

**MINUTES
VILLAGE OF LOS LUNAS
THURSDAY, AUGUST 10, 2023**

The Board of Trustees of the Village of Los Lunas, County of Valencia, and State of New Mexico met Thursday, August, 2023, in regular session at 6:00 PM. Roll call was taken and the following were present: Mayor Charles Griego, Councilman Christopher Ortiz, Councilman Gino Romero, James Runyon, Councilman, and Councilman Cruz Munoz were present. Meeting was conducted in person and recorded through TEAMS.

Mayor:	Charles Griego
Mayor Pro Tem:	James Runyon
Council:	Gino Romero Christopher Ortiz Cruz Munoz

Also present were Gregory D. Martin, Luis Brown, and Craig Donahoe. In accordance with Ordinance 114A, the following agenda was prepared and circulated as required:

- 1. APPOINT VOTING DELEGATE FOR 2023 ANNUAL NEW MEXICO MUNICIPAL LEAGUE BUSINESS MEETING.**
- 2. RESOLUTION 23-16 - ADOPTING THE 2025-2029 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP).**
- 3. RESOLUTION 23-17 - ADOPTION OF 2023 BASE PAY STRUCTURE.**
- 4. EXECUTIVE SESSION.**
 - a) Hire FT Administrative Assistant - Administration Department.**
 - b) Hire FT Facility maintenance Technician I - Facility Maintenance Division / Parks and Recreation Department.**
 - c) Hire FT Facility Maintenance Supervisor - Facility Maintenance Division / Parks and Recreation Department.**
 - d) Hire FT Recreation Assistant - Recreation Division / Parks and Recreation Department.**
 - e) Hire 2-FT Project Coordinators - Wastewater Treatment Plant and Streets Divisions /Public Works Department.**
 - f) Hire FT Facility Technician II - Facility Maintenance Division / Parks and Recreation Department.**
 - g) Discuss the Collective Bargaining Agreement between the Village of Los Lunas and Los Lunas Fire Fighters' Association Local 4297.**
- 5. APPROVAL OF MINUTES:**
 - a) Minutes from July 20, 2023, 2023, Council Meeting.**
 - b) Minutes from PID Board Meeting, July 13, 2023.**
- 6. 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 Fred Carbajal to lead the Council and TEAMS participants in the Pledge of Allegiance.

● **APPROVAL OF AGENDA.**

Mayor Griego asked for a motion from Council. Motion to approve.

APPROVAL: Motion to approve agenda as presented.

MOVED: Councilman Ortiz

SECONDED: Councilman Romero

CARRIED: Motion passed on a vote of 4 (Councilman Romero- yes; Councilman Ortiz - yes; Councilman Munoz - yes; Councilman Runyon - yes) FOR AND 0 AGAINST.

● **PUBLIC INPUT FORUM.**

None.

1. APPOINT VOTING DELEGATE FOR 2023 ANNUAL NEW MEXICO MUNICIPAL LEAGUE BUSINESS MEETING.

Mr. Gregory D. Martin presented item one. Member municipality in good standing and registered and attending the annual conference shall be entitled to one delegate vote in electing officers/deciding policy and any other items that come up at the annual business meeting.

Mayor Griego asked Council if they had any questions – there were none. Mayor Griego asked for a motion from council.

APPROVAL: motion to appoint Gregory Marting as voting delegate and Michael Jaramillo as alternate.
MOVED: Councilman Runyon
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero- yes; Councilman Ortiz – yes; Councilman Munoz – yes; Councilman Runyon - yes) FOR AND 0 AGAINST.**

2. RESOLUTION 23-16 – ADOPTING THE 2025-2029 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP).

Mr. Michael Jaramillo presented item two. This is the second presentation – required by DFA. Brittany continued with presentation. They solicited projects from Mayor and Council – they were ready present changes/additions. Added was Rancho Valencia Park and Sun Ranch Intersection Improvements. The ICIP and resolution are ready to be signed. Mayor Griego asked the public if there were any comments – there were none. Mayor Griego asked for a motion from Council.

APPROVAL: motion to approve resolution 23-16
MOVED: Councilman Runyon
SECONDED: Councilman Romero
CARRIED: Motion passed on a vote of **4 (Councilman Romero- yes; Councilman Ortiz – yes; Councilman Munoz – yes; Councilman Runyon - yes) FOR AND 0 AGAINST.**

