



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Agenda - Final County Council - Special Session

Monday, April 15, 2019

6:00 PM

Council Chambers - 1000 Central Avenue

TELEvised

Budget Hearings - April 15th, 16th, 22nd, & 23rd

1. **OPENING/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT** - Council will reserve up to the first 30 minutes of each session for public comment on any portion of the proposed budget. Once all comments have been provided, or after this time has expired, budget presentation and discussions will continue.
4. **APPROVAL OF AGENDA**
5. **BUSINESS**
 - A. [11882-19](#) County Council Minutes for April 2, 2019

Presenters: County Clerk and Naomi Maestas
Attachments: [Draft County Council Minutes for April 2, 2019.pdf](#)
6. **PUBLIC HEARING(S)**
 - A. **Introduction, Overview, Budget Summary and Long Term Financial Projection**
 - 1) [11745-19](#) FY2020 Budget Hearings

Presenters: Harry Burgess, County Manager, Steven Lynne, Deputy County Manager and Karen Kendall, Budget and Performance Manager

Attachments:[A - FY2020 Proposed Budget](#)[B - Summary of Changes from Proposed to Adopted](#)[C - FY2020 Long Range Financial Projection](#)[D - Budget Options for FY2020](#)[E - Department and Elected Officials Presentation
Slides](#)[F - Fleet Equipment Replacement List](#)[G - Pension Admin Costs](#)[H - FY2020 Recurring Grants List](#)[I - FY2020 Schedule of Appropriations for Salary
Adjustments](#)

- B. Budget Presentation and Budget Options (Tentative Schedule; items may shift depending on flow of review and discussions.)**

County Assessor

County Clerk

Probate Court

Municipal Court

County Sheriff

County Council

Administrative Services

Community Development Department

Community Services Department

County Attorney

County Manager

Fire Department

Police Department

Public Works Department

Department of Public Utilities***CIP & Non-Departmental*****Tuesday, April 16, 2019*****Continuation of Budget Presentations*****Monday, April 22, 2019*****Possible Continuation of Budget Presentations******Parking Lot & Consideration of Budget Options******Possible Budget Adoption******Possible Adjournment*****Tuesday, April 23, 2019*****Continuation of any unfinished items*****7. 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

April 15, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals): * 2019 Council Goal - Other

Presenters: County Clerk and Naomi Maestas

Legislative File: 11882-19

Title

County Council Minutes for April 2, 2019

Recommended Action

I move that Council approve the County Council Minutes for April 2, 2019.

Clerk's Recommendation

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

Attachments

A-Draft County Council Minutes for April 2, 2019

Minutes

County Council – Regular Session

*Sara Scott, Council Chair; Pete Sheehey, Council Vice-Chair;
David Izraelevitz, Antonio Maggiore, James Robinson,
Randall Ryti, and Katrina Schmidt, Councilors*

Tuesday, April 2, 2019

6:00 PM

Council Chambers - 1000 Central Avenue

TELEVISED

1. OPENING/ROLL CALL

The Council Chair, Sara Scott, called the meeting to order at 6:00 p.m.

The following Councilors were in attendance:

Present: 7 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Maggiore,
Councilor Robinson, Councilor Ryti, and Councilor Schmidt

Councilor Maggiore arrived during the discussion of item 5.A at 6:04 p.m.

2. PLEDGE OF ALLEGIANCE

Led by: All.

3. PUBLIC COMMENT

None.

4. APPROVAL OF AGENDA

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

The motion passed by acclamation with the following vote:

Yes: 6 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz,
Councilor Robinson, Councilor Ryti, and Councilor Schmidt

Absent: 1 - Councilor Maggiore

5. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

Councilor Maggiore arrived during the discussion of this item at 6:04 p.m.

- A. Proclamation Declaring April 7-13, 2019 as "Crime Victims' Rights Week" in Los Alamos County

Councilor Schmidt read and presented the proclamation to Sergeant Chris Ross.

Sergeant Ross spoke.

6. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA

Ms. Dawn Marie Maldonado, 122 Bandelier, spoke regarding water rate changes and water conservation.

Ms. Sandy Walters, 1210 7th Street, spoke regarding water rate changes and utility billing errors.

7. CONSENT AGENDA

Consent Motion:

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

- A. Approval of Services Agreement No. AGR19-39 with Wagner Equipment in the amount of \$748,075.00, plus Applicable Gross Receipts Tax, for the Purpose of Pajarito Well No. 4 Natural Gas Engine Replacement and Consideration of Budget Revision 2019-33

I move that Council approve Services Agreement No. AGR19-39 with Wagner Equipment in the amount of \$748,075.00 and a contingency in the amount of \$50,000.00, for a total of \$798,075.00, plus applicable gross receipts tax, for the purpose of the Pajarito Well No. 4 Natural Gas Engine Replacement Project. I further move that Council approve Budget Revision 2019-33 and that it be included in the minutes.

- B. Memorandum of Understanding (MOU) Entered into by and Between the Incorporated County of Los Alamos and the North Central Regional Transit District (NCRTD) for FY2019, Providing the NCRTD with \$350,000

I move that Council approve a Memorandum of Understanding entered into by and between the Incorporated County of Los Alamos and the North Central Regional Transit District (NCRTD) for FY2019, Providing the NCRTD with \$350,000.

- C. Approval of a Cooperative Use, Maintenance and Lighting Agreement between the County and the New Mexico Department of Transportation regarding the Canyon Rim Trail Underpass Project (*amended Exhibit A attached*)

I move that Council approve the Cooperative Use, Maintenance and Lighting Agreement between the Incorporated County of Los Alamos and the New Mexico Department of Transportation regarding the Canyon Rim Trail Underpass.

- D. County Council Minutes for March 12, 2019 and March 19, 2019

I move that Council approve the County Council Minutes for March 12, 2019 and March 19, 2019.

- E. Consideration of Budget Revision 2019-34 in the Amount of \$50,000 for a Social Services Gap Analysis

I move that Council approve Budget Revision 2019-34 as summarized on attachment A and that the attachment be made a part of the minutes of this meeting.

Approval of the Consent Agenda:

The motion passed with the following vote:

Yes: 7 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Maggiore, Councilor Robinson, Councilor Ryti, and Councilor Schmidt

8. PUBLIC HEARING(S)

- A. Incorporated County of Los Alamos Code Ordinance No. 02-295 Revision No. 2019-01 In Textual Form To The Official Zoning Map of Los Alamos County by Rezoning Two (2) Privately Owned Parcels Consisting of Approximately 4.5 + Acres Of Land: Lots K and L of the North Community 1 Subdivision From C-1 (Light Commercial and Professional Business District To M-U (Mixed Use District)

Ms. Tamara Baer, Planning Manager, spoke.

Mr. Bill Taylor, T2 Development, spoke.

A motion was made by Councilor Maggiore, seconded by Councilor Robinson, that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-295; and ask staff to assure that it is published in summary form.

The motion passed with the following vote:

Yes: 7 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Maggiore, Councilor Robinson, Councilor Ryti, and Councilor Schmidt

- B. Incorporated County of Los Alamos Code Ordinance No. 02-294; An Ordinance Amending Chapter 40, Article III, Sections 40-171, 40-173 and 40-175 of the Code of the Incorporated County of Los Alamos Pertaining to Potable and Non-Potable Water Rates and Bulk Delivery Rates

Mr. Bob Westervelt, Deputy Utility Manager-Finance/Administration, spoke.

Public Comment:

Ms. Dawn Marie Maldonado, 122 Bandelier, spoke.

A motion was made by Councilor Ryti, seconded by Councilor Robinson, that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-294; An Ordinance Amending Chapter 40, Article III, Sections 40-171, 40-173 and 40-175 of the Code of the Incorporated County of Los Alamos Pertaining to Potable and Non-Potable Water Rates and Bulk Delivery Rates; and ask staff to assure that it is published in summary form.

The motion passed with the following vote:

Yes: 6 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Robinson, Councilor Ryti, and Councilor Schmidt

No: 1 - Councilor Maggiore

9. BUSINESS

A. Los Alamos County Assessor Valuation and Maintenance Plan

Mr. Ken Milder, County Assessor, spoke.

Mr. Joaquin Valdez, Chief Deputy Assessor, spoke.

Councilor Sheehey left the session during the presentation of this item at 7:42 p.m.

Councilor Sheehey rejoined the session during the presentation of this item at 7:45 p.m.

Public Comment:

None.

A motion was made by Councilor Sheehey, seconded by Councilor Izraelevitz, that Council approve the Los Alamos County Assessor Valuation and Maintenance Plan.

The motion passed with the following vote:

Yes: 7 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Maggiore, Councilor Robinson, Councilor Rytty, and Councilor Schmidt

RECESS

Councilor Scott called for a recess at 8:12 p.m. The meeting reconvened at 8:21 p.m.

B. Consideration of Establishment of Save As You Throw Subcommittee

Mr. Philo Shelton, Public Works Director, spoke.

Public Comment:

None.

A motion was made by Councilor Robinson, seconded by Councilor Maggiore, that Council approve the establishment of the Save As You Throw Research Subcommittee (SAYT), which shall report to the Environmental Sustainability Board and furthermore, the SAYT Research Subcommittee shall sunset on April 2, 2020.

The motion passed with the following vote:

Yes: 7 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Maggiore, Councilor Robinson, Councilor Rytty, and Councilor Schmidt

C. Recommendation from the Art in Public Places Board for an Expenditure of Art in Public Places Funds in an Amount Not to Exceed \$65,000 for the Design, Fabrication, Transport and Installation of Art by Evelyn Rosenberg in the west side of Ashley Pond Park near the Justice Building

Ms. Catherine Ozment, Art in Public Places Board, spoke.

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

Public Comment:
None.

A motion was made by Councilor Robinson, seconded by Councilor Schmidt, that Council approve the expenditure of Art in Public Places Funds for the design, fabrication, transport, and installation of art by Evelyn Rosenberg in an amount not to exceed \$65,000 including tax, lighting, contingency funds, plaques, and a dedication event.

A SUBSTITUTE motion was made by Councilor Izraelevitz to postpone action on this item until after there has been opportunity for public input on this project by the Art in Public places board and come back to Council for decision.

The motion failed for the lack of a second.

A SECOND SUBSTITUTE motion was made by Councilor Ryti, seconded by Councilor Schmidt, that Council approve the expenditure of Art in Public Places Funds for the design, fabrication, transport, and installation of art by Evelyn Rosenberg in an amount not to exceed \$65,000 including tax, lighting, contingency funds, plaques, and a dedication event, this will also include public engagement on the design and comment on the final location.

The SECOND SUBSTITUTE motion passed with the following vote:

Yes: 6 - Councilor Scott, Councilor Sheehey, Councilor Maggiore,
Councilor Robinson, Councilor Ryti, and Councilor Schmidt

No: 1 - Councilor Izraelevitz

10. COUNCIL BUSINESS

A. Appointments

None.

B. Board, Commission and Committee Liaison Reports

Councilor Ryti reported on the Planning and Zoning Board.

Councilor Maggiore reported on the Environmental Sustainability Board.

C. County Manager's Report

County Manager Harry Burgess reported on the Budget which is out for the public to view; the upcoming budget meetings; and the upcoming Federal Legislative Meeting.

D. Council Chair Report

Councilor Scott reported on the March 27th Land Use Subcommittee meeting; a March 28th meeting with Española Mayor Javier Sanchez; a conference call with Governor Lujan-Grisham regarding new legislation and second amendment challenges; and the April 3rd Town Hall.

E. General Council Business

None.

F. Approval of Councilor Expenses

A motion was made by Councilor Maggiore, seconded by Councilor Izraelevitz, to approve travel expenses for the Federal Legislative Committee to travel to Washington D.C. the first week of June.

The motion passed by acclamation with the following vote:

Yes: 7 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Maggiore, Councilor Robinson, Councilor Ryti, and Councilor Schmidt

G. Preview of Upcoming Agenda Items

None.

11. COUNCILOR COMMENTS

Councilor Robinson extended thanks to County staff for their response to the local natural disasters.

Councilor Ryti commented on the excess funds for gas and water and the potential opportunities for those funds, the quality of the utility billing system, and affordable utilities for citizens.

Councilor Izraelevitz announced that he will be doing a presentation at the Senior Center on April 9th regarding the Strategic Plan; reminded Councilors that Monday is the Municipal League District Meeting in Red River.

12. PUBLIC COMMENT

Ms. Dawn Marie Maldonado, 122 Bandelier, expressed appreciation for the public meeting process and cautioned Council about skipping this process in the future.

Mr. Paul Jaramillo, 507 Paige Loop, expressed concern regarding utility billing issues and expressed dissatisfaction with Council for approving the rate increase.

13. ADJOURNMENT

The meeting adjourned at 9:48 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

Sara C. Scott, Council Chair

Attest:

Naomi D. Maestas, County Clerk

Meeting Transcribed by: Victoria L. Martinez, Deputy Clerk

Budget Revision 2019-33 Otowi Well

Board of Public Utilities Meeting Date: Mar 20, 2019

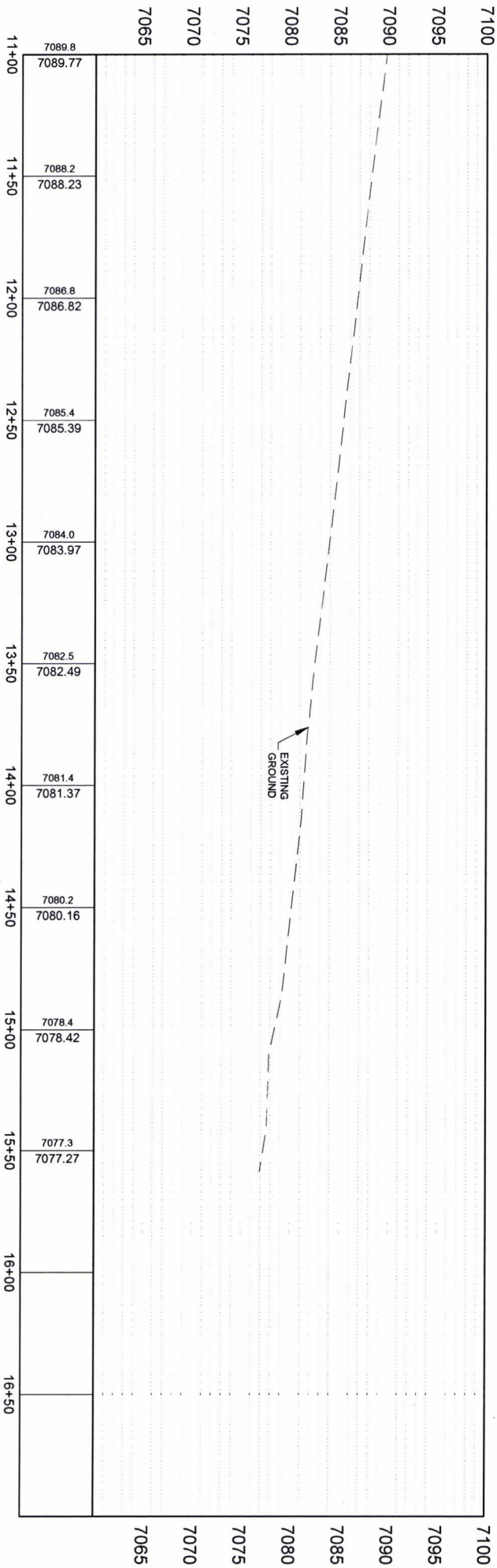
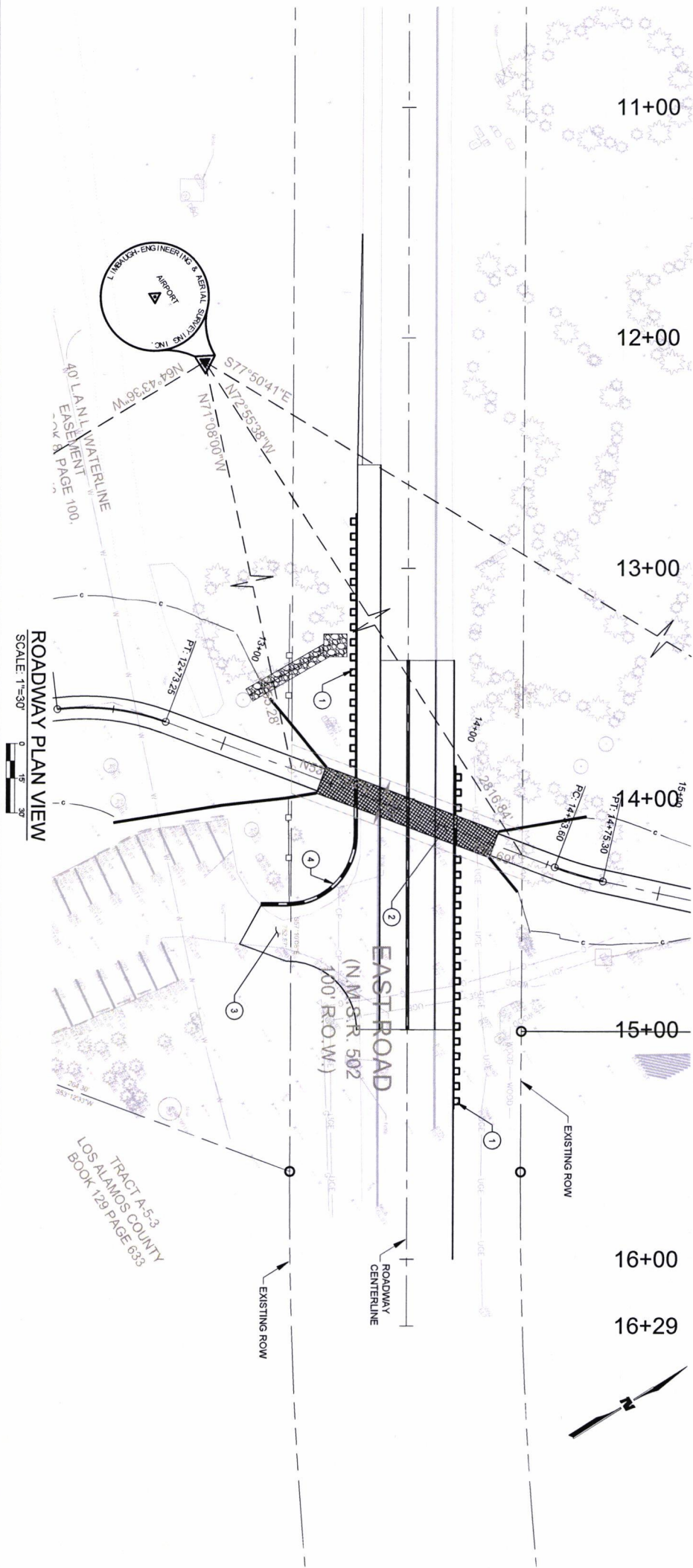
Council Meeting Date: Apr 2, 2019

	Fund/Dept	Brass Org	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	Water Production Fund	54285699 8369		\$ 856,435		\$ (856,435)
<p>Description: The purpose of this budget revision is to increase the expenditure budget by \$856,435 for Services Agreement AGR19-39 in the amount of \$748,075, contingency of \$50,000 plus GRT of \$58,360 for the purchase and installation of a natural gas engine for Otowi Well No 2.</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 \$856,4535.</p>						

EXHIBIT A - DESIGN/CONSTRUCTION DRAWING/MAP

FOR ITEM 11693-19

**Approval of a Cooperative Use, Maintenance and Lighting Agreement
between the County and the New Mexico Department of
Transportation regarding the Canyon Rim Trail Underpass Project**



ROADWAY PROFILE VIEW

SCALE 1"=30'



EXHIBIT A

WILSON
& COMPANY

GENERAL NOTES:

1. FIELD VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.
2. IF THIS SHEET IS NOT 22"x34", THEN IT IS REDUCED SIZE PLOT. USE GRAPHIC SCALE ACCORDINGLY.

KEYED NOTES:

- ① METAL BARRIER
- ② 12'W x 10'H CBC UNDERPASS
- ③ BUILD 24' WIDE TURNOUT
- ④ 32" CONCRETE WALL BARRIER

LEGEND:

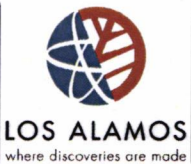
- 10' MULT-USE TRAIL
- UNDER PASS
- LIMIT OF RECONSTRUCTION

Los Alamos County Council
Regular Meeting
April 2, 2019
Item 7.C.

NO.	REVISION	DESCRIPTION	DATE	BY
6				
4				
3				
2				
1				

DESIGNED BY: CIL
DRAWN BY: DAP
CHECKED BY: ESC
APPROVED BY:
DATE:
SCALE:

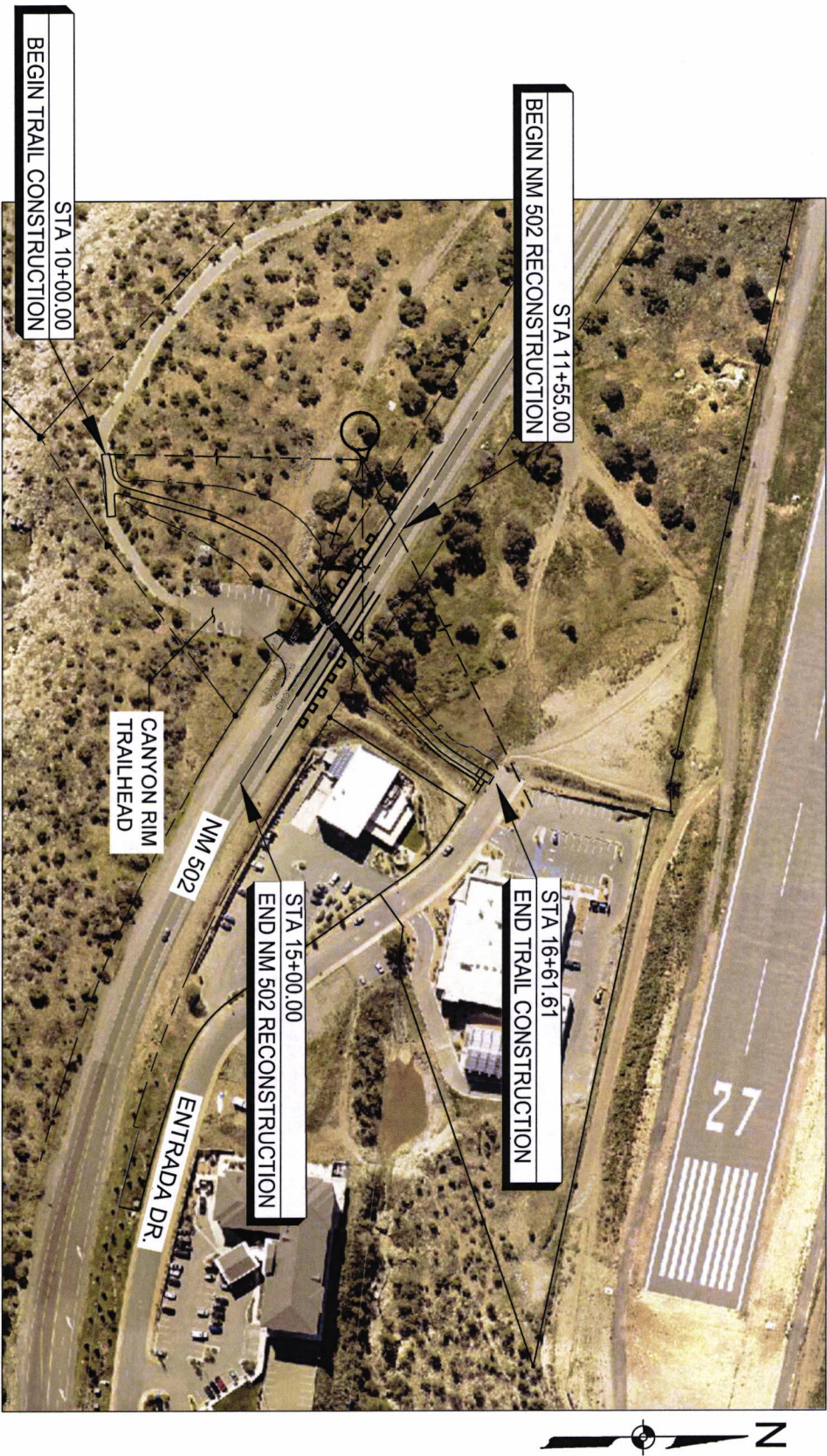
CANYON RIM TRAIL
UNDERPASS
PROJECT BID No : 2019-XXXX
ROADWAY PLAN AND
PROFILE



COUNTY OF LOS ALAMOS
PUBLIC WORKS DEPARTMENT
1000 CENTRAL AVE.
LOS ALAMOS, NEW MEXICO 87544

SHEET
3-4

LENGTH OF TRAIL PROJECT: 661 FEET
LENGTH OF ROADWAY RECONSTRUCTION: 345 FEET



VICINITY MAP
NTS

THIS PROJECT BEGINS IN TOWNSHIP 19N, SECTION 13, RANGE 6E
THIS PROJECT ENDS IN TOWNSHIP 19N, SECTION 13, RANGE 6E

INTENT OF PROJECT

CONSTRUCTION OF UNDERPASS (PRECAST CBC), WINGWALLS, GRAVITY WALL, TRAIL, RECONSTRUCTION OF ROADWAY, TRAFFIC CONTROL, PERMANENT SIGNING & STRIPING, METAL BARRIER, EROSION CONTROL & REVEGETATION

WILSON
& COMPANY

Los Alamos County Council
Regular Meeting
April 2, 2019
Item 7.C.

NO.	REVISION DESCRIPTION	DATE	BY
5			
4			
3			
2			
1			

DESIGNED BY: CIL

DRAWN BY: DAP

CHECKED BY: SEC

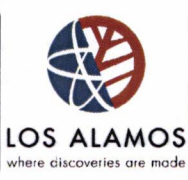
APPROVED BY:

DATE:

SCALE:

CANYON RIM TRAIL
UNDERPASS
PROJECT BID No : 2019-XXXX

VICINITY MAP



COUNTY OF LOS ALAMOS
PUBLIC WORKS DEPARTMENT
1000 CENTRAL AVE
LOS ALAMOS, NEW MEXICO 87544

Budget Revision 2019-34 Gap Analysis

Council Meeting Date: Apr 2, 2019

	Fund/Dept	Brass Org	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	General Fund/CSD Social Services	01152010 8369		\$ 50,000		\$ (50,000)
Description: The purpose of this budget revision is to increase the expenditure budget by \$50,000 for a gap analysis survey under the Social Services division.						
Fiscal Impact: The net fiscal impact to the General Fund is an increase to expenditures and a decrease to fund balance in the amount of \$50,000.						



County of Los Alamos

Staff Report

April 15, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: 1)

Index (Council Goals):

Presenters: Harry Burgess, County Manager, Steven Lynne, Deputy County Manager and Karen Kendall, Budget and Performance Manager

Legislative File: 11745-19

Title

FY2020 Budget Hearings

Recommended Action

Tentative Approval

As the Council proceeds through each department, they may choose to indicate initial acceptance of each department when that presentation and discussion is complete. Such initial acceptance is subject to further changes during the budget hearings and during final budget adoption.

I move that Council tentatively approve the budget for the _____ Department as presented (or as amended with the following changes: _____, which includes budget option number(s)_____.

Budget Adoption

Council could adopt the budget on April 15, 16, 22, or 23, 2019.

I move that Council adopt the FY2020 budget in the amount of \$_____ as described in Attachment B, Summary of Changes from Proposed to Adopted Budget.

I further move that Council approve the following items related to the adoption of the FY2020 budget:

1. FY2020 Long Range Financial Projection as amended during budget hearing in Attachment C;
2. FY2020 Equipment Replacement List in Attachment F;
3. FY2020 Recurring Grants in Attachment H;
4. Summary of Pension Fund Administrative Costs in Attachment G; and
5. FY2020 Schedule of Appropriations for Salary Adjustments as amended during budget hearing in Attachment I.

I further move that Council approve continuing appropriations in the FY2020 budget for the

following items from the FY2019 budget:

- a) all valid encumbrances outstanding at June 30, 2019;
- b) all unexpended and unencumbered previously approved project budgets at June 30, 2019;
- c) all unexpended and unencumbered previously approved Major Facilities Maintenance budget at June 30, 2019;
- d) all unexpended and unencumbered previously approved Traffic & Streets Pavement Preservation budget at June 30, 2019;
- e) the unexpended and unencumbered previously approved budget for Fire Mitigation; and
- f) all unexpended and unencumbered grant budgets at June 30, 2019 that are permitted to be carried forward by their governing grant agreements.

County Manager's Recommendation

The County Manager recommends that Council adopt the FY2020 budget.

Body

BUDGET HEARINGS (and potential budget adoption)

The FY2020 Budget Hearings are scheduled for Monday, April 15, 2019, Tuesday, April 16, 2019, Monday, April 22, 2019, and Tuesday, April 23, 2019, beginning at 6 p.m each evening. The proposed budget has been distributed separately, and reference copies are available online at the County's website, at the libraries and at the Customer Care Center. Additional reference copies will be available at the hearings.

Budget presentations will be made in the order identified on the agenda. After each department presentation and discussion, Council may tentatively approve the department budget. Parking lot items should be held to a minimum and will be resolved prior to the adoption of the budget.

Public Hearings: Council will reserve up to the first 30 minutes of each session for public comment on any portion of the proposed budget. Once all comments have been provided, or after this time has expired, budget presentations and discussions will continue.

Introduction, Overview, Budget Summary and Long Range Financial Projection

The County Manager will present an introduction and overview. The overview will address the high-level goals of the proposed budget. Highlights from the Budget Summary section of the proposed budget (pages 26-54) will be presented by Steven Lynne, Deputy County Manager and Karen Kendall, Budget & Performance Manager.

Elected Officials - County Assessor, County Clerk, Probate Judge, Municipal Court, County Sheriff

These elected officials will provide an overview of their departments.

General County Operating Budgets

Department Directors will provide an overview of individual departmental highlights.

Joint Utilities Fund Budget

The Utilities Manager will present the Utilities Department Budget.

CIP & Non-Departmental Budgets

The Deputy County Manager will present the Non-Departmental Budget and an overview of the CIP Funds budget.

Parking Lot - Outstanding / Unresolved Items and Budget Options

Any changes made or direction received during the budget hearings will be incorporated into the proposed budget. Attachment B, Summary of Changes from Proposed to Adopted will be updated as Council makes changes.

FY2020 Long Range Financial Projection

The attached Long Range Financial Projection (Attachment C) is presented here. The County's financial policies require Council approval of the projection which indicates Council's long-range financial policy direction.

FY2020 Fleet Equipment Replacement List

Approval of this list (Attachment F) at this point in time will eliminate the need for additional formal Council action for routine replacement of vehicles at a later date.

Summary of Pension Fund Administrative Costs

Although the expenses of the Pension Plan are passed on to the plan participants, the County Council, as the Plan Sponsor, has routinely established and approved an administrative budget for the Pension Fund to provide system controls over these payments. Because this is a trust fund, the administrative costs are not a formal part of the County's budget. See Attachment G.

Recurring Grants

Each year departments are required to notify Council of their intent to apply for recurring grants. Attachment G is a list of the recurring grants and estimated amounts for FY2020. This will eliminate the need for additional formal Council action at a later date unless actual received amounts are different than originally budgeted. If that is the case, these routine adjustments will be lumped together and brought before Council during mid-year budget revisions.

