



LOS ALAMOS

County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

BCC Agenda - Final

Historic Preservation Advisory Board

*Mark Rayburn, Chair; Leslie Linke, Vice-Chair;
Patrick Moore, Members*

Wednesday, February 6, 2019

5:30 PM

1000 Central Avenue, Room 110

1. ADMINISTRATIVE ACTIONS

A. Call to Order/Introductions

B. Approval of Today's Agenda

C. Review/Approval of Meeting Minutes

1. [11650-19](#) Minutes from the Historic Preservation Advisory Board Meeting on January 17th, 2019.

Recommendation: I move that the Board approve the Minutes for January 17th, 2019

Presenters: Historic Preservation Advisory Board

Attachments: [A - January 17, 2019 DRAFT HPAB Minutes](#)

D. Public Comment for Items Not on the Agenda

II. HISTORIC PRESERVATION BUSINESS (Items for Discussion and Possible Action)

A. Chairman's Report

1. [11651-19](#) Hans Bethe House Sidewalk Stickers and Troop 22 Framed Photograph

Presenters: Historic Preservation Advisory Board

2. [11654-19](#) FY 2020 Work Plan

Presenters: Historic Preservation Advisory Board

Attachments: [A - FY 2019 Work Plan](#)
[B - DRAFT FY2020 Work Plan Template](#)
[C - Fuller Lodge Interpretive Plan Priorities](#)

III. STAFF REPORTS

A. Reports and Updates

1. HPAB Council Liaison
2. Update by Paul Andrus
3. Annual Financial Disclosure Form
1. [11656-19](#) Outside Employment, Membership, Financial Disclosure Form
Presenters: Historic Preservation Advisory Board
Attachments: [Outside Employment, Membership, Financial Disclosure Form](#)

IV. INFORMATIONAL ITEMS

HPAB Presentation to County Council - March 12, 2019

V. PUBLIC COMMENT

VI. NEXT MEETING(S)/FUTURE AGENDA ITEMS

The next HPAB meeting is March 6, 2019 at 5:30 pm in Room 110.

VII. ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in Community and Economic Development Department at 505-662-8293 if a summary or other type of accessible format is needed.



County of Los Alamos

Los Alamos, NM 87544
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Minutes

Historic Preservation Advisory Board

Mark Rayburn, Chair; Leslie Linke, Vice-Chair; and Patrick Moore, Member

Monday, January 14, 2019

5:30 PM

B & C Room 110

1. ADMINISTRATIVE ACTIONS

A. Call to Order/Introductions

Members Present: Mark Rayburn, Chair; Leslie Linke, Vice Chair; and Patrick Moore, Member

Others Present: Barbara Lai, Staff Liaison; Heather McClenahan, Executive Director, LA Historical Society; Nancy Bartlit, Resident; Catherine Ozment, Art in Public Places Board.

The Meeting was called to order at 5:33 pm.

B. Approval of Today's Agenda

Motion: Leslie Linke moved to approve the agenda. Board member Moore seconded. The motion passed unanimously.

C. Review/Approval of Meeting Minutes

1. [11518-18](#) Minutes from the Historic Preservation Advisory Board Meeting on December 5, 2018.

Attachments: [A - December 5, 2018 DRAFT Minutes](#)

Patrick Moore moved that the Board approve the December 5 minutes as amended. Member Rayburn seconded the motion. Motion passes unanimously.

D. Public Comment for Items Not on the Agenda

Heather McClenahan, LA Historical Society. Ms. McClenahan requested that two items be added to the February HPAB agenda: 1) Wayfinding sidewalk stickers for the Historic District; 2) Jeff Zegler, Artist for the Boy Scouts of America, is interested in doing a painting commemorating the historic Troop 22. The funding would be from the Art in Public Places Board. Ms. McClenahan would like to have it hung in Fuller Lodge.

II. HISTORIC PRESERVATION BUSINESS (Items for Discussion and Possible Action)

A. AIPP Board Vice Chair Ozment - The Placement of Public Art

Catherine Ozment, Vice Chair Art in Public Place Board, reported that public person may bring a project to the board or respond to a "Call for Art". She also presented a proposal asking for HPAB support to place a metal sculpture depicting Los Alamos historic theme/symbols on the corner of Fuller Lodge lawn adjacent to the sidewalk and Post Office. Ms. Bartlit mentioned that a master plan report was developed some years ago to determine the criteria for placing sculptures in the historic district. She will forward the plan to the Board. The HPAB will write a letter of endorsement for placing the art in the historic district.

