



LOS ALAMOS

County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

BCC Agenda

Parks and Recreation Board

Melanee Hand, Chair; Paul Cook, Vice Chair; Stephanie Nakhleh, and John Russell, Members

Thursday, February 9, 2017

5:30 PM

1000 Central Avenue
Room 110

1. CALL TO ORDER

2. STAFF AND OTHER ATTENDEES:

Others in attendance included

3. PUBLIC COMMENT

This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda.

Please Limit Public Comment to 3 Minutes.

4. BUSINESS

- A. [9057-17](#) Approval of Minutes from January 12, 2017 meeting
- Sponsors: Melanee Hand
- Indexes:
- Attachments: [A - Minutes: January 12, 2017](#)
- B. [9058-17](#) Subcommittee Application
- Sponsors: Melanee Hand
- Indexes:
- Attachments: [A - Shelby Redondo - Aquatic Center Advisory Subcommittee Application \(ACA\)](#)
- C. [9061-17](#) Approval of FY18 Draft Work Plan
- Sponsors: Melanee Hand
- Indexes:
- Attachments: [A - FY18 Draft Work Plan](#)

5. STAFF COMMUNICATIONS

- A. [9063-17](#) Chairman's Report
Sponsors: Melanee Hand
Indexes:
- B. [9064-17](#) Recreation Program Report
Sponsors: Christopher Wilson
Indexes:
Attachments: [A - Recreation Program Report](#)
- C. [9065-17](#) Parks and Open Space Program Report
Sponsors: Christopher Wilson
Indexes:
Attachments: [A - Parks & Open Space Program Report](#)

6. PUBLIC COMMENT

7. INFORMATIONAL ITEMS

8. PREVIEW OF NEXT MEETING

9. 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 505-662-8040 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 Recreation Division at 505-663-1781 if a summary or other type of accessible format is needed.



County of Los Alamos

Staff Report

February 09, 2017

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters:

Legislative File: 9057-17

Title

Approval of Minutes from January 12, 2017 meeting

Recommended Action

I move that the Board approve the attached Minutes

Attachments

A - Minutes: January 12, 2017



County of Los Alamos

BCC Meeting Minutes

Parks and Recreation Board

1000 Central Avenue
Los Alamos, NM 87544

*Melanee Hand, Chair; Paul Cook, Vice Chair; Stephanie Nakhleh, and John Russell,
Members*

Thursday, January 12, 2017

5:30 PM

1000 Central Avenue
Room 110

1. CALL TO ORDER

Present 3 - Member Russell, Member Nakhleh and Member Hand

Absent 1 - Member Cook

2. STAFF AND OTHER ATTENDEES

Charlie Kalogeros-Chattan, Community Services Department Director
Chris Wilson, Parks, Recreation and Open Space Division Manager
Linda Lindstrom, Office Manager
Jeff Humpton, Parks Superintendent

Other Attendees:

Erik Loechell
Ekaterina Davydenko

3. PUBLIC COMMENT

4. BUSINESS

- A. [8945-17](#) Approval of Minutes from December 8, 2016 meeting

Presenters: Melanee Hand

Attachments: [A - Minutes: December 8, 2016](#)

A motion was made by Member Russell, seconded by Member Nakhleh that the Minutes be approved as presented. The motion passed by a unanimous vote of 3-0.

I move that the Board approve the attached Minutes.

B. 8958-17 Election of Officers

Presenters: Melanee Hand

Member Russell nominated Member Hand as Chair, seconded by Member Nakhleh.

Member Hand accepted the nomination.

The motion passed by a 3-0 vote.

Member Russell nominated Member Cook as Vice Chair, seconded by Member Nakhleh.

The motion passed by a 3-0 vote.

I move that the Board approve the following nominations for Chair and Vice Chair.

C. 8959-17 FY18 Draft Work Plan

Presenters: Melanee Hand

Board Members discussed and reviewed the 2018 Draft Work Plan. The Board decided to continue to review the Work Plan and return any additional comments or recommended changes by January 26, 2017.

D. 8960-17 Subcommittee Reevaluations

Presenters: Melanee Hand

The Board discussed the importance of keeping communication open between the subcommittee boards and PRB meetings, which includes reaching out to the community to increase attendance and participation at PRB meetings.

Chris Wilson recommended that the Board retain the present subcommittees so the subcommittees can remain active and useful during the Bond process and/or future CIP initiatives.

Board agreed not to take a motion or reevaluate subcommittees at this time, but to further clarify in the 2018 Draft Work Plan at the next meeting.

E. 8961-17 Draft 2017 Calendar for PRB Board Meetings

Presenters: Melanee Hand

Attachments: [2017 PRB Meeting Calendar](#)

A motion was made by Member Nakhleh and seconded by Member Russell to accept the Parks & Recreation Board Calendar for the 2017 fiscal year. The motion passed by a 3-0 vote.

I move that the Board approve the attached FY2017 PRB Calendar.

F. 8962-17 Main Gate Park Camping

Presenters: Christopher Wilson

Attachments: [Main Gate Park.pdf](#)

Parks Superintendent Jeff Humpton presented two drawings for future RV camping spots at Main Gate Park, including the possibility of a self-pay kiosk. The Board supported moving forward with next steps for the 7 space RV option.

5. STAFF COMMUNICATIONS**A. [8949-17](#) Chairman's Report**

Presenters: Melanee Hand

Member Hand provided the Chairman's report with the following updates:

- December 20, 2017: County Council voted on the Bond Projects.
- The importance of educating the public on the funding for these projects.
- Council's request for the PRB to continue to explore options with the tennis courts.
- January 11, 2017: County Councilor O'Leary and Chrobocinski met with community members to discuss strategies of moving forward with the 2017 Bond Projects, which included a discussion regarding the 2nd sheet of ice as part of the new recreation center. Included were groups that have an interest in alternate uses for the new recreation center's ice arena space when it is not programmed with ice during the other 6 months of the year.

