

**MINUTES
VILLAGE OF LOS LUNAS
THURSDAY, JULY 8, 2021**

The Board of Trustees of the Village of Los Lunas, County of Valencia, and State of New Mexico met virtually Thursday, July 8, 2021 in regular session at 6:00 PM. Roll call was taken and the following were present: Mayor Charles Griego, Councilman Phillip Jaramillo, Councilman Cruz Munoz, and Councilman Gino Romero. Meeting was conducted in person and recorded through Webex.com.

Mayor:	Charles Griego
Mayor Pro Tem:	Christopher Ortiz
Council:	Gino Romero Phillip Jaramillo Cruz Munoz

Also present were Gregory D. Martin, Debra Sanchez, Pauline Hernandez, Craig Donohoe, and Martin Callahan. In accordance with Ordinance 114A, the following agenda was prepared and circulated as required:

- 1. INFORMATION TECHNOLOGY REVIEW AND ASSESSMENT FINAL REPORT.**
 - 2. REQUEST FOR NEW INFORMATION TECHNOLOGY DIRECTOR (IT DIRECTOR) POSITION TO THE VILLAGE PAY PLAN AND FY 2022 FINAL BUDGET.**
 - 3. CONTRACT – REQUEST PERMISSION TO ENTER INTO A CONTRACT WITH INDIVIDUAL.**
 - 4. DISPOSITION OF PUBLIC RECORDS.**
 - 5. EXECUTIVE SESSION: a) Promotions: Sergeant and Lieutenant / Police Department.**
 - 6. APPROVAL OF MINUTES: a) Minutes from June 24, 2021 Council Meeting.**
 - 7. ADJOURNMENT.**
- **CALL MEETING TO ORDER.**

At 6:00 PM, Mayor Griego brought the meeting to order and welcomed the audience.

- **PLEDGE OF ALLEGIANCE.**

Mayor Griego asked Debra Sanchez to lead the Council and WebEx participants in the Pledge of Allegiance.

- **APPROVAL OF AGENDA.**

Mayor Griego asked if there were any changes to the agenda – there were none. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve council agenda.
MOVED: Councilman Ortiz
SECONDED: Councilman Romero
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes; Councilman Munoz – yes) FOR AND 0 AGAINST.**

- **PUBLIC INPUT FORUM.**

Mayor Griego asked if there was anyone who wanted to speak to the Council regarding an item that was not on the agenda. There was no response – no one spoke.

1. INFORMATION TECHNOLOGY REVIEW AND ASSESSMENT FINAL REPORT.

Mr. Gregory D. Martin presented item one. Final report of the Technology and Assessment for the IT Division. This is an update/report on the review – project was started in fiscal year 2020. Copy of report was included in the Council packet for review. Company call Public Technology Institute was hired to conduct a comprehensive assessment of the Village’s IT operations and make recommendations for improvements. Assessment was conducted remotely and interviews were conducted with key staff members along with surveys given to Village Director’s. There were about thirty recommendations, but only want to focus on five/six key findings. The Village of Los Lunas is very fortunate to find itself in growth mode and that the Village staff are incredibly loyal and talented putting the needs of the community first. Greg read from page 11 of the report. There were several options given one of which was to recruit IT Director which was recommended by Village Administrator to create and fund for the 2022 year. Staffing section – the Village of Los Lunas does not have enough qualified staff to address IT problems. Customer Service section – IT help desk function - scored very low in accuracy and accessibility and service level is lacking. One recommendation is to acquire new ticket system as soon as possible. IT infrastructure, one of the key findings is that the network supported all applications and appears to be both stable and reliable. However, PTI acknowledged that getting pieces of information was difficult to obtain. The Village is open to ransom wear and other information security attacks. Greg covered the main parts of the report. He asked if there were any questions. Mayor Griego asked Council if they had any comments. Councilman Munoz asked how many employees are in IT. Greg responded there are currently three FT employees.

2. REQUEST FOR NEW INFORMATION TECHNOLOGY DIRECTOR (IT DIRECTOR) POSITION TO THE VILLAGE PAY PLAN AND FY 2022 FINAL BUDGET.

Mr. Gregory D. Martin presented item two. One of the most critical and important recommendations from the IT Assessment is to immediately create the position for an IT Director and immediately start a search for a new IT leader. If approved, the position would be created and funded in the FY 2022 final budget and recruited as soon as possible. The new position would be responsible for managing, leading and providing direction and overseeing all aspects of information technology for the Village of Los Lunas as well as leading and supervising the IT Division within the Administration Department. The position would be classified as a Grade T on the Village's Grade Order List. Position would be advertised internally and externally. Mayor Griego asked for a motion from Council – there was none.

APPROVAL: Motion to approve
MOVED: Councilman Jaramillo
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes; Councilman Munoz – yes) FOR AND 0 AGAINST.**

3. CONTRACT – REQUEST PERMISSION TO ENTER INTO A CONTRACT WITH INDIVIDUAL.

Mr. Jason Duran presented item three. This is a contract for Andrew Garcia who will referring for the men's basketball league. He will also be working on some other projects for Recreation. Mayor Griego asked Council for any comments – there were none. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve contract for Andrew Garcia.
MOVED: Councilman Romero
SECONDED: Councilman Ortiz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes; Councilman Munoz – yes) FOR AND 0 AGAINST.**

4. DISPOSITION OF PUBLIC RECORDS.

Mr. Gregory D. Martin presented item four. Time from time we will bring these items to Council for approval for disposition of public records. State statute requires us to bring before Council for approval to destroy outdated records. Mayor Griego asked if the Council had any questions – there were none. Mayor Griego asked for a motion from Council.

APPROVAL: Motion to approve.
MOVED: Councilman Munoz
SECONDED: Councilman Jaramillo
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Jaramillo – yes; Councilman Munoz – yes) FOR AND 0 AGAINST.**

5. EXECUTIVE SESSION.

Mayor Griego announced that the Council would be going into executive session pursuant to NMSA 1978 Section 10-15-1(H), the following matters may be discussed in closed session: promotions: Sergeant and Lieutenant (Police Department).

APPROVAL: Motion to approve
MOVED: Councilman Ortiz
SECONDED: Councilman Romero
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Munoz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.** 6:37PM

At 6:58PM, Mayor Griego asked for a motion from Council indicating that they discussed the promotions: Sergeant and Lieutenant.

APPROVAL: Motion to approve
MOVED: Councilman Romero
SECONDED: Councilman Ortiz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Munoz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

Regarding the promotion to Lieutenant, Mayor Griego announced that the position would go to Sergeant Cassandra Kanyuck.

APPROVAL: Motion to approve
MOVED: Councilman Munoz
SECONDED: Councilman Jaramillo
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Munoz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

Regarding the promotion to Sergeant, Mayor Griego announced that the position would go to Office Rene Ruiz

APPROVAL: Motion to approve
MOVED: Councilman Jaramillo
SECONDED: Councilman Ortiz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Munoz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

6. MINUTES.

Mayor Griego asked if there were corrections to the council minutes of June 24, 2021 Council Meeting – there were none.

MOTION: Motion to approve.
MOVED: Councilman Ortiz
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero – yes; Councilman Ortiz – yes; Councilman Munoz – yes; Councilman Jaramillo – yes) FOR AND 0 AGAINST.**

7. ADJOURNMENT.

Council meeting adjourned at 7:02PM.

Gregory D. Martin, Village Administrator

Charles Griego, Mayor