



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Agenda - Final County Council - Work Session

Tuesday, October 16, 2018

6:00 PM

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

1. OPENING/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. STATEMENT REGARDING CLOSED SESSION

October 16, 2018 Closed Session Motion

4. PUBLIC COMMENT

5. APPROVAL OF AGENDA

6. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

- A. [11152-18](#) Presentation by Frazier Lockhart of N3B Los Alamos and Doug Hintze of Department of Energy-EM

Presenters: County Council - Work Session

Attachments: [A - N3B LA County Oct18](#)
[B - N3B Conference Flyer](#)

- B. [10495-18](#) Briefing to Council by Ryn Herrmann, Chair of the Lodger's Tax Advisory Board.

Presenters: Loryn 'Ryn' Herrmann, Chair of the Lodgers' Tax Advisory Board

Attachments: [A - LTAB 2018 Annual Presentation to Council \(Oct 16 2018\)](#)
[B - Lodgers Tax Advisory Board FY19 Work Plan FINAL](#)

- C. [10494-18](#) Briefing to Council by Leslie Geyer, Chair of the Personnel Board.

Presenters: Leslie Geyer, Chair of the Personnel Board

Attachments: [A-FY19 Personnel Board Work Plan](#)

- D. [11257-18](#) Flow Trail Project Update and Consideration of Options

Presenters: Brian Brogan, Community Services Director

Attachments: [A - Los Alamos Flow Trail Presentation.pdf](#)

- E. [11217-18](#) Public Improvement District (PID) Discussion

Presenters: Paul Andrus, Community Development Director

Attachments: [A - Mirador Presentation](#)

7. BUSINESS

- A. [11302-18](#) Action to Suspend Council Rules for Work Session

Presenters: County Council - Work Session

8. CONSENT AGENDA

October 16, 2018 Consent Motion:

Consent Motion -

- A. [11290-18](#) County Council Minutes for September 25, 2018 and October 2, 2018

Presenters: Naomi Maestas

Attachments: [A - County Council Minutes for September 25, 2018](#)
[B-County Council Minutes for October 2, 2018](#)

- B. [11300-18](#) Approval to Submit an Assistance To Firefighter's Grant to the Department of Homeland Security's Federal Emergency Management Agency In The Amount of \$274,800.

Presenters: Troy Hughes, Fire Chief

Attachments: [A - Dailey-Wells Communications, Inc. Quote for P25 Radio Equipment.pdf](#)
[B - FY 2019 AFG Grant Application.pdf](#)
[C - Grant Analysis and Financial Matrix Form - AFG FY 2018.pdf](#)

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 Manager at 663-1750 if a summary or other type of accessible format is needed.



County of Los Alamos

Staff Report

October 16, 2018

Los Alamos, NM 87544
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Agenda No.:

Index (Council Goals):

Presenters:

Title

October 16, 2018 Closed Session Motion

Recommended Action

I move that Council approve the following statement for inclusion in the minutes:

"The matters discussed in the closed session held on October 16, 2018 that began at 4:30 p.m. were limited only to those topics specified in the notice of the closed session, and no action was taken on any matter in that closed session."

This motion is fairly characterized as procedural, therefore only a hand vote is required rather than a full roll call vote.



County of Los Alamos

Staff Report

October 16, 2018

Los Alamos, NM 87544
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Agenda No.: A.

Index (Council Goals): * 2018 Council Goal – Quality Governance – Intergovernmental Relations – Strengthen Coordination and Cooperation Between County Government, LANL, and Regional and National Partners

Presenters: County Council - Work Session

Legislative File: 11152-18

Title

Presentation by Frazier Lockhart of N3B Los Alamos and Doug Hintze of Department of Energy-EM

Body

The Los Alamos legacy clean-up contract was recently awarded to N3B by the Department of Energy-Environmental Management site office. Mr. Frazier Lockhart, Regulatory and Stakeholder Interface Program Manager, will present an overview of N3B and the clean-up work. Also in attendance at this work session is Doug Hintze from the Department of Energy. Mr. Hintze is the Manager of the Environmental Management Los Alamos (EM-LA) field office.

Attachments

A - N3B_LA County Oct18
B - N3B Conference Flyer



Los Alamos Legacy Cleanup Contract (LLCC)

Briefing for Los Alamos County Council

October 16, 2018

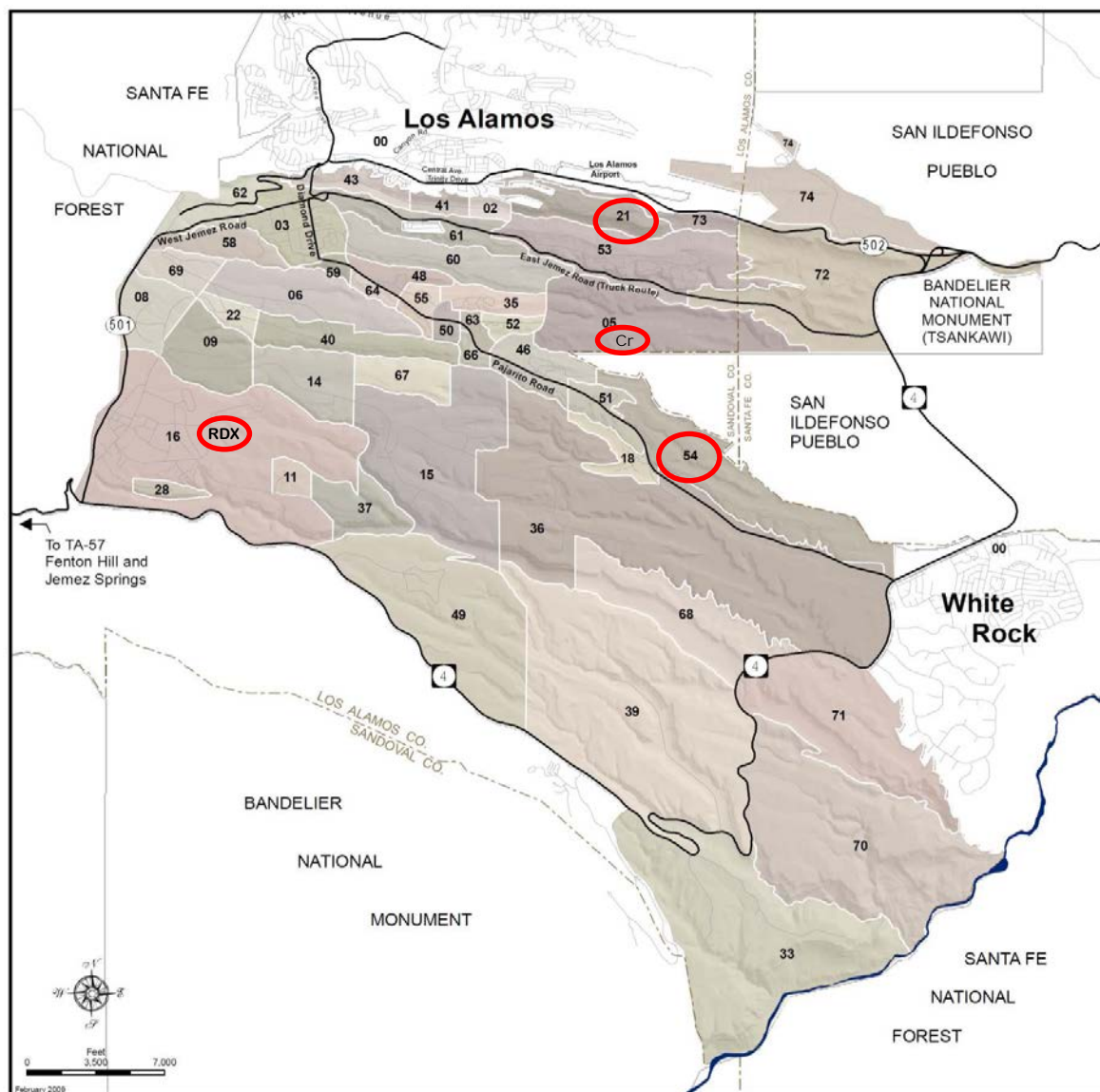
Frazer R. Lockhart

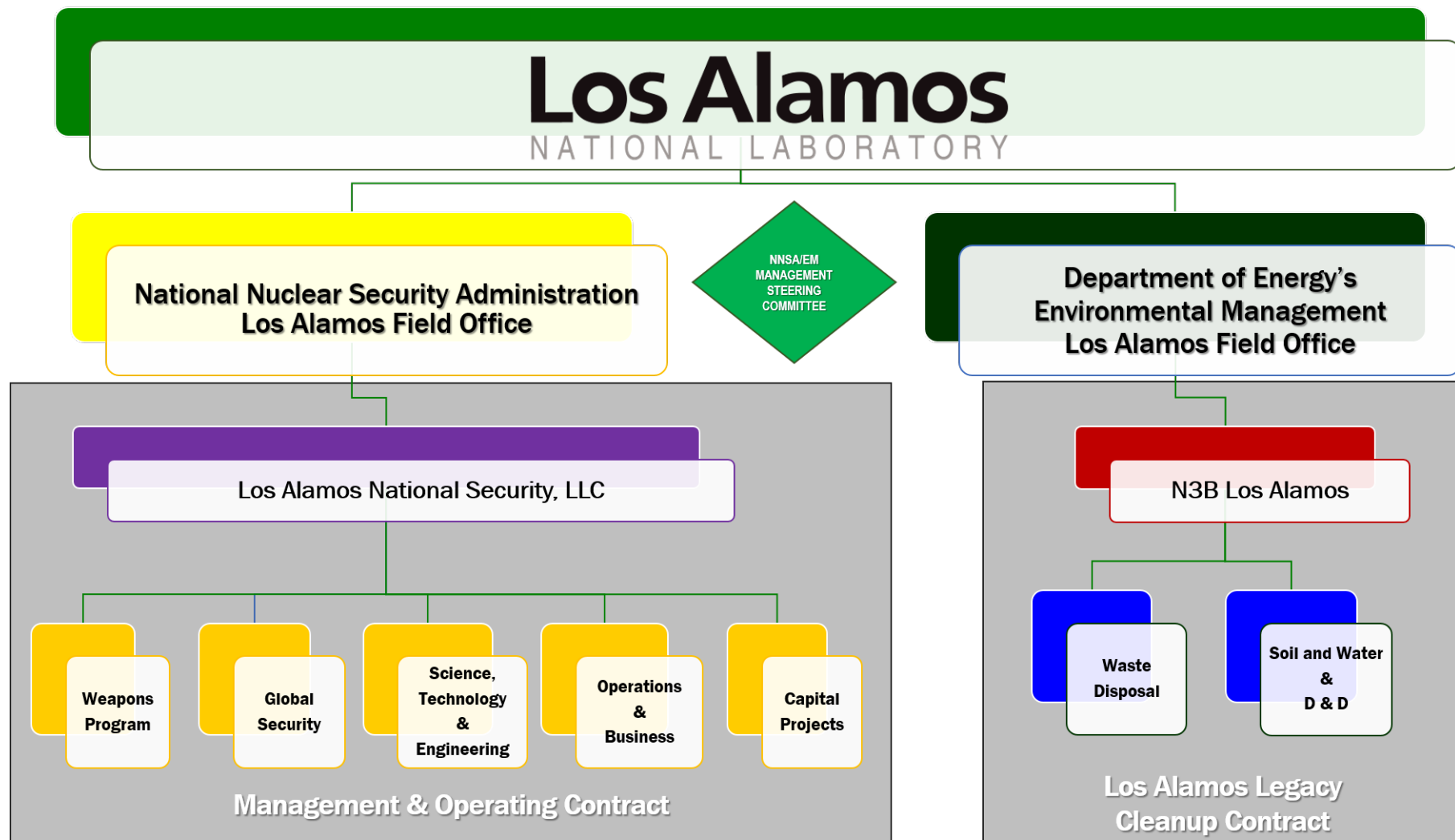
Regulatory & Stakeholder Interface Program Manager

Newport News Nuclear BWXT-Los Alamos, LLC

- Introduction
- History of Cleanup Contract
- N3B Mission and Organization
- N3B Standup and Transition
- Safe in 90 and Current Status
- Look Ahead
- Questions

- N3B focus is the legacy cleanup and waste
- Monitoring, characterization and remediation across the 37 square mile site
- Key areas circled in red







Stoller Newport News Nuclear
A Subsidiary of Huntington Ingalls Industries



BWX Technologies, Inc.



N3B is a single purpose Limited Liability Company (LLC) formed for this mission.

N3B Mission

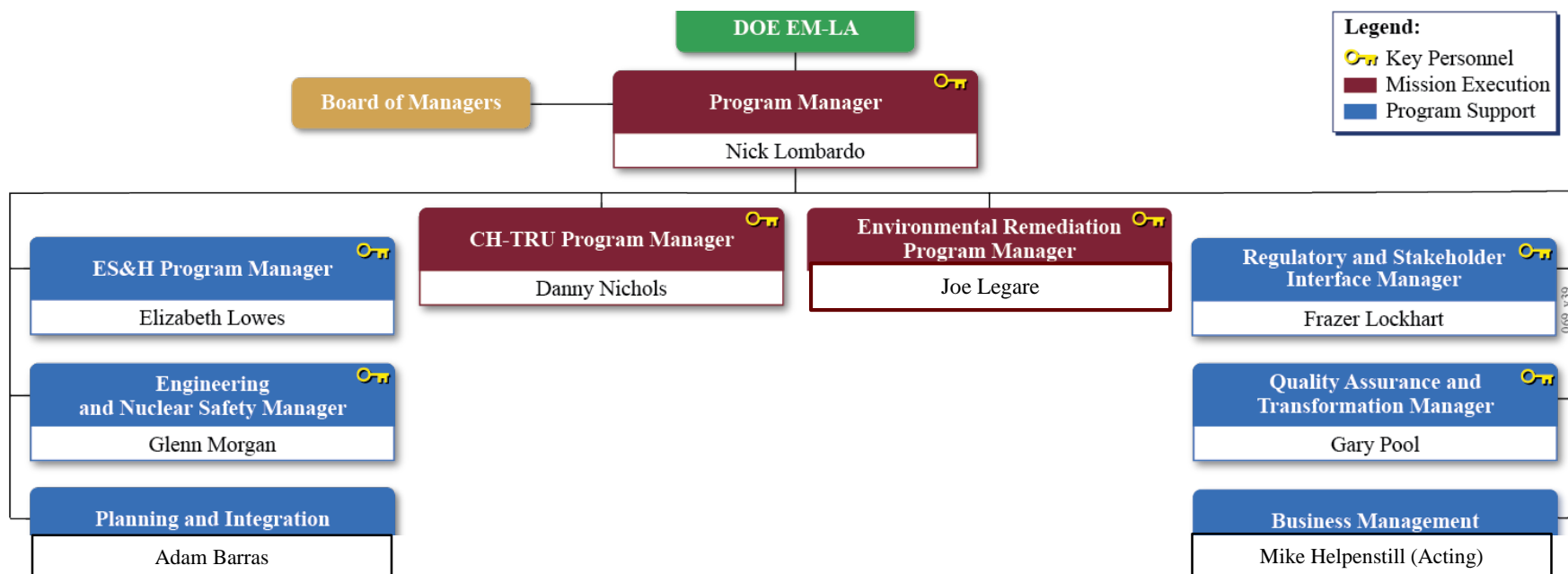
To manage and execute the Los Alamos Legacy Cleanup Contract (LLCC) safely, securely, compliantly and efficiently to the satisfaction of our customers and stakeholders while adhering to disciplined operations principles.

Core Values

- Safety
- Integrity
- Quality
- Performance
- Stewardship
- Communication & Collaboration

Major Scope Areas

- Excavate, treat, package and ship waste
- Excavate soil and buried components, package and dispose
- Close landfills
- Comply with groundwater and surface water permits
- Treat groundwater
- Decontaminate and demolish facilities
- Communicate with Regulators, Stakeholders and local elected officials
- Establish and manage an EM corporate enterprise for the EM mission





- Standup Elements

- Establish complete and independent EM enterprise
- Main focus during Transition, and extending into first 90 days of Base Period
- Safe-in-90 Plan

- Key Standup Activities

- Hiring and Benefits
- Business Systems
 - IT and Cyber Security
 - Finance, Accounting and Payroll
 - Procurement and Supply Chain
 - Real and Personal Property
 - Material Differences / Property Inventory
 - Fleet Management (GSA vehicles)
- Security, Badging and Clearances
- Interface Agreements with M&O Contractor
- Procedures Review and Development ('Blue-Sheeting')
- Establish partnership with EM-LA client



- Known Challenges at the Start
 - Uncertain schedule and budget
 - Interface with LANL Incumbent Contractor
 - First EM-awarded contract for relatively new EM-LA Office
 - No precedent for Transition under these circumstances
 - Laboratory mission priority
- IT infrastructure harder than expected
 - Fiber optic cable installation delays
 - IT hardware acquisition and installation
 - Predecessor for finance and accounting systems standup
 - Multiple office locations added complexity
- Hiring and Benefits harder than expected
 - LANS Bridge Contract ~ 350 FTE; N3B Contract (peak) ~ 525 FTE
 - Estimated from incumbent ~ 175 FTE; Actual ~ 65 FTE
 - Benefits coordination from 'Defined Benefit' to 'Defined Contribution'



- Transition Completion Metrics
 - On schedule completion in 95 days
 - Base Period start on April 30th
 - Peak 125 FTE supporting Transition
 - Early or on-time submittal of 75 required deliverables
 - All facility Walk-downs and Due Diligence reviews completed
 - Regulatory Permits transferred
 - RCRA Hazardous Waste for TA-54
 - Stormwater Individual Permit
 - Ground Water permits
 - Title V Air permit for TA-54
 - Wetland and Construction permits
 - Day 1 On-boarding of 275 new employees












- Completed Safe-in-90 Plan
 - Employee-focused approach for slow and careful startup
 - First 14 Days - extensive employee engagement
 - Table-top Reviews prior to all evolutions
 - Zero injuries in May & June (first & second reporting months)
 - Success of plan: On Time, On Target
- Employee On-Boarding
 - On-boarded 520 to the N3B effort (N3B and subs)
 - About 80% from New Mexico
 - About 36% subcontractor
 - Implemented payroll and benefit plans
- ‘Routine’ Operations in ER and CH-TRU scope areas
- Business and Program Support Areas continuing development
- Monthly Reporting to DOE; most recent submitted September 24th



- Moving from Safe-in-90 program to field activities
 - Integrated Project Team planning and conduct of table-top reviews
 - Plan-of-the-day for work authorization
 - “Tailgate” employee meetings
 - Field mobilizations
- Chromium Ground Water Interim Measure (IM) in Mortandad Canyon
- TA-21 remediation planning and Phase I fieldwork
- Monitoring and sampling activities
 - Ground Water
 - Stormwater
 - Aggregate Areas
- R-69 well drilling (RDX area)
- Aggregate Area remediation



Consent Order Milestones - May 1st Forward, Under LLCC

Consent Order Milestone			
Description	Planned Dates	Status	R/Y/G/B
Annual Update to the Interim Facility-Wide Groundwater Monitoring Plan (IFGMP), for FY 2019 (October 2018 – September 2019)	5/30/2018	Complete. Submitted 5/24/18.	
Annual Progress Report on Chromium Plume Control Interim Measure Performance	9/28/2018	Conducted discussions with NMED regarding report content.	
Summary Report (Completion or Progress) of the Phase 1 Pilot Amendment Test Results	7/31/2018	Sampling resumed.	
Phase 2 Pilot Amendment Testing Work Plan submitted to NMED-HWB	FY19	Expanded plan being prepared per discussion with NMED.	
Upper Los Alamos Canyon Aggregate Area Phase II Investigation Report (IR) Submitted to NMED	9/28/2018	Ecological checklist complete 7/6/18. Submit 95% draft IR 8/3/18.	
Middle LA Canyon Phase II Revision 2 Investigation Report submitted to NMED	9/28/2018	Ecological checklist completed 7/6/18. Submit 95% draft IR 8/3/18. Peer review 8/6–8/17/18.	
R-69 Field Completion. Letter documenting field completion of the well and first samples completed.	FY19	R-69 well drilling mobilization began week of July 16. Stage III fire restriction delays and drilling delays due to downhole obstruction.	
First annual long-term monitoring report following completion of Surface CMI and approval of a long-term monitoring plan	9/28/2018	On track for timely submittal.	
Field Completion for Aggregate Area Known Cleanup Sites Campaign: SWMU 03-049(a) and SWMU 50-006(d)	9/28/2018	Procurement in process for 50-006(d), Upper Mortandad Canyon. Field Implementation Plan review in progress. Formal National Environmental Policy Act (NEPA) determination pending (categorical exclusion). Utilities located 7/10.	

