



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Agenda - Final - Revised County Council - Regular Session

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

Tuesday, December 17, 2019

6:00 PM

Council Chambers - 1000 Central Avenue
TELEvised

1. OPENING/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. STATEMENT REGARDING CLOSED SESSION

December 17, 2019 Closed Session Motion

4. PUBLIC COMMENT

5. APPROVAL OF AGENDA

6. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA

7. CONSENT AGENDA

December 17, 2019 Consent Motion:

Consent Motion -

- A.** [AGR0652-19](#) Amendment No. 1 to General Services Agreement No. AGR16-7288 with Dearborn Life Insurance Company, in the Amount of \$63,400, plus Applicable Gross Receipts Tax, for the Purpose of Providing Basic Life, AD&D, and Voluntary Life, Insurance (Ancillary Benefits) to Los Alamos County Employees.

Presenters: Kat Brophy

Attachments: [A - AGR16-4288-A1 Dearborn Life Insurance Co. FINAL with Ex. A and B.pdf](#)

- B.** [AGR0654-19](#) Contract for General Services, Agreement No. AGR 20-28 with Sancre Productions LLC in the Amount of \$508,500.00, plus Applicable Gross Receipts Tax, for the Purpose of Production of Los Alamos Summer Concert Series

Presenters: Linda Matteson, Acting Community Services Director

Attachments: [A - AGR20-28 Sancre Productions Final.pdf](#)

- C. [12500-19](#) Consideration of Budget Revision 2020-14

Presenters: Helen Perraglio, Chief Financial Officer and Karen Kendall, Budget and Performance Manager

Attachments: [A - Budget Revision 2020-14](#)

- D. [12572-19](#) Consideration of a modification to the FY2021 - FY2025 State Infrastructure and Capital Improvement Plan (ICIP) Submission

Presenters: Helen Perraglio, Chief Financial Officer and Karen Kendall, Budget and Performance Manager

Attachments: [A - FY2021-2025 ICIP RANKING LIST REVISED](#)

- E. [12574-19](#) County Council Minutes for November 26, 2019 and December 3, 2019

Presenters: Naomi Maestas

Attachments: [A - County Council Minutes for November 26, 2019.pdf](#)

[B - County Council Minutes for December 3, 2019.pdf](#)

- F. [12584-19](#) Amendment to the FY20 Compensation & Classification Plan, regarding the Step Schedule for Students and Student Interns, as a result of the State of New Mexico's increase in the minimum wage for students, effective January 1, 2020.

Presenters: Denise Cassel, Human Resources Manager

Attachments: [A - FY20 Salary Plan Step Schedule for Students](#)

8. **BUSINESS**

- A. [12371-19](#) Trails System Update

Presenters: Eric Peterson, Open Space Specialist and Linda Matteson, Acting Community Services Director

Attachments: [A - Trails Update Presentation](#)

- B. [12482-19](#) Consider Issuance of Requests for Proposals for Downtown Master Plans and updates to Chapters 16 and 18 of the County Code, and Budget Revision 2020-16

Presenters: Paul Andrus

Attachments: [A - Draft RFP Downtown Master Plan and CH16](#)
 [B - Chapter 18 Code Update Scope of Work](#)
 [C - Budget Revision](#)

- C. [12571-19](#) Amendment to the Carbon Free Power Project Budget and Plan of Finance

Presenters: Steve Cummins, Deputy Utilities Manager - Power Supply

Attachments: [A - Nov 2019 EPC Development Agreement Update Presentation](#)

9. **COUNCIL BUSINESS**

A. *Appointments*

B. *Board, Commission and Committee Liaison Reports*

C. *County Manager's Report*

- 1) [11606-19](#) County Manager's Report for December 2019

Presenters: Harry Burgess, County Manager

Attachments: [A - December County Manager's Update.pdf](#)

D. *Council Chair Report*

E. *General Council Business*

- 1) [12563-19](#) 2020 State Legislative Agenda.

Presenters: County Council - Regular Session

Attachments: [A - Proposed 2020 State Legislative Agenda.pdf](#)
 [B - 2020 NMC Legislative Priorities.pdf](#)
 [C - NMML Legislative Priorities.pdf](#)

F. *Approval of Councilor Expenses*

G. *Preview of Upcoming Agenda Items*

10. **COUNCILOR COMMENTS**

11. **PUBLIC COMMENT**

12. 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

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters:

Title

December 17, 2019 Closed Session Motion

Recommended Action

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

"The matters discussed in the closed session held on December 17, 2019 that began at 5:00 p.m. were limited only to the topics specified in the notice of the closed session, and no action was taken on any matter in the closed session."

