



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Agenda - Final County Council - Regular Session

*Rick Reiss, Council Chair; Susan O'Leary, Council Vice Chair;  
James Chrobocinski, Steven Girrens, Kristin Henderson, David  
Izraelevitz, and Pete Sheehey, Councilors*

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Tuesday, September 27, 2016

6:00 PM

Council Chambers - 1000 Central Avenue  
TELEvised

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1. OPENING/ROLL CALL
2. PUBLIC COMMENT
3. APPROVAL OF AGENDA
4. CONSENT AGENDA

September 27, 2016 Consent Motion:

### Consent Motion

- A. [AGR0459-16](#) Approval of Amendment No. 1 to Services Agreement No. AGR16-056 with AESI-US, Inc. in the amount of \$219,750.00, plus Applicable Gross Receipts Tax, for the Purpose of Support Services for North American Electric Reliability Corporation (NERC) / Western Electricity Coordinating Council (WECC) Cyber Security Standards
- Presenters:** James Alarid, Deputy Utilities Manager - Engineering
- Attachments:** [A - AGR16-056 Amendment No 1](#)
- B. [RE0323-16](#) Incorporated County of Los Alamos Resolution No.16-19; A Resolution Authorizing the County Council Chair or Los Alamos County Utilities Manager to Approve Submission of Completed Applications and Necessary Documents for 2017 Applications to the Water Trust Board for Funding for Non-Potable Water System Projects
- Presenters:** James Alarid, Deputy Utilities Manager - Engineering
- Attachments:** [A - Resolution 16-19](#)
- C. [8544-16](#) County Council Minutes for August 23, August 30, and September

6, 2016.

**Presenters:** County Clerk and Sharon Stover

**Attachments:** [A - Draft County Council Minutes for August 23, 2016](#)  
[B - Draft County Council Minutes for August 30, 2016 with attachment](#)  
[C - Draft County Council Minutes for September 6, 2016](#)

- D. [8568-16](#) Board/Commission Appointment(s) - Labor Management Relations Board.

**Presenters:** Denise Cassel

**Attachments:** [Attachment A - 09-27-16](#)  
[Attachment B - 09-27-16](#)

- E. [8574-16](#) Award of Bid No. 2017-08 for the Purpose of the East Road Gas and Electric Replacement Project to Paul Parker Construction, in the Amount of \$580,500.00, plus Applicable Gross Receipts Tax

**Presenters:** James Alarid, Deputy Utilities Manager - Engineering

**Attachments:** [A - Bid Tab Summary](#)

- F. [8576-16](#) Approval of Change Order No. 2 to Bid No. 16-052 for the Purpose of Kwage Mesa Non-potable Water Line Replacement Project with Paul Parker Construction, for an Increase in the Contract Amount of \$31,000.00, for a new total of \$329,218.50, plus Applicable Gross Receipts Tax.

**Presenters:** James Alarid, Deputy Utilities Manager - Engineering

**Attachments:** [A - Change Order 1 to Bid No 16-052](#)

- G. [8591-16](#) Contract for General Services, Agreement No. AGR17-05 with Sculpture Smart, LLC in an Amount Not To Exceed Seventy-Five Thousand Dollars (\$75,000) for Five Years, plus Applicable Gross Receipts Tax, for the Purpose of Outdoor Sculpture Cleaning and Maintenance.

**Presenters:** Arts in Public Places Advisory Board

**Attachments:** [A - AGR17-05 Sculpture Smart LLC](#)

## 5. PUBLIC HEARING(S)

- A. [CO0467-16b](#) Incorporated County of Los Alamos Code Ordinance No. 02-268; An Ordinance Amending Chapter 40, Article III, Sections 40-151, 40-152 and 40-154 of the Code of Ordinances of the Incorporated

## County of Los Alamos Relating to Gas Rates

**Presenters:** Bob Westervelt, Deputy Utilities Manager - Finance/Admin

**Attachments:** [A - Code Ordinance 02-268](#)  
[B - Comparison of current rate structure with prior rate structure](#)  
[C - Map showing rate structure in communities statewide](#)  
[D - Comparison proposed rates vs neighboring communities](#)  
[E - Notice of Public Hearing](#)  
[F - Public Comments from Open Forum](#)

- B.**     [CO0475-16b](#)   Incorporated County of Los Alamos Code Ordinance No. 02-267; An Ordinance Amending Chapter 40, Article III, Sections 40-171 and 40-175 of the Code of Ordinances of the Incorporated County of Los Alamos Pertaining to Potable Water Rates and Bulk Delivery Rates

**Presenters:** Bob Westervelt, Deputy Utilities Manager - Finance/Admin

**Attachments:** [A - Code Ordinance 02-267](#)  
[B - DOE and LAC Consumption history](#)  
[C - Water system capital improvement summary](#)  
[D - Pro Forma ten-year financial forecast water distribution](#)  
[E - Pro Forma ten-year financial forecast water production](#)  
[F - Residential water rate history](#)  
[G - Water rate comparison with neighboring communities](#)  
[H - Notice of Public Hearing](#)  
[I - Public Comments from Open Forum](#)

- C.**     [CO0477-16b](#)   Incorporated County Of Los Alamos Code Ordinance No. 02-269 An Ordinance Amending Chapter 34, Article I, Of The Los Alamos County Code Of Ordinances By Adding Sections 34-20 Through 34-23 To Require Property Owners And Occupants To Remove And Properly Dispose Of All Snow Accumulated On, Adjacent, And Abutting Sidewalks.

**Presenters:** Paul Andrus

**Attachments:**    [A - Ordinance 02-269](#)  
                              [B - Safe Routes to School](#)  
                              [C - Review of Other Jurisdictions](#)

**7. COUNCIL BUSINESS**

**A. Appointments**

- 1)    [8609-16](#)    Board/Commission Appointment(s) - Fuller Lodge Historic Districts Advisory Board.

**Presenters:**    Wayne Kohlrust, Project Manager

**Attachments:**    [A - Fuller Lodge Historic Districts Advisory Board Member List 9-12-16](#)  
                              [B - Leslie Linke Application Packet](#)  
                              [C - Anna Marie Solomon Application Packet](#)  
                              [D - Interview Panel Recommendation](#)

- 2)    [8618-16](#)    Board/Commission Appointment(s) - Personnel Board.

**Presenters:**    County Council - Regular Session

**Attachments:**    [A - PB Membership FY2017](#)  
                              [B - William Cooper PB Application Pkt](#)  
                              [C - Suzanne Frary PB Application Pkt](#)  
                              [D - Interview Panel Recommendation](#)

**B. Board, Commission and Committee Liaison Reports**

**C. County Manager's Report**

- 1)    [8624-16](#)    County Manager's Report for September 2016

**Presenters:**    Harry Burgess, County Manager

**Attachments:**    [A - County Manager's Update.pdf](#)

**D. Council Chair Report**

**E. General Council Business**

**F. Approval of Councilor Expenses**

**G. Preview of Upcoming Agenda Items**



**8. COUNCILOR COMMENTS****9. PUBLIC COMMENT****10. 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 County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Office of the County Administrator at 663-1750 if a summary or other type of accessible format is needed.



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:**

**Index (Council Goals):**

**Presenters:**

**Title**

September 27, 2016 Consent Motion:

**Recommended Action**

I move that Council approve the items on the Consent Agenda as presented and that the motions in the staff reports be included for the record; or,

I move that Council approve the items on the Consent Agenda and that the motions contained in the staff reports, as amended be included for the record.



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** A.

**Index (Council Goals):** \* 2016 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure

**Presenters:** James Alarid, Deputy Utilities Manager - Engineering

**Legislative File:** AGR0459-16

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### Title

Approval of Amendment No. 1 to Services Agreement No. AGR16-056 with AESI-US, Inc. in the amount of \$219,750.00, plus Applicable Gross Receipts Tax, for the Purpose of Support Services for North American Electric Reliability Corporation (NERC) / Western Electricity Coordinating Council (WECC) Cyber Security Standards

### Recommended Action

**I move that Council approve Amendment No. 1 to Services Agreement No. AGR16-056 with AESI-US, Inc. in the amount of \$219,750.00, plus Applicable Gross Receipts Tax, for the Purpose of Support Services for North American Electric Reliability Corporation (NERC) / Western Electricity Coordinating Council (WECC) Cyber Security Standards.**

### ..Utilities Manager's Recommendation

The Utilities Manager recommends that Council approve the motion as requested.

### Board, Commission or Committee Recommendation

The Board of Public Utilities recommends that Council approve the motion as requested.

### Body

The current agreement with AESI -US, Inc. is for services to assist both LANL and Los Alamos County meet the Critical Infrastructure Protection ("CIP") Reliability Version 5 Standards that became effective on July 1, 2016. AESI-US, Inc. services are related to four primary tasks which include performing a mock audit, perform software patching, perform a vulnerability assessment of the CIPv5 compliance program and provide miscellaneous support on a task by task basis. The existing agreement amount is for \$189,750.00. The task by task support component of the agreement is limited to \$50,000. This amendment will increase this component of the agreement by \$30,000 for a total of \$80,000. At this early stage of the compliance program implementation, both LANL and DPU staff still require compliance guidance and technical consultation on the various SCADA system and software upgrades performed over the last 6 months to meet the new compliance requirements.

### Alternatives

If the amendment is not approved, compliance with the CIPv5 requirements will be at risk.

### Fiscal and Staff Impact/Planned Item

The work performed in this agreement is funded by both LANL and the DPU.

### Attachments

A - AGR16-056 Amendment No 1

**AMENDMENT NO. 1  
INCORPORATED COUNTY OF LOS ALAMOS  
SERVICES AGREEMENT NO. AGR16-4307**

This **AMENDMENT NO. 1** is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **AESI - US, Inc.**, a Georgia corporation ("Contractor"), to be effective for all purposes September 27, 2016.

**WHEREAS**, County and Contractor entered into Agreement No. AGR16-056 dated June 1, 2016 (the "Agreement"), for Support Services Contract for North American Electric Reliability Corporation / Western Electricity Coordinating Council ("WECC") Cyber Security Standards; and

**WHEREAS**, Critical Infrastructure Protection version 5 ("CIPv5") compliance is something new both to County and Los Alamos National Laboratory ("LANL"); and

**WHEREAS**, County and LANL have a continuing need for an experienced CIP Subject Matter Expert to assist in putting a compliance program together; and

**WHEREAS**, during this early phase, County will continue to rely on Contractor for miscellaneous support tasks related to: better understand all CIPv5 devices and their related CIPv5 requirements, fine tuning the existing systems to streamline workflow, troubleshooting issues with compliance tools, and providing on demand training for evidence collection and retention; and

**WHEREAS**, County and Contractor agree to modify the Services to include the additional services required and increase compensation to allow for the additional services; and

**WHEREAS**, the Board of Public Utilities approved this Amendment at its meeting on September 21, 2016 and County Council approved this Amendment at its meeting on September 27, 2016.

**NOW, THEREFORE**, for good and valuable consideration, County and Contractor agree as follows:

- I. To delete **SECTION A. SERVICES, 1. Contractor Services, paragraph d.** in its entirety and replace it with the following:

**d. Additional Consulting and Assistance Services.**

Additional consulting and professional services, beyond those identified above, will be based on hourly rates and expenses incurred at cost in an amount not to exceed EIGHTY THOUSAND DOLLARS AND NO/100 DOLLARS (\$80,000.00) as set forth below:

Principal Consultant	\$310.00
Executive Consultant	\$235.00
Senior Consultant	\$210.00
Consultant	\$175.00
Administrative Support	\$ 93.00

The above rates shall remain constant during the term of this Agreement. Contractor shall not perform or incur any additional consulting costs unless specifically authorized in writing by a designated and responsible County staff. All authorizations to proceed

require an estimate by Contractor for the County's requested service(s) which must then be approved prior to Contractor incurring any costs or beginning such additional consulting work or service.

II. To delete **SECTION C. COMPENSATION, paragraph 1.** in its entirety and replace it with the following:

**1. Amount of Compensation.** County shall pay compensation for performance of the Services in an amount not to exceed ONE HUNDRED NINETEEN THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$119,750.00), and additional services, beyond the identified scope of work will be based on hourly rates, and expenses incurred at cost, in an amount not to exceed EIGHTY THOUSAND AND NO/100 DOLLARS (\$80,000.00), which amounts do not include applicable New Mexico gross receipts taxes ("NMGRT"). Reimbursable expenses for travel during assessment, implementation and training, may be included at actual costs with no administrative markup and shall not exceed TWENTY THOUSAND AND NO/100 DOLLARS (\$20,000.00). Total compensation for all services, including reimbursable expenses, shall not exceed TWO HUNDRED NINETEEN THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$219,750.00). Compensation rates for each task are set out in Exhibit "A," attached hereto and made a part hereof for all purposes.

Except as expressly modified by this Amendment, the terms and conditions of the Agreement remain unchanged and in effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment No. 1 on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

**ATTEST**

**INCORPORATED COUNTY OF LOS ALAMOS**

\_\_\_\_\_  
**SHARON STOVER**  
**COUNTY CLERK**

By: \_\_\_\_\_  
**TIMOTHY A. GLASCO, P.E.** **DATE**  
**UTILITIES MANAGER**

**Approved as to form:**

\_\_\_\_\_  
**KATIE THWAITS**  
**ACTING COUNTY ATTORNEY**

**AESI - US, INC., A GEORGIA CORPORATION**

By: \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **DATE**  
**TITLE:** \_\_\_\_\_



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** B.

**Index (Council Goals):** BCC - N/A

**Presenters:** James Alarid, Deputy Utilities Manager - Engineering

**Legislative File:** RE0323-16

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### Title

Incorporated County of Los Alamos Resolution No.16-19; A Resolution Authorizing the County Council Chair or Los Alamos County Utilities Manager to Approve Submission of Completed Applications and Necessary Documents for 2017 Applications to the Water Trust Board for Funding for Non-Potable Water System Projects

### Recommended Action

**I move that Council adopt Incorporated County of Los Alamos Resolution No. 16-19; A Resolution Authorizing the County Council Chair or Los Alamos County Utilities Manager to Approve Submission of Completed Applications and Necessary Documents for 2017 Applications to the Water Trust Board for Funding for Non-Potable Water System Projects**

### Utilities Manager Recommendation

The Utilities Manager recommends that Council approve the motion as presented.

### Board, Commission or Committee Recommendation

The Board of Public Utilities recommends that Council approve the motion as presented.

### Body

The Water Trust Board (WTB) issued a request for Intent to Apply for 2017 funding on August 8, 2016. Notices of Intent to Apply were due on August 26, 2016. The completed project application phase opened on Sept. 6, 2016 and closes on October 3. Los Alamos County Utilities submitted two notices of Intent to Apply to the WTB. These are for a project to construct a Bayo Booster Station Tank 2 and also a project to perform the design of future Non-potable Water System Expansion projects. These projects will expand non-potable water usage and will increase potable water conservation for irrigation at many County facilities.

The Water Trust Board is scheduled to approve a list of projects in November, 2016 to recommend to the 2017 Legislature for authorization. Applicants appearing on the WTB's list of recommended projects will be invited to submit a Readiness Application in 2017.

This resolution also meets several other WTB requirements including acknowledging commitment to the implementation and administration of an Asset Management Plan and Authorize Required Match and Future Operating and Maintenance Costs.

### Alternatives

Not request 2017 funding assistance from Water Trust Board for these non-potable water system improvements.

### Fiscal and Staff Impact/Unplanned Item

The funds requested in the Intent to Apply for the two projects are as follows: 1) Construction

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of a Bayo Booster Station Tank 2 for a \$675,000 grant/loan with a required match by Los Alamos of \$101,250 and 2) Non-Potable Water System Expansion Design for a \$450,000 grant/loan request with a required match of \$45,000. The grant/loan can range from 10% loan to 40% loan. The required matches would come from Capital Improvement Project funding.

**Attachments**

A - Resolution 16-19

**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 16-19**

**A RESOLUTION AUTHORIZING THE COUNTY COUNCIL CHAIR OR LOS ALAMOS COUNTY UTILITIES MANAGER TO APPROVE SUBMISSION OF COMPLETED APPLICATIONS AND NECESSARY DOCUMENTS FOR 2017 APPLICATIONS TO THE WATER TRUST BOARD FOR FUNDING NON-POTABLE WATER SYSTEM PROJECTS**

**WHEREAS**, the 2001 Legislature enacted the Water Project Finance Act which created the Water Project Fund ("Fund") in the New Mexico Finance Authority ("NMFA") and charged the NMFA with the administration of the Fund and the Water Trust Board ("WTB"); and

**WHEREAS**, the NMFA has instituted a program for financing of projects from the water project fund created under the Water Trust Board Act (Sections 19.25.10.1 through 19.25.10.20, NMAC 2008) and has developed an application procedure whereby the County Council ("Governing Body") may submit an application ("Application") for financial assistance from the NMFA for public projects; and

**WHEREAS**, the Incorporated County of Los Alamos ("County") is a qualified entity under the New Mexico Finance Authority Act, NMSA 1978, §§ 6-21-1 through 6-21-31 (1992) ("Act"), and the County is authorized to borrow funds and/or issue bonds for financing of public projects for the benefit of the County; and

**WHEREAS**, the County intends to undertake replacements for its Non-Potable Water System projects ("Projects") for the benefit of the County and its citizens; and

**WHEREAS**, the County acknowledges a commitment to provide the necessary match funding and funding for future operations and maintenance for these Projects for the benefit of the County and its citizens; and

**WHEREAS**, the WTB requests, as part of the application process, adoption and submittal of a resolution of commitment to the implementation of an asset management plan; and

**WHEREAS**, the County's and WTB's investments will be protected and maintained for optimum longevity through the asset management plan; and

**WHEREAS**, the Applications for WTB funding, as prescribed by NMFA, together with this Resolution, will be completed and submitted by the Governing Body to NMFA for its consideration and review; and

**WHEREAS**, the Applications for WTB funding, as prescribed by NMFA, together with this Resolution was recommended to be forwarded to the County Council by the Utilities Board on September 21, 2016; and

**WHEREAS**, a meeting of the Los Alamos County Council was held on this date to consider the authorization and submission of the Applications for 2017 WTB Funding Requests for the Los Alamos Non-Potable Water System projects, implementation of and administration of an asset management plan, and authorization for match and operation and maintenance funding.



**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
Incorporated County of Los Alamos:

**Section 1.** That the Chair of the Los Alamos County Council, Los Alamos County Utilities Manager ("Utilities Manager") and necessary employees are hereby directed, authorized and requested to submit the necessary documents and applications to NMFA for its review of the projects ("Projects") which are Construction of a Bayo Booster Station Tank 2 and Non-potable Water System Expansion designs, and are further authorized to take such other action as may be requested by the NMFA in its consideration and review of the Applications and to further proceed with arrangements for financing the Project.

**Section 2.** That the Chair of the Los Alamos County Council hereby directs the Utilities Manager to continue implementation of and administration of the asset management plan in accordance with the principles of A.M. Kan Work and pursuant to Section IV.C.4. of the Water Trust Board Water Project Fund Project Management Policies (revised and restated July 6, 2016) which identify:

- 1) The current state of assets;
- 2) The desired level of service;
- 3) Assets that are critical to sustained performance;
- 4) The best life cycle cost for the identified assets; and
- 5) The long term funding strategy.

**Section 3.** The Council further provides authorization for the Utilities Manager to allocate required matching grant funding for the Projects and for any future operation and maintenance costs of the Projects if the Projects and applications are accepted.

**Section 4.** All acts and resolutions in conflict with this Resolution are hereby rescinded, annulled and repealed.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** this 27th day of September, 2016.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

By: \_\_\_\_\_  
**Rick Reiss**  
**Council Chair**

(Seal)

**ATTEST:**

\_\_\_\_\_  
**Sharon Stover**  
**Los Alamos County Clerk**



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** C.

**Index (Council Goals):** \* 2016 Council Goal – Quality Governance - Operational Excellence and Communication – Establish and implement a mechanism for effective Utility policy setting and review.

**Presenters:** County Clerk and Sharon Stover

**Legislative File:** 8544-16

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### **Title**

County Council Minutes for August 23, August 30, and September 6, 2016.

### **Recommended Action**

**I move Council approve the County Council Minutes for August 23, August 30, and September 6, 2016.**

### **Clerk's Recommendation**

The County Clerk recommends that Council approve the minutes as presented.

### **Attachments**

A - Draft County Council Minutes for August 23, 2016.

B - Draft County Council Minutes for August 30, 2016.

C - Draft County Council Minutes for September 6, 2016.



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Minutes

### County Council – Work Session

*Rick Reiss, Council Chair; Susan O'Leary, Vice Chair;  
James T. Chrobocinski, Steven Girrens, Kristin Henderson,  
David Izraelevitz and Pete Sheehey, Councilors*

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Tuesday, August 23, 2016

6:00 PM

Fire Station No. 3  
129 State Road 4-White Rock  
TELEVISED

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#### 1. OPENING/ROLL CALL

The Chair, Rick Reiss, called the meeting to order at 6:02 p.m.

**The following Councilors were in attendance:**

**Present: 7 - Councilor Reiss, Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson, Councilor Izraelevitz and Councilor Sheehey**

Councilor Sheehey participated via telephone.

Councilor Henderson and Councilor O'Leary arrived at the meeting at 6:12 p.m.

Councilor Chrobocinski arrived at the meeting at 6:21 p.m.

#### 2. PUBLIC COMMENT

None.

#### 3. APPROVAL OF AGENDA

A motion was made by Councilor Girrens, seconded by Councilor Izraelevitz, that the agenda be approved as presented.

The motion passed by acclamation with the following vote:

**Yes: 4 - Councilor Reiss, Councilor Izraelevitz, Councilor Girrens, and Councilor Sheehey**

**Absent: 3- Councilor Chrobocinski, Councilor Henderson, and Councilor O'Leary**

#### 4. BUSINESS

- A. Briefing to Council by Mark Rayburn, Chair of the Fuller Lodge Historic Districts Advisory Board.

Mr. Mark Rayburn, Chair of the Fuller Lodge Historic Districts Advisory Board, spoke.

Mr. Wayne Kohlrust, Public Works Projects Manager, spoke.

**No action taken.**

Councilor Henderson and Councilor O'Leary arrived during the discussion of this item, at 6:12 p.m.

**B. Housing Discussion**

Mr. Harry Burgess, County Manager, spoke.

Mr. Paul Andrus, Community Development Director, spoke.

Mr. Andrew Harnden, Housing and Special Projects manager, spoke.

**No action taken.**

Councilor Chrobocinski arrived during the discussion of this item at, 6:12 p.m.

**5. PUBLIC COMMENT**

Ms. Chris Chandler, 1208 9<sup>th</sup> St, spoke about the vacant housing issue and suggested solutions.

Mr. David North, 111 La Senda, expressed concerns about the vacant housing issue.

**6. ADJOURNMENT**

The meeting adjourned at 7:52 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

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Rick Reiss, Council Chair

Attest:

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Sharon Stover, County Clerk

Meeting Transcribed by: Victoria L. Martinez, Deputy Clerk



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Minutes - **DRAFT**

### County Council – Regular Session

*Rick Reiss, Council Chair; Susan O'Leary, Vice Chair;  
James T. Chrobocinski, Steven Girrens, Kristin Henderson,  
David Izraelevitz and Pete Sheehey, Councilors*

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Tuesday, August 30, 2016

6:00 PM

Council Chambers – 1000 Central Avenue  
TELEvised

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#### 1. OPENING/ROLL CALL

The Vice Chair, Susan O'Leary, called the meeting to order at 6:06 p.m.

The following Councilors were in attendance:

Present: 5 - Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson and Councilor Sheehey

Absent: 2 - Councilor Reiss and Councilor Izraelevitz

Councilor O'Leary announced Council met in closed session on August 26, 2016 and no action was taken.

#### 2. PUBLIC COMMENT

Ms. Deborah Robinson, 199 Central Avenue, spoke of her current living situation and on legal issues she is pursuing.

Ms. Mary Beth Maassen, Community Relations and Patient Advocate at Los Alamos Medical Center, expressed thanks to Los Alamos County for their participation with the Relay for Life event held in July at Ashely Pond.

Ms. Jowilla Foreman, 2246 34th Street, made a statement of clarification regarding the assistance she has provided Ms. Deborah Robinson and family.

Mr. Cody Noakes, Los Alamos High School (LAHS) student, spoke about the construction efforts on Central Avenue, and sought clarification on the proposed route for the upcoming Homecoming Parade.

#### 3. APPROVAL OF AGENDA

A motion was made by Councilor Girrens, seconded by Councilor Chrobocinski, that the Agenda be approved, as presented.

The motion passed by acclamation with the following vote:

Yes: 5 - Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson and Councilor Sheehey

Absent: 2 - Councilor Reiss and Councilor Izraelevitz

#### 4. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

- A. Thank You from "Moves 2 Win" Program by Espanola Public School District, Rio Arriba County and NM Children, Youth and Family Division

Mr. Eric Martinez, Superintendent of Espanola Public Schools, spoke.  
Ms. Annette Martinez, Director "Moves 2 Win" Program, spoke.

- B. Proclamation declaring the Month of September as "Arts & Culture Month" in Los Alamos County

Councilor Henderson read and presented the proclamation to Ms. Marlane Hamilton, member of the Arts Council.

- C. Proclamation declaring 2016-2017 as a "Year of Asset Building" and Friday, September 2 as "College Day/Military Day" in Los Alamos County

Councilor Girrens read and presented the proclamation to Mr. Chad Lauritzen, of C'YA and Mr. Patrick Sullivan, of LACDC.

#### 5. CONSENT AGENDA

Vice Chair O'Leary advised of a corrections to the attachment for Item 5B: Amendment No. 5 to Services Agreement No. AGR3470-09 with High Line Corporation for ePersonality (HR/Payroll) HRIS Software.

Mr. Harry Burgess, County Manager, spoke.

##### Consent Motion:

A motion was made by Councilor Chrobocinski, seconded by Councilor Sheehey, that Council approve the items on the Consent Agenda and that the motions contained in the staff reports, *as amended*, be included for the record.

- A. Approval of Revised Art in Public Places Board Policies and Guidelines

I move that Council approve the revised Policies and Guidelines for the Art in Public Places Board as presented.

- B. Amendment No. 5 to Services Agreement No. AGR3470-09 with High Line Corporation for ePersonality (HR/Payroll) HRIS Software

I move that Council approve Amendment No. 5 to Services Agreement No. AGR3470-09 with High Line Corporation in the form attached, *as amended*, which has been approved as to form by the County Attorney; and further move that Council authorize the County Manager to execute the Agreement on behalf of the County.

- C. Approval of Services Agreement No. AGR16-042 with Open Access Technology International, Inc. (OATI) in the amount of \$679,320.00, plus Applicable Gross Receipts Tax, for the Purpose of Energy Trade Capture and Scheduling Software

I move that Council approve Services Agreement No. AGR16-042 with Open Access Technology International, Inc. (OATI) in the amount of \$679,320.00 plus applicable gross receipts tax, for the purpose of Energy Trade Capture and Scheduling Software.

- D. Approval of Amendment No. 2 to the Laramie River Station Participation Power Sales Agreement between the City of Lincoln and the County of Los Alamos

I move that Council approve Amendment No.2 to the Laramie River Station Participation Power Sales Agreement.

- E. Incorporated County Of Los Alamos Resolution No. 16-15; A Resolution of the Council Authorizing Application for Federal Transit Administration (FTA) Section 5310 Enhanced Mobility Funding for Seniors and Individuals with Disabilities for FY18

I move to approve Resolution No. 16-15 authorizing the County to submit Section 5310 grant application for the 2018 fiscal year and authorization to the required local match of \$28,000 for the 2018 Fiscal Year.

- F. Approval Incorporated County of Los Alamos Resolution No. 16-16: A Resolution of the Council Authorizing Application for the Federal Transit Administration (FTA) Section 5311 Rural Transportation Project Funding for FY18

I move to approve Resolution No. 16-16 authorizing the County to submit an FTA Section 5311 grant application and authorization to commit to the required local match of \$1,812,202 for the 2018 Fiscal Year.

- G. Incorporated County of Los Alamos Resolution No. 16-17: A Resolution of the Council Authorizing Application for the Federal Transit Administration Section 5339(b) Bus and Bus Facility Competitive Grants for FY17

I move to approve Resolution No. 16-17 authorizing the County to submit a Section 5339(b) Discretionary Program 2016 Funding Opportunity grant application for the 2017 fiscal year and authorization to commit to the required local match of \$74,000 for the 2017 fiscal year.

- H. County Council Minutes for July 12th, July 19th, July 26th, and August 9th, 2016

I move that Council approve the County Council Minutes for July 12th, July 19th, July 26th, and August 9th, 2016.

#### Approval of the Consent Agenda:

The motion passed with the following vote:

Yes: 5 - Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson and Councilor Sheehey

Absent: 2 - Councilor Reiss and Councilor Izraelvitz

## 6. PUBLIC HEARING(S)

- A. Incorporated New Liquor License Application No.1007550, (premise consumption only), filed by Applicant, Pig & Fig Bakery and Cafe, L.L.P., d/b/a Pig & Fig Bakery and Cafe, 35G Rover Blvd, White Rock, New Mexico, 87544.

Mr. Harry Burgess, County Manager, spoke.

Public Comment:

Mr. Antonio Maggiore, 4102 Fairway Drive, spoke in support.

**A motion was made by Councilor Sheehey, seconded by Councilor Chrobocinski, that Council approve New Liquor License and Application No. 1007550 for Pig & Fig Bakery and Cafe, L.L.P., d/b/a Pig & Fig Bakery and Cafe.**

The motion passed with the following vote:

**Yes: 5 - Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson and Councilor Sheehey**

**Absent: 2 - Councilor Reiss and Councilor Izraelevitz**

## 7. INTRODUCTION OF ORDINANCE(S)

- A. Incorporated County of Los Alamos Code Ordinance No. 02-268; An Ordinance Amending Chapter 40, Article III, Sections 40-151, 40-152 and 40-154 of the Code of Ordinances of the Incorporated County of Los Alamos Relating to Gas Rates

**Councilor Girrens introduced, without prejudice, Incorporated County of Los Alamos Code Ordinance No. 02-268 and ask the staff to assure that it is published as provided in the County Charter.**

- B. Incorporated County of Los Alamos Code Ordinance No. 02-267; an Ordinance Amending Chapter 40, Article III, Sections 40-171 and 40-175 of the Code of Ordinances of the Incorporated County of Los Alamos Pertaining to Potable Water Rates and Bulk Delivery Rates

Mr. Harry Burgess, County Manager, advised of a correction to the Code Ordinance number, which should read 02-267, not 02-087.

**Councilor Henderson introduced, without prejudice, Incorporated County of Los Alamos Code Ordinance No. 02-267; and ask the staff to assure that it is published as provided in the County Charter.**

- C. Incorporated Introduction Of Incorporated County Of Los Alamos Code Ordinance No. 02-269 An Ordinance Amending Chapter 34, Article I, Of The Los Alamos County Code Of Ordinances By Adding Sections 34-20 Through 34-23 To Require Property Owners And Occupants To Remove And Properly Dispose Of All Snow Accumulated On, Adjacent, And Abutting Sidewalks.

**Councilor Chrobocinski introduced, without prejudice, Incorporated County of Los Alamos Code Ordinance No. 02-269 and ask the staff to ensure that it is published as provided in the County Charter.**



## 8. BUSINESS

### A. Consider Approval of Community Wildfire Protection Plan 2016

Mr. Harry Burgess, County Manager, spoke.

Mr. Troy Hughes, Fire Chief, spoke.

Mr. Ramon Garcia, Division Chief (Wildland), spoke.

Public Comment:

None.

A motion was made by Councilor Sheehey, seconded by Councilor Henderson, that Council approve the 2016 Community Wildfire Protection Plan.

The motion passed with the following vote:

Yes: 5 - Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson and Councilor Sheehey

Absent: 2 - Councilor Reiss and Councilor Izraelevitz

### B. Incorporated County of Los Alamos Resolution No.16-18 A Resolution Encouraging Congress to Create a Reliable, Predictable Stream of Resources to Address Deferred Maintenance Needs in America's National Park System

Mr. Harry Burgess, County Manager, spoke.

Public Comment:

None.

A motion was made by Councilor Sheehey, seconded by Councilor Henderson, that Council adopt Incorporated County of Los Alamos Resolution No. 16-18, a Resolution encouraging Congress to create a reliable, predictable stream of resources to address deferred maintenance needs in America's National Park System.

The motion passed with the following vote:

Yes: 5 - Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson and Councilor Sheehey

Absent: 2 - Councilor Reiss and Councilor Izraelevitz

## 9. COUNCIL BUSINESS

### A. Appointments

#### 1) Board/Commission Appointment(s) - Transportation Board

Mr. Philo Shelton, Public Works Director, spoke.

A motion was made by Councilor Girrens, seconded by Councilor Chrobocinski, nominating Eileen Lime, Sriram Swaminarayan, and Marion Vance to fill two vacancies on the Transportation Board and that Council appoint two nominees to the vacant positions as follows: By roll call vote, Councilors vote for two nominees and the two nominees with the highest vote total of four or more will be appointed to fill the vacant positions which terms began on March 1, 2016 and will end on February 28, 2018.

After a roll call vote, Eileen Lime, Sriram Swaminarayan were appointed.

**B. Board, Commission and Committee Liaison Reports**

Councilor Henderson Reported: Members of the Manhattan Project National Historical Park (MPNHP) Committee recently attended an Energy Communities Alliance meeting in Denver, Colorado, where branding, marketing, signage, and cooperative efforts to promote MPNHP were discussed.

Councilor Chrobocinski Reported: He also attended the Energy Communities Alliance meeting in Denver, Colorado, noting the need for a sub-committee to address issues with access to the MPNHP sites.

Councilor Sheehey Reported: Attended U.S. Senator Martin Heinrich Energy Summit: Energy Storage Strategies for Industry & National Security, which focused heavily on renewable energy initiatives.

**C. County Manager's Report**

**1) Approval County Manager's Report for August 2016**

Mr. Harry Burgess, County Manager, reported.

**D. Council Chair Report**

None.

**E. General Council Business**

None.

**F. Approval of Councilor Expenses**

A motion was made by Councilor Girrens, seconded by Councilor Sheehey, to approve travel expenses for Councilor Henderson to attend the 2016 National Cleanup Workshop, September 14-15, 2016, in Alexandria, Virginia.

The motion passed by acclamation with the following vote:

Yes: 5 - Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson and Councilor Sheehey

Absent: 2 - Councilor Reiss and Councilor Izraelevitz

**G. Preview of Upcoming Agenda Items**

None.

**10. COUNCILOR COMMENTS**

None.

**11. PUBLIC COMMENT**

Mr. Cody Noakes, Los Alamos High School (LAHS) student, thanked the Council and County staff for all of their hard work.

**12. ADJOURNMENT**

The meeting adjourned at 7:37 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

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Rick Reiss, Council Chair

Attest:

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Sharon Stover, County Clerk

Meeting Transcribed by: Adrianna Ortiz, Chief Deputy Clerk

**UPDATED - Agenda Item 8528-16**

Amendment No. 5 to Services Agreement No. AGR3470-09 with High Line Corporation for ePersonality (HR/Payroll) HRIS Software.

**UPDATES**

The attached updated agreement has the following changes:

1. Clarified that Enhanced Technical Support Service are included. This service will ensure that the County is fully supported during the ERP project implementation and through the end of life of the High Line product. Added Exhibit E to include specifications of the Enhanced Technical Support Services.
2. Updated the pricing to current rates – the grand total changed by \$8,039 from \$1,304,080 to \$1,312,119. The total cost of the maintenance and services associated with just the future services in Amendment No. 5 went up by the same amount from \$292,421 to \$300,460. This adjusted amount is within the still within the adopted budget for system maintenance.
3. Clarified the description on Exhibit D regarding Oracle licensing to match the County's actual configuration.