Schedule of Appropriations for Salary Adjustments

The Schedule of Appropriations for Salary Adjustments is a new schedule. It provides a list of estimated salary adjustment costs included in the proposed budget by each salary group. This schedule will be updated as Council makes changes to the budget. See Attachment I.

Continuing Appropriations

In addition to adoption of the budget, carryover of certain current year budget items are presented at this time because of their routine nature.

- a. Encumbrances - commitments to purchase, but for which delivery of goods or services has not yet been made and associated payments will cross fiscal years.
- b. Unexpended and unencumbered project budgets - project budgets that Council has previously, specifically approved such as CIP or other projects.

-
- c. Unexpended and unencumbered budget that Council has previously approved for Major Facilities Maintenance (MFM).
 - d. Unexpended and unencumbered budget that Council has previously approved for Traffic & Streets Pavement Preservation.
 - e. Unexpended and unencumbered previously approved budget for Fire Mitigation;
 - f. Unexpended and unencumbered grant budgets for programs that extend over fiscal years.

Alternatives

Council may amend the proposed budget. The State requires that the governing body adopt its budget each year with requests due by June 1. State statute does not allow for an extension to this deadline.

Fiscal and Staff Impact/Planned Item

See the FY2020 Proposed Budget and accompanying Budget Options

Attachments

- A - FY2020 Proposed Budget - The complete FY2020 proposed budget was distributed separately. Reference copies are available on line at the County's website, at the libraries and at the Customer Care Center. Additional reference copies will be available at the hearings.
- B - Summary of Changes from Proposed to Adopted
- C - FY2020 Long Range Financial Projection
- D - Budget Options for FY2020
- E - Department and Elected Officials Presentation Slides
- F - FY2020 Fleet Equipment Replacement List
- G - FY2020 Pension Administrative Costs
- H - FY2020 Recurring Grants List
- I - FY2020 Schedule of Appropriations for Salary Adjustments

Attachment A

FY2020 Proposed Budget – The complete FY2020 proposed budget was distributed separately. Reference copies are available online at the County's website, at both public libraries and at the Customer Care Center. Additional reference copies will be available at the hearings.

URL for proposed budget:

http://www.losalamosnm.us/government/departments/administrative_services/finance_budget/reports_and_budgets/

URL link for proposed budget:

http://www.losalamosnm.us/government/departments/administrative_services/finance_budget/reports_and_budgets/

Los Alamos County
FY2020 Summary of Changes from Proposed to Adopted Budget

Fund Type	Fund	Department	FY2020 Proposed Expenditure Budget	Changes	Salary Plan Adjustment	FY2020 Adopted Expenditure Budget
GOVERNMENTAL						
General	General Fund	County Council	\$ 419,546	-	-	419,546
General	General Fund	Municipal Court	560,563	-	-	560,563
General	General Fund	County Manager	3,630,747	-	-	3,630,747
General	General Fund	County Assessor	428,500	-	-	428,500
General	General Fund	County Attorney	726,299	-	-	726,299
General	General Fund	County Clerk	612,747	-	-	612,747
General	General Fund	Probate Court	5,906	-	-	5,906
General	General Fund	County Sheriff	15,510	-	-	15,510
General	General Fund	Administrative Services	7,645,544	-	-	7,645,544
General	General Fund	Community Services	10,798,194	-	-	10,798,194
General	General Fund	Fire	5,207,149	-	-	5,207,149
General	General Fund	Police	8,784,830	-	-	8,784,830
General	General Fund	Community Development	1,935,756	-	-	1,935,756
General	General Fund	Public Works	11,901,362	-	-	11,901,362
General Fund Subtotal			52,672,653	-	-	52,672,653

GOVERNMENTAL						
Special Revenue	State Shared Revenues	Public Works	580,000		-	580,000
Special Revenue	Lodger's Tax	County Manager	372,031		-	372,031
Special Revenue	State Grants	Fire, Police, Community Services	640,350		-	640,350
Special Revenue	Health Care Assistance	Community Services	2,700,799		-	2,700,799
Special Revenue	Economic Development	County Manager	2,938,250	-	-	2,938,250
Special Revenue	Other Special Revenue	Municipal Court, Community Services, Clerk, Assessor	293,494	-	-	293,494
Special Revenue	Emergency Declarations	Non Departmental	-		-	-
Special Revenue Funds Subtotal			7,524,924	-	-	7,524,924

GOVERNMENTAL						
Debt Service	Debt Service	Non Departmental	4,550,759		-	4,550,759

GOVERNMENTAL						
Capital Projects	Capital Improvement Projects	Public Works, Community Development	7,172,000	-	-	7,172,000
Capital Projects	Capital Projects Permanent	Non Departmental	-		-	-

Los Alamos County
FY2020 Summary of Changes from Proposed to Adopted Budget

Fund Type	Fund	Department	FY2020 Proposed Expenditure Budget	Changes	Salary Plan Adjustment	FY2020 Adopted Expenditure Budget
PROPRIETARY						
Enterprise	Joint Utilities System	Utilities	63,271,511	-	-	63,271,511
Other Enterprise	Environmental Services	Public Works	4,383,842	-	-	4,383,842
Other Enterprise	Transit	Public Works	4,623,697	-	-	4,623,697
Other Enterprise	Fire	Fire	27,061,082	-	-	27,061,082
Other Enterprise	Airport	Public Works	1,598,582	-	-	1,598,582
Other Enterprise Funds Subtotal			37,667,203	-	-	37,667,203
PROPRIETARY						
Internal Service	Fleet	Public Works	4,246,877	-	-	4,246,877
Internal Service	Risk Management	County Manager	10,915,300	-	-	10,915,300
Internal Services Funds Subtotal			15,162,177	-	-	15,162,177
County-Wide Total Expenditures			\$ 188,021,227	-	-	\$ 188,021,227

LONG RANGE FINANCIAL PROJECTION

This Long Range Financial Projection (LRFP) is prepared in accordance with Financial Policies Section IX, Long Range Financial Projection. The purpose is to provide a longer-term context for the budget, to clarify and illustrate Council's long-range financial policy direction, and to integrate the estimated long-term operating impacts from capital projects into the operating budget projections.

The focus of the LRFP is on the general governmental operations of the County. The Joint Utilities and other proprietary funds are excluded from this analysis.

Baseline Scenario

The key assumptions built into the baseline LRFP are the following:

Revenue Assumptions:

1. Charges for services, franchise taxes and interfund/interdepartmental charges are estimated using a simple forecast based upon past history. The primary assumptions for each of these lines was that the specific mix of revenues would remain stable over time and that there were no significant plans or other revenue interrelationships that would require a more refined projection model. The projection does include \$50,000 of new charges for services, beginning in FY2021 associated with the anticipated opening of the Kiddie Pool. Corresponding new operating expenses are also included (see note below).
2. Grants – The detail for FY2019 was reviewed and those items that were one time in nature or declining were reduced in future years. The base estimate for expected recurring revenues in the General fund is \$673,000 in FY2020. In subsequent years this amount is inflated annually at a rate of 3%.
3. Land Sales – The County has future plans that would involve sale of County land parcels. Land sales revenue totaling approximately \$3.2 million is included in the CIP Fund over FYs 2020 – 2021. The parcels include A-13&12, and A-16. Any land sales will be subject to future development plans and subject to Council approval.
4. GRT revenue – The two primary sources of input for GRT revenue projections are the federal budget projections and input from LANL regarding projected spending. While the first input drives the other, it is the spending that actually generates GRT.

The M&O contract at LANL has been awarded to Triad National Security, LLC. Based upon recent state legislative changes, the projection below assumes that the new contractor will be paying GRT in a manner similar to prior years.

The GRT revenues are estimated to change as follows (in \$millions):

(in \$millions)												
Actual Actual		Projected										
<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
42	46	54	56	56	57	59	60	62	64	66	68	70
%Change	8.7%	14.8%	3.6%	0.0%	1.8%	3.4%	1.7%	3.2%	3.1%	3.0%	2.9%	2.9%

LONG RANGE FINANCIAL PROJECTION

The increase projected beginning in FY 2019 is consistent with higher LANL budgets, increased hiring and spending at LANL, and with YTD receipts in FY 2019.

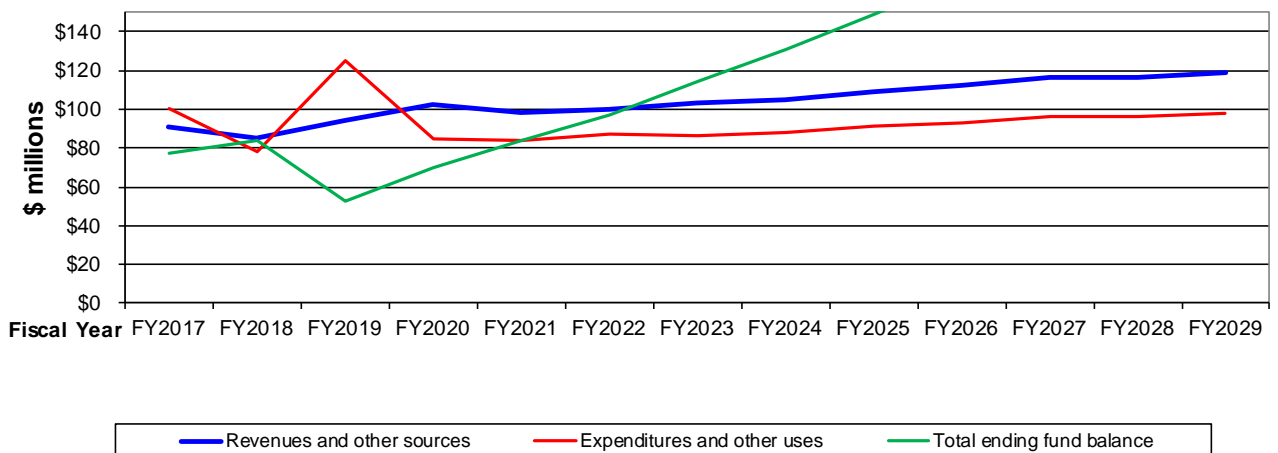
- There are no specific property tax rate adjustments projected. **NOTE** – the state's yield control formula will impact the calculated levied rate, so Council and the public should expect to see some minor rate changes from the state calculation when the rates are certified from the state in September and presented to the Council for adoption.
- If not specifically addressed, revenues are projected to follow either historical trends or historical averages.

Operating Expenditure Assumptions:

- In FY2021 and beyond, General Fund Expenditures are estimated to inflate annually at an average of 3%.
- Expenditures in other special revenue funds inflate at varying rate of 1% to 3% annually.
- In FY2021, \$370,000 million in new operating expenses has been added to the General Fund for CIP project operating costs. This is offset by a planned decrease in debt service expense for the GRT revenue bonds in the General Fund of \$1.7 million and by the new charges for services noted earlier.

The following table and graph illustrate the projected outcomes.

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>
Total beginning fund balance	86	77	84	53	70	84	97	114	131	149	168	188	208
Revenues and other sources	91	85	94	102	98	100	103	105	109	112	116	116	119
Expenditures and other uses	(100)	(78)	(125)	(85)	(84)	(87)	(86)	(88)	(91)	(93)	(96)	(96)	(98)
Total ending fund balance	77	84	53	70	84	97	114	131	149	168	188	208	229



LONG RANGE FINANCIAL PROJECTION

The projected fund balance growth is primarily due to projected growth in the General Fund, CIP and CIP Permanent Funds.

Financial Risks and Mitigation Strategies

The most significant risk inherent in this LRFP is that projected GRT tax revenue from LANL decreases substantially (either the taxable status of the contractor changes and/or the nature and size of LANL operations changes, and/or State tax law changes unfavorably).

The Council's regional strategy to pursue a State legislative change was successful this past year and has alleviated the risk associated with the tax status of the LANL contractor. Under the new law, any federal or state lab contractor will be subject to GRT, regardless of non-profit status. Another element used by the County is to have a relatively conservative policy for fund balance targets. This enables the County to have some lead time to react to unexpected GRT changes. In addition, a basic tenet of the County's ongoing budget development processes is to find efficiencies where possible, realign personnel with changing operations, and eliminate vacant positions when possible, thereby reducing recurring operating costs.

SUMMARY

The purpose of the LRFP is to illustrate the potential long-term impacts of operating and capital plans from a comprehensive perspective. The Capital Improvement Program, implemented as a whole and based upon the stated assumptions, is projected to generate positive economic benefit and to improve the quality of life for the community, although there are risks that will need to be managed carefully. It also projects that some additional capacity for other projects will be available over the long-term.

GENERAL FUND BUDGET SUMMARY

	FY2019 Projected	FY2020 Proposed	FY2021 Projected	FY2022 Projected	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected	FY2029 Projected
Beginning Fund Balance											
Nondisposable	1,520,487	1,546,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799
Restricted for Cash Requirements	4,648,574	4,723,595	4,827,900	4,563,569	4,700,476	4,841,491	4,986,735	5,136,338	5,290,428	5,449,141	5,612,615
Other Restricted/Assigned	5,957,305	2,293,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670
Unassigned	13,177,552	23,710,443	34,867,999	45,017,710	55,082,624	65,706,375	76,466,340	87,823,852	99,808,181	112,438,489	125,749,807
Total beginning fund balance	25,303,918	32,274,507	43,801,368	53,686,748	63,888,569	74,653,335	85,558,544	97,065,659	109,204,078	121,993,099	135,467,891
Revenues											
Gross Receipts Taxes	48,999,000	50,458,000	50,831,000	52,098,000	53,641,000	54,819,000	56,461,000	58,156,000	59,893,000	61,688,000	63,540,000
Property Taxes	7,200,000	7,507,880	7,733,116	7,965,110	8,204,063	8,450,185	8,703,691	8,964,801	9,233,745	9,510,758	9,796,080
Interdepartmental Charges	6,994,640	7,612,336	7,840,706	8,075,927	8,318,205	8,567,751	8,824,784	9,089,527	9,362,213	9,643,079	9,932,372
Investment Income	1,621,000	1,865,000	1,603,000	1,949,000	2,306,000	2,648,000	3,030,000	3,432,000	3,857,000	4,305,000	4,776,000
Grants	1,624,980	673,000	693,190	713,986	735,405	757,467	780,191	803,597	827,705	852,536	878,112
User Charges	2,290,000	2,290,000	2,340,000	2,390,000	2,440,000	2,490,000	2,540,000	2,590,000	2,640,000	2,690,000	2,740,000
Other	1,240,000	1,240,000	1,277,200	1,315,516	1,354,981	1,395,631	1,437,500	1,480,625	1,525,044	1,570,795	1,617,919
Total Revenues	69,969,620	71,646,216	72,318,212	74,507,539	76,999,655	79,128,035	81,777,166	84,516,551	87,338,707	90,260,168	93,280,483
Transfers from other funds	2,555,860	2,971,868	3,061,000	3,153,000	3,248,000	3,345,000	3,445,000	3,548,000	3,654,000	3,764,000	3,877,000
Total sources of funds	97,829,398	106,892,591	119,180,580	131,347,287	144,136,224	157,126,370	170,780,710	185,130,210	200,196,785	216,017,267	232,625,374
Expenditures											
County Council	395,547	419,546	432,132	445,096	458,449	472,203	486,369	500,960	515,989	531,468	547,412
County Assessor	387,252	428,500	441,355	454,596	468,234	482,281	496,749	511,651	527,001	542,811	559,095
County Clerk	578,084	612,747	631,129	650,063	669,565	689,652	710,342	731,652	753,602	776,210	799,496
County Sheriff	15,510	15,510	15,975	16,455	16,948	17,457	17,980	18,520	19,075	19,648	20,237
Municipal Court	529,228	560,563	577,380	594,701	612,542	630,919	649,846	669,342	689,422	710,104	731,408
Probate Court	5,906	5,906	6,083	6,266	6,454	6,647	6,847	7,052	7,264	7,482	7,706
County Manager	3,523,010	3,630,747	3,739,669	3,851,859	3,967,415	4,086,438	4,209,031	4,335,302	4,465,361	4,599,322	4,737,301
County Attorney	668,774	726,299	748,088	770,531	793,647	817,456	841,980	867,239	893,256	920,054	947,655
Administrative Services	7,307,634	7,645,544	7,874,910	8,111,158	8,354,492	8,605,127	8,863,281	9,129,179	9,403,055	9,685,146	9,975,701
Community Development	1,841,874	1,935,756	1,993,829	2,053,644	2,115,253	2,178,710	2,244,072	2,311,394	2,380,736	2,452,158	2,525,723
Community Services	10,278,735	10,798,194	11,522,140	11,867,804	12,223,838	12,590,553	12,968,270	13,357,318	13,758,038	14,170,779	14,595,902
Fire	5,012,562	5,207,149	5,363,363	5,524,264	5,689,992	5,860,692	6,036,513	6,217,608	6,404,136	6,596,261	6,794,148
Police	8,733,061	8,784,830	9,048,375	9,319,826	9,599,421	9,887,404	10,184,026	10,489,546	10,804,233	11,128,360	11,462,211
Public Works	14,405,964	11,901,362	12,368,403	12,739,455	13,121,639	13,515,288	13,920,746	14,338,369	14,768,520	15,211,575	15,667,923
Total Expenditures	53,683,141	52,672,653	54,762,833	56,405,718	58,097,889	59,840,826	61,636,051	63,485,132	65,389,686	67,351,377	69,371,918
Transfers to other funds	11,871,750	10,418,570	10,731,000	11,053,000	11,385,000	11,727,000	12,079,000	12,441,000	12,814,000	13,198,000	13,594,000
Ending fund balance											
Nondisposable	1,546,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799	1,571,799
Restricted for Cash Requirements	4,723,595	4,827,900	4,563,569	4,700,476	4,841,491	4,986,735	5,136,338	5,290,428	5,449,141	5,612,615	5,780,993
Other Restricted/Assigned	2,293,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670	2,533,670
Unassigned	23,710,443	34,867,999	45,017,710	55,082,624	65,706,375	76,466,340	87,823,852	99,808,181	112,438,489	125,749,807	139,772,994
Ending fund balance	32,274,507	43,801,368	53,686,748	63,888,569	74,653,335	85,558,544	97,065,659	109,204,078	121,993,099	135,467,891	149,659,456
Total uses of funds	97,829,398	106,892,591	119,180,580	131,347,287	144,136,224	157,126,370	170,780,710	185,130,210	200,196,785	216,017,267	232,625,374
Operating Surplus / (Shortfall)	6,970,589	11,526,861	9,885,380	10,201,821	10,764,766	10,905,209	11,507,115	12,138,419	12,789,021	13,474,792	14,191,566
Unassigned as a % of Revenue	33.89%	48.67%	62.25%	73.93%	85.33%	96.64%	107.39%	118.09%	128.74%	139.32%	149.84%
Unassigned Target (20% of Rev)	13,993,924	14,329,243	14,463,642	14,901,508	15,399,931	15,825,607	16,355,433	16,903,310	17,467,741	18,052,034	18,656,097
\$ over (under) target	9,716,519	20,538,756	30,554,067	40,181,116	50,306,444	60,640,733	71,468,419	82,904,871	94,970,748	107,697,773	121,116,898

