



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Agenda - Final County Council - Work Session

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

Tuesday, June 18, 2019

6:00 PM

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

1. **OPENING/ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **STATEMENT REGARDING CLOSED SESSION**

June 11 and June, 18, 2019 Closed Sessions Motion

Presenters: County Council - Regular Session

4. **PUBLIC COMMENT**

5. **APPROVAL OF AGENDA**

6. **PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS**

- A. [11665-19](#) Briefing Presentation to Council by Stephanie Nakhleh, Chair of the Parks and Recreation Board.

Presenters: Stephanie Nakhleh, Chair of the Parks and Recreation Board

Attachments: [A - Parks & Recreation Board Presentation](#)
[B - FY20 Parks and Recreation Work Plan](#)

- B. [11666-19](#) Briefing Presentation to Council by Jennifer Baker, Chair of the Library Board.

Presenters: Jennifer Baker, Chair of the Library Board

Attachments: [A - Library Board Presentation](#)
[B - FY20 Library Board Work Plan](#)

7. **BUSINESS**

- A. [11926-19](#) Tourism/Economic Development Discussion

Presenters: Linda Matteson, Assistant to the County Manager and
Joanie Ahlers, Economic Development Administrator

Attachments: [A - Tourism-ED Presentation](#)

8. PUBLIC COMMENT

9. ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 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

June 18, 2019

Los Alamos, NM 87544
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Agenda No.:

Index (Council Goals):

Presenters: County Council - Regular Session

Title

June 11 and June, 18, 2019 Closed Sessions Motion

Recommended Action

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

"The matters discussed in the closed sessions held on June 11 and June 18, 2019 that began at 5:00 p.m. were limited only to the topic specified in the notice of the closed sessions, and no action was taken on any matter in the closed sessions."

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



County of Los Alamos

Staff Report

June 18, 2019

Los Alamos, NM 87544
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Agenda No.: A.

Index (Council Goals):

Presenters: Stephanie Nakhleh, Chair of the Parks and Recreation Board

Legislative File: 11665-19

Title

Briefing Presentation to Council by Stephanie Nakhleh, Chair of the Parks and Recreation Board.

Body

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

Attachments

- A - Parks & Recreation Board Presentation
- B - FY20 Parks and Recreation Work Plan

Stephanie Nakhleh, Chair

June 2019

Parks and Recreation Board Presentation to County Council

Summary of past 12 months

- Served as focal point for Flow Trail discussions
- Recommended CIP projects move forward
- Established ELAS, fifth subcommittee
- Discussed WR Canyon safety measures
- Supported Graduation Canyon Restoration Project
- Collaborated with Tourism Task Force
- Supported XC ski grooming at Golf Course

Overview of PRB FY20 Work Plan

- Special projects
 - Support CIP next steps
 - Support development of BMX facility
 - Review PROS infrastructure and programming needs and help staff prioritize projects
- Other projects
 - Assist public vetting of Trails Masterplan
 - Support North Mesa trail-planning efforts
 - Review Small-Cap Fund priorities

Overview of PRB FY20 Work Plan

- We interface with seventeen county boards, commissions, and departments
 - Shared missions include fire prevention, tourism, ecology, and planning & zoning
- Public information meetings to be conducted by PRB
 - Herbicide and pesticide use, WR Canyon safety, ballfields, North Mesa trails, flow trail, camping enhancements, canyon-restoration project, user fees, and CIP initiatives will all require public input
- Subcommittees
 - Four subcommittees renewed in light of CIP projects
 - Fifth subcommittee added to address equestrian and livestock issues

Going Forward

- Constraints
 - Navigating communication between vested parties
 - Lack of up-to-date community masterplans
- Lessons learned
 - Communicating better with public to ease concerns
 - Managing timing and public expectations of projects
- Greatest challenges
 - Aligning Parks & Rec budget with Comp Plan's priorities
 - Resources allocation: staff and equipment
 - Prioritizing citizen requests for P&R amenities



How Council Can Help

- Involve PRB and subcommittees in recreation-related issues
- Align open space and recreation priorities with the Comprehensive Plan
- Continued good communication with liaison—including transfer of information between Council and PRB



Thank You

- Thank you to the Los Alamos County Council for their support of this town's recreation facilities, open space, and parks. The time and energy the Council dedicates to this issue greatly benefits the citizens of Los Alamos County



LOS ALAMOS
where discoveries are made

FY20 Work Plan for Los Alamos County Boards and Commissions

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

Board and Commission Name: Parks and Recreation Board

Date prepared: February 14, 2019

Date approved by Council: TBD

Prepared by: Stephanie Nakhleh

**This work plan will be accomplished in the following time frame:
July 1, 2019 to June 30, 2020**

**Chairperson: Stephanie Nakhleh
Members and terms:**

Member	Start/End Dates	Term
Stephanie Nakhleh	12/1/2017 – 11/30/2019	2
Donald Ulrich	12/1/2017 – 11/30/2019	1
Dianne Wilburn	12/1/2017 – 11/30/2019	1
Timothy Johnson	12/1/2018 – 11/30/2020	1
Ashley Mathews	12/1/2018 – 11/30/2020	1
Robbie Harris	12/1/2018 – 11/30/2020	2
Dina Pesenson	12/1/2018 – 11/30/2020	2

Department Director: Brian Brogan

Work plan developed in collaboration with Department Director? Y

Staff Liaison: Dan Erickson

Administrative Support provided by: Linda Lindstrom

Council Liaison: Randall Ryti Reviewed by Council Liaison? Yes

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

Activities:

Supported the Parks and Recreation Board’s (PRB) FY20 Work Plan that is linked to Council goals and priorities for the support of new and existing recreation facilities, activities, and Open Space in Los Alamos County (LAC).

- Annual review of PRB subcommittee charters
- Received updates on the Pajarito Ski Area Land Transfer
- Reviewed and made recommendations about future North Mesa Stable operations
- Discussed existing and potential future improvements in camping, RV use, and RV storage facilities in Los Alamos County
- Served as focal point for community discussions of Family Friendly Flow Trail
- Discussed County Manager's proposal regarding closing off one exit of Hell's Hole
- Supported installation of flag pole at Ashley Pond

Continued to support the Los Alamos County Comprehensive Plan, including Open Space Plan recommendations.