**AMENDMENT NO. 5  
INCORPORATED COUNTY OF LOS ALAMOS  
SERVICES AGREEMENT NO. AGR3470-09**

This **AMENDMENT NO. 5** is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **High Line Corporation**, a Canadian corporation ("High Line" or Contractor"), to be effective for all purposes August 31, 2016.

**WHEREAS**, County contracted with High Line to provide a Human Resources System with Payroll and Implementation, named Personality, on September 9, 2009 pursuant to Services Agreement No. AGR3470-09, Amendment No. 1, AGR3470-09, dated June 8, 2011, Amendment No. 2, AGR3470-09, dated June 23, 2011, Amendment No. 3, AGR3470-09-A3, dated November 1, 2012, and Amendment No. 4, AGR3470-09-A4, dated January 1, 2015 (as amended, the "Agreement"); and

**WHEREAS**, the original Agreement provided for the possibility of extensions of the Term of the Agreement through December 31, 2019; and

**WHEREAS**, County amended the Term of the Agreement through August 31, 2016 on Amendment No. 4, AGR3470-09-A4; and

**WHEREAS**, due to an unanticipated change in system conversion dates, both parties wish to amend the Agreement to extend the Term through December 31, 2019. This does not impair or conflict with the intent of the RFP or Agreement; and

**WHEREAS**, this Amendment was approved by the County Council at a public meeting on August 30, 2016.

**NOW, THEREFORE**, for good and valuable consideration, County and Contractor agree as follows:

- I. To delete **SECTION B. TERM** in its entirety and replace it with the following:

**SECTION B. TERM:** The Term of this Agreement shall commence on September 9, 2009 and shall continue until December 31, 2019, unless sooner terminated, as provided herein.

- II. To delete **SECTION C. COMPENSATION**, sub-paragraph 3.d. in its entirety and replace it with the following:

3.d. County shall pay compensation for the performance of the Services a total amount for the duration of this Agreement not to exceed ONE MILLION THREE HUNDRED TWELVE THOUSAND ONE HUNDRED NINETEEN DOLLARS AND 38 CENTS (\$1,312,119.38) which amount does not include applicable New Mexico gross receipts taxes ("NMGR"). Said amount includes annual maintenance fees as set forth in the Exhibit "D," attached hereto and made a part hereof for all purposes.

III. To delete **SECTION C. COMPENSATION** sub-paragraph 7.b. in its entirety and replace it with the following:

For the term of this Agreement, County shall pay annual maintenance in an amount in accordance with the Annual Service Fee Agreement Fee Table set forth in Exhibit "D," attached hereto.

IV. To amend **SECTION C. COMPENSATION** to add a new sub-paragraph 7.c. to read as follows:

Exhibit "E" "Highline Enhanced Technical Support Services," attached hereto and made a part hereof for all purposes, describes the Enhanced Technical Support Services that shall be provided by Contractor. For the 2016 through 2019 years of the Term of the Agreement, County and Contractor agree that should "Assistance" as described in Exhibit "E" exceed the included 40 (forty) hours, a new Amendment to this Agreement will be required.

Except as expressly modified by this Amendment, the terms and conditions of the Agreement remain unchanged and in effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment No. 5 on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

**ATTEST**

**INCORPORATED COUNTY OF LOS ALAMOS**

\_\_\_\_\_  
**SHARON STOVER**  
**COUNTY CLERK**

BY: \_\_\_\_\_  
**HARRY BURGESS** **DATE**  
**COUNTY MANAGER**

**Approved as to form:**

\_\_\_\_\_  
**KATHRYN S. THWAITS**  
**ACTING COUNTY ATTORNEY**

**HIGH LINE CORPORATION,**  
**A CANADIAN CORPORATION**

BY: \_\_\_\_\_  
**MEGAN REGISTER** **DATE**  
**PRESIDENT**

**EXHIBIT "D"**  
**2016/2017/2018 Annual Service Fee Agreement Fee Table**

<b>Module</b>	<b>AGR347-09-A4 Maintenance Fee 2017</b>	<b>Maintenance Fee 2018 not to exceed</b>	<b>Maintenance Fee 2019 not to exceed</b>	<b>Maintenance Fee 2020 not to exceed</b>	<b>Total</b>
Foundation	\$4347.00	\$4,564.35	\$4,792.57	\$5,032.20	
Payroll	\$6143.00	\$6,450.15	\$6,772.66	\$7,111.29	
Salary Administration	\$1738.00	\$1,824.90	\$1,916.15	\$2,011.95	
Benefit Administration	\$2053.00	\$2,155.65	\$2,263.43	\$2,376.60	
Attendance Control	\$2053.00	\$2,155.65	\$2,263.43	\$2,376.60	
Training and Development	\$872.00	\$915.60	\$961.38	\$1,009.45	
Recruitment	\$872.00	\$915.60	\$961.38	\$1,009.45	
Workflow	\$1738.00	\$1,824.90	\$1,916.15	\$2,011.95	
Employee/Manager Self-Service	\$1738.00	\$1,824.90	\$1,916.15	\$2,011.95	
Time Management Self-Service	\$1738.00	\$1,824.90	\$1,916.15	\$2,011.95	
Enhanced Technical Support	\$9000.00	\$12,000	\$12,600	\$13,230.00	
Windward (Reports/days^8 Cores, Server Engine – Unlimited)	\$2530.00	\$2,656.50	\$2,789.33	\$2,928.79	
Custom Processes & Reports, ePersonality-Cayenta Integration/Interface Software	\$17,655.00	\$18,537.75	\$19,464.64	\$20,437.87	
Symmetry Tax Engine	\$5765.00	\$6,053.25	\$6,355.91	\$6,673.71	
Acquire Org Publisher Enterprise	\$1700.00	\$1,785.00	\$1,874.25	\$1,967.96	
Internet Application Server EE ( OAS -Oracle)	\$13,860.00				
Internet Application Server SE (OAS - Oracle)	\$2295.00				
Oracle OAS including WebLogic basic (appropriate for Personality 4.5)		\$14,553.00	\$15,280.65	\$16,044.68	
Oracle OAS including WebLogic basic (appropriate for Personality 4.5)		\$2,409.00	\$2,530.24	\$2,656.75	
<b>Total</b>	<b>*\$76,097.00</b>	<b>\$82,451.85</b>	<b>\$86,574.44</b>	<b>\$90,903.16</b>	<b>\$259,929.46</b>

\* BASELINE FOR 5% CALCULATION

## EXHIBIT "E"

### High Line Corporation Technical Support Services



Revision/effective: May 31, 2016

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The Services described shall form as Schedule "B" to an original signed Annual Support Service Agreement. Upon Client acceptance, a Contract Addendum shall be created to finalize.

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**High Line offers its customers two different levels of Technical Support Services:**

-  Basic Technical Support
-  Enhanced Technical Support

#### **Basic Technical Support Services**

The following services are included with the purchase of Oracle Database and/or Applications Server Licenses from High Line Corporation.

Customers that have purchased these licenses from another source will be required to purchase the Basic Technical Support Service to receive support on Oracle products. The Support Service fee is based on Customer's current License Tier and is billed annually in advance.

#### **1. Oracle Software Updates**

##### **A) Oracle Software Licensing purchased through High Line:**

High Line will determine if there are Oracle software updates available on a quarterly basis. Once the new Oracle software has been tested and passed QA the programs will be placed on High Line's server (Release Wiki) for download by customers. A bulletin will be emailed to the High Line contacts who are subscribed to the Oracle Updates mailing list to indicate new Oracle software is available.

##### **B) Oracle Software Licensing purchased through another Source:**

Customers who have not purchased Oracle licensing through High Line will be limited to receiving High Line bulletins as described in paragraph (A); it is the customer's responsibility to obtain updates from their own licensing source.

#### **2. Oracle Database or Application Server Error Resolution Assistance**

High Line's responsibility will be limited to advisement of what is required to solve the issue (where possible), versus instruction on the steps involved. High Line's responses will assume that the Client has an experienced Oracle Database/System Administrator on staff. Issues must be logged in the Customer Care system, including details of the error condition. 'Live' Client environments covered include (3): Production, Pilot/Test and Training. Implementing Client environments covered include (3): Conversion, Pilot and either Production or the Quickstart/Turnkey database at High Line.

All services will be provided remotely. Clients must provide High Line with access to the Database and/or Application Server.



## EXHIBIT "E"

### **Enhanced Technical Support Services**

Prerequisite: Current High Line Basic Technical Support Services (Customers that have purchased Oracle licenses from another source will be required to purchase the Basic Technical Support Service to obtain the Enhanced Technical Support Service).

Hosted Clients receive the Enhanced Technical Support Services level of coverage and further support, as defined in the Hosting contract.

The Enhanced Technical Support Service fee is based on Customer's current License Tier and is billed annually in advance.

#### **The following services are included with the Enhanced Technical Support Service:**

##### **1. Review of Operating Environment**

High Line will review the Client's:

- ⊗ storage
- ⊗ memory
- ⊗ performance
- ⊗ network connection - understanding of how the network is setup and working and any recommendations
- ⊗ database/application server configuration

This review will be conducted annually, upon renewal.

Standard time commitment: 1 day (see item 6).

##### **2. Review of Backup / Recovery Procedures**

High Line will use Oracle utilities and tool sets to

- ⊗ Assist with establishing database backup and recovery strategy
- ⊗ Assist with Backup / Recovery setup and documentation of procedures using Oracle Utilities and tool sets

This service will be scheduled annually, upon renewal.

Standard time commitment: 1 day (see item 6).

##### **3. Remote Assistance with Install Issues**

High Line will assist Clients remotely with issues that arise as a result of installation of Oracle or High Line software fixes or patches. This service will be provided via teleconference, Webex, email and/or direct connection to the Client environment. High Line can provide complete installation, and/or work directly with the Client to troubleshoot issues, if requested (see item 6).

##### **4. Remote Assistance with Other Technical Issues**

High Line will assist Clients remotely with the following technical issues. These services will be provided via teleconference, Webex, email and/or direct connection to the Client environment (see item 6 for included hours).

- ⊗ Oracle warning analysis, problem determination and errors
- ⊗ Restore application systems to normal state
- ⊗ Resolve application server and database performance related problems

##### **5. Logging Cases**

## EXHIBIT "E"

Issues must be logged in the Customer Care system, including details of the error condition or the request for technical assistance. Cases will be flagged (either by the Client or High Line) as a "Billable or ETA Issue" and will be assigned to a Technical Consultant. All time logged against a "Billable or ETA Issue" case will apply to the Included Hours (see item 6 below). 'Live' Client environments covered include (3): Production, Pilot/Test and Training. Implementing Client environments covered include (3): Conversion, Pilot and either Production or the Quickstart/Turnkey database at High Line.

### 6. **Assistance – Definition and Included Hours**

'Assist' includes advice regarding the correct path/how to complete the task. Direct completion of tasks, and/or working with the Client (via Webex/phone/other) to complete the task(s), is limited to the Included Hours below.

Additional assistance will be billed on a time/materials basis, current standard rates<sup>(1)</sup> and on-site travel/out of pocket expenses are applicable.

**Included Hours: 40**

**Scheduled assistance: minimum quarter day/2-hour increments.**

**Unscheduled assistance (i.e. Cases assigned as Technical Consulting is available to complete): no minimum increments.**

**Unused hours do not roll forward to future contract years.**

<sup>(1)</sup> Prevailing rate subject to change without notice.



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Minutes-DRAFT

### County Council – Regular Session

*Rick Reiss, Council Chair; Susan O'Leary, Vice Chair;  
James T. Chrobocinski, Steven Girrens, Kristin Henderson,  
David Izraelevitz and Pete Sheehey, Councilors*

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Tuesday, September 6, 2016

6:00 PM

Council Chambers-1000 Central Avenue  
TELEvised

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#### 1. OPENING/ROLL CALL

The Chair, Rick Reiss, called the meeting to order at 6:01 p.m.

The following Councilors were in attendance:

Present: 7 - Councilor Reiss, Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson, Councilor Izraelevitz and Councilor Sheehey

#### 2. PUBLIC COMMENT

None.

Councilor Reiss announced that Council met in closed session on August 26, 2016, and no action was taken.

#### 3. APPROVAL OF AGENDA

A motion was made by Councilor Girrens, seconded by Councilor Chrobocinski, that the agenda be approved as presented.

The motion passed by acclamation with the following vote:

Yes: 7 - Councilor Reiss, Councilor O'Leary, Councilor Chrobocinski, Councilor Girrens,  
Councilor Henderson, Councilor Izraelevitz and Councilor Sheehey

#### 4. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

- A. Proclamation declaring the Month of September "Voter Registration Month" and Tuesday, Sept. 27, 2016 as "Voter Registration Day" in Los Alamos County.

Councilor Chrobocinski read and presented the proclamation to Ms. Sharon Stover, County Clerk.

Ms. Sharon Stover, County Clerk, spoke.

## 5. **CONSENT AGENDA**

### **Consent Motion:**

**A motion was made by Councilor Izraelevitz, seconded by Councilor Chrobocinski, that Council approve the items on the Consent Agenda as presented and that the motions in the staff reports be included for the record.**

#### **A. FY2016 Budget Carryovers**

**I move that Council approve the FY2016 carryovers as summarized on the attachment and that the attachment be made a part of the minutes of this meeting.**

#### **B. Adoption of Property Tax Rates for Calendar Year 2016 as Certified by the State Department of Finance and Administration.**

**I move that Council adopt the official 2016 Certificate of Property Tax Rates prepared by the State Department of Finance and Administration, Local Government Division shown in Attachment A and forward notification of this adoption to the County Assessor.**

#### **C. State Approval of County Budget**

**No further Council action is required.**

### **Approval of the Consent Agenda:**

**The motion passed with the following vote:**

**Yes: 7 – Councilor Reiss, Councilor O’Leary, Councilor Chrobocinski, Councilor Girrens, Councilor Henderson, Councilor Izraelevitz and Councilor Sheehey**

## 6. **BUSINESS**

#### **A. Consideration of the FY2018 - FY2022 State Infrastructure and Capital Improvement Plan (ICIP) Submission**

Mr. Harry Burgess, County Manager, spoke.

Public Comment.  
None.

**A motion was made by Councilor Henderson, seconded by Councilor Girrens, that Council approve the submission to the State of the ICIP as attached.**

**The motion passed with the following vote:**

**Yes: 7 – Councilor Reiss, Councilor O’Leary, Councilor Chrobocinski, Councilor Girrens, Councilor Henderson, Councilor Izraelevitz and Councilor Sheehey**

## **7. COUNCIL BUSINESS**

### **A. Appointments**

#### **1) Board/Commission Appointment(s) - Library Board**

**A motion was made by Councilor Girrens to nominate Tim Langworthy, Virginia White, Megan Fox, Kathleen Veenstra and Anne Marie Solomon to fill three vacancies on the Library Board; and moved that Council appoint three nominees to the vacant positions as follows; by roll call vote, Councilor's vote for three nominees and the three with the highest vote total of four be appointed to fill terms beginning on 9/01/2016 and ending on 8/31/2018.**

**After a roll call vote, Mr. Tim Langworthy, Ms. Virginia White and Ms. Megan Fox were appointed.**

#### **2) Board/Commission Appointment(s) – Environmental Sustainability Board.**

**A motion was made by Councilor Izraelevitz to nominate Erik Loechell, Richard B. “Skip” Dunn and Susan Barnes to fill two vacancies on the Environmental Sustainability Board; and move that Council appoint two nominees to the vacant positions as follows; by roll call vote Councilors vote for two nominees and the two nominees with the highest vote total of four or more be appointed to fill ESB terms beginning on 8/01/2016 and ending on 7/31/2018.**

**After a roll call vote, Mr. Erik Loechell and Ms. Susan Barnes were appointed.**

### **B. Board, Commission and Committee Liaison Reports**

Councilor Henderson Reported: The Broadband joint sub-committee continues to work on establishing broadband throughout Los Alamos, citing future Council consideration formalizing a policy on conduit installation will be forthcoming.

### **C. County Manager's Report**

Mr. Harry Burgess, County Manager, reported.

### **D. Council Chair Report**

Mr. Rick Reiss, Council Chair, reported.

### **E. General Council Business**

None.

**F. Approval of Councilor Expenses**

A motion was made by Councilor Izraelevitz seconded by Councilor Henderson, to approve travel expenses for Councilor Reiss and Councilor Chrobocinski to attend Utah Associated Municipal Power Systems (UAMPS) in Salt Lake City, UT.

The motion passed by acclamation with the following vote:

Yes: 7 – Councilor Reiss, Councilor O’Leary, Councilor Chrobocinski, Councilor Girrens, Councilor Henderson, Councilor Izraelevitz and Councilor Sheehey

A motion was made by Councilor Izraelevitz seconded by Councilor Sheehey, to approve travel expenses for Councilor O’Leary to attend Leadership New Mexico.

The motion passed by acclamation with the following vote:

Yes: 7 – Councilor Reiss, Councilor O’Leary, Councilor Chrobocinski, Councilor Girrens, Councilor Henderson, Councilor Izraelevitz and Councilor Sheehey

**G. Preview of Upcoming Agenda Items**

Councilor Izraelevitz advised that he has spoken with the mountain biking community, who have requested an update on the Sipapu trail and asked that the item be placed on a future agenda.

**8. COUNCILOR COMMENTS**

None.

**9. PUBLIC COMMENT**

None.

**10. ADJOURNMENT**

The meeting adjourned at 6:41 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

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Rick Reiss, Council Chair

Attest:

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Sharon Stover, County Clerk

Meeting Transcribed by: Victoria L. Martinez, Deputy Clerk



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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Agenda No.: D.  
Index (Council Goals):  
Presenters: Denise Cassel  
Legislative File: 8568-16

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### Title

Board/Commission Appointment(s) - Labor Management Relations Board.

### Recommended Action

**I move that Council approve the appointment of the following individuals to the Labor Management Relations Board with terms ending August 31, 2017; Nathan "Trey" Frazier as the Labor Representative, Felicia Orth as the Management Representative, and Epifano "Eppie" Trujillo as the representative jointly selected by the Management and Labor nominees.**

### Body

The purpose of this item is to reappoint three representatives to the Labor Management Relations Board (LMRB). The board was created by Ordinance No. 02-609 (Section 30-37), included in Attachment A.

Per the ordinance, the LMRB is composed of three members, one recommended by union (s), one recommended by management, and a third recommended by the other two members. Representatives may serve an unlimited number of terms. The LMRB terms are for one year and expire on August 31 of each year.

All four unions were contacted for nominations regarding the union representative, which included:

- \* The United Association of Plumbers' and Pipefitters' Local 412
- \* The Los Alamos Firefighters' Associations Local 3279
- \* The International Brotherhood of Electrical Workers Local 611
- \* The International Union of Police Associations, AFL-CIO, Local 14

Nathan "Trey" Frazier is the only representative recommended by a union.

Felicia Orth is the representative recommended by the County Manager.

Epifano "Eppie" Trujillo is the representative jointly recommended by the management representative nominee and the labor representative nominee.

### Attachments

- A - Ordinance Section 30-37
- B - Ordinance Section 8-7

(Ord. No. 02-069, § 1, 9-27-2005)

**Sec. 30-37. - Labor management relations board; created; terms.**

- (a) The "labor-management relations board" is hereby created. The board shall be composed of three members appointed and approved by the county council. One member shall be appointed on the recommendation of individuals representing labor, one member shall be appointed on the recommendation of the county administrator, and one member shall be appointed on the recommendation of the first two appointees.
- (b) Board members shall serve for a period of one year with terms commencing in the month of September, except in the initial appointment, which will be a shorter term effective, the same day as this article. Vacancies shall be filled in the same manner as the original appointment, and such appointments shall only be made for the remainder of the unexpired term. A board member may serve an unlimited number of terms.
- (c) During the term of appointment, no board member shall hold or seek any other political office or public employment or be an employee of a union, an organization representing public employees or a public employer.
- (d) Each board member shall be paid per diem and mileage in accordance with the provisions of the Per Diem and Mileage Act.

(Ord. No. 02-069, § 1, 9-27-2005)



(Ord. No. 92-973, § 2, 10-3-2006)

**Sec. 8-7. - Membership; qualifications; membership term limits.**

- (a) Each regular member shall have equal voting strength in their respective board or commission and shall be authorized to attend, participate in, and vote at their respective board meetings.
- (b) All voting members shall be residents, at least 18 years of age, of the County of Los Alamos, unless otherwise specified by the county council or by other specific provisions of this chapter. Any regular member of a board or commission who shall change his personal residence to an address outside Los Alamos County shall cease to be a member of the board or commission and his seat shall automatically be deemed vacated as of the date on which he ceased to be a resident of Los Alamos County unless otherwise specified by the county council.
- (c) No member may be appointed to serve on the same advisory board, commission or committee for more than two full terms in succession. Serving less than one-half of a board or commission term does not count as a full term. After serving two full terms in succession, a former board or commission member must wait one full year before serving again on the same board or commission.
- (d) Membership of a board or commission shall be broadly representative of the county citizenship.
- (e) County councilors or county employees shall not serve as voting members of standing boards or commissions or board or commission sub-committees.
- (f) No board or commission shall have more than a simple majority of members registered in the same political party, as stipulated in article 905.2 of the County Charter unless otherwise provided by law.
- (g) A member shall not be appointed to serve concurrently on more than one board or commission board or commission except as expressly acknowledged in the motion at the time the appointment is approved by council.
- (h) Upon expiration of the term of a board or commission member, the council shall appoint or reappoint a member for a full term from the date of expiration of the original term, provided, however that no member shall be re-appointed to serve more than two successive full terms.
- (i) Except as otherwise provided by law, all members of county boards or commissions shall serve without pay and shall be authorized to serve after their first term expires until their successors take office. Nothing herein shall permit a member to continue service beyond the two full term limit.
- (j) Each board or commission shall have at least one nonvoting (ex officio) staff member who shall represent the county administrator. That representative will generally be the director of the relevant department, a division manager or designee, or may be a representative of the county administrator's office.
- (k) Each regular member of a board or commission is encouraged to become knowledgeable on topics related to their board or commission's scope of assigned duties and responsibilities and to attend training sessions provided to the board or commission.



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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<b>Agenda No.:</b>	E.
<b>Index (Council Goals):</b>	* 2016 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure
<b>Presenters:</b>	James Alarid, Deputy Utilities Manager - Engineering
<b>Legislative File:</b>	8574-16

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### Title

Award of Bid No. 2017-08 for the Purpose of the East Road Gas and Electric Replacement Project to Paul Parker Construction, in the Amount of \$580,500.00, plus Applicable Gross Receipts Tax

### Recommended Action

**I move that Council approve the Award of Bid No. 2017-08 for the Purpose of East Road Gas and Electric Replacement Project, to Paul Parker Construction, in the Amount of \$580,500.00 and a contingency in the amount of \$58,050.00, for a total of \$638,550.00, plus Applicable Gross Receipts Tax**

### ..Utilities Manager's Recommendation

The Utilities Manager recommends that Council approve the motion as requested.

### Board, Commission or Committee Recommendation

The Board of Public Utilities recommends that Council approve the motion as requested.

### Body

This project entails the installation of approximately 7,400 linear feet (LF) of 8-inch diameter, high-pressure gas pipe, approximately 5,900 LF of 4-inch diameter, medium-pressure gas pipe, and 7300 LF of 4"/6" paired electric conduit, generally along East Road between Airport Road and Camino Entrada. The project will greatly enhance the gas distribution system's reliability and redundancy. Given that, with adequate separation, the gas pipeline and electric conduit can be installed in the same trench, this project will also offer the opportunity to extend the reach and redundancy of the electric distribution system, while saving costs. Two additional bids were received on August 30, 2016 from Sunland Construction and Sasquatch Inc., in addition to Paul Parker Construction's. Their respective amounts were \$687,680.00 and \$799,905.00.

The new gas pipelines and electric conduits will be installed inside the Los Alamos Airport premises, and outside the NMDOT right of way for ease of construction and future maintenance.

### Alternatives

If Council decides not to award the project, staff will continue to plan for the replacement of the existing aged high pressure steel gas line in the near future. Scheduling the installation of the medium pressure gas line and electric conduits will be also be re- evaluated and budgeted in upcoming fiscal years.

### Fiscal and Staff Impact/Planned Item

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Staff performed the design of the facilities, and will perform project administration duties, to reduce overall project costs.

**Attachments**

A - Bid Tab Summary

IFB17-08		BID OPENING DATE: Aug. 30, 2016		TIME: 2:00 p.m.	
BID DESCRIPTION:		East Road Gas & Electric Infrastructure Project			
BIDDERS		Sunland Construction	Paul Parker Construction	Sasquatch, Inc.	
	DESCRIPTION				
	BASE BID	687,680.00	580,500.00	799,905.00	
		</			

BID AWARDED TO:



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** F.

**Index (Council Goals):** \* 2016 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure

**Presenters:**

**Legislative File:** 8576-16

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### Title

Approval of Change Order No. 2 to Bid No. 16-052 for the Purpose of Kwage Mesa Non-potable Water Line Replacement Project with Paul Parker Construction, for an Increase in the Contract Amount of \$31,000.00, for a new total of \$329,218.50, plus Applicable Gross Receipts Tax.

### Recommended Action

**I move that Council approve Change Order No. 2 to Bid No. 16-052 for the Purpose of the Kwage Mesa Non-potable Water Line Replacement Project with Paul Parker Construction for an increase in the contract amount of \$31,000.00, for a total contract amount of \$329,218.50, plus Applicable Gross Receipts Tax**

### ..Utilities Manager's Recommendation

The Utilities Manager recommends that Council approve the motion as requested.

### Board, Commission or Committee Recommendation

The Board of Public Utilities recommends that Council approve the motion as requested.

### Body

The original Owner-estimated length of pipe was shorter than actual installed by 350 LF. Adjustments to as-built quantities always happen when using horizontal directional drilling (HDD) technology, for the curvature of the line is difficult to control due mainly to three factors: actual subsurface conditions are largely unknown, the slope of the surface under which the line will be installed, and contractor's ability to manage the procedure. Given these factors, in the HDD industry, overruns are generally shared equally by owner and contractor; however, in this case, it was mutually agreed that the contractor had better control than the owner could have ever had. Therefore, the liability would be shared 2/3 by contractor versus 1/3 by Owner. Based on bid prices, the total cost overrun was \$93,450, and the one third corresponding to the owner is \$31,150. Contractor agreed to round up the figure to \$31,000.

### Alternatives

Contractor knowingly took the risk of completing the job before the change order was approved, for the benefit of the Owner. Should the Board decide not to support the staff recommendation, contractor would stand to lose \$10,202.50.

### Fiscal and Staff Impact/Planned Item

Fiscal and Staff Impact/Planned Item

Project was awarded with a total approved budget of \$319,016.00 plus NMGR. Including this change order, the total project cost is \$329,218.50 plus NMGR. Change Order No. 2 increases the approved project cost by \$10,202.50 plus NMGR.

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The project is funded by a loan/grant from the Water Trust Board where the County funds 10% of the project cost and the remaining costs are paid 40% by loan and 60% by grant.

**Attachments**

A - Change Order 1 to Bid No 16-052



Change Order No.: 2

Agreement Date: May 25, 2016

Name of Project: **Incorporated County of Los Alamos  
IFB 2016-52  
Kwage Mesa Non-potable Water Line Replacement**

Contractor: **Paul Parker Construction**

**The following changes are hereby made to the Contract Documents:**

JUSTIFICATION: See Attached

**CHANGE TO CONTRACT PRICE:**

Original Price	\$290,016.00
Current Contract Price adjusted by previous Change Order	\$298,218.50
The Contract Price due to this Change Order will be increased by:	\$31,000.00
The new Contract Price, including this Change Order will be	\$329,218.50

**CHANGE TO CONTRACT TIME:**

**SUBSTANTIAL COMPLETION:**

Original Contract Time	45 calendar days.
Current Contract time adjusted by previous Change Order(s)	50 calendar days.
The Contract Time will be increased by	0 calendar days.
New Contract Time including this Change Order will be	50 calendar days.
The date for completion of substantial work will be	August 24, 2106

**Change Order**  
**Page 2 of 3**

**FINAL COMPLETION**

Original Contract Time	60 calendar days.
Current Contract time as adjusted by previous Change Order(s)	65 calendar days.
The Contract Time will be increased by	0 calendar days.
New Contract Time including this Change Order will be	65 calendar days.
The date for completion of all work will be	September 8, 2016

**APPROVALS REQUIRED:**

To be effective, this order must be approved by the Utilities Manager; or the Los Alamos County Council if the contract modification, change order, or contract price adjustment exceeds the funding budgeted and specifically appropriated for this project, or as may otherwise be required by the General Conditions.

The adjustment in Contract price and/or Contract time stated in this Change Order shall constitute the total price and/or time adjustment due or owed the Contractor for the work or changes ordered by the Change Order. By executing the Change Order, the Contractor acknowledges and agrees that the stipulated price and/or time adjustments represent full compensation for all adjustments in the cost or the time required to perform the Contract as a whole arising directly or indirectly from the Change Order, including costs and delays associated with the interruption of schedules, extended overheads, delay, and cumulative impacts or ripple effect on all other non-affected work under Contract not changed by the Change Order. Signing of the Change Order constitutes full and mutual accord and satisfaction for the adjustment in contract price and/or time, subject to the current scope of the entire work as set forth in the Contract Documents. Acceptance of this Change Order constitutes an agreement between Owner and Contractor that the Change Order represents an equitable adjustment to the Contract, and that the Contractor will waive all rights to file a claim on this Change Order after it is properly executed.

Requested by Engineer: \_\_\_\_\_

Recommended by (Change Control Board): \_\_\_\_\_  
Change Control Board Chairman

Approved by (Utilities Manager): \_\_\_\_\_  
Timothy A. Glasco, PE, Utilities Manager



**Change Order**  
**Page 3 of 3**

If applicable, approved by the County Council on the

\_\_\_\_\_ Day of \_\_\_\_\_, 2016.

Attest:

(County Council)

Print Name \_\_\_\_\_

Title \_\_\_\_\_

**ACCEPTANCE OF CHANGE ORDER**

(Contractor name)

By: \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

(Corporate Seal)

Attest:

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**KWAGE MESA NON-POTABLE WATERLINE REPLACEMENT  
CHANGE ORDER No.2  
DESCRIPTION AND JUSTIFICATION  
September 12, 2016**

**Pipeline Length Overage.** The original Owner-estimated pipeline length was about 350 LF less than actually installed. The estimate was based on GIS information, plus a certain percentage that would reflect the inevitable pipe curvature generated during installation. This length is difficult to accurately anticipate due to three factors: actual subsurface conditions are largely unknown, the slope of the surface under which the line will be installed, and contractor's ability to manage the procedure. Given these factors, in the HDD industry, overruns are generally shared equally by owner and contractor; however, in this case, it was mutually agreed that the contractor had better control on the than the owner could have ever had. Therefore, the liability would be shared 2/3 by contractor versus 1/3 by Owner. Based on bid prices, the total cost overrun was \$93,450, and the one third corresponding to the owner would have been \$31,150. Contractor agreed to round up the figure to \$31,000.



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** G.

**Index (Council Goals):** \* 2016 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure

**Presenters:** Arts in Public Places Advisory Board

**Legislative File:** 8591-16

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### Title

Contract for General Services, Agreement No. AGR17-05 with Sculpture Smart, LLC in an Amount Not To Exceed Seventy-Five Thousand Dollars (\$75,000) for Five Years, plus Applicable Gross Receipts Tax, for the Purpose of Outdoor Sculpture Cleaning and Maintenance.

### ..Suggested Motion

**I move that Council approve the expenditure of Art in Public Places funds for a multi-year agreement, AGR17-05, with Sculpture Smart, LLC in a total amount not to exceed \$75,000, plus applicable gross receipts tax, for the purpose of outdoor sculpture cleaning and maintenance of the Los Alamos County Public Art Collection.**

### County Manager's Recommendation

The County Manager recommends that Council approve the expenditure of Art in Public Places funds as requested.

### Board, Commission or Committee Recommendation

The Art in Public Places Board (APPB) recommends approval of this general services agreement.

### Body

Los Alamos County currently has thirty-nine (39) outdoor sculptures in its public art collection, including three sculptural fountains. These outdoor sculptures range in size, material and location. A significant portion of the sculpture collection is bronze, but the collection also includes steel, granite, aluminum, copper, concrete, and other mediums.

County staff and the Art in Public Places Board recently solicited proposals from qualified professionals to perform the following services: annual inspections, routine cleaning, waxing, sealing, or other necessary protective treatments to conserve and preserve the outdoor sculpture collection.

For the past four years, the Los Alamos public art sculptures have been cleaned and maintained by Sculpture Smart, LLC, based in Santa Fe. APPB believes this contractor has done a good job and appreciates having a trained professional available to provide cleaning and sealing for the sculptures in addition to being able to perform the following services: restoring patinas, assisting with winterizing the sculptural fountains; repairing breaks or active flaking of the protective coatings; repairing corrosion or staining; removing graffiti; and repairing damages such as chips or cracks on the sculptures or their foundations.

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The Art in Public Place Board is recommending approval of a four-year contract with the possibility of a one-year extension with Sculpture Smart, LLC. The average cost will be approximately \$15,000 per year. This includes bi-annual inspections, cleaning, and sealing of the sculptures plus periodic sculpture restoration and repair (when recommended by the contractor and approved by the APPB.) The contract also includes a small amount of discretionary funding allowing the APPB and staff to use the contractor as a professional consultant/conservator on an as needed basis

Even though the total compensation amount of this contract is within the signature authority of the County Manager, County Council approval is required because it represents expenditure of funds from the Art in Public Places Account.

According to County Code Section 20-363, the purpose of the Art in Public Places Account is to "*facilitate the purchase, placement and maintenance of county-owned works of art in public places.*" This service agreement for maintenance is an allowed expenditure from the APP special fund.

#### **Alternatives**

Council may cancel the solicitation effort and provide additional guidance and direction to staff.

#### **Fiscal and Staff Impact/Planned Item**

The Art in Public Places Board identified their plans for soliciting this service in their most recent work plan. The funding for this contract will be taken from the Art in Public Places fund. This expenditure is allowed under County Code Chapter 20 Section 365 (4) - "*The art in public places account shall be utilized for maintenance of works of art purchased with art in public places account.*" There are sufficient funds in the APP Fund to cover this expenditure.

#### **Attachments**

A - AGR17-05 Sculpture Smart LLC

AGR17-05



## INCORPORATED COUNTY OF LOS ALAMOS SERVICES AGREEMENT

This **SERVICES AGREEMENT** (this "Agreement") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **Sculpture Smart, LLC**, a New Mexico limited liability corporation ("Contractor"), to be effective for all purposes October 1, 2016.

**WHEREAS**, the County Purchasing Agent determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. 17-05 (the "RFP") on July 31, 2016, requesting proposals for Outdoor Sculpture Cleaning and Maintenance Services, as described in the RFP; and

**WHEREAS**, Contractor timely responded to the RFP by submitting a response dated August 23, 2016 ("Contractor's Response"); and

**WHEREAS**, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP; and

**WHEREAS**, the County Council approved this Agreement at a public meeting held on September 27, 2016; and

**WHEREAS**, Contractor will provide the Services, as described below, to County.

**NOW, THEREFORE**, for and in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

**SECTION A. SERVICES:** For each sculpture identified in Exhibit "A," attached hereto and made a part hereof for all purposes:

1. Contractor, shall twice per year (spring and fall) inspect and clean the surface of each sculpture, including fountains, for damage, indications of underlying structural damage, wear and tear, discoloration, cracks, chips, contaminants and mineral deposits present, evidence of vandalism, and the level of protective wax, lacquer and/or other protective coatings remaining on the sculpture.
  - a. If damage is found during the inspections and cleaning, Contractor will then document the current condition of the sculpture and note any damage, such as cracks, chips, discoloration, damage, decay, corrosion, vandalism, or other changes in the sculptures that need repair or attention to preserve the integrity and beauty of the sculpture.
  - b. This condition report shall recommend treatment and an estimated cost of restoration for any identified damage.
2. County has documented cleaning and maintenance protocols for the sculptures. Contractor shall update these existing documents and prepare additional cleaning and maintenance protocols for sculptures, as needed, for County review.

