2024

1st Motion: Trustee Herrera **2nd Motion:** Trustee Barreras

Roll Call Vote

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

b. Regular Meeting: 12/04/2024

1st Motion: Trustee Barreras **2nd Motion:** Trustee Herrera

Roll Call Vote

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

c. Workshop: 12/09/2024

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.

6. PUBLIC COMMENTS

Tony Ancheta
 Cecilia Acosta
 Adrian Perez
 Maria Enriquez

7. PRESENTATION

- a. Presentation on the Financial Reports for November 2024, **Presented by the Finance Director.**

The Finance Director provided a brief presentation on the current financial reports. As of November 30th, the city has received approximately \$1.8 million in revenues out of the projected \$4.8 million. For most departments, expenditure remains below the anticipated projections. Trustee Herrera also requested a list of all employees on provisional pay, be sent to all trustees via email, to which administration concurred. Trustee Herrera inquired about the source of funds for provisional/temporary pay administered to staff members taking on additional duties. The Finance Director explained that while this is not a specific line item, it is included within the projected payroll. The Finance Director stated that he will be sending out a report that highlights the total amount being paid in provisional/temp for each individual. Total expenses to date are \$1.7 million, resulting in a surplus of \$131,588.17. There was discussion regarding the potential change of the Parks and Facilities Department into the anticipated Community Development Department. The Finance Director assured the Board that this change is feasible and provided information on the total budget available to support the transition.

8. CONSIDERATION AND ACTION

- a. Consideration and action to approve a tenant for Suite B located at 780 Landers Rd., **Presented by the City Clerk.**

The City Clerk informed the Board of a recent vacancy in one of the portables and noted that two parties, Tresco and Community Action, had expressed interest in the newly available space. She explained that Tresco, already occupying part of the building, would expand into the vacant area if selected, whereas Community Action leases the majority of the area. Michael Armendariz with Tresco provided a brief presentation outlining the services they offer to the community and emphasizing their need for additional space. After hearing about Tresco's specific need for expansion, Community Action graciously withdrew their interest in the space, thereby allowing Tresco to occupy the vacant area. Motion was made to approve Tresco as the tenant for the remaining space of Suite B located at 780 Landers Rd.

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 |

3-0 Vote, Motion Passes.

~~Trustee Herrera~~ left meeting at 6:52pm.

Original 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 |

3-0 Vote, Motion Passes.

- b. Consideration and Action to approve the lease agreement between Las Cruces Physicians Practices, LLC and the City of Anthony, **Presented by the HR/CPO.**

The draft lease agreement was presented with revisions already made by the attorney. MPT Holguin requested that the City Attorney review some of the more significant revisions and highlight any potential concerns. Clarification was provided regarding the expected move-in date for the tenant, which is currently anticipated to be April 2025. MPT Holguin inquired about the basis for the rent amount. In response, HR/CPO explained that a broker conducted a study of comparable properties in the surrounding area, considering the size of the building. After negotiations, the rent was set at \$24 per square foot with a 3% increase per year.

1st Motion: Trustee Barreras

2nd Motion: Trustee Garcia

Roll Call Vote

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

3-0 Vote, Motion Passes.

Trustee Barreras **YES** NO

~~Trustee Herrera~~ YES NO

City Clerk requested a 5-minute recess. Session return at 7:27pm

- c. Consideration and Action to award the On-Call Engineering Services, **Presented by HR/CPO.**

As a result of the RFP issued for On-Call Engineering Services, four proposals were received. Following evaluations by a panel of five reviewers, Bohannon Huston is recommended based on the scoring results. MPT Holguin noted that this was a necessary step. Mayor Murillo clarified that the City will continue working with Wilson & Co. on projects they are contractually obligated to complete. MPT Holguin suggested all projects be looked over by legal counsel to get recommendations on whether Wilson & Co. or Bohannon Huston should continue the work and assistance with City administration and new projects will be awarded to Bohannon Huston concurrence was obtained by the governing body and administration.

1st Motion: Trustee Barreras

2nd Motion: MPT Holguin

Roll Call Vote

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** **NO**

2-1 Vote, Motion Passes.

~~Trustee Herrera~~ YES NO

- d. Consideration and Action to approve the Interpretation Services Agreement, **Presented by City Clerk.**

The City Clerk explained the necessity of establishing a contract to expedite payments to the Interpreter. Currently, the City does not have a formal contract in place, which has led to payment delays due to the approval process outlined in the existing finance policies. After further discussion, the item was postponed gathering additional information, including a summary of the total expenditures on interpretation services to date. Interpretations services to date to ultimately be aligned with finance policies in place.

Original 1st Motion: Trustee Barreras

2nd Motion: Trustee Garcia

1st Motion: MPT Holguin

2nd Motion: Trustee Garcia

Roll Call Vote

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

3-0 Vote, Motion Passes.

Trustee Barreras **YES** NO

~~Trustee Herrera~~ YES NO

9. ORDINANCE

a. Notice of Intent to Adopt Ordinance 2024-004

An ordinance of the Board of Trustees of the City of Anthony, New Mexico Amending Section 4, Subpart B of Ordinance No. 2020-001{09/16/20} for the purpose of clarifying the requirement that the majority of members of the Planning and Zoning Commission shall be residents of the City of Anthony and the remaining members may be non-residents of the City and amending the heading of Section 5 to correct clerical error.

Notice of Publication: December 13th, 2024

Discussion: December 19th, 2024 & January 15th, 2025

Consideration and Action: January 15th, 2025.

10. ADJOURNMENT

1st Motion: Trustee Barreras

2nd Motion: MPT Holguin

Roll Call Vote

MPT Holguin **YES** NO

Trustee Garcia **YES** NO

Trustee Barreras **YES** NO

Trustee Herrera YES NO

3-0 Vote, Motion passes at 7:50pm



Diana Murillo

Diana Murillo, Mayor

{SEAL}

Attest:

KOA

Karla Oropeza, City Clerk