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



County of Los Alamos

Staff Report

December 03, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters:

Title

December 17, 2019 Consent Motion:

Recommended Action

I move that Council approve the items on the Consent Agenda as presented and that the motions in the staff reports be included for the record; or,

I move that Council approve the items on the Consent Agenda and that the motions contained in the staff reports, as amended be included for the record.



County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals): * 2019 Council Goal - Investing in Infrastructure

Presenters: Kat Brophy

Legislative File: AGR0652-19

Title

Amendment No. 1 to General Services Agreement No. AGR16-7288 with Dearborn Life Insurance Company, in the Amount of \$63,400, plus Applicable Gross Receipts Tax, for the Purpose of Providing Basic Life, AD&D, and Voluntary Life, Insurance (Ancillary Benefits) to Los Alamos County Employees.

Recommended Action

I move that Council approve Amendment No. 1 to General Services Agreement No. AGR16-7288 with Dearborn Life Insurance Company, in the amount of \$63,400, for the purpose of providing Basic Life, AD&D, and Voluntary Life, Insurance (Ancillary Benefits) to Los Alamos County Employees.

County Manager's Recommendation

The County Manager recommends that Council approve this Amendment No. 1 to General Services Agreement No. AGR16-7288 as requested.

Body

On October 9, 2015, the Council approved AGR16-7288 with Dearborn National Life Insurance Company for Basic Life, AD&D, and Voluntary Life Insurance for Los Alamos County. The initial term of the Agreement commenced on January 1, 2016 and continued through December 31, 2019 and allowed for three (3) additional one (1) year renewal periods. Amendment No. 1 to the original agreement, dated January 1, 2020 extends the term for the remaining three renewal periods allowable as provided for in the original agreement through December 31, 2022. Additionally, Amendment No. 1 recognizes the vendor name change from Dearborn National Life Insurance Company to Dearborn Life Insurance Company. The compensation for the initial term of the Agreement was approved at approximately SEVENTY-TWO THOUSAND FIVE HUNDRED SIXTY-EIGHT DOLLARS (\$72,568.00). Through negotiations between the parties, the County will be able to continue offering the benefit with no rate increase for this final renewal. Currently regular and limited term employees have mandatory life insurance in the form of basic life and AD&D coverage. Each of these benefits provides coverage equivalent to the employee's annual salary, up to a maximum of \$50,000. Employees are given the opportunity to buy additional coverage in the form of voluntary life insurance and voluntary AD&D coverage.

Alternatives

Should Council choose not to approve Amendment No. 1 to General Services Agreement No. AGR16-7288 with Dearborn National Life Insurance Company, possible alternatives would include directing staff to issue an RFP in order to procure the same or modified services or directing staff to terminate the existing contract and discontinue life insurance coverage for Los

Alamos County employees.

Fiscal and Staff Impact/Planned Item

The compensation for the initial term of AGR16-7288 was approved in the amount of \$72,568. If approved, the compensation for this amendment will increase the total compensation under this agreement by \$63,400 for a total of \$136,000 for the initial term plus all renewals provided for in the Agreement. Funding for this agreement was included in the FY20 County budget and is planned be included in future County budgets. The cost for the mandatory Basic Life and Basic AD&D coverage is allocated by employee and included in the Employee Benefits line item for each department. The estimated total annual cost of mandatory basic life and AD&D insurance will be \$21,000. 80% of this cost, or approximately \$16,800, is paid by the County and 20%, or approximately \$4,200, is paid by employees. The estimated annual cost of voluntary life insurance and voluntary AD&D is \$183,200, all of which is paid by the employees who elect the coverage.

Attachments

A - AGR16-4288-A1 with Dearborn Life Insurance Company

**AMENDMENT NO. 1
INCORPORATED COUNTY OF LOS ALAMOS
SERVICES AGREEMENT NO. 16-4288**

This **AMENDMENT NO. 1** is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **Dearborn Life Insurance Company**, an Illinois corporation ("Contractor") formerly known as **Dearborn National Life Insurance Company**, to be effective for all purposes January 1, 2020.