B. [8950-17](#) Recreation Program Report

Presenters: Christopher Wilson

Attachments: [Recreation Report](#)

Chris Wilson provided the Recreation Report in the packet and mentioned that the Open Space Report was now included as part of the Parks Report.

C. 8951-17 Parks and Open Space Program Report

Presenters: Christopher Wilson

Attachments: [Parks & Open Space Report](#)

Jeff Humpton updated the Board on projects that include: Main Gate Park, Barranca Mesa, and at the Disc Golf Course at Pinon Park in White Rock.

D. 8952-17 Open Space Advisory Subcommittee Report

Presenters: Stephanie Nakhleh

Member Nakhleh gave an update to the Board on the following items:

- Eric Peterson is continuing to meet with stakeholders regarding the flow trail.
- The big picture is a bikeable route from the top of the ski hill to the Y in White Rock.
- Per County Councilor David Israelevitz: It's important to note that the \$50k that Council has earmarked for this project is just for information collecting and evaluation, it is not a guarantee the project will happen, and it's not this project's final budget.
- The Canyon Restoration project is part of the 2017 Work Plan. The subcommittee is in discussion over strategies for selecting a canyon.
- Funding and grants for project resources. The February OSSC meeting is planned to be a working meeting.

E. 8953-17 Ice Rink & Recreation Advisory Subcommittee Report

Presenters: Paul Cook

Member Cook was absent. Chris Wilson provided an update on the Ice Rink as part of this report. He mentioned the following:

- Ice Rink and Recreation Advisory Subcommittee still have two openings on its subcommittee.
- Free skating has been busy.
- The first adult tournaments are coming in this weekend.
- The High School Hockey team has been playing well.
- The ice is holding up and everyone is enjoying the ice rink.

F. 8954-17 Golf Course Advisory Subcommittee Report

Presenters: Christopher Wilson

Chris Wilson mentioned he attended the subcommittee meeting which included a thorough review of the assumption of costs by the consultant and how it was drafted. The subcommittee voted to support the cost and felt comfortable with it. They will be meeting with the tournament groups and Cottonwood on the Greens over the winter to discuss a more seamless and affordable process.

G. 8955-17 Aquatic Center Advisory Subcommittee Report

Presenters: Christopher Wilson

Chris Wilson provided the report on behalf of Dee McCoy who was absent.

H. 8956-17 Council Liaison Report

Presenters: James T. Chrobocinski

Councilor Chrobocinski was not present. No report was provided.

6. INFORMATIONAL ITEMS

A. 8957-17 Action Items for Next Month

Presenters: Melanee Hand

- Confirm present subcommittees and re-evaluate assignments.
- Adopt the FY18 Draft Work Plan.

PREVIEW OF NEXT MEETING - February 9, 2017**ADJOURNMENT**

A motion was made by Member Nakhleh and seconded by Member Russell that the meeting be adjourned. The motion passed by a 3-0 vote.

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 505-662-8040 at least one week prior to the meeting or as soon as possible.

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County of Los Alamos

Staff Report

February 09, 2017

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters:

Legislative File: 9058-17

Title

Subcommittee Application

Body

Melanee Hand will present to the Board

Recommended Action

I move that the Board approve the following subcommittee application

Attachments

A - Shelby Redondo - Aquatic Center Advisory Subcommittee Application (ACAS)



LOS ALAMOS COUNTY
PARKS AND RECREATION BOARD

APPLICATION
Aquatic Center Advisory Subcommittee

To the Applicant:

Please be aware that as a public entity, the County of Los Alamos is obligated to furnish this information to the media, if so requested.

Name: Shelby Redondo Date: January 27, 2017

Address: _____

Home Phone: _____ Work Phone: _____

E-mail: shelby.redondo@losalamosnm.gov

☒ First Term

☐ Second Term

PLEASE NOTE:

If you reside outside Los Alamos County, you are not eligible for appointment.

Briefly state your reason(s) for wanting to serve on this committee and please give any background information and/or prior experience pertinent to this position.

I have been a member of ACAS several times in the past working closely with Fredrica Smith. I am very comitted to seeing a Leisure pool built. For the last 3 years I have worked closely with the County Council in supporting the construction of the original leisure pool concept.

Briefly state your understanding of the key issue(s) facing this subcommittee.

Passing a recreation bond which includes the Leisure Pool/ Multigenerational pool is the biggest challenge facing the Subcommittee.

Upon completing this form, please return to:

Recreation Division, 2760 Canyon Road, Los Alamos, NM 87544

Phone: (505) 662-8173

Fax: (505) 662-8034

ATTN: Parks and Recreation Board Secretary



County of Los Alamos

Staff Report

February 09, 2017

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.

Index (Council Goals):

Presenters:

Legislative File: 9061-17

Title

Approval of FY18 Draft Work Plan

Body

Melanee Hand will present item to the Board

Recommended Action

I move that the Board approve the following FY18 Draft Work Plan

Attachment

A - FY18 Draft Work Plan



FY18 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2018: July 1, 2017 – June 30, 2018)

Board and Commission Name: Parks and Recreation Board

Date prepared: January 12, 2017 - Approved by Council: _____

Prepared by: Christopher Wilson

**This work plan will be accomplished in the following time frame: from July 1, 2017
to June 30, 2018**

Chairperson: Melanee Hand - Term: November 30, 2017

Members and terms:

Melanee Hand	12-01-2015 – 11-30-2017
Paul Cook	12-01-2015 – 11-30-2017
John Russell	12-01-2015 – 11-30-2017
Stephanie Nakhleh	12-01-2016 – 11-30-2018
Vacancy	12-01-2014 – 11-30-2016
Vacancy	12-01-2014 – 11-30-2016
Vacancy	12-01-2014 – 11-30-2016

Department Director: Brian Brogan

Work plan developed in collaboration with Department Director? Yes

Staff Liaison: Christopher Wilson

Administrative Support provided by: Linda Lindstrom

Council Liaison: Pete Sheehey – Reviewed by Council Liaison? _____

1.0 Provide a brief Summary of your Board or Commission’s activities over the past twelve months. Please describe your Board or Commission’s accomplishments and identify constraints. List any “lessons learned” and identify the greatest challenges faced by the Board or Commission.