3. Contractor shall update the cleaning and maintenance protocols for the outdoor fountains including instructions and guidelines for cleaning algae and mineral deposits from the fountains, as needed, for County review.
4. Contractor shall provide trained, qualified, and experienced personnel, plus all necessary tools and supplies, to bi-annually (spring and fall) clean and seal the sculptures with an appropriate protective sealant, such as wax, lacquer, or other coatings, as described and required by the cleaning and maintenance protocols.
5. Contractor shall provide trained, qualified, and experienced personnel, plus all necessary tools and supplies, to clean and remove mineral deposits from the fountains prior to May 31 and October 31 of each year. Contractor shall coordinate its cleaning schedule with the County's plans to "winterize" the outdoor fountains (usually in October each year) and the County's plans to prepare the fountains for warm weather (usually in May each year).
6. Contractor shall maintain cleaning and maintenance records for each sculpture and fountain which will indicate the cleaning date, the materials used, the type of protective coatings applied, and the location of any damage, such as guano, scratches, vandalism, graffiti, surface deterioration, corrosion, and any other information that is relevant to the permanent record for each sculpture.
7. Upon County's request, Contractor shall perform needed repairs to the sculptures on a task-order basis.
8. In addition to the routine cleaning, maintenance, and other conservation Services described above, upon County's request, Contractor shall serve as an experienced sculpture consultant on a task-order basis and shall be paid an hourly rate for this service. The types of consulting services may be, but are not limited to:
  - a. Serve as an advisor to the Los Alamos Art in Public Places Board in regards to the appropriate placement of outdoor sculptures;
  - b. Work with artists to understand the care and maintenance protocols and incorporate the new sculptures into the sculpture maintenance protocols as they are added to the collection; and
  - c. Advise, instruct, and train County personnel regarding needed repairs/restoration for the sculptures.

**SECTION B. TERM:** The term of this Agreement shall commence October 1, 2016 and shall continue through September 30, 2020, with the option to renew for one (1) additional year at County's sole option under the same terms and conditions, unless sooner terminated, as provided therein.

**SECTION C. COMPENSATION:**

1. **Amount of Compensation.** County shall pay compensation for performance of the Services in an amount not to exceed SEVENTY FIVE THOUSAND DOLLARS (\$75,000.00), including any possible extensions and which amount does not include applicable New Mexico Gross Receipts Taxes ("NMGRT"). Compensation shall be paid in accordance with the rate schedule set out in Exhibit "B," attached hereto and made a part hereof for all purposes.
2. **Monthly Invoices.** Contractor shall submit itemized invoices to County's Project Manager showing amount of compensation due, amount of any NMGRT, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice. All disputes related to performance and payment shall be governed by the County's Procurement Code, Chapter 31.

**SECTION D. TAXES:** Contractor shall be solely responsible for timely and correctly billing, collecting and remitting all NMGRT levied on the amounts payable under this Agreement.

**SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL:** This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and will not be considered an employee of County for any purpose. Contractor, its agents or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing the County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely and reliable manner.

**SECTION F. STANDARD OF PERFORMANCE:** Contractor agrees and represents that he has and will maintain the personnel, experience and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the Services described herein in accordance with a standard that exceeds the industry standard of care for performance of the Services.

**SECTION G. DELIVERABLES AND USE OF DOCUMENTS:** All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent or other property right and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of the County.

**SECTION H. EMPLOYEES AND SUB-CONTRACTORS:** Contractor shall be solely responsible for payment of wages, salary or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

**SECTION I. INSURANCE:** Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with the terms and conditions of this Section is a condition precedent to County's obligation to pay compensation for the Services and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance or other evidence acceptable to County that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like

insurance. Should any of the policies described below be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. General Liability Insurance and Automobile Liability Insurance shall name County as an additional insured.

1. **General Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) aggregate.
2. **Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. **Automobile Liability Insurance for Contractor and its Employees:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) aggregate on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.

**SECTION J. RECORDS:** Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

**SECTION K. APPLICABLE LAW:** Contractor shall abide by all applicable federal, state and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement. In any lawsuit or legal dispute arising from the operation of this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. Venue shall be in the First Judicial District Court of New Mexico in Los Alamos County, New Mexico.

**SECTION L. NON-DISCRIMINATION:** During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability or veteran status.

**SECTION M. INDEMNITY:** Contractor shall indemnify, hold harmless and defend County, its Council members, employees, agents and representatives, from and against all liabilities, damages, claims, demands, actions (legal or equitable), and costs and expenses, including without limitation attorneys' fees, of any kind or nature, arising from Contractor's performance hereunder or breach hereof and the performance of Contractor's employees, agents, representatives and subcontractors.

**SECTION N. FORCE MAJEURE:** Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence.

**SECTION O. NON-ASSIGNMENT:** Contractor may not assign this Agreement or any privileges or obligations herein without the prior written consent of County.

**SECTION P. LICENSES:** Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this



Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

**SECTION Q. PROHIBITED INTERESTS:** Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it will not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept or agree to accept a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

**SECTION R. TERMINATION:**

1. **Generally.** County may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination and shall turn over to County originals of all materials prepared pursuant to this Agreement.
2. **Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by the County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

**SECTION S. NOTICE:** Any notices required under this Agreement shall be made in writing, postage prepaid to the following addresses, and shall be deemed given upon hand delivery, verified delivery by telecopy (followed by copy sent by United States Mail), or three (3) days after deposit in the United States Mail:

**County:**

Senior Management Analyst  
Incorporated County of Los Alamos  
1000 Central Avenue, Suite 310  
Los Alamos, New Mexico 87544

**Contractor:**

Joseph W. Lindsay, Owner  
Sculpture Smart, LLC  
Post Office Box 24303  
Santa Fe, New Mexico 87502

**SECTION T. INVALIDITY OF PRIOR AGREEMENTS:** This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both County and Contractor.

**SECTION U. CAMPAIGN CONTRIBUTION DISCLOSURE FORM:** A Campaign Contribution Disclosure Form was submitted as part of the Contractor's Response and is incorporated herein by reference for all purposes. This Section acknowledges compliance with Chapter 81 of the Laws of 2006 of the State of New Mexico.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

**ATTEST**

**INCORPORATED COUNTY OF LOS ALAMOS**

\_\_\_\_\_  
**SHARON STOVER**  
**COUNTY CLERK**

BY: \_\_\_\_\_  
**HARRY BURGESS** **DATE**  
**COUNTY MANAGER**

**Approved as to form:**

\_\_\_\_\_  
**KATHRYN S. THWAITS**  
**ACTING COUNTY ATTORNEY**

**SCULPTURE SMART, LLC, A NEW MEXICO LIMITED**  
**LIABILITY CORPORATION**

BY: \_\_\_\_\_  
**JOSEPH W. LINDSAY, OWNER** **DATE**

## ATTACHMENT A

## Exhibit "A"

AGR17-05

## Artist/Medium Description

	Title	Artist	Size	Description	Medium	Price/Value	Acquisition	Location
1	"Apache Harvest"	Craig Goseyun	5' 6" X 2' 3"	Sculpture - Apache maiden	Bronze	\$22,400.00	1993	Ashley Pond
2	"Brown Trout"	Joe Barrington	6' x 12' x 1'	sculpture - large fish	Rusted Steel	\$5,000.00	2000	Ashley Pond
3	"Corky"	Madeleine Vanderpool	5' x 4' x 2'	sculpture - colt	Bronze	\$20,000.00	1993	Ashley Pond
4	"Essence of Dance"	Bruce Niemi	12' x 6' x 6'	sculpture - abstract	Stainless Steel	\$20,400.00	1997	Library - Outside
5	"Flying Folds"	Kevin Box	10 ft high	sculpture - folded origami crane	Powder-coated Steel	\$96,000.00	2015	White Rock Branch Library -- outside
6	"Golondrina"	Michael Masse	36" x 12" x 30"	sculpture - female swimmer	Bronze	\$15,000.00	2001	Aquatic Center
7	"Grandmother's Joy"	Fritz White	5'6" x 20" x 36"	sculpture - woman and child	Bronze, Green Patina	\$20,500.00	1998	Senior Center - Outdoors
8	"Lucky"	Jim Agius	5' x 5' x 3'	Sculpture -- small elephant	Bronze	\$16,000.00	1998	Ashley Pond
9	"Nexus"	Lyle London - Art in Metal, USA, LLC	18' high	sculpture - abstract	Aluminum w/ a Chrome/Alusion Paint Coating (automobile grade paint)	\$60,400.00	2007	Los Alamos Golf Course
10	"Pollyanna"	Glenna Goodacre	5' x 2'	sculpture - young girl	Bronze	unknown	2003	Library - Outside

ATTACHMENT A

11	"Spirit Dance"	Sally Hepler	21" x 36" x 26"	sculpture - abstract	Bronze	unknown	2002	Ashley Pond
12	"Strange Trio"	Tom C. Hicks	25' x 20'	sculpture - three pieces	Rusted Steel	\$45,500.00	1993	Entrance to Overlook Park (WR)
13	"Touch the Sky"	Jane DeDecker	108" x 60" x 60"	sculpture	Bronze	\$44,000.00	2000	Ashley Pond
14	"Tranquility"	O. K. Harris		sculpture	Rusted Metal	\$5,525.00	2000	in Ashley Pond
15	"Who Me?"	Jinkie Hughes	28" x 36" x 24"	sculpture - penguin and egg	Bronze, Green Patina	\$6,400.00	1993.1	White Rock Municipal Complex
16	"Scales of Justice"	Troy Williams	8' x 15' x 2'	sculpture - scale with 12 life size people	Rusted Steel	\$70,000.00	2012	Justice Center -- north side
17	"Sculptural Barriers"	Stone Forest	3,500 lbs.	Green Granite (2) Boulders	Green Granite	\$2500 ea.	2008	Entrance to Sullivan Field
18	"Overdue"	Jane DeDecker	30" x 6' x 6'	Sculpture children in a wagon	Bronze	\$6,834.00	1996	Library - Outside
19	"J. Robert Oppenheimer"	Susanne Vertel		Lifesize Sculpture	Bronze	\$60,000.00	2010	Fuller Lodge - Outside
20	"General Leslie R. Groves"	Susanne Vertel		Lifesize Sculpture	Bronze	\$65,000.00	2011	Fuller Lodge - Outside
21	"High Spirits"	Archie Held	30" x 30" x 120"	Sculptural fountain	Bronze	\$42,000.00	2009	WR Fire Station – East Entrance
22	"Pedestal Fountain"	Hans Van de Bovenkamps	29"H x 23" W x 29" Diameter	Sculptural fountain	Copper and Stone	\$7,050.00	2001	Fuller Lodge – Rose Garden
23	"Maru Fountain"	Brian Cambria/Stone Forest	27" h x 48" Diameter	Sculptural fountain	Granite	\$6,425.00	2009	Skate Park at Mesa Public Library

ATTACHMENT A

24	"Canyon Watch"	Kent Ulberg	72"x35"x61"	Mountain Lion Sculpture	Bronze	\$42,300.00	2006	North Mesa/Barranca Roundabout
25	"The Clowns"	Susan Dailey	5'x12'	Wall Mural in Mosaic Tile	Ceramic and Stucco	\$55,000.00	2001	Mesa Public Library - Outside near Central Avenue
26	"Odetta"	K.R. "Cricket" Ernst	9' x 8' with 77" x 52" Side Panels	Cast Aluminum Gate	Cast Aluminum	\$15,000.00	2007	Mesa Public Library - Outside Steps
27	Lizard and Frogs	Richard Swenson	7' lizard ; 2' frog and 3' frog	Metal Sculptures	Recycled Metal Parts	\$6,000.00	2015	On the Water Tank at the WR Visitor's Center
28	"The Runaways"	Carrie Quade	varying sizes 14" to 22" with life size puppy on the ground	Rooftop Sculptures	Bronze	\$20,000.00	2013	Roof of the Los Alamos Animal Shelter
29-31	Wind Sculptures (3)	Lyman Whitaker	28', 21' and 16' high	Wind Sculptures	Copper and Stainless Steel	\$20,000.00	2014	White Rock Visitors' Center
32-37	Pottery Replicas (6)	San Ildefonso Artists	5 pots – various sizes 5' to 8' high; plate is 10' in diameter	5 concrete pot replicas plus one plate	Painted Concrete	\$60,000.00	2016	Hwy 4 Corridor in White Rock
38	"Solar Tree"	Eric Thelander	18' high by 12' diameter plus two tables and one bench	free standing solar powered tree	Painted Aluminum	\$102,600.00	2016	West Plaza of the Los Alamos Municipal Building
39	"Flower of Flight"	Greg Reiche	6' curved stones (2) with rusted steel and glass curtain hanging above	sculpture designed to interact with rain water	Stone, Welded Rusted Steel and Glass Squares	\$50,000.00	2015	Front Entry to the Los Alamos Nature Center

**Exhibit "B"**  
**COST SUMMARY SHEET**  
**AGR17-05**

<b>COST CATEGORY</b>	<b>Year 1 10/1/16 to 9/30/17</b>	<b>Year 2 10/1/17 to 9/30/18</b>	<b>Year 3 10/1/18 to 9/30/19</b>	<b>Year 4 10/1/19 to 9/30/20</b>	<b>Year 5 10/1/20 to 9/30/21</b>
<b>Maintenance</b>	\$7,600.00	\$7,800.00	\$8,000.00	\$8,200.00	\$8,400.00
<b>Restoration (Upon County Approval)</b>	\$5,000.00	\$5,400.00	\$5,600.00	\$5,600.00	\$5,600.00
<b>Consultation (Section A(8))</b>	\$75.00 per hour – not to exceed \$1,500.00	\$75.00 per hour – not to exceed \$1,500.00	\$80.00 per hour – not to exceed \$1,600.00	\$80.00 per hour - not to exceed \$1,600.00	\$80.00 per hour - not to exceed \$1,600.00
<b>Total compensation per contract year</b>	\$14,100.00	\$14,700.00	\$15,200.00	\$15,400.00	\$15,600.00



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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<b>Agenda No.:</b>	A.
<b>Index (Council Goals):</b>	* 2016 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure
<b>Presenters:</b>	Bob Westervelt, Deputy Utilities Manager - Finance/Admin
<b>Legislative File:</b>	CO0467-16b

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### Title

Incorporated County of Los Alamos Code Ordinance No. 02-268; An Ordinance Amending Chapter 40, Article III, Sections 40-151, 40-152 and 40-154 of the Code of Ordinances of the Incorporated County of Los Alamos Relating to Gas Rates

### Recommended Action

**I move that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-268; An Ordinance Amending Chapter 40, Article III, Sections 40-151, 40-152 and 40-154 of the Code of Ordinances of the Incorporated County of Los Alamos Relating to Gas Rates; I further move that, upon passage, the Ordinance be published in summary form.**

### Utilities Manager Recommendation

The Utilities Manager recommends that Council approve the motion as presented.

### Board, Commission or Committee Recommendation

The Utilities Board recommends that Council approve the motion as presented.

### Body

The following detail and the proposed rate ordinance was discussed by the Board at the regular meeting of the Board of Public Utilities on July 20, 2016. There was extensive discussion on the pass through rate mechanism, the possibility of retaining a “sunset” provision of some sort, and if the proposed rates yield the appropriate fund flows for the utility. On August 17 The Board held a public hearing at which the Board approved the proposed ordinance (attachment A) and directed it be forwarded to Council for adoption.

In FY12 the Board proposed a gas rate structure incorporating a pass through commodity cost component. Council approved the rate structure effective November 1, 2012, but with a “sunset” date of September 30, 2016. This “sunset” was incorporated to cause the Board to evaluate the effectiveness of the rate and public feedback, and to consider whether continuing the pass through rate structure was desired. While it was intended that rates would simply revert to the old amounts and structure unless the Board and Council takes specific action to enact a new rate, strict interpretation of the ordinance as presently worded would result in there being simply no rates in place upon which to bill for delivery of natural gas.

One of the benefits of the pass through rate structure is that it means that the utility does not need to maintain a substantial rate stabilization fund to cover fluctuations in the cost of the

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commodity, which in the natural gas industry can be quite significant. As shown on the attached exhibits, the pass through rate structure has proven effective at generating the revenues required to cover O&M and capital costs plus the fluctuating cost of the gas commodity. Staff is recommending the pass through rate structure be reenacted without a specific “sunset” or expiration.

The gas system is in good condition, and while there are some capital expenditures on the horizon, it is feasible and prudent to look at a systematic “spending down” of existing fund balance to target levels identified in the cash policies that were recently adopted by the Board. In the FY2017/18 budget adopted by the Board and Council, a ten percent (10%) revenue reduction was projected. The cost of gas is a pass through under this proposal, and is budgeted to reflect recent historical averages. The revenue associated with the pass through is not likely to decrease, as it is a direct pass through, and significant changes in the cost of gas are not projected in this budget horizon. Thus, to achieve a 10% reduction in total revenue, the “fixed component” of the consumption charge is adjusted, in this recommendation, to effect the entire desired revenue reduction. Since the cost of gas and the fixed consumption charge in recent history and in the budget both equal approximately the same amount, this is accomplished by simply adjusting the fixed component by 20%, which yields an overall revenue reduction of ten percent, as budgeted.

An additional ten percent (10%) reduction is budgeted in FY2018. Staff feels it is prudent to space the anticipated reductions this way to allow time to assess the results and adjust future actions accordingly, if needed.

#### **Alternatives**

Council could remand the ordinance back to the Board for further consideration. As discussed above, should Council take such action, the Department would have no rates in place on which to bill customers for natural gas service, and would have to retroactively bill customers for all unbilled periods later when an appropriate ordinance is finally adopted.

#### **Fiscal and Staff Impact**

DPU's approved budget included a 10% decrease in revenues for the gas fund, which is accomplished by this rate proposal.

#### **Attachments**

- A - Code Ordinance 02-268
- B - Comparison of current rate structure with prior rate structure
- C - Map showing rate structure in communities statewide
- D - Comparison proposed rates vs neighboring communities
- E - Notice of Public Hearing
- F - Public Comments from Open Forum



**INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. 02-268**

**AN ORDINANCE AMENDING CHAPTER 40, ARTICLE III,  
SECTIONS 40-151, 40-152 AND 40-154 OF THE CODE OF ORDINANCES  
OF THE INCORPORATED COUNTY OF LOS ALAMOS RELATING TO GAS RATES**

**WHEREAS**, the Incorporated County of Los Alamos operates a utilities system for the benefit of its citizens; and

**WHEREAS**, the utilities system includes the provision of natural gas to those consumers who wish to attach to that part of the utilities system; and

**WHEREAS**, it is necessary to adjust the rates to consumers for natural gas in order for that portion of the utilities system to remain self-sustaining; and

**WHEREAS**, the Board of Public Utilities has recommended the provisions of this ordinance to the County Council.

**BE IT THEREFORE ORDAINED BY THE GOVERNING BODY OF THE INCORPORATED COUNTY OF LOS ALAMOS** as follows:

**Section 1.** Section 40-151 of the Code of the Incorporated County of Los Alamos is amended to read as follows:

Sec. 40-151. Gas rate schedules 7A and 7E.

(a) Residential service schedule 7A. The residential rate applies to customers in a single dwelling or in a single dwelling unit of a multiple dwelling or apartment for domestic purposes only.

(b) General commercial and industrial service schedule 7E. The commercial and industrial rate applies to customers for use in or in connection with any commercial, business or industrial activities, including multiple dwelling units where service for more than one unit is taken through a master meter, and to other customers not otherwise specifically falling within another class.

(c) Service charge.

(1) Per meter rated 250 CFH or less: \$9.50 per month;

(2) Per meter rated more than 250 CFH: \$28.50 per month.

(d) Gas consumption charge.

(1) The gas consumption charge for Schedules 7A and 7E shall be made up of two components: fixed cost recovery and a variable cost of gas component. The fixed cost recovery shall be ~~\$0.29~~\$0.23 per therm (one therm is equal to 100,000 British Thermal Units (BTU)). The variable cost of gas rate shall be calculated each month based on the projected cost of gas for the billing month plus an adjustment for any prior over or under collection for gas purchases and/or gas transportation costs.

(2) The projected cost of gas shall be at the rate as stated on the San Juan Index or any recognized index that may replace the San Juan Index.

(3) Should the variable cost of gas exceed \$0.99 per therm, the billed rate to consumers shall not reflect the cost of gas over that amount until the rate is approved by an Ordinance of the Council.

**Section 2.** Section 40-152 of the Code of the Incorporated County of Los Alamos is amended to read as follows:

Sec. 40-152. Gas rate schedules 7L and 7N.

- (a) Applicability.
  - (1) Schedule 7L: Interdepartmental service--Incorporated County of Los Alamos.
  - (2) Schedule 7N: Schools service--Los Alamos public schools.
- (b) Service charge.
  - (1) Per meter rated 250 CFH or less: \$9.50 per month;
  - (2) Per meter rated more than 250 CFH: \$28.50 per month.
- (c) Gas consumption charge.
  - (1) The gas consumption charge for Schedules 7L and 7N shall be made up of two components: fixed cost recovery and a variable cost of gas component. The fixed cost recovery shall be ~~\$0.25~~\$0.20 per therm (one therm is equal to 100,000 British Thermal Units (BTU)). The variable cost of gas rate shall be calculated each month based on the projected cost of gas for the billing month plus an adjustment for any prior over or under collection for gas purchases and/or gas transportation costs.
  - (2) The projected cost of gas shall be at the rate as stated on the San Juan Index or any recognized index that may replace the San Juan Index.
  - (3) Should the variable cost of gas exceed \$0.99 per therm the billed rate to consumers shall not reflect the cost of gas over that amount until the rate is approved by an Ordinance of the Council.

**Section 3.** The Los Alamos County Code of Ordinances is amended by deleting Section 40-154, in its entirety, as follows:

~~Sec. 40-154. Reporting and Sunset.~~

- ~~(a) The department shall make an annual report to the county council detailing the fluctuation in rates and income during the preceding year.~~
- ~~(b) The provisions of sections 40-151(d) and 40-152(c) shall expire on September 30, 2016 unless reenacted through an ordinance approved by the county council.~~

**Section 4. Effective Date.** This ordinance shall become effective upon adoption with the amended gas rates being applied at the next billing following the effective date of the ordinance.

**Section 5. Severability.** Should any section, paragraph, clause or provisions of this ordinance, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provisions shall not affect any of the remaining provisions of this ordinance.

**Section 6. Repealer.** All ordinances or resolutions, or parts thereof, inconsistent herewith are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution, or part thereof, heretofore repealed.

**ADOPTED** this 27<sup>th</sup> day of September, 2016.

**COUNCIL OF THE INCORPORATED COUNTY  
OF LOS ALAMOS**

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**Rick Reiss  
Council Chair**

**ATTEST: (Seal)**

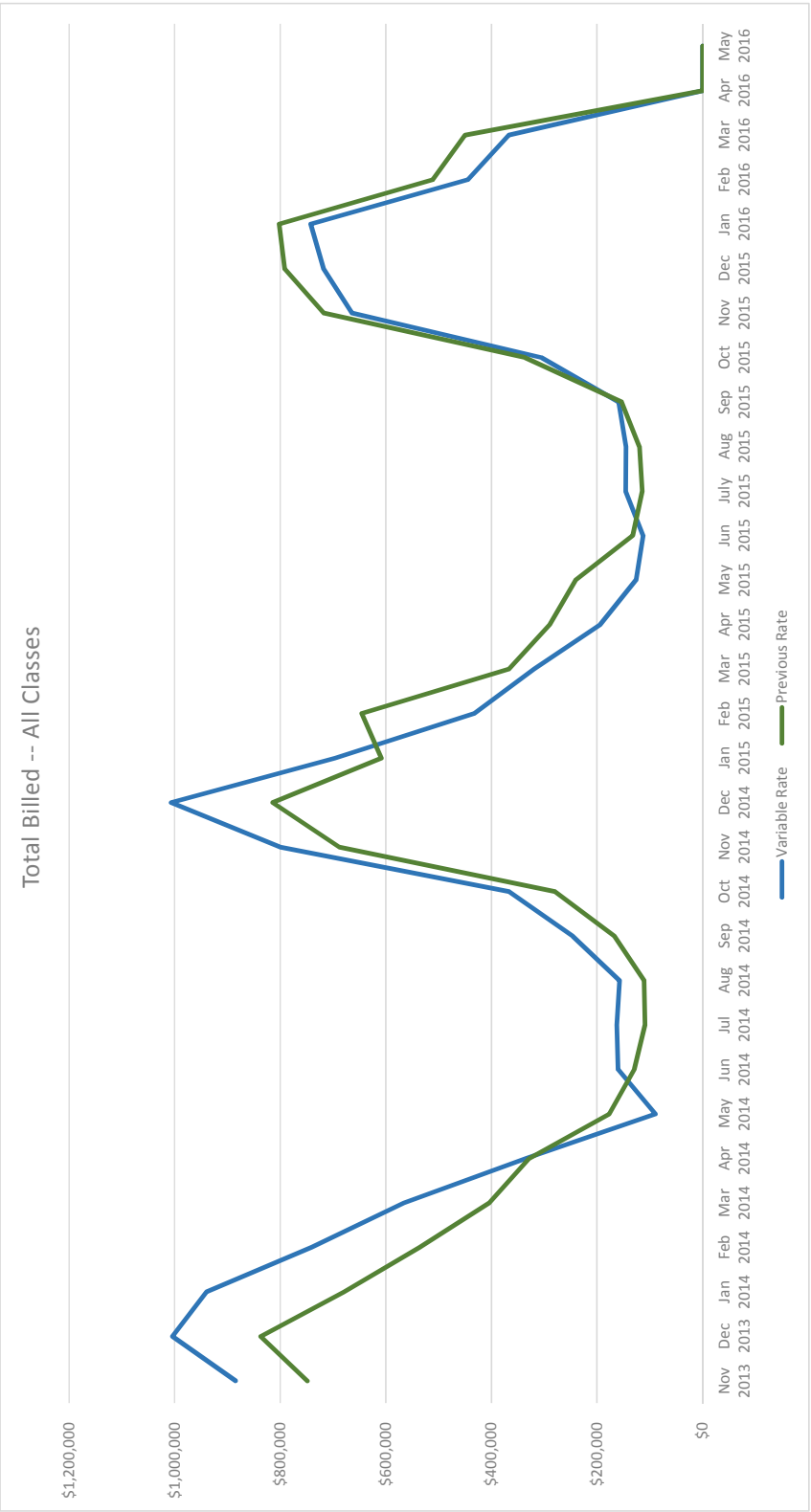
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**Sharon Stover  
Los Alamos County Clerk**

**DPU GAS RATE CALCULATION WORKSHEET**  
**Note: 1 MMBTU = 10 Therms**

		VARIABLE RATE										PREVIOUS RATE					
		7A & 7E		7L & 7N		7A & 7E total		7L & 7N		TOTAL		7A & 7E		7L & 7N		7A & 7E total	
Actual Therms	Sold	Therms sold	Therms	Variable rate	cons chg	cons chg	billed	total billed	total billed			previous rate	previous rate	under previous rate			TOTAL if billed under previous rate
Nov 2013	739,221	675,856	63,365	0.36	0.29	0.25	824,252	60,317	\$884,569	0.55	0.52	\$697,444	\$51,418	\$748,862			
Dec 2013	1,366,961	1,268,080	98,881	0.37	0.29	0.25	925,421	78,669	1,004,090	0.55	0.52	\$771,184	\$65,981	837,165			
Jan 2014	1,529,039	1,402,153	126,886	0.47	0.29	0.25	847,647	92,085	939,732	0.55	0.52	\$613,429	\$66,506	679,935			
Feb 2014	1,243,221	1,115,325	127,896	0.47	0.29	0.25	677,431	62,910	740,341	0.55	0.52	\$490,246	\$45,435	535,681			
Mar 2014	978,731	891,356	87,375	0.48	0.29	0.25	514,249	51,545	565,794	0.55	0.52	\$367,321	\$36,717	404,037			
Apr 2014	738,465	667,856	70,609	0.27	0.29	0.25	302,479	31,641	334,120	0.55	0.52	\$297,077	\$31,641	328,718			
May 2014	600,989	540,141	60,848	-0.01	0.29	0.25	82,297	7,052	89,350	0.55	0.52	\$161,656	\$15,280	176,936			
Jun 2014	323,304	293,919	29,385	0.39	0.29	0.25	150,806	9,351	160,157	0.55	0.52	\$121,976	\$7,598	129,573			
Jul 2014	236,385	221,774	14,611	0.53	0.29	0.25	151,971	10,549	162,520	0.55	0.52	\$101,932	\$7,033	108,965			
Aug 2014	198,855	185,330	13,525	0.49	0.29	0.25	151,629	5,608	157,237	0.55	0.52	\$106,918	\$3,941	110,859			
Sep 2014	201,975	194,396	7,579	0.52	0.29	0.25	235,688	10,712	246,400	0.55	0.52	\$160,035	\$7,234	167,269			
Oct 2014	304,885	290,973	13,912	0.43	0.29	0.25	339,574	27,669	367,244	0.55	0.52	\$259,397	\$21,159	280,556			
Nov 2014	512,321	471,631	40,690	0.35	0.29	0.25	742,412	58,414	800,826	0.55	0.52	\$638,010	\$50,625	688,636			
Dec 2014	1,257,375	1,160,019	97,356	0.39	0.29	0.25	919,703	87,037	1,006,740	0.55	0.52	\$743,877	\$70,718	814,595			
Jan 2015	1,488,500	1,352,504	135,996	0.34	0.29	0.25	637,994	58,041	696,035	0.55	0.52	\$556,979	\$51,155	608,133			
Feb 2015	1,111,063	1,012,689	98,374	0.08	0.29	0.25	398,537	33,822	432,359	0.55	0.52	\$592,420	\$53,295	645,715			
Mar 2015	1,179,618	1,077,128	102,490	0.19	0.29	0.25	294,036	25,290	319,326	0.55	0.52	\$336,917	\$29,888	366,805			
Apr 2015	670,053	612,576	57,477	0.08	0.29	0.25	177,107	16,750	193,858	0.55	0.52	\$263,267	\$26,395	289,662			
May 2015	529,427	478,668	50,759	0.00	0.29	0.25	116,869	8,935	125,804	0.55	0.52	\$221,648	\$18,584	240,232			
Jun 2015	438,736	402,996	35,739	0.18	0.29	0.25	106,090	6,610	112,700	0.55	0.52	\$124,148	\$7,993	132,141			
July 2015	241,095	225,723	15,372	0.41	0.29	0.25	137,784	7,971	145,755	0.55	0.52	\$108,259	\$6,280	114,539			
Aug 2015	208,912	196,835	12,077	0.38	0.29	0.25	136,044	9,297	145,341	0.55	0.52	\$111,678	\$7,674	119,352			
Sep 2015	217,808	203,050	14,758	0.28	0.29	0.25	146,460	12,410	158,870	0.55	0.52	\$141,321	\$12,176	153,497			
Oct 2015	280,362	256,948	23,415	0.21	0.29	0.25	278,727	26,672	305,398	0.55	0.52	\$306,599	\$30,151	336,750			
Nov 2015	615,435	557,453	57,982	0.22	0.29	0.25	615,684	48,245	663,929	0.55	0.52	\$663,973	\$53,377	717,350			
Dec 2015	1,309,872	1,207,223	102,649	0.21	0.29	0.25	658,702	59,486	718,188	0.55	0.52	\$724,573	\$67,245	791,818			
Jan 2016	1,446,722	1,317,405	129,317	0.22	0.29	0.25	680,057	62,207	742,264	0.55	0.52	\$733,395	\$68,824	802,219			
Feb 2016	1,465,800	1,333,446	132,355	0.19	0.29	0.25	409,032	35,901	444,933	0.55	0.52	\$468,683	\$42,428	511,111			
Mar 2016	933,744	852,151	81,593	0.16	0.29	0.25	339,154	28,091	367,245	0.55	0.52	\$414,521	\$35,628	450,150			
Apr 2016	822,191	753,675	68,516	0.01	0.29	0.25	-	-	-	0.55	0.52	\$0	\$0	-			
May 2016				0.01	0.29	0.25	-	-	-	0.55	0.52	\$0	\$0	-			

**\$ 13,031,126**      **\$ 12,291,262**



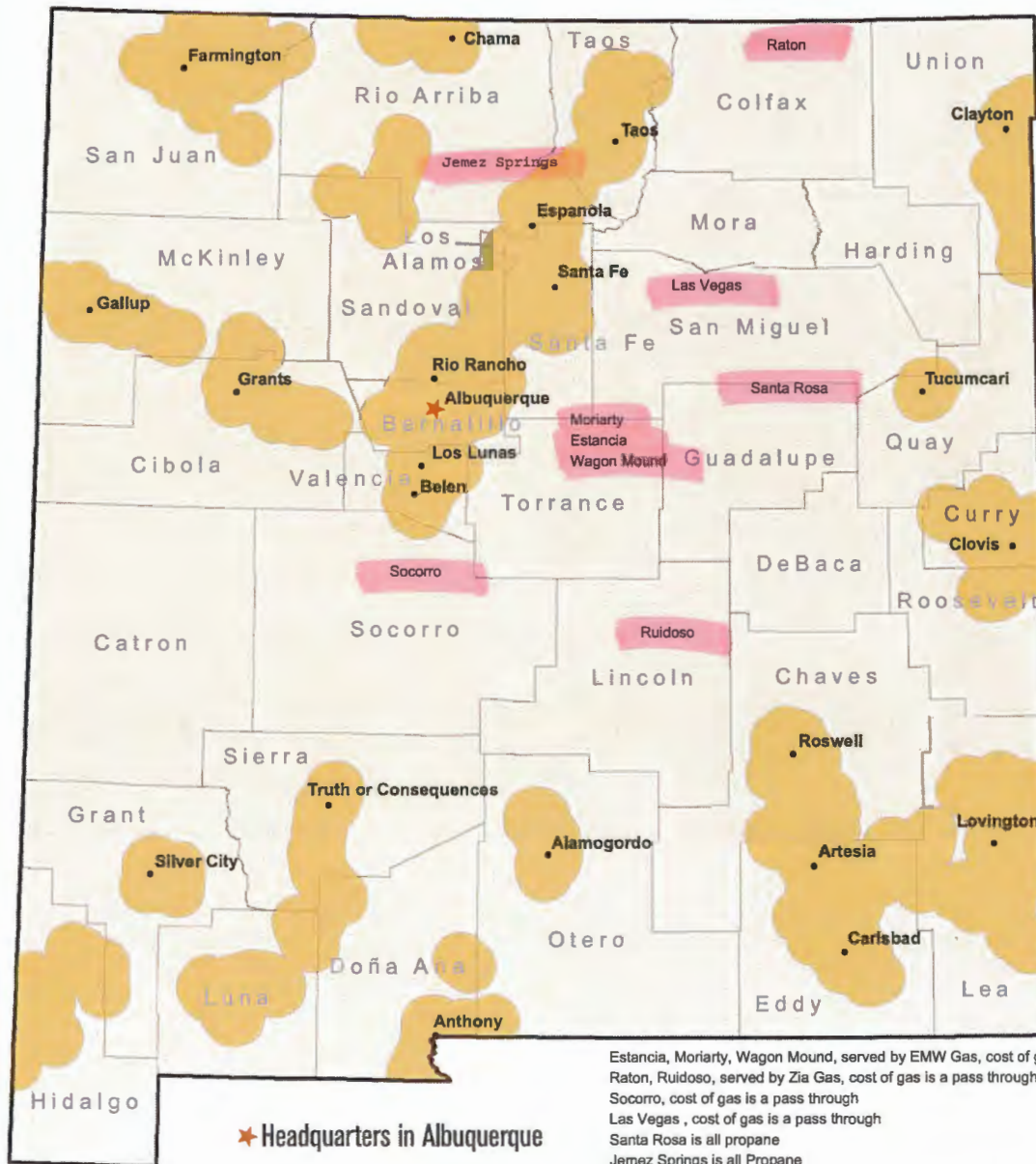


New Mexico  
GAS COMPANY

# Service Territories

Call numbers: 888-NM-GAS-CO (888-664-2726) | Emergency number: 888-NM-GAS-CO (888-664-2726)

Call Before You Dig: 811 | Website: nmgco.com



## BY THE NUMBERS

Service Territory  
(square miles current customers) **4,282**

Service Territory  
(population in service area) **1,503,994**

Number of Employees **725**

Fleet Number of Vehicles (Power Units) **449**

Natural Gas Volume -  
Sold **40,393,476 MMBtu**

Natural Gas Volume -  
Transported **32,719,047 MMBtu**

Storage Capacity **3.2 Bcf**

Number of Customers - Residential **465,383**

Number of Customers -  
Commercial/Industrial **37,012**

Number of Transportation End-Users **3,338**

Miles of Pipeline **1,645**

Miles of Distribution Mains **9,968**

Number of Services **510,146**

**N.M. Gas Co. (serves Santa Fe, Espanola, Rio Rancho Taos)**

Gas (NM Gas Co.)		
Average Usage	75	
Cost of Gas 15 days	38	
Cost per Therm	0.2814	\$ 10.69
Cost of Gas 15 days	37	
Cost per Therm	0.2886	\$ 10.68
Surcharge	-0.0004	\$ (0.03)
Distribution	0.166	\$ 12.45
Transmission	0.063	\$ 4.73
TECO Adjustment	-0.0062	\$ (0.47)
Access Fee	11.5	\$ 11.50
Gas Eng Eff Fee	0.0087	\$ 0.65
Pipeline Safety	0.04	\$ 0.04
Franchise Fee	0.02	\$ 1.00
		<u>\$ 51.25</u>

**Los Alamos**

Gas		
Average Usage	75	
Cost per Therm	0.52	\$ 39.00
Base Monthly Rate		\$ 9.50
		<u>\$ 48.50</u>

**NOTICE OF CODE ORDINANCE NO. 02-268**

**STATE OF NEW MEXICO, COUNTY OF LOS ALAMOS**

Notice is hereby given that the Council, Incorporated County of Los Alamos, State of New Mexico, has directed publication of Los Alamos County Code Ordinance No. 02-268. This will be considered by the County Council at an open meeting on Tuesday, September 27, 2016 at 6:00 PM, at the LA Municipal Building: 1000 Central Ave. The full copy is available for inspection or purchase, during regular business hours, in the County Clerk's Office: 1000 Central Ave, Suite 240.