WHEREAS, County and Dearborn National Life Insurance Company entered into Agreement No. AGR16-4288, dated January 1, 2016, for Basic Life, Accidental Death and Dismemberment ("AD&D"), and Voluntary Life, Insurance (Ancillary Benefits) for Los Alamos County Employees ("Agreement"); and

WHEREAS, on April 1, 2019, Contractor issued a Company Name Change Endorsement changing their name from Dearborn National Life Insurance Company to Dearborn Life Insurance Company; and

WHEREAS, Contractor is obligated to honor the terms and conditions of the Agreement and this Amendment No. 1 to the Agreement, as well as all other contractual obligations of Dearborn National Life Insurance Company with County; and

WHEREAS, the Services are ongoing, and County and Contractor have successfully negotiated renewal rates for the Plan and wish to amend the Agreement to include the negotiated renewal rates to the Rate Schedule set out in Exhibit "A," and to extend the term of the Agreement as allowed for in the original terms and conditions; and

WHEREAS, this Amendment was approved by County Council at a public meeting held on December 17, 2019.

NOW, THEREFORE, for good and valuable consideration, County and Contractor agree as follows:

- I. To delete **SECTION B. TERM** in its entirety and replace it with the following:

SECTION B. TERM: The term of this Agreement shall commence January 1, 2016, and shall continue through December 31, 2022, unless sooner terminated, as provided herein.

- II. To delete **SECTION C. COMPENSATION** in its entirety and replace it with the following:

SECTION C. COMPENSATION:

1. Amount of Compensation.

- a. County shall pay compensation for the performance of the Services, for the initial 48-month term of this Agreement (January 1, 2016 through December 31, 2019), in accordance with the rate schedule set out in Exhibit "A", an amount not to exceed SEVENTY TWO THOUSAND FIVE HUNDRED SIXTY-EIGHT DOLLARS (\$72,568),

which amount shall include applicable New Mexico gross receipts taxes ("NMGRT"), and which amount includes all administrative fees.

- b. County shall pay compensation for the performance of the Services, for the remaining thirty-six (36) month term of this Agreement (January 1, 2020 through December 31, 2022), in accordance with the Rate Schedule set out in Exhibit "C," attached hereto and made a part hereof for all purposes, an amount not to exceed SIXTY-THREE THOUSAND FOUR HUNDRED DOLLARS (\$63,400.00), which amount shall include applicable New Mexico gross receipts taxes ("NMGRT"), and which amount includes all administrative fees.
 - c. Compensation for the entire term of the Agreement shall not exceed ONE HUNDRED THIRTY-SIX THOUSAND DOLLARS (\$136,000.00).
2. **Monthly Invoices.** Contractor shall submit monthly invoices to County's Benefits Staff, showing amount of compensation due, amount of any NMGRT, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

Except as expressly modified by this Amendment, the terms and conditions of the Agreement remain unchanged and in effect.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

ATTEST

INCORPORATED COUNTY OF LOS ALAMOS

NAOMI D. MAESTAS
COUNTY CLERK

BY: _____
HARRY BURGESS **DATE**
COUNTY MANAGER

Approved as to form:

J. ALVIN LEAPHART
COUNTY ATTORNEY

DEARBORN LIFE INSURANCE COMPANY, AN ILLINOIS CORPORATION

BY: _____
NAME: _____ **DATE**
TITLE: _____

Dearborn National[®] Life Insurance Company

Administrative Office:
1020 31st Street
Downers Grove IL 60515-5591

(A stock life insurance company, herein called the "We" "Us" or "Our")

Policyholder: INCORPORATED COUNTY OF LOS ALAMOS
Policy Number: GAE60347-0001
Policy Effective Date: January 1, 2016
Anniversary Date: January 1

We agree with the *Policyholder* to insure certain eligible Employees of the *Policyholder*. We promise to pay benefits for loss covered by the Policy in accordance with its provisions. The *Policyholder* should read this Policy carefully and contact Dearborn National[®] Life Insurance Company promptly with any questions.

Policyholder means the *Employer* to whom the Policy is issued and who sponsored the coverage for its Employees.

Employer means the *Policyholder* and includes any division, subsidiary, or affiliated company named in the Policy.

POLICY EFFECTIVE DATE AND TERM

The Policy takes effect on the Policy Effective Date stated above subject to any participation requirement stated in the Policy. All insurance periods will be computed from that date. The Policy remains in force for the period for which premium has been paid. It may be renewed for further successive periods by payment of premium as stated in the Policy.

All periods of insurance begin and end at 12:01 A.M., Standard Time, at the *Policyholder's* address as stated in the Policy, and on the Application.

