

**MINUTES**  
**VILLAGE OF LOS RANCHOS DE ALBUQUERQUE**  
**6718 RIO GRANDE BOULEVARD N.W.**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**JULY 8, 2015 - 7:00 p.m.**

**Present:**

Larry P. Abraham, Mayor  
Don Lopez, Trustee / Mayor Pro Tem  
Pablo Rael, Trustee  
Mary Homan, Trustee  
Allen Lewis, Trustee

Kelly S. Ward, Administrator  
Stephanie Dominguez, Clerk  
Nancy Haines, Treasurer  
Tim McDonough, P & Z Director  
Bill Chappell, Attorney

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**1. CALL TO ORDER**

**Mayor Abraham** called the meeting to order at 7:03 P.M.

**MOTION: Trustee Lopez** moved approval of the agenda. **Trustee Rael** seconded the motion.

**VOTE:** The motion carried, 4-0.

*Mayor Abraham and the Trustees extended their condolences to the family of Harry Stowers, former New Mexico Supreme Court Justice and Mayor of Los Ranchos, who passed away on July 8, 2015.*

**2. PUBLIC COMMENT PERIOD [3 MINUTE TIME LIMIT] - (PLEASE SIGN IN WITH THE CLERK IF YOU WISH TO SPEAK UNDER PUBLIC COMMENT ON AN ITEM THAT IS NOT ALREADY ON THIS AGENDA)**

NONE.

**3. CONSENT AGENDA**

There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

**A. MINUTES –MAY 13, 2015 – REGULAR MEETING**

**MOTION: Trustee Rael** moved approval of the consent agenda. **Trustee Lopez** seconded the motion.

**VOTE:** The motion carried unanimously, 4-0.

#### **4. REPORTS**

##### **A. MAYOR'S REPORT**

**Mayor Abraham** reported on the following:

- The Village was well represented at the Vintage Albuquerque Event held at Los Poblanos.
- This week the Grower's Market will focus on lavender and garlic with extended hours.
- The tennis court resurfacing is complete and has received many compliments.

##### **B. ADMINISTRATOR'S REPORT**

**Administrator Ward** reported on the following:

- Worked extensively on the personnel ordinance amendment and the 2015/2016 FY Budget.
- The audit for FY 2014/2015 will start in July and will be finalized in August.
- The Challenger Center was successfully transferred to Las Cruces Public Schools.
- The Los Ranchos Farm Camp summer sessions were very well attended with approximately thirty children enrolled each week. J.T. and Loretta Michelson were extremely helpful with the camps.

##### **C. PLANNER'S REPORT**

**Planner McDonough** reported on the following:

- Presented a FY 2014/2015 Planning and Zoning report.
- Working on the storm water permit with a specific focus on the water monitoring program.
- Attended the League of Zoning Officials Conference.

##### **D. LEGAL REPORT**

**Attorney Chappell** reported on the following:

- Worked with Planner McDonough on various zoning ordinance issues.
- Reviewed the amendment to the personnel ordinance.

#### **5. FINANCIAL BUSINESS**

##### **A. CASH REPORT – May 2015**

**Treasurer Haines** reported the ending cash balance as of May 31, 2015, was \$9,190,218.48, which is an increase of \$201,727.13 from April. The year-to-date revenue over expenditures over is \$1,185,095.99. There were no unusual or significant items.

**MOTION:** **Trustee Homan** moved approval of the May 2015 Cash Report as presented. **Trustee Rael** seconded the motion.

**VOTE:** The motion carried unanimously, 4-0.

B. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2015-7-1 FINAL BUDGET ADJUSTMENTS FOR FY 2014/2015.

**Trustee Lopez** asked for clarification of the budget adjustments for the maintenance of grounds, roadways, and other capital.

**Administrator Ward** said the adjustments are for the following projects: Chamiso Lane regrading, upgrades to playground equipment, additional speed boards, and the resurfacing of the tennis courts.

**MOTION: Trustee Homan** moved approval of Resolution No. 2015-7-1 Final Budget Adjustments for FY 2014/2015. **Trustee Lopez** seconded the motion.

**VOTE:** The motion carried unanimously, 4-0.

**ROLL CALL VOTE: Trustee Rael-aye; Trustee Lopez-aye; Trustee Homan-aye; Trustee Lewis-aye.**

C. CASH REPORT - JUNE 2015.

**Treasurer Haines** reported the ending cash balance as of June 30, 2015, was \$9,335,440.04, which is an increase of \$145,221.56 from the prior month. The year-to-date revenue over expenditures is \$1,330,317.55. The significant expenditure was the cost of resurfacing the tennis courts.

**MOTION: Trustee Lopez** moved approval of the June 2015 Cash Report as presented. **Trustee Rael** seconded the motion.

**VOTE:** The motion carried unanimously, 4-0.

D. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2015-7-2 FINAL QUARTER FINANCIAL REPORT YEAR ENDING JUNE 30, 2015.

**MOTION: Trustee Rael** moved approval of Resolution No. 2015-7-2 Final Quarter Financial Report Year Ending June 30, 2015. **Trustee Homan** seconded the motion.