Council of the Incorporated County of Los Alamos

By: /s/ Rick Reiss, Council Chair

Attest: /s/ Sharon Stover, County Clerk

**INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. 02-268**

**AN ORDINANCE AMENDING CHAPTER 40, ARTICLE III, SECTIONS 40-151, 40-152 AND 40-154 OF THE CODE OF ORDINANCES OF THE INCORPORATED COUNTY OF LOS ALAMOS RELATING TO GAS RATES**



# Council to Consider Natural Gas Rate Decrease

*Los Alamos County Council will consider adopting a natural gas rate decrease. Do you have any feedback for the Council?*

All Registered Statements sorted chronologically

As of September 22, 2016, 11:36 AM



*Open Forum is not a certified voting system or ballot box. As with any public comment process, participation in Open Forum is voluntary. The statements in this record are not necessarily representative of the whole population, nor do they reflect the opinions of any government agency or elected officials.*

# Council to Consider Natural Gas Rate Decrease

*Los Alamos County Council will consider adopting a natural gas rate decrease. Do you have any feedback for the Council?*

## Introduction

The Department of Public Utilities (DPU) and the Board of Public Utilities (BPU) recommend that the Los Alamos County Council adopt the draft ordinance to decrease natural gas rates, as well as remove language related to the "sunset clause" associated with the pass-through rate. Open to the public, the hearing on the proposed rate is scheduled for:

Tuesday, September 27th at 6 PM  
Municipal Building, Council Chambers  
1000 Central Avenue, Los Alamos, NM.

If adopted the new rates will become effective immediately.

LINK TO THE DRAFT ORDINANCE:

[http://www.losalamosnm.us/utilities/DPUDocuments/DPU\\_PO160817GasOrd02-268.pdf](http://www.losalamosnm.us/utilities/DPUDocuments/DPU_PO160817GasOrd02-268.pdf)

Rates are designed to allow the DPU to recover its costs associated with distribution and administrative expenses, as well as bring in reasonable revenue to maintain reliable gas services to Los Alamos County. The gas system is in good condition, and while there are some capital expenditures on the horizon, it is feasible and prudent to look at a systematic "spending down" of existing fund balance target levels identified in the cash policies that were recently adopted by the BPU. In the FY 2017/18 budget adopted by the BPU and Council, a ten percent (10%) revenue reduction was projected.

Staff is also recommending the pass-through rate structure be reenacted without a specific "sunset" or expiration. One of the benefits of the pass-through rate structure is that the DPU does not need to maintain a substantial rate stabilization fund to cover the fluctuations in the cost of the commodity, which in the natural gas industry can be quite significant. The pass-through rate structure has proven effective at generating the revenues required to cover O&M and capital costs plus the fluctuating cost of the gas commodity.

## COMMENTS

Please provide comments on this open forum page by 11:59PM on Wednesday, September 21st. All comments from this forum will be shared with County Councilors prior to the hearing. Members of the public are also welcome to provide public comment in person to the September 27th hearing.

## BACKGROUND

In fiscal year 2012, the Board of Public Utilities and the County Council approved a rate structure that allows the DPU to pass through to its customers the actual cost of natural gas. In addition to the monthly service charge, Section 40-151(d)(1) split the consumption charge into two components: 1) fixed cost recovery, and 2) variable cost of gas. The fixed cost recovery charge is set at \$0.29 per therm and covers DPU's expenses to deliver gas to our customers (distribution expenses). The variable cost of gas is the actual cost of gas and transmission expenses. DPU calculates the variable cost of gas each month using the San Juan Index for the projected cost

# Council to Consider Natural Gas Rate Decrease

*Los Alamos County Council will consider adopting a natural gas rate decrease. Do you have any feedback for the Council?*  
for the billing month, plus adjustments to any prior over or under collections.

LINK TO THE SAN JUAN INDEX:

[http://www.naturalgasintel.com/data/data\\_products/bidweek?region\\_id=rocky-mountains&location\\_id=RMTTWSJ?region\\_id=rocky-mountains&location\\_id=RMTTWSJ](http://www.naturalgasintel.com/data/data_products/bidweek?region_id=rocky-mountains&location_id=RMTTWSJ?region_id=rocky-mountains&location_id=RMTTWSJ)

This rate structure is common in the industry, common across the nation and common in New Mexico. It allows the DPU to pass along its discounts for the cost of gas and its savings for a well maintained distribution system. This structure also eliminates DPU's need to maintain a substantial rate stabilization fund. DPU is able to keep customer rates lower than rates for neighboring communities. For 30 days in the month of June 2016 customers who consumed 75 therms of gas had a total bill of \$51.25 in Santa Fe, Espanola, Rio Rancho and Taos, whereas as customers who consumed 75 therms of gas in Los Alamos had a total bill of \$44.75 for the same period.

## RATE DECREASE

DPU is proposing to decrease the fixed cost recovery charge for residential and commercial customer classes from \$0.29 per therm to \$0.23 per therm, and for county and school customer classes from \$0.25 to \$0.20.

The variable cost of gas will continue to reflect the pass-through rate based on the actual cost of gas and the transmission charge. Note that the existing ordinance caps the variable cost of gas at \$0.99. Should the actual cost of gas spike to above this amount, DPU is required to return to the Board and Council to request approval through an ordinance to adjust the cap accordingly. Additionally, the monthly service fee for all customers classes will remain unchanged.

Residential Customer	Existing Rate	Proposed Rate Change
Monthly Service Fee	\$9.50	
Fixed Cost Recovery Charge	\$0.29/therm	\$0.23/therm
Variable Cost of Gas (pass through rate)	actual cost of gas	

EXAMPLE BILL

Using the same example mentioned above, for the residential customer in June 2016 that used 75 therms.

Residential customer using 75 therms	Existing Bill	Proposed Bill
Monthly Service Fee	\$9.50	\$9.50
Fixed Cost Recovery Charge	$\$0.29 \times 75 = \$21.75$	$\$0.23 \times 75 = \$17.25$
Variable Cost of Gas*	$\$0.23 \times 75 = \$17.25$	$\$0.23 \times 75 = \$17.25$
Adjustment from the previous month**	$(\$0.05) \times 75 = (\$3.75)$	$(\$0.05) \times 75 = (\$3.75)$
TOTAL BILL	\$44.75	\$40.25

\* This example is using the actual projected variable cost of gas used for the June 2016 billing period. Each month fluctuates with the market and could be higher or lower than the value represented in this example.

\*\* This example is using the adjustment that corrected the May 2016 projected variable cost of gas and was reflected in the June 2016 bill. Each month the adjustment will fluctuate based on the actual cost of gas and

## Council to Consider Natural Gas Rate Decrease

Los Alamos County Council will consider adopting a natural gas rate decrease. Do you have any feedback for the Council?

the projected cost of gas from the previous month. The adjustment could be higher or lower than the value represented in this example.

### REMOVAL OF SUNSET CLAUSE LANGUAGE

The DPU is proposing in the draft ordinance to remove Section 40.154 (a) and (b). This language states that the Gas Consumption Charge (comprising the fixed cost recovery and the variable cost of gas charges) will expire on September 30, 2016, unless reenacted through an ordinance approved by County Council. As this rate structure has been beneficial to all DPU customers, DPU is proposing to the BPU and County Council that the sunset clause be removed. Further, annual reporting requirements that were adopted in fiscal year 2012 were added for the Board to gauge how the new rate was affecting DPU's natural gas customers. DPU will continue to provide updates to the Board upon request, but proposes to remove the language from the ordinance.

## Council to Consider Natural Gas Rate Decrease

Los Alamos County Council will consider adopting a natural gas rate decrease. Do you have any feedback for the Council?

As of September 22, 2016, 11:36 AM, this forum had:

Attendees:	48
Registered Statements:	3
All Statements:	4
Minutes of Public Comment:	12

This topic started on September 6, 2016, 1:32 PM.

## Council to Consider Natural Gas Rate Decrease

Los Alamos County Council will consider adopting a natural gas rate decrease. Do you have any feedback for the Council?

Name not shown inside EASTERN AREA

September 21, 2016, 3:44 PM

At the end of this topic is a double asterisk (\*\*) that includes these 2 sentences:

"Each month the adjustment will fluctuate based on the actual cost of gas and the projected cost of gas from the previous month. The adjustment could be higher or lower than the value represented in this example."

So - the price of natural gas goes up and down, and will be adjusted each month - if the price should go high at some point, we will pay it. Right now the price is low, and for the foreseeable future will be. If at some point natural gas becomes more expensive we will pay the price, even if it is more than what people are currently paying.

That said, paying what natural gas actually costs sounds reasonable.

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Name not shown inside NORTH MESA

September 10, 2016, 8:53 PM

I think this is a good idea especially since other utility rates will probably go up soon. It is refreshing to know rates can go down rather than always going up.

1 Supporter

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Peggy Pendergast inside EASTERN AREA

September 8, 2016, 10:32 PM

If as is stated " the system is in 'good repair' & no major work is in the foreseeable future".. I do believe that a reduction in the fees charged for gas to the county is appropriate. Thanks for soliciting this input.

2 Supporters

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# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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<b>Agenda No.:</b>	B.
<b>Index (Council Goals):</b>	* 2016 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure
<b>Presenters:</b>	Bob Westervelt, Deputy Utilities Manager - Finance/Admin
<b>Legislative File:</b>	CO0475-16b

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### Title

Incorporated County of Los Alamos Code Ordinance No. 02-267; An Ordinance Amending Chapter 40, Article III, Sections 40-171 and 40-175 of the Code of Ordinances of the Incorporated County of Los Alamos Pertaining to Potable Water Rates and Bulk Delivery Rates

### Recommended Action

**I move that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-267; an Ordinance Amending Chapter 40, Article III, Sections 40-171 and 40-175 of the Code of Ordinances of the Incorporated County of Los Alamos Pertaining to Potable Water Rates and Bulk Delivery Rates; I further move that, upon passage, the Ordinance be published in summary form.**

### Utilities Manager Recommendation

The Utilities Manager recommends that Council approve the motion as presented.

### Board, Commission or Committee Recommendation

The Board of Public Utilities recommends that Council approve the motion as presented.

### Body

At its regular meeting held June 15, 2016, the Los Alamos County Board of Public Utilities held preliminary discussion on the draft water rate ordinance presented here, and was briefed by staff on the budgetary and operational reasons for the proposed rate adjustment. On August 17 The Board held a public hearing at which the Board approved the proposed ordinance (attachment A) and directed it be forwarded to Council for adoption.

Continuing cool weather with consistent moderate rainfall has created a trend toward reduced water sales. Attachment B shows the historical consumption and the significant decline beginning in fiscal year 2014, which aligns with the noted change in weather patterns. While the DPU used to budget for 1½ percent increases in water sales volume each year, we are now projecting a more conservative constant annual sales quantity of 775,000 kgal, down from prior budget amounts over 880,000 kgal. Even with reduced sales, however, costs of operating and maintaining a complex water production and delivery system continue to increase. As attachment C shows, the DPU has invested almost \$28 million dollars in water system repair, replacement, and improvement projects since 2003. To continue a prudent level of maintenance and replacement with current sales projections, rate increases are necessary.

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In the FY2017 budget we projected a 10 percent increase in both wholesale and retail rates. It was recognized during budget formulation that 10 percent may not be enough to stabilize revenue at a level sufficient to support necessary operations and maintenance costs, but water sales are heavily dependent on weather. Rather than propose a higher increase at this time, staff is proposing an increase of 10 percent as budgeted, with continued monitoring of sales and weather projections to determine what future adjustments, if any, will be required.

To validate the necessity of the proposed rate increases, DPU finance staff looked at the assumptions that were used for those budget projections. As shown on Attachment D, the current cash balance projection for water distribution is \$845k lower than was projected when the FY16 budget was adopted. Sales are also lower, currently projected at 704,000 kgal, down from a budget projection of 850,000 kgal. As the attachment further shows, a 17.1 percent rate increase would be required to achieve the targeted FY17 year-end cash balance if present sales trends continue. Attachment E shows similar conditions for water production. Future longer term projections indicate that additional increases are likely to be needed to maintain cash at an acceptable level. Again, due to the variability of weather patterns and the close relationship between water sales and weather, staff suggests an incremental approach to rate adjustments is prudent.

Attachment F is a history of residential water rates charged Los Alamos residents back to 1999. As shown, the DPU reduced rates when the water system was transferred to County ownership and operation in 1999, while still maintaining a healthy cash reserve and performing significant infrastructure upgrades and replacement (refer again to Attachment C). Only with the rate action implementing tiered water rates in FY2014 did rates return to levels exceeding those 1999 levels, and only during peak season and at the higher rate tiers. With this proposed rate action, the base rate of \$4.61/kgal represents a 6 ½ percent increase over what residents were paying for water in 1999.

Attachment G is a rate comparison with certain neighboring communities, and further shows that even with this rate increase Los Alamos remains competitive with other New Mexico locations.

#### **Alternatives**

The existing rates could be retained, in which case funds would likely be insufficient to perform required and prudent water system maintenance or upgrades and staff would have to focus on the most critical areas to maintain service, rather than continuing a program to improve reliability, consistency in delivery volumes and pressures, and reduction of unaccounted for water (losses). Alternatively, Council could remand the ordinance back to the Board to consider a more aggressive rate strategy now rather than having to potentially revisit this issue again within the next year or two. Staff's concern and recommendation on this alternative is noted above.

#### **Fiscal and Staff Impact/Planned Item**

Staff impact is minimal. With current production and sales projections, the proposed increases would generate an additional \$713k revenue in water distribution and an additional \$333.5k revenue in water production, with approximately \$225k of that coming from the water distribution sub fund. Thus the net gain to the utility is \$821,500 overall.

#### **Attachments**

A - Code Ordinance 02-287

B - DOE and LAC Consumption history



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- C - Water system capital improvement summary
  - D - Pro Forma ten-year financial forecast, water distribution
  - E - Pro Forma ten-year financial forecast, water production
  - F - Residential water rate history
  - G - Water rate comparison with neighboring communities
  - H - Notice of Public Hearing
  - I - Public Comments from Open Forum

**INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. 02-267**

**AN ORDINANCE AMENDING CHAPTER 40, ARTICLE III, SECTIONS  
40-171 AND 40-175 OF THE CODE OF THE INCORPORATED COUNTY OF  
LOS ALAMOS PERTAINING TO POTABLE WATER RATES AND  
BULK DELIVERY RATES**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE INCORPORATED COUNTY OF LOS ALAMOS as follows:**

**Section 1.** Section 40-171 of the Code of the Incorporated County of Los Alamos is amended to read as follows:

Sec. 40-171. Potable water rate schedule 8-A.

(a) *Applicability.* Potable water rate schedule 8-A is applicable to all classes of retail customers whether commercial, residential or otherwise. The rate shall consist of a service charge plus a water consumption charge.

(b) *Service charge.*

<i>Water Meter Size</i>	<i>Service Charge Per Meter Per Month</i>
1-1/4 inch and under	\$ <del>7.93</del> <u>8.72</u>
1-1/2-inch	<del>25.12</del> <u>27.63</u>
2-inch	<del>37.50</del> <u>41.25</u>
2 1/2-inch, 3-inch	<del>74.00</del> <u>81.40</u>
4-inch	<del>126.00</del> <u>138.60</u>
6-inch	<del>266.00</del> <u>292.60</u>
8 inch	<del>439.50</del> <u>483.45</u>

(c) *Water consumption charge.* The water consumption charge shall be charged to each customer billed under rate schedule 8-A according to the following schedule:

Consumption Oct—Apr (Non-Peak Season) Commodity Rate Per 1,000 Gallons				Consumption May—Sept (Peak Season) Commodity Rate Per 1,000 Gallons			
Monthly usage	<9,000 gal	9—15,000 gal	>15,000 gal	Monthly usage	<9,000 gal	9—15,000 gal	>15,000 gal
Residential	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	Residential	<del>4.19</del> <u>4.61</u>	<del>4.45</del> <u>4.90</u>	<del>5.32</del> <u>5.85</u>
Multi-family	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	Multi-family	<del>4.19</del> <u>4.61</u>	<del>4.40</del> <u>4.84</u>	<del>4.50</del> <u>4.95</u>
Commercial	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	Commercial	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>
County/Schools	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	County/Schools	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>	<del>4.19</del> <u>4.61</u>

**Section 2.** Section 40-175 of the Code of the Incorporated County of Los Alamos is amended to read as follows:

Sec. 40-175. Bulk delivery rate schedule 8-D.

(a) Applicability. Schedule 8-D is applicable to all bulk water sold and delivered to bulk points of delivery. The rate shall consist of a service charge plus a water consumption charge.

(b) The bulk delivery rate for water sold and delivered to bulk points of delivery shall be ~~\$2.88~~\$3.17 per 1,000 gallons.

(c) The customer service charge for water sold and delivered to bulk points of delivery shall be ~~\$542.00~~\$596.20 per month per customer.

**Section 3. Effective Date.** This Ordinance shall become effective upon adoption with the amended water rates being applied for all billing on or after September 1, 2016.

**Section 4. Severability.** Should any section, paragraph, clause or provision of this ordinance, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this ordinance.

**Section 5. Repealer.** All ordinance or resolutions, or parts thereof, inconsistent herewith are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution, or part thereof, heretofore repealed.

**ADOPTED** this 27th day of September, 2016.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

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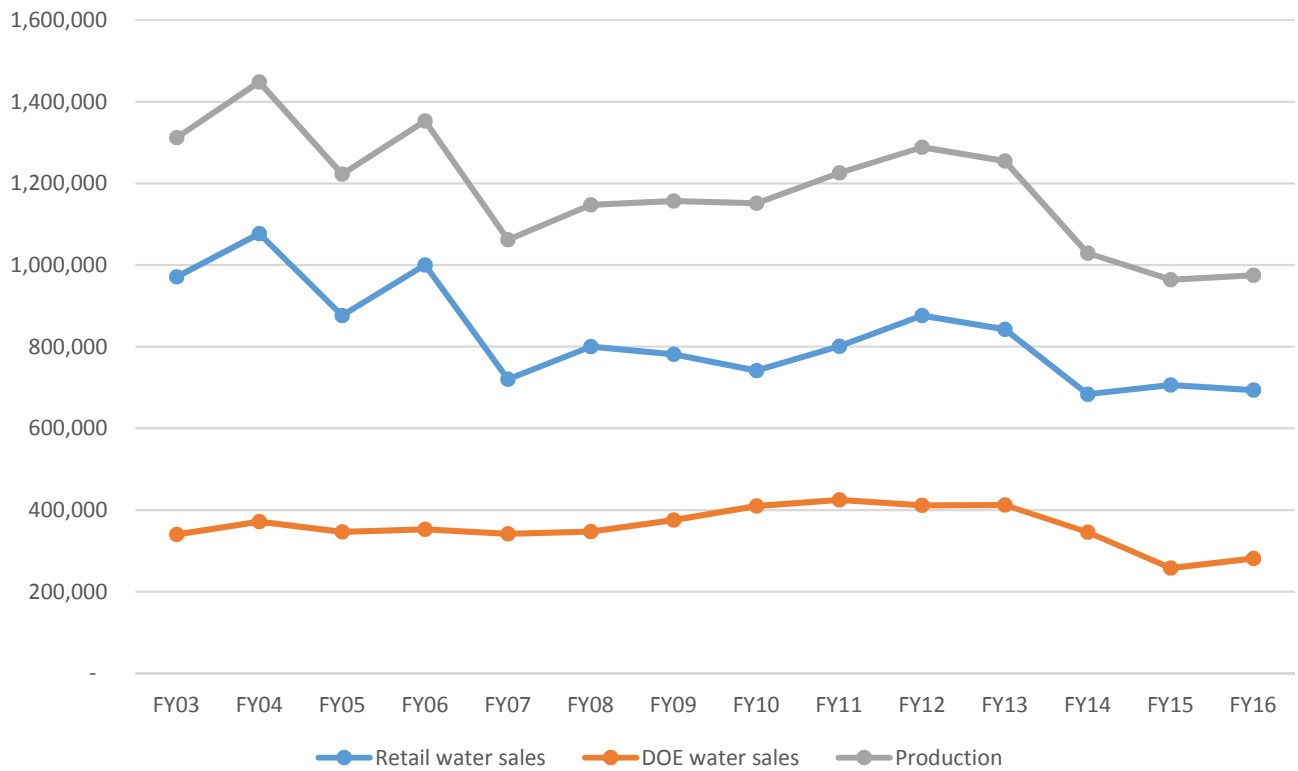
**Rick Reiss  
Council Chair**

**ATTEST: (SEAL)**

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**Sharon Stover  
Los Alamos County Clerk**

Water Production: Retail, DOE, Total Production  
FY03 through FY16



KGAL	Retail water sales	DOE water sales	Production
FY03	971,324	340,433	1,311,757
FY04	1,076,993	371,535	1,448,528
FY05	876,445	346,428	1,222,873
FY06	999,920	352,456	1,352,376
FY07	720,433	341,555	1,061,988
FY08	800,273	346,825	1,147,098
FY09	781,692	375,232	1,156,924
FY10	741,277	410,008	1,151,285
FY11	800,842	424,728	1,225,570
FY12	876,360	411,764	1,288,124
FY13	842,344	412,301	1,254,645
FY14	683,637	345,420	1,029,057
FY15	706,356	257,704	964,060
FY16	693,336	281,512	974,848

**Water System Capital Improvement Summary  
2003 to 2012**

Year	Project	Cost	Installed
2003	North Road Phase I	\$629,450.00	3300 feet of 10", 12" and 16" water line
2003	Arizona Tank	\$4,349,811.00	7,750,000 gallon water tank
2004	North Road Phase II	\$181,700.00	New 1250' 10" water line
2006	Burned Area Reconstruction	\$7,744,478.00	Seven miles of water line (8" & 18")
2005	Villa Street, 33rd, 35th & 34th Street Water	\$554,330.00	7600' 8" PVC
2005	Arizona Tank 12" Water Replacement	\$348,325.00	957' 12" DI, 314' 8" DI
2005	Pajarito Booster Tank No. 3 Repaint	\$319,375.00	Lead Abate and Repaint
2006	Manhattan Loop & 15th Street Water Replacement	\$951,167.00	2600' 8" PVC
2007	46th & 47th Street Replacement	\$327,953.00	1402' 8" PVC
2007	20th Street 8" Water Replacement	\$68,008.00	230' 8" PVC
2007	Diamond Drive Phase 1	\$1,375,963.00	2712' 16" DI, 1774' 14" DI, 1400' 8" PVC, 2 PRV Replacements
2008	Deacon Street 8" Water Replacement	\$142,884.00	760' 8" PVC
2008	East Drive 8" Replacement	\$62,822.00	865' 8" PVC & new PRV
2008	Golf Course & San Ildefonso Waterlines	\$672,763.00	1635' 14" DI, 2633' 16" DI
2008	Pajarito Well No. 3 MCC Replacement	\$191,209.00	New VFD MCC
2008	Diamond Drive Phase 2	\$773,975.00	3720' 8" PVC, 347' 16" HDPE, 199' 12" DI
2009	White Rock Fire Station	\$287,738.00	1408' 14" DI, 1400' 8" PVC
2009	Camp May Fire Protection	\$927,085.00	2086' 8" DI, 1684' 10" DI, 250,000 Gallon Tank
2009	Diamond Phase 3	\$713,625.00	172' 16" DI, 2363' 12" DI, 382' 8" PVC
2009	Pajarito Booster Pumpo - PRV	\$170,963.00	259' 12" DI, 72' 14" DI, 12"x6" PRV, 12" Meter
2010	Diamond Drive Phase 4	\$493,322.00	2421' 16" DI, 1631' 8" CI
2010	Diamond Drive Phase 5	\$231,930.00	322' 8" PVC, 334' 12" DI, 214' 12" DI
2010	Pajarito Booster Tank No. 1 Repaint	\$337,358.00	Lead Abate and Repaint
2010	Gold Street Water Replacement	\$62,970.00	403' 8" DI
2010	Airport Fire Hydrant Extension	\$147,044.00	1949' 8" PVC, 5 Fire Hydrants
2010	PRV Replacement Grand Canyon & Sherwood	\$51,474.00	New 8" x 1-1/2" PRV Station
2011	New Tank Pajarito Booster 2 / Repaint Existing Tank	\$862,000.00	New 250,000 Gallon Tank & Repaint Existing Tank
2012	Iris Water Replacement	\$174,000.00	1600' 8" PVC
2012	Eastern Area Phase I Water	\$460,000.00	2650' 8" PVC
2012	East Gate PRV Replacement	\$50,000.00	Replace PRV Station
2012	Pajarito Booster Stations MCC Replacements	\$495,000.00	New MCC, Electrical Upgrades
2012	Community Tank Repainting	\$477,000.00	Lead Abate and Paint Existing Tank
2012	Pajarito Tank 4 Repainting	\$490,000.00	Lead Abate and Paint Existing Tank
2013	East gate PRV Replacement	\$49,927.00	New 8" x 1-1/2" PRV Station
2013	Community Tank Repainting	\$410,635.00	Lead Abate and Paint Existing Tank
2013	Western Area Phase I	\$539,745.00	Replace existng 6" CI with neew 8" PVC and all new servcies
2013	Eastern Area Phase II Water	\$376,212.00	Replace existing 6" CI with new 8" PVC and all new servcies
2014	Western Area Phase II	\$310,000.00	Replace existing 6" CI with new 8" PVC and all new servcies
2015	Western Area Phase III	\$625,000.00	Replace existing 6" CI with new 8" PVC and all new servcies
2015	Paint Pajarito Well Tank No. 5	\$325,000.00	Lead Abate and Repaint
<b>Total Capital Investment in Water System</b>		<b>\$27,762,241.00</b>	

Los Alamos County Utilities Department  
Financial Forecast  
Water Distribution

*Inflationary assumption applied to forecasted years 1.50%*

ADOPTED/ REVISED 2016	PROJECTED 2016	BUDGET 2017	BUDGET 2018	FORECAST 2019	FORECAST 2020	FORECAST 2021	FORECAST 2022	FORECAST 2023	FORECAST 2024	FORECAST 2025	FORECAST 2026
<b>Expenditure Forecast</b>											
Supervision, Misc Direct Admin	187,537	182,979	187,327	190,137	192,989	195,884	198,822	201,804	204,831	207,904	211,022
Hydrants	63,511	58,860	59,924	60,822	61,735	62,661	63,601	64,555	65,523	66,506	67,504
Water Distribution	287,364	403,106	374,051	379,662	379,662	385,357	391,137	397,004	402,959	409,003	415,138
Water Meters	329,408	691,840	699,124	709,611	720,255	731,059	742,025	753,155	764,452	775,919	787,558
Interdepartmental Charges	225,566	251,649	251,649	255,424	259,255	263,144	267,091	271,097	275,164	279,291	283,481
Administrative Division Allocation	549,637	574,794	570,935	579,499	588,192	597,014	605,970	615,059	624,285	633,649	643,154
Cost of Water	2,452,420	2,329,799	2,456,750	2,556,003	2,607,123	2,659,265	2,712,451	2,766,700	2,822,034	2,878,474	2,936,044
Capital Annuity											
Capital	2,142,527	372,000	0	0	781,376	781,376	781,376	781,376	781,376	781,376	781,376
Total Operation Expenses	4,095,443	3,972,822	4,619,978	4,725,547	4,809,210	4,894,384	4,981,096	5,069,374	5,159,248	5,250,747	5,343,901
Total Capital Expenditures	2,142,527	372,000	0	0	781,376	781,376	781,376	781,376	781,376	781,376	781,376
<b>Total Expenditures</b>	<b>6,237,970</b>	<b>4,344,822</b>	<b>4,619,978</b>	<b>5,506,923</b>	<b>5,590,586</b>	<b>5,675,760</b>	<b>5,762,472</b>	<b>5,850,750</b>	<b>5,940,624</b>	<b>6,032,123</b>	<b>6,125,277</b>

<b>Revenue Forecast</b>	850,000	704,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000
kgal Sales	\$ 5.43	\$ 5.39	\$ 6.31	\$ 6.31	\$ 6.62	\$ 6.96	\$ 6.96	\$ 7.30	\$ 7.30	\$ 7.30	\$ 7.30
Revenue per kgal											
<b>Rate Increase Percentage</b>											
Total Sales Revenue	\$ 4,613,800	\$ 3,793,000	4,889,549	4,889,549	5,134,026	5,390,728	5,390,728	5,660,264	5,660,264	5,660,264	5,660,264
Interest on Utility Reserves	62,000	5,072	21,000	21,000	21,315	21,315	21,315	21,315	21,315	21,315	21,315
Revenue on Recoverable Work	150,000	45,000	30,000	30,000	30,907	31,370	31,841	32,319	32,803	33,295	33,795
Total Cash Inflow from Operations	4,825,800	3,843,072	4,940,549	4,940,549	5,186,248	5,443,413	5,443,883	5,713,897	5,714,382	5,714,874	5,715,374
<b>Net Cash Flow</b>	(1,412,170)	(501,750)	320,571	297,182	(321,131)	(232,347)	(318,588)	(136,853)	(226,242)	(317,249)	(409,903)
Cumulative Net Cash Flow		(501,750)	(181,179)	116,003	(205,129)	(609,466)	(841,813)	(1,160,401)	(1,523,496)	(1,840,745)	(2,250,649)
Cash Balance at June 30	1,530,054	1,100,054	1,420,625	1,717,807	1,396,675	992,338	759,991	441,403	78,308	(238,941)	(648,845)
Cash Balance from adopted budget	2,375,147		1,420,109	1,717,291	1,396,160	991,822	759,475	304,034	77,792	(239,457)	(649,360)

**SUMMARY OF ASSUMPTIONS IN BUDGETING AND PROJECTING**

what we reduced approved 16 budget by when 17 budget was prepared	845,092.73	1,420,109	target year end cash as budgeted
ending FY16 cash assumed for FY17 budget	1,530,054		
assumed net income shortfall for fy17	430,000		
revised "starting" cash available	1,100,054	1,420,625	adjust rate % to make this match D47

Los Alamos County Utilities Department  
Financial Forecast  
Water Production

	BUDGET 2017	BUDGET 2018	FORECAST 2019	FORECAST 2020	FORECAST 2021	FORECAST 2022	FORECAST 2023	FORECAST 2024	FORECAST 2025	FORECAST 2026
Supervision and Operations	967,952	983,755	998,511	1,013,489	1,028,691	1,044,122	1,059,784	1,075,680	1,091,815	1,108,193
Pumping Power	800,000	800,000	774,300	774,300	774,300	774,300	774,300	774,300	774,300	774,300
Wells	137,508	138,775	140,857	142,970	145,114	147,291	149,500	151,743	154,019	156,329
Booster Pump Stations	125,236	126,754	128,655	130,585	132,544	134,532	136,550	138,598	140,677	142,788
Treatment	105,199	105,595	107,179	108,787	110,418	112,075	113,756	115,462	117,194	118,952
Storage Tanks	19,600	19,798	20,095	20,397	20,703	21,013	21,328	21,648	21,973	22,303
Transmission Lines	65,509	66,248	67,242	68,250	69,274	70,313	71,368	72,438	73,525	74,628
Non Potable System	642,187	372,422	378,008	383,678	389,434	395,275	401,204	407,222	413,331	419,531
Interdepartmental Charges	263,893	263,893	267,851	271,869	275,947	280,086	284,288	288,552	292,880	297,274
Administrative Division Allocation	502,727	499,261	506,750	514,351	522,066	529,897	537,846	545,914	554,102	562,414
State Water Tax	45,000	45,000	45,675	46,360	47,056	47,761	48,478	49,205	49,943	50,692
Debt Service	254,182	279,496	300,961	329,249	363,657	383,583	668,186	682,822	556,213	391,332
Capital Annuity			1,262,401	1,262,401	1,262,401	1,262,401	1,262,401	1,262,401	1,262,401	1,262,401
Capital	-	250,000								
Capital Paid with Debt/Grants/Reimb	4,644,400	825,000	950,000	1,100,000	1,300,000	750,000	650,000	925,000	525,000	
Capital Paid with Cash	3,000,000									
Total Operation Expenses	3,928,992	3,700,998	3,736,086	3,804,286	3,879,205	3,940,250	4,266,588	4,323,586	4,239,974	4,118,734
Total Capital Expenditures	7,644,400	1,075,000	2,212,401	2,362,401	2,562,401	2,012,401	1,912,401	2,187,401	1,787,401	1,262,401
Total Cash Outflow	11,573,392	4,775,998	5,948,487	6,166,687	6,441,606	5,952,651	6,178,989	6,510,987	6,027,375	5,381,135
<b>Revenue Forecast</b>										
<b>Rate Increase Percentage</b>	<b>10.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>
Production in thousand gallons	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000
Revenue per thousand gallons	\$ 3.17	\$ 3.23	\$ 3.30	\$ 3.36	\$ 3.43	\$ 3.50	\$ 3.57	\$ 3.64	\$ 3.71	\$ 3.79
WP sales revenue	\$ 3,643,200	\$ 3,716,064	\$ 3,790,385	\$ 3,866,193	\$ 3,943,517	\$ 4,022,387	\$ 4,102,835	\$ 4,184,892	\$ 4,268,589	\$ 4,353,961
Non-potable production in thousand gallons	\$ 66,584	\$ 66,584	\$ 66,584	\$ 66,584	\$ 66,584	\$ 66,584	\$ 66,584	\$ 66,584	\$ 66,584	\$ 66,584
Non-potable rate per thousand gallons	\$ 1.15	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50
Non-potable sales revenue	\$ 76,572	\$ 166,460	\$ 166,460	\$ 166,460	\$ 166,460	\$ 166,460	\$ 166,460	\$ 166,460	\$ 166,460	\$ 166,460
<b>Total Sales Revenue</b>	<b>\$ 3,719,772</b>	<b>\$ 3,882,524</b>	<b>\$ 3,956,845</b>	<b>\$ 4,032,653</b>	<b>\$ 4,109,977</b>	<b>\$ 4,188,847</b>	<b>\$ 4,269,295</b>	<b>\$ 4,351,352</b>	<b>\$ 4,435,049</b>	<b>\$ 4,520,421</b>
Repayment and Interest on Inter-Utility Loans	187,569	187,569	187,569	187,569	187,569	187,569	187,569	187,569	187,569	187,569
Interest on Utility Reserves	92,000	63,750	76,912	69,416	61,921	54,376	46,933	36,957	27,069	18,692
Bond Federal Subsidy	27,576	27,576	27,576	27,576	27,576	27,576	27,576	21,338	14,940	14,940
Econ Dev Fund/Ski Hill Reimb	4,000,000									
Federal or State Grant/Loan	644,400	825,000	950,000	1,100,000	1,300,000	750,000	650,000	925,000	525,000	-
Total Cash Inflow	8,671,317	4,986,419	5,198,902	5,417,214	5,687,043	5,208,368	5,181,373	5,522,215	5,189,627	4,741,621
Net Cash Flow	(2,902,075)	210,421	(749,584)	(749,473)	(754,563)	(744,283)	(997,616)	(988,772)	(837,748)	(639,513)
Cumulative Net Cash Flow	(2,902,075)	(2,691,654)	(3,441,238)	(4,190,711)	(4,945,274)	(5,689,557)	(6,687,173)	(7,675,945)	(8,513,692)	(9,153,206)
Cash Balance	7,480,780	7,691,201	6,941,617	6,192,144	5,437,581	4,693,299	3,695,682	2,706,911	1,869,163	1,229,650

## Residential water rates 1999-2016

Started	Ended	Rate per 1000 gallons	
prior to 1999	4/19/1999	\$ 4.32	
4/21/1999	3/23/2010	3.72	
3/24/2010	7/5/2011	3.95	
7/6/2011	7/8/2014	4.19	
7/9/2014	current rate	4.19	up to 9000 gallons in summer / winter rate
7/9/2014	current rate	*4.45	9000 - 15000 gallons in summer
7/9/2014	current rate	*5.32	> 15000 gallons in summer

\* Current tiered water rates are in effect during the summer watering season (May 1 through Sept. 30).