BUDGET OPTIONS BY RECURRING & ONE-TIME

	ONE-TIME				TOTAL	RECURRING				TOTAL
	A	B	C	D		A	B	C	D	
General Fund	\$190,400	\$330,469	\$595,500	\$553,000	\$1,669,369	\$3,948,287	\$896,302	\$645,250	\$505,000	\$5,994,839
Econ Dev - Housing		\$400,000			\$400,000					
Transit Fund								\$250,000		\$250,000
Non General Funds						\$743,710				\$743,710
CIP Fund				\$1,000,000	\$1,000,000					
Grand Total	\$190,400	\$730,469	\$595,500	\$1,553,000	\$3,069,369	\$4,691,997	\$896,302	\$895,250	\$505,000	\$6,988,549

BUDGET OPTION TOTALS

	A	B	C	D	TOTAL
General Fund	\$4,138,687	\$1,226,771	\$1,240,750	\$1,058,000	\$7,664,208
Econ Dev - Housing		\$400,000			\$400,000
Transit Fund			\$250,000		\$250,000
Non General Funds	\$743,710				\$743,710
CIP Fund				\$1,000,000	\$1,000,000
Grand Total	\$4,882,397	\$1,626,771	\$1,490,750	\$2,058,000	\$10,057,918

FY2020 Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
1	A	ALL	All County	\$ 744,777	Salary Plan Maintenance	Salaries and benefits were budgeted at 0% for general County employees, except for collective bargaining unit employees which were budgeted in accordance with the terms of Council approved individual union agreements. Per the salary plan, the annual cost of an increase would be 2% for individual merit adjustments plus a 1% CPI adjustment to the pay plan structure. Additional 1% for GF = \$248,259 and \$141,237 for Non-General Funds.	R	General Fund
				\$ 423,710				Non General Funds
2	A	CDD		\$ 7,300	Training	Restore training budget which was reduced to achieve flat budget. Training is needed for current staff to maintain current certifications	R	General Fund
3	A	CDD		\$ 6,160	Supplies	Restore supplies budget which was reduced to achieve flat budget. Also includes the Boards and Commission's luncheon.	R	General Fund
4	A	CDD	Building	\$ 10,000	Clean and Lien	Restore funding for the clean and lien program	R	General Fund
5	A	CMO	Econ Dev	\$ 542,000	Econ Dev Programs	Move Economic Development program expenditures to the General Fund due to no recurring revenue source for Economic Development	R	General Fund
6	A	Fire	Operations	\$ 1,400,000	County share of Fire Cooperative Agreement	To match the expense in the general fund to the cooperative agreement	R	General Fund
7	A	CMO	HR	\$ 190,400	Total Compensation Market Study (Amount + GRT)	According to Los Alamos County Administrative Procedure Guideline, Index No. 1175 Compensation Administration: "...the Human Resources Manager is required to conduct salary surveys of the compensation plan no less frequently than once every four (4) years, which the County Manager in consultation with the Personnel Board, uses to make compensation plan recommendations to Council." The last Market Study was completed in FY2016.	O-T	General Fund

FY2020 Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
8	A	CMO	HR	\$ 8,147	Tuition Reimbursement	Restore tuition reimbursement budget which was reduced to achieve flat budget.	R	General Fund
9	A	ASD	Info Tech	\$ 40,926	Training and Communications Budget	Restore training and communications budget which was reduced to achieve flat budget.	R	General Fund
10	A	ASD	Info Tech	\$ 66,240	Hardware and Software	Restore hardware and software budget which was reduced to achieve flat budget.	R	General Fund
11	A	ASD	Info Tech	\$ 41,858	Contractual Services	Funds contractual services budget for enterprise wide software maintenance for contractual annual increases not included in the flat budget.	R	General Fund
12	A	Police	All Divisions	\$ 35,224	Overtime Pay	Restore operational overtime reduced to achieve flat budget.	R	General Fund
13	A	Public Works	MFM	\$ 365,655	Major Facilities Maintenance	Restore Major Facilities Maintenance funding to the \$2 million target. Funding was reduced to achieve flat budget. This additional funding will be used for projects such as roof repairs at Pajarito Cliffs, painting, and over-head door repairs and elevator maintenance, painting and carpeting of facilities.	R	General Fund
14	A	Public Works	Fleet	\$ 680,000	Increase Interdepartmental Charges (IDCs)	The new cost recovery methodology, developed jointly by Finance and Public Works for FY2019, will continue to be applied in FY2020 and future fiscal years. However, to achieve a flat budget in several prior years, the IDC's charged to departments were reduced below the level necessary to reimburse Fleet for annual costs. As proposed, in FY2020 we are collecting only 64.5% of the Fleet Operation and Maintenance costs through IDCs.	R	General Fund
				\$ 320,000			R	Non General Funds

FY2020 Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
15	B	Assessor		\$ 57,669	Double Fill for Chief Deputy Assessor	Chief Deputy Assessor is retiring as of the end of FY2019, but will remain on the books until December 31, 2019. This option would allow Assessor to hire a replacement in June 2019. If approved, we will bring back a budget revision in early May for one month of FY2019 in the amount of \$9,612 to allow for cross training.	O-T	General Fund
16	B	CDD	Econ Dev Housing	\$ 250,000	Rehab Loans	Funding for approximately 15 housing rehabilitation loan projects.	O-T	Econ Dev
17	B	CDD	Econ Dev Housing	\$ 150,000	Home Buyer Loans	Funding for approximately 15 home buyer loans.	O-T	Econ Dev
18	B	CMO		\$ 615,000	Progress through Partnering	Increase funding to \$1.2 million to address regional needs.	R	General Fund
19	B	CSD	Open Space	\$ 20,000	Quad and tracks for trail building and maintenance	Equipment for trail maintenance and cross country skiing building at the golf course	O-T	General Fund
20	B	CDD	Building	\$ 6,000	Certifications	Electrical and Plumbing / Mechanical Training / Travel and Certification	O-T	General Fund
21	B	CMO	Public Relations	\$ 10,500	Operational	Increases for operational needs including increased ad budget, new camera, memory cards, printing and promotions. Also, includes \$1,000 increase for sole source agreement with Pac-8.	R	General Fund
22	B	CMO	Tourism	\$225,800	Wayfinding Implementation Phase One	Funding for Phase 1 of Wayfinding implementation for 58 signs to include pedestrian directional signs, parking lot identification signs and a portion of the vehicular directional signs. The total project is for 133 signs at \$550,000.	O-T	General Fund
23	B	CMO	CPR	\$15,000	Community Perception Survey	Biennial community perception survey scheduled to done in FY2020.	R	General Fund
24	B	CDD		\$ 6,000	EnerGov Training	Two-day onsite training for County employees who work in EnerGov	O-T	General Fund
25	B	CDD	Building	\$ 18,000	Overtime Pay	Overtime (200 hours) needed for weekend and evening response to inspection requests due to the number of building projects projected.	R	General Fund
26	B	CSD	Social Services	\$ 80,000	Public Health Office	To establish fully funded Public Health Office	R	General Fund

FY2020 Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
27	B	CSD	Open Space	\$ 35,000	Open Space improvements	Improve trail signage, paths, and kiosks.	R	General Fund
28	B	CSD	Open Space	\$ 79,802	Parks Maintenance Construction Specialist III	Addition of one FTE, Parks Maintenance Construction Specialist III to build and maintain trails.	R	General Fund
29	B	CSD	Library	\$ 15,000	Replace A/V System	Replace damaged and obsolete audio/visual system in library meeting rooms.	O-T	General Fund
30	B	Police	Admin	\$ 33,000	Life-Cycle Purchases	Replacement of aging radios, tasers, batteries, in car printers and barcode systems.	R	General Fund
31	B	CDD	all	\$ 10,000	Advertising	Increased advertising associated with housing programs, planning cases, contractor meetings and recruitment.	R	General Fund
32	C	Public Works	Custodial	\$16,000	Staff Fuller Lodge on weekends	Custodial staff time to ensure that Fuller Lodge is open every weekend regardless if there is an event scheduled at the Lodge.	R	General Fund
33	C	Public Works	Transit	\$250,000	Additional ACT bus from WRVC to downtown LA every hour	Add a weekend bus from the White Rock Visitor Center to the downtown area.	R	Transit Fund
34	C	CMO	Econ Dev Programs	\$500,000	Land Purchase	Program to potentially buy private property to sell for econ development.	O-T	General Fund
35	C	CSD	Social Services	\$ 72,950	resource specialist program funding	Funding was reduced by CYFD/JJAC by \$72,950 for FY20. This equates to the loss of Resource Specialists which equates to 80 youth/families not receiving case management services.	R	General Fund
36	C	CSD	Social Services	\$ 64,000	LAPS prevention program funding	LAPS lost funding for the schools' truancy liaison program due to state budget limitations.	R	General Fund
37	C	CMO	HR	\$ 10,500	Employee Survey	The suggestion was made during the Strategic Planning sessions that the County should conduct another survey. The last survey was completed in 2010 for a total cost of \$9,000.	O-T	General Fund
38	C	Police	Dispatch	\$ 231,300	Expand Consolidated Dispatch Center	Three FTE's in the Consolidated Dispatch Center to Support Operations to address the fire accreditation recommendation to reduce response times.	R	General Fund

FY2020 Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
39	C	Public Works	Facilities	\$ 105,000	Materials & Supplies	Additional money is needed for materials and supplies due to the addition of six new buildings (65,617 sq. feet) in the last five years.	R	General Fund
40	C	Public Works	Traffic & Streets	\$ 156,000	Contractual Services	Pavement Condition Index will decline if slurry/crack sealing service is not provided. Each \$10,000 of funding will slurry seal 1/3 of a lane mile.	R	General Fund
41	C	Public Works	Traffic & Streets	\$ 85,000	Traffic Signal Controller Upgrade	Upgrade existing traffic signal controllers.	O-T	General Fund
42	D	CMO	Tourism	\$8,000	Economic/Fiscal Impact Analysis of ScienceFest	Funding to perform an economic and fiscal impact analysis of ScienceFest by vendor that will survey attendees on their actual spending in the County.	O-T	General Fund
43	D	CMO	Econ Dev	\$15,000	Econ Dev Study	Update the 2013 economic development study on spending habits and associated leakage.	O-T	General Fund
44	D	Council		\$ 25,000		Fund request from the Nature Conservancy for the Rio Grande Water Fund (RGWF) forest thinning projects in the Jemez Mountains. Projects include controlled burning, forest thinning, wetland restoration on the Valles Caldera Preserve and post-fire restoration in areas damaged by the Las Conchas fire.	O-T	General Fund
45	D	CDD	Building	\$ 450,000		Expansion of Clean & Lien program	R	General Fund
46	D	CSD	Social Services	\$ 400,000	Tween Center	Investigation and conceptual design for a Tween Center for grades 6 through 8.	O-T	General Fund
47	D	Public Works	CIP	\$ 1,000,000	State Rd 4 Intersection	Potential participation in State Road 4 intersection improvements.	O-T	CIP Fund
48	D	Public Works	Facilities	\$ 70,000	Materials & Supplies	The Facilities Department, in conjunction with the Fire Department, is recommending wholesale replacement of aging fire extinguishers with a new model that has a 12-year lifespan and does not require contracted service, inspection, or testing service during the life of the units. Replaces 500 extinguishers.	O-T	General Fund

FY2020 Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
49	D	Public Works	Traffic & Streets	\$ 35,000	Potential Project Funding	Golf Course Crossing on Diamond Drive Project – this project was presented to the Transportation Board on November 1, 2018; a recommendation was made that the Project be presented to Council for consideration and potential funding.	O-T	General Fund
*	*	CSD	Social Services	\$ 55,000	Teen Center General Operating	Funding request for Teen Center for increases in general operating expenses (\$50,000) and program supplies (\$5,000). Amount proposed in RFP \$349,745.90. Amount contracted and budgeted \$294,041. Remaining allowable per contract is \$55,704.90.	R	General Fund

County Assessor

Significant Accomplishments

- Met or exceeded the national standards for the sales ratio studies.
- Physically inspected 1,841 parcels as part of our 5 year inspection plan, which accounted for \$263,180 of omitted value.
- Inspected 814 building permit improvements totaling \$4,433,380 of new value.
- Recorded 1,215 ownership changes resulting from property transfers, including mobile home, stable, and hanger transfers.
- Provided staff training to enhance appraisal knowledge and apply best practice procedure within the office.
- Acquired a drone to capture areal imagery for areas with high development activity between years of the routine flyovers.
- Acquired the Tyler EagleWeb portal which allows the public access to the assessor's non confidential data via the internet.
- Successfully completed and defended property protests/appeals.
- Expanded public outreach through presentations to organizations, radio interviews, and advertising.