Supported the Parks and Recreation Board’s (PRB) FY17 Work Plan that is linked to Council goals and priorities for the support of new and existing recreation facilities, activities, and Open Space in Los Alamos County (LAC).

- Supported Council’s CIP/Bond process, CIP/Bond Decisions for Parks and Recreation facilities.
- Revised and updated PRB subcommittee charters for expanded missions and broader areas of recreational facilities and needs.
- Received updates on the LAC Reservoir.
- Reviewed and made recommendations for future North Mesa Stable License Fees and rate structuring.
- Outdoor gym equipment enhancement to East Park area.

Supported Los Alamos County Comprehensive Plan update, including Open Space Plan recommendations.

Updating the Ashley Pond/Mesa Public Library Park Master Plan and Park Assessment from December 2007.

Identified needed/anticipated interfaces with other Boards and Commissions for the achievement of common goals.

- Manhattan Project National Historic Park special committees for amenities, way finding, and other National Parks.
- Reviewed the proposed new exterior signage for the Museum Campus.
- Discussed existing and potential future improvements in camping, RV use, and RV storage facilities in Los Alamos County.

Identified the needs and efforts for public involvement and informing the public.

- Support Council’s lead for public input and involvement on proposed CIP/Bond projects, including involvement in Focus Groups, Listening Sessions, Dekker/Perrich/Sabatini updates.
- Review and discussion of the Integrated Pest Management Plan for Parks and Open Space Programs.
- Review and discussion of the 2016 Community Wildfire Protection Plan.

Accomplishments:

County Council voted “yes” in December for a \$20M CIP/Bond Project that includes a multi-generational pool addition, splash pad, ball field improvements, new multi-use recreation facility including an indoor ice-rink and golf course improvements. The PRB

had a role with idea-sharing, review, public input, throughout the year to promote these projects.

Manhattan Project subcommittee participation - Main Gate Park support, signage, amenities

Canyon Trail Phase II completion

Community Wildfire Plan adoption/update

Public input for recreation projects and parks.

Support for Pickle Ball integration with existing tennis courts.

Constraints:

Navigating communication and coordination with Board members, subcommittees, Council, the public, and other Boards and Commissions.

Formal Process and associated time to conduct BCC Rules. How can we boost creativity, output, and input while respecting formal systems?

Inter-organizational coordination for Pajarito Mountain ski hill improvements.

Lessons-Learned

Aligning subcommittees with the Bond Projects while focusing on a broader spectrum of public interests for our common purpose through education and outreach.

Consider the use of ad-hoc committees or work sessions for the PRB for brainstorming, and less restrictive communication processes/timing.

Division of roles and responsibilities between PRB and operational activities of the Parks, Recreation and Open Space Division.

Greatest Challenges

Revitalization of the PRB Subcommittees, including renewed focus on modified and expanded areas of the charter that support the Recreation CIP/Bond and initiatives.

Recruitment for the subcommittees and the PRB.

Need for Increased involvement with County Council to support recreation needs and associated marketing.

Marketing/promoting the CIP/Bond Projects to benefit the entire community; Education campaign, integrating and involving the subcommittees with subcontracted work and facilitation of focus groups.

Decreasing budgets for Parks, Recreation and Open Space over the past decade.

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)*

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:

Participate as needed and requested in support of the Council's CIP/Bond next steps process especially in regard to CIP/Bond decisions related to recreation facilities. Participate in the project scoping process of individual recreation initiatives.

Participate as needed and requested by the Council or Community Services Department Director in the implementation of the updated Ashley Pond Master Plan, and the Comprehensive Plan follow-on items.

Review and recommend modifications to the County Recreation User Fee Policy with consideration of how user fees impact citizen usage of County Parks and Recreation facilities.

Meet with Community Services Department Director and other LAC Board and Commission Chairs as requested for discussion and information sharing.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.

Parks Master Plan – Updated 2007
Parks Integrated Maintenance Plan – 2010
Recreation User Fee Policy – 1998
Recreation Needs Assessment – 2004
Open Space Management Plan – 2015
Community Wildfire Protection Plan – 2016
Canyon Rim Trail Master Plan – 2011
Comprehensive Plan – 2016
Trails Management Planning Documents – 2009

2.3 Other projects/assignments proposed by the Board or Commission: *(Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)*

Support the Open Space Management Plan and the Community Wildfire Protection Plan next steps.

Support the Manhattan Project National Historic Park, other national park activities and past recommendations to the Board that would be used by visitors, including camping improvements to Main Gate Park and Camp May.

Support a Pilot Canyon Restoration Project that will serve as a demonstration site for ongoing rehabilitation work.

Support Council and the Historical Society Board in the implementation of a way finding program and signage plan for the campus area and associated parks.

Visit Los Alamos Reservoir and make recommendations regarding public use once the road improvement/stabilization project concludes.

Work with subcommittees and receive reports and updates on assigned tasks and projects.

Support the long-term success of Pajarito Mountain for year round use and activities including its sustainable management.

Meet in the field with and invite more groups and individuals to the Parks and Recreation Board meetings to outline their programs, interests, current challenges and suggested solutions to strengthen the Board's connections with the community that uses the parks, recreation programs and facilities.

Explore the creation of a new facilities ad hoc working group or PRB work sessions to discuss Parks Master Plan updates and other park needs.