Identified needed/anticipated interfaces with the Tourism Implementation Task Force for the achievement of common goals.

- Tourism Strategic Plan review
- Collaborated on shared Open Space goals
- Formed working group with TITF to evaluate and plan events that overlap between PRB and TITF

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

- Supported Council’s lead for public input and involvement on proposed Capital Improvement Projects, including involvement with subcommittee focus groups, listening sessions, and presentations.

Accomplishments:

- Recommended to Council that Capital Improvement Projects move forward, as supported through a collaborative public process
- Completed Ballfield Assessment, with advisory recommendations
- Recommended a section of the Pueblo Canyon Rim Trail be named after Jim Billen
- Reviewed LA Golf Course issues: safety at Diamond crossing, signage, fees, etc.
- Reviewed LA Ice Rink stick & puck program and shade structure plans
- Supported cross-country ski trail grooming at LA Golf Course
- Reviewed 37th Street Playlot upgrade plans
- Improved recruitment for the subcommittees and PRB
- Established Equine and Livestock Advisory Subcommittee to address North Mesa trail issues and other topics
- Supported the Bicycle Transportation planning efforts
- Reviewed and supported a demonstration project for canyon restoration beginning at the upper limits of Graduation Canyon

- Focused PRB subcommittees on areas of their charters that support the Recreation CIP and other initiatives

Constraints:

- Navigating communication and coordination with Board members, subcommittees, Council, the public, and other Boards and Commissions
- Dealing with uncertainty over CIP vis-à-vis budgets and LANL's GRT status
- Coping for much of the year without a Parks and Recreation Division Director

Lessons Learned

- Communicating motivation for actions (staff & PRB) to ease public concern; e.g., explaining to concerned parents the reasons for a playground's slide being replaced
- Fostering effective communication between all parties so that everyone feels heard
- Managing timing on projects that need public input, so that the public has specific plans in front of them with concrete options for review: e.g., a matrix of Flow Trail options with each option analyzed by an expert and listing pros and cons

Greatest Challenges

- Increased involvement with County Council to support park, recreation and open space needs
- Project delays and deferred maintenance due to limited budgets and GRT uncertainty

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

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

- Help County Council with planning for appropriate levels of county services. Making sure we understand the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve them
- Help County Council with protecting and maintaining our open spaces, recreational, and cultural amenities. Los Alamos County open spaces and cultural attractions are greatly valued by the community and provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens
- Help County Council with investing in infrastructure. Appropriately balancing maintenance of existing infrastructure with new investments in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life
- Continue to monitor and work with stakeholders on the continued development of a BMX facility.
- Review priority rankings created by staff of potential projects for each general category in the Parks Small Cap Fund (Trail Improvements, Canyon Restoration, Sports Field Improvements, Sport Court Improvements, and Playground Improvements)
- Review User Fee policy update

- Review and get public input on fee structures for each division
- Review priority rankings created by staff for programming in Aquatics, Golf, Ice and Recreation Programming
- Participate as needed and requested in support of the Council's CIP next steps process in regard to CIP decisions related to recreation facilities. Participate in the project scoping process of individual recreation initiatives
- Participate as needed and requested to support the Tourism Strategic Planning effort
- Assisting as needed on school-based programs and facility discussions
- Help staff publicly vet the update of the Trails Masterplan

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

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

<p>2.3 Other projects/assignments proposed by the Board or Commission: (<i>Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.</i>) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.</p>

- Support guiding documents and master plans above (e.g., Open Space Management Plan)
- Discuss the Integrated Pest Management Plan for Parks and Open Space Programs as well as the weed ordinance with ESB and CDAB in relation to Parks and Open Space properties.
- Work with ESB and CDAB towards comprehensive County approaches to environmental friendly herbicide and pesticide use and weed management.
- Approach LANL about recreational use of LANL properties as permitted (e.g., LA and DP canyon)
- Work with subcommittees and receive reports and updates on assigned tasks and projects
- Represent the public's wish for additional funding from Council for underfunded Parks and Recreation initiatives
- Serve as the eyes and ears for the public to bring matters to the Council and County staff, also serve as a conduit for communication from Council and County staff to the public

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

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

Community Development Department
Library Board
Art in Public Places Board
Lodgers' Tax Advisory Board
Public Works Department
Fire Department
Police Department
Parks, Recreation and Open Space Division
Library Division
Environmental Sustainability Board
Transportation Board
Historic Preservation Advisory Board
Historical Society Board
Planning & Zoning Commission
Board of Public Utilities
Department of Public Utilities
Tourism Implementation Task Force

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

North Mesa trail-planning efforts for multiple use (including equestrians), White Rock Canyon safety concerns, Flow Trail efforts, IMBA ride-center goals, Integrative Pest Management discussion, Comprehensive Plan follow-on, camping enhancements, canyon restoration plan, coordination with TITF, and CIP recreation facility initiatives will require public information and involvement meetings.

Based upon the needs and strategies that are determined by the PRB as the work plan is developed for each of the above referenced topics, with adequate budget, staff and resources for advertising and community or business outreach, this section's tasks will be determined in consultation as needed with the PIO as the year progresses.

5.0 List the current subcommittees for this Board or Commission.

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

Aquatic Center Advisory Subcommittee

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

Ice Rink and Recreation Advisory Subcommittee

1. List of Members and Terms (Attachment B).
2. Description of Purpose and Guidelines (Attachment G).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. IRRAS Work Plan
 - A. Support Ice Rink CIP for upgrades and improvements.
 - B. programs and facility and submit recommendations for improvement.
 - C. Gather public input on Ice Rink and Recreation programs and facility.
 - D. Promote maximum utilization of the Ice Rink and Recreation programs and facility.

Golf Course Advisory Subcommittee

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

Open Space Advisory Subcommittee

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

Equine & Livestock Advisory Subcommittee

1. List of Members and Terms (Attachment E)
2. Description of Purpose and Guidelines (Attachment J)

3. This subcommittee is expected to exist for one (1) year with annual reevaluation
4. ELAS Work Plan
 - A. Review Equine & Livestock functions and facilities and submit recommendations for improvement.
 - B. Gather public input on equine & Livestock programs, facilities and fees.
 - C. Promote maximum utilization of the Equine & Livestock programs and facilities
 - D. Participate as needed and as requested in support of Board's initiatives.