County Assessor

Budget Highlights

1. The FY20 Proposed Budget will assure the functions and the responsibilities of the County Assessor are met in accordance with the Property Tax Code.
2. Increases to the General Fund are attributed to Salaries, Employee Benefits, and Interfund Services (Vehicle maintenance and General Insurance).
 - Chief Deputy Assessor position vacated by the current employee due to retirement.
 - Mandatory expense submitted as budget option
3. The Property Valuation Fund saw a decrease, however, there were increases in Salaries, Employee Benefits, and Interfund Services. Included in the budget are expenses for additional equipment for our UAV (GPS repeaters and batteries).
 - Expense charged to the PVF will exceed revenue. The fund, however, can absorb the in balance.

County Assessor

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Fund:					
General Fund	385,554	405,752	407,201	428,500	5%
Property Valuation Fund	146,934	182,232	240,448	231,835	-4%
	<u>532,488</u>	<u>587,984</u>	<u>647,649</u>	<u>660,335</u>	2%
FTE Summary:					
Regular (full & part time)	7.00	7.00	7.00	<u>7.00</u>	0.00

General Fund Budget

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Type:					
Salaries	273,497	281,531	279,700	285,223	2%
Benefits	98,975	109,302	108,769	124,265	14%
Professional / contractual services	9,960	9,570	11,500	11,500	0%
Materials / supplies	927	1,085	1,000	1,000	0%
Interfund charges	2,193	4,264	6,232	6,512	4%
	<u>385,554</u>	<u>405,752</u>	<u>407,201</u>	<u>428,500</u>	5%

Property Tax Valuation Fund Budget

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Type:					
Salaries	63,080	89,067	91,058	94,745	4%
Benefits	31,172	40,975	46,107	47,528	3%
Professional / contractual services	33,048	32,436	54,450	52,450	-4%
Materials / supplies	14,440	15,489	42,600	30,600	-28%
Interfund charges	5,194	4,264	6,233	6,512	4%
	<u>146,935</u>	<u>182,232</u>	<u>240,448</u>	<u>231,835</u>	-4%

County Assessor Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
15	B	Assessor		\$ 57,669	Double Fill for Chief Deputy Assessor	Chief Deputy Assessor is retiring as of the end of FY2019, but will remain on the books until December 31, 2019. This option would allow Assessor to hire a replacement in June 2019. If	O-T	General Fund

County Clerk

Significant Accomplishments

1. In FY2018, community outreach efforts were expanded by 50%, through increased advertising, attendance at public events, presentations to organizations, radio interviews and the use of social media (Facebook, Twitter, and Instagram).
2. Los Alamos County had a 73% voter turnout for the November 2018 General Election. This was highest turnout in the state, with 10,340 voters casting a ballot. In addition to the General Election, 3,671 ballots were cast in the June 2018 Primary Election. For the 2017-2018 Election Cycle, a 4th Voter Convenience Center (VCC), Betty Ehart Senior Center, was added as a polling place on Election day.
3. Since January 2016, when the NM Secretary of State implemented online voter registration, voter registration transactions continue to grow, with over 7,200 transactions processed during FY2017 and FY2018. Several Voter Registration Agent (VRA) Trainings were conducted and updates were made to the LAC 2015 VRA Training Video.
4. During the 2018 Session of the NM Legislature, House Bill 98-Local Election Act (LEA) was passed, moving the February 2019 Los Alamos Public School Board and UNM-LA Advisory Board Election to November 2019.
5. Continued efforts to enhance webpages for better viewing and easy content retrieval. Demand for e-content and social media (Facebook, Twitter, and Instagram) continues to grow, with overall management of activity increasing 204% since FY2011.

County Clerk

Budget Highlights

- Overall, the Clerk's Office has made some reductions in areas, but does not anticipate any noticeable service impacts to the public. The FY2020 budget includes continued plans to expand outreach programs, educating the public in all of the major focus areas of the office.
- Recording revenue collected for the General Fund has increased by \$24,474 or 33%, from FY2017 to FY2018.
- **Salaries** show an increase related to recent Council action adjusting salaries. Other increases attributed to the inclusion of temp/causal election worker wages for the November 2019 Local Election, which will be reimbursed pursuant to 1-22-20 NMSA.
- Slight increase in **Benefits** due in part to the recent salary adjustments. Other increases associated with the cost of temp/causal election workers for the November 2019 Local Election.
- **Professional / Contractual Services** show a slight decrease resulting from the discontinuation of maintenance services of disposed equipment and a shift in payment of poll workers.
- Slight decreases were made in **Materials / Supplies** in an effort to keep budget costs down.
- **Interfund Charges** show a slight decrease in General Insurance costs.
- To keep budget costs down, minimal **Capital Outlay** purchases planned for the General Fund.
- The Recording & Equipment Fund will see a **Capital Outlay** purchase related to the solicitation for recording software and data management services.

County Clerk

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Fund:					
General Fund	599,704	529,379	568,528	612,747	8%
Recording Equip. Fund	15,556	15,128	28,550	26,700	-6%
	<u>615,260</u>	<u>544,507</u>	<u>597,078</u>	<u>639,447</u>	7%
Expenditures by Type:					
Salaries	328,814	340,186	358,739	396,749	11%
Benefits	118,264	131,021	124,822	132,439	6%
Professional / contractual services	141,265	49,698	68,825	66,700	-3%
Materials / supplies	22,180	18,920	27,600	27,240	-1%
Interfund charges	4,124	4,031	4,592	4,519	-2%
Capital outlay	0	0	11,700	11,000	-6%
Fiscal charges	613	651	800	800	0%
	<u>615,260</u>	<u>544,507</u>	<u>597,078</u>	<u>639,447</u>	7%
FTE Summary:					
Regular (full & part time)	5.00	5.00	5.00	5.00	0.00
Casual, Student, & Temp.	2.16	2.16	1.77	2.27	0.28
	<u>7.16</u>	<u>7.16</u>	<u>6.77</u>	<u>7.27</u>	0.07

* Salaries figure includes wages for Election Poll Workers and other Temp/Casual services.

Probate Court

Significant Accomplishments & Budget Highlights

1. Probate Court handled following:
FY2018 - 41 probate cases
FY2019 - 22 docketed probate cases to date
2. In February 2018, attended the Annual Judicial Education Center (JEC) Professional Development Conference for New Mexico Probate Court Judges and Staff.
3. Probate Case filings have increased 41% since FY2017.
4. The FY2020 Proposed Budget is flat to the FY2019 Adopted.
5. Friday, April 26th is the application deadline for Probate Judge candidates. Council will appoint at the May 7th Council meeting.

Probate Court

Budget Summary

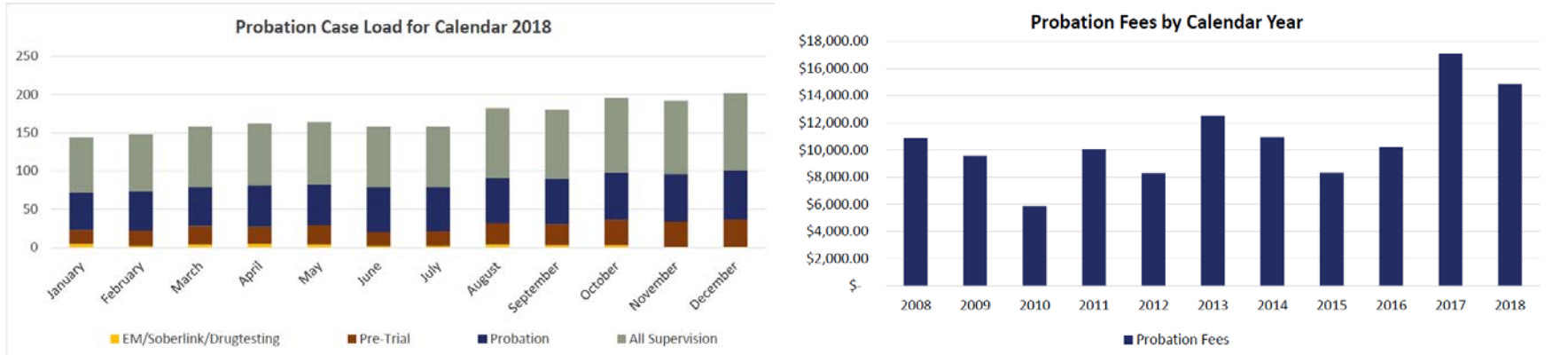
Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Type:					
Salaries	4,138	4,175	4,031	4,031	0%
Benefits	387	412	810	801	-1%
Professional / contractual services	0	0	900	900	0%
Materials / supplies	0	0	165	134	-19%
Interfund charges	0	0	0	40	
	4,525	4,587	5,906	5,906	0%
FTE Summary:					
Regular (full & part time)	1.00	1.00	1.00	1.00	0.00

Municipal Court

Significant Accomplishments

PROBATION



- Pre-trial Release Program supervises defendants upon release from jail until their trial date. This program is utilized by Municipal, Magistrate and District Court for the citizens of Los Alamos.

TEEN COURT

- Served 128 youth in the community.
- Teen Court is a diversionary sentencing option that provides a dismissal upon successful completion.
- Three levels of intervention allow Teen Court to address a variety of different offenses and repeat offenders.

COMMUNITY SERVICE

- Provide opportunities for defendants to complete community service – verified hours.
- 4,024 hours of community service completed.

COURT CLERKS

- The Municipal Court and Police department work together to create an automated interface between the EIS and full court – and enters the citations and warnings.

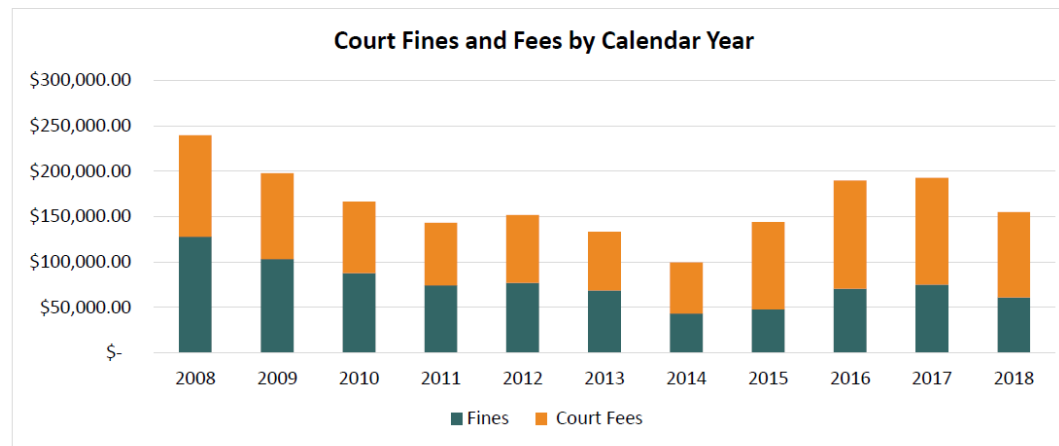


Municipal Court

Budget Highlights

- Maintain a flat budget from previous years – but transition the community service coordinator from an independent contractor to a .50 FTE in order to comply with IRS Independent contractor services. No additional funds are needed to bring this into compliance because the money from independent contractor being utilized efficiently.
- The Municipal Court will continue to offer the community optimal customer service with fair, efficient and impartial resolution of all matters brought before the Municipal Court.
- Continue support of the community with Teen Court, Probation and Pre-trial Release programing that services magistrate and district courts.
- Reduces jail expenses by offering Electronic Monitoring, Alcohol Monitoring and Drug Testing.

Municipal Court Program - Fees Collected



Municipal Court

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Fund:					N/A
General Fund	463,525	474,329	547,141	560,563	2%
Bench Warrant Sub-Fund	17,092	18,300	27,375	28,759	5%
	<u>480,617</u>	<u>492,629</u>	<u>574,516</u>	<u>589,322</u>	3%
Expenditures by Type:					
Salaries	249,138	275,617	294,792	334,356	13%
Benefits	117,584	108,405	127,584	133,123	4%
Professional / contractual services	95,658	90,198	128,370	93,904	-27%
Materials / supplies	10,535	10,085	15,727	18,727	19%
Interfund charges	6,217	6,689	7,043	8,212	17%
Debt / Fiscal Charges	1,485	1,633	1,000	1,000	0%
	<u>480,617</u>	<u>492,629</u>	<u>574,516</u>	<u>589,322</u>	3%
FTE Summary:					
Regular (full & part time)	4.75	5.00	5.30	5.80	9%
Limited Term	0.00	0.50	0.00	0.00	N/A
	<u>4.75</u>	<u>5.50</u>	<u>5.30</u>	<u>5.80</u>	9%

County Sheriff

Significant Accomplishments

1. The Sheriff's Office primary function is to maintain the sex offender registry in Los Alamos County and to ensure all sex offenders remain in compliance with the State of New Mexico's Department of Public Safety SORNA Laws
1. Currently, Los Alamos County has 6 registered sex offenders living within county limits and two working in the County
2. All 6 sex offenders are consistently in compliance and are closely monitored by the Sheriff's Office along with assistance from the Los Alamos Police Department

County Sheriff

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Type:					
Salaries	6,915	6,889	6,889	6,889	0%
Benefits	585	585	581	572	-2%
Professional / contractual services	7,340	8,612	5,045	4,820	-4%
Materials / supplies	1,051	63	2,450	3,160	29%
Interfund charges	545	545	545	69	-87%
	<u>16,436</u>	<u>16,694</u>	<u>15,510</u>	<u>15,510</u>	0%
FTE Summary:					
Regular (full & part time)	1.75	1.00	1.00	1.00	0.00
Temp	0.23	0.00	0.00	0.00	N/A
	<u>1.98</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	0.00

County Council

Budget Summary

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Type:					
Salaries	78,059	79,053	79,902	79,902	0%
Benefits	15,555	15,795	15,925	15,854	0%
Professional / contractual services	207,693	302,078	303,966	303,822	0%
Materials / supplies	17,315	17,623	18,000	18,000	0%
Interfund charges	1,602	1,719	1,753	1,968	12%
	<u>320,224</u>	<u>416,268</u>	<u>419,546</u>	<u>419,546</u>	0%
FTE Summary:					
Regular (full & part time)	7.00	7.00	7.00	<u>7.00</u>	0%

Administrative Services Department

Significant Accomplishments

1. Implementation of the new Tyler Munis ERP system.
2. Maintained GRT revenue bond rating, despite significant GRT revenue uncertainties.
3. Continued to receive GFOA and State Auditor reporting recognition awards.
4. Completed the mapping of county-owned fiber assets now stored in GIS system.
5. Along with significant support of the Munis implementation, established off-site disaster recovery / continuing operations for Munis, which includes live failover capability of core functions.
6. Network uptime of 99.91%
7. Responded to IPRA requests, which more than doubled over the prior year.

Administrative Services Department

Budget Highlights

1. The 1.6 limited term positions included in the FY2019 Adopted Budget related to the Munis software implementation project. These positions ended shortly after go live, and are therefore not continued in FY 2020.
2. First Fiscal Year year-end and first audit with the new Munis system.
3. Planning and executing the first Munis upgrade under the evergreen provisions of the software service agreement.
4. Continued migration of software applications toward cloud based services.
5. Planned phone system replacement project.
6. Increase in use of student interns in IT - .37 FTEs.