Los Alamos County Utilities Department  
Water Rate Comparison

**SAMPLE RESIDENTIAL BILL - Assuming 5/8" Meter & PEAK Season\***

Monthly Usage	Current Los Alamos **	Proposed Los Alamos **	Santa Fe**	Espanola	Taos**	Rio Rancho**	Albuquerque Bernalillo County Water Utility Authority***
4,000 Gallons	\$ 24.69	\$ 27.16	\$ 61.07	\$ 37.75	\$ 18.44	\$ 31.97	\$ 22.62
8,000 Gallons	\$ 41.45	\$ 45.60	\$ 116.63	\$ 62.07	\$ 37.80	\$ 52.55	\$ 32.04
14,000 Gallons	\$ 67.85	\$ 74.66	\$ 246.95	\$ 98.55	\$ 76.52	\$ 86.17	\$ 46.16
16,000 Gallons	\$ 77.66	\$ 85.46	\$ 290.39	\$ 110.71	\$ 92.00	\$ 97.63	\$ 50.87
20,000 Gallons	\$ 98.94	\$ 108.86	\$ 377.27	\$ 135.03	\$ 122.96	\$ 120.55	\$ 60.29
30,000 Gallons	\$ 152.14	\$ 167.36	\$ 594.47	\$ 195.83	\$ 200.36	\$ 177.85	\$ 83.82

\* For comparison purposes, August was used for all locations

\*\* Tiered or Seasonal Rates apply for this jurisdiction

\*\*\* Rates shown DO NOT include the surcharges for usage in excess of a citizen's water budget calculated by season and winter mean which can be up to 100% of commodity charge. Drought surcharges of up to 400 percent may also apply.

**NOTICE OF CODE ORDINANCE NO. 02-267**

**STATE OF NEW MEXICO, COUNTY OF LOS ALAMOS**

Notice is hereby given that the Council, Incorporated County of Los Alamos, State of New Mexico, has directed publication of Los Alamos County Code Ordinance No. 02-267. This will be considered by the County Council at an open meeting on Tuesday, September 27, 2016 at 6:00 PM, at the LA Municipal Building: 1000 Central Ave. The full copy is available for inspection or purchase, during regular business hours, in the County Clerk's Office: 1000 Central Ave, Suite 240.

Council of the Incorporated County of Los Alamos

By: /s/ Rick Reiss, Council Chair

Attest: /s/ Sharon Stover, County Clerk

**INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. 02-267**

**AN ORDINANCE AMENDING CHAPTER 40, ARTICLE III, SECTIONS 40-171 AND 40-175 OF THE CODE OF THE  
INCORPORATED COUNTY OF LOS ALAMOS PERTAINING TO POTABLE WATER RATES AND BULK DELIVERY RATES**

# Council to Consider Water Rate Increase

*Los Alamos County Council will consider adopting a proposed water rate increase at the September 27 Public Hearing. Do you have any feedback for the Council?*

All Registered Statements sorted chronologically

As of September 22, 2016, 11:35 AM



*Open Forum is not a certified voting system or ballot box. As with any public comment process, participation in Open Forum is voluntary. The statements in this record are not necessarily representative of the whole population, nor do they reflect the opinions of any government agency or elected officials.*

# Council to Consider Water Rate Increase

*Los Alamos County Council will consider adopting a proposed water rate increase at the September 27 Public Hearing. Do you have any feedback for the Council?*

## Introduction

The Department of Public Utilities (DPU) and the Board of Public Utilities (BPU) recommend the County Council adopt a draft ordinance to increase retail and wholesale water rates by 10-percent at the September 27th Public Hearing. Open to the public, the hearing on the proposed rate is scheduled for:

Tuesday, September 27th at 6 PM  
Municipal Building, Council Chambers  
1000 Central Avenue, Los Alamos, NM.

If adopted, the new rates will become effective immediately.

LINK TO THE DRAFT ORDINANCE: [https://pd-oth.s3.amazonaws.com/production/uploads/portals/119/forum/345/issue/3969/issue\\_asset/asset/5273/DPU\\_PO160817WaterOrd02-267.pdf](https://pd-oth.s3.amazonaws.com/production/uploads/portals/119/forum/345/issue/3969/issue_asset/asset/5273/DPU_PO160817WaterOrd02-267.pdf)

Recent water sales have not matched the forecasted volume, driving the need for a rate increase. Rates are designed to allow the DPU to recover its costs, as well as bring in reasonable revenue to maintain reliable water services to Los Alamos County.

## COMMENTS

Please provide comments on this open forum page before 11:59PM on Wednesday, September 21st. All comments from this forum will be shared with the County Councilors prior to the hearing. Members of the public are also welcome to provide public comment in person to the September 27th hearing.

## RETAIL RATES

The draft ordinance proposes a 10-percent rate increase across the board for retail customers' monthly service fee and the commodity rate. Retail customers include commercial, county/schools, residential, and multifamily.

## MONTHLY SERVICE FEE

Water Meter Size	Existing Monthly Fee	Proposed Monthly Fee
1-1/4 inch & under	\$7.93	\$8.72
1-1/2 inch	\$25.12	\$27.63
2-inch	\$37.50	\$41.25
2-1/2-inch, 3-inch	\$74.00	\$81.40
4-inch	\$126.00	\$138.60
6-inch	\$266.00	\$292.60
8-inch	\$439.50	\$483.45

## COMMODITY RATE:

# Council to Consider Water Rate Increase

*Los Alamos County Council will consider adopting a proposed water rate increase at the September 27 Public Hearing. Do you have any feedback for the Council?*

The commodity rate for all commercial, county and school customers is one rate per 1,000 gallons consumed all year.

Residential and multifamily customers are on a seasonal water rate. Off-peak season begins October 1 through April 30 and is one rate per 1,000 gallons consumed with no tiers (the same as commercial, county and school customers).

Customer Class	Existing Rate	Proposed Rate
Commercial (all year)	\$4.19/1,000 gallons	\$4.61/1,000 gallons
County/Schools (all year)	\$4.19/1,000 gallons	\$4.61/1,000 gallons
Residential (off-peak)	\$4.19/1,000 gallons	\$4.61/1,000 gallons
Multifamily (off-peak)	\$4.19/1,000 gallons	\$4.61/1,000 gallons

## Peak Season - Tiered Water Rates

Peak season begins May 1 and continues through September 30. It applies a tiered water rate only to residential and multifamily customers and is designed to recover higher costs associated with higher consumption. Comprising three different rates per 1,000 gallons consumed, the tiers are based on the following: Tier 1) first 9,000 gallons; Tier 2) between 9,000 and 15,000 gallons, and Tier 3) above 15,000 gallons.

RESIDENTIAL (PEAK SEASON)	Existing Rate	Proposed Rate
Tier 1 Rate: <9,000 gallons	\$4.19/1,000 gallons	\$4.61/1,000 gallons
Tier 2 Rate: 9,000 - 15,000 gallons	\$4.45/1,000 gallons	\$4.90/1,000 gallons
Tier 3 Rate: >15,000 gallons	\$5.32/1,000 gallons	\$5.85/1,000 gallons

MULTIFAMILY (PEAK SEASON)	Existing Rate	Proposed Rate
Tier 1 Rate: <9,000 gallons	\$4.19/1,000 gallons	\$4.61/1,000 gallons
Tier 2 Rate: 9,000 - 15,000 gallons	\$4.40/1,000 gallons	\$4.84/1,000 gallons
Tier 3 Rate: >15,000 gallons	\$4.50/1,000 gallons	\$4.95/1,000 gallons

## EXAMPLE WATER BILL

The following are examples of a monthly water bill for a typical RESIDENTIAL customer with a one inch meter.

January (Off-Peak Season) water bill for consumption of 6,000 gallons

January (Off-Peak Season) 6,000 gallons	Existing Rate	Proposed Rate
Monthly Service Fee	\$7.93	\$8.72
Commodity Rate/1,000 gallons	$\$4.19 \times 6 = \$25.14$	$\$4.61 \times 6 = \$27.66$
TOTAL BILL	\$33.07	\$36.38

July (Peak Season) water bill for consumption of 12,000 gallons.

July (Peak Season) 12,000 gallons	Existing Rate	Proposed Rate
Monthly Service Fee	\$7.93	\$8.72

## Council to Consider Water Rate Increase

Los Alamos County Council will consider adopting a proposed water rate increase at the September 27 Public Hearing. Do you have any feedback for the Council?

Tier 1 Rate/1,000 gallons	$\$4.19 \times 9 = \$37.71$	$\$4.61 \times 9 = \$41.49$
Tier 2 Rate/1,000 gallons	$\$4.45 \times 3 = \$13.35$	$\$4.90 \times 3 = \$14.70$
TOTAL BILL	\$58.99	\$64.91
WHOLESALE RATES		

Wholesale or bulk water rates apply only to the Los Alamos National Laboratory and the Department of Public Utilities Water Distribution Division. These two entities purchase bulk water and then distribute the water to their respective customers. The draft ordinance proposes a 10-percent increase as follows:

Wholesale Rates	Existing Rate	Proposed Rate
Monthly Service Fee	\$542.00	\$596.20
Commodity Rate/1,000 gallons	\$2.88	\$3.17

## Council to Consider Water Rate Increase

Los Alamos County Council will consider adopting a proposed water rate increase at the September 27 Public Hearing. Do you have any feedback for the Council?

As of September 22, 2016, 11:35 AM, this forum had:

Attendees:	66
Registered Statements:	9
All Statements:	11
Minutes of Public Comment:	33

This topic started on September 6, 2016, 1:01 PM.

## Council to Consider Water Rate Increase

Los Alamos County Council will consider adopting a proposed water rate increase at the September 27 Public Hearing. Do you have any feedback for the Council?

Name not shown inside EASTERN AREA

September 21, 2016, 1:11 PM

Punishing people for conserving water. 10% is a large increase. What if we go through a dry period and water use goes up? Will the rate go back to what it was? There is no mention of this contingency. Don't like the idea of being made to pay for water conservation. No.

"Rates are designed to allow the DPU to recover its costs, as well as bring in reasonable revenue to maintain reliable water services to Los Alamos County." What are the details of these costs? Where exactly in detail is this money going to go? Too many unanswered questions, not enough transparency at this point.

Name not shown inside LA VISTA

September 21, 2016, 8:42 AM

The need to raise water rates to maintain the county water system is understandable. The increases to the monthly service rates seem appropriate. However, the proposed rates for consumption disproportionately penalize individual residential homeowners, particularly homeowners in White Rock which receives less rainfall than Los Alamos. Suggest that either (1) the residential rates match the multi-family rates or (2) the top tier residential rate (>15,000 gallons) remain unchanged at 5.325 as it is already significantly higher than the mid tier rate.

2 Supporters

Name not shown inside NORTH MESA

September 19, 2016, 3:38 PM

Perhaps, given the changes on how people use utilities (not just water) - the DPU should consider having a fee structure that more closely matches 1. flat rates for infrastructure and 2. actual cost of water for variable rates. This change (both with water rates and gas) is due to an outdated fee structure. And the DPU can stop giving out conflicting information - (Conserve water / gas/ electricity) and (your rates will go up when you actually conserve) - in effect, we make efforts to conserve but then pay the same total amount - there is no real incentive to conserve!!

3 Supporters

George Chandler inside EASTERN AREA

September 10, 2016, 11:07 AM

The proposed increase is not enough to catch up with projected expenses. The water system is required by the charter to be run at breakeven and to maintain reserves. That has not been done. By keeping rates low for many years the water distribution system has fallen into a deficit position and maintenance has been deferred to the point that homeowners in older parts of town are threatened with frequent catastrophic failures. It's a total misrepresentation that the reserves have been "healthy": the distribution system reserve is near zero and the distribution system budget for replacement this year was zeroed out. I suggest passing this increase and directing the Utility Board to come back with another increase in the near future to put the water system on a path to recovery ASAP.



## Council to Consider Water Rate Increase

Los Alamos County Council will consider adopting a proposed water rate increase at the September 27 Public Hearing. Do you have any feedback for the Council?

2 Supporters

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Name not shown inside PAJARITO ACRES

September 9, 2016, 9:10 PM

Increasing water rates after one season of decreased use is premature. we do not need a water rate increase and I do not support this proposal.

1 Supporter

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Justin Tokash inside NORTH MESA

September 9, 2016, 1:37 AM

This is insane. No, no, no. Do any of you at the DPU or at the County Council have even the slightest knowledge of basic economics? If prices go up, then usage goes down; so when usage goes down, revenue goes down too. It's really that simple. Use your brains for once and stop raking us over the coals for your inability to plan and spend properly.

2 Supporters

---

Peggy Pendergast inside EASTERN AREA

September 8, 2016, 10:40 PM

We, the citizens of Los Alamos County has been asked to reduce our water usage. We, the community complied. The county states now states that water usage has not been 'great enough' ( paraphrased) and therefore a rate increase is being considered to off-set this situation!!!

This smacks' of a catch-22!

I put forth my statement towards this question by the County ...NO TO ANY INCREASE!

5 Supporters

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Neale Pickett inside DENVER STEELS

September 8, 2016, 6:09 PM

I have read the proposal and would not mind if it were enacted.

1 Supporter

---

Richard Klamann inside WHITE ROCK

September 8, 2016, 9:41 AM

Oh what fun! This part of BPU's press release suggests the rates must go up because we are not using enough water:

"Continuing cool weather with consistent moderate rainfall has created a trend toward reduced water sales. Even with reduced sales, however, costs of operating and maintaining a complex water production and delivery

## Council to Consider Water Rate Increase

Los Alamos County Council will consider adopting a proposed water rate increase at the September 27 Public Hearing. Do you have any feedback for the Council?

system continue to increase. [ ... ] To continue a prudent level of maintenance and replacement with current sales projections, rate increases are necessary."

This part of the press release suggests that rates for heavy users were increased because, as a whole, we are using too much water:

"Peak season begins May 1 and continues through September 30. It applies a tiered water rate only to residential and multifamily customers and is designed to recover higher costs associated with higher consumption."

1 Supporter

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# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** C.  
**Index (Council Goals):**  
**Presenters:** Paul Andrus  
**Legislative File:** CO0477-16b

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### **Title**

**Incorporated County Of Los Alamos Code Ordinance No. 02-269 An Ordinance Amending Chapter 34, Article I, Of The Los Alamos County Code Of Ordinances By Adding Sections 34-20 Through 34-23 To Require Property Owners And Occupants To Remove And Properly Dispose Of All Snow Accumulated On, Adjacent, And Abutting Sidewalks.**

### **Recommended Action**

**I move that Council adopt Incorporated County Of Los Alamos Code Ordinance Ordinance No. 02-269 and ask the staff to ensure that it is published as provided in the County Charter.**

### **County Manager's Recommendation**

The County Manager recommends that Council adopt Incorporated County of Los Alamos Ordinance No. 02-269.

### **Body**

At the August 18, 2015 Council Work Session, staff provided an overview of commonly reported nuisance complaints and other neighborhood concerns, along with potential enforcement or other responses the County could implement to address those issues. Based on discussion resulting from that presentation, Council directed staff to bring back specific strategies for Council consideration and potential action, which included recommended ordinances addressing building permit timeframes, unhitched trailers in the public right of way and property maintenance requirements in the public-right-of-way (weed mitigation). Those Ordinances were ultimately approved by Council in January of 2016.

This ordinance addresses one other concern that was previously expressed as a high priority, which involves the need for timely snow and ice removal on public sidewalks to ensure clear and safe passage after a snow event. The County Public Works Department follows the adopted Snow and Ice Control Plan, which is updated every year. As part of the Snow and Ice Control Plan, the County also ensures that designated Safe Routes to School are clear during the school session. The Safe Routes to School map is attached for reference (Attachment B).

From a policy and operational standpoint, this ordinance does not propose to make any changes to the existing Snow and Ice Control Plan. While a public sidewalk is a benefit to adjacent properties and property owners, there are on-going needs to ensure safe and accessible passage along those sidewalks during the months when snowfall is common.

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New Mexico state law (NMSA 1978, § 3-49-1) allows for municipalities to require owners to keep sidewalks free from snow or any other obstruction.

Snow removal ordinances are very common as many municipalities have had snow removal ordinances in place for years. Attachment C, *Review of Other Jurisdictions for Snow Removal Ordinances*, provides a comparative analysis of how other communities have addressed this issue of snow and ice removal on public sidewalks. In those communities that have adopted ordinances regarding snow removal by adjacent property owners, there is typically a requirement that sidewalks are made safe and passable within a specified period of time after a snow event or storm.

This ordinance was drafted with the intention to provide the least restrictive means to ensure the public's continued safety while giving county officials the ability to work with property owners to ensure a safe and secure public right-of-way. Specifically, property owners or occupants will be required to remove snow and ice on sidewalks in front of and adjoining their property(s) within 24 hours of a snow event. It further stipulates that any snow and ice that is removed from the sidewalk is not to be disposed of into the street or other public areas or in such a way to obstruct a fire hydrant, utility meter or electrical transformer box.

It is anticipated that this ordinance will be administered predominantly on a complaint basis. In instances where it is deemed that an owner or occupant is physically unable to remove the snow or ice, County staff will make necessary efforts to find options to assist them.

#### **Alternatives**

Council could choose to not adopt this new ordinance.

#### **Attachments**

- A - Incorporated County of Los Alamos Code Ordinance No. 02-269
- B - Safe Routes to School Map
- C - Review of Other Jurisdictions for Snow Removal Ordinances

**INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. 02-269**

**AN ORDINANCE AMENDING CHAPTER 34, ARTICLE I, OF THE LOS ALAMOS COUNTY CODE OF ORDINANCES BY ADDING SECTIONS 34-20 THROUGH 34-23 TO REQUIRE PROPERTY OWNERS AND OCCUPANTS TO REMOVE AND PROPERLY DISPOSE OF ALL SNOW ACCUMULATED ON, ADJACENT, AND ABUTTING SIDEWALKS.**

**WHEREAS**, State statute, NMSA 1978, § 3-49-1, gives the Incorporated County of Los Alamos ("County") the authority to regulate the maintenance and operation of certain public areas including public ways, easements, right-of-ways, avenues, dividers, medians, curbs, gutters, streets, roads, and sidewalks within its jurisdiction; and

**WHEREAS**, winter storms in the County can impede vehicular, bicycling, and pedestrian traffic causing significant delays and negatively impacting emergency response throughout the community; and

**WHEREAS**, obstructed, blocked, or impassable sidewalks due to an accumulation of snow deprives access and use of sidewalks; and

**WHEREAS**, the placement of snow from sidewalks to public places including, but not limited to, streets, highways, alleys, ways, places, sidewalks, plazas, parks, easements, curbs and drainageways creates a public hazard and limits the safe travel of roads, streets, and other public right-of-ways; and

**WHEREAS**, the County annually adopts a county-wide Snow & Ice Control Plan ("Plan") that prioritizes certain public roads, streets, and highways and sidewalks as important public winter safety access routes; and

**WHEREAS**, due to limited County staffing, equipment, and resources, and as found in the Plan, owners and occupants of land are responsible for clearing their own sidewalks and driveways; and

**WHEREAS**, the Council has determined that the removal of snow on sidewalks on, adjacent to, or abutting the owner or occupant of land of within the County is in the best interests of the citizens of the County.

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE INCORPORATED COUNTY OF LOS ALAMOS as follows:**

**Section 1.** Chapter 34 of the Los Alamos County Code of Ordinances is amended by adding new sections to be numbered 34-20, 34-21, 34-22 and 34-23, which sections read as follows:

34-20. Removal of Snow from Sidewalks.

No owner or occupant of land shall fail to remove all snow on the sidewalk on, abutting, or adjacent to their property within twenty-four (24) hours after the last snow has fallen or accumulated.

34-21. Depositing of Snow on Public Place Prohibited.

No owner or occupant of land shall deposit or cause to be deposited any snow on or against a public place, as defined in Section 34-31, including on or against a fire hydrant, utility meter, or electrical transformer box.

34-22. Notice.

Any municipal police officer or other County official as may be designated by the County Manager, may, upon observing in plain view any violation of this Article, issue a notice of violation to the owner or occupant of land on which a violation of this Article occurs. The notice of violation shall describe the violation and shall establish a reasonable time limit for its abatement by the owner or occupant, which limit shall be not less than two days or more than 30 days after service of the notice. The notice may be served to the owner, occupant, or left in a visible location at the premises, or may be served by registered mail at the owner's or occupant's address as found with the County's Tax Assessors office. Failure to correct the violation within the allotted time shall cause to be issued a citation for the violation.

34-23. Penalty for Violations.

Any owner or occupant of any land violating the provision of this Article, upon conviction, shall be fined \$25.00 for the first violation, \$50.00 for a second violation, and \$100.00 for the third and each subsequent violation. Nothing contained in this Article shall prevent the County from taking other such lawful action as may be necessary to prevent or remedy any violation or to bring an action to enjoin any violation of this Article.

**Section 2. Effective Date.** This Ordinance shall become effective thirty (30) days after notice is published following its adoption.

**Section 3. Severability.** Should any section, paragraph, clause or provision of this ordinance, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this ordinance.

**Section 4. Repealer.** All ordinances or resolutions, or parts thereof, inconsistent herewith are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution, or part thereof, heretofore repealed.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

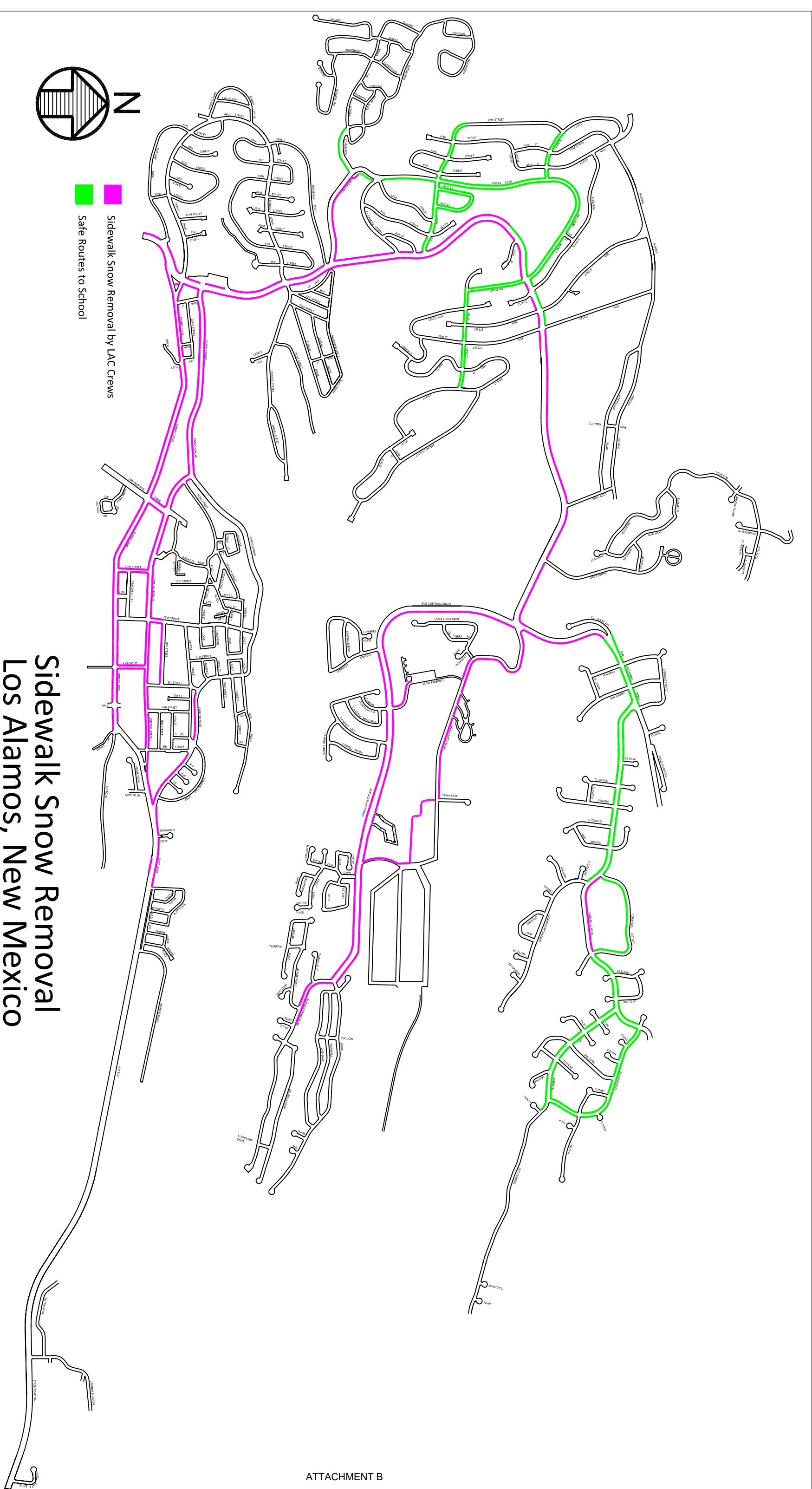
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**Rick Reiss  
Council Chair**

**ATTEST: (SEAL)**

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**Sharon Stover**  
**Los Alamos County Clerk**







## REVIEW OF OTHER JURISDICTIONS FOR SNOW REMOVAL ORDINANCES

Search terms within municipal codes: “sidewalk,” “snow,” and “ice.”

New Mexico Jurisdictions:	Outside of New Mexico:
1. Santa Fe, New Mexico (Pop. 69,976) 2. Ruidoso, New Mexico (Pop. 7,965- <b>No Ord.</b> ) 3. Farmington, New Mexico (Pop. 45,426 - <b>No Ord.</b> ) 4. Taos, New Mexico (Pop. 5,731) 5. Raton, New Mexico (Pop. 6,537) 6. Angel Fire, New Mexico (Pop. 1, 178) 7. Las Vegas, New Mexico (Pop. 13,691)	1. Durango, Colorado (Pop. 6,512) 2. Boulder, Colorado (Pop. 103,166) 3. New Port, Rhode Island (Pop. 24,027) 4. Richland, Washington (Pop. 52,413)

*The following are a summary of other in and out of state municipal code provisions related to snow and ice removal from public sidewalks and right-of-ways.*

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### NEW MEXICO JURISDICTIONS

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#### 1. Santa Fe, New Mexico (Pop. 69,976)

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From: <http://clerkshq.com/default.ashx?clientsite=Santafe-nm> last visited 7/29/2016.

#### CHAPTER XXIII. STREETS, SIDEWALKS AND PUBLIC PLACES

##### 23-1.8 Removal of Snow and Ice from Sidewalks.

A. The owners, agents or occupants of any property shall keep the sidewalks and gutters in front of and adjoining such property clean of snow and ice and after any fall of snow shall cause snow and ice to be immediately removed from the sidewalks and gutters fronting and adjoining their respective lots or parts of lots; provided that snow and ice not be placed in the street.

B. On the failure of any persons named above to remove snow and ice from the sidewalks and gutters, the proper city officials may cause such snow and ice to be immediately removed by laborers employed by the city; in such event, the costs and charges of removing the snow and ice shall become a lien and charge against the premises, to be paid on demand to the city clerk by the person failing to observe the provisions of paragraph A. of this subsection.

C. In the event of any suit being brought by the city for the enforcement or collection of the lien and charges set out for snow removal, the person failing to observe the provisions of this subsection is liable for an attorney's fee to be paid into court for the benefit of counsel for the city in such action and such attorney's fee is a lien on the property, enforceable in the same manner as the above-mentioned charge.

(Code 1953, §24-11; Ord. #1959-19, §5; Code 1973, §30-10; Ord. #1980-38, §9; SFCC 1981, §4-11-10)

*Editor's Note: For state law pertaining to removal of snow and ice, see Sec. 3-49-1 NMSA 1978.*

#### 2. Ruidoso, New Mexico (Pop. 7,965-No Ord.)

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From: [https://www.municode.com/library/nm/ruidoso/codes/code\\_of\\_ordinances?nodeId=COORVIRUNEME](https://www.municode.com/library/nm/ruidoso/codes/code_of_ordinances?nodeId=COORVIRUNEME) last visited on 7/29/2016.

Nothing on snow removal. Only a reference on design standards in zoning provisions (See Chapter 54) and in utilities (Chapter 86-32).

### **3. Farmington, New Mexico (Pop. 45,426 -No Ord.)**

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From: [https://www.municode.com/library/nm/farmington/codes/code\\_of\\_ordinances](https://www.municode.com/library/nm/farmington/codes/code_of_ordinances) last visited 7/29/2016.

No ordinances found related to snow removal, only weed and similar nuisance abatement.

### **4. Taos, New Mexico (Pop. 5,731)**

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From: [http://www.sterlingcodifiers.com/codebook/index.php?book\\_id=602](http://www.sterlingcodifiers.com/codebook/index.php?book_id=602) last visited 7/29/2016.

#### **Chapter 12.12. SNOW REMOVAL**

##### **12.12.010: DEFINITIONS:**

For the purposes of this chapter, the following words, phrases and terms shall have the meanings respectively ascribed to them by this section:

**BUSINESS DAY:** Any day not a Sunday or a national holiday.

**ROADWAY:** That portion of a street or highway improved, designed or ordinarily used for vehicular travel, exclusive of the shoulder.

**SIDEWALK:** That portion of a street between the curb lines, or the lateral lines of a roadway where there is no curb, and the adjacent property lines, intended for the use of pedestrians.

**STREET OR HIGHWAY:** The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

**TOWN:** The town of Taos, New Mexico.

(Ord. 97-51 § 1, 1997: prior code §18-16)

##### **12.12.020: DEPOSITING OF SNOW AND ICE; WHERE PROHIBITED; LIABILITY FOR COST TO REMEDY:**

A. No person, partnership, corporation or other entity shall deposit or cause to be deposited any snow and ice on or against a fire hydrant or on any sidewalk, roadway, street or highway, except that snow and ice may be placed upon the public roadway either prior to the time the town road crew plows the same after a storm or by spreading snow and ice on the public roadway to a depth of no more than three inches (3") so as not to create a hazardous condition.

B. In the event any person, partnership, corporation or other entity disposes of snow and ice in violation of subsection A of this section, the town shall, as soon as practicable, cause such work to be done to remedy such violation by spreading or removing such snow and ice.

C. The town shall ascertain and keep a record of the exact cost of all work he causes to be done in accordance with this section on account of each act or omission of any person, partnership, corporation or other entity, and he shall identify such person or entity with particularity in his records.

D. Each person, partnership, corporation or other entity whose act or omission makes it necessary that the town cause work to be done in accordance with this section shall be liable to the town for the cost of such work plus a penalty of ten percent (10%) of such cost.

(Ord. 97-51 § 1, 1997: prior code § 18-18)

#### **12.12.030: PENALTIES FOR VIOLATIONS:**

Any person, partnership, corporation or other entity who violates any provision of this chapter shall be deemed guilty of a petty misdemeanor and, upon conviction thereof, shall be fined in an amount not exceeding one hundred dollars (\$100.00). Each day such violation is committed, or permitted to continue, shall constitute a separate offense and shall be punishable as such hereunder.

(Ord. 97-51 § 1, 1997: prior code § 18-17)

### **5. Raton, New Mexico (Pop. 6,537)**

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From

[http://library.amlegal.com/nxt/gateway.dll/New%20Mexico/raton\\_nm/ratonnewmexicocodeofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:raton\\_nm](http://library.amlegal.com/nxt/gateway.dll/New%20Mexico/raton_nm/ratonnewmexicocodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:raton_nm) last visited 8/4/2016.

#### **Title IX General Regulations.**

#### **Chapter 93. Streets and Sidewalks**

#### **§ 93.015 OWNER OR OCCUPANT TO KEEP ABUTTING SIDEWALK CLEAR OF SNOW, ICE, AND WEEDS.**

(A) The owner or occupant of every property in the city abutting any sidewalk shall remove the snow and ice from the sidewalks within 24 hours after the same has fallen or accumulated, and cause the same to be kept clear of snow and ice.