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

To effectively address the goals and tasks outlined the Board will incorporate input from the listed Boards and Commissions. The integration of these diverse perspectives will produce collaborative project outcomes. The Museum Campus Wayfinding Project and the Ashley Pond Master Plan implementation are good examples of the type of interfaces needed between the listed Boards and Commissions.

Community Development Department
Library Board
Art in Public Places Board
Lodgers' Tax Advisory Board
Fuller Lodge Historic Districts Advisory Board
Public Works Department
Fire Department
Police Department
Parks, Recreation and Open Space Division
Library Division
Environmental Sustainability Board
Transportation Board
Manhattan Project National Historic Park Project Committee
Historical Society Board
Planning & Zoning Commission
Board of Public Utilities
Department of Public Utilities

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:
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County acquisition of Pajarito Mountain, Comprehensive Plan follow-on, implementation of the updated Ashley Pond Master Plan, Los Alamos Reservoir projects, camping enhancements, pilot canyon restoration plan, and CIP/Bond recreation facility initiatives will require public information and involvement meetings.

5.0 List the current subcommittees for this Board or Commission.

**5.1 For subcommittees with members that are not members of the parent board or commission:
List the subcommittee members and their terms.
Explain how sub-committee members are selected or appointed.
Provide a description of each subcommittee's charter or purpose.
Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:**

Aquatic Center Advisory Subcommittee

1. List of Members and Terms (Attachment A).
2. Description of Purpose and Guidelines (Attachment E).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. ACAS Work Plan
 - A. Support associated CIP/Bond projects for a splash pad and a multi-generational pool.
 - B. Review Aquatic Center programs and facility and submit recommendations for improvement.
 - C. Gather public input on Aquatic Center programs and facility.
 - D. Promote maximum utilization of the Aquatic Center programs and facility.
 - E. Participate as needed and as requested in support of the Council's CIP/Bond next steps.
5. Coordinate a meeting annually with the outdoor pools.

Ice Rink and Recreation Advisory Subcommittee

1. List of Members and Terms (Attachment B).
2. Description of Purpose and Guidelines (Attachment F).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. IRRAS Work Plan
 - A. Support associated CIP/Bond projects for a recreation center including indoor ice arena and other recreation projects including ball field improvements.
 - B. Review Ice Rink and Recreation programs and facility and submit recommendations for improvement.
 - C. Gather public input on Ice Rink and Recreation programs and facility.
 - D. Promote maximum utilization of the Ice Rink and Recreation programs and facility.
 - E. Participate as needed and as requested in support of the Council's CIP/Bond next steps.

Golf Course Advisory Subcommittee

1. List of Members and Terms (Attachment C).

2. Description of Purpose and Guidelines (Attachment G).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. GCAS Work Plan
 - A. Support associated CIP/Bond project for golf course improvement.
 - B. Review Golf Course programs and facility and submit recommendations for improvement.
 - C. Gather public input on Golf Course programs and facility.
 - D. Promote maximum utilization of the Golf Course programs and facility.
 - E. Participate as needed and as requested in support of the Council's CIP/Bond next steps.

Open Space Advisory Subcommittee

1. List of Members and Terms (Attachment D).
2. Description of Purpose and Guidelines (Attachment H).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. OSAS Work Plan
 - A. Review Open Space functions and facilities and submit recommendations for improvement.
 - B. Gather public input on Open Space functions and facility.
 - C. Promote maximum utilization of the Open Space functions and facilities.
 - D. Participate as needed and as requested in support of the Council's CIP/Bond next steps.

When a vacancy or upcoming vacancy on a sub-committee is determined the following shall occur:

- 1) A verbal or written notification will be given to current members who are eligible for reappointment to submit their intention to be reappointed. A new application is not required unless applicants choose to update it.
- 2) Parks, Recreation and Open Space staff shall send a public service announcement (PSA) informing the community of the vacancy.
- 3) New applications will be taken at the Parks, Recreation and Open Space Division Office and given to specific subcommittees.
- 4) Recommendations along with copies of all applications shall be submitted to PRB for discussion and appointment.
- 5) Letter informing all applicants of the appointment shall be mailed.
- 6) If there is more than one applicant for a position on a subcommittee, an interview process should be followed. The interviews should be conducted by the Parks and Recreation Board members with recommendations (as to the applicants) from the subcommittee members. This will allow for diversity and eliminate the self-perpetuating selection by the subcommittee of its members.

The need for advisory subcommittees of the Parks and Recreation Board is evaluated and approved annually by the board on interest by the public in the various operations of the Parks, Recreation and Open Space Division. Subcommittees may be eliminated, added or reconfigured as the need arises, following the procedures identified in the BCC Procedural Rules. Currently, there

are four subcommittees – Aquatic Advisory Subcommittee, Golf Course Advisory Subcommittee, Ice Rink/Recreation Advisory Subcommittee and Open Space Advisory Subcommittee. Even though some of these subcommittees are long term in their function, their existence is based on the annual review by the Board. Due to the potential short life of all or any one subcommittee, the Parks and Recreation Board has approved the appointments from interested citizens on an as needed basis. New subcommittees created by the Board and approved by County Council have members on the subcommittees that are approved by the Board.

Current PRB Subcommittee Members as of 12/31/2016

All First terms will start at the first schedule meeting following the date of appointment by PRB.

All Second terms will start two years from the date of their first appointment.