The need for advisory subcommittees of the Parks and Recreation Board is evaluated and approved annually by the board on interest by the public in the various operations of the Parks, Recreation and Open Space Division. Subcommittees may be eliminated, added or reconfigured as the need arises, following the procedures identified in the BCC Procedural Rules. Currently, there are five subcommittees – Aquatic Advisory Subcommittee, Golf Course Advisory Subcommittee, Ice Rink/Recreation Advisory Subcommittee, Open Space Advisory Subcommittee and Equine and Livestock Advisory Subcommittee. Even though some of these subcommittees are long term in their function, their existence is based on the annual review by the Board. Due to the potential short life of all or any one subcommittee, the Parks and Recreation Board has approved the appointments from interested citizens on an as needed basis. New subcommittees created by the Board and approved by County Council have members on the subcommittees that are approved by the Board.

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

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

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

ARTICLE VII. - PARKS AND RECREATION BOARD

Sec. 8-141. - Purpose.

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

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-142. - Membership, terms and qualifications.

The Los Alamos County Parks and Recreation Board shall consist of seven members with two-year staggered terms beginning on December 1 and ending on November 30.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-143. - Duties and responsibilities.

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

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

Current Parks & Recreation Board Subcommittee Members as of 03/11/2019

All First terms will start at the first schedule meeting following the date of appointment by Parks & Recreation Board.

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

Attachment A

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

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.	Name	Address / Phone / eMail
Apr-16	May-16	Apr-18	May-18	Apr-20	Cathy Walters	1001 Oppenheimer Dr. 505-690-2309 cathywalter@aol.com
Feb-17	Mar-17	Feb-19	Mar-19	Feb-21	Shelby Redondo	390 Manhattan 505-662-2625 redondo@cybermesa.com
Feb-19	Mar-19	Feb-21			Teralene Foxx	412 Rover 505-672-9056 / 505-412-0433 storyteler@comcast.net
Feb-19	Mar-19	Feb-21			Caroline Mason	148 Piedra Loop 505-672-1938 casmason01@msn.com
					PRB Liaison: Staff Liaison	Ashley Mathews Denise McCoy Aquatic Manager 505-662-8170 denise.mccoy@lacm.us

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

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

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp	Name	Address / Phone / eMail
Aug-16	Sep-16	Aug-18	Sep-18	Aug-20	Darren Meadows	4940 Hermosa 505-412-1804 / 505-500-8278 meadows@cnsr.com
Sep-16	Oct-18	Sep-18	Oct-18	Sep-20	Rachael Adler	4364B Fairway Drive 248-207-2465 / 505-476-7953 rachel.adler@gmail.com
Jun-18	Jul-18	Jun-20			Chris Jeffery	122 Barranca Road 505-500-8971 cjeffery@lanl.gov
Jun-18	Jun-18	Jun-20			Richard Van de Water	110 Sierra Vista Drive 505-695-8364 rvandewater2003@comcast.net
PRB Liaison: Staff Liaison						Dina Pesenson Dianne Marquez Recreation Program Mgr 505-662-8173 dianne.marquez@lacnm.us

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

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

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp	Name	Address / Phone / eMail
Nov-16	Dec-18	Nov-18			Laura Hamilton	934 Capulin Road 505-500-2855 505-672-2742 lcrucehamilton@gmail.com
Dec-17	Dec-17	Nov-19			Laura Coffelt	99 La Vista 505-259-5649 /505-661-9346 cloud210@msn.com
Feb-19	Mar-19	Feb-21			KayLinda Crawford	613 47th Street 505-695-4996 kaylindacrawford@gmail.com
Feb-19	Mar-19	Feb-21			Michelle Aslin	35 Los Arboles Drive 505-231-2801/505-665-0223 michelle.aslin@yahoo.com
PRB Liaison: Staff Liaison						Timothy Johnson Mike Lippiatt Recreation Program Mgr 505-662-8139 Mike.Lippiatt@lacnm.us
Subcommittee meets 3 rd Wednesday of each month at the Golf Course at 5:30 p.m.						

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

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp	Name	Address / Phone / eMail
May-17	Jun-17	May-19			Jonathan Creel	3200 Canyon Road 850-380-9292 505-662-0460 jonathancree14@gmail.com programs@peecnature.org
Feb-19	Mar-19	Feb-21			Maria Musgrave	3405 Orange St. 505-412-9823 / 505-667-2278 musgravemaria@gmail.com
					Vacancy	
					Vacancy	
					PRB Liaison Staff Liaison	Donald Ulrich Eric Peterson Open Space Specialist 505-662-1776 eric.peterson@lacnm.us

Subcommittee meets the 2nd Tuesday of each month
at the Aquatic Center Training Room at 11:45 a.m.

ELAS (Equine & Livestock Advisory Subcommittee) 5 Members 4 Citizens & 1 PRB Liaison – All Voting

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp	Name	Address / Phone / eMail
Oct-18	Nov-18	Oct-20			Lisa Reader	3217 Woodland Road 505-662-1966 / 505-660-6391 lisaandgarth@cs.com
Oct-18	Nov-18	Oct-20			June Wall	665 Totavi 505-662-5665 junengary@yahoo.com
Nov-18	Dec-18	Nov-20			Nancy Boudrie	2565 36th Street 505-662-9842 / 505-470-6380 nboudrie@comcast.net
Jan-19	Feb-19	Jan-21			Jacob Trujillo	80 San Juan 505-661-2638 / 505-551-2448 jaketrujillo116@lanl.gov
<p>Subcommittee meets the 2nd Tuesday of each month at the Aquatic Center Training Room at 11:45 a.m.</p>						<p>PRB Liaison Staff Liaison</p> <p>Dianne Wilburn Jeff Humpton, Parks Superintendent 505-662-1771 jeff.humpton@lacnm.us</p>

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

GUIDELINES

PURPOSE

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

The duties and responsibilities of ACAS are:

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

MEMBERSHIP

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

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

TERMS

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

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

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

MEETINGS

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

RECORDS

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

STAFF LIAISON:

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

Aquatic Center Manager - 662-8170

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

GUIDELINES

PURPOSE:

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

The duties and responsibilities of IRRAS are:

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

MEMBERSHIP

IRRAS will consist of five-(5) official voting members, four (4) being appointed by the Board and the fifth being a current member of the Board. The non-voting member will be the Recreation Program Manager. The Chairperson of IRRAS shall be elected annually by the voting members of the subcommittee.