Signed for Dearborn National Life Insurance Company


Secretary


President

Basic & Supplemental Group Term Life Insurance Policy

with

Accidental Death & Dismemberment and Dependent Life Insurance with Dependent Accidental Death and Dismemberment Benefits

Non-Participating

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<i>Policy Termination</i>	
<i>Additional Provisions</i>	
<i>Rate Addendum</i>	
<i>Application</i>	<i>Attached</i>
ATTACHMENTS:	
• Master Application	
• Certificate of Insurance	

PREMIUM

How is the initial premium calculated?

Initial life, AD&D and Dependent Life insurance premium is calculated in accordance with the rates set forth on the attached Rate Addendum.

When is premium paid?

The Policy is issued in consideration of the payment in advance of premium on the premium due date indicated on the *Application*. Payment must be made by the premium due date as shown on the *Application*.

If an addition, termination or change in insurance takes place other than on a regular due date, any premium adjustment will take effect on the next due date.

Is premium payable while an Insured receives benefits?

We will waive premium for an insured Employee in accordance with the Waiver of Premium provision of the Policy.

Is there a grace period for premium payment?

We will allow a grace period of 60 days for the payment of any premiums due except the first. Insurance coverage shall continue in force during the grace period unless the *Policyholder* has given Us advance written notice of cancellation in accordance with the terms of this Policy. If premium is not received by the end of the grace period, this Policy will terminate as of the last date for which premium was paid.

The *Policyholder* is liable for premium due on coverage provided during the grace period.

If We receive written notice during the grace period that the Policy is to be canceled, We will cancel it as of the later of:

1. the date requested in the cancellation notice; or
2. the date We receive such notice. The *Policyholder* must pay a pro rata premium for any coverage provided during the grace period.

PREMIUM RATE GUARANTEE

What is the initial premium rate guarantee?

A change in premium rates will not take effect before January 1, 2020. However, We may change premium rates if the risk assumed changes. Premium rates may change if the following occurs:

1. a change in the Policy design;
2. a change in the terms of the Policy;
3. addition or deletion of a division, subsidiary or affiliated company;
4. a change in the number of *Insureds* by 10% or more from the number of *Insureds* on the initial Effective Date;
5. a change in the laws or regulations or other government action which applies to the Policy;
6. for reasons other than 1-5 above such as but not limited to a change in factors bearing on the risk assumed.

The *Policyholder* must furnish notice and documentation satisfactory to Us within 31 days of the occurrence of any event which would cause a change in rates as described above. If the *Policyholder* fails to provide such timely notice, we will apply new rates retroactively to the date of the event.

We will notify the *Policyholder* in writing at least 60 days in advance of any premium rate changes. A change may take effect on an earlier date if both the *Policyholder* and We agree.

POLICY TERMINATION

Who may cancel the Policy or a plan under the Policy?

The Policy or a plan under the Policy can be canceled by the *Policyholder* with 10 days written notice delivered to *Us*. This Policy will terminate for any of the following reasons:

1. If the *Policyholder* fails to pay any premium within the 60-day Grace Period, this Policy will terminate in accordance with the terms set forth in the Grace Period provision.
2. We may terminate this Policy on any premium due date if:
 - a. coverage is *Contributory* and less than 25% of the eligible Employees participate; or
 - b. the *Policyholder* fails to perform any of its obligations that relate to the Policy; or
 - c. the *Policyholder* does not promptly provide *Us* with information that is reasonably required; or
 - d. fewer than 10 *Employees* are insured under the Policy.

If *We* cancel the Policy, for reasons other than the *Policyholder's* failure to pay premium, a written notice will be delivered to the *Policyholder* at least 31 days prior to the cancellation date.

ADDITIONAL PROVISIONS

What happens if an inadvertent error occurs?

Clerical error or omission by *Us* to the *Policyholder* will not:

1. Prevent an Employee from receiving coverage, if he is entitled to coverage under the terms of the Policy; or
2. Cause coverage to begin or coverage to continue for an Employee when the coverage would not otherwise be effective.

If the *Policyholder* gives *Us* information about an Employee that is incorrect, *We* will:

1. Use the facts to decide whether the Employee has coverage under the Policy and in what amounts; and
2. Make a fair adjustment of the premium.

Will certificates be issued?

We will deliver certificates of insurance to the *Policyholder* for issuance to each insured Employee. The certificates will describe the benefits, to whom they are payable, the Policy limitations and where the Policy may be inspected.

What is considered to be the entire contract?