ACAS (Aquatic Center Advisory Subcommittee) 5 Members 4 Citizens & 1 PRB Liaison – All Voting

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.	Name & Address	Elig Y/N
Dec-14	Jan-14	Dec-16	Jan-16	Dec-18	Irene Powell	Yes
Oct-14	Nov-14	Oct-16	Nov-16	Oct-18	William W. Dai	Yes
Apr-16	May-16	Apr-18			Cathy Walters	Yes
					Vacant	
					Vacant (PRB Liaison)	
					Denise McCoy, Aquatic Manager – Staff Liaison 505-662-8170 denise.mccoy@lacm.us	

Subcommittee meets 1st Tuesday of each month unless it falls on the 1st then it is moved to the 2nd week at Aquatic Center Training Room at 12:00 Noon

IRRAS (Ice Rink & Recreation Advisory Subcommittee) 5 Members 4 Citizens & 1 PRB Liaison – All Voting

Appointed Date	1st Term Beg	1st Term Exp.	2nd Term Beg	2nd Term Exp.	Name Address	Elig Y/N
Aug-16	Sept-16	Aug-18			Darren Meadows	Yes
Sept-16	Oct-16	Sept-16			Rachel Adler	Yes
					Vacant	
					Vacant	

Paul Cook (PRB Liaison)

Dianne Marquez, Recreation Program Manager – Staff Liaison
 505-662-8173
dianne.marquez@lacnm.us

Subcommittee meets 1st Thursday of each month at the Aquatic Center Training Room at 5:30 p.m.

GCAS (Golf Course Advisory Subcommittee) 5 Members 2 LAGA, 1 PRB Liaison & 2 Citizens at Large – All Voting

Appointed Date	1 st Term Beg	1 st Term Exp	2 nd Term Beg	2 nd Term Exp.	Name & Address	Elig Y/N
Oct-16	Nov-16	Oct-18			Laura Glascock	Yes
Nov-16	Dec-16	Nov-18			Jason Cox	Yes
Nov-16	Dec-16	Nov-18			Laura Hamilton	Yes
May-16	Jun-16	May-18			Tony Fox	Yes

Vacant (PRB Liaison)

Sam Logan, Golf Course Manager - Staff Liaison
 505-662-8139
donald.torres@lacnm.us

Matthew Allen, GC Superintendent
 505-662-8103
matthew.allen@lacnm.us

Subcommittee meets 3rd Wednesday of each month at the Golf Course at 7:30 a.m.

OSAS (Open Space Advisory Subcommittee) 5 Members 4 Citizens & 1 PRB Liaison – All Voting

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.	Name Address	Elig Y/N
Dec-16	Jan-17	Dec-18			Liz Aicher	Yes
Jul-14	Aug-14	Jul-16	Dec-16	Nov-18	Kevin Holsapple	Yes
Feb-15	March-15	Feb-17			John Hogan	Yes
Nov-13	Dec-13	Nov-15	Dec-16	Nov-17	Mike Prime	Yes

Stephanie Nakhleh (PRB Liaison)

Eric Peterson, Open Space Specialist
 505-662-8173
christopher.wilson@lacnm.us

Subcommittee meets the second Tuesday of each month at the Aquatic Center Training Room at 11:45 a.m.

**Los Alamos County
PARKS AND RECREATION BOARD
Aquatic Center Advisory Subcommittee**

GUIDELINES

PURPOSE

The purpose of the Aquatic Center Advisory Subcommittee (ACAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to the Larry R. Walkup Aquatic Center. The ACAS shall be established on a year-to-year basis upon affirmative vote of the Board and approval by Council.

The duties and responsibilities of ACAS are:

1. Provide a forum for discussion of aquatic policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current aquatic programs in the County to determine additional needs and submit recommendations pertaining to aquatic center programs, guidelines, policies or user fees to the Board.
3. Review and comment on the long range plan for the operation and development of the Larry R. Walkup Aquatic Center and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to aquatic facilities and equipment.
4. With the Aquatic Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested, and using the Board's criteria from Los Alamos County Code Section 8-143 sub-paragraph (5) assist staff in the annual review of the aquatic center usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended user fee schedule for the aquatic facility.
7. Ensure that all findings, recommendations, or action items identified by ACAS are submitted for Board consideration and/or approval.

MEMBERSHIP

ACAS will consist of five-(5) official voting members, four (4) being appointed by the Board and the fifth being a current member of the Board. The Chairperson of the ACAS

shall be elected annually by the voting members of the subcommittee. The County Aquatic Center Manager shall be a non-voting member. The Chairperson of ACAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two-(2) years from the date approved by the Board. No voting member will serve more than two (2) terms in succession. After serving two terms, a former ACAS member must wait one full year before serving again on the ACAS.

Upon expiration of the term of any regular voting member of ACAS, the Board shall appoint or re-appoint a member for a full term; provided that no member shall be re-appointed to more than two (2) successive terms. When any vacancy shall occur on ACAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Administrative Office, 2760 Canyon Road, Los Alamos, NM.

MEETINGS

Meetings may be conducted monthly. The frequency of the ACAS meetings will be set annually by the Board. Additional ACAS meetings may be called as required and approved by the Chairman of the Board.

RECORDS

All ACAS records shall be retained by the Parks, Recreation and Open Space Division in accordance with the current Los Alamos County record retention policies.

STAFF LIAISON:

Aquatic Center Manager - 662-8170

**Los Alamos County
PARKS AND RECREATION BOARD
Ice Rink and Recreation Advisory Subcommittee (IRRAS)**

GUIDELINE

PURPOSE:

The purpose of the Ice Rink and Recreation Advisory Subcommittee (IRRAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to the Los Alamos County ice rink facility and general recreation programming. The IRRAS shall be established on a year-to-year basis upon affirmative vote of the Board and approval by Council.

The duties and responsibilities of IRRAS are:

1. Provide a forum for discussion of ice rink and recreation policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current ice rink and recreation programs and uses to determine additional needs and submit recommendations pertaining to ice rink and recreation guidelines, policies or user fees to the Board.
3. Review and comment on the long-range plan for the operation and development of the ice rink facility and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to ice rink and recreation facilities and equipment.
4. With the Recreation Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested, and using the Board's criteria from Los Alamos County Code Section 8-143 sub-paragraph (5), assist staff in the annual review of the ice rink usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended ice rink and recreation fee schedules.
7. Ensure that all findings, recommendations, or action items identified by IRRAS are submitted for Board consideration and/or approval.