TERMS

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

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

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

MEETINGS

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

RECORDS

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

STAFF LIAISON:

Parks, Recreation and Open Space Division Manager – 662-8170
Recreation Program Manager – 662-8173 or 662-4500

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

GUIDELINES

PURPOSE:

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

The duties and responsibilities of GCAS are:

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

MEMBERSHIP

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

TERMS

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

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

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

MEETINGS

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

RECORDS

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

STAFF LIAISON

Parks, Recreation and Open Space Division Manager – 662-8170
Golf Course Manager – 662-8139
Head Golf Professional – 662-8139
Golf Course Superintendent – 662-8103

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

GUIDELINES

*Facilities included are those that do not have an on-site manager. In particular, this subcommittee is concerned with: trails used by hikers, bikers, equestrians and runners, open space including viewsheds, corridors for wildlife movement, wildfire fuel management, and ecosystem processes, protection of cultural and natural resources and facilities such as a bicycle flow trail or other facilities related to outdoor activities in open space.

GUIDELINES

PURPOSE

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

The duties and responsibilities of OSAS are:

1. Provide a forum for discussion of open space issues and serve as an advisory body to the Board and a resource to staff.
2. Review current open space programs and facility uses throughout the County to determine additional needs and submit recommendations pertaining to open space programs, guidelines, and policies to the Board.
3. Develop and prioritize a list of capital improvements for consideration by the Board.
4. Review and comment on the County Trails Management Plan
 - a. Make recommendations for additions, deletions and realignments to the County Trail Network.
 - b. Review and comment on adherence to the County Trails Management Plan
 - c. Review proposed developments to ensure preservation of access to the County Trails Network.
 - d. Recommend and document criteria for prioritization of trail projects and conduct an annual assessment of a list of prioritized projects.
5. Review and comment on the Open Space Management Plan
 - a. Make recommendations for additions, deletions and realignments to the Open Space Management Plan.
 - b. Review and comment on adherence to the Open Space Management Plan.
 - c. Make recommendations and document in a work plan for the upcoming fiscal year on an annual basis.

6. Ensure that all findings, recommendations, or action items identified by OSAS are submitted for Board consideration and/or approval.

MEMBERSHIP

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

TERMS

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

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

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

MEETINGS

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

RECORDS

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

STAFF LIAISON

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

**Los Alamos County
PARKS AND RECREATION BOARD
Equine & Livestock Advisory Subcommittee (ELAS)**

GUIDELINES

PURPOSE

The purpose of the Equine & Livestock Advisory Subcommittee (ELAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to Los Alamos County equine facilities, trails, resources and education. The ELAS shall be established on a year-to-year basis upon affirmative action of the Board and approval by Council.

The duties and responsibilities of ELAS are:

1. Provide a forum for discussion of equine and livestock issues and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current policies relating to equine and/or livestock programs, facilities, trails, and resource usage to determine additional needs and submit recommendations to the Board.
3. Review and comment on the operation and development of equine and/or livestock facilities, trails, resources and education programs and serve in an advisory capacity to staff and the Board by recommending improvements to and maintenance of facilities, trails, programs and equipment.
4. With the cooperation and collaboration persons involved in equine and livestock pursuits via the ELAS, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested, and using the Board's criteria from Los Alamos County Code Section 8-143, sub-paragraph (5), assist staff in the annual review of equine/livestock facilities usage and fees. Inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on any fees associated with equine and/or livestock facilities located in Los Alamos County.
7. Ensure that all findings, recommendations, or action items identified by ELAS are submitted to the Board for consideration and/or approval.

MEMBERSHIP

ELAS will consist of five (5) official voting members: one (1) appointed by the Los Alamos Stable Owners Board; three (3) appointed by the Parks and Recreation Board; and the fifth member being a current member of the Parks and Recreation Board. The non-voting member will be the Parks Superintendent. The Chairperson of ELAS shall be elected annually by the voting members of the subcommittee.

TERMS

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

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

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

MEETINGS

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

RECORDS

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

STAFF LIAISON

Parks, Recreation and Open Space Division Manager — 662-8170

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

Mark all that apply on the chart on the following page.

(From 2019 Strategic Leadership Plan)

Communication and Transparency	
Ongoing Improvement in Communication and Transparency in County Policy Setting	
Increasing the Amount and Types of Housing Options	
This includes a variety of housing options for all segments of the community, from affordable, entry level, and live-work housing to new options for those interested in downsizing or moving closer to central areas of the community.	
Enhancing Support and Opportunities for the Local Business Environment	
This includes appropriate support for existing businesses, growing new businesses, and supporting technology start-ups and spin-offs.	X
Addressing Long-Term Building Vacancies in Key Areas of Our Community	
Land availability in Los Alamos County, and in particular the downtown areas, is limited and there is a desire to work towards better utilization, opportunities for new businesses, and improved aesthetics.	
Protecting, maintaining and improving our open spaces, recreational, and cultural amenities	
Los Alamos County open spaces and cultural attractions are greatly valued by the community provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.	X
Supporting Social Services Improvement	
Behavioral, mental and physical health and social services are important quality of life components; there are key areas where appropriate types and levels of county support could help address current needs.	
Investing in Infrastructure	
Appropriately balancing maintenance of existing infrastructure with new investment in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.	X
Planning for Appropriate Levels of County Services	
Making sure we understand the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve them.	X



County of Los Alamos

Staff Report

June 18, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: Jennifer Baker, Chair of the Library Board

Legislative File: 11666-19

Title

Briefing Presentation to Council by Jennifer Baker, Chair of the Library Board.