Administrative Services Department

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Program:					
Finance	2,562,913	2,608,071	2,684,891	2,772,160	3%
Information Management	4,661,651	4,677,084	4,784,799	4,873,384	2%
CIP-IT Projects	301,212	391,165	295,000	295,000	0%
	<u>7,525,776</u>	<u>7,676,320</u>	<u>7,764,690</u>	<u>7,940,544</u>	2%
Expenditures by Fund:					
General	7,224,564	7,285,154	7,469,690	7,645,544	2%
Capital Improvement Projects	301,212	391,165	295,000	295,000	0%
	<u>7,525,776</u>	<u>7,676,320</u>	<u>7,764,690</u>	<u>7,940,544</u>	2%
FTE Summary:					
Regular (full & part time)	45.50	45.50	45.50	45.50	0%
Casual, Student & Temp.	0.51	0.51	0.51	0.88	73%
Limited Term	0.00	6.00	1.60	0.00	-100%
	<u>46.01</u>	<u>52.01</u>	<u>47.61</u>	<u>46.38</u>	-3%

Administrative Services Department

Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
9	A	ASD	Info Tech	\$ 40,926	Training and Communications Budget	Restore training and communications budget which was reduced to achieve flat budget.	R	General Fund
10	A	ASD	Info Tech	\$ 66,240	Hardware and Software	Restore hardware and software budget which was reduced to achieve flat budget.	R	General Fund
11	A	ASD	Info Tech	\$ 41,858	Contractual Services	Funds contractual services budget for enterprise wide software maintenance for contractual annual increases not included in the flat budget.	R	General Fund

Community Development Department

Significant Accomplishments

- IAS Certification for Building Division – 1st in NM
- Canyon Walk Apartments – successful LIHTC project
- 520 Residential and 51 Commercial Permits issued
- 95%+ code compliance cases resolved prior to citation (2018 calendar year)
- The Bluffs Senior Affordable Housing project Land Development Agreement and Tax Credit Application (pending MFA approval)
- 12 home rehab projects completed, another 5 projects in the works
- 12 First time homebuyer assistance loans Rezoned 55 acres (public and private) to Mixed Use District
- Successful commercial code compliance efforts: Black Hole, Hilltop, Kroger, Longview
- Community Development Advisory Board
- \$475k State funding for affordable housing development
- Continued active outreach to contractors, design professionals and homeowners regarding building permitting and associated issues
- Achieved Certified Local Government status from NPS

Community Development Department

Budget Highlights

1. Planning to expand services to include electrical and/or mechanical and plumbing inspections (cross certifications)
 - Anticipating 400+ new housing permits coming on-line over next 18 months
2. Comprehensive housing market study – draft RFP completed
3. Long range planning work in support of Comp Plan and County Council goals for housing and economic development, e.g.
 - Downtown density and height standards
 - Parking in downtown/MU zones
4. Master planning oversight for workforce housing project(s)
5. Support to B&C, Planning and Zoning, Historic Preservation, CDAB
6. Focus on commercial code compliance efforts
7. Necessary changes/edits to Chapters 10, 16 and 18 of county code
 - Sign Code update restarted
8. Continued improvements to planning and building permitting process-development liaison/assistance emphasis
 - Development Handbook
 - Website Improvements

Community Development Department

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Program:					
Administration	651,549	542,632	530,643	550,887	4%
Housing	177,076	207,594	277,143	273,113	-1%
Building Safety	470,675	631,572	662,651	672,494	1%
Planning	432,959	400,559	407,870	439,262	8%
	<u>1,732,259</u>	<u>1,782,356</u>	<u>1,878,307</u>	<u>1,935,756</u>	3%
Expenditures by Type:					
Salaries	1,076,761	1,168,492	1,175,023	1,220,619	4%
Benefits	392,240	447,188	458,392	495,396	8%
Professional / contractual services	214,597	116,744	203,217	177,867	-12%
Materials / supplies	25,592	25,387	16,918	9,625	-43%
Interfund charges-Other	23,069	19,295	24,757	26,249	6%
Fiscal charges	0	5,251	0	6,000	N/A
	<u>1,732,259</u>	<u>1,782,356</u>	<u>1,878,307</u>	<u>1,935,756</u>	3%
Expenditures by Fund:					
General	1,732,259	1,782,356	1,878,307	<u>1,935,756</u>	3%
FTE Summary:					
Regular (full & part time)	15.00	16.00	16.00	16.00	0%

Community Development Department

Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
2	A	CDD		\$ 7,300	Training	Restore training budget which was reduced to achieve flat budget. Training is needed for current staff to maintain current certifications	R	General Fund
3	A	CDD		\$ 6,160	Supplies	Restore supplies budget which was reduced to achieve flat budget. Also includes the Boards and Commission's luncheon.	R	General Fund
4	A	CDD	Building	\$ 10,000	Clean and Lien	Restore funding for the clean and lien program	R	General Fund
16	B	CDD	Econ Dev Housing	\$ 250,000	Rehab Loans	Funding for approximately 15 housing rehabilitation loan projects.	O-T	Econ Dev
17	B	CDD	Econ Dev Housing	\$ 150,000	Home Buyer Loans	Funding for approximately 15 home buyer loans.	O-T	Econ Dev
20	B	CDD	Building	\$ 6,000	Certifications	Electrical and Plumbing / Mechanical Training / Travel and Certification	O-T	General Fund
24	B	CDD		\$ 6,000	EnerGov Training	Two-day onsite training for County employees who work in EnerGov	O-T	General Fund
25	B	CDD	Building	\$ 18,000	Overtime Pay	Overtime (200 hours) needed for weekend and evening response to inspection requests due to the number of building projects projected.	R	General Fund
31	B	CDD	all	\$ 10,000	Advertising	Increased advertising associated with housing programs, planning cases, contractor meetings and recruitment.	R	General Fund
45	D	CDD	Building	\$ 450,000		Expansion of Clean & Lien program	R	General Fund

Community Services Department

Significant Accomplishments

1. The library's digital circulation increased by 32 percent.
2. More than 50 Earth Day volunteers helped remove invasive Siberian Elm trees, gather trash scattered by bears, and help restore a short cut trail that was causing erosion issues at La Mesa Trail.
3. The Parks, Recreation and Open Space Division received a Parks Design Award from the New Mexico Recreation and Park Association for the White Rock Visitor Center Demonstration Garden.
4. Visitors from 30 countries, all 50 US states, and 852 unique cities stopped in at the Nature Center in FY18.
5. The transportation program for the senior centers provided about 2500 rides per month.

Community Services Department

Budget Highlights

- The FY2020 Community Services Department budget was prepared flat as compared to FY2019's budget prior to Council's labor revision.
- Due to anticipated increases in water and medical costs, CSD plans to defer maintenance, become more efficient with purchasing, and estimate for anticipated vacancies.
- PROS Administration has been reorganized into other CSD divisions to better reflect costs under the programs they support as well as allow administrative functions to fall under a department-wide CSD Centralized Services division.
- With this flat budget we do not anticipate any major noticeable service impacts affecting the public.

Community Services Department

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Program:					
Centralized Services	503,596	712,392	605,210	921,746	52%
PROS Admin	0	0	549,458	0	-100%
Library	2,379,411	2,134,466	2,302,351	2,390,935	4%
Parks	2,360,240	2,228,089	2,048,857	2,145,176	5%
Cemetery	19,017	39,342	37,800	37,800	0%
Open Space	0	0	127,541	130,674	2%
Aquatic Center	1,082,556	1,096,384	1,135,163	1,242,576	9%
Golf	1,036,145	1,081,254	1,058,731	987,587	-7%
Rink	170,145	191,230	189,702	145,971	-23%
Recreation Programming	823,578	766,825	245,975	538,745	119%
Social Services	3,926,641	3,914,963	4,260,783	4,616,079	8%
Cultural Services	518,993	540,842	516,745	514,354	0%
	<u>12,820,322</u>	<u>12,705,787</u>	<u>13,078,316</u>	<u>13,671,643</u>	5%
Expenditures by Fund:					
General	10,372,273	10,364,599	10,582,995	10,798,194	2%
Health Care Assistance	2,076,788	2,154,640	2,345,621	2,700,799	15%
State Grants-DWI Fund	71,261	83,875	86,500	109,450	27%
Capital Improvement Fund	297,334	101,094	57,000	57,000	0%
Aquatic Center Gift Sub-Fund	706	1,578	3,000	3,000	0%
Library Gift Sub-Fund	1,960	0	3,200	3,200	0%
	<u>12,820,322</u>	<u>12,705,787</u>	<u>13,078,316</u>	<u>13,671,643</u>	5%
FTE Summary:					
Regular (full & part time)	77.00	77.00	77.20	77.20	0%
Casual, Student & Temp.	18.04	17.15	14.53	14.53	0%
	<u>95.04</u>	<u>94.15</u>	<u>91.73</u>	<u>91.73</u>	0%

Community Services Department

Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
19	B	CSD	Open Space	\$ 20,000	Quad and tracks for trail building and maintenance	Equipment for trail maintenance and cross country skiing building at the golf course	O-T	General Fund
26	B	CSD	Social Services	\$ 80,000	Public Health Office	To establish fully funded Public Health Office	R	General Fund
27	B	CSD	Open Space	\$ 35,000	Open Space improvements	Improve trail signage, paths, and kiosks.	R	General Fund
28	B	CSD	Open Space	\$ 79,802	Parks Maintenance Construction Specialist III	Addition of one FTE, Parks Maintenance Construction Specialist III to build and maintain trails.	R	General Fund
29	B	CSD	Library	\$ 15,000	Replace A/V System	Replace damaged and obsolete audio/visual system in library meeting rooms.	O-T	General Fund
35	C	CSD	Social Services	\$ 72,950	resource specialist program funding	Funding was reduced by CYFD/JJAC by \$72,950 for FY20. This equates to the loss of Resource Specialists which equates to 80 youth/families not receiving case management services.	R	General Fund
36	C	CSD	Social Services	\$ 64,000	LAPS prevention program funding	LAPS lost funding for the schools' truancy liaison program due to state budget limitations.	R	General Fund
46	D	CSD	Social Services	\$ 400,000	Tween Center	Investigation and conceptual design for a Tween Center for grades 6 through 8.	O-T	General Fund
*	*	CSD	Social Services	\$ 55,000	Teen Center General Operating	Funding request for Teen Center for increases in general operating expenses (\$50,000) and program supplies (\$5,000). Amount proposed in RFP \$349,745.90. Amount contracted and budgeted \$294,041. Remaining allowable per contract is \$55,704.90.	R	General Fund

County Attorney

Budget Highlights

1. Budget supports delivering the highest quality legal services in an efficient and economical manner.
2. The staff of the County Attorney's Office is dedicated to providing superior public service while observing the highest standards of ethics and confidentiality.

County Attorney

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Type:					
Salaries	390,931	427,528	453,658	471,843	4%
Benefits	134,858	141,326	155,030	164,423	6%
Professional / contractual services	51,859	59,405	73,467	68,368	-7%
Materials / supplies	11,689	11,007	15,636	16,236	4%
Interfund charges	5,748	5,748	5,748	5,429	-6%
	<u>595,085</u>	<u>645,014</u>	<u>703,539</u>	<u>726,299</u>	3%
FTE Summary:					
Regular (full & part time)	5.00	5.00	5.00	5.00	0.00

County Manager's Office

Significant Accomplishments

- Orientation of Newly Elected Officials
- Assisted in effort to review/update Council's Strategic Leadership Plan, including revision of MAPS document which outlines specific actions to be pursued
- Supported efforts to enable approval of SB11
- Worked with elected representatives to secure \$475,000 for affordable housing infrastructure, \$275,000 reauthorized for housing infrastructure, \$150,000 for PHO operations, and \$50,000 for PHO facility needs
- Self-Insured Health Insurance Plan experienced only a 1.96% increase in cost
- Worked with NNSA and Triad during transition of management at lab, including biweekly meetings regarding collaborative projects that could advance both the community and the lab
- Oversaw implementation of new ERP system (MUNIS) countywide
- Draft Economic Vitality Strategic Plan update presented to Council
- Los Alamos Visitor Center relocated
- Completed 7th class of Leadership Academy, 8th in progress

County Manager's Office

Budget Highlights

- Continue Progress Through Partnering funding to improve intergovernmental relations in the region
- Franchisee training to increase the number of Los Alamos citizens that may open a business in the County
- FY19 Lodgers Tax projects 8% increase over FY18, and an additional 6% for FY20
- Redesign of visitor website – Lodgers' Tax Fund
- Update Visitor Centers with more interactive and experiential displays – Lodgers' Tax Fund
- Employee turnover increased during FY19, anticipating that proposed budget will allow for a reduction of this statistic
- Establish wellness program to enhance employees' health while promoting a mechanism to reduce overall costs to both employees and County

County Manager's Office

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Program:					
County Manager	1,002,828	870,176	1,015,172	1,053,516	4%
Progress Through Partnering	584,999	635,250	585,000	585,000	0%
Economic Development	954,252	1,473,800	3,542,402	3,212,469	-9%
Lodgers Tax	253,631	180,841	227,662	372,031	63%
Comm & Public Relations	364,582	358,426	383,914	394,928	3%
Human Resources	1,265,253	1,273,867	1,290,046	1,323,084	3%
Risk Management	9,076,960	10,297,178	10,449,698	10,915,300	4%
	<u>13,502,505</u>	<u>15,089,538</u>	<u>17,493,894</u>	<u>17,856,328</u>	2%
Expenditures by Fund:					
General	3,404,188	3,395,546	3,540,784	3,630,747	3%
Lodgers Tax	253,631	180,841	227,662	372,031	63%
Economic Development	767,726	1,215,973	3,275,750	2,938,250	-10%
Risk Management	9,076,960	10,297,178	10,449,698	10,915,300	4%
	<u>13,502,505</u>	<u>15,089,538</u>	<u>17,493,894</u>	<u>17,856,328</u>	2%
FTE Summary:					
Regular (full & part time)	23.00	22.00	22.00	<u>22.00</u>	0.00
FTEs By Program:					
County Manager	6.00	5.00	5.00	5.00	0%
Economic Development	2.00	2.00	2.00	2.00	0%
Comm & Public Relations	3.00	3.00	3.00	3.00	0%
Human Resources	10.00	10.00	10.00	10.00	0%
Risk Management	2.00	2.00	2.00	2.00	0%
	<u>23.00</u>	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>	0%

County Manager's Office

Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
1	A	ALL	All County	\$ 744,777	Salary Plan Maintenance	Salaries and benefits were budgeted at 0% for general County employees, except for collective bargaining unit employees which were budgeted in accordance with the terms of Council approved individual union agreements. Per the salary plan, the annual cost of an increase would be 2% for individual merit adjustments plus a 1% CPI adjustment to the pay plan structure. Additional 1% for GF = \$248,259 and \$141,237 for Non-General Funds.	R	General Fund
				\$ 423,710				Non General Funds
5	A	CMO	Econ Dev	\$ 542,000	Econ Dev Programs	Move Economic Development program expenditures to the General Fund due to no recurring revenue source for Economic Development	R	General Fund
7	A	CMO	HR	\$ 190,400	Total Compensation Market Study (Amount + GRT)	According to Los Alamos County Administrative Procedure Guideline, Index No. 1175 Compensation Administration: "...the Human Resources Manager is required to conduct salary surveys of the compensation plan no less frequently than once every four (4) years, which the County Manager in consultation with the Personnel Board, uses to make compensation plan recommendations to Council." The last Market Study was completed in FY2016.	O-T	General Fund
8	A	CMO	HR	\$ 8,147	Tuition Reimbursement	Restore tuition reimbursement budget which was reduced to achieve flat budget.	R	General Fund
18	B	CMO		\$ 615,000	Progress through Partnering	Increase funding to \$1.2 million to address regional needs.	R	General Fund
21	B	CMO	Public Relations	\$ 10,500	Operational	Increases for operational needs including increased ad budget, new camera, memory cards, printing and promotions. Also, includes \$1,000 increase for sole source agreement with Pac-8.	R	General Fund