B. Chairman's Report

1. [11522-18](#) Oral Histories Progress - Train House

Ms. McClenahan reported to the Board that she is documenting the Al Furnish "Train House". She will see the train and conduct an oral history interview with Mr. Furnish to be placed in the archives.

2. [11525-18](#) Fuller Lodge Interpretive Plan (FLIP) Final Ratings and Priorities

Attachments: [Fuller Lodge Interpretive Plan Priorities](#)

Vice Chair Linke described the revised interpretive plan matrix to the HPAB, that indicates the highest priorities as rated by Board members in the December meeting. HPAB discussed the activities and ratings and decided the highest priorities as listed below:

- 1) Designate a building steward/manager for Fuller Lodge to manage the building and to open it weekends for tourists and visitors.
- 2) Revise/add interpretive wayside signage.
- 3) Establish a photo memories station - residents can upload photos, stories, and other memorabilia.
- 4) Furnish a room to resemble a 1960s hotel room.
- 5) Create an immersive audio-visual experience (holograms) in the Pajarito Room.

Ms. McClenahan asked that HPAB send a report with its list of priorities to the Tourism Implementation Task Force (TITF) for the February 6 meeting. Following approval by the TITF, the report would go to County Council.

3. [11524-18](#) HPAB 2019 Meeting Dates

Attachments: [A - HPAB 2019 Meeting Dates DRAFT](#)

The Board approved the 2019 HPAB Calendar.

III. STAFF REPORTS

A. Reports and Updates

1. [11523-18](#) Update on the Historic Preservation Advisory Board Interview Schedule

B. New grant program from the National Park Service for rural communities.

1. [11526-18](#) New grant program from the National Park Service for rural communities (those communities <50,000 in population).

Attachments: [A - Park Service Deadline March 2019](#)

Ms. Lai reported that due to the federal shutdown, she was not able to talk with anyone about the new National Park Service grant.

IV. INFORMATIONAL ITEMS

V. PUBLIC COMMENT

VI. NEXT MEETING(S)/FUTURE AGENDA ITEMS

The next meeting is scheduled for February 6, 2019, at 5:30 pm in the B&C Room 110.

VII. ADJOURN

The meeting adjourned at 7:00 pm.

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Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in Community and Economic Development Department at 505-662-8293 if a summary or other type of accessible format is needed.



FY19 Work Plan for Los Alamos County Boards and Commissions

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

Board and Commission Name: Historic Preservation Advisory Board (HPAB)

Date Approved by HPAB: February 7, 2018 Date approved by Council: May 1, 2018

Prepared by: Barbara Lai, Staff Liaison, Mark Rayburn, HPAB, Chair

This work plan will be accomplished in the following time frame: July 1, 2018 to June 30, 2019

Chairperson: Mark Rayburn

Term: February 1, 2015 thru January 31, 2019

Members and terms:

Mark Rayburn	Feb 1 2015 thru Jan 31 2019 – 2nd term
Leslie Linke	Oct 1 2016 – Sep 30 2020 – 2nd term
Jorge Maldonado	Dec 10 2014 thru Dec 9 2018 – 1 st term
Patrick Moore	Feb 1, 2017 thru Jan 31, 2020 - 1 st term
Jordan Jarrett	Feb 1, 2017 thru Jan 31, 2020 – 1 st term

Department Director: Paul Andrus, Director, Community Development Department

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

Staff Liaison: Barbara Lai, Senior Management Analyst, Community Development Department

Administrative Support provided by: Barbara Lai, Senior, Management Analyst, Community Development Department

Council Liaison: Rick Reiss

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.

In the past, it has been challenging to fill Board vacancies in a timely manner. Therefore, the Ordinance was revised to reduce the number of Board members from 7 to 5 and to reduce the length of service to 3 years.

The HPAB has a new Board member with the appointment of Patrick Moore. Mr. Moore brings with him an extensive background in historic preservation. He is currently serving as the Director, New Mexico Historic Sites.

Previously known as the Fuller Lodge Historic Districts Advisory Board, the Board was successful in championing capital improvement projects at the Lodge including the following major renovations:

- Installed an interior, ADA compatible, two-floor elevator;
- Removed carpet and refinished some wood floors;
- Removed the cement covering the stairs to find that the original stairs in excellent condition with one minor chip repaired; the east patio was rebuilt;
- Replaced the west entry flagstone along with the steps, driveway and ramp;
- Refurbished the windows and doors in the wings and installed storm windows;
- Remodeled the reservation office; and,
- Remodeled the restrooms.

Fuller Lodge Interpretive Plan. Started to work with Candace Matelic and Donna Braden on the very beginning stages of this plan.