Body

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

Attachments

A - Library Board Presentation
B - FY20 Library Board Work Plan

Library Board Presentation

JUNE 18, 2019

Library Board: Purpose

The purpose of the Library Board is to receive input from the public, and based on that input, make recommendations to Council that support the fulfillment of the Library's mission in the community.



Library Mission

The Library offers opportunities for our diverse regional community to learn, know, gather and grow by providing open and equal access to a variety of ideas and information through evolving technology and services.



Key Library Board Activities FY19

- Attended community events to promote library services and directly interact with residents
- HVAC Renovation Assistance
- Library Policy Review-Sections 1-2
- Review of Public Comments



Key Library Board Activities Continued

- Three new board members were appointed and oriented.
- Library Board Chair served on the interview panel for new Assistant Library Manager
- Board drafted a letter in support of Libraries for the NM Library Legislative Day in Santa Fe.
- Reviewed a proposal by the APPB to install a public art project at the White Rock Branch Library.



Friends of the Los Alamos County Libraries

- Served as Liaison to the Friends of the Los Alamos County Library
- The Friends donated approximately \$50,000 to the Library last year through their bookstore activities and community donations



What's Next

In FY 2020, the Library Board plans to...

- Continue to engage in community activities to promote the library and receive feedback
- Complete the review of the library policies
- Review priority rankings created by staff for programming expansion and gather public input as appropriate



What's Next

In FY 2020, the Library Board plans to...

- Assist Library Manager and staff in the development of the 2020-2023 strategic plan
- Serve as liaison to FLACL



Questions?





LOS ALAMOS

where discoveries are made

FY20 Work Plan for Los Alamos County Boards and Commissions

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

Board and Commission Name: Library Board

Date prepared: March 4, 2019

Date approved by Council: TBD

Prepared by: Library Board

**This work plan will be accomplished in the following time frame:
July 1, 2019 to June 30, 2020**

Chairperson: Jennifer Baker

Members and terms:

Member	Start/End Dates	Term
Jennifer Baker	9/1/2017 – 8/31/2019	2
Rebecca Rodriguez	9/1/2017 – 8/31/2019	1
John Gustafson	9/1/2018 – 8/31/2020	1
Kelly Dolejsi	9/1/2018 – 8/31/2020	1
Whitney Spivey	9/1/2018 – 8/31/2020	1

Department Director: Brian Brogan, Community Services Department

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

Staff Liaison: Eileen Sullivan

Administrative Support provided by: Eva Jacobson

Council Liaison: David Izraelevitz Reviewed by Council Liaison? Yes

Approved by the Library Board 3/4/19

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

Accomplishments:

- **HVAC Renovation Assistance**
Mesa Public Library was closed to the public from August 20 through December 3, 2018 for the HVAC renovation project. The library board assisted the Library Manager in identifying potential opportunities for community partnerships for the delivery of library programs and services during the closure. Board members engaged with the public at the Farmer’s Market to inform the public of the upcoming renovation and to answer questions regarding the project.
- **Library Policy Review**
The library policies have not been revised since 2010. One of the duties of the library board is to “review and recommend to council written public policies to support the purpose, goals and objectives of the library...” Working with the Library Manager, the library board developed a process and timeline for the review of the library policies and have completed the revision of Sections 1 and 2 of the policies.
- **Promotion of Library Services**
Board members continued to promote library services through attendance at community events including Chamberfest. The board developed plans to host a special community library appreciation event to celebrate the completion of the library renovation project.
- **Review of Public Comments and Suggestions**
The board reviewed public comments and suggestions submitted to the library and recommended action as appropriate.
- **Liaison to Friends of the Los Alamos County Library**
A board member served as a liaison to the Friends of the Los Alamos County Libraries.
- **Board Appointments**
Three new board members were appointed in September of 2018.
- **Board Orientation**
New and existing board members attended an orientation and library tour presented by the Library Manager.
- **Assistant Library Manager Search**
The Library Board Chair served on the interview panel for the new Assistant Library Manager.
- **Library Advocacy**

Approved by the Library Board 3/4/19

The library board drafted a letter in support of libraries for the New Mexico Library Legislative Day in Santa Fe, which was held on January 18, 2019.

▪ **Communication with Boards and Commissions**

The Chair of the library board prepared periodic reports and presented these reports at the boards and commissions luncheons.

▪ **APPB Review**

The board reviewed a proposal by the APPB board to install a public art project at the White Rock Branch Library. The board recommended approval of the project.

Challenges:

The board had difficulty recruiting enough candidates for the vacant board positions to provide a sufficient pool to comply with the political party affiliation restriction.

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

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

- Help County Council with planning for appropriate levels of county services. Making sure we understand the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve them
- Help County Council with protecting and maintaining cultural amenities. Los Alamos County Library System is greatly valued by the community and provides opportunities for recreational and economic growth; appropriately allocating resources to ensure its health and sustainability is important to our citizens.
- Help County Council with investing in infrastructure. Appropriately balancing maintenance of existing infrastructure with new investments in county facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.
- Help County Council enhance support and opportunities for the local business environment. The Los Alamos County Library System provides a wide range of database and electronic resources relevant to existing businesses, growing new businesses, and supporting technology start-ups and spin-offs. The library system provides free Wi-Fi access, quiet work spaces, and technology help all of which support business opportunities.

- Help County Council with improving behavioral, mental and physical health and social services are important quality of life components. The Los Alamos County Library System is a safety net for many underserved populations providing information on community resources, health and behavioral topics, and Internet access to allow individuals to access needed government services. The library also provides activities for teens and tweens that provide healthy alternatives to risk taking behavior.
- Review priority rankings created by staff for programming expansion.