This entire Policy consists of:

1. all Policy provisions and any amendments and/or attachments issued;
2. the Certificate of Coverage; and
3. the *Policyholder's* signed Application; and
4. the *Employee's* signed enrollment forms.

Can Additional Employees be added to the Group?

Eligible new *Employees* and dependents may be added to the group periodically either when they first become eligible or during the *Policyholder's* regularly scheduled annual enrollment periods, provided they apply for coverage and pay or agree to pay the applicable premium.

RATE ADDENDUM

(All Rates Per \$1,000 Per Month unless otherwise stated)

Term Life: **\$0.39**

Accidental Death & Dismemberment: **\$0.15**

Dependent Life (per dependent unit): **\$1.05**

Supplemental Child Life: **\$0.08**

Supplemental Accidental Death and Dismemberment:

Individual Plan: \$0.04

Family Plan: \$0.55

Supplemental Life for Employee and Spouse:

Age Range	Rate
Under 30	\$0.072
30 to 34	\$0.081
35 to 39	\$0.099
40 to 44	\$0.153
45 to 49	\$0.252
50 to 54	\$0.423
55 to 59	\$0.657
60 to 64	\$1.026
65 to 69	\$1.764
70 and Over	\$3.285

STATE SUPPLEMENT

The following policies apply only to those individuals in your group insurance program who reside in the referenced states.

Arizona and Maine

Except as otherwise permitted by law, we will not disclose collected personal information about an individual to a nonaffiliated third party with whom we jointly offer products without giving the individual an opportunity to tell us that he or she does not want us to share his or her personal information.

Minnesota and Montana

Except as otherwise permitted by law, we will not disclose collected personal information about an individual to a nonaffiliated third party with whom we jointly offer products without obtaining the individual's written authorization.

Montana

Upon written request, an individual who has authorized the collection of health information is entitled to receive a record of Dearborn National's disclosures of any of his medical record information made within the preceding 3 years.

Oregon

An individual has the right to authorize disclosure of his or her personal information to an insurance company. An Oregon resident can exercise this right by requesting an authorization form in writing. Our address is:

Dearborn National® Life Insurance Company
1020 31st Street
Downers Grove, IL 60515

Exhibit "C"
AGR16-4288-A1

Rate Schedule for January 1, 2020 through December 31, 2022

Products	Renewal Rates
Life	\$0.039 per \$1,000
AD&D	\$0.015 per \$1,000
Dependent Life	\$1.05 per unit
Supplemental Life	
<30	\$0.072 per \$1,000
30-34	\$0.081 per \$1,000
35-39	\$0.099 per \$1,000
40-44	\$0.153 per \$1,000
45-49	\$0.252 per \$1,000
50-54	\$0.423 per \$1,000
55-59	\$0.657 per \$1,000
60-64	\$1.026 per \$1,000
65-69	\$1.764 per \$1,000
70+	\$3.285 per \$1,000
Supplemental AD&D	\$0.040 per \$1,000
Supp Life(Spouse)	
<30	\$0.072 per \$1,000
30-34	\$0.081 per \$1,000
35-39	\$0.099 per \$1,000
40-44	\$0.153 per \$1,000
45-49	\$0.252 per \$1,000
50-54	\$0.423 per \$1,000
55-59	\$0.657 per \$1,000
60-64	\$1.026 per \$1,000
65-69	\$1.764 per \$1,000
70+	\$3.285 per \$1,000
Supp Life(Child(ren))	\$0.08 per \$1,000
Supplemental AD&D (Family)	\$0.055 per \$1,000



County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: Linda Matteson, Acting Community Services Director

Legislative File: AGR0654-19

Title

Contract for General Services, Agreement No. AGR 20-28 with Sancre Productions LLC in the Amount of \$508,500.00, plus Applicable Gross Receipts Tax, for the Purpose of Production of Los Alamos Summer Concert Series

Recommended Action

I move that Council approve Contract for General Services, Agreement No. AGR 20-28 with Sancre Productions LLC in the Amount of \$508,500.00, plus Applicable Gross Receipts Tax, for the Purpose of Production of Los Alamos Summer Concert Series.

County Manager's Recommendation

The County Manager recommends that Council approve this Contract for General Services as requested.

Body

The Los Alamos Summer Concert Series is a long-standing tradition in Los Alamos. It has grown over the years to a point where it draws audience members from neighboring communities by featuring a scale of entertainment that appeals to people who are willing to put in a longer drive to see the bands. As the concert series has proven to be an important and solid staple of this community, and because this scale of entertainment necessitates a longer period of work to schedule and contract with entertainers, the Community Services Department recommends a multiple year contract with the concert promoter. This will allow the contractor to focus on and schedule for the Los Alamos series throughout the year, and will relieve the department of managing annual RFPs that prompt short-term contracts.