(B) The owner or occupant shall remove and keep removed all weeds and tree growth that may grow upon or overhang the sidewalks all year. Sidewalks, if present, shall be kept safe and in good repair at all times by the abutting property owner.

(1981 Code, § 24-16) (Am. Ord. 898, passed 2-22-2000) (Penalty, see § 93.999)

### **6. Angel Fire, New Mexico (Pop. 1, 178)**

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From [http://www.sterlingcodifiers.com/codebook/index.php?book\\_id=384](http://www.sterlingcodifiers.com/codebook/index.php?book_id=384) last visited 8/4/2016.

#### **Title 7. PUBLIC WAYS AND PROPERTY**

#### **Chapter 1. STREET AND DRAINAGE DESIGN STANDARDS**

#### **7-1-5-6: SNOW STORAGE AND REMOVAL:**

A. General: Adequate space for snow storage shall be provided in the design of all roadways within the village. For planning purposes, one square foot of snow storage space is generally necessary for

each two (2) square feet of area to be cleared. This ratio may be somewhat greater or lesser depending on individual circumstances.

B. Snow Stacking: Snow stacking areas shall be provided for all public rights of way. Maximum stacking height allowed within public rights of way is five feet (5'). Stacking height, however must not obstruct site distance at intersections. Extra snow stack areas at intersections and cul-de-sacs is required.

Snow stacking for driveways shall be provided on the owner's property. Use of the public rights of way for snow storage by private individuals or companies is prohibited.

C. Accumulations Prohibited On Pedestrian ways: No owner, manager, agent or occupant of real property within the village shall allow snow or ice to accumulate on public sidewalks and pedestrian passageways abutting their property, and they shall have joint and equal responsibility for the removal of all such snow and ice.

(Ord. 2007-06, 8-14-2007)

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## **7. Las Vegas, New Mexico** (Pop. 13,691)

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From <https://law.resource.org/pub/us/code/city/nm/Las%20Vegas.html> last visited 8/4/2016.

**Section 148-5.D.11**, governing “Vacant building maintenance license; maintenance standard for vacant buildings” requires: “Sidewalk openings. Openings in sidewalks are safe for pedestrian travel. Sidewalks are kept free of snow, ice and debris.”

**Section § 192-19**. Propulsion of missiles, prohibits the: “[p]ropulsion of missiles consists of shooting, slinging or throwing snowballs, stones, rocks, pellets....”

**Section 377-29** (“Ice and snow on sidewalks”) of Chapter 377. STREETS, SIDEWALKS, RIGHTS-OF-WAY AND DRIVEWAYS, Article IV. Obstruction of Public Thoroughfares provides that, “[i]t is unlawful for any person, either as tenant or owner of any property, to allow any snow or ice to be or remain upon the sidewalk abutting or adjoining any property or premises owned or occupied by any such person for longer than 24 hours after the said snow shall have fallen or the ice shall have formed.”

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## **OUTSIDE NEW MEXICO JURISDICTIONS**

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### **City of Durango, Colorado** (Pop. 6,512)

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From: [https://www.municode.com/library/co/durango/codes/code\\_of\\_ordinances?nodeId=COORDUCO](https://www.municode.com/library/co/durango/codes/code_of_ordinances?nodeId=COORDUCO) last visited 7/29/2016.

#### **Chapter 21 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES**

#### **ARTICLE III. - SNOW AND ICE**

#### **Sec. 21-36. - Removal—By owner, tenant or occupant of premises.**

It shall be the duty of the owner, tenant and occupant of any premises abutting or adjoining any public sidewalk to remove all snow and ice from such sidewalk.

(Code 1962, § 9-4-1)

**Sec. 21-37. - Same—By city; assessment of costs.**

(a) If the city manager or his duly authorized representative determines that a certain person is in violation of section 21-36, and a hazardous condition exists, the city manager or his duly authorized representative is authorized to accomplish the work required to effectuate compliance with such section. If any work is done, then the property involved shall be assessed the cost thereof plus an additional amount of up to twenty-five dollars (\$25.00) to cover administrative costs; provided, that before so proceeding the city manager or his duly authorized representative shall inform any person responsible for and present at the property or premises of the violation and request that the violation be immediately corrected.

(b) Whenever the city manager or his duly authorized representative accomplishes any snow removal under this section, within thirty (30) days thereafter a notice shall be sent to the owner of the property at his last known address stating that snow removal work under this section has been performed and an assessment for the same shall be made. Such assessment may be certified to the county assessor or other proper county official having charge of the making of the assessment role and such charge shall be placed upon the assessment role and collected in the same manner as other city taxes are collected.

(Code 1962, § 9-4-2)

**Sec. 21-38. - Depositing snow in streets.**

No person shall deposit or cause to be deposited in any public street, alley or roadway in the city, snow taken or removed from property privately owned or occupied, excluding snow taken or removed from public sidewalks.

(Code 1962, § 9-4-3)

**City of Boulder, Colorado** (Pop. 103,166)

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From:

[https://www.municode.com/library/co/boulder/codes/municipal\\_code?nodeId=TIT8PAOPSPSTPUWA\\_CH2STSI\\_8-2-13DUKESICLSN](https://www.municode.com/library/co/boulder/codes/municipal_code?nodeId=TIT8PAOPSPSTPUWA_CH2STSI_8-2-13DUKESICLSN) last visited 7/29/2016.

**TITLE 8 - PARKS, OPEN SPACES, STREETS, AND PUBLIC WAYS**

**8-2-13. - Duty to Keep Sidewalks Clear of Snow.**

(a) Removal of Snow, Ice, and Sleet from Sidewalks Required. No private owner, agent appointed pursuant to Section 10-3-14, "Local Agent Required," B.R.C. 1981, or manager of any property, lessee leasing the entire premises, or adult occupant of a single-family dwelling, a duplex, a triplex, or a four plex shall fail to keep all public sidewalks and walkways abutting the premises such person owns, leases, or occupies clear of snow, ice, and sleet, as provided in this section. Such persons are jointly and severally liable for such responsibility, criminally and administratively. Such persons shall remove any accumulation after any snowfall or snowdrift as promptly as reasonably possible and no later than twenty-four hours after the snowfall or the formation of the snowdrift. Such persons shall

remove the snow, ice, or sleet from the full width of all sidewalks and walkways, except those with a width exceeding five feet, which must be cleared to a width of at least five feet.

(b) City Manager Authorized to Correct Hazardous Situations on Sidewalks With Snow, Ice, or Sleet. The city manager has the authority to cause any sidewalk to be cleared of snow, ice, and sleet. If the city manager intends to charge any person responsible for keeping public sidewalks and walkways abutting the premises clear of snow, ice, and sleet, the manager will satisfy the requirements of this section.

(c) Findings and Notice. If the city manager finds that any portion of a sidewalk or walkway has not been cleared of snow, ice, and sleet as required by Subsection (a) of this section and that a hazardous condition exists, the manager is authorized to charge the costs of clearing the snow, ice, or sleet to the person responsible under this section.

(1) The city manager will notify the owner, agent appointed pursuant to Section 10-3-14, "Local Agent Required," B.R.C. 1981, or manager of any property, the lessee leasing the entire premises or any adult occupant of a single-family dwelling, a duplex, a triplex, or a fourplex, that such person must remove the snow within the earlier of twenty-four hours or 12 noon of the day following the notice.

(2) Notice under this subsection is sufficient if hand delivered, emailed, or telephoned to such person, or by posting on the premises. The city manager shall provide at least one notice per annual snow season (from October 1 to May 31) to persons responsible for keeping public sidewalks and walkways abutting the premises clear of snow, ice, and sleet. After the first notice has been sent, the city manager may clear the public sidewalks and walkways after the time period described in Subsection 8-2-13(a), B.R.C. 1981.

(3) The notice shall state that the snow, ice, or sleet shall be removed and that if it is not removed within the earlier of twenty-four hours or 12 noon of the day following the notice, the removal may be done by the city and all costs of the snow removal may be imposed.

(d) Charges for Snow, Ice, or Sleet Removal; Hearings. If the person so notified fails to remove the snow as required by the notice prescribed by Subsection (c) of this section, the city manager may cause the snow removal to meet the requirements of this section and charge the costs thereof, plus an additional amount up to \$50 for administrative costs, to the person so notified and the owner, jointly and severally. If the owner or the owner's agent was not previously notified pursuant to Subsection (c) of this section, the manager shall so notify the owner by certified or first class mail of this charge and the circumstances surrounding it at this time, and such an owner shall be entitled to a hearing pursuant to Chapter 1-3, "Quasi-Judicial Hearings," B.R.C. 1981, to contest such charges. The city shall have the burden of proof by a preponderance of the evidence. Lack of previous notice shall not be a defense in such a hearing. Such hearing shall be limited to the issues of whether there was snow, ice, or sleet on the sidewalk or whether the snow, ice, or sleet constituted a hazard.

(e) Collection of Charges and Costs Due. If any person fails or refuses to pay when due any charge imposed under this section, the city manager may, in addition to taking other collection remedies, certify due and unpaid charges to the Boulder County Treasurer for collection as provided by Section 2-2-12, "City Manager May Certify Taxes, Charges, and Assessments to County Treasurer for Collection," B.R.C. 1981.

(f) Both Prosecution and Correction of Condition Permitted. Prosecution under Subsection 8-2-13(a) shall not prevent or bar the city manager from proceeding under Subsections 8-2-13(b) to (e), nor shall proceeding under Subsections 8-2-13(b) to (e) bar prosecution under Subsection 8-2-13(a).

(g) Penalties. The maximum penalty for a first or second conviction within two years, based on date of violation of Subsection 8-2-13(a), B.R.C. 1981, is a fine of \$500 (in addition to any community service the court may deem appropriate). For a third and each subsequent conviction within two years based upon the date of the first violation, the general penalty provisions of Section 5-2-4, "General Penalties," B.R.C. 1981, shall apply.

Ordinance Nos. 5660 (1994); 7761 (2010); 7779 (2011)

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**New Port, Rhode Island** (Pop. 24,027)

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From: [https://www.municode.com/library/ri/newport/codes/code\\_of\\_ordinances?nodeId=COOR\\_TIT9PU\\_PEW\\_9.08.110SNREDI](https://www.municode.com/library/ri/newport/codes/code_of_ordinances?nodeId=COOR_TIT9PU_PEW_9.08.110SNREDI) last visited 7/29/2016.

**Title 9. Public Peace and Welfare**

**Chapter 9.08. Offenses Against Property**

**9.08.110. - Snow removal and disposal.**

A. No owner, occupant, or other person having the care of any building or lot or land bordering on any street, square or public place in the city where there is a sidewalk, shall fail, within five hours of daylight, after the ceasing to fall of any snow, to cause the same to be removed from the sidewalk adjoining such building or lot, and in all streets where there is no curbstone set, a pathway at least three feet wide, shall be made on and along the sidewalk aforesaid for the convenience of pedestrians.

B. No person shall dispose of any snow by throwing or plowing it onto the travel lane portion of any public roadway; not shall any snow that is shoveled, plowed or collected be deposited directly into any waterway, including, but not limited to, all fresh water ponds and the waters of Newport Harbor.

(Ord. No. 2011-003, § 1, 2-23-2011)

**9.08.120. - Ice removal.**

Whenever any sidewalk, or any part thereof, adjoining any building or lot of land on any street is encumbered with ice, no owner, occupant or other person having the care of such building or lot shall fail to cause such sidewalks to be made safe and convenient, by removing the ice therefrom or by covering the same with sand or ashes within four hours during the daytime.

(Prior code § 678.13)

*Note that Chapter 1.12.010 here has general code penalty provision similar to ours.*

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**City of Richland, WA** (Pop. 52,413)

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From: <http://www.codepublishing.com/WA/Richland/#!/Richland12/Richland1216.html#12.16>



## **Chapter 12.16. CLEANING AND MAINTENANCE OF SIDEWALKS AND PROPERTY WITHIN PUBLIC RIGHTS-OF-WAY**

### **12.16.010 Keeping sidewalks and rights-of-way clean and maintained.**

It shall be the duty of every person or entity having charge or control of any premises within the city to keep the public sidewalks or sidewalks along such property in the street or streets adjacent thereto cleaned and maintained in a reasonable and safe condition. Maintenance of the sidewalk shall include correction of any unsafe condition that impairs the use of the sidewalks by pedestrians, up to and including removal and replacement of the sidewalk. It shall also be the duty of every person or entity having charge or control of property in the city to maintain the planting strip or public right-of-way fronting or adjoining their property, including alleys. No person or entity having charge or control of any property in the city may allow a public sidewalk, planting strip, or public right-of-way fronting or adjoining their property to fall into disrepair or become weed-infested, dangerous, or noncompliant with city nuisance code. The area of responsibility shall be between the existing curb lines, edge of maintained asphalt pavement, or edge of city-maintained gravel shoulder, whichever is applicable, and a given property line. Exception shall exist only where a city-maintained and irrigated landscape strip exists, or where an agreement between the city and the property owner indicates the maintenance of the property frontage is the responsibility of the city. For purposes of this section, "planting strip" shall be defined as provided in RMC 22.14.020.

[Ord. 157; Ord. 10-86 § 1.09; Ord. 13-14 § 1.01].

### **12.16.020 Snow and ice removal.**

It shall be the duty of every person or entity having charge or control of any premises located within the city to remove or cause to be removed from the public sidewalk or sidewalks along said property in the street or streets adjacent thereto all snow or ice which has been deposited or formed thereon within a reasonable time after the snow or ice have been deposited or formed.

[Ord. 157 § 1.02; Ord. 10-86 § 1.09; Ord. 13-14 § 1.01].

### **12.16.030 Violations – Penalties.**

Any person or entity in violation of any provision of this chapter shall have committed a civil infraction subject to a civil penalty as set forth in RMC 10.02.050(E).

Provided, if the same violator has been found to have committed an infraction violation for the same or similar conduct two separate times, with the violations occurring at the same location and involving the same or similar sections of the Richland Municipal Code or other similar codes, the third or subsequent violation shall constitute a misdemeanor, punishable as provided in RMC 1.30.010 for criminal offenses.

Each day's violation of any provision of this chapter shall constitute a separate offense and shall subject the offender to the above penalties for each offense.

[Ord. 157 § 1.03; Ord. 17-84; Ord. 06-10 § 1.25; Ord. 13-14 § 1.01].

**-END-**



# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** 1)

**Index (Council Goals):** \* 2016 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure

**Presenters:** Wayne Kohlrust, Project Manager

**Legislative File:** 8609-16

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### Title

Board/Commission Appointment(s) - Fuller Lodge Historic Districts Advisory Board.

### Recommended Action

**I nominate Leslie Linke, and Anna Marie Solomon to fill one vacancy on the Fuller Lodge Historic Districts Advisory Board and move that Council appoint one nominee to the vacant position as follows:**

**By roll call vote, Councilors vote for one nominee and the one nominee with the highest vote total of four or more will be appointed to fill the vacant position which terms begins on October 1, 2016 and ends on September 30, 2020.**

### Body

The purpose of this item is to fill one vacancy on the Fuller Lodge Historic Districts Advisory Board.

Ms. Linke's term expires on September 30, 2016. She has served one term and is eligible for re-appointment.

The applicants for this position are: Leslie Linke DTS (incumbent) and Anna Marie Solomon (D), second applicant at the time of Ms. Linke's re-appointment.

This seven member board has a staggered four-year term. It is currently composed as follows: Mark Rayburn, Chair; Becky Hardy, Vice-Chair and Melanie Sorsby, Hedy Dunn, Marjorie Burell, Jorge Maldonado and Leslie Linke as Members.

The interview panel consisting of Councilor Pete Sheehey, Board Chair Mark Rayburn and Staff Liaison Wayne Kohlrust recommend re-appointing Leslie Linke.

Appointing any of the nominees will not violate the County Charter restriction concerning political party majorities on Boards and Commissions.

### Attachments

- A - Fuller Lodge Historic Districts Advisory Board Member List 9-12-16
- B - Leslie Linke Application Packet
- C - Anna Marie Solomon Application Packet
- D - Interview Panel Recommendation

Fuller Lodge Historic District Advisory Board											
Term Beg	Term Exp	Appt Date	BCID	Name/Addr	Party	Hm Phn/Email	Work Phone	Elig.	V-Chair	Chair	Term
12/10/2010	12/09/2018	12/07/2010	FLH6	Melanie Sorsby : 3447 Orange Street	DTS	(412) 420-9887 : mes@unmalumni. com	(505) 664-0027	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2nd
02/01/2011	01/31/2019	01/31/2012	FLH1	Mark Rayburn : 2048 46th Street	R	(505) 662-5286 : mark@rayburndesi gn.com	(505) 662-5286	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2nd
02/01/2013	01/31/2017	11/26/2013	FLH5	Marjorie Bruell : 1913 Spruce Street	R	(505) 661-9969 : marbruell@yahoo. com		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1st
02/01/2013	01/31/2017	03/05/2013	FLH2	Rebecca Becky L Hardy : 172 Meadow Lane	D	(505) 672-9887 : mhardy@cyberme sa.com		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2nd
10/01/2012	09/30/2016	02/21/2014	FLH3	Leslie A Linke : 35 San Juan	DTS	(505) 662-7225 : lalinke@comcast.n et	(505) 667-5823	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1st
12/01/2012	11/30/2016	08/14/2013	FLH4	Hedy Dunn : 107 Sierra Vista	D	(505) 672-3866 : hedydunn@newm exico.com		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1st
12/10/2014	12/09/2018	03/31/2015	FL7	Jorge Maldonado : 104 Azure Drive	NR	787-412-0865 : jbyjorge@yahoo.c om	505-672-3861	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1st

**Board Description**

**Board:** Fuller Lodge Historic District Advisory Board

**Department:** Community Development

**Purpose:** To make recommendations to the Planning and Zoning Commission, Board of Adjustment and County Council regarding the protection, preservation and enhancement of places, sites, areas, buildings, structures and other objects within the corporate boundaries of the Incorporated County having a special character or special historic, architectural or cultural interest or value, and to initiate and conduct research and investigations relating to them.

**Authorization:** Ordinance No. 02-078, Sec. 2, 10-3-2006

**Composition:** 7 members

**Term:** 4 years, staggered terms, with varied beginning/ending date reflecting terms of prior inactive members.

**Meetings:** First Wednesday of the month

**Time:** 5:30 p.m.

**Location:** Fuller Lodge - Curtis Room

**Staff Liaison:** Wayne Kohlrust, Capital Projects, 663-1873

**Council Liaison:** 2016 - Peete Sheehey - 662-3426

**Admin Support:** Adrienne Lovato, 662-8293

**Serve Until Replaced** ☒



# APPLICATION

RECEIVED

AUG 04

Initial: LC

## VOLUNTEER FOR LOS ALAMOS COUNTY BOARDS AND COMMISSIONS

(Please be aware that as a public entity, the County of Los Alamos is obligated to furnish this information to the public if so requested. Please also note that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 Form.)

NAME: Leslie A. Linke DATE: 08/03/2016

REGISTERED TO VOTE IN LOS ALAMOS: YES ☒ NO ☐

### PARTY AFFILIATION AS REGISTERED:

☐ Democrat ☒ Republican ☐ Independent DTS None of the Above/Other Not Disclosed  
(Los Alamos County law mandates that no Board/Commission can have more than a simple majority of members from any one political party.)  
☒ Verified (For LAC use) LC 8/4/16

ADDRESS: (Applicants are required to be residents of Los Alamos County)

35 San Juan Street, Los Alamos, NM 87544

HOME PHONE: (505) 709-0123 WORK PHONE: \_\_\_\_\_

E-MAIL ADDRESS: lalinke@comcast.net (Please, no e-mail addresses ending in "lanl.gov")

CELL PHONE: (505) 709-0123 \_\_\_\_\_

BOARD OR COMMISSION ON WHICH YOU WISH TO SERVE:

Fuller Lodge / Historic District Advisory Board

HOW DID YOU LEARN OF THIS BOARD/COMMISSION VACANCY?

Originally during Leadership Los Alamos; I have now served on the Board for a couple of years

DO YOU CURRENTLY SERVE ON ANY COUNTY BOARD OR COMMISSION?

Yes ☒ No ☐

If yes, which one? [Los Alamos County Law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.]

Fuller Lodge / Historic District Advisory Board

County Charter Section 905.1 allows County employees to serve on Boards or Commissions as non-voting members only.

*Questions are on the next page. Please attach additional responses as needed.*

Please complete and return to:

County Manager's Office  
1000 Central Ave, Suite 350  
Los Alamos, NM 87544  
663-1750  
662-8079 (fax)  
www.losalamosnm.us

B&C application revised 3-29-16

1. Why would you like to serve on this particular Board?

Being born and raised in Los Alamos, I continue to be intensely interested in preserving, protecting, and 'marketing' our extraordinary and unique history. I continue to believe that I could contribute towards the Board's goals.

2. What volunteer or professional activities have you participated in that could apply to this appointment?

I have served on the Fuller Lodge / Historic District Advisory Board for over two years. Since retiring from LANL, I have also been involved in the protection of animals (volunteering at animal shelters, participating in adoption events, etc.). I am very good at organizing events and activities, speaking in front of crowds, and distributing information (I was a training specialist at LANL).

3. The time involved may be up to 10-15 hours per month or more, depending on the board. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?

Absolutely, and I am committed to spending whatever time is necessary to participate fully with the Board.

4. What would you like to accomplish during your tenure on this Board or Commission? (Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)

I think this Board is very important in watching over our historical structures and small-town feeling as the community struggles through the establishment of the Manhattan Project National Historical Park. Four years from now, I imagine our little community will be quite different.


5. Have you had any direct or indirect involvement with this Board or Commission, or with the County staff supporting this Board or Commission, or County Councilors? If so, please explain.

I have been on this particular Board for over two years. This application is a request for the renewal of my appointment to the Board.

6. Are there any issues or matters, financial, or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?

No.

B&C application revised 3-29-16

  
8/3/16





# LOS ALAMOS COUNTY

## COUNTY ADMINISTRATOR'S OFFICE

### BOARD & COMMISSION INTERVIEW QUESTIONS

### FOR B&C MEMBERS APPLYING FOR A SECOND TERM

USLIE LINKE

Applicant's Name

FLHDAS

Board or Commission

KATWAS

Interviewer Name

9/6/16 3 PM

Date/Time of Interview

Interview Conducted:

X Personally

\_\_\_\_ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>BOARD IS DOING IMPORTANT WORK - COMMUNITY LITIGATION MTHNP, BOARD CAN INFLUENCE ROLLOUT - IMPORTANT TO PRESERVE HISTORICAL PROPERTIES, BUILDINGS - CANTERBURY. ADVISORY ONLY -</p>
2	<p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>PART OFFICE DESIGNATION FURNISHING LAMP &amp; ELEVATOR MEMORIAL DESIGNATIONS SHE BRINGS DIFFERENT PERSPECTIVE &amp; UNDERSTANDS HOW OTHERS FEEL ABOUT ISSUES - ENERGY - VERY INTERESTED IN PACS WITH LEGACY.</p>
3	<p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p>WITHIN THE MTHNP ROLLOUT - LOTS OF VISITORS BOUNCED AGAINST CURRENT RESIDENT NEEDS. HISTORICAL VS VISITOR EXPERIENCE. WORDS OF DECISIONS &amp; CHOICES TO BOUNCE.</p>
4	<p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>BOARDS ARE IMPORTANT - GREAT # OF INTERESTED PEOPLE. IMPROVED? - MORE COMMUNITY INPUT. BUT NOT SURE HOW TO MAKE SURE PEOPLE KNOW WHAT'S GOING ON.</p>

5	<p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>BOARD CHAIR COMMUNICATES w/ COUNCIL          BOARD GETS QUARTERLY UPDATES ON TR. C. QUESTIONS; ANNUAL UPDATE TO COUNCIL.          ANNUAL WORK PLAN          CAN GO TO COUNCIL AS A PRIVATE CITIZEN.</p>
6	<p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>ANNUAL ETHICS PRESENTATION          ANNUAL P.E. WITH          WILL ATTEND HARASSMENT TRAINING          BOARD DOCUMENTATION ON OUR BOARD; PROCEEDINGS ETC.          MAYBE COULD USE A LITTLE MORE ON PROCEEDINGS - NEEDS A PACKET.</p>
7	<p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>WOULD APPRECIATE IF PEOPLE NOTIFY BOARD CHAIR IF THEY WON'T BE THERE.          MEETING AT 7:00 PM IS HELPFUL.          MAYBE MORE DETAIL IN MINUTES.          DEPENDS ON BAFIM MINUTES ONLY AVAILABLE w/ LIVE STREAMING.</p>
8	<p>The purpose of this question is to make sure you are aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to continue serving on this Board?</p> <p>ABSOLUTELY NO PROBLEM.</p>
9	<p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p>NOPE.</p>
10	<p>Do you have any questions of the interview panel?</p> <p>NO.          CALLS THE BOARD.</p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</p>

Notes

Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.

Revised 10/1/2014



**LOS ALAMOS COUNTY**  
COUNTY ADMINISTRATOR'S OFFICE  
**BOARD & COMMISSION INTERVIEW QUESTIONS**  
**FOR B&C MEMBERS APPLYING FOR A SECOND TERM**

LESLIE LINKE  
Applicant's Name

FULLER LODGE/HISTORIC DIST  
Board or Commission

PETE SHEEHY  
Interviewer Name

9/6/2016 3 PM  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>IMPORTANT WORK ; MPNHP IS IMPORTANT. COMMUNITY SHOULD BE PROUD OF OUR HISTORY. NEED TO PRESERVE OUR HISTORICAL BUILDINGS ETC. WOULD LIKE TO DO MORE. RETIRED ONE YEAR AGO, HAVE TIME TO GIVE.</p>
2	<p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>POST OFFICE DESIGNATED HISTORICAL BLDG, FULLER LODGE IMPROVEMENTS, INCLUDING ELEVATOR. MUSEUM &amp; SIGNAGE IMPROVEMENTS. STILL LOOKING AT COMMUNITY FOR OPPORTUNITIES; HAVE EYE FOR WHAT PEOPLE SEE.</p>
3	<p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p>ROLLING OUT THE MPNHP, WITH ALL THE VISITORS, WILL REQUIRE A BALANCE BETWEEN GIVING VISITORS GOOD EXPERIENCE AND PRESERVING RESIDENTS' QUALITY OF LIFE.</p>
4	<p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>BOARDS VERY IMPORTANT, USING A GREAT NUMBER OF INTERESTED &amp; INFORMED RESIDENTS, COULD IMPROVE BY SOMEHOW GETTING MORE COMMUNITY INPUT.</p>



5	<p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>SO FAR, MOST COMMUNICATION IS THROUGH CHAIR; SOMETIMES CHAIR OR <del>VICE</del>-CHAIR GOES TO BEC LUNCHEON, ANNUAL WORK PLAN GOES TO COUNCIL. STILL LEARNING ABOUT THIS.</p>
6	<p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>YES, DID ETHICS &amp; HEARINGS TRAINING. READ BEC PROCEDURES. MAYBE BOARD COULD USE MORE TRAINING ON PROCEDURES.</p>
7	<p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>MEMBERS NEED TO RSVP BEFORE MEETINGS; LIKE TO MEET AT FULLER LODGE. DETAILS NEED TO BE INCLUDED IN MINUTES (THIS HAS IMPROVED SOMEWHAT).</p>
8	<p>The purpose of this question is to make sure you are aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to continue serving on this Board?</p> <p>NO</p>
9	<p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p>NO</p>
10	<p>Do you have any questions of the interview panel?</p> <p>NO</p> <p>THOUGHT ABOUT SERVING ON THIS BOARD VS. OTHER BOARDS, WOULD BE HAPPY TO CONTINUE ON THIS BOARD.</p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</p>

Notes

Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.

Revised 10/1/2014



# LOS ALAMOS COUNTY

## COUNTY ADMINISTRATOR'S OFFICE

### BOARD & COMMISSION INTERVIEW QUESTIONS FOR B&C MEMBERS APPLYING FOR A SECOND TERM

Leslie Linke  
Applicant's Name

Fuller Lodge / Hist. District Adv. Board  
Board or Commission

Mark Rayburn  
Interviewer Name

Sept 6 - 3 pm  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>Absolutely believe the board is doing significant work. Feels the board can play an important role in historical preservation. Thinks we can play an important role in the MPONHP</p>
2	<p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>Fuller Lodge improvements, new museum upgrade, Post office designation as a historical building.</p>
3	<p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p>Maintaining our community after large numbers of visitors begin coming to LA for the Park experience.</p>
4	<p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>Boards are very important to the growth &amp; preservation. We have a lot of interested people in LA.</p>

5	<p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>Operations could be better - not much communication as the year goes by.</p>
6	<p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>Ethics training, P&amp;Z mtg. to learn about hearings &amp; mtgs. maybe more training on operations would help.</p>
7	<p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>members should notify the chair of their presence at an upcoming meeting so we know there will be a quorum.</p>
8	<p>The purpose of this question is to make sure you are aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to continue serving on this Board?</p> <p>No-</p>
9	<p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p>No-</p>
10	<p>Do you have any questions of the interview panel?</p> <p>No-</p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</p>

Notes

Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.

Revised 10/1/2014



Print Form

RECEIVED

AUG 08

APPLICATION  
VOLUNTEER FOR LOS ALAMOS COUNTY Initial: LC  
BOARDS AND COMMISSIONS

(Please be aware that as a public entity, the County of Los Alamos is obligated to furnish this information to the public if so requested. Please also note that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 Form.)

NAME: Anna Marie Solomon DATE: 8.5.2014

REGISTERED TO VOTE IN LOS ALAMOS: YES ☒ NO ☐

PARTY AFFILIATION AS REGISTERED:

Democrat ☒ Republican ☐ Independent ☐ None of the Above/Other \_\_\_\_\_

(Los Alamos County law mandates that no Board/Commission can have more than a simple majority of members from any one political party.)

☒ Verified (For LAC use) LC 8/9/14

ADDRESS: (Applicants are required to be residents of Los Alamos County)

2161 A 46th Street

HOME PHONE: 505-664-6113 WORK PHONE: \_\_\_\_\_

E-MAIL ADDRESS: smilad@aol.com (Please, no e-mail addresses ending in "lanl.gov")

CELL PHONE: \_\_\_\_\_

BOARD OR COMMISSION ON WHICH YOU WISH TO SERVE:

Tulee Lodge Historical Districts Advisory Board

HOW DID YOU LEARN OF THIS BOARD/COMMISSION VACANCY?

Los Alamos County website

DO YOU CURRENTLY SERVE ON ANY COUNTY BOARD OR COMMISSION?

Yes ☐ No ☒

If yes, which one? (Los Alamos County Law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)

County Charter Section 905.1 allows County employees to serve on Boards or Commissions as non-voting members only.

Questions are on the next page. Please attach additional responses as needed.

Send completed form to:  
County Administrator's Office  
1000 Central Ave., Suite 350  
Los Alamos, NM 87544  
Phone: 663-1750 Fax: 662-8079  
Email to LACBoards@lacnm.us

1. Why would you like to serve on this particular Board?

I was on the very first Board and would like to help continue the work.

2. What volunteer or professional activities have you participated in that could apply to this appointment?

Acts in Public places for at least 3 yrs  
Los Alamos Council on Cancer - on going

3. The time involved may be 10-15 hrs per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?

yes

4. What would you like to accomplish during your tenure on this Board or Commission? (Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)

Los Alamos is a very special place. I want to help preserve the history and building. I also want to help with visitors enjoying the city.

5. Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.

NO

6. Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?

no





# LOS ALAMOS COUNTY

## COUNTY ADMINISTRATOR'S OFFICE

### BOARD & COMMISSION INTERVIEW QUESTIONS

Solomon  
Applicant's Name

Kotter  
Interviewer Name

FLHDAB  
Board or Commission

9/6/16 4PM  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>ALSO INTERVIEWED FOR LIBRARY BOARD -</p> <p>LIVED HERE SINCE 9/79 WITH SOMEONE ELSE. HOSPITAL WARD CLERK, TA-SS:          LAB FOR 13 YRS, UNM LA FOR A COUPLE YEARS (33 CREDITS), TOOK EARLY          OUT IN 90'S, WORKED AT LAMS FOR 11 YEARS, AT THE 1. RETIRED - VOLUNTEER          AT PEEC, 1. LIBRARY, LITERATURE          WAS ON 1ST FLHDAB. ADDED FOR 3+ YEARS (SOUTHERN), WIL WIND EXHIBITS.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>KEEP TO TRACK</p> <p>REAGUT ISSUE FOR COUNTY          - FINDING FUNDS TO KEEP          WORK RESTORED, PARKING,          UPRIDE          - FOR FULL RANGE, DOES FOLLOW          PLAN AT MILES.</p> <p>DEALING WITH THE HISTORIC ISSUES AT FULLER -          FULLER LOAN IS LOS ALAMOS -          PERSONAL LOAN TO CORRE: HISTORICALLY.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>SOUNDING BOARD FOR THE CITIZENS TO GET ISSUES OUT IN THE OPEN, LIKE OR          NOT, DISAPPROVED IN, FIND OUT WHO CAN WORK ON ISSUES.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>QUESTION A LOT OF THINGS. SOMETIMES IDEAS MAY BE "OFF THE WALL"          LISTEN A LOT          DOESN'T GET RUFFLED A LOT -          VOICE: TAKE OPINIONS, WORK WITH THEM, FLEXIBLE</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>GOOD LISTEN / GREAT COMMUNICATION. THAT WAY EVERYONE KNOWS WHAT'S          GOING ON. WHAT FEELS STRONG ON ISSUES.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>COUNCILMAN CANCER - 2 or 3 seminars / year HEALTH FAIR - SKIN SCREENING.</p> <p>WOULD HELP WITH MATH ON CLOTHING POLICE TOW TESTING, BLOOD TESTS, ETC.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>VAUOELY.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>IF NEEDED - WORKS OF TIME.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>No.</p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p>
12	<p>Do you have any questions for the interview panel?</p> <p>- WHAT IS BOARD'S NEXT PROJECT. - INVESTIGATION OF POTENTIAL ITEMS FOR POSSIBLE INCLUSION - ADD TO HISTORIC DISTRICT POSSIBLY - PARK BECOMING MORE POPULAR; ISSUES THAT MAY COME UP.</p>

Notes:



# LOS ALAMOS COUNTY

## COUNTY ADMINISTRATOR'S OFFICE

### BOARD & COMMISSION INTERVIEW QUESTIONS

Anna Marie Solomon  
Applicant's Name

Fullec Lodge HDAB  
Board or Commission

Mark Rayburn  
Interviewer Name

9/6 4pm  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Born here since '79. Worked for Hospital. TASS 15 years in training ofc. and warehouse. Went to UNM for 30+ hrs. Worked at H.S. as attendance secretary for 12 yrs. Currently retired. Volunteers at PEEK</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>County Funding funds to keep &amp; maintain the structures. Lunch Buddies APPB/ wind sculpture in W. Rock. Interviewed for library board.</p> <p>She has a great passion for historic structures.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>As a sounding board for the community. Voice pros &amp; cons. Make suggestions.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>She question things. I play devils advocate. She likes to listen. A person who can be flexible.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Good communication is the key. Back &amp; forth.</p>



6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>The Council on Cancer - helped with their seminars - worked at the health fair. Hands-on work with MAMMM.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Vaguely.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes. If needed - she has time since retiring</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>No -</p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:



# LOS ALAMOS COUNTY

## COUNTY ADMINISTRATOR'S OFFICE

### BOARD & COMMISSION INTERVIEW QUESTIONS

ANNE MARIE SOLOMON  
Applicant's Name

FULLER LODGE/HISTORIC DISTRICT  
Board or Commission

PETE SHEEHY  
Interviewer Name

9/6/2016  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <u>LIVED HERE SINCE 1979, WORKED AT HOSPITAL, THEN LAB, &amp; UNM HERE, AND AT HIGH SCHOOL &amp; Y; PRESENTLY VOLUNTEER AT PEEK &amp; LIBRARY. WAS ON 1ST FLHD BOARD, AND APP BOARD, &amp; WAS ON LA COUNCIL FOR CANCER, INTERVIEWED FOR LIBRARY BOARD RECENTLY (PENDING).</u>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <u>FINDING FUNDS TO PRESERVE HISTORY, &amp; PARKING; KEEP IN TOUCH WITH COUNCIL. (WERE THE PLANTERS AT FULLER THERE HISTORICALLY? EYES) WE SHOULD PRESERVE HISTORICAL AUTHENTICITY, WHILE UPDATING AS POSSIBLE FOR SAFETY &amp; ADA. FULLER LODGE IS THE LAST ORIGINAL L.A. BLDG.</u>
3	How do you perceive the role of County Boards and Commissions in local government? <u>SOUNDING BOARD FOR CITIZENS; GOOD PLACE FOR CITIZEN INPUT (LIKES &amp; DISLIKES). BOARD TRIES TO RESPOND.</u>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <u>QUESTIONING ATTITUDE; CAN SERVE AS 'DEVIL'S ADVOCATE'; CAN COME UP WITH NEW IDEAS. FAIRLY GOOD AT LISTENING AND <del>WORK</del> WORKING WITH PEOPLE. CAN VOICE OPINIONS AND ACCEPT OTHER OPINIONS.</u>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <u>GOOD COMMUNICATION. YOU HAVE TO KNOW WHAT STAFF IS DOING, AND WHAT YOUR CONCERNS ARE.</u>

6	Have you served on any Boards, Commissions or Committees (not only County B&Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure? APP; @ COUNCIL ON CANCER (WHICH DOES SEMINARS); HELPED WITH HEALTH FAIR, TO HELP PEOPLE GET SCREENINGS.
7	Are you familiar with the County Charter and County Code as they apply to the Board you are applying for? VAGUELY, BUT READY TO LEARN AS NECESSARY.
8	Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity? YES. RETIRED SO TIME AVAILABLE.
9	Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board? NO
10	Currently, a few boards or commissions are “live streaming” their meetings (T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&Cs to stream, is this - or will this - be a deterrent to your willingness to serve? NO.
11	[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]
12	Do you have any questions for the interview panel? WHAT'S NEXT AFTER MUSEUM <del>CCO</del> ? STARTING THIS WEEK, BOARD LOOKING AT MANY HISTORICAL LOCATIONS AROUND L.A., ALSO CONSIDERING PROPOSALS FOR ADDITIONS TO HISTORIC DISTRICT

Notes:

MPNHP DEVELOPMENT WILL INVOLVE FL/HD ADVISORY BOARD.