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

Los Alamos County Code, Chapter 8, Sections 8-81 to 8-83, Library Board
 Los Alamos County Code, Chapter 30, Article 1, Code of Conduct
 Los Alamos County Library System Strategic Plan: 2017-2020

<p>2.3 Other projects/assignments proposed by the Board or Commission: (Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.</p>
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- The board will complete the revision of the library policies begun this past year. The proposed timeline for the completion of the review process is:

March 2019 – Review and discuss Sections 1 and 2

April 2019 – Review and discuss Section 3

May 2019 – Review and discuss Sections 4.0 – 4.5

June 2019 – Review and discuss Sections 4.6 – 4.11

July 2019 – Compile recommended revisions

August 2019 – Submit proposed revisions to the County Attorney's Office for legal review

October 2019 – Submit revisions to County Council for adoption

- The New Mexico State Library requires public libraries to submit a strategic plan to the State Library every three years as part of the requirements for receiving state grant-in-aid and GO Bond funding. The next strategic plan will cover July 1, 2020- June 30, 2023 and must be submitted prior to July 1, 2020. The board will assist the Library Manager and staff in the development of the strategic plan.
- Continue to promote library services through attendance at community events and hosting library events. The board will host community-wide annual library appreciation event.
- Work with staff liaison to evaluate additional options for library promotion. As appropriate, directly communicate with the public about key library events.

- Periodically review strategic plan to identify areas for potential Library Board involvement related to gathering public input or interfacing with County Council.
- Review priority rankings created by staff for programming expansion and gather public input as appropriate to provide guidance on priorities.

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

Coordination with the County Attorney's Office may be needed for policy review and revisions.

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

The Library Board may solicit public feedback as needed to provide guidance on library policy and select guideline revisions, for the development of the strategic plan, and program expansion priorities.

5.0 List the current subcommittees for this Board or Commission.

Not applicable.

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

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

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

(From 2019 Strategic Leadership Plan)

ARTICLE V. LIBRARY BOARD

Sec. 8-81. Purpose.

The library board's primary purpose is to receive input from the public and, based on that input, make recommendations to council that support the fulfillment of the library's mission in the community.

In addition, state grants-in-aid to public libraries, 4.5.2 NMAC (7/1/2000) stipulates that the library shall have a library board that is an entity separate from the political subdivision of state government or other type of entity that established it. Therefore, the existence of the library board is part of insuring that the library will be eligible to receive such funding. (Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-82. Membership, terms and qualifications.

The library board will consist of five members. The library manager shall be an ex officio member of the library board. Members will serve for two-year staggered terms beginning on September 1 and ending on August 31.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-83. Duties and responsibilities.

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

(1) Review and recommend to council written public policies to support the purpose, goals and objectives of the library including the collection development policy, which authorizes the library manager and qualified staff to select all books and materials.

(2) Ensure that library policy states and supports the intellectual freedom of all residents and provides a well-defined public challenge policy and procedure to protect the library from censorship threat.

(3) Gather and provide public input on:

- a. Ways and means for improving library services and programs;
- b. The development of library service objectives and the library's long-range plan; and
- c. Recommendations for methods and schedules for reviewing library programs and services.

For these purposes, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.

(4) Review all library and library-related matters submitted to the board by council.

(Ord. No. 02-078, § 2, 10-3-2006) Drafted by Library Board February 6, 2012 Approved by County Council March 27, 2012

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

Mark all that apply on the chart on the following page.

(From 2019 Strategic Leadership Plan)

Communication and Transparency	
Ongoing Improvement in Communication and Transparency in County Policy Setting	
Increasing the Amount and Types of Housing Options	
This includes a variety of housing options for all segments of the community, from affordable, entry level, and live-work housing to new options for those interested in downsizing or moving closer to central areas of the community.	
Enhancing Support and Opportunities for the Local Business Environment	
This includes appropriate support for existing businesses, growing new businesses, and supporting technology start-ups and spin-offs.	X
Addressing Long-Term Building Vacancies in Key Areas of Our Community	
Land availability in Los Alamos County, and in particular the downtown areas, is limited and there is a desire to work towards better utilization, opportunities for new businesses, and improved aesthetics.	
Protecting and Maintaining Our Open Spaces, Recreational, and Cultural Amenities	
Los Alamos County open spaces and cultural attractions are greatly valued by the community provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.	X
Supporting Social Services Improvement	
Behavioral, mental and physical health and social services are important quality of life components; there are key areas where appropriate types and levels of county support could help address current needs.	X
Investing in Infrastructure	
Appropriately balancing maintenance of existing infrastructure with new investment in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.	X
Planning for Appropriate Levels of County Services	
Making sure we understand the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve them.	X



County of Los Alamos

Staff Report

June 18, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

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

Presenters: Linda Matteson, Assistant to the County Manager and Joanie Ahlers, Economic Development Administrator

Legislative File: 11926-19

Title

Tourism/Economic Development Discussion

Body

This item was requested by Council during the FY2020 Budget Hearings to discuss recommendation for tourism management and metrics for tourism and economic development.

Attachments

A - Tourism-ED Presentation

June 18, 2018

TOURISM AND ECONOMIC DEVELOPMENT



From 2019 Strategic Leadership Plan:

Priority Areas -

- ✓ Increasing the amount and types of housing options
- ✓ Enhancing support and opportunities for local business environment
- ✓ Addressing long-term building vacancies in our community
- ✓ Protecting, maintaining and improving our open spaces, recreational, and cultural amenities

Other initiatives –

- Implementation of the 2018 Tourism Strategic Plan
- Pursuing key goals described in 2019 Economic Vitality Strategic Plan

ACTIVITIES	Public Works	Community Development	Economic Development	Asst To The County Mgr	Communications & P.R.	Community Services
Visitor Mktg						
Wayfinding						
VC Services						
VC Displays						
Visitor Website						
Visitor Guide						
Bandelier Shuttle						
Tourism Task Force						
LTAB						
Branding						
MainStreet Creative Dist.						
Trails/Biking						
Concerts						
New Hotels						
BR&E						
Fly Santa Fe						
Housing						

TOURISM & RESIDENT SERVICES

- Concert Series
- Trails/Mountain Biking
- Attractions
- Rec Facilities

Resident Services

- Atomic City Transit
- Community Events
- Open Space/Trails
- Community Services

Tourism

- Lodgers' Tax
- Marketing
- Visitor Website
- Visitor Center Displays
- Visitor Center Services
- Branding
- Wayfinding
- LTAB & Tourism Task Force