On October 28, 2019, a Request for Proposals (RFP) for this service was distributed to 10 entities who have, at some point, indicated an interest in concert series promotion. Two plan rooms requested the RFP to list it on their bid sites. Two entities responded to the Procurement Division with potential interest in the RFP after it was released. A non-mandatory pre-proposal meeting was held on November 5th, with one potential proposer attending. An addendum of all questions and answers from the pre-proposal meeting was sent to the RFP distribution list. The RFP deadline was on Friday, November 15, 2019. One response was received, and subsequently reviewed and scored by the RFP Selection committee consisting of six County employees from CSD and Public Works.

This contract is for four years with three potential one-year extensions. The budget for the calendar year 2020 series is \$68,400, which is the same amount that has been budgeted for the

series since FY15. The total contract amount allows for 2% increases annually for FY2021 through FY2027 if approved by Council in the annual budget hearings.

Alternatives

Council could choose not to approve the contract and Community Services would have to determine whether to continue the concert series by embarking on a new RFP covering a shorter term.

Fiscal and Staff Impact/Planned Item

The concert series has been included in the CSD budget for many years so the contractual fiscal impact would be minimal. As the series has grown, however, it has required more staff time on the part of CSD and Public Works (Environmental Services, Traffic & Streets, and Atomic City Transit). Both departments may need to plan for additional overtime in their future budgets to appropriately handle this work load.

Attachments

A - General Services Agreement No. AGR20-28



INCORPORATED COUNTY OF LOS ALAMOS SERVICES AGREEMENT

This **SERVICES AGREEMENT** (this "Agreement") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **Sancre Productions LLC**, a New Mexico limited liability company ("Contractor"), to be effective for all purposes December 18, 2019.

WHEREAS, the County Purchasing Agent determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. 20-28 (the "RFP") on October 27, 2019, requesting proposals for Production of the Los Alamos Summer Concert Series, as described in the RFP; and

WHEREAS, Contractor timely responded to the RFP by submitting a response dated November 14, 2019 ("Contractor's Response"); and

WHEREAS, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP; and

WHEREAS, the County Council approved this Agreement at a public meeting held on December 17, 2019; and

WHEREAS, Contractor shall provide the Services, as described below, to County.

NOW, THEREFORE, for and in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

SECTION A. SERVICES:

1. Contractor deliverables

- a. During each year of this Agreement, Contractor shall use a combination of sponsorship funds, donations, and County funds to arrange, schedule, and provide fifteen (15) family-friendly and free-to-the-public concert performances in Los Alamos County, with five (5) of the concerts targeted to draw at least 5,000 (five thousand) spectators. The Los Alamos Summer Concert Series shall be scheduled by Contractor for the dates specified in Exhibit "B," attached hereto and made a part hereof for all purposes. Additional concert performances may be provided at Contractor's expense, contingent upon County approval, and after providing County the appropriate insurance and payment of facility rental for additional said concert performances.
- b. Los Alamos Summer Concert Series performances shall be held at Ashley Pond, unless an alternate location is determined and provided by County, and will commence no later than 7:00 p.m., and end no later than 10:00 p.m. If necessary, one break, not to exceed thirty (30) minutes, is allowable. In the event of possible displacement due to maintenance or construction at the designated location of a concert(s), the parties, upon request of either, will meet and confer regarding the subject of possible displacement. County and

Contractor shall attempt to find a new location for the Services to be provided for the time that the Premises is under maintenance or repair.