**VOTE:** The motion carried unanimously, 4-0.

**ROLL CALL VOTE: Trustee Rael-aye; Trustee Lopez-aye; Trustee Homan-aye; Trustee Lewis-aye.**

E. DISCUSSION AND APPROVAL OF RESOLUTION NO. 2015-7-3 ADOPTING THE FISCAL YEAR 2015/2016 BUDGET.

**Administrator Ward** said the only difference between the interim and final budget is the final capital expenditure, which includes a capital outlay appropriation from the state. The Village will match this amount to improve and upgrade the Agri-Nature Center.

**MOTION:** Trustee Rael moved approval of Resolution No. 2015-7-3 Adopting the Fiscal Year 2015/2016 Budget. Trustee Lewis seconded the motion.

**VOTE:** The motion carried unanimously, 4-0.

**ROLL CALL VOTE:** Trustee Rael-aye; Trustee Lopez-aye; Trustee Homan-aye; Trustee Lewis-aye.

## **6. PUBLIC HEARINGS AND APPLICATIONS**

THERE ARE NO PUBLIC HEARINGS.

## **7. OLD BUSINESS**

A. DISCUSSION AND APPROVAL TO ADOPT AN AMENDMENT TO THE 2013 CODIFIED ORDINANCES OF THE VILLAGE OF LOS RANCHOS DE ALBUQUERQUE CHAPTER 12, PERSONNEL RULES AND REGULATIONS, ARTICLE 1, SECTION 1 TITLE AND SCOPE §12.1.1, SECTION 2 PERSONNEL PRACTICES §12.1.2, SECTION 3 AUTHORITY FOR ADMINISTRATION §12.1.3, SECTION 4 CLASSIFICATION AND PAY PLAN §12.1.4, SECTION 5 RECRUITMENT AND SELECTION §12.1.5, SECTION 6 DRESS AND APPEARANCE §12.1.6, SECTION 7 CONDITIONS OF EMPLOYMENT-EMPLOYMENT RIGHTS §12.1.7, SECTION 8 POLITICAL PARTICIPATION §12.1.8, SECTION 9 POSITIONS INELIGIBLE FOR OVERTIME AND COMPENSATION ABSENCES §12.1.9, SECTION 10 WORK SAFETY §12.1.10, SECTION 11 PERSONNEL RECORD AND RECORD CHANGES §12.1.11, SECTION 12 EMPLOYMENT PAY AND PERFORMANCE EVALUATIONS §12.1.12, SECTION 13 PROMOTIONS §12.1.13, TRANSFER AND DEMOTIONS, SECTION 14 USE OF DRUGS AND ALCOHOL §12.1.14, SECTION 15 PROBLEM RESOLUTION §12.1.15, SECTION 16 DISCIPLINE §12.1.16, SECTION 17 ADVERSE ACTION AFFECTING EMPLOYMENT STATUS §12.1.17, SECTION 18 EMPLOYEE SEPARATION §12.1.18, SECTION 19 EMPLOYEE BENEFITS §12.1.19, AND SECTION 20 EMPLOYMENT DEVELOPMENT §12.1.20.

**Administrator Ward** said the purpose of this amendment is to remove the rules and regulations governing the employees of the Village from the ordinance and create a separate personnel policy. The personnel policy will be subject to the approval of the Board of Trustees.

**MOTION:** Trustee Homan moved approval of the amendment to Chapter 12, Personnel Rules and Regulations, of the 2013 Codified Ordinances of the Village of Los Ranchos. Trustee Lopez seconded the motion.

**VOTE:** The motion carried unanimously, 4-0.

**ROLL CALL VOTE:** Trustee Rael-aye; Trustee Lopez-aye; Trustee Homan-aye; Trustee Lewis-aye.

**B. DISCUSSION AND APPROVAL OF THE VILLAGE OF LOS RANCHOS PERSONNEL POLICY.**

**MOTION:** Trustee Lewis moved approval of the Village of Los Ranchos Personnel Policy. Trustee Rael seconded the motion.

**VOTE:** The motion carried, 4-0.

**8. NEW BUSINESS**

**A. DISCUSSION AND APPROVAL TO DESTROY PUBLIC RECORDS THAT ARE ELIGIBLE FOR DESTRUCTION ACCORDING TO THE NEW MEXICO COMMISSION OF PUBLIC RECORDS (STATE RECORDS CENTER AND ARCHIVES) RETENTION AND DISPOSITION SCHEDULES.**

**MOTION:** Trustee Homan moved approval of the Records Destruction List. Trustee Lopez seconded the motion.

**VOTE:** The motion carried, 4-0.

**9. TRUSTEES INFORMAL DISCUSSION**

Members of the Board discussed various informal topics. No action was taken.

**10. ADJOURNMENT**

The meeting was adjourned at 8:21 P.M.

**APPROVED** by the Board of Trustees of the Village of Los Ranchos de Albuquerque this 12<sup>th</sup> day of August , 2015.

ATTEST:



Stephanie Dominguez, Clerk