TOURISM & ECONOMIC DEVELOPMENT

- Hotels
- MainSt./Creative District
- New Business Retention & Expansion

ALL 3 AREAS

- Housing Development
- Branding
- Bandelier Shuttle
- Fly Santa Fe

Economic Development

- Land Development
- Infrastructure
- New Business Assistance
- LEDA
- projectY

TOURISM FOCUS AREAS



CREATE & MARKET AN INVITING COMMUNITY



INCREASE THE CAPTURE OF VISITOR DOLLARS



ENRICH OUR NATURAL BEAUTY, ATTRACTIONS
& DOWNTOWNS













OPERATE WITH INTENTIONAL LEADERSHIP, PUBLIC
& PRIVATE INVESTMENT & PARTNERSHIPS


























Tourism Strategic Plan Priorities

- Increasing lodging supply
- Modifying institutional structure
- Making marketing efforts more effective
- Enhancing guest experiences
- Improving community quality for residents, businesses, and LANL

From Tourism Strategic Plan, February 2018

TOP TEN PRIORITY ACTION ITEMS REQUIRING STAFF TIME	STRATEGIC PRIORITIES
1. Form and activate Tourism Implementation Task Force.	
2. Transition to County Tourism Division with a County Tourism Manager, as part of the County Manager's office.	
3. Adopt ordinance for Airbnb and VRBO rentals to include in Lodgers' Tax assessments.	
4. Continue to improve Los Alamos' presence with New Mexico True including additional content for online presence, creating an "Atomic Trail" as an addition to their other five trails, and utilize support and grants offered by New Mexico Tourism Department.	
5. Explore the feasibility of, and grant opportunities for, expansion of Atomic City Transit service to provide weekend service (for Downtown Trolley).	
6. Aggressively continue to explore hotel development incentive options, identify desirable locations for future lodging development (particularly full-service hotel), prepare hotel investor/developer pitch package, create targeted list, and meet with potential developers/operators.	
7. Contact regional and national tour operator and travel agencies currently active in New Mexico to coordinate services and trips to Los Alamos. Focus on tour group itineraries with overnight stays in Los Alamos.	
8. Reduce blight in the downtown districts through targeted and responsive commercial property maintenance and implementation of the County's Code Enforcement Program.	
9. Expand specific strategies and actions to increase partnerships with regional economic development entities (e.g., Santa Fe, Taos, Angel Fire, the Pueblos) to grow visits to Los Alamos.	
10. Improve approval, permitting, resources and assistance to community groups and organizers for events.	

*From Tourism Strategic
Plan, February 2018*

TOP TEN PRIORITY ACTION ITEMS REQUIRING DIRECT INVESTMENT/EXPENSES	STRATEGIC PRIORITIES
1. Improve the appeal, function and content of the visitlosalamos.org website and social media platforms.	 
2. Fund and implement the Los Alamos Brand Action Plan.	  
3. Fund and implement Wayfinding Plan Phase 1 directional and informational signage to improve visitor navigation.	 
4. Implement Fuller Lodge interpretation plan to enhance visitor experience. Expand hours Fuller Lodge is staffed to meet guest needs.	 
5. Improve visitor centers' experience and effectiveness. At White Rock Visitor Center, create interactive and experiential displays at improve aesthetics, and provide conveniences visitors expect (i.e., beverages, snacks, sunscreen).	  
6. Relocate Los Alamos Visitor Center and furnish with interactive and engaging information dissemination.	 
7. Continue to implement the MainStreet and Creative District events that draw visitors and provide additional activities that encourage extended stays.	  
8. Support and create multi-day events, like "trail festivals", with marketing support and potential funding assistance.	  
9. Implement County plans for extensions, upgrades, maintenance and new trails that benefit visitor and residents. Increase funding and staffing to address trail maintenance and improvements.	 
10. Collect visitor data through agreement with attractions, hotels, merchants and event organizers. Analyze visitor information and its influence on future decision-making regarding visitor marketing, services and facilities.	  

Task Force Accomplishments

- Visitor Center Relocation Analysis and Recommendation
- FY2020 Budget Priorities Recommendation
- Established four work groups
- Atomic City Transit presentation and request for budget estimate
- Review of Wayfinding Plan
- New Mexico Tourism: Rural Pathways Program Overview

From Task Force letter
(Attachment B):

Number	Item	Description	Approximate Cost	Actions for FY2020
1	Tourism Director	New FTE in County Manager's office to lead Tourism efforts	\$100,000 - \$150,000 (estimate)	June Work Session discussion
2	Wayfinding Implementation Phase 1a	Total Wayfinding implementation (133 signs) is \$550,000 but it could be phased over 2-3 years; Phase 1a (58 signs) includes pedestrian directional signs, parking lot identification signs and a portion of the vehicular directional signs.	\$ 225,000	Approved in ED Fund
3	Wayfinding Implementation Phase 1b	Phase 1b (21 signs) includes a portion of the vehicular directional signs and vehicular trailblazer signs.	\$ 105,000	No Action (future year)
4	Wayfinding Implementation Phase 2	Phase 2 (25 signs) includes the rest of the vehicular directional signs.	\$ 189,200	No Action (future year)
5	Wayfinding Implementation Phase 3	Phase 3 (14 signs) includes Park Identification signs and kiosks.	\$ 135,700	No Action (future year)
6	Updated displays in Visitor Centers	A recommendation from the Tourism Strategic Plan to modernize WRVC displays to be more interactive and experiential.	\$ 50,000	Approved in Lodgers' Tax fund
7	New website	A recommendation from the Tourism Strategic Plan to redesign visitor website at a domain name that the County owns.	\$ 30,000	Approved in Lodgers' Tax fund
8	Cost to keep Fuller Lodge open on weekends	Quote of what it would cost in Custodial staff time to ensure that Fuller Lodge is open every weekend regardless if there is an event scheduled at the Lodge	\$ 16,000	Approved in PW budget
9	Visitor intercept interview survey instrument and methodology	Recommendation from Tourism Strategic Plan to engage professional to create and conduct visitor intercept interview survey at local attractions to measure performance and help calibrate marketing efforts and visitor services	\$ 50,000	No Action; should be part of discussion at Work Session
10	Additional tourism marketing funds	Higher participation in NM Tourism Department Coop Marketing program	\$ 13,300	Approved in Lodgers' Tax Fund
11	Direct bus from WRVC to LA on weekends	Per ACT manager, cost for bus to travel between WRVC and LA every hour on the weekends during Bandelier Shuttle season.	\$ 250,000	Approved in PW budget
12	Funding and staffing to address trail maintenance and improvements	In CSD options: money to improve trail signage, paths and kiosks; addition of one FTE Parks Maintenance Construction Specialist III to build and maintain trails.	\$ 114,802	Approved in CSD budget