County Manager's Office

Budget Options continued

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
22	B	CMO	Tourism	\$225,800	Wayfinding Implementation Phase One	Funding for Phase 1 of Wayfinding implementation for 58 signs to include pedestrian directional signs, parking lot identification signs and a portion of the vehicular directional signs. The total project is for 133 signs at \$550,000.	O-T	General Fund
23	B	CMO	CPR	\$15,000	Community Perception Survey	Biennial community perception survey scheduled to be done in FY2020.	R	General Fund
34	C	CMO	Econ Dev Programs	\$500,000	Land Purchase	Program to potentially buy private property to sell for econ development.	O-T	General Fund
37	C	CMO	HR	\$ 10,500	Employee Survey	The suggestion was made during the Strategic Planning sessions that the County should conduct another survey. The last survey was completed in 2010 for a total cost of \$9,000.	O-T	General Fund
42	D	CMO	Tourism	\$8,000	Economic/Fiscal Impact Analysis of ScienceFest	Funding to perform an economic and fiscal impact analysis of ScienceFest by vendor that will survey attendees on their actual spending in the County.	O-T	General Fund
43	D	CMO	Econ Dev	\$15,000	Econ Dev Study	Update the 2013 economic development study on spending habits and associated leakage.	O-T	General Fund

Fire Department

Significant Accomplishments

- **Wildland Firefighting**
 - \$400K grant for wildfire mitigation
 - 13 wildfire deployments
 - Enhanced wildfire training
- **Fire Code**
 - Preparing to move to IFC
- **Vehicle Replacement Schedule**
 - 2 new engines
 - 6 wildland type 5 engines on order
 - 3 wildland tactical tenders in bidding process
 - Added 1 wildland utility vehicle to LAC owned fleet
- **Fire Marshal Funding**
 - Successfully reclassified three fire stations which will result in a funding increase to LAC

Fire Department

Budget Highlights

- Shared budget with DOE
 - LAC budget year split between two Federal Fiscal Years (3 months of Federal FY 19, 9 months of Federal FY 20)
 - LAC share 25% and DOE share 75%+)
 - LAC retains all revenue (EMS transport, Wildland Deployment)
 - DOE provides all response vehicles including fuel and maintenance costs, and 100% of cost of two fire stations (St. 1, St. 5)
- 150 total employees – 139 uniform, 11 civilian (37 on duty 24/7)
- Significant costs due to scheduled replacement of response equipment (radios, self-contained breathing apparatus)

Fire Department

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Fund:					
Fire - Cooperative Agmt (CA)	23,627,230	23,538,335	25,364,926	26,671,207	5%
Fire (Non-CA)	0	107,860	0	389,875	N/A
Fire (General Fund)	5,011,730	5,178,291	5,207,149	5,207,149	0%
Fire Marshal (State Grants)	756,470	905,359	563,000	480,000	-15%
EMS (State Grants)	11,924	9,675	10,500	10,500	0%
	<u>29,407,354</u>	<u>29,739,519</u>	<u>31,145,575</u>	<u>32,758,731</u>	5%
Expenditures by Program:					
LANL Fire Cooperative Agreement	23,627,232	23,538,335	25,364,926	26,671,207	5%
Mutual Aid Deployments	0	107,860	0	349,875	N/A
Other Non-Cooperative Agreement	0	0	0	40,000	N/A
Other General Fund & State Grants	5,780,122	6,093,324	5,780,649	5,697,649	-1%
	<u>29,407,354</u>	<u>29,739,519</u>	<u>31,145,575</u>	<u>32,758,731</u>	5%
Expenditures by Type:					
Salaries	12,054,386	11,667,436	13,107,182	13,123,269	0%
Benefits	5,457,773	5,796,580	5,903,185	6,374,750	8%
Professional / contractual services	1,008,392	1,705,928	1,583,748	1,676,040	6%
Materials / supplies	929,259	1,216,683	1,102,403	1,570,010	42%
Interfund charges	8,988,640	9,204,827	9,437,807	10,014,662	6%
Capital Outlay	968,904	148,065	11,250	0	-100%
	<u>29,407,354</u>	<u>29,739,519</u>	<u>31,145,575</u>	<u>32,758,731</u>	5%
FTE Summary:					
Regular (full & part time)	150.00	150.00	150.00	150.00	0%

Fire Department Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
6	A	Fire	Operations	\$ 1,400,000	County share of Fire Cooperative Agreement	To match the expense in the general fund to the cooperative agreement	R	General Fund

Police Department

Significant Accomplishments

After being awarded National Accreditation in early 2018, the Department has continued to sustain performance standards throughout the budget cycle. Accreditation benefits the County of Los Alamos by:

- Increasing Community Advocacy Through a Community-Oriented Policing Model
- Providing Objective Evidence of the Department's Commitment to Excellence in Leadership, Resource Management, and Service Delivery
- Stronger Defense Against Civil Litigation
- Reduced Risk and Liability Expose
- A Proven Management System of Written Directives, Sound Training, Clearly Defined Lines of Authority, and Self Assessment that Supports Decision Making and Resource Allocation.

Additionally, the Department responded to over 13,500 calls for service while maintaining a comparatively low Part 1 Crime rate. The Detective section had a clearance rate of assigned cases at 90%. The Department had a combined citizen rating of "Excellent" and "Good" at 82% in the County's Citizen Survey.

Police Department

Budget Highlights

The Police Department budget is designed to sustain our ability to provide quality, proactive law enforcement services to our community, while promoting an atmosphere of safety and security for our residents and visitors.

The budget supports on-going efforts to maintain National Accreditation by ensuring our policies represent appropriate standards with respect to equipment and training, enhanced technological platforms, community partnership, and collaboration. Each of these areas helps us to sustain Los Alamos as one of the safest communities in the nation.

Add-ons include overtime which was adjusted to balance, life-cycle purchases of technological equipment, and personnel in Dispatch to enhance our capacity to meet accreditation standards in both the Police and Fire Departments.

Police Department

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Program:					
Animal Control	376,381	352,805	377,686	403,033	7%
Detention	1,791,269	1,685,330	1,716,104	1,695,845	-1%
Consolidated Dispatch	1,127,562	1,147,702	1,248,097	1,283,766	3%
Operations	4,673,465	4,335,240	4,347,974	4,307,711	-1%
Records / Administration	1,171,394	1,120,213	995,959	1,134,875	14%
	<u>9,140,071</u>	<u>8,641,290</u>	<u>8,685,820</u>	<u>8,825,230</u>	2%
Expenditures by Fund:					
General	9,100,438	8,602,477	8,646,047	8,784,830	2%
State Grants	39,633	38,814	39,773	40,400	2%
	<u>9,140,071</u>	<u>8,641,290</u>	<u>8,685,820</u>	<u>8,825,230</u>	2%
Expenditures by Type:					
Salaries	4,983,581	5,077,807	5,090,346	5,113,738	0%
Benefits	2,161,893	2,208,833	2,346,949	2,336,648	0%
Professional / contractual services	627,050	566,796	432,891	510,486	18%
Materials / supplies	596,500	257,876	264,784	393,275	49%
Interfund charges-Other	466,230	517,696	511,077	420,083	-18%
Capital outlay	304,234	11,457	39,773	51,000	28%
Fiscal charges	583	826	0	0	N/A
	<u>9,140,071</u>	<u>8,641,290</u>	<u>8,685,820</u>	<u>8,825,230</u>	2%
FTE Summary:					
Regular (full & part time)	73.00	74.00	74.00	74.00	0%
Limited Term	0.00	0.75	0.75	0.75	0%
	<u>73.00</u>	<u>74.75</u>	<u>74.75</u>	<u>74.75</u>	0%

Police Department

Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
12	A	Police	All Divisions	\$ 35,224	Overtime Pay	Restore operational overtime reduced to achieve flat budget.	R	General Fund
30	B	Police	Admin	\$ 33,000	Life-Cycle Purchases	Replacement of aging radios, tasers, batteries, in car printers and barcode systems.	R	General Fund
38	C	Police	Dispatch	\$ 231,300	Expand Consolidated Dispatch Center	Three FTE's in the Consolidated Dispatch Center to Support Operations to address the fire accreditation recommendation to reduce response times.	R	General Fund

Public Works Department

Significant Accomplishments

- North Mesa Road Improvements Phase II
- Mesa Public Library HVAC & Lighting Improvements
- Fire Station 3 Improvements
- Landfill Gas Extraction System
- Airport Hangar Project
- Installed Waste Oil Heater to offset heating charges and reduce our cost to have waste oil picked up.
- Twenty-one ADA loading pads were installed on Route 6 and Route 2
- Implement Yard Trimming Curbside Collection Program
- Installed new security system at PCS
- Transitioned to green chemicals and paper products

Public Works Department

Budget Highlights

General Fund divisions in Public Works include:

*Administration

*Custodial Maintenance

*Facilities

*Engineering & Project Management

*Traffic & Streets

- Budget allows the Custodial and to maintain approximately 600,00 square feet of County buildings.
- Budget allows Engineering & Project Management Division to manage multiple capital transportation and facility improvement projects
- Facilities Division provides preventive building maintenance program and routine maintenance in most all of the county buildings
- Budget includes funds necessary to cover utility costs in most county owned and operated facilities.

Public Works Department

Budget Highlights

ENVIRONMENTAL SERVICES, AIRPORT, TRANSIT, AND FLEET FUNDS

- Residential curbside collection of trash and recycle on a weekly basis for ~6,850 residential customers, and Commercial recycle and trash dumpster collection for ~320 customers.
- Support roadway and right-of-way maintenance will also include, street sweeping, striping, vegetation control and snow removal
- Replace 30 vehicles and equipment
- Provide maintenance on 345 vehicles and 278 components
- Provide weekday bus service between 6:00 a.m. and 7:00 p.m. on seven neighborhood routes and Dial-a-Ride until 9:00 p.m.
- Provide service between White Rock and Bandelier National Monument 7days per week seasonally
- Provide special event service to support community events

Public Works Department

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Program:					
Administration	409,717	397,744	423,652	437,889	3%
Engineering & Project Management	1,366,563	1,390,021	1,494,796	1,545,828	3%
Fleet	4,699,336	3,572,348	4,671,006	4,246,877	-9%
Traffic & Streets	4,151,479	3,651,507	4,275,762	4,344,178	2%
Transit	4,217,581	4,269,115	4,865,667	4,623,697	-5%
Environmental Services	3,814,301	5,059,668	4,275,028	4,383,842	3%
Airport	894,028	620,544	1,062,406	1,598,582	50%
Facilities Maintenance	2,706,150	2,656,521	2,718,965	2,740,840	1%
Custodial Maintenance	1,044,821	1,125,289	1,150,321	1,198,282	4%
Major Facilities Maint Proj	1,310,927	229,967	1,634,345	1,634,345	0%
Capital Projects	13,315,037	4,033,270	8,300,000	7,400,000	-11%
	<u>37,929,940</u>	<u>27,005,994</u>	<u>34,871,948</u>	<u>34,154,360</u>	-2%
Expenditures by Fund:					
General	10,989,657	9,451,049	11,697,841	11,901,362	2%
Fleet	4,699,336	3,572,348	4,671,006	4,246,877	-9%
Transit	4,217,581	4,269,115	4,865,667	4,623,697	-5%
Environmental Services	3,814,301	5,059,668	4,275,028	4,383,842	3%
Airport	894,028	620,544	1,062,406	1,598,582	50%
State Shared Revenues	0	-	580,000	580,000	0%
Capital Projects	13,315,037	4,033,270	7,720,000	6,820,000	-12%
	<u>37,929,940</u>	<u>27,005,994</u>	<u>34,871,948</u>	<u>34,154,360</u>	-2%
FTE Summary:					
Regular (full & part time)	129.00	132.00	133.00	133.00	0%
Limited term	4.83	4.55	4.55	4.55	0%
	<u>133.83</u>	<u>136.55</u>	<u>137.55</u>	<u>137.55</u>	0%

Public Works Department

Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
13	A	Public Works	MFM	\$ 365,655	Major Facilities Maintenance	Restore Major Facilities Maintenance funding to the \$2 million target. Funding was reduced to achieve flat budget. This additional funding will be used for projects such as roof repairs at Pajarito Cliffs, painting, and over-head door repairs and elevator maintenance, painting and carpeting of facilities.	R	General Fund
14	A	Public Works	Fleet	\$ 680,000	Increase Interdepartmental Charges (IDCs)	The new cost recovery methodology, developed jointly by Finance and Public Works for FY2019, will continue to be applied in FY2020 and future fiscal years. However, to achieve a flat budget in several prior years, the IDC's charged to departments were reduced below the level necessary to reimburse Fleet for annual costs. As proposed, in FY2020 we are collecting only 64.5% of the Fleet Operation and Maintenance costs through IDCs.	R	General Fund
				\$ 320,000			R	Non General Funds
32	C	Public Works	Custodial	\$16,000	Staff Fuller Lodge on weekends	Custodial staff time to ensure that Fuller Lodge is open every weekend regardless if there is an event scheduled at the Lodge.	R	General Fund
33	C	Public Works	Transit	\$250,000	Additional ACT bus from WRVC to downtown LA every hour	Add a weekend bus from the White Rock Visitor Center to the downtown area.	R	Transit Fund
39	C	Public Works	Facilities	\$ 105,000	Materials & Supplies	Additional money is needed for materials and supplies due to the addition of six new buildings (65,617 sq. feet) in the last five years.	R	General Fund

Public Works Department

Budget Options

Ref #	CMO Rank	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
40	C	Public Works	Traffic & Streets	\$ 156,000	Contractual Services	Pavement Condition Index will decline if slurry/crack sealing service is not provided. Each \$10,000 of funding will slurry seal 1/3 of a lane mile.	R	General Fund
41	C	Public Works	Traffic & Streets	\$ 85,000	Traffic Signal Controller Upgrade	Upgrade existing traffic signal controllers.	O-T	General Fund
47	D	Public Works	CIP	\$ 1,000,000	State Rd 4 Intersection	Potential participation in State Road 4 intersection improvements.	O-T	CIP Fund
48	D	Public Works	Facilities	\$ 70,000	Materials & Supplies	The Facilities Department, in conjunction with the Fire Department, is recommending wholesale replacement of aging fire extinguishers with a new model that has a 12-year lifespan and does not require contracted service, inspection, or testing service during the life of the units. Replaces 500 extinguishers.	O-T	General Fund
49	D	Public Works	Traffic & Streets	\$ 35,000	Potential Project Funding	Golf Course Crossing on Diamond Drive Project – this project was presented to the Transportation Board on November 1, 2018; a recommendation was made that the Project be presented to Council for consideration and potential funding.	O-T	General Fund

Department of Public Utilities

Significant Accomplishments - Electric

1. Phase 1 approved by Board and Council for the Carbon Free Power Project (CFPP).
2. DPU got Board and Council approval to exit the coal fired San Juan Generating Station in June of 2022, making a big step towards our 2040 carbon neutral goal.
3. Environmental upgrades at Laramie River Station (LRS) completed to meet EPA regional haze regulations, and expensed by December of 2019.
4. PNM 2018 Transmission Formula Rate True-up settlement.
5. New Mexico Gas Company Rate Case settlement.
6. Negotiated Firm Electric Service Agreement with Western Area Power Administration.
7. Negotiated Northern Rio Arriba Electric Cooperative transmission charges for El Vado Hydroelectric plant.
8. Hydroelectric Plants, El Vado Trunnion Seal Repairs and Abiquiu Controls Upgrade
5. Los Alamos Substation (LASS) was delivered in March 2018 and powered in the same month. LASS feeders continued to be installed.
6. Maintenance crews replaced electric primary feeders on Quartz along with Rim Rd., Airport road circuit 14, LA Medical Center electric replacement, and 5 live-front transformer replacements in White Rock.
7. Tyler Munis implementation and Milsoft Electric System Model updates.