- TA-54 “Clean Sweep” and Safe-in-90 efforts
 - Facility and utility repairs and upgrades
 - Maintenance is supporting the installation of Computerized Maintenance Management System (CMMS) software for electronic maintenance tracking
- Aboveground waste has been inventoried and a production plan is under development in CH-TRU Operations group
- Completed readiness assessments for Mobile Loading of TRU waste
- Accomplishments:
 - ✓ Scheduled calibration activities for the Central Characterization Program (CCP)
 - ✓ De-inventoried LANS materials from Dome 282 in Area J
 - ✓ Supported LANS shipment of hazardous waste from Area L
 - ✓ Completing waste shipments from Ancho Canyon and TA-21
 - ✓ Pest control operational
 - ✓ First TRU waste shipment to WIPP on October 4, 2018

Placeholder for
WIPP shipment slide
once DC'd

- Challenges

- Organizational development and continued employee engagement
- Infrastructure systems from provisional to permanent
- Transition of LANL M&O Contract to Triad

- Opportunities

- Partnering with EM-LA for maximum efficiency
- FY 18 and FY 19 funding increases
- Align with long-term cleanup vision and early successes

- Priorities

- **Safe performance of work**
- Baseline development and change management
- Coordination and integration as pace of work increases







Waste CLEANUP at LOS ALAMOS

Newport News Nuclear BWXT Los Alamos (N3B) began a three-month transition to the newly formed Los Alamos Legacy Cleanup Contract in late-January 2018, and began operations on April 30. **N3B has:**

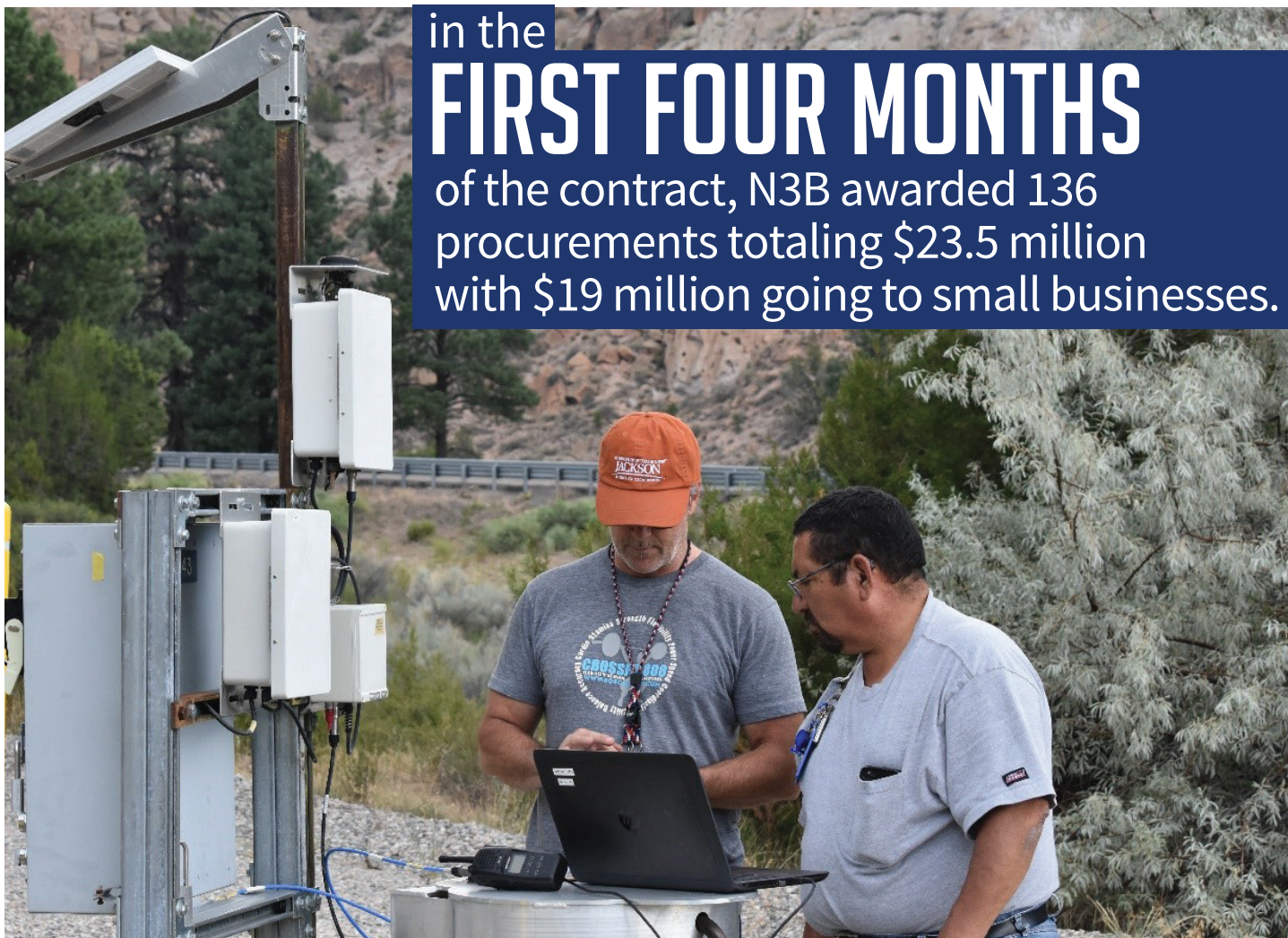


- Restarted treatment of the chromium plume that is edging near the LANL boundary
- Focused cleanup of Technical Area 21 near the light industrial area of Los Alamos
- Fully mobilized groundwater characterization efforts
- Began drilling a characterization well to aid in the cleanup of Royal Demolition Explosives (a high explosive compound)
- Activated storm water monitoring program

- ahead of the monsoon season (July – Sept.)
- Nearly completed preparations for the first N3B transport of contact-handled transuranic waste to WIPP
- Established a mobile loading process to ship waste to WIPP
- Shipped low-level waste off-site
- Supported the National Nuclear Security Administration operations in storing waste

- Completed a Safe in 90 campaign to ramp up work safely, with quality and in a disciplined manner
- Worked since contract inception with no recordable injuries and no QA non-conformances
- Completed a unique transition that was brought in on time and on budget

N3B Communications
N3BCommunications
@em-la.doe.gov
505-695-4201



in the
FIRST FOUR MONTHS
of the contract, N3B awarded 136 procurements totaling \$23.5 million with \$19 million going to small businesses.

The Los Alamos Legacy Cleanup Contract was carved out of the LANL management and operations contract and was not a typical transition. N3B had to build business systems in addition to conducting programmatic transfer of activities, such as a diverse and complex regulatory envelope. **Key examples:**

- Set up accounts payable/receivable, payroll, Human Resources, and Information Technology infrastructure
- Acquired and established facilities
- Recruited and trained staff
- Stood-up an occupational medicine program

- Developed new job-specific training programs, as well as work processes and operating procedures
- Developed agreements to buy services from the LANL M&O, such as badging, access, utilities and waste services



County of Los Alamos

Staff Report

October 16, 2018

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Agenda No.:	B.
Index (Council Goals):	* 2018 Council Goal – Economic Vitality – Build the Local Tourism Economy ; * 2018 Council Goal – Economic Vitality – Promote vitality in our neighborhood and downtown areas and eliminate blight in Los Alamos and White Rock as part of an overall property maintenance and beautification effort.
Presenters:	Loryn 'Ryn' Herrmann, Chair of the Lodgers' Tax Advisory Board
Legislative File:	10495-18

Title

Briefing to Council by Ryn Herrmann, Chair of the Lodger's Tax Advisory Board.

Body

Council leadership has requested that each Board/Commission Chair make a presentation to the Council once a year focused on what has been completed and what they are currently working on, and what challenges or opportunities they see coming up in the future .

Attachments

- A - Lodger's Tax Advisory Board Presentation to Council
- B - FY19 Lodger's Tax Advisory Board Work Plan

LODGERS' TAX ADVISORY BOARD UPDATE

**Ryn Herrmann
Chairperson, LTAB**

**County Council Meeting
October 16, 2018**

LTAB Board Members:

- **Ryn Herrmann**, Chair, Public at Large Representative
12/2/15 - 12/1/18 (Term 2)
- **Linda Deck**, Vice Chair, Tourism Industry Representative,
Bradbury Science Museum 12/2/16 - 12/1/19 (Term 1)
- **Katie Bruell**, Tourism Industry Representative,
PEEC The Nature Center 12/2/18 - 12/1/21 (Term 2)
- **Catherine Mockler**, Lodging Industry Representative,
North Road Inn 12/2/16 - 12/1/19 (Term 1)
- **Elizabeth Allen**, Lodging Industry Representative,
Pueblo Canyon Inn & Gallery 12/2/17 - 12/1/20 (Term 1)

LTAB MISSION

- *To advise the Administrator and Council on the expenditures of funds received through Lodgers' Tax for advertising, publicizing and promoting tourist attractions, facilities and events in and around the County of Los Alamos.*

LTAB helps guide the County's two tourism-related contracts:

Each of these contracts is funded by both Lodgers' Tax revenues and Economic Development funds

Tourism Marketing Services

- New contract (July 1, 2018 with **Griffin and Associates** and **HK Advertising**
- 1-yr contract, with 2 possible 1-yr renewals

Visitor Operations and Management Services

- 6-mo. contract extension (July-Dec 2018) with Los Alamos Commerce & Development Corporation (LACDC)/**Discover Los Alamos**

Tourism Marketing Services

Griffin and Associates executes the following:

- **Public Relations** – wrote/distributed **22** press releases distributed to regional & national media to promote events & tourism to travel writers in the drive market (ABQ, Phoenix, Denver, Dallas, Houston) resulting in 9 stories in “A” list media in *Fox News Travel, House Beautiful, CNN, AZ Central, USA Today, Food Network Magazine, US News & World Report, Voices of America, Only In Your State (2 articles)*
- **Graphic Design** - for tourism, marketing media & communications
- **Event Support** - identified and supported events positioned to generate visitors to Los Alamos County, including **Balloon Fiesta** mass ascensions, **State Fair** and the **Aircraft Owners & Pilots Association Fly-In** to Santa Fe Regional Airport
- **Web Marketing/Social Media** - Gateway to 3 Parks Facebook campaigns; Winter/Ski Pajarito and Spring/drive market campaigns; ScienceFest Promotion

Visitor Operations and Management

LACDC's Meeting & Visitor Bureau executes the following services:

- **Visitor Center Operations** – Provide visitor assistance, telephone assistance, facilities maintenance and business display case management
- **Visitor Information Management** – Visitor Guide storage, inventory, distribution and request fulfillment, relocation information request fulfillment, weekly event calendar updates at 16 Los Alamos locations & 100+ email distribution
- **Official Tourism Website & Traffic Reports** – VisitLosAlamos.org website maintenance
- **Collection of Visitor Data** – Visitor Center attendance, tourist origin, attraction attendance and attendance analysis

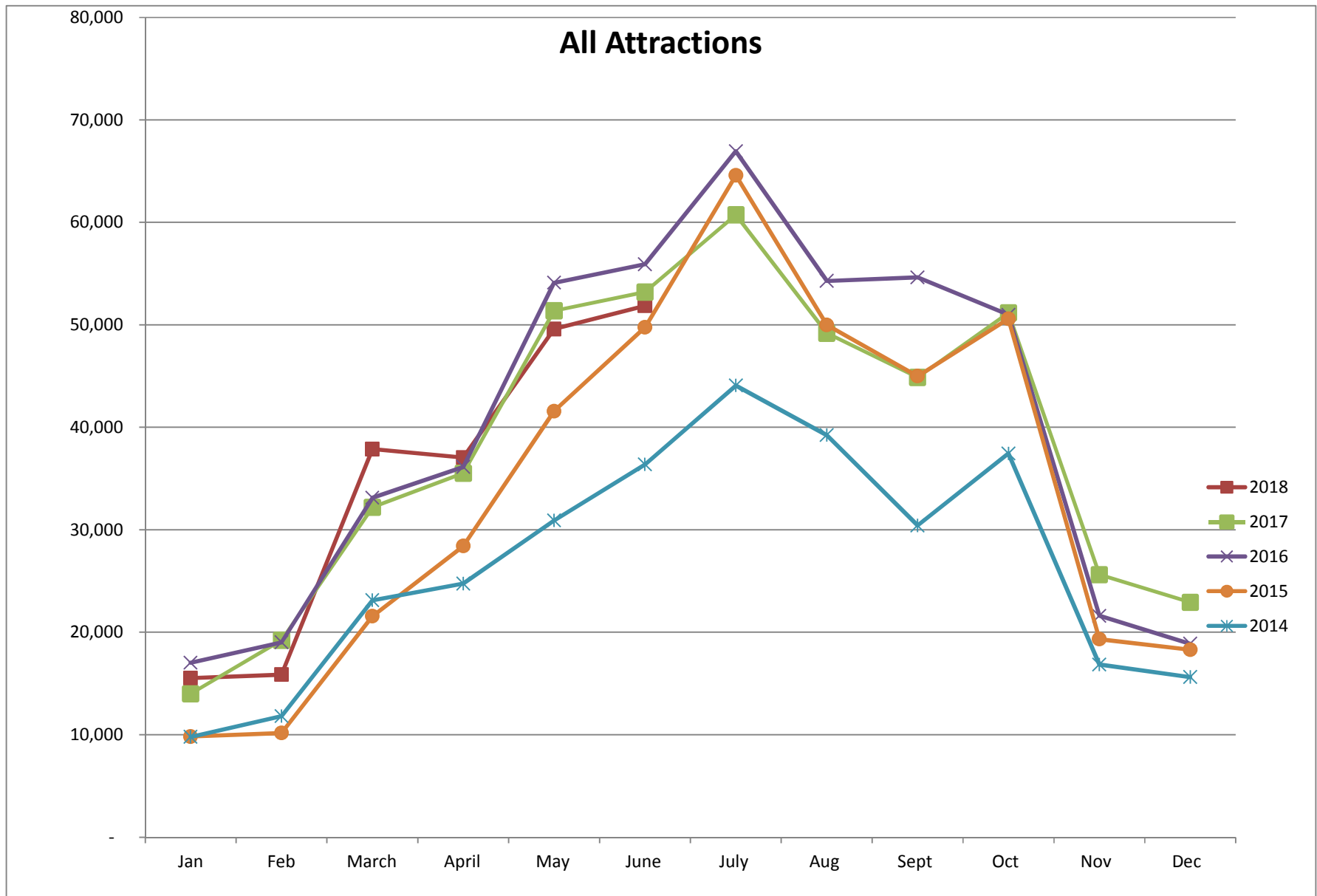
FY18 GOALS/RESULTS

FY18	GOALS	ACTUALS
WEBSITE Visitlosalamos.org	75,000 new users 150,000 total page views	57,899 new users 138,940 total page views
FACEBOOK	4,725 Likes	4,997 Likes
EARNED MEDIA	90M impressions 9 A-List Placements	167M impressions 9 A-List Placements
PAID ADVERTISING	7,150,000 gross impressions	7,200,000 gross impressions
VISITOR CENTERS ATTENDANCE	117,010 walk-ins	108,124 walk-ins
LODGERS' TAX REVENUES	5% increase from \$295,911	6% increase to \$297,657

FY16-FY19 Trends

Measures	Actual FY16	Actual FY17	Actual FY18	Target FY19
Website Traffic: NEW USERS AVG. TOTAL PAGE VIEWS	66,940 173,393	74,337 174,354	57,899 138,940	60,000 140,000
Paid Social Media: NEW FACEBOOK LIKES TOTAL FACEBOOK LIKES	0 1,720	710 2,360	2,592 4,997	2,500 7,500
Earned Media Impressions: GROSS IMPRESSIONS A-LIST MEDIA PLACEMENTS	4,554,554 9 publications	110,000,000 9 publications	166,851,463 9 publications	120,000,000 11 publications
Paid Digital & Print Media: GROSS IMPRESSIONS	4,554,554	6,688,676	7,200,000	7,150,000
Visitor Center: ENGAGEMENTS	112,467	82,185	108,124	109,205
Lodgers' Tax Revenue: DOLLARS PAID: % INCREASE:	\$253,981 6%	\$281,820 11%	\$297,657 6%	\$306,586 3%

Visitation



Visitation to Los Alamos decreased during the summer months due to fire threat and restrictions.

Visitation by Attraction



Visitor Guide

- ~76,400 of 150,000 Los Alamos Visitor Guides distributed since Aug 2017
- Printed guide still relevant, but distribution is decreasing due to growing preference for digital version
- New guide due out May 2020
- Visitor Guide no longer part of Tourism Marketing Services contractor
- Now part of County's Tourism Strategic Plan process
- LTAB will participate in development of 2020 guide.



Success Highlights

- **New Mexico Hospitality Association Top HAT award finalists (2)**
- **New Mexico Tourism Department Co-op Marketing grant award, regional board member**
- ***New Mexico Magazine* editorial coverage**
- **Active participation in Tourism Strategic Plan Implementation Task Force and Wayfinding**
- **Tourism Partner Forums** hosted by LTAB to gather baseline and gap information re key issues, (*wayfinding, visitation data collection, materials distribution, airbnb*)

LTAB Top Priorities

- **Tourism Strategic, Wayfinding & Brand Action Plans**
- **3 National Parks and High Altitude Recreation Focus** Promotion
- **Local Lodging Trends** Occupancy & Avg. Daily Rate
- **Local Business Tourism Opportunities**
- **Customer Service** Education & Training
- **Metrics** Data Collection & Trend Analysis
- **Group Marketing & Trip Planning Campaigns**
- **State & Regional Tourism** NMTD, NMHA, Santa Fe

Key Priorities for 2019 and Beyond...

- Support development of Lodging/Conference Product
- Determine mechanisms to drive Bandelier Visitors to Los Alamos Attractions
- Identify/facilitate Los Alamos' experiential offerings
- Facilitate enhancement of tourism experience
- Establish tourism measures and metrics
- Participate in development of new visitor guide
- Continue participating in implementation of Tourism Strategic, Brand Action & Wayfinding Plans

Thank you.
Questions?



LOS ALAMOS
where discoveries are made

FY19 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2019: July 1, 2018 – June 30, 2019)

Board and Commission Name: Lodgers' Tax Advisory Board (LTAB)

Date prepared: Feb 9, 2018 Date approved by Council: 5/1/18

Prepared by: Kelly Stewart, County Staff Liaison

This work plan will be accomplished in the following time frame:
from Jul 1, 2018 to Jun 30, 2019

Chairperson: Ryn Herrmann Term: Dec 2015 to Present

Members and terms:

Loryn "Ryn" Herrmann – Dec 2 2015 - Dec 1 2018 (Term 2)
Linda Deck – Dec 2 2016 - Dec 1 2019 (Term 1)
Katie Bruell – Dec 2 2015 - Dec 1 2018 (Term 1)
Catherine Mockler - Dec 2 2016 - Dec 1 2019 (Term 1)
Elizabeth Allen - Dec 2 2017 - Dec 1 2020 (Term 1)

Department Director: Joanie Ahlers, Economic Development Division

Work plan developed in collaboration with Department Director?(Y/N?) Y

Staff Liaison: Kelly Stewart, Marketing Specialist, Economic Development Division
Administrative Support provided by: Barbara Lai, Community Development Department

Council Liaison: James Chrobocinski Reviewed by Council Liaison? N

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.

LTAB FY18 ACTIVITIES

- Discover Los Alamos meeting and visitor bureau (DLA), a program of the Los Alamos Commerce and Development Corporation (LACDC), renewed contract with tourism materials service vendor, Fun and Games to distribute services of visitor guides to hotels, visitor centers and events statewide to all Los Alamos attractions for a reduced rate. In addition to the County's visitor guide distribution, Fun and Games now distributes brochures from the Bradbury Science Museum, the Los Alamos Nature Center/PEEC and the Manhattan Project National Historical Park/Gateway to 3 National Parks.
- LTAB presented to Council in November 2017, including the need for a full-service hotel and event space, the need for a regular source/system for collecting lodging data, i.e., average daily rate (ADR) and occupancy; enhancement of Gateway to Three National Parks, customer service training.
- Promoted Los Alamos as the Gateway to 3 National Parks, as well as high altitude recreation events and assets including the 100-plus mile trail system, Pajarito Mountain and bike tourism opportunities.
- Hosted one of ten Regional Tourism Economic Summits in Los Alamos on behalf of the New Mexico Hospitality Association (October 25, 2017)
- Worked with New Mexico Tourism Department and the New Mexico Hospitality Association to leverage all opportunities for positive exposure to target audiences, including article placement in several national magazines and statewide and southwest regional awards/recognition for Los Alamos assets and marketing efforts, e.g., the Atomic City Spy Tour
- Advised County on the Tourism Marketing Services contract. See summary of activities and results in the FY18 Tourism Marketing Plan (Can be obtained from LTAB Staff Liaison).
- Advised County on the Visitor Center Operations and Management services performed by DLA. DLA maintains, operates and staffs the Los Alamos and White Rock visitor centers, providing a quality visitor experience 7 days a week. In addition, they promote and facilitate the Bandelier Shuttle operations (May 15-October 15), fulfill all visitor guide requests, and maintain 4 auxiliary kiosk locations along Central Avenue with a weekly up-to-date event calendar. DLA also stocks 12 display racks with visitor guides and event calendars at attractions and businesses throughout the townsites and White Rock. DLA updates VisitLosAlamos.org (the County's official tourism website), and applies for, implements and solicits for matching dollars from the New Mexico Tourism Department's Marketing Co-op grants, as well as other available grant opportunities. DLA regularly collaborates with the County and the Tourism Marketing Services on advertising, marketing, print materials and events. DLA provides logistical, marketing and visitor welcome services for any event that requests Visitor Center services and materials. DLA continues to manage the rotation of two local business display cases inside the White Rock Visitor Center.

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.)*

MISSION: To advise the County Manager and Council on the expenditures of funds received through Lodgers' tax for advertising, publicizing and promoting tourist attractions and facilities in and around the County of Los Alamos.

GOALS:

- I. Maximize every opportunity to put heads in beds.
- II. Influence a positive visitor experience at every interface, e.g., a tourism visit is the potential first of several economic development visits.
- III. Develop measures for tourism interfaces/experiences.
- IV. Support projects that drive tourists to other local businesses, like retail and restaurants.
- V. Serve as a conduit between the public and the County Council.

COUNCIL VISION: Los Alamos is a world-renowned community where discovery and innovation are inspired by its dramatic history and magnificent mountain setting. We offer extraordinary education, recreational and cultural opportunities in a vibrant, small-town atmosphere.

COMMUNITY ASSET AREAS: 3 National Parks and High Altitude Recreation.

AREAS OF FOCUS: National Parks Trifecta including Manhattan Project National Historical Park, High Altitude Sports & Recreation, Hospitality Industry, Branding & Marketing and Destination Vitality.

1. Support implementation of the Tourism Strategic Plan, Wayfinding Plan and Brand Action Plans
2. Facilitate transition of new contracts for Visitor Center Operations and Management services and Tourism Marketing services.
3. Assess and change data collection, interpretation and reporting to increase effectiveness of tourism marketing decisions, including visitation data, lodging data (occupancy and average daily rate), return on investment, etc.
4. Develop target markets and campaigns based on identified visitor trip planning decision points—timing, location, media preference—e.g., all Bandelier National Monument visitors' decision to travel up to the Los Alamos townsite attractions; or a Santa Fe visitor's decision to travel up to a Los Alamos attraction. Identify resources to help determine when and where in the trip planning process is the best time and medium to present our message to visit Los Alamos. Campaigns must include hospitality partners and incentives to track conversion from awareness to interest to consideration to visit.
5. Assess and consolidate Los Alamos tourism marketing materials.
6. Participate and promote customer service training program offered via the County's branding initiative.
7. Initiate group marketing efforts, targeting tour operators, tournament events and other activities that bring large groups of visitors to town for multiple nights.