- c. Contractor shall provide County, for final approval, a completed "Upcoming Season Plan," using the Cost Summary Report (Exhibit "D") as a template, listing all Los Alamos Summer Concert Series performance details by April 15 for each year. All concert performance details shall be approved by County prior to Contractor's booking of any performers. If bookings must change due to unforeseen circumstances, modifications must be approved by County.
- d. Contractor shall supplement County funding for the Los Alamos Summer Concert Series through means that include but are not limited to acquiring sponsorships and collecting donations.
- e. For each year of the Agreement, Contractor shall work with County on site plan(s) for the Los Alamos Summer Concert Series, which will include designated areas for which Contractor is responsible as defined in Exhibit "C," attached hereto and made a part hereof for all purposes. County may withdraw, at its sole discretion, the use of any of the areas of responsibility from Contractor with thirty (30) days written notice. At its sole discretion, County may, but is not required to, designate additional or substitute space for the use by Contractor for the purpose of providing the Services, but such additional space is subject to the same right of withdrawal with notice.
- f. Contractor shall attend regular meetings with County staff to plan for weekly concerts.
- g. Contractor shall provide all logistical needs, including but not limited to, transportation, lodging, equipment (including sound), food, and beverage, for performers, sponsors and Contractor's physical areas of responsibility designated on site plans.
- h. Contractor shall provide personnel sufficient in number to set up, conduct, and take down each concert performance. Cleanup of Contractor's areas of responsibility, as designated on Exhibit "C," shall conclude no later than 1:00 a.m. immediately following each concert. Cleanup must be done in a quiet and efficient manner.
- i. Contractor shall be responsible for the safety and behavior of all persons in the stage area as shown on Exhibit "C" during the setup, conduction, and take-down of the performance. Any necessary security personnel shall be provided by Contractor.
- j. Contractor shall work with County to cross-promote the events in the Los Alamos Summer Concert Series. Cross-promotion of events may include, but is not limited to, flyers, social media, videos, radio ads, press releases, and pre-recorded concert media. All promotion shall promote the "Los Alamos Summer Concert Series" by name. All promotional materials must be approved by the County prior to media and public distribution. All Los Alamos Summer Concert Series promotional material, whether produced by County or Contractor, is property of County.
- k. Contractor shall share any media packages provided by scheduled performers with County upon receipt.
- l. During each year of this Agreement, Contractor shall provide County with a "Season Recap" report, using the Cost Summary Report (Exhibit "D") as a guide, detailing actual costs and contributions of the concert season within thirty (30) days of the final concert.
- m. Contractor shall coordinate and oversee an area, designated on site plans (Exhibit "C"), to be used for a beer garden. Contractor shall submit Los Alamos County Facility Alcohol Use Permits applications to cover the dates of the Los Alamos Summer Concert Series and obtain alcohol dispenser signatures for each subcontractor. Contractor shall also ensure application includes server permit numbers, names, and expiration dates,

certificates of liability insurance for each sub-contractor, as described in Section I herein Contractor shall ensure subcontractors complete the permit application process with New Mexico Alcohol and Gaming Division for each Friday of the concert series. Contractor shall provide any necessary barrier or fencing for the area as required by the State of New Mexico or other applicable regulatory body.

- n. Contractor shall ensure there is no driving or parking on the grassy areas within the Contractor's designated areas of responsibility (Exhibit "C").

2. County provided in-kind services. For each concert during the Los Alamos Summer Concert Series identified in Exhibit "B," County will provide the following in-kind services:

- a. Emergency services during concerts;
- b. Public transit before and after concerts;
- c. Traffic control;
- d. Port-a-potties;
- e. County information tent and staffing;
- f. Management of vendors, to include businesses, organizations, and individuals selling and/or distributing information, food, non-alcoholic beverages, goods, and raffle tickets to concert attendees, as well as providers of inflatable or carnival games;
- g. Performer meet and greet assistance; and
- h. Performer-based marketing assistance.

If County procures signage, curtains, or carpets for the stage area during the term of the Agreement, Contractor will be responsible for the setup and takedown of those items for the Los Alamos Summer Concert Series events.

SECTION B. TERM: The term of this Agreement shall commence December 18, 2019, and shall continue through September 30, 2023, unless sooner terminated, as provided herein. At County's sole option the Agreement may be renewed for up to three (3) consecutive one-year periods, unless sooner terminated, as provided therein.

SECTION C. COMPENSATION:

1. Amount of Compensation.

For the calendar year 2020 Los Alamos Summer Concert Series, County shall pay compensation for the performance of Services in an amount not to exceed SIXTY-EIGHT THOUSAND FOUR HUNDRED DOLLARS (\$68,400.00), WHICH DOES NOT INCLUDE applicable New Mexico gross receipts taxes ("NMGRT") and which shall be paid in accordance with the rate schedule set out in Exhibit "A," attached hereto and made a part hereof for all purposes.

Total compensation for performance of the Services, including all possible extensions, in an amount not to exceed FIVE HUNDRED EIGHT THOUSAND FIVE HUNDRED DOLLARS (\$508,500), which amount does not include applicable NMGRT. Compensation shall be paid in accordance with the rate schedule set out in Exhibit "A," attached hereto and made a part hereof for all purposes.