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:

- Continue to have a representative support the implementation of the Tourism Strategic Plan.
- Support the completion and implementation of the Fuller Lodge Interpretive Plan. Assist in planning, fabricating, and installing interpretive features.

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

The County Boards and Commissions Ordinance, the Historic Preservation Ordinance, and the Historic Preservation Advisory Board Ordinance.

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.*) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.

- If not completed in FY18, apply for designation as a Certified Local Government (CLG) to the NM Historic Preservation Division. With designation as a CLG, the County of Los Alamos will be eligible to apply for Historic Preservation state and federal grants.
- Set aside one regular meeting for informational or educational purposes per year, pertaining to the work and functions of the commission or to historic preservation.
- If not completed in FY18, revise the HPAB Ordinance to include CLG requirements.
- Formalize a local historic district(s).
- Begin work on identifying historic districts, landmarks, trails, buildings in the County for local designation. Prioritize the list and apply for state and/or federal grants for studies.

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.

- Continue participation in the Tourism Strategic Planning effort and interface with the Tourism Implementation Task Force, as needed.
- Coordinate facilities maintenance projects with PW Project Managers and Parks and Recreation staff.

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

- To protect the public's interests and concerns, HPAB will focus on extensive public outreach to develop a resident-driven Historic Preservation agenda through:
 - a. conducting public meetings to hear what the community desires for historic preservation activities as the budget permits;
 - b. Put a survey out in the Public Forum website;
 - c. publishing newspaper articles explaining any and all activities on the HPAB;
 - d. appearing at public events to engage and educate the community as to the purpose of the Board as well as to increase community involvement in all historic preservation issues, i.e., Board members and the liaison shall provide information at select Thursday morning, *Community Market* and Friday evening, *Concerts at the Pond*; and,
 - e. hold public hearings as the budget permits,
- One HPAB meeting will focus on historic preservation and information each year.
- The Board will discuss HPAB Ordinance revisions at a monthly meeting.

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:**

Not Applicable.

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

- **ARTICLE III. - HISTORIC PRESERVATION ADVISORY BOARD**
- **Sec. 8-51. - Purpose.**

A historic preservation advisory board is established in order to make recommendations to the planning and zoning commission, variance board and county council regarding the protection, preservation and enhancement of places, sites, areas, buildings, structures and other objects within the corporate boundaries of the incorporated county having a special character or special historic, architectural or cultural interest or value, and to initiate and conduct research and investigations relating to them.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-271, § 1, 5-2-2017)

- **Sec. 8-52. - Membership, terms and qualifications.**

The historic preservation advisory board shall be composed of five citizens competent and informed in the historic, architectural and cultural traditions of the community. Members shall be appointed for staggered terms of three years.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-271, § 2, 5-2-2017)

- **Sec. 8-53. - Duties and responsibilities.**

The historic preservation advisory board shall serve in an advisory capacity to the county council and shall have the following functions, responsibilities and duties:

- (1) Inspections, investigations and recommendations regarding any sites, buildings, structures or areas within the county which the historic preservation advisory board has reason to believe are or will become important historic, architectural or cultural landmarks; and

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 Historic Preservation Advisory Board:

Mark all that apply

Economic Vitality		
	<u>Economic Vitality:</u>	
	• Priority Area – Build the local tourism economy	X
	• 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	X
	<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 	
	<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 	



LOS ALAMOS
where discoveries are made

FY20 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2020: July 1, 2019 – June 30, 2020)

Board and Commission Name: _____

Date prepared:_____ **Date approved by Council:**_____

Prepared by:_____

This work plan will be accomplished in the following time frame:
from _____ **to** _____ **(dates)**

Chairperson:_____ **Term:**_____

Members and terms:

Department Director: _____

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

Staff Liaison: _____

Administrative Support provided by: _____

Council Liaison: _____ **Reviewed by Council Liaison?** _____

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

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:

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

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.)* To assist with Council review of the work plans, please list the B&C’s proposed projects or assignments in priority order.

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.

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

5.0 List the current subcommittees for this Board or Commission.

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

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

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 _____ 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 	
	<ul style="list-style-type: none"> • Priority Area – Promote vitality in our neighborhoods and downtown areas and eliminate blight in Los Alamos and White Rock as part of an overall property maintenance and beautification effort. 	
	<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 quality 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 	

Quality Governance	
<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 updated enterprise software 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. 	
<ul style="list-style-type: none"> • Actively pursue land transfer opportunities. 	