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

N/A

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

- FY18 Tourism Marketing Services Marketing Plan
- Lodgers' Tax Fund Accrued and Actual Revenue reports (Los Alamos County Finance Department)
- P.R./Social Media Data reports (Griffin and Associates)
- Visitor/Attraction Trends reports (LACDC-Meeting and Visitor Bureau Program, visitor center operations and management contractor)
- Recreation Division monthly reports
- Reports from interactions with Arts In Public Places Board, Historic Preservation Board, Library Board, Parks and Recreation Board, Planning and Zoning Board and Transportation Board
- Tourism Strategic Plan, including Wayfinding Plan
- Brand Action Plan

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.)*

N/A

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.

LTAB members are assigned to monitor activities of other Boards and Commissions as follows:

- 1) Historic Preservation Advisory Board - Linda Deck
- 2) Planning and Zoning Commission – Catherine Mockler
- 3) Parks and Recreation Board – Elizabeth Allen
- 4) Transportation Board – Kelly Stewart
- 5) Library Board – Katie Bruell
- 6) Art and Public Places – Ryn Herrmann

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

N/A

5.0 List the current subcommittees for this Board or Commission.

N/A

- 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:

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

Sec. 8-101. Purpose

A lodger's tax advisory board is established to advise the county manager and council on the expenditure of funds authorized by NMSA 1978, § 3-38-22 for advertising, publicizing and promoting tourist attractions and facilities in and around the county. (Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-102. Membership, terms and qualifications.

The lodger's tax advisory board is established and its members shall be appointed in accordance with NMSA 1978, § 3-38-22. Only the member representing the general public must be a resident of the county. The term of each member of the lodger's tax advisory board shall be three years beginning on December 2 and ending on December 1. (Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-103. Duties and responsibilities. (Ord. No. 02-078, § 2, 10-3-2006)

The lodger's tax advisory board shall serve in an advisory capacity to the county council and shall have the following functions, responsibilities and duties:

- 1) Provide citizen input to staff and council on ways and means for improving the county's use of lodger's tax funds. 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) Review and act upon all lodgers' tax related matters submitted to the board by council.

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the LTAB Board or Commission:

Mark all that apply

Economic Vitality	
<u>Economic Vitality:</u>	
<ul style="list-style-type: none"> • Priority Area – Build the local tourism economy with emphasis on implementing Tourism Strategic Plan and supporting plans. 	X
<ul style="list-style-type: none"> • Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock (TBD) 	
<ul style="list-style-type: none"> • Promote a strong and diverse economic base by encouraging new business growth 	
<ul style="list-style-type: none"> • Collaborate with Los Alamos National Laboratory as the area's #1 employer 	
<u>Financial Sustainability</u>	
<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 viability of retail business 	
Quality of Life	
<u>Housing:</u>	
<ul style="list-style-type: none"> • Priority Area -- Support development of affordable workforce housing 	
<ul style="list-style-type: none"> • Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate 	
<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 the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards 	
<u>Quality Cultural and Recreational Amenities:</u>	
<ul style="list-style-type: none"> • Priority Area – Maintain and improve existing outdoor recreation and open space amenities 	
<ul style="list-style-type: none"> • Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community 	
<u>Environmental Stewardship:</u>	
<ul style="list-style-type: none"> • Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities 	
<u>Mobility:</u>	
<ul style="list-style-type: none"> • Maintain and improve transportation and mobility 	
<u>Operational Excellence:</u>	
<ul style="list-style-type: none"> • Priority Area – Continue implementation of the Comprehensive Plan with an emphasis on neighborhoods 	
<ul style="list-style-type: none"> • Priority Area – Maintain and improve existing quality essential services 	

	and supporting infrastructure including PRISM/Munis and permitting	
	<ul style="list-style-type: none">• Invest in staff development to create a high performing organization	
	<ul style="list-style-type: none">• Manage commercial growth well following an updated, concise, and consistent comprehensive plan	
	<ul style="list-style-type: none">• Establish and implement a mechanism for effective Utility policy setting and review	
	<u>Communication:</u>	
	<ul style="list-style-type: none">• Improve transparency in policy setting and implementation	
	<ul style="list-style-type: none">• Create a communication process that provides measurable improvement in citizen trust in government	
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none">• Strengthen coordination and cooperation between County government, LANL, and the regional and national partners	



photo by Leslie Bucklin

LOS ALAMOS

FY2018 Tourism Marketing Plan

INTRODUCTION

This plan outlines marketing goals, objectives, tactics and performance measures, as well as the current key tourism assets, attractions and experiences, key messages, target audiences, and strategic media designed to increase the number of new and repeat visitors to Los Alamos. General strategy and elements of the plan are based on the current challenges, opportunities and planning efforts to take the tourism economy to the next level. It also builds on the performance of the FY2017 tourism marketing plan.

FY2017 TOURISM MARKETING RESULTS

All FY17 tourism marketing goals were met or exceeded. From July 1, 2016 through June 30, 2017 Lodgers' Tax Revenue increased by 11% with \$281,820 generated. This marks the first time the fund has exceeded the pre-recession high of \$251,542. Paid and earned advertising has exceeded FY17 goals as well, garnering over 110,000,000 million impressions and 9 stories featured in "A" list publications.

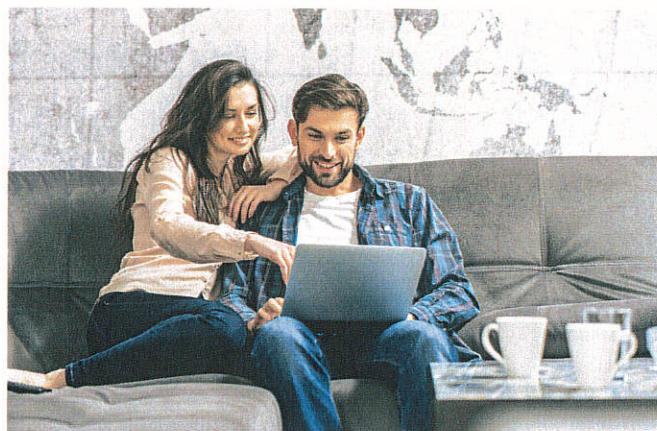
In FY2017, Facebook was the primary social medium used to engage Los Alamos' primary demographic (Baby Boomers, aged 50+). At the direction of the Los Alamos Lodgers' Tax Advisory Board, paid posts were strategically employed to increase audience reach, awareness and "Likes" for Los Alamos events and attractions, particularly in drive markets throughout New Mexico and in the southwest region. Facebook contests were also used to engage residents, past and present, as community ambassadors, encouraging them to share their authentic experiences, posting narrative, photos, video and hashtags that appeal to potential visitors. This high value content was conveyed to expanded audiences through paid posts.

9

FY17 A-LIST PLACEMENTS

A-list publications are print or digital media with circulations of 500,000 or more.

AZ Central Phoenix/AZ, part of the USA Today network • **Care 2** the worlds largest social network for good • **Fox News Travel** • **OnlyInYourState.com** • **Phoenix Business Journal** • **San Francisco Gate** website sister-site of the San Francisco Chronicle and the go-to online source for all news and entertainment related to the Bay Area. • **The Guardian** covering American and international news for an online, global audience • **Time** online



PAID ADS **6,688,676** impressions

PAID POSTS **710** Facebook "Likes"

FACEBOOK **2,360** total "Likes"
plus **36,000** additional comments and shares

EARNED MEDIA **24** press releases

CIRCULATION **110,000,000** gross
impressions

PUBLICITY **9** A-List Publications

WEBSITE* **75,006** unique visitors

EVENT SUPPORT (Visitor Engagement) **4,616**

VISITOR CENTER TRAFFIC* **113,069** walk-ins

LODGERS' TAX REVENUES **\$281,820**
an **11%** increase over FY16

Marketing efforts also capitalized on key community and statewide events targeting Los Alamos' key demographics to create awareness and convert visits. Los Alamos Economic Development Marketing and its tourism marketing services contractor partnered with the New Mexico Tourism Department, staffing booths at the New Mexico State Fair in September (462,104 attendees) and the International Albuquerque Balloon Fiesta in October (887,000 attendees). Key community events conducted in the downtown Los Alamos Main Street/Creative District, namely the Los Alamos ScienceFest, were promoted to drive markets throughout the state, soliciting record attendance of over 25,000.

Data for these metrics is provided by Discover Los Alamos meeting and visitor bureau, Los Alamos County's visitor center operations and management contractor.



TARGET AUDIENCES

Primary Demographic: Persons 50+ HHI: 60K+

Interests: History, Museums, Native American Culture, National Parks, RVing, General Travel

Secondary Demographic: Persons 30+ HHI: 35K+

Interests: Mountain Biking, Hiking, Rock Climbing, Tri-Athlons, National Parks, SummerFests

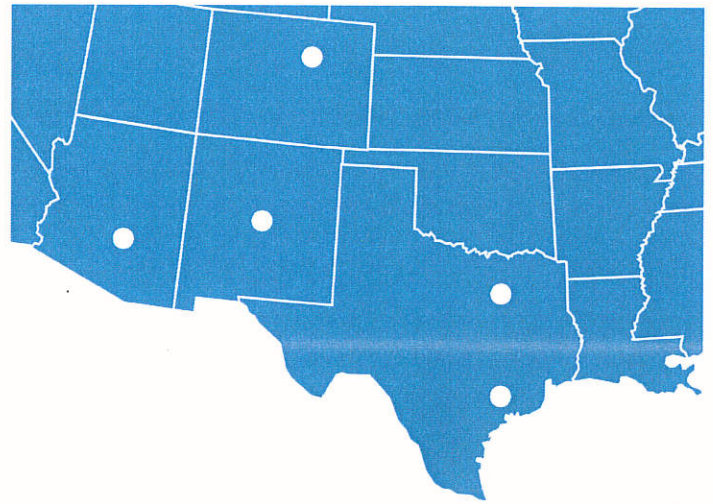
TARGET MARKETS

ABQ, Denver, Phoenix, Dallas, Houston.

These geographic markets match NM True demographic profiles re: FY16 Longwoods international visitation data

STRATEGIC APPROACH

- Drive with a single voice using the Los Alamos brand message with consistency.
- Provide marketing programs that focus on authentic "aha moments" found in Los Alamos.
- Continue to differentiate Los Alamos from other New Mexico locations via its historic, culturally significant roots, world-class recreation amenities and "Gateway to 3 National Parks" designation.
- Utilize key digital media in the identified drive markets with messages to primary demographics.
- Educate travelers about Los Alamos, utilizing web, mobile devices and earned media.



KEY MESSAGES

Los Alamos Brand Identity

Essence: Cultivating curiosity and delivering aha moments.

Brandline: Where Discoveries Are Made

Los Alamos is New Mexico True

Use of bold images and minimal copy that convey Los Alamos as a destination for "venturesome travelers seeking an authentic experience."

GOALS

- I. Increase the number of people interested in traveling to Los Alamos, measured by increases in visitors to visitlosalamos.org.
- II. Increase Lodgers' Tax revenue by 6% or more with first time and repeat travelers (measured by the County's monthly Lodgers' Tax reports), which is a metric that is consistent with the Travel Industry of America's projections nationally.
- III. Increase and repost the number of mainstream major media that write or air positive news stories on Los Alamos.
- IV. Showcase our new New Mexico True-approved creative to our primary and secondary demographics.

FY18 LOS ALAMOS TOURISM ECONOMY

Los Alamos, New Mexico is facing big changes in fiscal year 2018 (July 1, 2017 through June 30, 2017) with the town and region's largest employer, the Los Alamos National Laboratory, facing a change in contract management that will impact the 10,000 employees, 40 percent of whom also live in the County of 18,000. Throughout this time of change, Los Alamos' tourism industry is expected to be strong. Visitors continue to come to Los Alamos to visit

the three National Parks, the history, science and nature museums, and the spectacular scenery and recreational assets. What's more, Los Alamos County Council and staff are proactively leveraging the Los Alamos tourism economy through update of the Economic Vitality Strategic Plan, and development and implementation of the Los Alamos Tourism Strategic Plan that includes branding and wayfinding initiatives.

KEY TOURISM ASSETS, ATTRACTIONS & EXPERIENCES

3 NATIONAL PARKS

The National Park Service always tells a great story, and now rangers are creating experiences and itineraries for three parks that are a 5-minute walk or a 30-minute drive from downtown Los Alamos—Bandelier National Monument to the south, the Valles Caldera National Preserve to the west, and the new Manhattan Project National Historical Park in the town itself.

Bandelier National Monument

A short drive from downtown Los Alamos, Bandelier offers visitors an excellent opportunity to explore Ancestral Pueblo dwellings, broad mesas and steep-walled canyons, where ladders provide access to small, carved dwellings built into natural recesses.



Pajarito Mountain

Pajarito Mountain's challenging runs and minimal lift lines make it an exceptional recreation playground for all seasons. The family-friendly mountain offers a network of cross-country trails, 40+ downhill trails, and 300 cleared acres for skiers, boarders, mountain bikers and hikers of all levels.



Valles Caldera National Preserve

This 89,000-acre Preserve encompasses a dormant supervolcano that is now home to elk herds and hosts a variety of recreation activities, including fishing, hiking, biking and car tours.



Manhattan Project National Historical Park

One of the most unusual assets of the National Park Service, the Manhattan Project National Historical Park tells the story of America's race to create an atomic weapon to end World War II.



High Altitude Recreation

The County's trails provide some of the most exceptional views of the surrounding canyons, mesas, valleys and mountains. Whether by bike, horse, wheelchair or on foot, there is an easy, medium or expert trail to match the desired experience, including paved and unpaved trails.

FY2018 TOURISM MARKETING METRIC TARGETS

TARGET INCREASE

	PAID ADS [*] Print, Broadcast Digital
7%	7,150,000 gross impressions
	FACEBOOK PAGE VisitLosAlamos.org
100%	2,360 Paid New "Likes" 4,725 Total "Likes"
	PUBLIC RELATIONS Social/Digital/Print
8%	90,000,000 gross impressions 18-20 media releases 7 A-List publications
	WEBSITE VisitLosAlamos.org
8%	75,000 unique views 4,000 visitor guide page views 5,000 visitor guide orders
	VISITOR CENTER TRAFFIC
4.5%	117,101 visitor walk-ins
	EVENTS Visitor Engagement
100%	335 NM State Fair 681 ABQ Balloon Fiesta 3,600 Los Alamos ScienceFest VISITATION*
	LODGERS' TAX REVENUES*
5%	\$295,911 from \$281,820

Generate interest through paid media, such as print and on-line ads placed in publications and on websites that our target markets are reading. All ads drive viewers to the VisitLosAlamos.org website for more information. Interested, potential visitors are measured through Google analytics gathered for the visitor website.

• • • • •

Earn authentic media coverage through strategic placement of paid ads through the New Mexico Tourism Cooperative Grant with the following medias:

New Mexico Magazine
New Mexico True Adventure Guide
Outside Magazine
Roots Rated Social Media
NCC Digital Video
Stack Adapt Digital Media

• • • • •

Double the size of the Facebook community ("Likes"), increase "reach" (the number of people served our content) and page engagement through post boosts, sponsored ads and contests that promote destination attractions.

• • • • •

Work with the Lodgers' Tax Advisory Board, New Mexico Tourism Department (NMTD), New Mexico Hospitality Association (NMHA), attractions and local businesses and attractions to develop campaigns that incentivize visits to attractions and businesses in a way that can be measured and rewarded.

• • • • •

Work with local hotels to develop campaigns and packages to increase hotel stays and Lodgers' Tax Revenues

*While not a direct measure of marketing efforts, this is a desired outcome and conversion metric to measure success of marketing efforts.

PROGRAMS & PARTNERSHIPS

New Mexico Tourism Department (NMTD)

- North Central Region Board collaborative marketing efforts
- New Mexico True campaigns, opportunities, destination designation, webinars
- Cooperative Marketing and Rural Pathway Project Grants

New Mexico Hospitality Association (NMHA)

- Membership benefits and opportunities
- New Mexico Tourism TRENDS and Governor's Conferences
- New Mexico Top HAT Awards Banquet

Local Partnerships

- Los Alamos Branding Initiative
- Wayfinding Plan
- Lodgers' Tax Advisory Board
- Discover Los Alamos Meeting and Visitor Bureau
- Los Alamos Chamber of Commerce
- Los Alamos Commerce and Development Corporation (LACDC)
- Los Alamos Attractions/Organizations
 - Bradbury Science Museum and BSM Association
 - Los Alamos Historical Society/History Museum Campus
 - Pajarito Environmental Education Center/Los Alamos Nature Center
 - Pajarito Mountain

Los Alamos County

- Economic Development Division
- County Manager's Office
- Communications and Public Relations Office
- Community Services Department
- Parks, Recreation and Open Space Division

Los Alamos County Plans

- Tourism Strategic Plan
- Brand Action Plan
- Comprehensive Plan
- Economic Vitality Strategic Plan
- Wayfinding Plan

Los Alamos County Boards, Commissions & Committees

- Lodgers' Tax Advisory Board (LTAB)
- Arts in Public Places Board
- Historic Preservation Board
- Library Board
- Parks and Recreation Board
- Planning and Zoning Board
- Transportation Board
- Tourism Implementation Task Force
- Discoveries Action Team
- Economic Vitality Action Team (EVAT)
- MainStreet Futures Committee



TOURISM MARKETING FY16–FY18 METRICS

MEDIA	METRICS	FY16 ACTUAL	FY17 GOAL	FY17 ACTUAL	FY18 GOAL
PAID MEDIA	Gross impressions	4,554,554 impressions	6,500,000 impressions	6,688,676 impressions	7,150,000 impressions
	New Facebook "Likes"	545 new "Likes"	600 new "Likes"	710 new "Likes"	2,360 new "Likes"
SOCIAL MEDIA	Total Facebook "Likes"	1,710 total "Likes"	2,200 total "Likes"	2,360 total "Likes"	4,725 total "Likes"
	Reach	N/A Facebook page viewers	7,800 Facebook page viewers	10,200 Facebook page viewers	180,000 Facebook page viewers
	Page Views (Profile)	N/A Facebook page views	2,100 Facebook page views	2,400 Facebook page views	3,000 Facebook page views
	Engagements	N/A "Likes," comments, shares	24,000 "Likes," comments, shares	30,000 "Likes," comments, shares	54,000 "Likes," comments, shares
EARNED MEDIA	Gross impressions	127,000,000	85,000,000	110,000,000	90,000,000
	"A-List" Placements	9 "A-List" stories	9 "A-List" stories	9* "A-List" stories	7 "A-List" stories
WEBSITE TRAFFIC	Page Views	42,500 views	48,020 views	175,354 page views	75,000 unique page views
VISITOR CENTER TRAFFIC	# Walk-Ins	112,467 visitor center walk-ins	125,980 visitor center walk-ins	113,069 visitor center walk-ins	117,101 visitor center walk-ins
LODGERS' TAX REVENUES	Dollars Paid	\$253,981 Lodgers' Tax Revenue	\$269,219 Lodgers' Tax Revenue	\$281,820 Lodgers' Tax Revenue	\$295,911 Lodgers' Tax Revenue
	% Increase	6% over FY15	6% over FY16	11% over FY16	5% increase over FY17

*2017 "A-List" Media Placements in *Time*, *Care 2*, *Phoenix Business Journal*, *SF Gate* (2 stories), *OnlyInYourState.com*, *The Guardian*, *AZ Central*, *Fox News Travel*

Situational Observations:

"Earned Media" Experienced unanticipated, one-time events resulted in significant increases in gross impressions in FY16 (such as publicity around the *Manhattan* miniseries and, again, in FY17 due to National Park status announcements).

"Website Traffic" surged in FY17 as part of larger allocation of media spends to digital media such as, but not limited to, Pandora, Connected TV and traditional media such as print publications with available e-marketing assets, like *New Mexico Magazine* and *Texas Monthly*.

"Goals vs. Actual" are defined by the data available in the moment. The "Goals" projected for visitor behavior (e.g., impressions) are based on research conducted for the media placement buy and largely informed by the performance data provided by the selected media outlet regarding its capability to reach and measure target audiences. "Actuals" track the impressions and other measures of audience behavior during the active run dates of the campaign. "Actuals" may also include bonus value added reach or opportunities for engagement that is supplied at the discretion of the media outlet based on ad space or other inventory that becomes available during campaign run dates.

TOURISM MARKETING FY16–FY18 METRICS

GLOSSARY OF MEDIA METRICS	
"A-List" Placements	500,000-plus circulation/viewership per medium
Earned Media	Refers to publicity gained through promotional efforts other than paid media advertising. Traditionally from public relations efforts.
Engagements	The number of times Facebook users engage with posts on Visit Los Alamos Facebook page through "Likes," comments and shares.
Facebook Boost Posts	Pay to increase the number of Facebook users in a target market exposed to a posted message.
Facebook "Likes"	The number of new people who click the "Like" button on the Visit Los Alamos Facebook page.
Gross Impressions	An ad impression, also know as an ad view, a single instance of a single advertisement experience regardless of medium.
Media Impressions	Broadly defined as any interaction with a piece of content and an audience member.
Page Views (Profile)	The number of times a Facebook page's profile has been viewed by logged in and logged out by users.
Paid Media	Ad space purchased in print publications (e.g., New Mexico Magazine), digital platforms (e.g., Pandora), social media (e.g., Facebook boost posts).
Reach	The total number of Facebook users who viewed any Visit Los Alamos Facebook page posts.
Unique Page Views	Unique page views provide a useful alternative to basic page views. With unique page views, you eliminate the factor of multiple views of the same page within a single session. If a user views the same page more than once in a session, this will only count as a single unique page view.