Date: \_\_September 6, 2016\_\_

**Board or Commission:** \_\_Fuller Lodge Historic Districts Advisory Board\_\_

**Interview Panel:**

Name : \_\_Pete Sheehey\_\_ (Council Liaison)

Name : \_\_Mark Rayburn\_\_ (B&C Chair)

Name: \_\_Wayne Kohlrust\_\_ (Staff Liaison)

**Applicants Interviewed:**

Name: \_\_Leslie Linke (Incumbent)\_\_ Date of Interview: \_\_Sep 6 2016\_\_

Name: \_\_Anna Marie Solomon\_\_ Date of Interview: \_\_Sep 6 2016\_\_

**Interview Panel Recommendation(s):**

The interview panel for the Fuller Lodge Historic Districts Advisory Board would like to recommend the following applicants for appointment:

Name : \_\_Leslie Linke\_\_ (incumbent)

**Other information for Council:**



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Staff Report

September 27, 2016

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**Agenda No.:** 2)  
**Index (Council Goals):**  
**Presenters:** County Council - Regular Session  
**Legislative File:** 8618-16

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### Title

Board/Commission Appointment(s) - Personnel Board.

### Recommended Action

**I nominate William Cooper and Suzanne Frary to fill one vacancy on the Personnel Board and move that Council appoint one nominee to the vacant position as follows: By roll call vote, Councilors vote for one nominee and the one nominee with the highest vote total of four or more will be appointed to fill the vacant position which term began on April 1, 2015 and ends on March 31, 2018.**

### Body

The purpose of this item is to fill one vacancy on the Personnel Board which was created by the resignation of John Mitsunanga. This appointment would be to complete the term which is to expire on March 31, 2018. The two applicants that were interviewed on September 20, 2016 are William Cooper [R] and Suzanne Frary [R].

The five-member board has staggered three-year terms beginning April 1st and ending March 31st. Party affiliations are noted as [D] Democrat, [R] Republican, [ I ] Independent, [G] Green, [L] Libertarian, [DTS] Declined to State, and [N] Not Registered to Vote. The board is currently composed as follows:

1. Leslie Geyer [D]
2. Christeanne Goodey [R]
3. Beth Honea [D]
4. Cathe McClard [R]

Appointing any of the nominees will not violate the County Charter restriction concerning political party majorities on Boards and Commissions. The interview committee consisting of Councilor David Izraelevitz, Board Chair Leslie Geyer, and Staff Liaison Denise Cassel recommend appointing William Cooper.

### Attachments

- A - Personnel Board Member List
- B - Application Packet for William Cooper
- C - Application Packet for Suzanne Frary
- D - Interview Panel Recommendation

## PERSONNEL BOARD MEMBERSHIP – FY2017

Term Beg	Term Exp	Appt Date	BCID	Name/Address	Party	Elig	V-Chair	Chair	Term
04/01/2015	03/31/2018	03/31/2015	PER1	<b>Leslie Geyer</b> Los Alamos, NM 87544	D	x		x	1 <sup>st</sup>
04/01/2014	03/31/2017	05/03/2016	PER2	<b>Christeanne Goodey</b> Los Alamos, NM 87544	R	x			1 <sup>st</sup>
04/01/2016	03/31/2019	05/03/2016	PER3	<b>Beth Honea</b> Los Alamos, NM 87544	D	x	x		2 <sup>nd</sup>
04/01/2014	03/31/2017	05/03/2016	PER4	<b>Cathe McClard</b> Los Alamos, NM 87544	R	x			1 <sup>st</sup>
04/01/2015	03/31/2018	07/28/2015	PER5	<b>VACANT</b>					

### Board Description

Board: Personnel Board

Division: Human Resources

Purpose: A Personnel Board is established as required in the County Charter, Section 306.2, to serve in an appellate and advisory capacity in the administration of the personnel program. The board shall report annually to the County Council on the operation of the personnel system.

Authorization: Ordinance No. 02-078, Sec. 2, 10-3-2006

Composition: Five (5) members

Term: Three (3) years, staggered terms, beginning April 1 and ending March 31

Meetings: Fourth (4<sup>th</sup>) Tuesday of each month (with some exceptions noted on the calendar)

Time: 11:30 am

Location: B&C Room 110, Municipal Building

Staff Liaison: Denise Cassel, 505-662-8047, [denise.cassel@lacnm.us](mailto:denise.cassel@lacnm.us)

Council Liaison: David Izraelevitz, 505-663-1750, [david.izraelevitz@lacnm.us](mailto:david.izraelevitz@lacnm.us)

Admin. Support: Kathy Casados, HR, 505-662-8040, [kathy.casados@lacnm.us](mailto:kathy.casados@lacnm.us)

*Serve Until Replaced*



Print Form

# APPLICATION

## VOLUNTEER FOR LOS ALAMOS COUNTY

### BOARDS AND COMMISSIONS

(Please be aware that as a public entity, the County of Los Alamos is obligated to furnish this information to the public if so requested. Please also note that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 Form.)

NAME: William J. Cooper DATE: 6/15/16

REGISTERED TO VOTE IN LOS ALAMOS: YES ☒ NO ☐

PARTY AFFILIATION AS REGISTERED:

Democrat ☐ Republican ☒ Independent ☐ None of the Above/Other \_\_\_\_\_

(Los Alamos County law mandates that no Board/Commission can have more than a simple majority of members from any one political party.)  
\_\_\_\_\_  
Verified (For LAC use)

ADDRESS: (Applicants are required to be residents of Los Alamos County)

Los Alamos, NM 87544

HOME PHONE: (\_\_\_\_\_) WORK PHONE: 505-

E-MAIL ADDRESS: \_\_\_\_\_ (Please, no e-mail addresses ending in "lanl.gov")

CELL PHONE: 505-

BOARD OR COMMISSION ON WHICH YOU WISH TO SERVE:

Personnel Board

HOW DID YOU LEARN OF THIS BOARD/COMMISSION VACANCY?

word of mouth

DO YOU CURRENTLY SERVE ON ANY COUNTY BOARD OR COMMISSION?

Yes ☐ No ☒

If yes, which one? (Los Alamos County Law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)

County Charter Section 905.1 allows County employees to serve on Boards or Commissions as non-voting members only.

Questions are on the next page. Please attach additional responses as needed.

Send completed form to:  
County Administrator's Office  
1000 Central Ave., Suite 350  
Los Alamos, NM 87544  
Phone: 663-1750 Fax: 662-8079  
Email to LACBoards@lacnm.us

1. Why would you like to serve on this particular Board?

Serve my community  
Ensure fair treatment of employees

2. What volunteer or professional activities have you participated in that could apply to this appointment?

Past Commander U.S. Marine Corps  
Past Commander American Legion  
Board member / Finance American Legion  
Federal Insurance - WINTER

3. The time involved may be 10-15 hrs per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?

Yes

4. What would you like to accomplish during your tenure on this Board or Commission? (Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)

Ensure fair treatment and discipline  
for all county employees balanced against  
the needs of the County

5. Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.

No

6. Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?

No



## Los Alamos, NM 87544

### Objective:

## HIGHLIGHTS OF QUALIFICATIONS

- ## EXPERIENCE

- Directly supervised an aggressive security program, maintained 100% accountability for 459 classified documents and hardware components stored at 12 secondary control points.
- Ensured the currency of 400 plus security clearances on employees.
- Planned and oversaw physical security for 12 buildings and living spaces for 300 employees.
- Currently conducting federal National Security and Special Trust background investigations for the Office of Program Management (OPM) on DOE/DOD and contractor employees
- Final DOD Top Secret Security Clearance. DOE "Q" clearance pending

- Supervised and conducted numerous investigations resulting in conviction involving theft, fraud, misconduct, loss of classified material, to include equal opportunity issues.
- Assisted numerous outside agencies in investigations, to include Naval Criminal Investigative Service and local law enforcement agencies.

- Reduced employee lost time through aggressive implementation of safety programs and training.
- Directed hazardous materials and waste program within the organization.
- Directed 8 staff sections (including operations, logistics, training, and personnel management) in an organization consisting of 1100 employees. Provided direct oversight and management of the Security Program, Safety Program, Legal Program, Retention and Family Readiness Departments.

### Special Investigator

## Aircraft Wing Supply Officer

**Commanding Officer, Logistics Squadron**

## Security Manager, Executive Officer

**Customer Service/Program Manager**

### Entry – Mid Level Logistician

2003-

2002-2003

2000-2002

1998-2000

1994-1997

1982-1994

- M.S. Systems Management, University of Southern California, Los Angeles, CA 1986
- B.S. Business Administration/Economics, University of Florida, Gainesville, FL 1982
- Command and Staff College, Marine Corps University, Quantico, VA 1997-1998
- Married, two children.



**LOS ALAMOS COUNTY**  
**COUNTY ADMINISTRATOR'S OFFICE**  
**BOARD & COMMISSION INTERVIEW QUESTIONS**

William J. Cooper  
Applicant's Name

Personnel  
Board or Commission

D. Izraelowitz  
Interviewer Name

9/20/16 3:30pm  
Date/Time of Interview

Interview Conducted:  
X Personally  
\_\_\_\_\_ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <u>B.S. Economics, M.S. USC Lt Col. Marines, 1100 Marines under him. After retirement UNM/LA in Business class.</u> <u>currently background investigator, Mgr of American Legion, 8 employees, multiple licenses. Coached sports,</u>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <u>Lab contract issues, possible budget issue if nonprofit. Hard to attract employees, <u>retention</u> to Lab + county</u>
3	How do you perceive the role of County Boards and Commissions in local government? <u>Advisory role, Council has final say</u>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <u>Knowledgeable about facts &amp; interpret rules &amp; apply to situation. Explain why someone is right or wrong. Confident in his background, done lots of things, lived in many different places, seen many different perspectives.</u>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <u>Be a good listener. Not upto speed on current issues, but find out what the issues are to address.</u>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><i>On American Legion Executive Board &amp; runs finance, &amp; Leadership contributions</i>  <i>Also Little League</i> → <i>Deal with employees, members, external organizations</i></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><i>Not the legal ramifications. Believe it is an advisory role.</i></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><i>Yes.</i></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><i>No. Careful on social media.</i></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><i>No.</i></p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p>
12	<p>Do you have any questions for the interview panel?</p> <p><i>Good opportunity to volunteer &amp; participate in democracy.</i></p>

Notes:



# LOS ALAMOS COUNTY

## COUNTY ADMINISTRATOR'S OFFICE

### BOARD & COMMISSION INTERVIEW QUESTIONS

Bill Cooper  
Applicant's Name

Personnel  
Board or Commission

L. Geyer  
Interviewer Name

9/20/16, 4 pm  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>57LA UFLA BSEcon USMC ofc          yr Master Lt Col Logistics Cmdr 1100 retired to LA.          UNMCA-US Instructor HR, mg, BG Inwest. Con OPM. Jgior, \$ Post 90          501c3 coach</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>LAC - LANL Contract, grt revenue issues          recruiting to LA; retention</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>advisory to Officials          perspective, courses of action + options</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>knowledge, facts, 2 sides, applies rules to          situation, assess &amp; agree or correct (w/ supp detail)          - Comfortable / confident, wide exposure</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Good listeners, learn the issues (not widely covered) understand &amp; contribute</p>



6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><i>AL Executive Board (elected position) Mgt + Finance. LALU - just past Syro - Leadership ⇒ collate function by leading in align w/ org</i></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><i>Not the legal terms / implications Advisory</i></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><i>Sure</i></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><i>No - nil capacity / well aware</i></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><i>no</i></p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p>
12	<p>Do you have any questions for the interview panel?</p> <p><i>Participation in govt is the key to it functioning Giving Back Looking to give back</i></p>

Notes:



**LOS ALAMOS COUNTY**  
**COUNTY ADMINISTRATOR'S OFFICE**  
**BOARD & COMMISSION INTERVIEW QUESTIONS**

William Cooper

Applicant's Name

Denise Cassel

Interviewer Name

Personnel Bd

Board or Commission

9/20/16 4P

Date/Time of Interview

Interview Conducted:

☒ Personally

☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <u>UNRA - econ - master degree - Lt Colonel. 1100 maxine - alt of super. w/ staff; instructor - Hemynt; Background service for OPM. my @ Amer. legion; Familiar w/ licensing. coach baseball, football.</u>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <u>Falowing newspaper - lab contract; GRT - budget, difficult to attract ee's.</u>
3	How do you perceive the role of County Boards and Commissions in local government? <u>Advisory in nature; give another perspective; Southwestern say.</u>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <u>Knowledgeable of facts; listen both sides; apply rules &amp; sometimes here to show a person is wrong or it &amp; explain why. Confident in my background to do this. See a lot of perspectives from experience in military.</u>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <u>good listener; contribute to discussion for solution trying to get.</u>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>yes - Amer. Legion Execlt. Bd. - Boy Scout &amp; coach (B) &amp; A          Past Little League.          leadership - what agency trying to do work w/ other groups.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>not legal ramifications. Advisory.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>yes.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>NO. being careful - new in military          L not concerned.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>NO.</p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p>
12	<p>Do you have any questions for the interview panel?</p> <p>Have to participate into democracy govt; good oppo to volunteer.</p>

Notes:



**APPLICATION**  
**VOLUNTEER FOR LOS ALAMOS COUNTY**  
**BOARDS AND COMMISSIONS**

(Please be aware that as a public entity, the County of Los Alamos is obligated to furnish this information to the public if so requested. Please also note that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 Form. )

**NAME:** Suzanne Frary **DATE:** 8/29/2016

**REGISTERED TO VOTE IN LOS ALAMOS:** YES ☒ NO ☐

**PARTY AFFILIATION AS REGISTERED:**

Democrat ☐ Republican ☒ Independent ☐ None of the Above/Other \_\_\_\_\_

(Los Alamos County law mandates that no Board/Commission can have more than a simple majority of members from any one political party.)

\_\_\_\_\_ *Verified (For LAC use)*

**ADDRESS:** (Applicants are required to be residents of Los Alamos County)  
White Rock, NM 87547

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_ (Please, no e-mail addresses ending in "lanl.gov")

**CELL PHONE:** \_\_\_\_\_

**BOARD OR COMMISSION ON WHICH YOU WISH TO SERVE:**

Los Alamos County Personnel Board

**HOW DID YOU LEARN OF THIS BOARD/COMMISSION VACANCY?**

David Izaelevitz

**DO YOU CURRENTLY SERVE ON ANY COUNTY BOARD OR COMMISSION?**

Yes ☐ No ☒

**If yes, which one?** (Los Alamos County Law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)

County Charter Section 905.1 allows County employees to serve on Boards or Commissions as non-voting members only.

**Questions are on the next page. Please attach additional responses as needed.**

Send completed form to:  
County Administrator's Office  
1000 Central Ave., Suite 350  
Los Alamos, NM 87544  
Phone: 663-1750 Fax: 662-8079  
Email to LACBoards@lacnm.us



1. Why would you like to serve on this particular Board?

I would like to expand my experience to include involvement in the county government of the community I live in. I am currently an HR Generalist at Los National Laboratory and feel I could bring to the position another perspective related to Personnel Issues. I would hope to gain better perspective of the county government and the policies and procedures that are currently in place.

2. What volunteer or professional activities have you participated in that could apply to this appointment?

As stated above, I am currently an HR Generalist at Los Alamos National Laboratory which is one of the primary employer in the county. I have been in Human Resources at LANL for the past 13 years and feel I can bring my experience and the perspective of Human Resources Generalist from a large employer into the role I wish to serve for the county.

3. The time involved may be 10-15 hrs per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?

Yes

4. What would you like to accomplish during your tenure on this Board or Commission? (Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)

I am looking forward to the opportunity to serve my county in an appellate and advisory role in the administration of the County personnel program. I hope to contribute to the role by using my experience and knowledge of personnel related matters.

5. Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.

No

6. Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?

No



LOS ALAMOS COUNTY  
COUNTY ADMINISTRATOR'S OFFICE  
BOARD & COMMISSION INTERVIEW QUESTIONS

Sozanne Frany  
Applicant's Name

Personnel  
Board or Commission

D Izraelentz  
Interviewer Name

9/20/16 4:30 pm.  
Date/Time of Interview

Interview Conducted:  
\_\_\_\_\_ Personally  
\_\_\_\_\_ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <u>Born in LA, grew up here, left, but returned since 2003. Works at Lab since <del>beginning</del> always at HR. People matter, state dir. personnel records + learned from ground up. Can bring experience to board, HR is a field / profession <del>where</del> many things apply across field.</u>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <u>Three all levels of involvement i.e. county, how to learn generally about local govt.</u>
3	How do you perceive the role of County Boards and Commissions in local government? <u>It's an advisory &amp; appellate role. Input but not to determine policy. Give outside opinion.</u>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <u>Understand the issue, doing the research to see the underlying <del>issue</del> concern. Understand that some have long term effects. Willing to do the research, <del>and</del> ability to listen, speak clearly work as a team. Ability to influence or advise &amp; accept decisions.</u>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <u>Apply of <del>what</del> answer to previous question, so how you conduct yourself, professionally calmly, step back and observe first.</u>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Serve on leadership team <del>and</del> for church &amp; serve as secretary. Talk about budget/finances, (board)          Water safety committee at lab. Get input from <del>people</del> employees to improve safety.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Briefly looked this. This opportunity has challenged me to learn more &amp; be more involved.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>No.</p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p>
12	<p>Do you have any questions for the interview panel?</p> <p>Will need to ask from her management for permission to take the time during the day for the meeting.          Looked at minutes. Found them interesting.</p>

Notes:





**LOS ALAMOS COUNTY**  
**COUNTY ADMINISTRATOR'S OFFICE**  
**BOARD & COMMISSION INTERVIEW QUESTIONS**

Suzanne Frary  
Applicant's Name

Personnel  
Board or Commission

L. Geyer  
Interviewer Name

9/20/2016, 4:30  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <i>Shew up here in LA - returned by choice. IANZ HR loves it diabetics HR/people are her passion. Plus Records. Deployed HR in GS. Quals: Experience, alt perspective</i>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <i>New to the <del>LA</del> LAC B&amp;C, all levels of involvement, chance to be a part of local govt</i>
3	How do you perceive the role of County Boards and Commissions in local government? <i>Advisory / appellate role Alt perspective Role - external resource / contributor</i>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <i>Understanding the issue, learning, root cause Thinking of big picture &amp; long term - Interested &amp; willing - Communicate well - advise &amp; influence - Listening - teamwork</i>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <i>Apply #4, Intrigued by potential to contribute Conduct yourself Prof. / calmly / observe / understand</i>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><i>Church leadership committee, Sec / Church Board</i></p> <p><i>Advise listen <u>participate</u></i></p> <p><i>WSSST - HR Soc Center Rep</i></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><i>Briefly reviewed ⇒ spent some time looking, but expected to review, time to get involved</i></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><i>yes</i></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><i>not a deterrent</i></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><i>no</i></p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p> <p><i>no</i></p>
12	<p>Do you have any questions for the interview panel?</p> <p><i>mgr approval</i></p> <p><i>of the due process</i></p>

Notes:



**LOS ALAMOS COUNTY**  
**COUNTY ADMINISTRATOR'S OFFICE**  
**BOARD & COMMISSION INTERVIEW QUESTIONS**

Suzanne Fiary

Applicant's Name

Personnel Bd

Board or Commission

Denise Cassel

Interviewer Name

9/20/16 4:30pm

Date/Time of Interview

Interview Conducted:

☒ Personally

☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <u>Group in LAC; HR generalist in Lab; done work w/ people in HR. My skill - can bring another perspective.</u>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <u>To know all levels of involvement is good. opport to see &amp; learn.</u>
3	How do you perceive the role of County Boards and Commissions in local government? <u>Looked @ website; Appellate &amp; advisory. Under stand can give input. external resource to give an opinion</u>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <u>understand what an issue. Dive into root issue. understand a decision could have a long term effect. I would do research. Able to listen; speak clearly &amp; communicate well. work as a team. Rd @ work &amp; influence &amp; advise.</u>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <u>Apply all what said earlier. Am intrigued by being on a board. Professionally, calmly, sitting back &amp; observe.</u>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><i>Leadership team @ church – mtg biweekly. Advise, listen &amp; give input. WSS-T-@lab – address pertinent issues.</i></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><i>Briefly bored @; understood more about our govt. Time to step up.</i></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><i>yes -</i></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><i>No deterrent.</i></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><i>No.</i></p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:



Date: September 22, 2016

Board or Commission: Personnel Board

**Interview Panel:**

Name : David Izraelevitz (Council Liaison)

Name : Leslie Geyer (B&C Chair)

Name: Denise Cassel (Staff Liaison)

**Applicants Interviewed:**

Name: William Cooper Date of Interview: 9/20/16

Name: Suzanne Frary Date of Interview: 9/20/16

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

**Interview Panel Recommendation(s):**

The interview panel for the Personnel Board would like to recommend the following applicant for appointment:

Name : William Cooper (circle one: incumbent or new applicant)

Name : \_\_\_\_\_ (circle one: incumbent or new applicant)

Name : \_\_\_\_\_ (circle one: incumbent or new applicant)

Name : \_\_\_\_\_ (circle one: incumbent or new applicant)

Name : \_\_\_\_\_ (circle one: incumbent or new applicant)

Name : \_\_\_\_\_ (circle one: incumbent or new applicant)

Name : \_\_\_\_\_ (circle one: incumbent or new applicant)

**Other information for Council:**





# County of Los Alamos

## Staff Report

September 27, 2016

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** 1)

**Index (Council Goals):**

**Presenters:** Harry Burgess, County Manager

**Legislative File:** 8624-16

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### **Title**

County Manager's Report for September 2016

### **Body**

The County Manager's Office compiles a monthly report of activities conducted by County staff and publishes this report for the benefit of our citizens. Highlights of this report will be emphasized for Council as a means to increase the distribution of this information.

### **Attachments**

A - County Manager's Update

# County Manager's Monthly Update

LOS ALAMOS COUNTY

SEPTEMBER - 2016

This update contains information about Los Alamos County, and is intended to keep you informed regarding key issues, the status of various capital projects, employee recognitions and significant events that have occurred during the past several weeks. This update is distributed on a monthly basis; however the County maintains a website at [www.losalamosnm.us](http://www.losalamosnm.us) where you can also check for periodic updates on the issues outlined below as well as other current topics. In the event that you have questions concerning the information in this update, or any other questions about Los Alamos County activities, please feel free to contact the County Manager at (505) 663-1750, or via [lacmanager@lacnm.us](mailto:lacmanager@lacnm.us).

## COUNTY ATTORNEY'S OFFICE

### **Retirement**

It is with mixed emotions that we announce the retirement of Pauline Maestas, the Office of the County Attorney's Legal Assistant II. She has provided us and the County with over 22 years of devoted service. Pauline will be deeply missed but we can only feel happy for her retirement after her many, many years of service.

Pauline has been an integral part of our office and throughout the County. Pauline's attention to detail, while keeping the broader picture in mind, has been invaluable. Her willingness to put in extra time and effort to help us meet deadlines has demonstrated a commitment to operational excellence that we have come to depend upon. We owe her a debt of gratitude for all the times she has helped keep us on track, on time, and within our budget. In addition to her incredible competence and skill, she has been a friend to all with her thoughtfulness and encouragement. Her contributions will always be valued and remembered. Her hard work, commitment, and dedication are worthy of admiration. Pauline will be greatly missed.

On behalf of everyone in the Office of the County Attorney and the County, we would like to wish her the very best of luck.

Thank you,

Katie S. Thwaits

Acting County Attorney

Incorporated County of Los Alamos

1000 Central Ave., Ste. 340

Los Alamos, New Mexico 87544

Phone (505) 662-8020

Fax (505) 662-8019

## COMMUNICATIONS & PUBLIC RELATIONS DEPARTMENT

### **Happening Now:**

The contract for the selected website vendor was signed last week and a kick off meeting is being planned (date TBD) with launch late January or early February 2017 (the contract ends February 2017.) The Visual Information Specialists continue spending a significant amount of time working with the new brand, which launched with the community at the County Fair on August 13 with great success. The staff received many positive compliments about the new "Balance" logo. In September, CPR will devote more time to bringing on line such items as stationary, envelopes and fleet decals. The Instagram account has been set up and launched (@losalamoscounty). Branding training will be suspended until January now that the branding delegates are trained. A special meeting was held in August to train contractors working with the brand. The PIO continues to spend a significant amount of time on public outreach activities for the 11 Economic Development and Recreation Capital Projects and the August 31 public meetings and then Sept. 20 Council meeting for site selection/drawing review. The division continues to support the ongoing work of the Manhattan Project Park committee each month, and offered comments on brand application and proposed wayfinding signage efforts on an RFP being developed with one of the subcommittees. The press release on the first round of the Home Renewal Program was published last month, and the PIO has consulted with CDD on public outreach for the comprehensive plan, plus, the new Citizen Access Portal (soft launch in August with additional outreach in September.) The PIO assisted Economic Development staff with the RFP for Branding and Web Based marketing services. Both RFPs close later in September and the branding team will be on the evaluation committee. The PIO also participated in the full-scale LANL Exercise on August 26, and participated in discussions August 17 with consultant Tom Johnson on open source data/government transparency.

### **Coming Up:**

Time will be spent by the VIS on election outreach and branding items. For the PIO, workload will continue to be significant for the 11 capital projects/public outreach next month with the development of new Frequently Asked Questions as well as preparation for the Sept. 20 council meeting and then the two Town Hall meetings (Oct. 19 and 22). Public outreach encouraging voters to research both sides of the Sheriff charter item will wrap up and be launched end of September, just ahead of early voting options which open October 11. The PIO's time spent on the design of the new webpage will be significant in September and October. The emergency public information plan update will also be completed by end of September.

### **Communications Plan:**

The webpage project is part of the Communications Plan and progress was already noted above. That project will continue to be a significant impact on the PIO's time in September and continuing into expected migration activities then training (November and December) plus final launch and roll out plans in January or February 2017.

## COMMUNITY DEVELOPMENT DEPARTMENT

### **EnerGov Software Update:**

The Citizen Access Portal (CAP) – Phase 1 Rollout of the *Request and Code Search* modules, went live on August 21, 2016. Citizens are now able to report a potential code violation and search existing Code Cases. As of August 31<sup>st</sup>, Community Development received 12 reported potential code violations through

CAP. Access to the CAP site can be found on the County's Community Development/Code Enforcement web page.

### **Building Safety Division**



CDD's Monthly Contractor's Meeting was held on August 16<sup>th</sup> at Fuller Lodge. The Topic discussed was, "The Most Common Items Missed On Plan Submittals". There were over 30 individuals present and attendance continues to increase each month.

The number of new permits issued in August remain steady with 73 new building permits with a total valuation of \$1,128,272.

McDonald's Restaurant broke ground and poured footings in August.

### **Code Enforcement:**

For the month of July, Code Enforcement had 52 new cases. These represented a mix of signage violations, including three which were referred to Municipal Court.

### **Housing and Special Projects Division**

#### **Housing Rehabilitation Program (Home Renewal Program):**

The first round of loans for the program were approved in July. Of the applications submitted, nine were approved for county funding for a total of \$195,200. An additional two applications were funded by the Los Alamos Housing Partnership (LAHP). Bidding packages for the first five homes were released in August and received strong interest from contractors. Bids are due on September 1<sup>st</sup>. Bidding packages for the next five homes will be released on September 16<sup>th</sup>.

**Homebuyer Assistance Program:**

An ordinance for this proposed new program is expected to be brought to Council for consideration by December 2016.

**Vacant Homes Project:**

CDD staff presented research findings on vacant homes to Council August 23<sup>rd</sup>. Based on findings and Council recommendations, the vacant homes project will focus on a 'clean & lien' strategy. It is anticipated that an ordinance outlining such a program will be brought to Council for consideration by the first quarter of 2017.

**Housing Market Analysis:**

Staff is preparing an analysis report to illustrate housing demand, affordability gaps, and recommendations for Housing Programming, to be completed in the Fall of 2016.

**A-19 Development:**

Staff continued to coordinate with the Site A-19-A-1 Acquisition Group, LLC as they continue with their due diligence.

**Planning Division****Comprehensive Plan:**

Planning Division staff met with community members at the Los Alamos Fair and Rodeo Saturday August 13 and also at the Los Alamos Farmer's Market on August 25<sup>th</sup> to discuss the progress of the Comprehensive Plan and to view the Draft Land Use Maps. Many people stopped by to examine the maps and generally gave very positive feedback.

The second Statistically Valid Survey was mailed on August 24<sup>th</sup> to 3,000 Los Alamos businesses and households. The purpose of the survey, which will close on September 9<sup>th</sup>, is to gauge the level of support in the community for the draft Goals and Policies of the comprehensive plan. Architectural Research Consultants (ARC) will tally the results for presentation and discussion at the September 14<sup>th</sup> meeting of P&Z.

**Planning & Zoning Commission Activities:**

P&Z conducted a workshop from 9 am to 2 PM on Saturday August 6<sup>th</sup> to discuss the format of the comprehensive plan. The discussion continued at two subsequent meetings of P&Z on August 10<sup>th</sup> and 17<sup>th</sup>. The Commission directed staff to proceed and return in September with a completed draft of the Plan.

The Planning Division received 3 applications for P&Z Public Hearing in September.

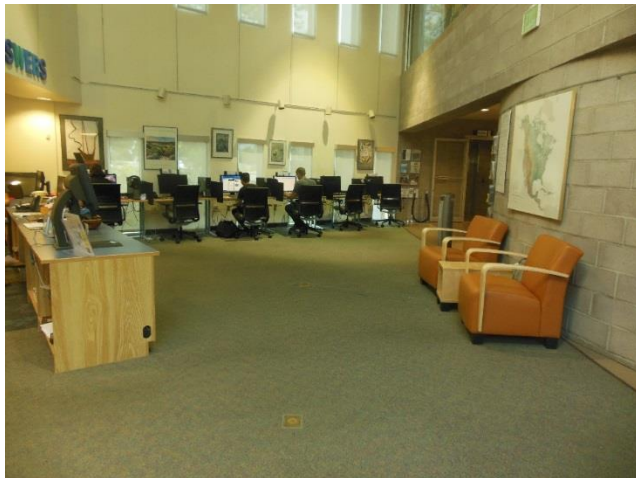
**Business License and Building Permit Review:**

Planning Division staff reviewed and approved 14 Business License applications and 35 Building Permits.

**COMMUNITY SERVICES DEPARTMENT****Library Division**



- New lobby furniture was installed on August 6 at Mesa Public Library, and patrons began using it as it was intended immediately. New chairs and desks in the reference area were also installed, replacing badly worn items. The new furniture was part of a general effort to improve how patrons enjoy the library. That effort also includes a more liberal food policy, and new designations for “quiet” and “normal voice” areas.



- The compilation and writing have begun on the Library’s strategic plan, after the last of seven focus groups met in August. Each focus group was led by a library board member, and facilitated by the administrative staff of Johnneva Martinez and Rebecca Andrus, along with two staff members who work in the areas assigned to the focus groups. This concluded the public input phase of the planning process, which began with a staff survey and public survey last spring.



- Three authors spoke at the Library in August- first award-winning broadcaster and Pete Seeger biographer David King Dunaway on August 24, then Rosanne and Phil Archuleta on August 25.



## **PROS Division**

### **Community Collaborations:**

- **3<sup>rd</sup> Annual Los Alamos Rock n Roll EnduroFest:** PROS staff worked with several County Departments and the event coordinators to support this annual community mountain biking event. Approximately 47 cyclists took part in this annual event on a slightly wet and rainy weekend. Check out the article "Mountain Flyer" magazine that provides a rider's perspective of the course at <http://www.mountainflyermagazine.com/view.php/third-annual-los-alamos-enduro-fest.html>.



- **Relay for Life:** The annual Relay for Life Fundraiser was held at Ashley Pond, on Friday, August 19<sup>th</sup> through Saturday, August 20<sup>th</sup>. PROS staff worked with the event team from the Los Alamos Medical Center and the Albuquerque chapter of the American Cancer society. Staff attended meetings to assist in coordinating event logistics at Ashley Pond and were on-hand at the Pond during the concert and Saturday morning.
- **10<sup>th</sup> Atomic Man Duathlon:** The race took a break for a couple years and is set to return on Sunday, September 18<sup>th</sup> in White Rock. This run-bike-run event occurs on a challenging course starting at Piñon Elementary School, heads down Ancho Canyon, past the Bandelier entrance and back to Piñon. PROS staff has been meeting with the race directors to assist with logistics, permits, and planning questions. Over 150 competitors are expected to attend from across New Mexico and surrounding states.



#### Recreation:

- **Movies in the Park:** The last MIP on Wednesday, August 10<sup>th</sup> was sponsored by the County's Emergency Services Departments who provided lots of fun activities and give-a-ways for the attendees. It's becoming an annual event to have a big wrap-up party for the last MIP hosted by the Emergency Service Departments. Check out video of some of the fun games hosted by LAFD on their FB page at <https://www.facebook.com/Los-Alamos-County-Fire-Department-1682968448597994/>.