MEMBERSHIP

IRRAS will consist of five-(5) official voting members, four (4) being appointed by the Board and the fifth being a current member of the Board. The non-voting member will be

the Recreation Program Manager. The Chairperson of IRRAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two-(2) years from the date approved by the Board. No voting member will serve more than two (2) terms in succession. After serving two terms, a former IRRAS member must wait one full year before serving again on the IRRAS.

Upon expiration of the term of any regular voting member of IRRAS, the Board shall appoint or re-appoint a member for a full term; provided, however, that no member shall be re-appointed to serve more than two (2) successive terms. When any vacancy shall occur on IRRAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Recreation Administrative Office, 2760 Canyon Road, Los Alamos, NM.

MEETINGS

Meetings may be conducted monthly. The frequency of the IRRAS meetings will be set annually by the Board. Additional IRRAS meetings may be called as required and approved by the Chairman of the Board.

RECORDS

All IRRAS records shall be retained by the Recreation Division in accordance with the current Los Alamos County record retention policies.

STAFF LIAISON:

Recreation Program Manager – 662-8173 or 662-4500

**Los Alamos County
PARKS AND RECREATION BOARD
Golf Course Advisory Subcommittee (GCAS)**

GUIDELINES

PURPOSE:

The purpose of the Golf Course Advisory Subcommittee (GCAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to the Los Alamos County Golf Course. The GCAS shall be established on a year-to-year basis upon affirmative vote of the Board and approval by Council.

The duties and responsibilities of GCAS are:

1. Provide a forum for discussion of golf-related policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current golf course programs and uses to determine additional needs and submit recommendations pertaining to the golf course programs, guidelines, policies or user fees to the Board.
3. Review and comment on the long-range plan for the operation and development of the golf course and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to golf facilities and equipment.
4. With the Golf Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested, and using the Board's criteria from Los Alamos County Code Section 8-143 sub-paragraph (5), assist staff in the annual review of the usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended fee schedule for golf facility passes.
7. Ensure that all findings, recommendations, or action items identified by GCAS are submitted for Board consideration and/or approval.

MEMBERSHIP

GSAC will consist of five (5) official voting members; Four being appointed by the Board and the fifth being a current member of the Board. Preferably two voting members, one representing female golfers, will also be members of the Los Alamos Golf Association (LAGA.) The non-voting members will be the Golf Course Manager, the Head Golf

Professional, and the Golf Course Superintendent. The Chairperson of GCAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members shall be no more than two (2) years from the date approved by the Board. The LAGA may be asked to recommend up to two members, for Board approval. No voting member will serve more than two terms in succession. After serving two terms, a former GCAS member must wait one full year before serving again on GCAS

Upon expiration of the term of any voting member of GCAS, the Board shall appoint or re-appoint a member for a full term; provided, however, that no member shall be re-appointed to serve more than two successive terms. When any vacancy shall occur on GCAS for any cause whatsoever, a member shall be appointed by the Parks and Recreation Board to fill the un-expired term caused by such vacancy.

All vacancies or renewals shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Administrative Office, 2760 Canyon Road or the Golf Course, 4250 Diamond Drive, Los Alamos, NM.

MEETINGS

Meetings may be conducted monthly. The frequency of the GCAS meetings will be set annually by the Board. Additional GCAS meetings may be called as required and approved by the Chair of the Board.

RECORDS

All GSAC records shall be retained by the Parks, Recreation and Open Space Division in accordance with the current Los Alamos County record retention policies.

STAFF LIAISON

Golf Course Manager – 662-8139
Head Golf Professional – 662-8139
Golf Course Superintendent – 662-8103

**Los Alamos County
PARKS AND RECREATION BOARD
Open Space Advisory Subcommittee (OSAS)**

*Facilities included are those that do not have an on-site manager. In particular this subcommittee is concerned with trails, pathways and open space.

GUIDELINES

PURPOSE

The purpose of the Open Space Advisory Subcommittee (OSAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to Los Alamos County programs and open space resources. The OSAS shall be established on a year-to-year basis upon affirmative action of the Board and approval by Council.

The duties and responsibilities of OSAS are:

1. Provide a forum for discussion of open space issues and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current open space programs and uses to determine additional needs and submit recommendations pertaining to open space programs, guidelines, and policies to the Board.
3. Review and comment on the operation and development of these facilities and programs and to serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to facilities and equipment.
4. With the Open Space Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested, and using the Board's criteria from Los Alamos County Code Section 8-143, sub-paragraph (5), assist staff in the annual review of the usage schedule and inform the Board of the subcommittee's recommendations.
6. Review and comment on the County Trails Management Plans.
 - Make recommendations for additions, deletions and realignments to the County Trail Network.
 - Review and comment on adherence to the County Trail Management Plan.
 - Comment on proposed developments to safeguard preservation of access to the County Trail Network.

- Recommend and document objective criteria for prioritization of trail projects and conduct an annual assessment of a list of prioritized projects.
7. All findings, recommendations, or action items identified by OSAS are to be submitted for Board consideration.

MEMBERSHIP

OSAS will consist of five (5) official voting members; four (4) being appointed by the Board and the fifth member being a current member of the Parks and Recreation Board. The non-voting members will be the Parks, Recreation and Open Space Division Manager, and the Open Space Specialist. The Chairperson of OSAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two (2) years from the date approved by the Board. No voting member shall serve more than two years in succession. After serving two years, a former OSAS member must wait one full year before serving again on the OSAS.

Upon expiration of the term of any regular voting member of OSAS, the Board shall appoint or re-appoint a member for a full term; provided that no member shall be re-appointed to more than two (2) successive full terms. When any vacancy shall occur on OSAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Department Office, 2760 Canyon Road, Los Alamos, New Mexico 87544.