FY18 MARKETING TIMELINE

	JULY	AUGUST	SEPTEMBER
Q1	Message: Los Alamos ScienceFest Media: Print Ads, Local Radio, Pandora, Connected TV	Message: Gateway to 3 National Parks Media: New Mexico Magazine Advertorials	Event: New Mexico State Fair Distribution: marketing materials re destination attractions and amenities
	OCTOBER	NOVEMBER	DECEMBER
Q2	Event: International Balloon Fiesta Distribution: marketing materials re destination attractions and amenities	Message: Ski Pajarito Opening Media: public relations, releases and Facebook posts	Message: WinterFest Media: public relations, releases and Facebook posts
	JANUARY	FEBRUARY	MARCH
Q3	Message: Ways to explore Los Alamos off the beaten path; Media: RootsRated native social media content Message: Los Alamos is a New Mexico True Destination; Media: NCC online video campaign	Message: Ways to explore Los Alamos off the beaten path; Media: RootsRated native social media content Message: Los Alamos is a New Mexico True Destination; Media: NCC online video campaign	Message: Ways to explore Los Alamos off the beaten path; Media: RootsRated native social media content
	APRIL	MAY	JUNE
Q4	Message: Gateway to Three National Parks Media: New Mexico Magazine and Outside Magazine	Message: Los Alamos is a New Mexico True destination Media: StackAdapt YouTube video pre-roll	Message: Los Alamos is a New Mexico True destination; Media: StackAdapt YouTube Video pre-Roll Message: ScienceFest 2018 Media: Pandora Video



County of Los Alamos

Staff Report

October 16, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.

Index (Council Goals):

Presenters: Leslie Geyer, Chair of the Personnel Board

Legislative File: 10494-18

Title

Briefing to Council by Leslie Geyer, Chair of the Personnel Board.

Body

Council leadership has requested that each Board/Commission Chair make a presentation to the Council once a year focused on what has been completed and what they are currently working on, and what challenges or opportunities they see coming up in the future .

Attachments

A - FY19 Personnel Board Work Plan



FY19 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2019: July 1, 2018 – June 30, 2019)

Board and Commission Name: Personnel Board

Date prepared: 02/14/2018 **Date approved by Council:** 6/6/18

Prepared by: Leslie Geyer

This work plan will be accomplished in the following time frame:

From July 1, 2018 **to** June 30, 2019

Chairperson: Leslie Geyer **Term:** 04/01/2015 to 03/31/2018

Members and terms (1st term for all):

<u>Leslie Geyer</u>	<u>04/01/2015 – 03/31/2018</u>
<u>William Cooper</u>	<u>04/01/2015 – 03/31/2018</u>
<u>Terry Priestley</u>	<u>04/01/2017 – 03/31/2020</u>
<u>Vacant</u>	
<u>Vacant</u>	

Department Director: Denise Cassel, Human Resources Manager

Work plan developed in collaboration with Department Director? (Y/N?) Yes

Staff Liaison: Denise Cassel

Administrative Support provided by: Rosabella Romero

Council Liaison: James Chrobocinski **Reviewed by Council Liaison?** Yes

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.

- 1.1 For fiscal year 2018 thus far, the board has held five regular board meetings and no special meetings.
- 1.2 While the County took multiple employment actions, there has been no appeal hearings requested during the time period of July 1, 2017 to January 30, 2018.
- 1.3 The Personnel Board reviewed Personnel Rules and Regulations and discussed necessary changes. Specifically, Rules 712, 713, and 719, which were all submitted to County Council for approval. There are several more scheduled to be taken to the Personnel Board in late February.
- 1.4 County staff gave presentations on the County's Compensation Plan, an overview of the Anti-Harassment Presentation, the new Non-Exempt Performance Planning and Appraisal Form (PPA), and PRISM (ERP) project for the County.
- 1.5 The Personnel Board made its annual presentation to Council in October 2017 sharing one of its greatest challenges is finding new board members.

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:

- 2.1.1 Advisory capacity in the administration of the personnel program to include the review of the personnel rules and regulations and the compensation system.
- 2.1.2 Appellate capacity to review decisions of the County Manager/Utilities Manager when employee appeals such action.
- 2.1.3 Reporting annually to the County Council on the operation of the personnel system.
- 2.1.4 Review of the Total Compensation Market Studies, and make recommendations to the compensation plan.
- 2.1.5 Provide input for the HR components of the new PRISM (ERP) software.

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

- Los Alamos County Personnel Rules: 08/08/2017
- FY18 Compensation Plan/Salary Plan: 08/04/2017
- EEOC requirements: not applicable
- Reference Los Alamos County Administrative Policies, as needed during appeals: dates vary depending on the policy
- Reference LAC Departmental Policies, as needed during appeals: dates vary by department and policy

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.)

Not applicable.

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.

- 3.1.1 Review and Revision of Compensation Plan. This requires input from the Senior Management Team, the Attorney's Office, as well as the Human Resources Division.
- 3.1.2 Review and Revision of Personnel Rules – as needed. This requires input from the Senior Management Team, the Attorney's Office, the four collective bargaining groups, County employees, as well as the Human Resources Division.
- 3.1.3 Employee Appeal Hearings – as requested. This requires coordination with the departments taking an action, the Attorney's Office and Human Resources. In addition there is coordination with the Personnel Board's attorney and the employee's attorney/representative.
- 3.1.4 Annual Overview of the Personnel System (Work Plan Report/Presentation to Council). This requires review of various personnel programs in order to provide feedback to Council.
- 3.1.5 Review of HR processes and how it pertains to PRISM (ERP) implementation. This requires input and coordination with Senior Management Team, the Attorney's Office, the Finance and Information Technology divisions, the Utilities Department, Subject Matter Experts (SME's) throughout the County, as well as the Human Resources Division.

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

At the beginning of each meeting the public and/or employees are provided an opportunity to offer comment.

5.0 List the current subcommittees for this Board or Commission.

Not applicable

**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:**

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

Sec. 8-181. - 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.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-183. - Duties and responsibilities.

The personnel board shall serve in an advisory capacity and as such shall have the following functions, responsibilities and duties:

(1) Advise council and the county manager on personnel issues not covered under a collective bargaining agreement, review and comment to council or staff, when requested, on the following:

- a. County-wide employee survey;
- b. Personnel rules;
- c. Salary plan; and
- d. Various personnel programs (i.e. benefits, employee recognition and appreciation, employee communications).

(2) Provide citizen input to staff and council on ways and means for improving the county's personnel program. For this purpose, the board shall gather public

input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.

(3) The personnel board shall serve in an appellate capacity and as such have the following functions, responsibilities and duties:

Review decisions of the county manager regarding the following actions when taken against regular employees as a disciplinary action and for cause:

- a. Suspensions;
- b. Reductions in pay;
- c. Demotions;
- d. Dismissal;
- e. Such other matters as are deemed to effect a property right of an employee under New Mexico law.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-256, § 18, 7-7-2015)

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Personnel Board or Commission:

Mark all that apply

Economic Vitality		
	<u>Economic Vitality:</u>	
	• Priority Area – Build the local tourism economy	
	• Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock	
	• Promote a strong and diverse economic base by encouraging new business growth	
	• Collaborate with Los Alamos National Laboratory as the area's #1 employer	
	<u>Financial Sustainability</u>	
	• Encourage the retention of existing businesses and assist in their opportunities for growth	
	• Support spinoff business opportunities from LANL	
	• Significantly improve the quantity and quality of retail business	
Quality of Life		
	<u>Housing:</u>	
	• Priority Area -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate	
	• Priority Area -- Support development of affordable workforce housing	
	<u>Education:</u>	
	• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation	
	• Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards	
	<u>Quality Cultural and Recreational Amenities:</u>	
	• Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community	
	<u>Environmental Stewardship:</u>	
	• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities	
	<u>Mobility:</u>	
	• Maintain and improve transportation and mobility	

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> • Priority Area – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning 	
	<ul style="list-style-type: none"> • Priority Area – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants 	
	<ul style="list-style-type: none"> • Maintain quality essential services and supporting infrastructure 	X
	<ul style="list-style-type: none"> • Invest in staff development to create a high performing organization 	X
	<ul style="list-style-type: none"> • Manage commercial growth well following an updated, concise, and consistent comprehensive plan 	
	<ul style="list-style-type: none"> • Establish and implement a mechanism for effective Utility policy setting and review 	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> • Improve transparency in policy setting and implementation 	X
	<ul style="list-style-type: none"> • Create a communication process that provides measurable improvement in citizen trust in government 	X
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> • Strengthen coordination and cooperation between County government, LANL, and the regional and national partners 	
	<ul style="list-style-type: none"> • Actively pursue land transfer opportunities 	



County of Los Alamos

Staff Report

October 16, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: D.

Index (Council Goals): * 2018 Council Goal – Economic Vitality – Build the Local Tourism Economy

Presenters: Brian Brogan, Community Services Director

Legislative File: 11257-18

Title

Flow Trail Project Update and Consideration of Options

Body

The consultant, Mountain Capital, has completed the initial feasibility evaluation to construct a family-friendly flow trail in Los Alamos County (Attachment A). Due to a number of factors none of the evaluated options are feasible given the contractual scope. These limitations include budget considerations, user conflicts, terrain constraints, and land ownership. This presentation will include a description of what a flow trail is, the project deliverables, and present options for potential next steps.

Recommended Action

There are three alternative motions related to this presentation:

1. **I move that Council approve the discontinuation of the current flow trail project and that any potential reconsideration of scope be deferred until after the County's budget situation is clarified. OR**
2. **I move that Council direct staff to develop scope alternatives and return to council with recommendations for consideration. OR**
3. **I move that Council direct staff to discontinue the current flow trail project and to develop a mountain biking masterplan.**

County Manager's Recommendation

Given the current considerations regarding the GRT, the County Manager recommends that Council approve option 1 as stated above.

Attachments

A - Los Alamos Flow Trail Presentation



where discoveries are made

Los Alamos Flow Trail Presentation

What is a Flow Trail?

- Smooth
- Fun
- Safe
- Predictable
- Navigable/User-Friendly
- Relevant to Design



What is Flow?



RFP Scope

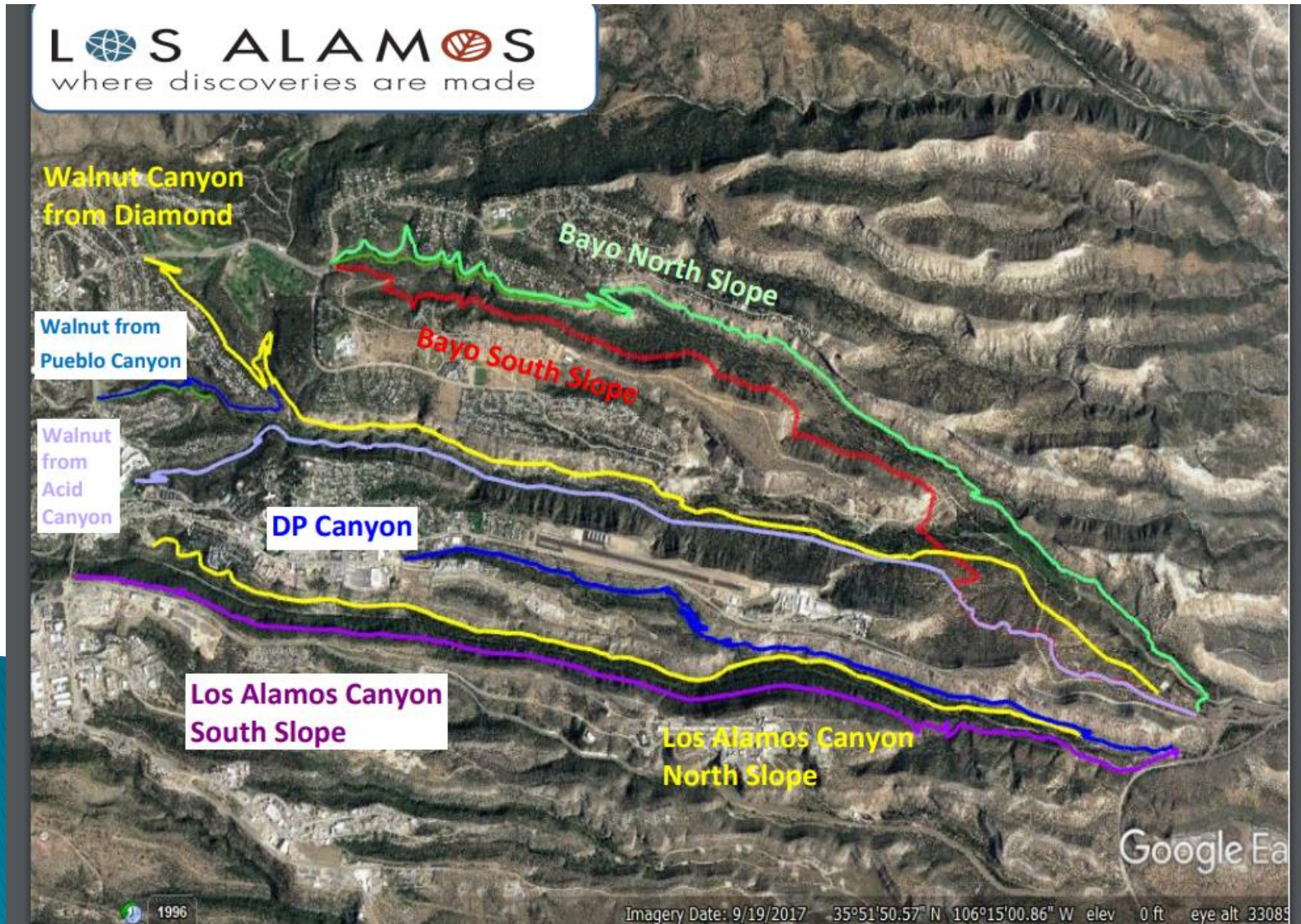
2. **Design Services.** Contractor shall complete Design Services as assigned by Task Order by County. Design Services shall include Contractor's analysis and surveying of a proposed alignment. Contractor shall perform the following Design Services:
 - a. Contractor shall review and analyze and survey the Project's existing seven (7) mile flagged trail corridor proposed alignment to include feasibility, safety and functionality for a "green" level International Mountain Biking Association (IMBA) mountain bike flow trail.
 - b. Design of this Project shall consider existing topographical conditions and the potential for conflicts with other users of the County's trail systems. In the event that these considerations present obstacles to completion, Contractor shall provide suggestions for alternative route(s) and at County's request shall provide the same Design Services for such alternative route(s).

Task Order #1

Scope of Work:

- ▶ Contractor shall review and analyze public input and staff information pertaining to the flow trail project that has been compiled to date. Then deliver in writing to Los Alamos County staff six to eight best potential trail options, to include the flagged corridor in Bayo Canyon, per the scope for the team to evaluate in Task Order 2.

Task Order 1 Proposed Trail Options Map



Task Order 2

Scope of Work:

- ▶ Contractor shall meet with staff to physically evaluate the trail options described in Task Order 1. Upon completion of field visits, staff and consultant will narrow options to the best 3–4 choices. These will be the options presented in Task Order 3.

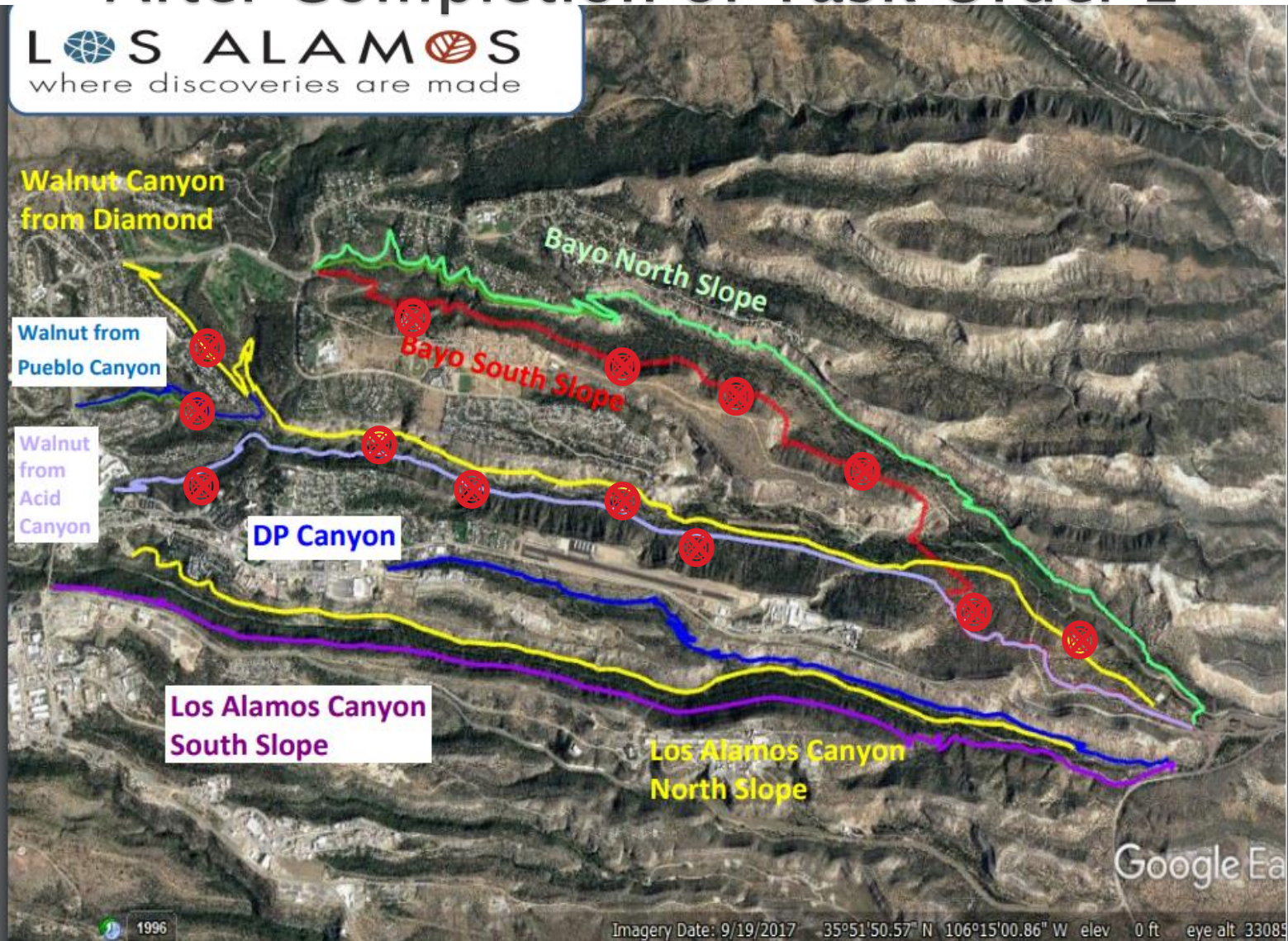
Task Order 3

Scope of Work:

- ▶ Consultant to prepare updates to Task Order 1 based on site visit.
- ▶ Consultant to prepare presentation to include updated deliverables from Task Order 1 and feasibility analysis of project.

Updated Proposed Trail Options Map After Completion of Task Order 2

LOS ALAMOS
where discoveries are made



Flow Trail Options Analysis

- ▶ DP Canyon to Los Alamos Canyon: With good city proximity for access, constant topographical relief and the best suited geology and the least terrain limitations, DP Canyon is one of the best suited options for the proposed project.
- ▶ LA Canyon North Side: With good city proximity for access, relatively constant topographical relief in combination with very little terrain limitations, LA Canyon North side is one of the best suited options for the proposed project.
- ▶ LA Canyon South Side: With good city proximity for access, relatively constant topographical relief in combination with very little terrain limitations, LA Canyon South side is the third best option. This option is slightly less desirable mainly due to the north facing aspect component of this trail.

Flow Trail Options Analysis

- ▶ Bayo Canyon North Slope: With good access and consistent usage of the Bayo bench, this alignment offers a route down that would require less construction than Bayo South and adds a new trail into the system. The egress will be victim to the flat nature of all Bayo routes, but could offer a solution to the Bayo South user conflict issues.
- ▶ Walnut Canyon from Acid Canyon: With good access and the least invasive tread construction as compared with Bayo Canyon North, this alignment offers a different solution. It is important to note that this is in spotted owl habitat. This alignment does circumvent the flat nature associated with both Bayo routes.

Flow Trail Options Analysis

- ▶ Bayo Canyon South Slope: With good access and an invasive tread construction as compared to other trails, this not an ideal route. There is also a concern from the equestrian community that this is the only trail connecting the horse stables to the outside trail systems. The egress will be victim to the flat nature of all Bayo routes and will not be as flowy as other routes.
- ▶ Walnut Canyon from Diamond Drive: With limited access, major bench cutting, and a creek crossing with a bridge of substantial proportion, this alignment is less than ideal. There is also a significant concern for archeological sensitivity towards the lower portion of the canyon.

Flow Trail Options Analysis

- ▶ Walnut Canyon from Pueblo Canyon: This trail falls victim to the same shortcomings as the proposed alignment from Diamond Drive. In addition, a span across the canyon is needed as crossing from one side of this route to the other is too invasive for the project's consideration. It is possible to connect this route to the Diamond Drive route, however it will be subject to the same limitations as the Diamond Drive route, making it less than ideal.

Feasibility Analysis

- ▶ **No options meet the full scope as assigned.**
 - The current budget will not be enough to complete the trail as desired.
 - The terrain is steeper and rockier than anticipated and will require more extreme measures to create trails, such as blasting and big dozers.
 - County owned land is not conducive to a 7 mile, family friendly flow trail due to terrain challenges.

Other Considerations

- ▶ If Los Alamos is aiming to cater to beginner terrain (green, family-friendly), building a flow trail down county owned canyons is not appropriate.
- ▶ If the desire is to have a continuous trail down the canyons regardless of skill level, they already exist. Being that this will not be a “beginner” trail, the County could consider just improving existing trails.
- ▶ Flow trails require constant maintenance. The County’s budget would need to be increased to maintain any improvements.
- ▶ If Los Alamos is looking for the “tourist draw” that will attract bikers from far and wide, there are other amenities that may accomplish this, such as a ride center.



where discoveries are made

Flow Trail Project – Next Steps

Options for Paths Forward

- ▶ Discontinue the current project and hold off on considering scope changes until the GRT situation is resolved.
- ▶ Develop project scope revisions and return to Council
- ▶ Develop a masterplan of all biking trails and amenities with priority rankings and cost estimates.



County of Los Alamos

Staff Report

October 16, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: E.