TOP PRIORITIES - Fuller Lodge Interpretive Plan Matrix

Historic Preservation Advisory Board

January 2019

TOP PRIORITIES

Item	Term Length (S,M,L)	Priority Score	Cost (L,M,H)	Funding Source
General Ideas				
County assessment of all areas		7		
Map out storage area between Pajarito and Green Rooms		7		
Establish notification procedure for FL users of storage area setup		8		
From every room, clean out junk and broken equipment; move items not needed in FL to alternate storage facility		9		
County designate a Building Steward/Manager		9		
Interpretive Ideas				
Present available options for interpretive exploration-		7		
Prepare materials for FL guided or self-guided tours (laminated gallery guides for borrow, printed tour booklet/brochure, available as an App)		8		
Revise/add interpretive wayside signage		9		
Photo memories station - residents can upload photos, stories, materials		9		
Furnish a hotel room		9		
Immersive audio-visual experience (holograms) in Pajarito Room		7		
Program Ideas				
Regular newspaper column		8		

INCORPORATED COUNTY OF LOS ALAMOS**HUMAN RESOURCES DIVISION**

1000 Central Avenue, Suite 230

Los Alamos, New Mexico 87544

Phone: (505) 662-8040 Fax: (505) 662-8000

www.losalamosnm.us

DISCLOSURE OF OUTSIDE EMPLOYMENT, MEMBERSHIP AND FINANCIAL INTEREST**Disclosure Statement****Disclosure Year:** _____

Membership and Financial Interest. Pursuant to New Mexico State Statutes and Los Alamos County Code of Ordinances (NMSA 1978, §10-16-1 et seq. and Los Alamos Code § 30-1 et seq.), all public officials "shall disclose in writing and submit to the county's human resources division, the following information: (1) Membership on other county boards, commissions, committees, boards of directors, or position as an officer, director, trustee or partner or any position in management or ownership of public or private corporations, associations, organizations or businesses; and (2) The nature and amount of the public official's financial interest(s) as defined in this article." (Ord. No. 02-240, § 2, 11-25-2014)

Reporting Individual			
Last Name	First Name	Middle Initial	Prefix
Address	City	State	Zip
Mailing Address (if different from above)			
Address	City	State	Zip
Office, Board, Commission, or Position held with Los Alamos County:			

☐ NEW Annual Financial Disclosure Filing☐ UPDATED Annual Financial Disclosure Filing

Membership or Financial Interest held by Reporting Individual/Public Official:	
Name or Business or Organization:	Position or Percent Ownership:

*Please use additional sheets if necessary.***Definitions:**

"Public official" means members of county council, all county employees including contract employees and all individuals appointed to a board. For purposes of subsections 30-8(f), (h), and (j), public official includes former employees for a period of one year after leaving county employment and board members for a period of six months after leaving county service.

INCORPORATED COUNTY OF LOS ALAMOS

HUMAN RESOURCES DIVISION

1000 Central Avenue, Suite 230

Los Alamos, New Mexico 87544

Phone: (505) 662-8040 Fax: (505) 662-8000

www.losalamosnm.us

"Financial interest" means: (1) Holding a position in a business as officer, director, trustee, or partner, or holding any position in management, or ownership of more than five percent interest in a business; or (2) Any interest which may yield, directly or indirectly, any material benefit to a public official or to the official's immediate family other than an interest in a mutual fund or one held in a blind trust.

"Immediate family" means a public official's spouse, parents, step-parents, child, step-child, sibling, step-sibling, half-sibling, grandparent, grandchild, aunt, uncle, niece, nephew, or their in-laws, or an individual claimed by the public official or his/her spouse as a dependent under the United States Internal Revenue Code.

Other Financial or Conflict of Interests:

Please provide any other, real or perceived, financial or other issue of a conflict of interest below:

OUTSIDE EMPLOYMENT DISCLOSURE:

Pursuant to NMSA 1978, § 10-16-4.2 and LACC § 30-8, all public officials must disclosure current, contemplated, or accepted outside employment.

Are you currently engaged in outside employment of any kind other than volunteer?

Yes:

☐

No:

☐

If Yes, please provide the employer's name, address, and date you became or will become an employee.

Members of the Planning & Zoning Board pursuant to section 8-202(b) are required to disclose all real estate interests held by the member and his or her family. Please contact the Human Resources Manager for additional Disclosure forms and instructions for annual disclosures or updates. (Ord. No. 02-078, § 2, 10-3-2006)

I hereby swear and affirm, under penalty of perjury, that the foregoing information is true and correct to the best of my knowledge, belief, and understanding.

Signature

Date

Printed Name