MEETINGS

Meetings will be conducted monthly. The frequency of the OSAS meetings will be reviewed annually by the Board. Additional OSAS meetings may be called as required and approved by the Chair of the Board. .

RECORDS

All OSAS records shall be retained by the Parks, Recreation and Open Space Division in accordance with the current Los Alamos County records retention policies.

STAFF LIAISON

Parks, Recreation and Open Space Division Manager – 662-8170
Open Space Specialist – 662-8159

Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:
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Purpose:

The Parks and Recreation Board is established to serve as a central point of communication for the parks and recreation interests of the county and as an advisory body to the county council. The October 17, 1977, resolution creating the recreation board for the Incorporated County of Los Alamos is hereby repealed and voided.

Duties and Responsibilities:

The board shall be an advisory board to the Council of the Incorporated County of Los Alamos, and as such shall have the following functions, responsibilities and duties:

1. Review current parks and recreation programs and facilities in the county to determine additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies, facilities, or user fees to the council. For this purpose, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics;
2. Provide and/or gather public input on parks and recreation related long-range plans;
3. Serve in an advisory capacity to the planning and zoning commission for the location, construction, maintenance and funding of parks and recreation facilities; and
4. Review all parks and recreation related matters submitted to the board by council.
5. Within the current county council goals, objectives, and budget, perform the above-mentioned duties using the following criteria:
 - 5.1. Promote maximum utilization of parks, recreation facilities and programs;
 - 5.2. Enhance the quality of the leisure life of all county residents through parks and recreation programs and services;
 - 5.3. Provide to county residents as wide a variety of recreational opportunities as possible, taking into consideration programs other than county offerings.

Using the chart below, place an X in the column on the right if the Council Goal is related to the work of The Park and Recreation Board or Commission:

Mark all that apply

Economic Vitality	
<u>Financial Sustainability/Economic Vitality:</u>	
<ul style="list-style-type: none"> • Priority Area – Maximize our opportunity with respect to the development of the Manhattan Project National Historical Park 	X
<ul style="list-style-type: none"> • Promote a strong and diverse economic base through support of the current business base, recruiting additional businesses and encouraging new business growth 	
<ul style="list-style-type: none"> • Collaborate with Los Alamos National Laboratory as the area's #1 employer, and support associated spinoff businesses 	
<ul style="list-style-type: none"> • Market and brand Los Alamos as a scenic destination featuring recreation, science and history, 	X
<ul style="list-style-type: none"> • Encourage the retention of existing businesses and assist in their opportunities for growth 	
<ul style="list-style-type: none"> • Support spinoff business opportunities from LANL 	
<ul style="list-style-type: none"> • Significantly improve the quantity and quality of retail and tourism business 	X
<ul style="list-style-type: none"> • Attract new tourism related business 	
<ul style="list-style-type: none"> • Revitalize and eliminate blight in the downtown areas of Los Alamos and White Rock 	
Quality of Life	
<u>Education:</u>	
<ul style="list-style-type: none"> • Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation 	
<ul style="list-style-type: none"> • Partner with Los Alamos Public Schools and support, as appropriate, the delivery of their educational services to community standards 	
<ul style="list-style-type: none"> • Support the development of quality career, and life-long educational institutions 	
<u>Quality Cultural and Recreational Amenities:</u>	
<ul style="list-style-type: none"> • Create and Implement a comprehensive recreational and cultural plan that includes a range of amenities that support all segments of the Los Alamos community 	X
<u>Environmental Stewardship:</u>	
<ul style="list-style-type: none"> • Enhance environmental quality and sustainability balancing costs and benefits 	
<u>Mobility:</u>	
<ul style="list-style-type: none"> • Maintain and improve transportation and mobility 	
<u>Housing:</u>	
<ul style="list-style-type: none"> • Priority Area -- Promote the maintenance and enhancement of housing stock quality while utilizing available infill opportunities 	
<ul style="list-style-type: none"> • Promote the creation of a variety of housing options for all segments of the Los Alamos community 	
<ul style="list-style-type: none"> • Support development of affordable workforce housing 	

Quality Governance	
<u>Operational Excellence:</u>	
• Priority Area – Simplify permit requirements and improve the overall process	
• Maintain quality essential services and supporting infrastructure	X
• Invest in staff development to create a high performing organization	
• Manage commercial growth well following an updated, concise, and consistent comprehensive plan	
<u>Communication:</u>	
• Priority Area - Create a communication process that provides measurable improvement in citizen trust in government	X
• Improve transparency in policy setting and implementation	
<u>Intergovernmental Relations:</u>	
• Strengthen coordination and cooperation between County government, LANL, and the regional and national partners	



County of Los Alamos

Staff Report

February 09, 2017

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters: Melanee Hand

Legislative File: 9063-17

Title

Chairman's Report

Body

Melanee Hand will present to the Board.



County of Los Alamos

Staff Report

February 09, 2017

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: Christopher Wilson

Legislative File: 9064-17

Title

Recreation Program Report

Body

Chris Wilson will present to the Board.

Attachments

A - Recreation Program Report

Recreation Programs Report

Walkup Aquatic Center

- **Kha'p'o Community School:** The Kha'p'o Community School on Santa Clara Pueblo will begin group lessons throughout the month of February for their students.
- **Scheduling continues for other school groups:** Preparation for High School Freshmen PE classes continues (they will be here the first 3 weeks of March). Other groups that have been scheduled include: McCurdy Charter School from Santa Cruz, and Barranca Elementary, Mountain Elementary, Chamisa Elementary and Pinon Elementary from Los Alamos.
- **Busy Pool:** The High School Swim team will finish up their season on February 17th with the State Championship meet being held at Albuquerque Academy. The 3 club teams will finish their short course season with their State Championship meet being held March 2-5, also down in Albuquerque.
- **NMRPA Aquatics Professional Development Meeting:** Aquatics Managers from around the state will again be meeting to discuss issues that affect their agencies and swapping ideas for programming in the future. This group was started by Joe Harris, and will be the first meeting since his departure.
- **Staffing:** We have 3 new casual guards that will be starting in mid-February.
- **Group Swim Lessons:** Tuesday/Thursday lessons from 5:00-7:00 p.m. are very popular and unfortunately have waitlists. Due to staffing shortages of casual guards, we are unable to add any more classes during this time period.