Index (Council Goals):

Presenters: Paul Andrus, Community Development Director

Legislative File: 11217-18

Title

Public Improvement District (PID) Discussion

Body

Adam Thornton, representative of the Site A-19-A-1 Acquisition Group LLC and the Mirador subdivision development in White Rock will give an overview of the proposed Public Improvement District (PID) that he and his company are requesting support by County Council. Action regarding this request is currently scheduled for the October 30 meeting, and tonight's presentation is an opportunity for Council to gather information regarding the request prior to considering a resolution establishing such a PID. The presentation will provide background on the state authorizing statute for PIDs, the purpose of these districts for new housing developments and the rationale for the creation of a PID for the Mirador subdivision.

Attachments

A - Mirador Presentation

COUNTY OF LOS ALAMOS



WORK STUDY SESSION
OCTOBER 16, 2018

MIRADOR
PUBLIC IMPROVEMENT DISTRICT

Public Improvement Districts (PID)

- ❖ PIDs may be established by a County or Municipality and are separate political subdivision of the State
- ❖ PIDs are often utilized in master planned communities and substantial commercial developments to finance eligible public infrastructure such as:
 - Roadways and traffic signalization
 - Water lines, sewer lines, treatment facilities and storage
 - Flood control structures and drainage control
 - Parks, trails and recreational facilities
- ❖ PIDs in New Mexico have typically imposed a special levy, which is:
 - A payment obligation in addition to property taxes and has a priority co-equal to the lien of property taxes
 - Only assessed on real property located within the District and subject to strict limitations in the amount actually imposed
 - Based on the benefit received by a particular lot or parcel from the public improvements financed by the PID
- ❖ PIDs may also utilize taxes, fees and charges, but none are proposed for Mirador
- ❖ PIDs and TIDDs are NOT a subsidy, but rather a financing tool used to reimburse for the cost of public infrastructure that benefits the residents and businesses of the County

Public Improvement Districts (PID)

❖ PIDs ARE:

- Authorized to impose a special levy on property located within PID only
- Levied based on the benefit received by the property within the PID
- Disclosed to all potential purchasers of property owners within PID
- PID funding is performance based: If no development occurs then the developer will not be reimbursed for costs advanced

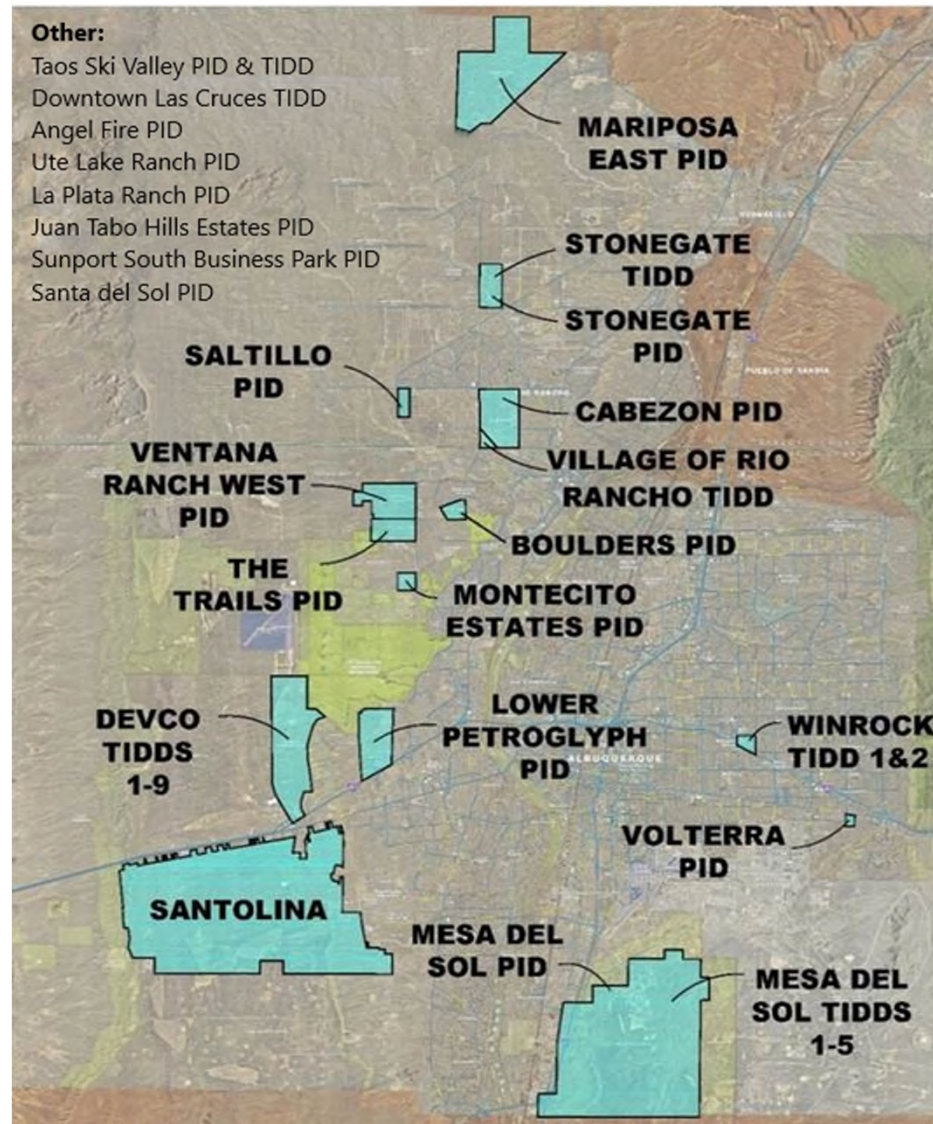
❖ PIDs will:

- NOT result in an obligation to property owners outside the PID
- NOT use County property taxes
- NOT be a liability to the general fund
- NOT have a direct or indirect impact to the County bond rating

Only Mirador residents and businesses will pay the PID levy

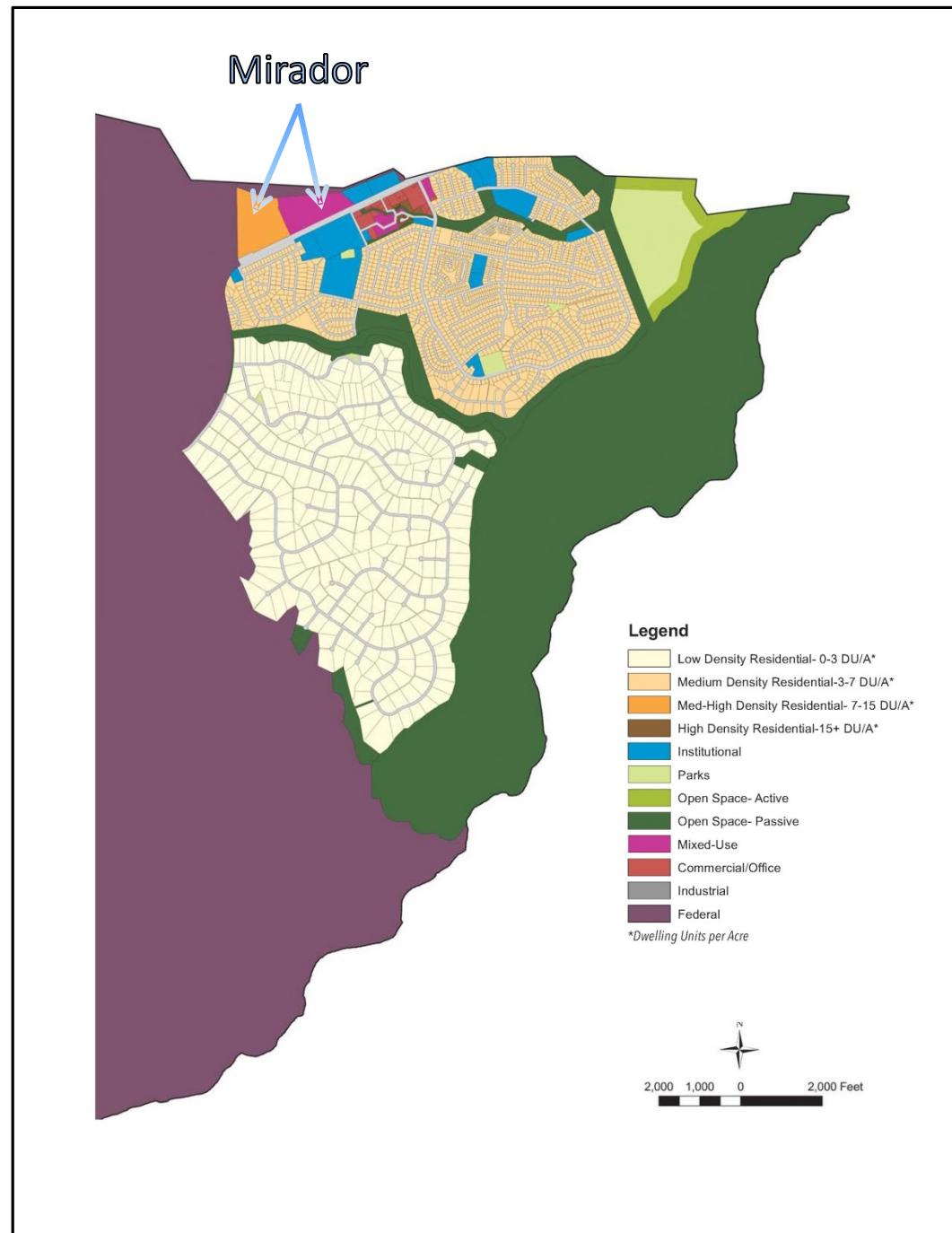
No one else

PIDs and TIDDs Throughout New Mexico



October 16, 2018

Location of Mirador Public Improvement District



Project Challenges

- The project requires over \$9M in earthwork
- The appraised value of all of the lots, assuming all of the infrastructure is installed, is \$16.63M
- Even with the County's infrastructure contribution, the project doesn't "pencil"

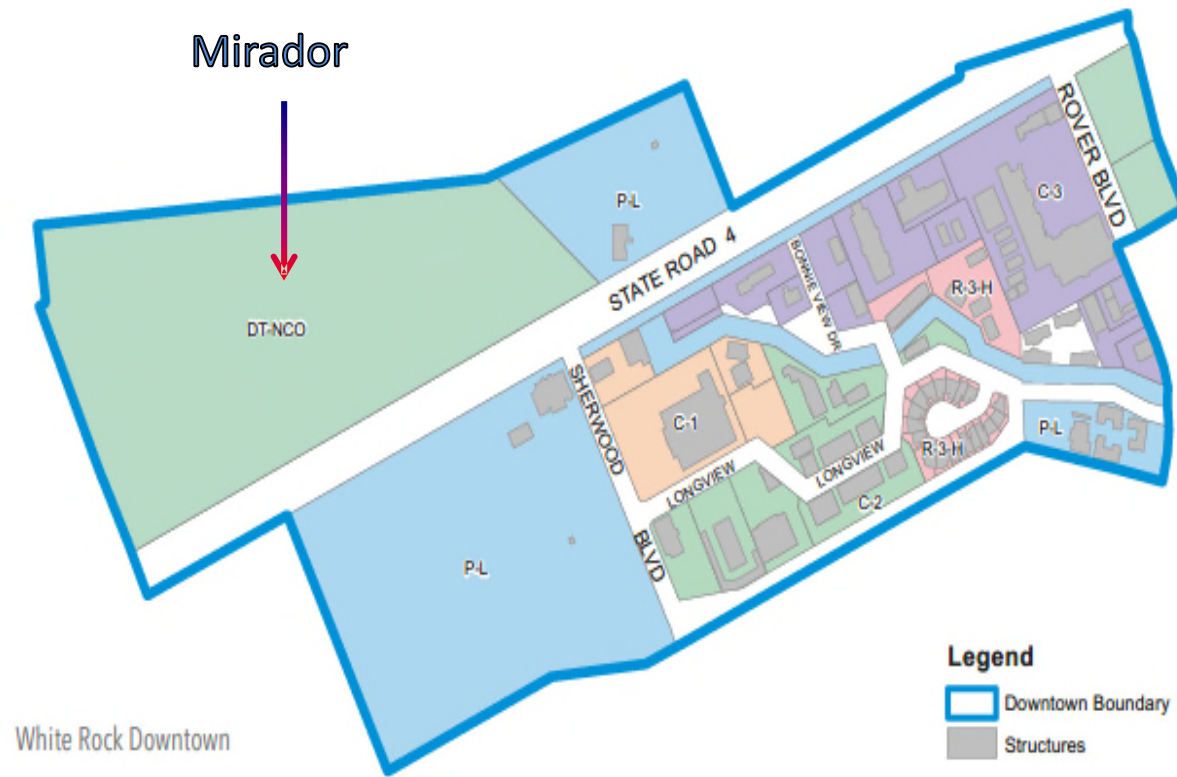
Without a PID

- The cost of developing the lots, especially the demolition work, will drive home prices above market rates
- Slower sales → Higher holding costs
- Piecemeal development to avoid holding costs
- Longer absorption period
- Challenged cash flows will not facilitate the planned multifamily/commercial development

With a PID

- More flexibility for homebuyers in financing infrastructure through special levy instead of house price and mortgage
- Accelerated construction of infrastructure instead of piecemeal
- Incentives to accelerate market absorption and keep home prices highly marketable
- Facilitates desired project at this site, including providing capital for multifamily and commercial construction

Regional Context



MIRADOR PID

SUMMARY OF REVENUE IMPACTS

TAXING ENTITY	PROPERTY TAXES	ONE-TIME GROSS RECEIPTS TAXES
STATE	\$1,019,657	\$3,668,485
COUNTY/TOWN	\$7,237,309	\$1,565,816
SCHOOL DISTRICT	\$9,198,824	NA
UNM LOS ALAMOS BRANCH	\$1,476,376	NA
TOTAL	\$18,932,166	\$5,234,302

Mirador PID

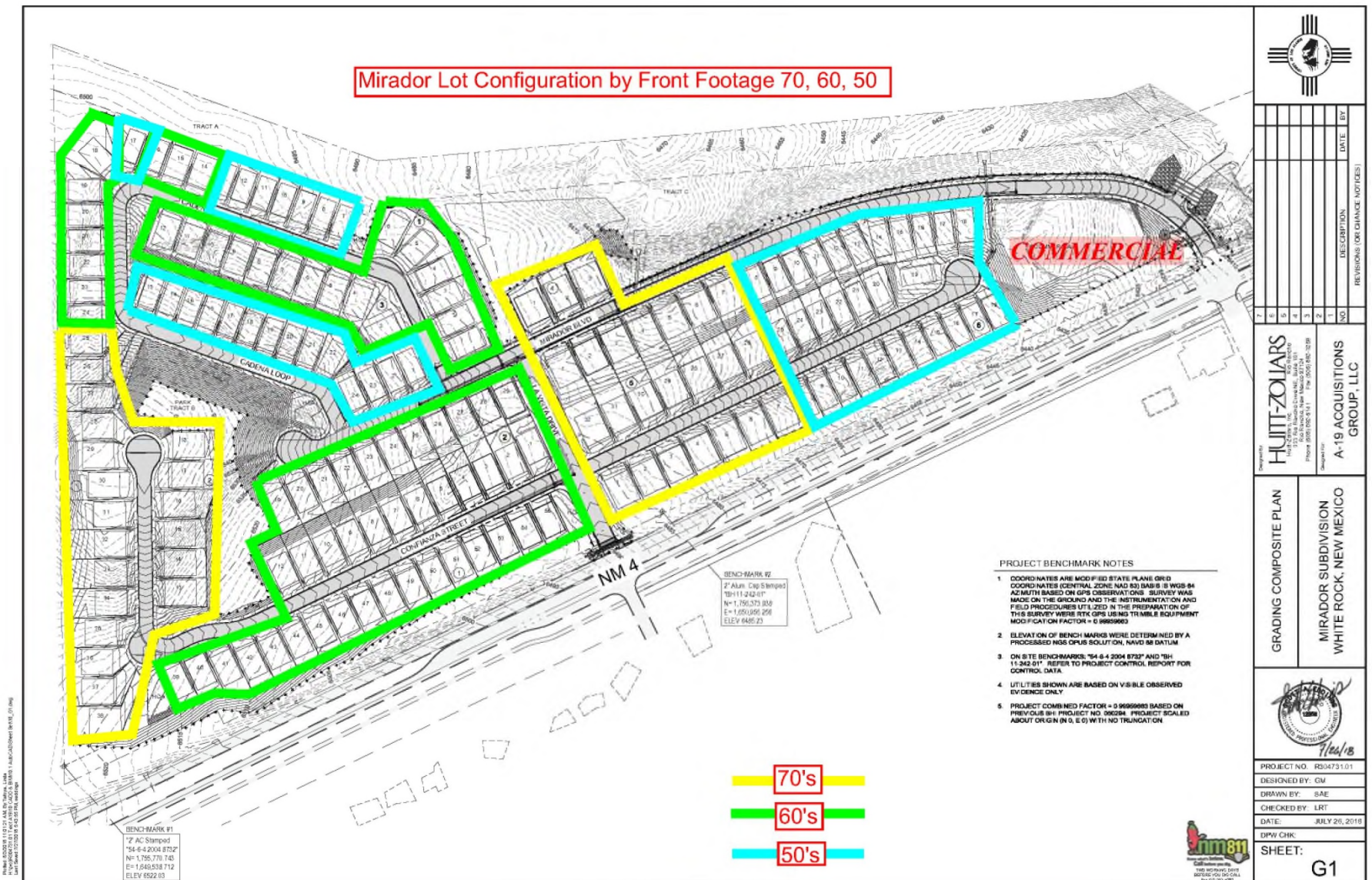
Infrastructure Costs

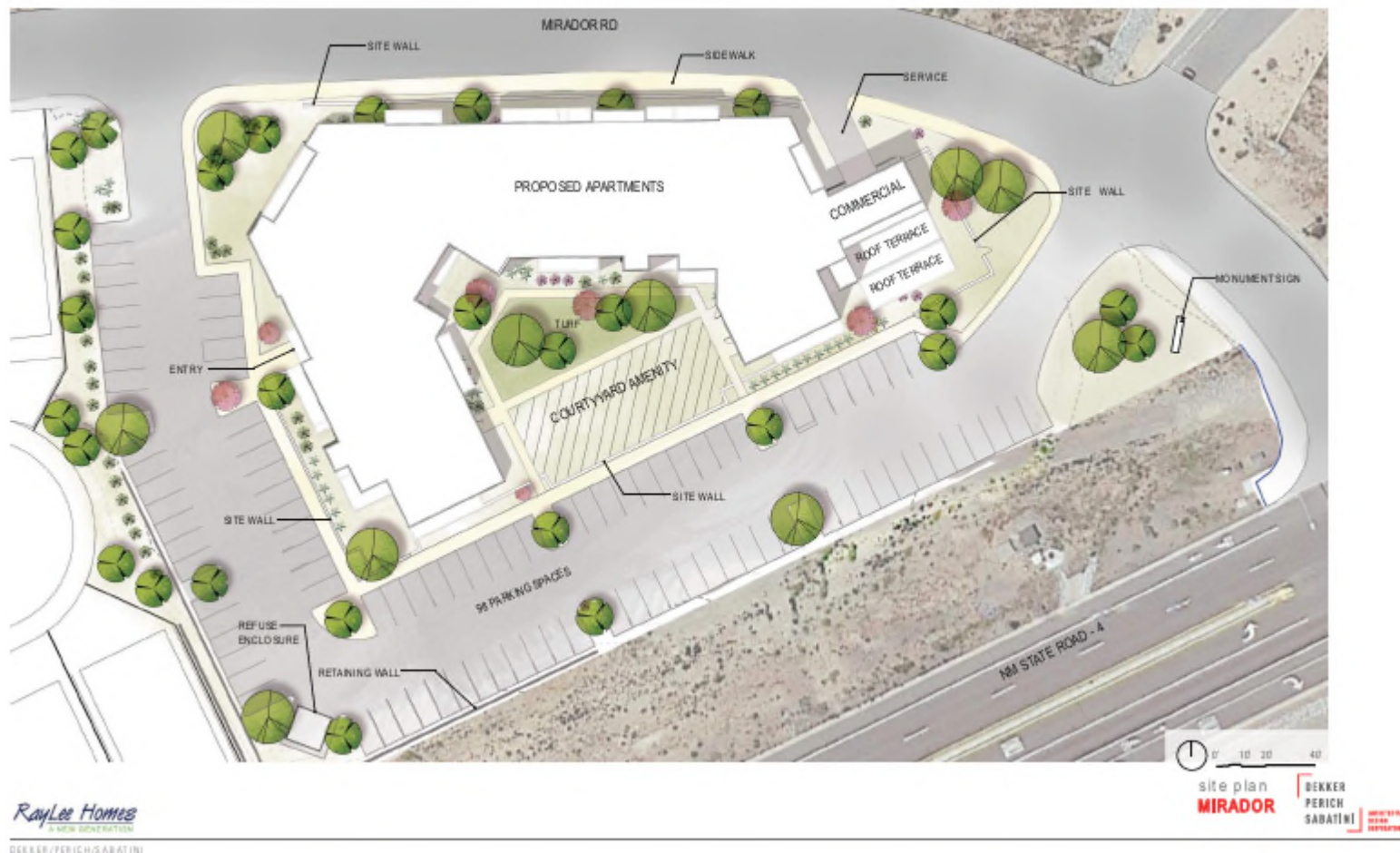
Description	Total Budget	PID Eligible	Non-Eligible
Water	\$584,736	\$584,736	\$0
Sanitary Sewer	\$850,779	\$850,779	\$0
Drainage	\$476,448	\$476,448	\$0
Roads	\$3,165,502	\$3,165,502	\$0
General Conditions	\$332,802	\$0	\$332,802
Block and Gabion Walls	\$2,422,513	\$0	\$2,422,513
Earthwork	\$9,082,334	\$1,363,111	\$7,719,224
Demolition	\$415,675	\$415,675	\$0
Gas and Electric	\$1,269,308	\$1,269,308	\$0
Grand Total Costs	\$16,688,134.00	\$6,213,596.00	\$10,474,539.00

MIRADOR PID

INFRASTRUCTURE COSTS

IMPROVEMENT DESCRIPTION	TOTAL BUDGET	PID ELIGIBLE	NON-ELIGIBLE
WATER	\$584,736	\$584,736	\$0
SANITARY SEWER	\$850,779	\$850,779	\$0
DRAINAGE	\$476,448	\$476,448	\$0
ROADS	\$3,165,502	\$3,165,502	\$0
GENERAL CONDITIONS	\$332,802	\$0	\$332,802
BLOCK AND GABION WALLS	\$2,422,513	\$0	\$2,422,513
EARTHWORK	\$9,082,334	\$1,363,111	\$7,719,224
DEMOLITION	\$415,675	\$415,675	\$0
GAS AND ELECTRIC	\$1,269,308	\$1,269,308	\$0
GRAND TOTAL COSTS	\$18,600,096	\$8,125,558	\$10,474,538





October 16, 2018

ATTACHMENT A



Total Tax and Levy Obligation

Mirador PID
Projected Total Property Tax Burden

Levy Classification	Average Sales Price	Average Assess Value ¹	Regular Property Taxes ²	PID Maximum Annual Special Levy	Total Property Taxes	Total Effective Tax Rate
(1) 70' Typical Lot Width	\$442,750	398,475	\$3,674	\$2,550	\$6,224	1.41%
(2) 60' Typical Lot Width	\$414,000	372,600	\$3,432	\$2,130	\$5,562	1.34%
(3) 50' Typical Lot Width	\$348,750	313,875	\$2,883	\$1,830	\$4,713	1.35%
(4) Multi-Family	\$200,000	180,000	\$1,682	\$1,143	\$2,825	1.41%
(5) Commercial	N/A	N/A	N/A	\$500	N/A	N/A
¹ Assumes assessed value is equal of 90% of the sales price. ² Based on FY 2017-2018 residential tax rates. Assumes homebuyers take advantage of \$2,000 head of family AV exemption.						