Department of Public Utilities

Budget Highlights - Electric

1. Due to changes in our reserve requirements because of the San Juan plant restructuring and subsequent changes in the PNM transmission agreement, DPU's membership with SRSB has been terminated, resulting in a savings of approximately \$700,000 per year.
2. The purchased power budget for Electric Production is \$2.7M higher than FY19 budgets, due primarily to changes in market price estimates for purchased power costs.
3. The forecasted cost for purchased power is \$38.00 for FY2020, up from \$31.84 budgeted for FY19.
4. No rate increases are projected in FY20 for Electric Distribution although a rate restructuring may be proposed in response to recommendations of the Future Energy Resources Committee.
5. Projects in Electric Distribution consist of routine overhead and underground replacements as needed, until FY 2024 when a 3rd substation and powerline is planned in the East Gate area.
6. FY 20 Proposed budget includes 1 new FTE for a dispatcher. Approx. 80% of the additional costs will be covered through the ECA.

Department of Public Utilities

Significant Accomplishments – Gas

1. Gas crews completed the Quemazon loop subdivision back feed PRV in March 2018, keeping costs to a minimum by utilizing PRVs that had been removed from service, reconditioned and reconfigured to meet the needs of the design.
2. GWS crews successfully completed annual and routine scheduled leakage, cathodic protection surveys, along with annual PRV inspections.
3. There were no reportable incidents to the Pipeline and Hazardous Materials Safety Administration for FY 2018.
4. With an FY2018 goal of 250 meter change outs, gas crews replaced 302 meters while staying within budget. The change outs are being done to maintain a maximum meter age in the system of 30 years.

Department of Public Utilities

Budget Highlights - Gas

1. The NMMEAA deal guarantees a \$0.274 discount, which is included in the budget for FY2020. Natural gas market prices remain low, and gas purchases are budgeted at \$3.05/MMBTU in FY19, and \$2.28/MMBTU in FY20 (before the NMMEAA discount).
2. There are no major O&M initiatives or special capital projects scheduled for this budget period.
3. Continuing a practice begun in FY15, gas leak surveys will be completed by in-house staff rather than by an outside contractor. This initiative eliminates purchasing/contracting expenses and contractor overhead. DPU acquired robust field detectors via grant funding, allowing for savings of about \$10,000 annually.
4. Gas crews are preparing to eliminate the Arroyo Lane gas pressure regulating valve (PRV) station as part of the NM 502 project. This practice is expected to save about \$5,000 per year in maintenance and inspection work.

Department of Public Utilities

Significant Accomplishments - Water

1. Began drilling of the new Otowi Well #2.
2. Pajarito Well #4 replacement natural gas-fired engine ordered.
3. New Micro Chlor® disinfection units purchased and installed.
4. In the continuing effort to replace water meters in preparation for the Advanced Metering Infrastructure project, water crews pulled existing meters and replaced them with I-Perl® meters. White Rock, including 99% of businesses, and Barranca Mesa and North Mesa were completed in FY18. Townsite, Western Area, Quemazon, Walnut and Northern Community areas are in progress and will be completed as scheduled over the next two years.
5. Finished new LA reservoir pipeline replacement project, tying this seasonal non-potable source into the townsite NP system.
6. New non-potable water meters were installed at the golf course, North Mesa soccer fields and Overlook Park.
7. Remote Terminal Units were set up each non-potable meter to connect to SCADA.

Department of Public Utilities

Budget Highlights - Water

1. The O&M and capital budget for Water Distribution has been revised extensively to reflect the proposed 20-year plan presented to the Board at the November 2017 BPU meeting. Water sales appear to have stabilized more in line with the revised sales projections we adopted in last year's budget cycle. In accordance with the long-range plan, a 5% increase in potable rates is budgeted in FY20.
2. The capital plan for Water Production, like last year, includes non-potable projects that are funded through a partial grant/loan from the Water Trust Board (WTB). These projects will only occur if the WTB funding is realized.
3. Continuing a process begun in FY18, Water Distribution crews will put their efforts toward rebuilding/refurbishing pressure regulating valves (PRV) stations in lieu of outright replacement. Cost savings are expected to reach \$37,500 annually.

Department of Public Utilities

Significant Accomplishments – Wastewater

1. 28 lift stations were maintained, including the Rio Bravo lift station overhaul set to begin construction in FY2019.
2. Almost 12,500 linear feet of sewer main was inspected by video during FY2018, and FY2019 is set to match or exceed that amount.
3. The Los Alamos Wastewater Treatment Plant treated 318 million gallons of sewage and the White Rock plant treated 110 million gallons of sewage in FY2018. It is expected that FY2019 will be approximately the same.
4. The two treatment plants sent over 100 million gallons of reuse water back to the golf course, North Mesa ball fields and soccer fields, and Overlook Park for irrigation, saving that amount of potable water.
5. The Los Alamos Wastewater Treatment Plant composted 152.7 dry metric tons of sludge and sent the finished product to the EcoStation where it is provided to Los Alamos residents free of charge.

Department of Public Utilities

Budget Highlights - Wastewater

1. Several initiatives have been implemented to alleviate the financial challenges in the wastewater division associated with the need to construct a replacement treatment facility in White Rock.
2. A transfer of \$2.5M was used in February 2018 to pay down the existing balance of the debt on the LA Plant. In addition, the remaining balance was refinanced at a lower rate, and the term extended by five years, further reducing debt service requirements in the fund. All other projects in both the treatment plants and the collection system have been postponed allowing staff and funding to be concentrated on a successful White Rock plant project.
3. Maintenance on sewer lift stations is being increased to prolong the life of lift stations and extend the time between lift station replacement capital projects. Savings are expected to reach \$87,500 annually.
4. The design work for the White Rock Wastewater Treatment Plant is in the FY2019 budget and the \$13 million construction costs are projected for the FY2021 budget.

Department of Public Utilities

Budget Summary

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Program:					
Electric Production	34,021,175	35,092,654	39,108,337	40,437,440	3%
Electric Distribution	7,829,681	6,517,400	6,291,590	6,507,998	3%
Gas	5,293,764	3,876,097	4,302,783	3,999,406	-7%
Water Production	4,416,073	5,436,210	6,616,952	5,520,759	-17%
Water Distribution	3,474,088	1,662,357	2,356,528	2,250,980	-4%
Wastewater	4,707,136	6,801,910	6,015,410	4,554,928	-24%
	<u>59,741,917</u>	<u>59,386,628</u>	<u>64,691,600</u>	<u>63,271,511</u>	-2%
Expenditures by Type:					
Salaries	5,623,365	5,676,821	7,008,202	7,311,372	4%
Benefits	3,682,377	3,724,388	2,694,861	2,782,726	3%
Professional / contractual services	32,491,861	33,709,177	38,843,468	39,608,368	2%
Materials / supplies	1,166,837	995,088	1,650,200	1,525,000	-8%
Interfund charges	2,993,433	3,107,737	3,714,473	3,763,694	1%
Capital outlay	8,650,421	4,575,140	5,528,699	3,295,474	-40%
Fiscal charges	5,133,623	7,598,277	5,251,698	4,984,878	-5%
	<u>59,741,917</u>	<u>59,386,628</u>	<u>64,691,600</u>	<u>63,271,511</u>	-2%
FTE Summary:					
Regular (full & part time)	93.00	93.00	93.00	94.00	1%
Casual, Student, & Temp.	5.34	5.30	4.60	4.60	0%
	<u>98.34</u>	<u>98.30</u>	<u>97.60</u>	<u>98.60</u>	1%
FTEs By Division:					
Electric Production	12.00	12.00	13.00	12.80	-2%
Electric Distribution	39.02	38.56	37.30	39.50	6%
Gas	29.07	30.49	27.91	26.79	-4%
Water	9.25	9.25	9.49	9.49	0%
Wastewater	9.00	8.00	9.90	10.02	1%
	<u>98.34</u>	<u>98.30</u>	<u>97.60</u>	<u>98.60</u>	1%

Non-Departmental Budget Summary

Other Funds Budget

	FY2017 Actual	FY2018 Actual	FY2019 Adopted Budget	FY2020 Proposed Budget	% Variance FY2020 vs FY2019
Expenditures by Program:					
Other non-specific program	8,560,545	6,506,879	6,265,559	4,550,759	-27%
	<u>8,560,545</u>	<u>6,506,879</u>	<u>6,265,559</u>	<u>4,550,759</u>	-27%
Expenditures by Program:					
Emergency Declarations Fund	2,295,899	238,283	0	0	N/A
Debt Service	6,264,646	6,268,596	6,265,559	4,550,759	-27%
	<u>8,560,545</u>	<u>6,506,879</u>	<u>6,265,559</u>	<u>4,550,759</u>	-27%

Capital Improvement Projects (CIP) Fund Statement

See pages 66 – 67 in the Budget Book

Capital Improvements

CAPITAL IMPROVEMENTS - FY2020 PROPOSED BUDGET

GOVERNMENTAL FUNDS	CIP Fund	General Fund	State Shared Revenue Fund
	Fund Stmt pg 68	Fund Stmt pg 54	Fund Stmt pg 58
<u>Ongoing Infrastructure Capital & Maintenance</u>			
Road Reconstruction Projects (see page 247)	\$ 5,120,000		\$ 580,000
Major Facilities Maintenance (see page 248)		1,634,345	
Parks Small Capital (see page 249)	57,000		
Information Technology Capital (see page 250)	295,000		
<u>Economic Development Projects</u>			
North Mesa Infrastructure (see page 247)	\$ 1,700,000		
TOTAL	\$ 7,172,000	\$ 1,634,345	\$ 580,000

Capital Improvements

ENTERPRISE FUNDS	Airport Fund	Joint Utilities System Fund
	Fund Stmt pg 81	Fund Stmt pg 72
<u>Airport</u>		
Fuel Farm	\$ 810,000	
Replace Automated Weather Observation System	385,000	
Annual Pavement Repairs	50,000	
Hangar Acquisition	60,000	
TOTAL	\$ 1,305,000	
<u>Department of Public Utilities</u> (see page 325)		
Electric Production		265,000
Electric Distribution		1,400,000
Gas Distribution		25,000
Water Production		1,655,000
TOTAL		\$ 3,345,000

FY 2020 Equipment Replacement

General Fund Divisions

Unit#	Division	Year of Unit	DESCRIPTION	Estimated Replacement cost
1120	Police Department	2010	Ford Expedition	\$55,000.00
1169	Police Department	2013	Ford Taurus Sedan	\$55,000.00
1172	Police Department	2013	Ford Explorer	\$55,000.00
1195	Police Department	2013	Ford F150 Crew Cab	\$55,000.00
1107	Police Department	2009	Ford Expedition	\$32,000.00
3118	Golf Course	2009	JDW-2500EG Riding Rotary Mower	\$45,000.00
3119	Golf Course	2009	JDW-2500EG Riding Rotary Mower	\$45,000.00
1052	PW Engineering	2006	Ford Expedition 4WD SUV	\$45,000.00
1102	Parks Maintenance	2009	Chevy Colorado	\$27,000.00
3010	Parks Maintenance	2004	JD Snow Blower	\$65,000.00
1103	Parks Maintenance	2009	Chevy Colorado	\$27,000.00
3037	Parks Maintenance	2006	John Deere 4120 Tractor, w/ front loader	\$37,000.00
1104	Parks Maintenance	2009	Chevy Colorado	\$27,000.00
2080	Parks Maintenance	2002	JD Snow Blower	\$5,000.00
1041	PW Airport	2006	Ford F250 3/4 Ton 4WD	\$32,000.00
997	Fleet Motor pool	2003	Dodge Durango 4X4	\$30,000.00
1051	Fleet Motor pool	2006	Dodge Stratus	\$28,000.00
2086	Custodial	2002	JD Snow Blower	\$5,000.00
2087	Custodial	2002	JD Snow Blower	\$5,000.00
3171	Custodial	2011	JD Snow Blower	\$5,000.00
1117	Custodial	2009	Chevy 1500 4WD	\$27,000.00
3004	Streets	2003	John Deere 5520 Tractor	\$57,000.00
Equipment Fund Subtotal				\$764,000

Enterprise Funds

Unit#	Division	Year of Unit	DESCRIPTION	Estimated Replacement Cost
1145	PW Enviromental	2011	Peterbilt 320 Refuse Front Loader	\$273,000.00
1141	Utilities	2011	Ford Escape 4WD	\$23,000.00
1125	Utilities WP	2010	Ford F250 4X4 Superduty	\$44,000.00
1130	Utilities EP	2010	Ford F250 Crew Cab	\$35,000.00
1111	Utilities Admin	2009	Chevy Traverse 4WD	\$28,000.00
Equipment Fund Subtotal				\$403,000

Equipment Fund Grand Total

Equipment Fund Grand Total				\$1,167,000
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PENSION FUND BUDGET SUMMARY

	FY2017 Actuals	FY2018 Actuals	FY 2019 Adopted Budget	FY 2019 Projected Budget	FY 2020 Proposed Budget	Variance FY 2020 vs FY 2019
Over (under funding carryover)	\$ 97,816	80,153	59,153	80,026	110,418	87%
Revenues:						
Participant/Management Fees and Interest	30,945	38,416	40,000	160,144	161,000	303%
Expenditures:						
Administrative (trustee) Fees	37,654	33,162	44,000	117,252	118,000	168%
Legal Fees	5,097	419	5,000	6,500	5,000	0%
Audit Fees	5,857	4,962	6,000	6,000	6,000	0%
Expenditures	48,608	38,543	55,000	129,752	129,000	135%
Over (under) funding of pension costs	\$ 80,153	80,026	44,153	110,418	142,418	223%

The ***Pension Fund*** accounts for participant fees paid by employees and the costs for administrative, legal and audit fees of the pension. In FY2019, the County contracted with a new investment advisor. Under this new arrangement, the plan receives fees from the investment funds which combined with participant fees are used to pay the administrative, legal and audit fees of the plan. In prior years, the majority of the administrative fees were paid direct to the investment advisor and not reflected in this statement.

Budgets are generally not presented for Pension Trust Funds under current accounting standards. The FY2020 proposed budget for administrative costs are being presented here for Council approval, however it will not be listed as a formal part of the final budget that is adopted.

**Schedule of Recurring Grants
Estimates for FY2020**

Dept/Div	Funding Source	Grant Description	Amount
Fire			
	NMPRC	Fire Protection Fund	\$ 480,000
	NMDOH	Emergency Medical Services Fund	10,500
Community Services			
	NMCYFD	Juvenile Justice Advisory Board	140,000
	NMDFA	Local DWI Distribution	99,500
Police			
	NMDHSEM	State Homeland Security Grant Program	200,000
	NMDFA	Law Enforcement Protection Fund	40,400
	NMDHSEM	Emergency Management Planning Grant	10,000
Transit			
	NMDOT	Transit 5311 - Operations	1,669,780
	NMDOT	Transit 5311 - Capital	345,125
	USDOI	Bandelier Service	179,525
Public Works			
	NMDOT	School Bus Route Program	87,000
	NMDOT	County Arterial Program	28,000
	NMDOT	Cooperative Program	64,000
Airport			
	USFAA		300,000
	NMDOT		803,250
Total			\$ 4,457,080

Approval of this schedule of recurring routine grants authorizes the department to apply for the grant. If the actual award is different from the amount included in the budget, a budget revision will be presented to Council for consideration during the fiscal year.

FY2020 Proposed Budget
Schedule of Appropriations for Salary Adjustments

Group	In Accordance With	Estimated Costs
Non-union employees	Per Compensation Policy or Employment Contract	\$0
Association of Plumbers & Pipefitters - Local 412	Collective Bargaining Agreement (July 1, 2017 to June 30, 2021)	21,000
Firefighters' Association Local 3279	Collective Bargaining Agreement (June 1, 2016 to May 30, 2020)	420,000
IBEW - Local 611	Collective Bargaining Agreement (June 1, 2016 to May 31, 2020)	6,700
Police Union AFL-CIO, Local 14*	Collective Bargaining Agreement (January 27, 2016 to June 30, 2019)	0
TOTAL		\$ 447,700

* The Police Union Agreement is currently under negotiations. A budget revision will be presented to Council for consideration along with the proposed new CBA at a later date.