

**VILLAGE OF LOS LUNAS
REGULAR COUNCIL MEETING AGENDA
THURSDAY, JULY 8, 2021 - 6:00 PM
COUNCIL CHAMBERS - 660 MAIN STREET
LOS LUNAS, NM 87031**

ATTENTION:

While we are in compliance and following NMDOH guidelines - we are now conducting council meetings in the Council Chambers located in the Administration Building. We are also streaming our meetings live via Webex. You may connect with codes that are available on our website (www.loslunasnm.gov) and/or <https://www.loslunasnm.gov/meeting>. *Please note: Social distancing will still be practiced - facemasks are required for those who are not yet fully vaccinated.*

PLEASE TURN OFF OR MUTE ALL ELECTRONIC DEVICES DURING MEETING
YOUR COOPERATION IS APPRECIATED

- CALL MEETING TO ORDER.
- PLEDGE OF ALLEGIANCE.
- APPROVAL OF AGENDA.
- PUBLIC INPUT FORUM.

GREGORY D. MARTIN 1. INFORMATION TECHNOLOGY REVIEW AND ASSESSMENT FINAL REPORT.

TAB 1.

ACTION REQUESTED OF COUNCIL:
INFORMATIONAL PURPOSES ONLY.

BACKGROUND AND RATIONALE:

In December 2020, Public Technology Institute (PTI) was hired to conduct a high-level assessment of Information Technology (IT) operations for the Village of Los Lunas. The contract called for PTI to assess current IT operations, services, and staffing levels, and to make recommendations for current and future improvements. The IT Assessment was completed in May 2021, and the Final Report was submitted in June 2021. The purpose of this agenda item is to summarize the key recommendations of the report.

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

TAB 2.

ACTION REQUESTED OF COUNCIL:
Approve or disapprove.

BACKGROUND AND RATIONALE:

The Village of Los Lunas recently completed an Information Technology Review and Assessment (IT Assessment), performed by Public Technology Institute (PTI). One of the most critical and urgent recommendations from the IT Assessment is to "immediately begin a search for a new IT leader" (Chief Information Officer, or equivalent). If approved, a new Information Technology Director (IT Director) 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, providing direction, and generally overseeing all aspects of information technology for the Village of Los Lunas, as well as leading and supervising the Information Technology Division within the Administration Department. The position would serve as a member of the Village Leadership Team, and would be responsible for implementing most or all of the remaining recommendations of the recently-completed IT Assessment. The position would be classified at Grade T on the Village's Grade Order List.

JASON DURAN 3. CONTRACT - REQUEST PERMISSION TO ENTER INTO A CONTRACT WITH INDIVIDUAL.

TAB 3.

ACTION REQUESTED OF COUNCIL:
Approve or disapprove.

BACKGROUND AND RATIONALE:

Request permission to enter into contract with individual as league official for our Recreation programs.

REBEKAH KLEIN

4. DISPOSITION OF PUBLIC RECORDS.

TAB

4.

ACTION REQUESTED OF COUNCIL:

Approve or disapprove.

BACKGROUND AND RATIONALE:

Dispose of public records in accordance with Functional Records Retention and Disposition Schedules provided by Title 1, Chapter 21, Part 2 NMAC:

- 1.21.2.301 Accounts payable invoices, check copies, and credit card receipts
- 1.21.2.303 Mail payments, deposits, utility penalties, and cash receipting records
- 1.21.2.235 Employee timesheets
- 1.21.2.322 Bank statements and reconciliations
- 1.21.2.416 Insurance policies
- 1.21.2.519 Public records requests

The above-mentioned documents are ready for disposition and Staff will follow the Village's standard destruction process and complete a Certificate of Destruction upon completion.

5. EXECUTIVE SESSION – pursuant to NMSA 1978 Section 10-15-1(H), the following matters may be discussed in closed session:

TAB

5.

- a)** Promotions: Sergeant and Lieutenant / Police Department.

6. APPROVAL OF MINUTES.

TAB

6.

- a)** Minutes from June 24, 2021, Council Meeting.

7. ADJOURNMENT.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Deputy Clerk five (5) days prior to council meeting at 839-3840.