Recreation Community Collaborations

- **Take over PEEC – Tuesday, January 17th from 6-7:30PM:** PROS Division staff once again collaborated with the Los Alamos Nature Center and PEEC to provide a night of fun activities and programs hosted by staff from across the Division. A five-hole putt-putt course was set up through PEEC which each hole staffed by a member of the PROS team. The score cards doubled as trivia questions on PROS Division facilities and amenities and at the last hole players put their cards into the drawing for free private golf or swim lessons (and some fun schwag). Over 120 participants came out and enjoyed S'mores, putt-putt golf, and a movie in the planetarium.



Ice Rink

- **Ice Skating Lessons:** The January sessions of skate lessons were almost all full and we had several participants register for private lessons as they wanted a little more one-on-one instruction from our skate instructors. We did have to cancel one lesson during that big snow storm, yet a make-up day was scheduled for February 4th.
- **Big M.A.C. & Teen Center Skate Night:** Staff worked with Jordan Redmond, the new Youth Activity Center Director, and with Sylvan and George at the Los Alamos Teen Center to coordinate these events. Unfortunately turn-out was less than expected as temperatures were in the single digits that week and not conducive to ice skating at night. We will try again next year as Big M.A.C. usually has a great turn-out and this was our first year coordinating a teen night.
- **Scoreboard Fix:** It's hard to tell when the puck hits the back of the net if the buzzer isn't working on the score board. Luckily we were able to work with staff in the Facilities Division to get the parts and the scoreboard up and working. That you all for working so quickly to find the issue, order the parts and get the buzzer up and running!
- **NEW! Adult Hockey Tournament:** The first annual Adult Hockey Tournament was held February 13th – 15th. This year we hosted four teams from New Mexico who enjoyed playing on outdoor ice. On Sunday another storm made it difficult to play as there was a lot of snow on the ice, yet the teams got out with a size 1 soccer ball and played in the snow. Players said they "couldn't wait until next year to do this again" and that "they couldn't believe more teams weren't registered." Our goal for next season is to work with LAHA to continue to grow this tournament.
- **3-v-3 Cross Ice Hockey Festival:** The annual X-Ice hockey festival was held February 28th and 29th with eight teams coming from Taos, Santa Fe, Rio Rancho, and Albuquerque. Add in the four teams representing Los Alamos and there were a total of 12 teams and over 120 kids plus their parents and siblings visiting Los Alamos.
- **NEW! Adult Broomball Night:** The second of these programs will be held at the Ice Rink on Friday, February 17th from 6:30P – 8:30P. The first session on January 5th was very successful and we anticipate more players as word-of-mouth has spread and an event has been created on Facebook by attendees.
- **Snow Removal:** January brought in the snow and staff worked really hard to ensure the Rink opened as soon as possible after and during each storm. The heavy snowfalls left us with

anywhere from 6" – 8" of snow which is slow and difficult to remove. The hard work of staff has ensured that though opening may have been delayed – the Rink did eventually open. Great work from our PROS staff clearing snow on the ice and around the facility; the Parks crews for moving snow behind the Zam garage and the Public Works crews for clearing our parking lots.



Recent snowfall on the ice, Adult broomball, 3-v-3 X-Ice Festival

Golf Course

The month of January closed with snow still on the ground.



Though some decent temperatures are expected in the next 7 days, the long range forecast expects more moisture, be it rain and or snow in the next days after the warming spell.

The course will remain closed until all snow has melted and we can open without having to return to closed after.

We attended the PGA Merchandise Show in Orlando Florida, the largest Golf Merchandise show globally, and set up buying programs for several new vendors to bring in new lines of merchandise for the community.

We started February 1st a "SALE" on the merchandise in the Golf Shop, 50%-75% OFF.

Looking forward to starting the Golf Season back up as soon as the weather permits.



County of Los Alamos

Staff Report

February 09, 2017

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.

Index (Council Goals):

Presenters: Christopher Wilson

Legislative File: 9065-17

Title

Parks and Open Space Program Report

Body

Jeff Humpton will present to the Board.

Attachments

A - Parks & Open Space Report



Parks & Open Space Monthly Report

Parks Report

- Manure Removal
- Snow and ice control during two storms, clearing safe routes for children and downtown areas for pedestrians.
- Gopher Control in all sites
- White Rock crew constructed new privacy screens at both Rover Park and Overlook park restrooms
- Contractors finished plumbing at Barranca Mesa Restrooms , interior to be completed by Parks staff
- North Mesa crew is working on signage requested by LAFD. To identify stables lots.
- Overlook crew continue to improve infields on Virchow, X-Lovato, and Byers.
- Contractors removed hazardous trees at Fuller Lodge by Romero Cabin and turf areas.
- During inclement weather the crews assembled park benches, picnic tables as well as refurbishing parks signage.
- Seven parks staff attended "Think Tree's" training in Albuquerque for two days.

Open Space Report

- Since the hiring of Ty and Chuck we have been able to move forward with several projects. We have been busy keeping trails clear of fallen trees and have been building bridges to replace weathered and unsafe crossings.
- Open Space awarded the Ancestral Pueblo Site stabilization project to Los Alamos Landscaping, this project will start as soon as conditions allow.
- With the assistant of the Open Space Subcommittee we are currently updating the Trails Management Planning Documents which has not been updated since 2012. This document will help assist with trail management and standards. Collaborating with the Parks Program we are in the design phase of secondary Kiosks for dog parks and trailheads that will be installed in Spring.