Disclosure of Special Levy

- Notice of Formation
 - Formation Resolution
 - General Plan
- Notice of Imposition of Special Levy
 - Rate and Method of Apportionment of Special Levy
- Notice of Information
 - Drafts included in Application
 - District to update semi-annually
 - All Sellers obligated to deliver notice
- PID Act provides action for injured home buyers
 - Actual Damages
 - Attorneys' Fees and Costs
 - Injunctive Relief



REALTORS® ASSOCIATION OF NEW MEXICO
PUBLIC IMPROVEMENT DISTRICT DISCLOSURE - 2015



MIRADOR PID FINANCE PLAN

ESTIMATED SOURCES AND FUNDS OF FUNDS	
DESCRIPTION	AMOUNT
SOURCES OF FUNDS	
PRINCIPAL AMOUNT OF BONDS	\$4,740,000
TOTAL SOURCES OF FUNDS	\$4,740,000
USES OF FUNDS	
INFRASTRUCTURE IMPROVEMENTS	\$4,012,101
DEBT SERVICE RESERVE	\$309,899
CAPITALIZED INTEREST	\$0
COSTS OF ISSUANCE	\$418,000
TOTAL	\$4,740,000

Finance Plan (Continued)

- Bonds
 - Debts service to be funded from a pledge of special levy revenues.
 - Final bond amounts will be determined by revenues and interest rate at time of issuance.
 - A current MAI Appraisal to be prepared with a bond issuance
 - Confirm necessary value to lien ratio; and
 - Confirm satisfactory total tax and levy obligation.
 - Bonds are non-recourse to the County.
 - Final maturity of each series of bonds not more than 30 years after the issuance of a particular series.
- Other Obligations.
 - Notes and other district debt are non-recourse to the County.
 - Payment from Special Levy Revenues.

Operations of the District

- Minimal County involvement required
- County Council appoints PID Board- County Board (ex-officio) or 5 appointed members
- District employees independent contractors
- District complies with applicable state laws

Timetable

- Application Submitted.
 - September 5th
- Formation Hearing.
 - October 30th
- Available for questions or supplemental briefings in the interim.



County of Los Alamos

Staff Report

October 16, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters: County Council - Work Session

Legislative File: 11302-18

Title

Action to Suspend Council Rules for Work Session

Recommended Action

I move that Council suspend their procedural rules for this work session, October 16, 2018, so that formal action may be taken.

Body

The 2018 Los Alamos County Council Procedural Rules identifies a Work Session as follows:

"Work Sessions. The Council may schedule work sessions on a regular basis under the requirements of the annual Open Meetings Resolution. Council meetings designated as work sessions shall be held for the primary purpose of discussing issues at length with staff in an informal setting without taking formal action except for required procedural actions such as approving minutes from a prior council meeting, or adopting a statement for inclusion in the minutes regarding a closed session. Public comment will generally be taken only at the beginning and ending."

This action would suspend that rule for this meeting to enable Council to take formal action on an agenda item scheduled for this work session.



County of Los Alamos

Staff Report

October 16, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters:

Title

October 16, 2018 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

October 16, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals): * 2018 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure Including Updated Enterprise Software and Permitting

Presenters: Naomi Maestas

Legislative File: 11290-18

Title

County Council Minutes for September 25, 2018 and October 2, 2018

Recommended Action

I move that Council approve the minutes from September 25, 2018 and October 2, 2018.

Clerk's Recommendation

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

Attachments

A - County Council Minutes for September 25, 2018

B - County Council Minutes for October 2, 2018

Minutes

County Council – Regular Session

*David Izraelevitz, Council Chair; Christine Chandler, Council Vice Chair;
Antonio Maggiore, Susan O'Leary, Morris Pongratz, Rick Reiss,
and Pete Sheehey, Councilors*

Tuesday, September 25, 2018

6:00 PM

Council Chambers - 1000 Central Avenue

TELEVISED

1. OPENING/ROLL CALL

The Council Chair, David Izraelevitz, called the meeting to order at 6:01 p.m.

Councilor Maggiore arrived during the discussion of item 3 at 6:06 p.m.

The following Councilors were in attendance:

**Present: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary,
Councilor Pongratz, Councilor Reiss, and Councilor Sheehey**

2. PLEDGE OF ALLEGIANCE

Led by: All.

3. PUBLIC COMMENT

Ms. Cindy Wells, 4611 Esperanza, spoke regarding the Tour de Los Alamos; the road conditions between the White Rock Visitor Center and Bandelier; and commended the Los Alamos Police Department and Darby Martinez, Traffic Department, on their outstanding service.

Ms. Helen Milenski, 1651 36th Street, applauded the Los Alamos County Clerk's Office for their efforts with National Voter Registration Day and expressed concern regarding smart meter implementation.

Mr. Vernon Kerr, 85 Chiquita, expressed concern regarding the sales delay of niches at the new columbarium.

Councilor Maggiore arrived during the discussion of this item at 6:06 p.m.

4. APPROVAL OF AGENDA

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

The motion passed by acclamation with the following vote:

**Yes: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary,
Councilor Pongratz, Councilor Reiss, and Councilor Sheehey**

5. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

- A. Proclamation declaring the Month of October as "Breast Cancer Awareness Month" in Los Alamos County

Councilor Chandler read and presented the proclamation to Ms. Nancy Partridge.

Ms. Nancy Partridge and Ms. Diane Hammond spoke.

- B. Recognition of Government Finance Officers Association Awards for FY2018 Budget, FY2017 CAFR, and FY2017 PAFR

Mr. Harry Burgess, County Manager, spoke.

Councilor O'Leary and Councilor Pongratz presented the recognition to the Los Alamos County Finance Department.

Ms. Helen Perraglio, Chief Financial Officer, spoke.

- C. Proclamation declaring the Month of October as "Domestic Violence Awareness Month"

Councilor Maggiore read and presented the proclamation to Los Alamos Police Chief Dino Sgambellone.

Chief Sgambellone spoke.

- D. Proclamation declaring the Month of October as "Drug Free Month"

Councilor Pongratz read and presented the proclamation to Los Alamos Police Chief Dino Sgambellone.

Chief Sgambellone spoke.

6. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA

None.

7. CONSENT AGENDA

Consent Motion:

A motion was made by Councilor Reiss, seconded by Councilor Maggiore, 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. Approval of Amendment No. 1 to Services Agreement No. AGR17-914 with Alpha Southwest, Inc. in the amount of \$300,000.00, Plus Applicable Gross Receipts Tax, For the Purpose of Inspection, Repair, and Ancillary Services on County Well and Booster Pumps

I move that Council approve Amendment No. 1 to Services Agreement No. AGR17-914 with Alpha Southwest, Inc. in the amount of \$300,000.00, for a revised total agreement amount of \$450,114.00, plus applicable gross receipts tax, for the purpose of Inspection, Repair, and Ancillary Services on County Well and Booster Pumps.

B. State Approval of County Budget

Local budgets approved by the Local Government Division of the New Mexico Department of Finance and Administration (DFA) are required by State Statute to be made a part of the minutes of that local body. Therefore, the letter with the approved budget from DFA is being provided here so that it may be incorporated into the minutes. No further Council action is required.

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

I move that Council approve the appointment of the following individuals to the Labor Management Relations Board with terms ending August 31, 2019; 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.

D. Consideration of Budget Revision 2019-17

I move that Council approve Budget Revision 2019-17 as summarized on Attachment A and that the attachment be made a part of the minutes of this meeting.

E. County Council Minutes for September 4, 2018, September 6, 2018, and September 11, 2018

I move that Council approve the County Council Minutes for September 4, 2018, September 6, 2018, and September 11, 2018.

Approval of the Consent Agenda:

The motion passed with the following vote:

Yes: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

8. INTRODUCTION OF ORDINANCE(S)

- A. Incorporated County of Los Alamos Code Ordinance No. 687, An Ordinance Authorizing the Incorporated County of Los Alamos to Enter Into a Loan Agreement and Promissory Note With the New Mexico Environment Department for the Purpose of Obtaining Loan Funds for the Construction of a New Wastewater Treatment Facility, Declaring the Necessity for the Loan, Restricting the Use of the Loan Funds Solely for the Project, and Pledging Loan Will be Payable from the Revenues of the Wastewater System**

Councilor Chandler introduced, without prejudice, Incorporated County of Los Alamos Ordinance No. 687, An Ordinance Authorizing the Incorporated County of Los Alamos to Enter Into a Loan Agreement and Promissory Note With the New Mexico Environment Department for the Purpose of Obtaining Loan Funds for the Construction of a New Wastewater Treatment Facility, Declaring the Necessity for the Loan, Restricting the Use of the Loan Funds Solely for the Project, and Pledging Loan Will be Payable from the Revenues of the Wastewater System and ask staff to assure that it is published as provided in the County Charter.

9. PUBLIC HEARING(S)

- A. Incorporated County of Los Alamos Code Ordinance No. 02-288; An Ordinance Amending Chapter 40, Article III, Sections 40-201 and 40-202 of the Code of the Incorporated County of Los Alamos Pertaining to the Sewage Service Rate Schedule and Determination of Charges

Mr. Tim Glasco, Utilities Manager, spoke.

Mr. Bob Westervelt, Deputy Utilities Manager-Finance and Administration, spoke.

Mr. Jack Richardson, Deputy Utilities Manager-Gas, Water and Sewer Services, spoke.

Public Comment:

None.

A motion was made by Councilor Reiss, seconded by Councilor Pongratz, that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-288 and ask staff to assure that it is published in summary form.

The motion passed with the following vote:

Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

No: 1 - Councilor O'Leary

RECESS

Councilor Izraelevitz called for a recess at 8:44 p.m. The meeting reconvened at 8:55 p.m.

10. BUSINESS

- A. A Resolution Declaring a Moratorium of Ninety Days (90) Days on the Enforcement of Chapter 28, Article VII, Safety in Public Places, of the Los Alamos County Code of Ordinances

Mr. Alvin Leaphart, County Attorney, spoke.

Public Comment:

None.

A motion was made by Councilor Maggiore, seconded by Councilor Chandler, that Council approve Resolution No. 18-22 with the modification that a moratorium of One-Hundred and Eighty (180) days be imposed on the Enforcement of Chapter 28, Article VII, Safety in Public Places of the Los Alamos County Code of Ordinances.

The motion passed with the following vote:

Yes: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

- B. Approval Of Authorization For The County Manager To Sign On Behalf Of The County The Recipient Acceptance Of A Revised Ten-Year Financial Assistance Award With The National Nuclear Security Administration (NNSA) that revises the budget, cost sharing, and related terms and conditions for the remaining years 6 through 10 For A Cooperative Agreement To Provide Fire Department Services For The Protection Of Los Alamos National Laboratory And Los Alamos County With A Revised County Cost Share Not To Exceed A Total Of \$59,759,311 For The Ten-Year Period

Mr. Harry Burgess, County Manager, spoke.
Mr. Steve Lynne, Deputy County Manager, spoke.
Fire Chief Troy Hughes spoke.

Public Comment:
None.

A motion was made by Councilor Maggiore, seconded by Councilor Pongratz, that Council authorize the County Manager to sign on behalf of the County the Recipient Acceptance of a revised ten-year Financial Assistance Award from NNSA that revises the budget, cost sharing, and related terms and conditions for the remaining years 6 through 10 for a Cooperative Agreement to Provide Fire Department Services for the Protection of Los Alamos National Laboratory and Los Alamos County with a revised county cost share not to exceed a total of \$59,759,311 for the ten-year period.

The motion passed with the following vote:

Yes: 6 - Councilor Izraelevitz, Councilor Maggiore, Councilor O'Leary, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

No: 1 - Councilor Chandler

- C.** Consideration of Change Order No. 5 to Services Agreement AGR17-30 and Budget Revision 2019-16 for the Otowi Well #2 Design, Drilling and Development Project

Mr. James Alarid, Deputy Utilities Manager-Engineering Division, spoke.
Mr. Kevin Powers, Deputy County Attorney, spoke.

Public Comment:
None.

A motion was made by Councilor Pongratz, seconded by Councilor Maggiore, that Council approve Change Order No. 5 to AGR 17-30 for the Otowi Well #2 Design, Drilling and Development Project in the amount of \$446,490.16 plus an additional \$100,000 contingency, for a total additional authorized amount of 546,490.16; and further moved that Council approve Budget Revision 2019-16 as summarized on Attachment D and that the budget revision be included in the minutes.

The motion passed with the following vote:

Yes: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

11. COUNCIL BUSINESS

A. Appointments

None.

B. Board, Commission, and Committee Liaison Reports

Councilor Reiss reported on the New Mexico Municipal League Self Insurers' Fund.
Councilor Pongratz reported on the Regional Coalition of LANL (Los Alamos National Laboratory) Communities meeting.
Councilor Chandler reported on the Board of Public Utilities meeting.
Councilor Maggiore reported on the Community Development Advisory Board.

C. County Manager's Report

1) County Manager's Report for September 2018

County Manager Harry Burgess reported on the Tourism Task Force; the Aquatic Center Pool re-opening; the Summer Concert Series; information kiosks at Camp May; updates on the Graduation Canyon restoration; the Youth Activity Center Hawk Hangout event; updates on the Airport hangar; updates on Mesa Library improvements; updates on the electric busses; commended Julie Habiger, Communications and Public Relations Director, for her initiative; updates on the 502 Project; affordable housing credit eligibility; and the columbarium update.

D. Council Chair Report

None.

E. General Council Business

None.

F. Approval of Councilor Expenses

None.

G. Preview of Upcoming Agenda Items

Councilor Maggiore requested representation at the next Regional Coalition of LANL Communities meeting.

12. COUNCILOR COMMENTS

None.

13. PUBLIC COMMENT

None.

14. ADJOURNMENT

The meeting adjourned at 10:31 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

David Izraelevitz, Council Chair

Attest:

Naomi D. Maestas, County Clerk

Meeting Transcribed by: Victoria L. Martinez, Deputy Clerk

SUSANA MARTINEZ
GOVERNOR



DUFFY RODRIGUEZ
CABINET SECRETARY

RICK LOPEZ
DIRECTOR

JOLENE SLOWEN
DEPUTY DIRECTOR

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
Bataan Memorial Building ♦ 407 Gallisteo St. ♦ Suite 202 ♦ Santa Fe, NM 87501
PHONE (505) 827-4950 ♦ FAX (505) 827-4948

August 24, 2018

The Honorable David Izraelevitz
Los Alamos County
1000 Central Ave. Suite 300
Los Alamos, NM 87544

Dear Commissioner Izraelevitz:

The final budget for your local government entity for Fiscal Year 2018-2019, as approved by your governing body, has been examined and reviewed. The Department of Finance and Administration, Local Government Division (LGD) finds it has been developed in accordance with applicable statutes and budgeting guidelines, and sufficient resources appear to be available to cover budgeted expenditures. In addition, the *Budget Certification of Local Public Bodies* rule, 2.2.3 NMAC, requires that your entity's audit or "Agreed Upon Procedures" (per the *Tier System Reporting* rule, 2.2.2.16 NMAC) for Fiscal Year 2017 should have been submitted to the Office of the State Auditor as of this time. The LGD's information indicates that you are in compliance with this requirement. Therefore, in accordance with Section 6-6-2E NMSA 1978, the LGD certifies your entity's final Fiscal Year 2018-2019 budget.

Please take note that state statute requires all revenue sources be expended only for public purposes, and if applicable, in accordance with the Procurement Code, Chapter 13, Article 1, NMSA 1978. Use of public revenue is governed by Article 9, Section 14 of the Constitution of the State of New Mexico, commonly referred to as the anti-donation clause.

Budgets approved by the LGD are required to be made a part of the minutes of your governing body according to Section 6-6-5 NMSA 1978. In addition, Section 6-6-6 NMSA 1978 provides that the approved budget is binding on local officials and governing authorities; and any official or governing authority approving claims or paying warrants in excess of the approved budget or available funds will be liable for the excess amounts.

Finally, as required by Section 6-6-2H NMSA 1978, LGD is required to approve all budget increases and transfers between funds not included in the final approved budget. Beginning with Fiscal Year 2018-2019, all budget adjustments are required to be submitted on the Local Government Budget Management System (LGBMS).

If you have questions regarding this matter, please call Erica Cummings of my staff at 505-827-4127.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rick Lopez".

Rick Lopez, Director
Local Government Division

xc: file

Los Alamos County Council
Regular Meeting
September 25, 2018
Item 7.B.

State of New Mexico

Local Government Budget Management System (LGBMS)

Budget Recap - Fiscal Year 2018-2019

Los Alamos County (Incorporated) - Final - Approved

Printed from LGBMS on 2018-09-17 08:54:13

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	8,697,419.00	925,226.00	61,145,325.00	-9,315,890.00	51,690,184.00	9,761,896.00	4,307,515.33	5,454,380.67
20300 County Property Valuation	618,479.00	0.00	175,000.00	0.00	240,448.00	553,031.00	0.00	553,031.00
20400 County Road	577,590.00	0.00	580,000.00	0.00	580,000.00	577,590.00	0.00	577,590.00
20600 Emergency Medical Services	397.00	0.00	10,500.00	0.00	10,500.00	397.00	0.00	397.00
20900 Fire Protection	48,508.00	0.00	563,000.00	0.00	563,000.00	48,508.00	0.00	48,508.00
21100 Law Enforcement Protection	573.00	0.00	39,200.00	0.00	39,773.00	0.00	0.00	0.00
21400 Lodgers' Tax	345,935.00	0.00	292,987.00	0.00	227,662.00	411,260.00	0.00	411,260.00
22000 Indigent Fund	342,617.00	0.00	1,747,000.00	317,000.00	2,345,621.00	60,996.00	0.00	60,996.00
22300 DWI Fund	15,272.00	0.00	62,000.00	24,500.00	86,500.00	15,272.00	0.00	15,272.00
22500 Clerks Recording & Filing Fund	82,503.00	0.00	21,000.00	0.00	28,550.00	74,953.00	0.00	74,953.00
29900 Other Special Revenue	6,564,927.00	12,300.00	181,000.00	423,250.00	3,309,325.00	3,872,152.00	0.00	3,872,152.00
39900 Other Capital Projects	23,833,320.00	25,285,694.00	4,950,000.00	3,562,830.00	8,072,000.00	49,559,844.00	0.00	49,559,844.00
40200 GRT Revenue Bond Debt Service	4,859,241.00	556,012.00	10,000.00	6,265,559.00	6,265,559.00	5,425,253.00	0.00	5,425,253.00
50200 Solid Waste Enterprise	2,229,531.00	1,696,520.00	4,624,300.00	0.00	4,275,028.00	4,275,323.00	0.00	4,275,323.00
50400 Airport Enterprise	886,051.00	0.00	634,000.00	478,611.00	1,062,406.00	936,256.00	0.00	936,256.00
51600 Fire Enterprise	1,236,412.00	0.00	26,687,454.00	-1,691,000.00	25,364,926.00	867,940.00	0.00	867,940.00
52100 Joint Utility	10,865,145.00	24,884,313.00	64,390,649.00	-864,860.00	64,691,600.00	34,583,647.00	0.00	34,583,647.00
53200 Transit Enterprise	1,488,062.00	0.00	4,469,627.00	800,000.00	4,865,667.00	1,892,022.00	0.00	1,892,022.00

Los Alamos County Council Regular Meeting September 25, 2018 Item 7.B.

69900 Other Internal Service	18,081,831.00	8,776.00	15,099,060.00	0.00	15,120,704.00	18,068,963.00	0.00	18,068,963.00
79900 Other Trust & Agency	176,534.00	193,234.00	0.00	0.00	0.00	369,768.00	0.00	369,768.00
Totals	80,950,347.00	53,562,075.00	185,682,102.00	0.00	188,839,453.00	131,355,071.00	4,307,515.33	127,047,555.67

Budget Revision 2019-16 Otowi Well

Board of Public Utilities Meeting Date: Sep 19, 2018

Council Meeting Date: Sep 25, 2018

	Fund/Dept	Brass Org	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	Water Production Fund	54285699 8369		\$ 546,491		\$ (546,491)
<p>Description: The purpose of this budget revision is to increase the expenditure budget by \$546,491 for change order #5 in the amount of \$446,491 and \$100,000 contingency to the construction contract for Otowi Well No 2 (Contract: AGR17-30). No amendment necessary because the agreement allows for change orders (for unforeseen conditions in drilling the well) to increase funding up to the total amount budgeted. The unforeseen condition is encountering a fissured basalt geological formation.</p> <p>Fiscal Impact: The net fiscal impact to the Water Production Fund is an increase to expenditures and a decrease to fund balance in the amount of \$546,491.</p>						

Minutes

County Council – Regular Session

*David Izraelevitz, Council Chair; Christine Chandler, Council Vice Chair;
Antonio Maggiore, Susan O'Leary, Morris Pongratz, Rick Reiss,
and Pete Sheehey, Councilors*

Tuesday, October 2, 2018

6:00 PM

Council Chambers - 1000 Central Avenue

TELEVISED

1. OPENING/ROLL CALL

The Council Chair, David Izraelevitz, called the meeting to order at 6:02 p.m.