Funded in FY20
Future year

Task Force Recommendations

- Tourism Division and Tourism Manager
 - ✓ Desire for coordination
 - ✓ Centralize responsibility
 - ✓ Cost efficiencies?
- Task Force is looking to other municipalities for job descriptions
- Target is FY21 budget development cycle
- Grateful for funding for FY20—will work with staff on projects

Tourism Funding

Entity	Description	Notes	Funding Source	FY2019	FY2020
Los Alamos County Economic Development	Staff Position - Marketing Specialist: (0.75)		General Fund	\$70,000	\$72,100
Los Alamos County Manager's Office	Staff Position - Project Manager: (0.5)		General Fund	\$75,000	\$77,250
Los Alamos County Community Services Dept.	Staff Position - Open Space Specialist (0.5)		General Fund	\$41,500	\$42,745
Los Alamos County Community Services Dept.	New staff and funds for trails maintenance and improvement		General Fund	\$0	\$114,802
Los Alamos County Public Works	Staff Fuller Lodge on weekends		General Fund	\$0	\$16,000
Los Alamos Commerce and Development	Visitor Center Mgmt. and Operation		Lodgers' Tax Fund	\$221,000	\$227,630
Sunny 505	Tourism marketing services (includes media buys)		Lodgers' Tax Fund/ED	\$110,000	\$110,000
Los Alamos County Atomic City Transit	Operate and manage Banderlier Shuttle (mid-May to mid-Oct.; 7 days/week)	Add'l \$179,525 Banderlier share	Transit Fund	\$60,013	\$60,013
Los Alamos County Atomic City Transit	Pilot weekend service (WR to LA)	ACT to investigate grant options	Transit Fund	\$0	\$250,000
Branding Implementation	Contractor to execute the brand action plan	\$35k services (Contractor)/ \$50k materials-other services (LAC)	ED	\$85,000	\$85,000
Wayfinding Phase 1a			General Fund	\$0	\$225,800
Los Alamos County	Projects: new website and Visitor Center displays		Lodgers' Tax Fund	\$0	\$80,000
TOTAL FUNDING				\$662,513	\$1,361,340

Economic Development Funding

Entity	Description	Funding Source	FY2019	FY2020
Los Alamos County Economic Development Division	Staff Position - Economic Development Administrator 1.0 FTE	General Fund	\$158,800	\$163,564
Los Alamos County Economic Development Division	Staff Position - Marketing Specialist: (0.25 FTE)	General Fund	\$25,000	\$25,750
Los Alamos County Public Works Dept and Utilities Dept	Infrastructure improvement	CIP Fund	\$3,200,000	\$1,700,000
Los Alamos Commerce and Development	MainStreet/Creative District Contract: Coordination/sponsorship of events, programs, etc. including ScienceFest, Tuesdays at the Pond, Halloweekend, etc.	ED Fund FY19; General Fund for FY20	\$160,000	\$160,000
Northern New Mexico/Fly Santa Fe	Airport marketing services to improve air service price and options to Los Alamos constituents	ED Fund FY19; General Fund for FY20	\$50,000	\$50,000
Land Transfer/Land Sales Issues	Account created to cover expenses for Land Development and LANL transfers including appraisals, survey, closing costs, etc.	ED Fund FY19; General Fund for FY20	\$44,000	\$544,000
Project Y	Collaborative effort for co-working space with LACDC, Community Partnerships Office and LAC	General Fund	\$30,000	\$30,000
Housing Study	Complete housing study for LAC to provide data on numbers and types of housing needed	General Fund/CDD	\$50,000	\$0
Franchisee Training	Contractor to provide training to constituents that would have the investment and desire to open a franchise in Los Alamos.	General Fund	\$0	\$25,000
TOTAL FUNDING			\$3,717,800	\$2,698,314

Current Metrics (from FY20 Budget book)

Performance Measures

Priority	Strategic Focus Area	Goal	Performance Measure	FY2017 Actual	FY2018 Actual	FY2019 Estimate	FY2020 Target
Economic Vitality	Economic Vitality	Promote a Strong and Diverse Economic Base	General Fund Gross Receipts Tax	\$ 42,476,034	\$ 46,069,697	\$ 54,059,000	\$ 55,669,000
			LA County Population	18,147	18,738	18,900	19,329
		Market and Brand Los Alamos as a Scenic Destination Featuring Recreation, Science, History.	Lodgers Tax Revenues	\$291,074	\$309,016	\$334,450	\$354,500
			Visitors to all LA Area Attractions	472,779	472,176	465,500*	477,700

*Lower amount of visitors anticipated in FY2019 due to the closure of the Bandelier National Monument and the Manhattan Project National Historical Park in December 2018 through January 2019.

Other Current Metrics

Tourism

- Attraction Visits (Nature Center, Bandelier, Bradbury, etc.)
- Estimated Event Attendance (ScienceFest, Earth Day, etc.)
- Marketing Measures such as: circulation, ad value, impressions, “Likes,” page views, click-throughs

Economic Development

- Daytime Population
- # of jobs created
- # of jobs maintained
- Area Median income
- Property Tax Revenue
- RevPar (hotel occupancy x average daily rate)
- # of Lodging Units
- # of Housing Units

Possible Future Metrics

- Economic Impact of Events (requested for FY20 but not funded)
- Unique Attraction Visitation (LTAB initiative for FY20)
- Visitor Intercept Survey (requested for FY20 but not funded)
- Quality of Life survey (in EVSP2019)
- Metrics developed by Housing Study

Next Steps

- Tourism Management issue
- Need for additional hotel restrains growth in tourism
- Execution of existing funded programs
- Execution of new projects
- Focus on relevant metrics
- Long term Visitor Center location