#### Fair and Rodeo:

- **Fair at Ashley Pond:** Saturday morning was sunny and beautiful for the Fair & Rodeo Parade. Our Grand Marshall, the National Park Service, was well represented from our three local national parks – Bandelier National Monument, The Valles Caldera National Preserve, and the Manhattan Project National Historical Park. Over 40 vendors set-up around Ashley Pond; over 80 Arts & Crafts vendors were on Fuller Lodge Lawn; and there were more than 400 Fair exhibits hosted at the Mesa Public Library.





- **Rodeo at Brewer Arena:** The weather took a turn around Noon on Saturday with a few rainstorms. However, that did not deter from the Rodeo activities out on North Mesa's Brewer Arena.



- **Summer Concert Series Vendors:** Though it has been a bit wet and cool in August the Summer Concert series continues to be well-attended. Ashley Pond continues to be a great venue as the community gathers to enjoy some great music and food around the Pond. In 2106 the number of vendors attending the summer concerts increased from 17 to 27. Of those 27, 17 vendors paid for the entire concert series, an increase from 11 season vendors in 2015.



## Ice Rink:

- **Now Hiring:** The Ice Rink has several positions open for Students, Recreation Leaders, and Senior Recreation Leaders. The posting opened in early August and closes on Friday, September 9<sup>th</sup>.
- **Pre-Season Preparations:** The changeover from summer to winter is under way as we start preseason maintenance to make our tentative opening date of Sunday, November 13<sup>th</sup> (weather permitting). The Zamboni, snow blowers, and ice-edgers will be visiting Fleet for their annual maintenance and upkeep. Staff will be down at the Rink preparing to buff all the dasher boards, power wash the slab, check for loose and broken bolts, and other pre-season preventative maintenance that regularly occurs in September and October.
- **LAHA's Varsity Dry-Land Training:** The Los Alamos Hockey Association (LAHA) is already gearing up for hockey season. Varsity hockey players and coaches are participating in dry-land training at the rink on Monday and Wednesday evenings.
- **LAHA Work Party:** On Saturday, September 24<sup>th</sup> LAHA volunteers and Ice Rink staff will hold a work party to get some pre-season work accomplished together. Volunteers will assist with weeds, cleaning of the warming hut and locker rooms, raking up leaves and pine needles, picking up trash, and painting of the handrails throughout the facility.



- The PROS Division would like to take a moment to acknowledge all of the County Departments and Divisions that enabled us to make this past summer's multiple programs and events possible for our community members and visitors to Los Alamos County. Without these collaborative efforts we could not provide such quality programming and events and we appreciate everyone's "can do" attitude!

Thank you **LAPD** and **LAFD** for ensuring the safety of our participants and staff; our **Public Works Department** who provides support with **Traffic and Streets** staff; **Facilities** support; our **Engineering and Project Management Division** who communicate about big projects and works with PROS staff to facilitate various options; the **Public Information Office** who supports our marketing and community updates; and to the various County employees who come out and volunteer at these programs and events. These events take a lot of coordination, communication and hands-on support and the PROS Division greatly appreciates everyone's time and commitment!





### **Golf Course:**

We continued to have numerous Tournaments throughout the month of August.

- Los Alamos High School Junior Golf
- Los Alamos High School Girls Softball
- Roadrunners
- Northern New Mexico Senior Men's
- Zia Credit Union
- Los Alamos Women's Golf Association

All of these events ranged between mid-60 to mid-80 in the number of participants.



- Rounds will finish virtually flat compared to last year, at just over 3000 rounds for the month. We had 7 days of "sprinkling" last year, with no measurable rain. This August, 12 days of measurable rain with just under 4 inches total, which caused many afternoons of business to be lost due to rain.
- With the new POS System proposed, we will be able to count the Driving Range usage much more accurately and finally count the cart usage.

- The High School Teams, both boys and girls, have resumed practicing in the afternoons Monday-Thursday.
- From September 12<sup>th</sup> to October 2<sup>nd</sup>, the Golf Shop hours of Operation will be from 7:30 am to 6:30 pm.

## DEPARTMENT OF PUBLIC WORKS

### Airport Division

#### **Runway Maintenance Project:**

A grant application has been submitted to the Federal Aviation Administration to fund 90% of the cost to crack fill, seal coat and remark the runway and two aircraft parking areas at the airport. We are hopeful that the grant will be issued in time to complete the project before this winter. Another 5% of the funding is being provided through a grant from the NMDOT – Aviation Division and the final 5% will be the responsibility of the County. The total cost of the project should be \$593,684 of which only \$29,684 will be funded by the County.

#### **United Way Dinner:**

The Los Alamos High School will be holding their Taste the Sky dinner at the airport again this year to raise funds for the United Way Campaign. The dinner is scheduled for September 24<sup>th</sup> from 4:00 pm to 8:00 pm. More details will be available in the near future.

#### **Young Eagles Flights:**

The Experimental Aircraft Association (EAA) had to reschedule their Young Eagles flights for children ages 8 to 17 due to conflicts with other aviation activities taking place in the state on the scheduled date. The tentative date for the flights is now September 24<sup>th</sup>, the same day as the Taste the Sky dinner for the United Way Campaign. The flights will take place in the morning from 8:00 am to noon.

### Custodial Division

The Custodial Division supported 160 events during the month of August.

All the exterior windows were cleaned at the Judicial Complex, Betty Ehart Senior Center, Mesa Public Library and the Municipal Building (which also had all the interior windows cleaned). The windows at the Nature Center and White Rock Library are to be scheduled in October.

A better mouse trap called “electronic mice traps” were installed at the Golf Course Club House and Fire Station # 3 in order to help control increased rodent activity.

Work started on the main entrance (west side) to Fuller Lodge with replacement of the concrete and flagstone. This necessitated the closing of this entrance with a planned completion date of October 1. In the meantime visitors will be using the east entrance off the patio.



*Fuller Lodge Main (west) Entrance*

## **Engineering & Project Management Division**

### **Fire Station 3:**

Architectural design work is nearing completion and includes a more substantial reroofing, as well as a new wall system, window replacement and HVAC system modifications to better insulate and control the temperature in the bunkrooms. Construction is contemplated for late 2016 through early 2017.

### **Fuller Lodge Phases 2-4 and Historical Museum:**

R&M Construction continues to make steady progress on both facilities.

At Fuller Lodge, work on the new elevator is progressing steadily with the completion of walls for the elevator shaft. Work on the 2nd floor restroom renovations is continuing. The new wood floors in the Zia and Throne Room have been constructed and sealed. The contractor has begun work to replace the steps and retaining wall to the basement near the kitchen. Renovations to the west side main entry way begins the week of August 22. This work includes replacement of the stairs, ramp and flagstone area, and extension of the snow melt system to these areas. Signs will be placed to route visitors to the newly renovated east side area.



Museum renovations continue to progress with installation of the new air conditioning and heating system, lighting, communication systems for fire and HVAC controls, flooring, interior painting, along with restroom renovations which are near completion. Additionally, interior display walls construction is ongoing which allow placement of artifacts such as the '109 Palace Gate', the initial reporting location for Manhattan era lab workers. New flagstone is currently being placed at the main entry.





Work has also continued in the area adjacent to the exterior door leading to the hallway and kitchen. This door is currently unusable and caterers or anyone using the kitchen will have to either carry their food from the parking lot around to the east entrance or (with prior permission) can drive up the sidewalk directly to the patio.

#### **LAPD Dispatch Lighting Improvements:**

Design is complete and we are procuring a contractor. Work is anticipated to begin late September and take about a month to complete. Changes to the system will include removing the existing fluorescent lighting system and installing dimmable LED fixtures to customize lighting levels.

#### **Mesa Library HVAC Improvements:**

The current system is an evaporative cool system, while a less expensive system to install and operate it does not provide adequate cooling during times of high (30% plus) humidity. The system itself is limited in its cooling capacity due to its initial design. The design consultant evaluated several system options which included an initial and life-cycle cost analysis. This evaluation resulted in a system selection to proceed to the design phase.

The work is scheduled to occur in August 2017. Staff is evaluating options to reduce impacts and disruption of services.

#### **Knecht Street Improvements:**

Knecht Street Improvements including construction of a 10 ft. wide connection to the Canyon Rim Trail are substantially complete. Manufacture, delivery and installation of two street lights and completion of punch list items will wrap up the project.



### **White Rock Complex & Senior Center Renovations:**

Crews with R&M Construction continue to make steady progress on renovations, which include installation of interior structural supports, wall framing, insulation and drywall; plumbing, HVAC ductwork, and electrical rough-ins; and window and door installations; Repairs to the building foundations are complete and courtyard storm sewer installation and grading is ongoing.



*Senior Center Interior*





*Meal Center/Kitchen Interior*



*Town Hall Interior*



*Court Yard Grading*



### Youth Activity Center Improvements:

Design of interior improvements is underway for the Youth Activity Center, located in the basement of the Community Building. Work includes improvements to interior flooring, entry ways and cabinetry. Design is scheduled for completion early October with construction beginning in January 2017.



### Western Area Improvements Phase 4:

Crews with TLC Plumbing & Utility are making steady progress on improvements.

All work on 40<sup>th</sup> Street is complete with the installation of a new street light by Traffic Division crews at the south end of 40<sup>th</sup> Street and UNM-LA parking lot. Orange Street was also completed on August 18<sup>th</sup> prior to the start of school. Work within the Denver Steel Area (37<sup>th</sup> Street, 38<sup>th</sup> Street, 39<sup>th</sup> Street and Ridgeway Dr.) is ongoing with the installation of 8" water line. Currently crews are installing new water meter cans and connecting services to residents. Concrete work including curb, gutter, sidewalk, and drive pads are being installed throughout the project area with asphalt paving to follow.

As work in the Denver Steel Area nears completion, utility work on Western Area streets will begin which include the 40<sup>th</sup>/41<sup>st</sup> Street loop north of Sandia, and 45<sup>th</sup> Street south of Sandia to 41<sup>st</sup> Street.

Construction is scheduled to be completed October 31st, weather permitting.





## Central Avenue Improvements – Phase 2:



The project consists of the reconstruction of Central Avenue from 9th Street to 15th Street. Improvements include installation of a new sanitary sewer utility line, road reconstruction and streetscape improvements comprised of wider ADA accessible sidewalks, street and pedestrian lighting, landscaping, irrigation and street furniture.

Crews with Century Club Construction have completed sewer line installation from 15th Street to Shannon Corp building and is fully operational. Crews have installed the outer perimeter of the colored crosswalks at the south side of the Central Avenue/15th Street intersection as well as new ADA ramps, curb and gutter. Conduits for the street & pedestrian lighting are being placed during night time operations.





### **Canyon Rim Trail Project:**



Construction crews have completed installation of the block stone retaining walls along the trail's south side. Crews also completed one concrete bridge abutment with placement of the second to follow to prepare for installation of the 180 ft. long pedestrian bridge in mid-September.

The trail will consist of a 10 foot wide multiuse trail from Fire Station #6 to the Smith's Marketplace. The project is scheduled for completion by late December 2016/early 2017, weather permitting.



### **Facilities Division**

Access control projects have been implemented at the Justice Center, Animal Shelter and Ashley Pond.

Fire panel upgrades and repairs were made at the Animal Shelter, Fire Station 3 and Fuller Lodge.

We are in the process of switching fire/security monitoring systems from My Alarm Center to Relion Security. Seven buildings have been completed including the Community Building, Fuller Lodge, Historical Museum, Golf Course Club House, Golf Course Maintenance Shop, Justice Center and Fire Station 4. Complete changeover of all buildings is planned for August 31st.

### **Fleet Division**

#### **Training:**

Shop technicians attended a two day training on Traction Stability Control.

#### **New Equipment:**

Two sod cutters were received which will be utilized by the Parks Department.



### **Traffic and Streets Division**

#### **Streets Division:**

#### **Guaje Canyon Mitigation Project Site 1:**





*Before and after images of the rebar setting and concrete pour.*



## **Guaje Canyon Mitigation Project Site 2:**



Guaje Canyon Mitigation Project reached substantial completion on Friday, August 19, 2016 and is 99% complete.

*Placement of gabions along roadway.*

**The Los Alamos Landfill Scar Repair Project** is moving along, the drilling is now completed, the test holes are also completed and the additional SWPPP has been completed (per LANL permit). We anticipated a 30 day design time frame for the MSE wall.



*Streets Crews repaired a patch of failing asphalt around a drain at the Eco Station.*



*Before*



*After*

Before and after images of complete repairs at Fire Station 4 to prevent flooding.





*Before*



*After*

Streets crews repaired sidewalk, curb and gutter due to a utility break on 34th Street.



*Before*



*After*

Images of repairs done due to upgrading gas service at Canyon Drive near the Los Alamos High School.





*Before and after images at 1312 Sage. There was a utility line break, Streets Crews repaired the drive pad at the entrance.*



*Before*

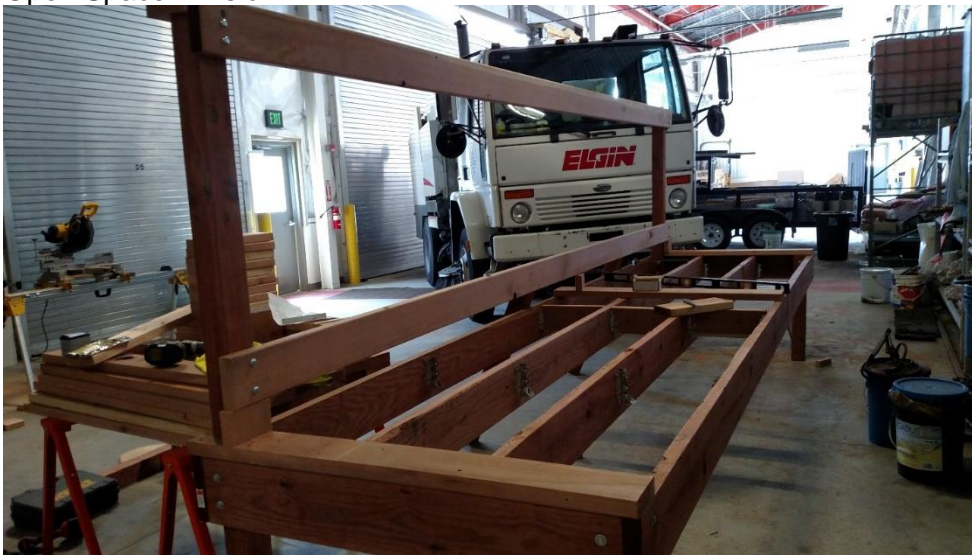




*After*

Streets Crews cleaned and repaired the County drain located at 925 Estates. With the recent rains, the drain became obstructed and water could not flow through properly.

Streets Crews swept a total of 137 miles this month. They also designed and are fabricating a bridge for Open Space Division.



*This bridge will be completed prefabricated disassembled and reassembled in the field.*



## Traffic Division



*Traffic Crews remove sag from overhead conductors at 277 Andanada. Crews trimmed the trees and moved the wiring.*







*Traffic Crews eradicating and replacing crosswalks throughout the County.*



*Traffic Crews installed a new double arm light pole at 40<sup>th</sup> Street and University on August 23<sup>rd</sup>.*

### **Transit Division**

The Transit Division implemented route and schedule adjustments as anticipated on August 8<sup>th</sup>, and has resumed the operation of the after-school Express Routes as delivered last school year. The public response to these schedule and route adjustments has been very positive and the operational functionality is being reviewed for any final adjustments before promotion of the timetable is promoted and included in published schedule documents.



Visitors Center in White Rock and the National Monument. Discussions with National Parks staff about operations in the coming year are anticipated to begin next month.



New fleet vehicles are on order and expected to arrive soon. Delivery of these vehicles will be very beneficial during the process of cycling five transit fleet buses through an engine maintenance program that is expected to be carried out through the remaining months of the calendar year.





Transit Division is moving forward in the process of filling key vacancies including that of Transit Division Manager and Management Analyst. Interviews for the Transit Manager have been completed and interviews for the Management Analyst will begin soon after the closing date of August 25<sup>th</sup>.

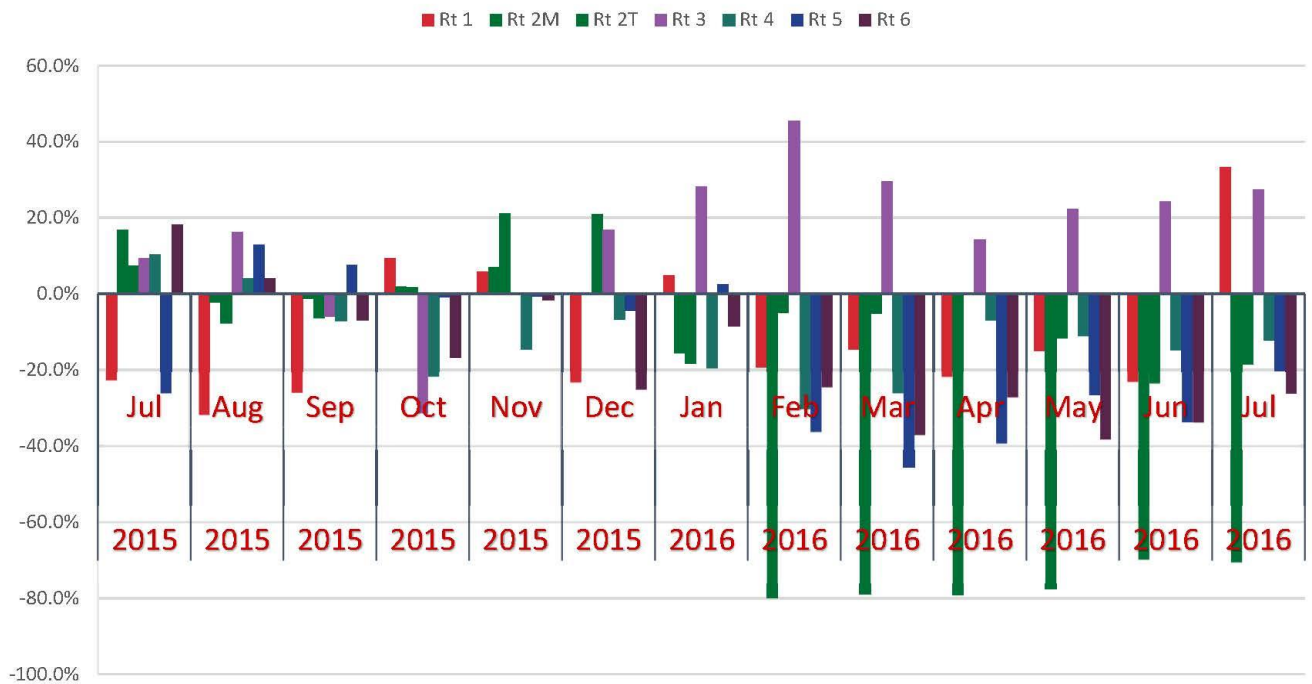


## July 2016 Ridership Report



Route	Current Month Trips			Year-to-date Trips			Average Daily Trips		
	Last Yr	Curr Yr	% Chg	Last Yr	Curr Yr	% Chg	Last Yr	Curr Yr	% Chg
1 Downtown	9118	<b>11051</b>	21.2%	63874	<b>57729</b>	-9.6%	414.5	<b>552.6</b>	33.3%
2M White Rock - Main Hill	6991	<b>1871</b>	-73.2%	40537	<b>12681</b>	-68.7%	317.8	<b>93.6</b>	-70.6%
2T White Rock - Truck Route	3769	<b>2789</b>	-26.0%	21050	<b>18346</b>	-12.8%	171.3	<b>139.5</b>	-18.6%
2 White Rock Total (2M & 2T)	10760	<b>4660</b>	-56.7%	61587	<b>31027</b>	-49.6%	489.09	<b>233.0</b>	-52.4%
3 Central / Canyon	2137	<b>2476</b>	15.9%	10936	<b>13774</b>	26.0%	97.1	<b>123.8</b>	27.4%
4 North Community	3064	<b>2444</b>	-20.2%	21943	<b>18086</b>	-17.6%	139.3	<b>122.2</b>	-12.3%
5 Barranca Mesa	3308	<b>2395</b>	-27.6%	20585	<b>14509</b>	-29.5%	150.4	<b>119.8</b>	-20.4%
6 North Mesa	7271	<b>4876</b>	-32.9%	54191	<b>38870</b>	-28.3%	330.5	<b>243.8</b>	-26.2%
<i>Fixed-route total</i>	35658	<b>27902</b>	-21.8%	233116	<b>173995</b>	-25.4%	1620.8	<b>1395.1</b>	-13.9%
7 North Mesa Expr	0	<b>0</b>	0.0%	6268	<b>5823</b>	-7.1%	0.0	<b>0.0</b>	0.0%
8 North Community Expr	0	<b>0</b>	0.0%	3621	<b>2947</b>	-18.6%	0.0	<b>0.0</b>	0.0%
9 Aspen Expr	0	<b>0</b>	0.0%	3175	<b>2695</b>	-15.1%	0.0	<b>0.0</b>	0.0%
10 Barranca Expr	0	<b>0</b>	0.0%	3401	<b>3752</b>	10.3%	0.0	<b>0.0</b>	0.0%
11 White Rock Expr	0	<b>0</b>	0.0%	3055	<b>3595</b>	17.7%	0.0	<b>0.0</b>	0.0%
<i>Express route total</i>	0	<b>0</b>	0.0%	19520	<b>18812</b>	-3.6%	0.0	<b>0.0</b>	0.0%
12 Bandelier	25212	<b>24200</b>	-4.0%	54252	<b>60875</b>	12.2%	840.4	<b>780.6</b>	-7.1%
Dial-a-Ride (Evening Service)		<b>138</b>			<b>556</b>			<b>6.9</b>	
ACT Assist (Previously DAR)	777	<b>466</b>	-40.0%	5010	<b>3549</b>	-29.2%	35.3	<b>23.3</b>	-34.0%
Special Services	3004	<b>3045</b>	1.4%	3571	<b>3438</b>	-3.7%	3004.0	<b>3045.0</b>	1.4%
<i>System total</i>	64651	<b>55751</b>	-13.8%	315469	<b>261225</b>	-17.2%	5500.5	<b>5250.9</b>	-4.5%

% Growth Over Previous Year: Fixed-route Trips per Service Day



## **ECONOMIC DEVELOPMENT**

### **Retail/Commercial Interest**

Retail and commercial enterprises interested in locating in the area south of Trinity Drive at 20<sup>th</sup> Street are awaiting the outcome of the LA Bonds feasibility study being conducted by Dekker Perish Sabbatini with regard to the recommended design concept for a 20<sup>th</sup> Street extension and the proposed subdivision of the County-owned land.

### **Publicity Update**

*Dorado* magazine is posting outtakes from their August 1 article <https://doradomagazine.com/boom-town-take-trek-los-alamos-new-mexico/> on their Facebook page at least weekly and the County's tourism marketing services contractor Griffin and Associates are sharing the posts on our tourism Facebook page, VisitLosAlamos.org!

### **Los Alamos is New Mexico True Video: "What Can You Say..."**

Filmed in June and edited in July by Griffin and Associates and its cinematographers at You Outta Be in Pixels, this video entitled "What Can You Say" features actors and locals experiencing the recreational and cultural assets that most people outside of our region don't associate with Los Alamos. Three slightly different 30-second spots were produced that will be rotated in a digital and/or television buy next spring. In the meantime, the 41-second spot that includes locals and visitors posing in the Bathtub Row Brewing Co-op's claw foot tub (a hidden, unique photo op) can be seen now from links on the Lodgers' Tax Advisory Board page of the County website <http://www.losalamosnm.us/gov/bcc/ltab/Pages/default.aspx> and on the Visit Los Alamos Facebook page.

### **Regional Tourism: Los Alamos is part of "Georgia O'Keeffe Country"**

At the New Mexico Governor's Conference on Tourism in Las Cruces last May, Tourism Secretary Rebecca Latham challenged each of the state's five regions to identify a brand based on an asset or attraction that is authentic, tangible and carries the potential to be known worldwide as the best and/or only place to deliver the experience. The North Central Region 5 identified three "pitchable projects" for consideration: "Renegade Adventure," "Spy Trail" (based on Los Alamos' Spy Tour debuted during this year's ScienceFest), and "Georgia O'Keeffe Country"—the winning brand selected by the board based on the indelible tie of O'Keeffe's landscape paintings to the region, and the stories of O'Keeffe's travels and experiences at cities and businesses throughout the region. At first, it seemed that the Los Alamos County area was just a side trip on the Georgia O'Keeffe Country trail, but the horse wrangler at Ghost Ranch confirmed that "Ghost Ranch" was one of the few, if only, places vetted and approved for visits by those working and living in Los Alamos during the Manhattan Project. Those who know of any stories, photos, places and other evidence of Georgia O'Keeffe's connection to Los Alamos are encouraged to share them with Kelly Stewart, [kelly.stewart@lacnm.us](mailto:kelly.stewart@lacnm.us), (505) 412-3410.

### **Tourism Marketing Opportunities for Local Businesses**

Los Alamos County Economic Development/Marketing is working with LACDC, Griffin and Associates and the New Mexico Tourism Department to develop new opportunities for local Los Alamos businesses to promote their products and services. In addition to the display cases in White Rock and Los Alamos Visitor Centers, Griffin and Associates is featuring local businesses on the Visit Los Alamos Facebook page. Launched at the beginning of the summer, the offer sent through

the Los Alamos Chamber of Commerce's e-mail blast and through a media release published on the Los Alamos Daily Post, however, only five businesses have submitted their name, physical address, phone number, web/Facebook address, photo and brief description. For the few businesses who have taken advantage of this offer, the posts have been shared multiple times and generated positive reviews and discussion—the best business referral! ED/Marketing will issue another release to encourage local business participation in September.



At the September 7 quarterly meeting of the New Mexico Tourism Department's Region 5 Board, Communications Director Heather Briganti read off the names of the "New Mexico True Certified" businesses in the north central area of the state—and there were no Los Alamos businesses listed! This free program is open to licensed New Mexico businesses whose products are 100% Made, 100% Born and Raised or 100% Grown in New Mexico. Any business that meets one of those criteria can apply and leverage the New Mexico True brand to build product/service recognition and bring national attention to the quality, care and craftsmanship behind products that are uniquely New Mexican. Small and large businesses can integrate the "New Mexico True Certified" mark on packaging, fulfillment and marketing materials. For more information, go to <http://nmtourism.org/truercertified/>.

#### **Call for Nominations: Community Heroes, Tourism Professionals, Events, Materials**



The New Mexico Hospitality Association is accepting nominations for Top HAT (Hospitality And Tourism) Awards to be held this year at the Isleta Resort and Casino on November 17. Categories include: Marketing (print, digital, broadcast campaigns), Product Development (events, attractions, experience); Personnel Awards (hotel/restaurant staff responsible for the customer experience); and Premier Awards (Hospitality Professional of the Year, Tourism Professional of the Year, Hotel of the Year and Destination of the Year). Last year, Los Alamos was recognized in two categories with Georgia Srickfaden and Buffalo Tours winning "Tourism Professional of the Year" and the Los Alamos Visitor Guide receiving a "Best Print Finalist" award. County ED/ Marketing is working with LACDC to identify nominee people and projects for this year's awards. Submittals are due Friday, September 16.

The New Mexico Tourism Department is once again accepting nominees for New Mexico True Heroes, recognizing people who make a difference in their community. Los Alamos past nominees

have made it to the finals and are eligible for reconsideration. Nominations are due Friday, September 30,

### **Tourism Materials Distribution**

For several years, Los Alamos County has contracted with the tourism brochure distribution services company, Fun and Games, to deliver the Los Alamos Visitor Guides to the Tourism Department's visitor centers, as well as visitor centers and hotels in key cities, and at events throughout the state. Bandelier National Monument maintains a separate contract with Fun and Games for the distribution of its brochure. However, other attractions in the Los Alamos County area have not had the resources to support this continuous and widespread distribution—until now. Los Alamos County and the Los Alamos Commerce and Development Corporation have worked with Fun and Games to create a new contract to be managed by LACDC that offers other Los Alamos attractions the opportunity to have their brochures or rack cards distributed at a #% discount beginning this month through June 2017. Participants include the Nature Center, the Bradbury Science Museum and the Manhattan Project National Historical Park!

### **Branding Update**

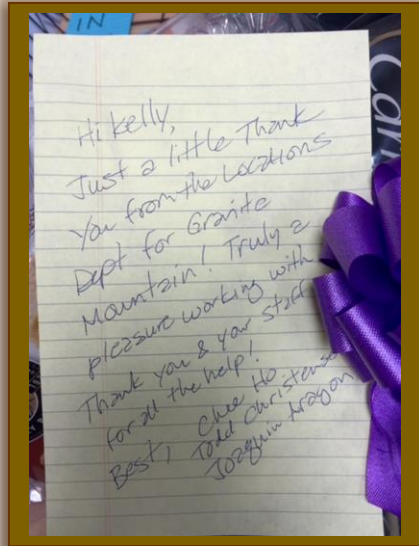
On August 28, the County's Economic Development Division issued a Request For Proposal (RFP17-11) for Brand Implementation Services with a deadline of 2:00 p.m., Thursday, September 22 to receive proposals. An addendum (No. 1) was issued on September 1 in response to questions from a firm outside of the country, confirming that: "Companies from outside the USA are welcome to respond; Activities listed in RFP, including interviews, can be conducted via Skype or similar virtual meeting methods, however, it is anticipated that several community integration activities (e.g. focus groups, events, etc.) and presentations to the County Council may be most effectively conducted by the Selected Consultant in person; and proposals are not accepted via email." An additional RFP was issued on August 18 for web-based marketing services that will be used to support the implementation of the Brand Marketing Plan, as well as other tourism and economic development marketing efforts.

### **Los Alamos Film Office Update**

Los Alamos County is getting a reputation...for delivering exceptional customer service to the film industry. Los Alamos Film Office has one state-sanctioned film liaison, Kelly Stewart, who facilitates communication and coordination between the film location managers. These are the County staff who actually do all of the work with the utmost professionalism:

- ★ **Locations Reservations, Permits & Support** – *Dianne Marquez, Jeff Humpton and staff*
- ★ **Traffic Management, Control, Signage & Permits** – *Dan Erickson, David Archuleta, Alipio Mondragon, Darby Martinez, Philo Shelton*
- ★ **Facilities Access & Support** – *Jim Zerr and staff*
- ★ **Police Security and Staffing Support** – *Jason Herrera, Hilario Salazar and department volunteers*
- ★ **Fire Management and Suppression Support**– *Ramon Garcia and department volunteers*
- ★ **Noise Permit Approvals** – *Francine Suazo, Adrienne Lovato and Harry Burgess*





**“Hostiles”:** This western feature-film starring Christian Bale and Rosamund Pike (from “Gone Girl”) was set to film at Pajarito Mountain in September and had LAFO’s Streets, Traffic, Police and Recreation representatives jumping through hoops to accommodate a planned routing of film trucks and equipment through Los Alamos on August 25. However, scheduling and logistics issues forced the production to drop Los Alamos as a location. It should be noted that in response to a LAFO query regarding whether the Los Alamos film process played any part in their decision, the location manager responded with the following:

**“Granite Mountain”:** The final filming in Los Alamos occurred Friday, August 26 in the Quemazon neighborhood where local kids were cast for an evacuation scene. On September 7, a huge gift basket was delivered to the Los Alamos Film Office with the note: “Hi Kelly, Just a little thank you from the Locations Department for “Granite Mountain!” Truly a pleasure working with you. Thank you and your staff for all the help! Best, Chee Ho, Todd Christensen, Joaquin Aragon”

Everyone who helped make the “Granite Mountain” shoot a success, please stop by the Los Alamos Film Office HQ (Kelly Stewart’s cubicle) at the Municipal Building, Suite 150 for a snack from this basket. You’ve earned it!

**From:** Kathy McC [mailto:kpmccurdy@gmail.com]  
**Sent:** Tuesday, September 06, 2016 3:22 PM  
**To:** Stewart, Kelly <kelly.stewart@lacnm.us>  
**Cc:** David Manzanares <manzanaresdavid@hotmail.com>; Erickson, Daniel <daniel.erickson@lacnm.us>; Herrera, Jason <jason.herrera@lacnm.us>; Archuleta, David <d.archuleta@lacnm.us>  
**Subject:** Re: Film Agreement and Traffic Permit for Thursday

not at all.  
 not in any way, shape or form.  
 you were all fantastic.  
 you know how needityesterday we are and you were super quick to return emails and get info to us, and keep your folks in the loop.  
 I wish you worked in every single jurisdiction I ever have to film in!  
 thank you times a million.

## CALENDAR OF UPCOMING MEETINGS AND EVENTS

- Sept 14 – Comprehensive Plan – Meetings on Draft Plan: P&Z Meeting, 5:30 p.m., Council Chambers**
- Sept 15 – Board and Commissions Luncheon, 11:45 a.m. – 1:00 p.m., Council Chambers**
- Sep 20 – Contractor Meeting, 11:00 a.m. – 12:00 p.m., Fuller Lodge**
- Sept 20 – Council Work Session, 6:00 p.m., Fire Station No. 3 – White Rock**
- Sept 21 – Comprehensive Plan – Meetings on Draft Plan: Utilities’ Board, 5:30 p.m., Suite 110, Municipal Bldg.**
- Sept 22 – Councilors at Farmers’ Market, 9:00 a.m. – 11:00 a.m., At the Market**
- Sept 22 – Manhattan Project National Historical Park – Committee Meeting, 12:00 p.m. – 1:30 p.m., Room 330 Municipal Bldg.**
- Sept 24 – Home Efficiency Expo, 10:00 a.m. – 1:00 p.m., UNM-LA Bldg. 2**
- Sept 27 – Council Meeting, 6:00 p.m., Council Chamber, Municipal Building**
- Sept 28 – Comprehensive Plan – Meetings on Draft Plan: P&Z Meeting, 5:30 p.m., Council Chambers**

## KUDOS & FYI

**From:** Barela, James

**Sent:** Monday, August 01, 2016 9:47 AM

**To:** Bulthuis, Jon <[jon.bulthuis@lacnm.us](mailto:jon.bulthuis@lacnm.us)>

**Cc:** Shelton, Philo <[philo.shelton@lacnm.us](mailto:philo.shelton@lacnm.us)>; Flowers, Charles <[charles.flowers@lacnm.us](mailto:charles.flowers@lacnm.us)>

**Subject:** Cyclists Comments!

Good feedback on the Bandelier Route. Driver was Deborah Flores.





KEEP IT LOCAL- Los Alamos...

**Cyndi Wells** ▶ KEEP IT LOCAL- Los Alamos

7 hrs · Los Alamos, NM · 🌐

Just wanted to say a huge thank you to a driver of a Bandelier bus of Atomic City Transit today. I was riding my bike up the climbing section of road in Ancho Canyon towards White Rock and a shoulder doesn't exist there. The bus driver, instead of trying to squeeze by me (in a limited oncoming traffic sight area), held off and patiently drove behind me until he or she could safely pass me with plenty of room. This happened about 9:50 am with a smaller bus. Thank you! I encountered lots of courteous drivers today. I always appreciate coming home in one piece. 😊

**Mary Lutes**

I think that was the same driver that held off passing us too. We were just ahead of you. So glad the drivers are being considerate to cyclists.

[Like](#) · [Hide](#) · 12 minutes ago

Sam - Appreciate that you provide us such  
Awesome Support! You always there  
+ willing to help! Gloria

A Big Thanks for  
all your help - Ashana

Sam -

**Our sincere  
thanks and appreciation  
for your part in the  
success of the Primary Election.**

You and Brenda are a  
great amazing team - thank  
you for always be there to help.  
Shan

Thanks for all you do!  
Dawni