The following Councilors were in attendance:

**Present: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary,
Councilor Pongratz, Councilor Reiss, and Councilor Sheehey**

2. PLEDGE OF ALLEGIANCE

- A. Boy Scout Troop 22 will be leading the Pledge of Allegiance

Led by: Boy Scout Troop 22.

3. PUBLIC COMMENT

Mr. Greg White, 600 San Ildefonso Apt 225, expressed concern regarding suicide within Los Alamos County.

4. APPROVAL OF AGENDA

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

The motion passed by acclamation with the following vote:

**Yes: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary,
Councilor Pongratz, Councilor Reiss, and Councilor Sheehey**

5. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

- A. Proclamation honoring Boy Scout Troop 22 on their "Centennial Celebration"

Councilor Maggiore read and presented the proclamation to Scout Master James Kuropatwinski and Boy Scouts from Troop 22.

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

Councilor Chandler read and presented the proclamation to Acting Executive Director Chris Monteith and other members of the Los Alamos Arts Council.

Ms. Chris Monteith, spoke.

- C. Proclamation declaring the Week of Oct. 7-13, 2018 as "Fire Prevention Week" in Los Alamos County

Councilor Pongratz read and presented the proclamation to Los Alamos Fire Department Wildland Division Chief Joseph Baca.

Chief Baca spoke.

- D. Proclamation declaring the Month of October as "Eco Challenge Month" in Los Alamos County

Councilor Sheehey read and presented the proclamation to Ms. Angelica Gurule, Environmental Services Division and Ms. Kirsten Bell, Community Services Department, Green Team Member.

Ms. Gurule and Ms. Bell spoke.

6. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA

None.

7. CONSENT AGENDA

Consent Motion:

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

- A. Incorporated County of Los Alamos Resolution No. 18-23, A Resolution of the Incorporated County of Los Alamos Council Authorizing Application to the New Mexico Department of Transportation (NMDOT) for Federal Fiscal Year 2020/2021 Transportation Alternatives Program (TAP) Funds for the Urban Trail Phase I Project

I move that Council approve Incorporated County of Los Alamos Resolution No. 18-23, A Resolution of the Incorporated County of Los Alamos Council Authorizing Application to the New Mexico Department of Transportation (NMDOT) for Federal Fiscal Year 2020/2021 Transportation Alternatives Program (TAP) Funds for the Urban Trail Phase I Project.

- B. Incorporated County of Los Alamos Resolution No. 18-21; A Resolution Authorizing the County Council Chair or Los Alamos County Utilities Manager to Approve Submission of Completed Applications and Necessary Documents for 2019 Applications to the Water Trust Board for Funding Non-Potable Water Systems Projects

(Attachment C revised and included for the record)

I move that Council approve Incorporated County of Los Alamos Resolution No. 18-21; A Resolution Authorizing the County Council Chair or Los Alamos County Utilities Manager to Approve Submission of Completed Applications and Necessary Documents for 2019 Applications to the Water Trust Board for Funding Non-Potable Water Systems Projects.

C. Appointment of Canvassing Committee for the 2018 General Election

I move that Council appoint Scott Brown, Cathy Walters, and Robyn Schultz as members of the Canvass Committee for the 2018 General Election and that David Schiferl be appointed to act as an alternate if necessary. I further move that the County Clerk's office coordinate the canvassing in accordance with state law.

D. Vacation of Easement Within Lot 2, Trinity/Oppenheimer Subdivision, a Subdivision of Tract A

I move that Council approve the vacation of easement within Lot 2, Trinity/Oppenheimer Subdivision, a Subdivision of Tract A.

Approval of the Consent Agenda:

The motion passed with the following vote:

Yes: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

8. INTRODUCTION OF ORDINANCE(S)

- A. Incorporated County Of Los Alamos Ordinance No. 688; an Ordinance authorizing the sale of certain County-owned real property within Tract RM to Thirty301, LLC

Councilor Pongratz introduced, without prejudice, Incorporated County Of Los Alamos Ordinance No. 688; an ordinance authorizing the sale of certain county-owned real property within Tract RM to Thirty301, LLC and ask staff to assure it is published as provided in the County Charter.

9. PUBLIC HEARING(S)

- A. New Liquor License Application No. 1101184, (premise consumption only with patio service), filed by Applicant, Pig & Fig Bakery and Cafe, L.L.P., d/b/a Pig & Fig Cafe, 11 Sherwood Blvd, White Rock, New Mexico, 87547

Mr. Harry Burgess, County Manager, spoke.

Public Comment:
None.

A motion was made by Councilor Pongratz, seconded by Councilor Sheehey, that Council approve New Liquor License and Application No. 1101184 for Pig & Fig Bakery and Cafe, L.L.P., d/b/a Pig & Fig Cafe.

The motion passed with the following vote:

Yes: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

10. BUSINESS

- A. Recommendation from the Art in Public Places Board to Accept the Donation of a Pastel Painting by Artist Fran Stovall to be installed in the Los Alamos County Airport

Mr. Harry Burgess, County Manager, spoke.

Ms. Katie Korkos, Staff Liaison, Art in Public Places Board, spoke.

Mr. Jeremy Smith, Art in Public Places Board Chairman, spoke.

Public Comment:

None.

A motion was made by Councilor Chandler, seconded by Councilor Reiss, that Council accept the donation of the painting "Fuller Lodge" by artist Fran Stovall, to be hung in the Los Alamos County Airport.

The motion passed with the following vote:

Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

No: 1 - Councilor O'Leary

- B. Recommendation from the Art in Public Places Board to Relocate Sculpture "Spirit Dance" from Ashley Pond Park to the Columbarium in Guaje Pines Cemetery, and to Create a New Pedestal with Stone Facing for the Sculpture

Mr. Jeremy Smith, Art in Public Places Board Chairman, spoke.

Public Comment:

None.

A motion was made by Councilor Maggiore, seconded by Councilor Reiss, that Council approve the expenditure of APP Funds to relocate Spirit Dance from Ashley Pond Park to the Columbarium, with a budget not to exceed \$1,750 for concrete work to prepare a base and the purchase and installation of stone to match the stonework on the Columbarium.

The motion passed with the following vote:

Yes: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

- C. Recommendation from the Art in Public Places Board for an Expenditure of Art in Public Places Funds in an Amount not to exceed \$45,000 to Commission Artists Markow & Norris to Create and Install Woven Glass Sculptures

Mr. Jeremy Smith, Art in Public Places Board Chairman, spoke.

Public Comment:

None.

A motion was made by Councilor Maggiore, seconded by Councilor Reiss, that Council approve the expenditure of APP funds for the purchase of 8 kite-shaped woven glass sculptures from artists Markow and Norris for the fireplace wall in the White Rock Branch Library in an amount not to exceed \$45,000 which includes tax, installation, lighting, plaque and a dedication event.

The motion passed with the following vote:

Yes: 7 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore, Councilor O'Leary, Councilor Pongratz, Councilor Reiss, and Councilor Sheehey

- D.** Recommendation from the Art in Public Places Board for an Expenditure of Art in Public Places Funds in an Amount Not to Exceed \$195,000 for the Design, Fabrication, Transport and Installation of Art by Evelyn Rosenberg in the 502 Underpass Scheduled for Construction in 2020

Ms. Katherine Ozment, Art in Public Places Board member, spoke.

Mr. Eric Martinez, County Engineer, spoke.

Mr. Alvin Leaphart, County Attorney, spoke.

Public Comment:

None.

A motion was made by Councilor Reiss, seconded by Councilor Maggiore, that Council approve the expenditure of Art In Public Places Funds for the design, fabrication, transport, and installation of art by Evelyn Rosenberg in the 502 Underpass in an amount not to exceed \$195,000 including tax, lighting, contingency funds, plaques, and a dedication event.

The motion failed with the following vote:

Yes: 3 - Councilor Maggiore, Councilor Reiss, and Councilor Sheehey

No: 4 - Councilor Izraelevitz, Councilor Chandler, Councilor O'Leary, and Councilor Pongratz

11. COUNCIL BUSINESS

A. Appointments

None.

B. Board, Commission, and Committee Liaison Reports

Councilor Sheehey reported on the North Central New Mexico Economic Development District.

Councilor Maggiore reported on the Planning and Zoning Board and the North Central Regional Transit District (NCRTD).

C. County Manager's Report

County Manager Harry Burgess reported on the status of the flow trail project; the employee appreciation luncheon; updates on the library project; Community Services Accreditation; and the status on the TRIAD gross receipts tax.

D. Council Chair Report

Council Chair David Izraelevitz advised that he wrote an editorial for the NCRTD as Council Chair but expressing his own opinions.

RECESS

Councilor Izraelevitz called for a recess at 8:56 p.m. The meeting reconvened at 9:05 p.m.

E. General Council Business

1) Approval of FY19 Community Development Advisory Board Work Plan

Ms. Katherine Ozment, Community Development Advisory Board Chair, spoke.

Mr. Paul Andrus, Community Development Director, spoke.

Councilor O'Leary left the meeting during the discussion of this item, at 9:37 p.m.

Public Comment:

None.

A motion was made by Councilor Chandler, seconded by Councilor Pongratz, that Council approve the Community Development Advisory Board Work Plan with the following changes; with respect to 2.1 strike all; with respect to bullet 3 sub-bullet 5 strike *of comparable size*; with respect to bullet 3 sub-bullet 3 strike *citizens in action presentation to County Council*.

The motion passed with the following vote:

**Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore,
Councilor Pongratz, Councilor Reiss, and Councilor Sheehey**

Absent: 1 - Councilor O'Leary

F. Approval of Councilor Expenses

A motion was made by Councilor Pongratz, seconded by Councilor Chandler, to approve travel expenses for Councilor Izraelevitz to attend the Energy Community Alliance meeting in November.

The motion passed with the following vote:

**Yes: 6 - Councilor Izraelevitz, Councilor Chandler, Councilor Maggiore,
Councilor Pongratz, Councilor Reiss, and Councilor Sheehey**

Absent: 1 - Councilor O'Leary

G. Preview of Upcoming Agenda Items

None.

12. COUNCILOR COMMENTS

None.

13. PUBLIC COMMENT

None.

14. ADJOURNMENT

The meeting adjourned at 9:44 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

David Izraelevitz, Council Chair

Attest:

Naomi D. Maestas, County Clerk

Meeting Transcribed by: Victoria L. Martinez, Deputy Clerk

ITEM 7B - ATTACHMENT C REVISED

Incorporated County of Los Alamos Resolution No. 18-21; A Resolution Authorizing the County Council Chair or Los Alamos County Utilities Manager to Approve Submission of Completed Applications and Necessary Documents for 2019 Applications to the Water Trust Board for Funding Non-Potable Water Systems Projects

Total Annual Payments for Water Production Loans

YEAR	PRINCIPLE	INTEREST	TOTAL
2010	\$3,996.00	\$194.14	\$4,190.14
2011	\$13,648.00	\$68,400.77	\$82,048.77
2012	\$22,420.68	\$92,125.68	\$114,546.36
2013	\$51,295.34	\$93,175.77	\$144,471.11
2014	\$69,369.36	\$93,141.86	\$162,511.22
2015	\$70,257.99	\$92,563.27	\$162,821.26
2016	\$93,202.74	\$93,202.74	\$186,405.48
2017	\$135,336.52	\$91,796.73	\$227,133.25
2018	\$145,493.44	\$90,241.74	\$235,735.18
2019	\$149,941.97	\$88,490.88	\$238,432.85
2020	\$152,130.89	\$85,882.03	\$238,012.92
2021	\$155,121.49	\$83,365.29	\$238,486.78
2022	\$158,122.05	\$80,712.15	\$238,834.20
2023	\$428,520.82	\$77,950.58	\$506,471.40
2024	\$437,427.26	\$59,533.51	\$496,960.77
2025	\$329,704.54	\$40,647.98	\$370,352.52
2026	\$177,767.03	\$27,704.23	\$205,471.26
2027	\$180,634.57	\$22,713.63	\$203,348.20
2028	\$184,076.51	\$17,574.22	\$201,650.73
2029	\$182,218.70	\$12,251.63	\$194,470.33
2030	\$185,677.51	\$6,824.06	\$192,501.57
2031	\$94,934.32	\$1,212.56	\$96,146.88
2032	\$79,807.00	\$553.83	\$80,360.83
2033	\$41,143.00	\$354.33	\$41,497.33
2034	\$41,246.00	\$251.47	\$41,497.47
2035	\$41,349.00	\$148.35	\$41,497.35
2036	\$12,463.00	\$44.97	\$12,507.97
2037	\$2,759.00	\$13.81	\$2,772.81
2038	\$2,766.00	\$6.92	\$2,772.92
	\$3,679,971.95	\$1,321,079.13	\$5,001,051.08

Los Alamos County Council Regular Meeting October 2, 2018 Item 7.B.
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County of Los Alamos

Staff Report

October 16, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals): * 2018 Council Goal - N/A

Presenters: Troy Hughes, Fire Chief

Legislative File: 11300-18

Title

Approval to Submit an Assistance To Firefighter's Grant to the Department of Homeland Security's Federal Emergency Management Agency In The Amount of \$274,800.

Recommended Action

I move that Council approve the request to submit a grant application to the Department of Homeland Security's Federal Emergency Management Agency in the amount not to exceed \$274,800.

County Manager's Recommendation

The County Manager recommends that Council approve the request to submit a grant application to the Department of Homeland Security's Federal Emergency Management Agency as requested.

Body

Most of LAFD's current portable radios are six to eight years old and have reached the end of their service life. LAFD will need to replace all of its portable radios over the next three years per the replacement schedule. The purpose of this grant is to secure funding to begin portable radio replacement over the next three years. The portable radios that LAFD plans to purchase using this grant funding are the Harris XL-200P Full-Spectrum Multiband Radios. The XL-200P radio is a tri-band radio that will allow LAFD to communicate with various agencies throughout New Mexico and the United States using this single radio. LAFD currently uses one radio for radio communications within Los Alamos and has a different radio for communicating with agencies outside of the county. This single radio will take the place of the two radios that LAFD currently uses. In addition, this radio has other advantages over the current Harris radio that LAFD uses including: ability to wirelessly interface with the facepieces on LAFD's breathing apparatus to allow for clearer radio communication when personnel are on-air using their Self-Contained Breathing Apparatus', intrinsically safe which means it enhances firefighter safety when operating in explosive environments, is LTE, Bluetooth, and Wi-Fi capable, and has more power when transmitting radio messages.

Alternatives

The alternative to submitting the grant application is to utilize the Fire Marshal Fund which will diminish funds for other necessary fire equipment.

Fiscal and Staff Impact/Unplanned Item

The funding for the required 5% matching funds, in the amount of \$13,085, is available through the Fire Marshal Fund.

Attachments

A - Dailey-Wells Communications, Inc. Quote for P25 Radio Equipment
B - FY 2019 AFG Grant Application
C - Grant Analysis and Financial Matrix Form - AFG FY 2018

DAILEY-WELLS COMMUNICATIONS, INC.

3440 E. Houston St., San Antonio, TX 78219

To: Los Alamos Fire Department
 From: Richard Kirian, 505-453-2029, rkirian@dwcomm.com
 Date: 10/12/18



PRODUCT - P25 RADIO EQUIPMENT

Item	Part Number	Description	Qty.	Unit List	Disc. %	Unit Sale	Ext Sale
	XL-200P PORTABLES						
1	XL-PFM1Y	Portable, XL-200P, Full Keypad, Yellow	50	\$ 2,900.00	26%	\$ 2,146.00	\$ 107,300.00
2	XL-PKGF1	Feature, Package, All Bands, V+U+7/800	50	\$ 1,500.00	26%	\$ 1,110.00	\$ 55,500.00
3	XL-PKGPT	Feature Packaging, P25 Trunking	50	\$ 1,500.00	26%	\$ 1,110.00	\$ 55,500.00
4	XL-PL4F	Feature, P25 Phase 2, TDMA	50	\$ 250.00	26%	\$ 185.00	\$ 9,250.00
5	XL-PL5K	Feature, Profile, (Over-the-Air-Prgm)	50	\$ 265.00	26%	\$ 196.10	\$ 9,805.00
6	XL-PL9E	Feature, Single Key AES	50	n/c	0%	n/c	no charge
7	XL-PL4U	Feature, Single Key DES	50	n/c	0%	n/c	no charge
8	XL-PA2A	Battery, Li-Ion, 3100 mAH, HAZLOC UL C1D2	50	\$ 225.00	26%	\$ 166.50	\$ 8,325.00
9	XLPA3X	Spare Battery, 3100 mAH, HAZLOC UL C1D2	50	\$ 175.00	26%	\$ 129.50	\$ 6,475.00
10	XL-NC5Z	Antenna, Flex, Helical, 136-870 MHz	50	\$ 100.00	26%	\$ 74.00	\$ 3,700.00
11	XL-HC3L	Belt Clip, Metal	50	\$ 25.00	26%	\$ 18.50	\$ 925.00
12	XL-AE9N	Speaker Microphone, Standard	50	\$ 195.00	26%	\$ 144.30	\$ 7,215.00
13	XL-CH4X	Charger, Single Unit	50	\$ 150.00	26%	\$ 111.00	\$ 5,550.00
14	XL-CH5A	6-Unit Multi-Charger	5	\$ 795.00	26%	\$ 588.30	\$ 2,941.50
15	SS-SW1E	Programming, RPM/RPM2, Annual Updates	1	\$ 895.00	0%	\$ 895.00	\$ 895.00
16	XL-CJ3A	Programming Cable, USB	1	\$ 170.00	26%	\$ 125.80	\$ 125.80
17	FREIGHT	Freight from San Antonio, Texas	50	\$ 25.00	0%	\$ 25.00	\$ 1,250.00
				TOTAL			\$ 274,757.30

Price valid for 60 days from the date above.
 Terms: Net 30 days

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
AFG Application (General Questions and Narrative)

OMB No.: 1660-0054

Expiration Date: August, 31 2019

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 9 hours per response for FEMA Form 080-0-2 "AFG Application (General Questions and Narrative)". The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0054) NOTE: Do not send your completed form to this address.

Applicant's Acknowledgements

- * I certify the DUNS number in this application is our only DUNS number and we have confirmed it is active in SAM.gov as the correct number.
- * As required per 2 CFR 2.25, I certify that prior to submission of this application I have checked the DUNS number listed in this application against the SAM.gov website and it is valid and active at time of submission.
- * I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatically allowable, technically feasible and can be completed within the award's one (1) year Period of Performance (POP).
- * I certify that the applicant organization is aware that this application period is open from 09/24 to 10/26/2018 and will close at 5 PM EST; further that the applicant organization is aware that once an application is submitted, even if the application period is still open, a submitted application cannot be changed or released back to the applicant for modification.
- * I certify that the applicant organization is aware that it is solely the applicant organization's responsibility to ensure that all activities funded by this award(s) comply with Federal Environmental planning and Historic Preservation (EHP) regulations, laws, and Executive Orders as applicable. The EHP Screening Form designed to initiate and facilitate the EHP Review is available at: http://www.fema.gov/media-library-data/1431970163011-80ce3cd907072a91295b1627c56d8fd2/gpd_ehp_screening_form_51815.pdf
- * I certify that the applicant organization is aware that the applicant organization is ultimately responsible for the accuracy of all application information submitted. Regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the Office of the Inspector General.

Signed by **Kelly J Sterna** on **2018-10-11 14:23:22.0**

Overview

* **Did you attend one of the workshops conducted by an AFG regional fire program specialist?**

No, I have not attended workshop

* **Did you participate in a webinar that was conducted by AFG?**

Yes

* **Are you a member, or are you currently involved in the management, of the fire department or nonaffiliated EMS organization or a State Fire Training Academy applying for this grant with this application?**

Yes, I am a member/officer of this applicant

If you answered "No", please **complete** the information below. If you answered "Yes", please skip the Preparer Information section.

Fields marked with an * are required.

Preparer Information

Preparer's Name

Address 1

Address 2

City

State

Zip

[Need help for ZIP+4?](#)

In the space below please list the person your organization has selected to be the primary point of contact for this grant. This should be a department officer or member of the organization who will see this grant through completion, including closeout. Reminder: if this person changes at any time during the period of performance please update this information. Please list only phone numbers where we can get in direct contact with the POC.

Primary Point of Contact

* Title

Division Chief -Wildland Division

Prefix (select one)

Mr.

* First Name

Kelly

Middle Initial

J

* Last Name

Sterna

* Primary Phone

5056956531 Ext. Type cell

* Secondary Phone

5056628304 Ext. Type work

Optional Phone

Type

Fax

* Email

kelly.sterna@lacnm.us

FEMA Form 080-0-2

Contact Information

Alternate Contact Information Number 1

* Title Fire Chief
Prefix (select one) Mr.
* First Name Troy
Middle Initial
* Last Name Hughes
* Primary Phone 5056628309 Ext. Type work
* Secondary Phone 5055005865 Ext. Type cell
Optional Phone Type
Fax
* Email troy.hughes@lacnm.us

Alternate Contact Information Number 2

* Title Deputy Fire Chief
Prefix (select one) Mr.
* First Name Steve
Middle Initial
* Last Name Dawald
* Primary Phone 5056955942 Ext. Type cell
* Secondary Phone 5056628308 Ext. Type work
Optional Phone Type
Fax
* Email steve.dawald@lacnm.us

FEMA Form 080-0-2

Applicant Information

* Organization Name

Los Alamos County Fire Department

Fire Department/Fire District

* Type of Applicant

* **Fire Department/District, Non-Affiliated EMS, and Regional applicants**, select type of Jurisdiction Served :
If "Other", please enter the type of Jurisdiction

County

SAM.gov (System For Award Management)

* What is the legal name of your Entity as it appears in SAM.gov?