3. RESOLUTION 23-17 – ADOPTION OF 2024 BASE PAY STRUCTURE FOR NON-UNION EMPLOYEES OF THE VILLAGE OF LOS LUNAS.

Mr. Marcos Castillo presented item three. Marcos read a brief statement before he moved into the presentation, “Compensation & Classification.” Options for implementation, base pay structure, financial forecast and implications. Marcos mentioned that there were three resolutions in everyone’s agenda packet - base pay structure / option 1, option 2, and option 3. Option 1 – 15-year progression with no step progression tied to performance. Option 2 – 10-year progression, 1 step per year with no step progression tied to performance / percent multiplier to be put in place once employee reaches step 10. Option 3 – similar progress as Option 2, 10-year progression, 1 possible step per year with successful completion of employee performance evaluation, percent multiplier to be put in place once employee reaches step 10; and possible multiple step jump for employee’s who exhibit outstanding performance. Mayor Griego asked Council if there were any questions. The Village currently conducts performance evaluations – Marcos mentioned that they would need to be tweaked a bit and all supervisors will be retrained. Option 3 component is tied with performance. Any employees that exceeding in their job performance/high performing and would require good justification, supervisor would have the option to jump to step two. Question was raised about an employee who was not doing well – bad performance evaluation, how would that work. Marcos replied that they would stay at that same step/needs’ improvement. If the Council voted on a COLA, they would get that but not the step. The next presentation is the base pay structure/fiscal year 2024 – there will be one for Police and one for Fire. The five percent was a place holder in the budget and actual percentage increase varies by position. Police Department – theirs is slightly different – they (police, detectives, and police sergeants) work 22/36 hrs., so their math is different. When they complete the academy, they automatically move in to step one. Fire fighters works 29/12 – math is different when it comes to hourly. Marcos shared a list of positions and the grades associated with each position. Cheryl Cates will make presentation, Financial Forecast and Implications, next. Went over the five-year forecast with Mayor and Council (6/30/24 to FY 2029). For revenue, she looked at historical data – FY2020 thru FY2024 budget, five-year annual increase forecast of 7.5%. FY2025-FY2029 include a five-year rolling average with an annual increase of 7%. For salaries/wages/benefits, she did something very similar – took 2024 budget and added in general fund portion of what would be increased if resolution is approved this evening. She took that and added in a 3% increase through the year 2029. Operating expenses – show a five-year average annual increase of 13.8%. Operating expenses – includes a five-year rolling average with an annual increase of 14%. Cheryl went over the enterprise funds (water/sewer fund, solid waste fund). Indicators for future growth in Los Lunas (information supplied by Erin Callahan), 13 subdivisions - commercial and national chains rely on rooftops to make their decisions on where to locate their business. Councilman Romero thanked Cheryl for the information – he also offered an apology to Greg Martin. Mayor Griego appreciated the forecast on revenue. Councilman Ortiz asked if it was good “city-wide.” The following directors came up to speak in favor of the plan – Michael Jaramillo, Public Works Director / John Gabaldon, Fire Chief / Jason Duran, Parks and Recreation Department / Frank Lucero, Police Chief / Cynthia Shetter, Library Director. Marcos went over steps 1 – 3 with Council. Mayor Griego asked for a motion from Council.

APPROVAL: motion to approve resolution 23-17 option three.
MOVED: Councilman Romero
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero- yes; Councilman Ortiz – yes; Councilman Munoz – yes; Councilman Runyon - yes) FOR AND 0 AGAINST.**

4. 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 matter may be discussed in closed session: hiring of a FT Administrative Assistant, FT Facility Maintenance Technician I, FT Facility Maintenance Supervisor, FT Recreation Assistant, 2-FT Project Coordinators (WWTP & Street Divisions), FT Facility Technician II, and Discuss the Collective Bargaining Agreement between the Village of Los Luna and the Los Lunas Fire Fighter’s Association Local 4297.

APPROVAL: Motion to adjourn into executive session
MOVED: Councilman Runyon
SECONDED: Councilman Munoz
CARRIED: Motion passed on a vote of **4 (Councilman Romero- yes; Councilman Ortiz – yes; Councilman Munoz – yes; Councilman Runyon - yes) FOR AND 0 AGAINST.** 6:55PM

At 7:44PM, Mayor Griego asked for a motion reconvene from Council indicating that they discussed the hiring of a FT Administrative Assistant, FT Facility Maintenance Technician I, FT Facility Maintenance Supervisor, FT Recreation Assistant, 2-FT Project Coordinators (WWTP & Street Divisions), FT Facility Technician II, and Discuss the Collective Bargaining Agreement between the Village of Los Luna and the Los Lunas Fire Fighter’s Association Local 4297.

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

Regarding FT Administrative Assistant position – Mayor Griego put up the name of Makayla Moody.

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

Regarding FT Facility Maintenance Technician I – Mayor Griego put up the name of Anthony Marquez.

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 Runyon - yes) FOR AND 0 AGAINST.**

Regarding FT Facility Maintenance Technician I – Mayor Griego put up the name of Michael Salazar.

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

Regarding FT Facility Maintenance Supervisor – Mayor Griego put up the name of Kenneth Peralta.

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

Regarding FT Recreation Assistant – Mayor Griego put up the name of Jazmin Peralta.

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

Regarding FT Project Coordinator – Mayor Griego put up the name of Eric Jaramillo.

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

Regarding FT Project Coordinator – Mayor Griego put up the name of Kenneth Dillingham.

APPROVAL: 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 Runyon - yes) FOR AND 0 AGAINST.**

Regarding FT Facility Technician II – Mayor Griego put up the name of Gilbert Toney.

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

Regarding the collective bargaining agreement between the Village of Los Lunas and the Los Lunas Fire Fighters Association Local 4297 – we approve agreement and to include pay study.

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

5. MINUTES.

Mayor Griego asked if there were corrections to the council minutes of the July 20, 2023, Council Meeting – there were none.

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

Mayor Griego asked if there were corrections to the PID Board minutes of the July 13, 2023 – there were none.

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

6. ADJOURNMENT.

Council meeting adjourned at 7:50PM.

Gregory D. Martin, Village Administrator

Charles Griego, Mayor