Note: This information must match your SAM.gov profile if your organization is using the DUNS number of your Jurisdiction.

Incorporated County of Los Alamos

* What is the legal business address of your Entity as it appears in SAM.gov?

Note: This information must match your SAM.gov profile if your organization is using the DUNS number of your Jurisdiction.

* Mailing Address 1

1000 Central Ave.

Mailing Address 2

* City

Los Alamos

* State

New Mexico

* Zip

87544 - 0001

[Need help for ZIP+4?](#)* Employer Identification Number (e.g. 12-3456789)

Note: This information must match your SAM.gov profile.

85-6000679

* Is your organization using the DUNS number of your Jurisdiction?

Yes

I certify that my organization is authorized to use the DUNS number of my Jurisdiction provided in this application (Required if you selected Yes above)



* What is your 9 digit DUNS number?

069423424

(call 1-866-705-5711 to get a DUNS number)

If you were issued a 4 digit number (DUNS plus 4) by your Jurisdiction in addition to your 9 digit number please enter it here.

Note: This is only required if you are using your Jurisdiction's DUNS number and have a separate bank account from your Jurisdiction. Leave the field blank if you are using your Jurisdiction's bank account or have your own DUNS number and bank account separate from your Jurisdiction.

0001

* Is your DUNS Number registered in SAM.gov (System for Award Management previously CCR.gov)?

Yes

* I certify that my organization/entity is registered and active at SAM.gov and registration will be renewed annually in compliance with Federal regulations. I acknowledge that the information submitted in this



application is accurate, current and consistent with my organization's/entity's [SAM.gov](https://sam.gov) record.

Headquarters or Main Station Physical Address

* Physical Address 1

1000 Central Ave.

Physical Address 2

* City

Los Alamos

* State

New Mexico

* Zip

87544 - 0001

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Mailing Address

* Mailing Address 1

999 Central Ave. Suite 200

Mailing Address 2

* City

Los Alamos

* State

New Mexico

* Zip

87544 - 0001

[Need help for ZIP+4?](#)

Bank Account Information

* The bank account being used is: (Please select one from the right)

Maintained by my Organization separately from my Jurisdiction

Note: If this is selected, a 4 digit DUNS plus 4 is required if you answered "YES" to using the DUNS number of your Jurisdiction.

Note: The following banking information must match your [SAM.gov](https://sam.gov) profile.

* Type of bank account

Checking

* Bank routing number - 9 digit number on the bottom left hand corner of your check

107001012

* Your account number

0000188001

Additional Information

* For this fiscal year (Federal) is your organization receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request?

No

* Is the applicant [delinquent on any Federal debt](#)?

No

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

FEMA Form 080-0-2

Fire Department/Fire District Department Characteristics (Part I)

* Is this application being submitted on behalf of a Federal Fire Department or organization contracted by the Federal government which is solely responsible for the suppression of fires on Federal property?

No

* What kind of organization do you represent?

All Paid/Career

If you answered "Combination", above, how many career members in your organization? (whole numbers only)

If you answered "Volunteer" or "Combination" or "Paid on-call", how many of your volunteer Firefighters are paid members from another career department? (whole numbers only)

* What type of community does your organization serve?

Rural

* Is your Organization considered a Metro Department? (Over 350 paid career Firefighters)

No

* What is the square mileage of your first-due response area? (whole number only)

110

* What percentage of your response area is protected by hydrants? (whole number only)

54 %

* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?

Los Alamos

* Does your organization protect critical infrastructure?

Yes

If "Yes", please describe the critical infrastructure protected below:

Los Alamos County (LAC) is approximately 109.5 square miles and is located in northern New Mexico on the Pajarito Plateau, a volcanic shelf on the eastern slope of the Jemez Mountains, at an elevation ranging from 6,900 to 7,600 feet with Pajarito Mountain at an altitude of 10,441 feet. The Pajarito Plateau is cut by a number of very steeply sloped, deeply eroded drainage canyons that have formed isolated finger-like mesas. The Los Alamos County Fire Department (LACFD) is responsible for protecting the two communities of Los Alamos County, Los Alamos Town site, White Rock, (about 16 square miles) and the Los Alamos National Labs (LANL) (about 43 square miles) and initial response to the adjacent federal lands (59 square miles). These federal lands within LAC are controlled by the U.S. Forest Service, Bandelier National Monument, General Services Administration and Bureau of Land Management and the tribal lands of the Santa Clara and San Ildefonso Pueblos. Los Alamos National Labs is operated by the DOE/NNSA with Los Alamos National Security. It contains both nuclear and non-nuclear facilities. Hazardous materials of all kinds are also concentrated at LANL. These include chemicals of many types, flammable liquids, cryogenics, explosives, biological agents, special nuclear materials, and radioactive materials. Fire suppression service demands at LANL are high and the potential risk is very significant. LANL is divided into technical areas that are used for building sites, experimental areas, and waste management locations. LANL is divided into 49, active and separate, Technical Areas (TA) sites with location and spacing that reflects the sites historical development patterns, regional topography, and functional relationships. There are approximately 925 permanent structures, 362 temporary structures (trailers, transportable buildings) and 873 other structures and facilities. However these uses only account for a small part of the total land area. Development is limited by steep slopes and by the need for security and safety buffers because of the type of work performed. There are approximately 100 miles of paved roads and an estimated 168 miles of unpaved roads. LANL has approximately 9.5 million gross square feet of space including leased facilities with several other large facilities currently under construction. Los Alamos County has one of the largest wildland urban interfaces in New Mexico. The town site is located on the boundary of the Pajarito Plateau. Neighborhoods are built on finger mesas that are separated by profound canyons carved into soft volcanic rock. This fragmented, linear arrangement of housing creates an unusually high proportion of homes located at the border or within the forest or woodland areas.

* What percentage of your primary response area is for agriculture, wildland, open space, or undeveloped properties? %

64 %

ATTACHMENT B

* What percentage of your primary response area is for commercial and industrial purposes? 21 %

* What percentage of your primary response area is used for residential purposes? 15 %

* What is the permanent resident population of your Primary/First-Due Response Area or jurisdiction served? (whole numbers only) 18159

* Do you have a seasonal increase in population?

No

If "Yes" what is your seasonal increase in population?

* How many active firefighters does your department have who perform firefighting duties? (whole numbers only) 139

* How many members in your department/organization are trained to the level of EMR or EMT, Advanced EMT or Paramedic? (whole numbers only) 139

Does your department have a Community Paramedic program?

No

How many personnel are trained to the Community Paramedic level? (whole numbers only)

* How many stations are operated by your organization? (whole numbers only) 5

* Is your department compliant to your local Emergency Management standard for the National Incident Management System (NIMS)?

Yes

* Do you currently report to the National Fire Incident Reporting System (NFIRS)?

Note: You will be required to report to NFIRS for the entire period of the grant. AFG does not require NFIRS reporting for nonaffiliated EMS Organizations and State Fire Training Academy.

Yes

If you answered "Yes" above, please enter your FDIN/FDID 28007

* How many of your active firefighters are trained to the level of Firefighter I (or equivalent)? (whole numbers only) 139

* How many of your active firefighters are trained to the level of Firefighter II (or equivalent)? (whole numbers only, include all personnel who have attained Firefighter I) 139

Are you requesting training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?

No

If you indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds to bring everyone to the Firefighter II level in this application, please describe in the box below your training program and your plans to bring your membership up to Firefighter II.

* What services does your organization provide?

Advanced Life Support
Airport Rescue Firefighting (ARFF)
Basic Life Support

Emergency Medical Responder
Haz-Mat Operational Level
Haz-Mat Technical Level

Rescue Operational Level
Rescue Technical Level
Structural Fire Suppression
Wildland Fire Suppression

* Please describe your organization and/or community that you serve.

Los Alamos National Laboratory (LANL) was created in 1942 by the U.S. Army Manhattan Engineer District with the initial mission to develop the world's first nuclear fission weapon. The relative isolation of Pajarito Plateau was considered ideal for this mission when the site was selected. At the end of WWII, the Atomic Energy Commission received control of

ATTACHMENT B

LANL from the Army and renewed the contract with the University of California to maintain US pre-eminence in the field of atomic energy. Los Alamos County was created in 1949 and chartered in 1968 in response to the Atomic Energy Communities Act of 1954 that required the privatization of the community facilities surrounding national research laboratories. The Los Alamos Fire Department (LAFD) was originally organized under the Manhattan project in April of 1943. At that time, it consisted of 7 civilian firefighters and 25 volunteer firefighters. Since then the Los Alamos has grown to 150 paid personnel running out of 5 stations, protecting the Los Alamos National Labs and the County of Los Alamos while maintaining an ISO Class 1 rating and International Accreditation . Our personnel are required to maintain extensive levels of minimum training to continue responding to the Labs.

FEMA Form 080-0-2

Fire Department Characteristics (Part II)

2017 2016 2015

* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?

0

0

0

* What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?

0

0

0

* What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?

0

0

0

* What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?

8

6

9

* Over the last three years, what was your organization's operating budget?

24000000

* How much of your TOTAL budget is dedicated to personnel costs (salary, overtime and fringe benefits)?

18000000

Does your department have any rainy day reserves, emergency funds, or capital outlay?

No

If Yes, what is the total amount currently set aside?

If Yes, describe the planned purpose of this fund

* What percentage of your annual operating budget is derived from:

2017

2016

2015

Enter numbers only, percentages must sum up to 100%

<u>Taxes?</u>	19 %	19 %	19 %
<u>Bond Issues?</u>	0 %	0 %	0 %
<u>EMS Billing?</u>	0 %	0 %	0 %
<u>Grants?</u>	81 %	81 %	81 %
<u>Donations?</u>	0 %	0 %	0 %
<u>Fund drives?</u>	0 %	0 %	0 %
<u>Fee for Service?</u>	0 %	0 %	0 %

* Applicants should describe their financial need and how consistent it is with the intent of the AFG Program. This statement should include details describing the applicant's financial distress, including summarizing budget constraints, unsuccessful attempts to obtain vehicle and outside funding, and proving the trouble is out of their control.

Fire Department Characteristics (Part II) Under the terms of the Cooperative Agreement between Los Alamos National Labs and Los Alamos County Fire Department, purchasing of capital inventory over \$5,000 is prohibited. Los Alamos County Fire Department typically uses State Fire Marshal funds to secure capital over \$5,000. For Fiscal year 2019, money from the State Fire Marshal Fund has been allocated to provide vital repairs to an existing fire station. This leads to a lack of funding for other projects, such as purchase of portable radios. Bluetooth microphones have been purchased, which are not compatible with existing department portable radios.

* In cases of demonstrated economic hardship, and upon the request of the grant recipient, the FEMA Administrator may waive or reduce an AFG grant recipient's cost share requirement. Is it your department's intent to apply for cost share waiver?

No

* How many vehicles does your organization have in each type or class of vehicle listed below? **You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession. (Enter numbers only and enter 0 if you do not have any of the vehicles below.)**

ATTACHMENT B

Type or Class of Vehicle	Number of Front Line Apparatus	Number of Reserve Apparatus	Number of Seated Riding Positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Type I or Type II Engine Urban Interface	6	5	44
Ambulances for transport and/or emergency response:	6	0	12
Tankers or Tenders (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more):	6	0	12
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint	2	1	15
Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pickup w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	6	0	30
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	2	0	8
Additional Vehicles: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle	3	0	6

FEMA Form 080-0-2

Fire Department Call Volume

2017

2016

2015

* **Summary** of responses per year by category (Enter whole number only. If you have no calls for any of the categories, Enter 0)

Fire - NFIRS Series 100	64	35	38
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	3	7	1
Rescue & Emergency Medical Service Incident - NFIRS Series 300	1585	1491	1277
Hazardous Condition (No Fire) - NFIRS Series 400	90	86	48
Service Call - NFIRS Series 500	191	176	156
Good Intent Call - NFIRS Series 600	49	49	58
False Alarm & False Call - NFIRS Series 700	214	200	226
Severe Weather & Natural Disaster - NFIRS Series 800	3	1	1
Special Incident Type - NFIRS Series 900	24	10	4

FIRES

* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

Of the NFIRS Series 100 calls, how many are "Structure Fire" (NFIRS Codes 111-120)	14	13	8
Of the NFIRS Series 100 calls, how many are "Vehicle Fire" (NFIRS Codes 130-138)	6	3	6
Of the NFIRS Series 100 calls, how many are "Vegetation Fire" (NFIRS Codes 140-143)	25	13	8
What is the total acreage of all vegetation fires?	22	4	0

RESCUE AND EMERGENCY MEDICAL SERVICE INCIDENTS

* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)	100	108	255
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)	2	1	3
Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)	19	18	22
How many EMS-BLS Response Calls	733	638	429
How many EMS-ALS Response Calls	722	739	660
How many EMS-BLS Scheduled Transports	134	102	167
How many EMS-ALS Scheduled Transports	86	100	37
How many Community Paramedic Response Calls	0	0	0

MUTUAL AND AUTOMATIC AID

* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

How many times did your organization receive Mutual Aid?	0	0	9
How many times did your organization receive Automatic Aid?	0	0	0
How many times did your organization provide Mutual Aid?	13	22	15
How many times did your organization provide Automatic Aid?	0	2	0
Of the Mutual and Automatic Aid responses, how many were structure fires?	0	0	0

Request Information

1. Select a program for which you are applying. If you are interested in applying under both Vehicle Acquisition and Operations and Safety, and/or regional application **you will need to submit separate applications..**

Program Name

Operations and Safety

2. Will this grant benefit more than one organization?

Yes

If you answered "Yes" to Question 2, please explain how this request benefits other organizations below:

Los Alamos County Fire Department operates on a 400 megahertz ultra-high frequency bandwidth (UHF) trunked radio system owned by The Department of Energy. Most other agencies in New Mexico operate on a 154-169 very high frequency bandwidth (VHF) or a 700-800 megahertz bandwidth. By acquiring a tri-band radio, Los Alamos County Fire Department will be able to communicate with all agencies that are in New Mexico.

* 3. Is your department facing a new risk, expanding service to new area, or experiencing an increased call volume?

Yes

If you answered "Yes" to Question 3., please explain how your department is facing a new risk, expanding service to new area, or experiencing an increased call volume

Traditionally, Los Alamos County Fire Department (LAFD) has been limited to what mutual aid it can give per the terms of the contract with Los Alamos National Laboratories. Based on terms in the Cooperative Agreement between the National Labs and the county, LAFD has expanded its deployment model to respond not just to adjacent communities but out of state on campaign fires and all hazard responses.

4. Enter grant-writing fee associated with the preparation of this request. Enter 0 if there is no fee.

\$0

* 5. Are you requesting a Micro Grant?

A Micro Grant is limited to \$50,000 Federal share. Modification to Facilities activity is ineligible for Micro Grants.

No

FEMA Form 080-0-2

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
Activity Specific Questions for AFG Operations and Safety Applications

OMB No.: 1660-0054
Expiration Date: August, 31 2019

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 4.6 hours per response for FEMA Form 080-0-2b "Activity Specific Questions for AFG Operations and Safety Applications". The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0054) NOTE: Do not send your completed form to this address.

Request Details

The activities for program **Operations and Safety** are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding	Action
Equipment	1	\$ 274,800	\$ 0	View Details View Additional Funding Narratives
Modify Facilities	0	\$ 0	\$ 0	View Details
Personal Protective Equipment	0	\$ 0	\$ 0	View Details
Training	0	\$ 0	\$ 0	View Details
Wellness and Fitness Programs	0	\$ 0	\$ 0	View Details
Grant-writing fee associated with the preparation of this request.			\$0	

BudgetBudget Object Class

a. Personnel	\$ 0
b. Fringe Benefits	\$ 0
c. Travel	\$ 0
d. Equipment	\$ 274,800
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0
j. State Taxes	\$ 0

Federal and Applicant Share

Federal Share \$ 261,715

Applicant Share \$ 13,085

Applicant Share of Award (%) 5

* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 13,085)

a. Applicant	\$ 13094
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

Total Budget **\$ 274,800**

FEMA Form 080-0-2b

Assurances and Certifications

FEMA Form SF 424B

You must read and sign these assurances. These documents contain the Federal requirements attached to all Federal grants including the right of the Federal government to review the grant activity. You should read over the documents to become aware of the requirements. The Assurances and Certifications must be read, signed, and submitted as a part of the application.

Note: Fields marked with an * are required.

O.M.B Control Number 4040-0007

Assurances Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in

ATTACHMENT B

whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signed by **Kelly Sterna** on **10/11/2018**

Form 20-16C**You must read and sign these assurances.**

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements.

Note: Fields marked with an * are required.

O.M.B Control Number 1660-0025

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 44 CFR Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over \$100,000, as defined at 44CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as

defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantees policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable DHS awarding office, i.e. regional office or DHS office.

(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance

Street	City	State	Zip	Action
1000 Central Ave.	Los Alamos	New Mexico	87544 -0001	View

If your place of performance is different from the physical address provided by you in the Applicant Information, press *Add Place of Performance* button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple times.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for DHS funding. States and State agencies may elect to use a Statewide certification.

Signed by **Kelly Sterna** on **10/11/2018**

FEMA Standard Form LLL

Only complete if applying for a grant for more than \$100,000 and have lobbying activities. See Form 20-16C for lobbying activities definition.

Submit Application

Application Area	Status
Applicant's Acknowledgements	Complete
Overview	Complete
Contact Information	Complete
Applicant Information	Complete
Applicant Characteristics (I)	Complete
Applicant Characteristics (II)	Complete
Department Call Volume	Complete
Request Information	Complete
Request Details	Complete
Budget	Complete
Narrative Statement	Complete
Assurances and Certifications	Complete

PLEASE READ THE FOLLOWING STATEMENTS BEFORE YOU SUBMIT.

- YOU WILL NOT BE ALLOWED TO EDIT THIS APPLICATION ONCE IT HAS BEEN SUBMITTED. If you are not yet ready to submit this application, save it, and log out until you feel that you have no more changes.
- When you submit this application, you, as an authorized representative of the organization applying for this grant, are certifying that the following statements are true:

To the best of my knowledge and belief, all data submitted in this application are true and correct.

This application has been duly authorized by the governing body of the applicant and the applicant will comply to the Assurances and Certifications if assistance is awarded.

To sign your application, check the box below and enter your password in the space provided. To submit your application, click the Submit Application button below to officially submit your application to FEMA.

Note: Fields marked with an * are required.

I, Kelly Sterna, am hereby providing my signature for this application as of 12-Oct-2018.

County of Los Alamos
GRANT ANALYSIS AND FINANCIAL MATRIX FORM

This form is to be completed and submitted for review and approval prior to applying for any grant on behalf of the County of Los Alamos.

GRANT APPLICANT:

Matrix Form Submission Status: X Initial Revised

Name of Department: Fire Department

Name of Department Head: Troy Hughes

Contact Information: Email troy.hughes@lacnm.us Phone #662-8309

Person Completing This Form: Kelly Sterna

Contact Information: Email Kelly.sterna@lacnm.us Phone #662-8304

GRANT INFORMATION:

Grant Agency/Source US DHS Name of Grant Program Assistance to FF Grants

Application Submission Deadline: 10/26/2018

Federal Grantor/Program Title: 2016 Assistance to Firefighters Grants (AFG)

Federal CFDA Number: 97.044

Check Only One: Federal Direct ☒ OR Federal Indirect ☐

State Grantor/Program Title: NA

Private Organization: NA

Grant Application: \$261,715 **Match:** \$ 13,085 **Total:** \$ 274,800

Estimated Date for Notice of Award (if awarded): 02/01/2019

Does Grant include loan component? Yes No **X**

Loan Terms (interest rate, years to repay) _____ N/A

Review and Approvals

Department Head:

Signature

Date _____

Other Department Head:

Signature

Date _____

Budget Manager:

Signature

Date _____

Finance Grants Mgr:

Signature

Date _____

County Manager:

Signature

Date _____

Date to Council for Approval to Apply for Grant: October 16, 2018

- A. Describe the purpose of the grant and what will be accomplished: Most of LAFD's current portable radios are six to eight years old and have reached the end of their service life. LAFD will need to replace all of its portable radios over the next three years per the replacement schedule. The purpose of this grant is to secure funding to begin portable radio replacement over the next three years. The portable radios that LAFD plans to purchase using this grant funding are the Harris XL-200P Full-Spectrum Multiband Radios. The XL-200P radio is a tri-band radio that will allow LAFD to communicate with various agencies throughout New Mexico and the United States using this single radio. LAFD currently uses one radio for radio communications within Los Alamos and has a different radio for communicating with agencies outside of the county. This single radio will take the place of the two radios that LAFD currently uses. In addition, this radio has other advantages over the current Harris radio that LAFD uses including: ability to wirelessly interface with the facepieces on LAFD's breathing apparatus to allow for clearer radio communication when personnel are on-air using their Self-Contained Breathing Apparatus', intrinsically safe which means it enhances firefighter safety when operating in explosive environments, is LTE, Bluetooth, and Wi-Fi capable, and has more power when transmitting radio messages.

B. Grant Budget

Expense Type	Grant	Match/In Kind Requirement	Budget Authority (Yes or No)
Operational	\$	\$	
Outside Services	\$	\$	
Capital Outlay	\$ 261,715	\$ 13,085	NO
TOTAL	\$ 261,715	\$ 13,085	274,800

C. Source of Match/In Kind: Existing budget.

D. Will a budget revision be required if grant awarded? Yes X No

E. Do the resources exist in your department to accomplish the goals of the grant? X

F. Will resources (\$ or people) from another department be required? Yes No X
If yes, describe:

G. Frequency of reporting requirement Monthly Quarterly Annually X

H. Frequency of pay requests for reimbursement Monthly Quarterly Annually

I. What, if anything, is the County's obligation (personnel or \$) beyond the life of the grant? Maintenance and replacement of failed equipment – already an existing project with this scope.

J. Is the County the final recipient of the grant proceeds or will there be a sub-recipient?
Yes, LAC is the final recipient of grant proceeds.

K. Who within the department will have responsibility for this grant?

Programmatic Reporting? Kelly Sterna

Financial Reporting? Heather Garcia