- a. Up to 40% of contractual total for the concert season year may be billed to County by Contractor prior to first concert and after coordination services (pre-planning, marketing, and contracting of concert performers) for the series have taken place.

- b. Upon successful completion of each concert, Contractor shall invoice County for 1/15th of remaining compensation due for the current concert season.
2. **Invoices.** Contractor shall submit itemized invoices to County's Project Manager showing amount of compensation due, amount of any NMGR, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

SECTION D. TAXES: Contractor shall be solely responsible for timely and correctly billing, collecting and remitting all NMGR levied on the amounts payable under this Agreement.

SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL: This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and will not be considered an employee of County for any purpose. Contractor, its agents or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing the County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely and reliable manner.

SECTION F. STANDARD OF PERFORMANCE: Contractor agrees and represents that it has and will maintain the personnel, experience and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the Services described herein in accordance with a standard that exceeds the industry standard of care for performance of the Services.

SECTION G. DELIVERABLES AND USE OF DOCUMENTS: All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent or other property right and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of the County.

SECTION H. EMPLOYEES AND SUB-CONTRACTORS: Contractor shall be solely responsible for payment of wages, salary or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

SECTION I. INSURANCE: Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with

the terms and conditions of this Section is a condition precedent to County's obligation to pay compensation for the Services and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance or other evidence acceptable to County that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like insurance. Should any of the policies described below be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. General Liability Insurance and Automobile Liability Insurance shall name County as an additional insured.

1. **General Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) aggregate.
2. **Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. **Automobile Liability Insurance for Contractor and its Employees:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) aggregate on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.

SECTION J. RECORDS: Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

SECTION K. APPLICABLE LAW: Contractor shall abide by all applicable federal, state and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement. In any lawsuit or legal dispute arising from the operation of this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. Venue shall be in the First Judicial District Court of New Mexico in Los Alamos County, New Mexico.

SECTION L. NON-DISCRIMINATION: During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability or veteran status.

SECTION M. INDEMNITY: Contractor shall indemnify, hold harmless and defend County, its Council members, employees, agents and representatives, from and against all liabilities, damages, claims, demands, actions (legal or equitable), and costs and expenses, including without limitation attorneys' fees, of any kind or nature, arising from Contractor's performance hereunder or breach hereof and the performance of Contractor's employees, agents, representatives and subcontractors.

SECTION N. FORCE MAJEURE: Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence.

SECTION O. NON-ASSIGNMENT: Contractor shall not assign this Agreement or any privileges or obligations herein without the prior written consent of County.

SECTION P. LICENSES: Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

SECTION Q. PROHIBITED INTERESTS: Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it will not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept or agree to accept a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

SECTION R. TERMINATION:

1. **Generally.** County may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination and shall turn over to County originals of all materials prepared pursuant to this Agreement.
2. **Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by the County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

SECTION S. NOTICE: Any notices required under this Agreement shall be made in writing, postage prepaid to the following addresses, and shall be deemed given upon hand delivery, verified delivery by telecopy (followed by copy sent by United States Mail), or three (3) days after deposit in the United States Mail:

County:

Community Services Director
Incorporated County of Los Alamos
1000 Central Avenue, Suite 310
Los Alamos, New Mexico 87544

Contractor:

Pablo Irlando-Wildman, CEO
Sancre Productions
P.O. Box 275
San Cristobal, New Mexico 87564

SECTION T. INVALIDITY OF PRIOR AGREEMENTS: This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both County and Contractor.

SECTION U. CAMPAIGN CONTRIBUTION DISCLOSURE FORM: A Campaign Contribution Disclosure Form was submitted as part of the Contractor's Response and is incorporated herein by reference for all purposes. This Section acknowledges compliance with Chapter 81 of the Laws of 2006 of the State of New Mexico.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

ATTEST

INCORPORATED COUNTY OF LOS ALAMOS

NAOMI D. MAESTAS
COUNTY CLERK

BY: _____
HARRY BURGESS **DATE**
COUNTY MANAGER

Approved as to form:

J. ALVIN LEAPHART
COUNTY ATTORNEY

SANCRE PRODUCTIONS LLC, A NEW MEXICO
CORPORATION

BY: _____
PABLO IRLANDO-WILDMAN **DATE**
CEO

EXHIBIT "A"
AGR20-28
Compensation Rate Schedule

For the calendar year 2020 Los Alamos Summer Concert Series, County shall pay compensation for the performance of Services in an amount not to exceed SIXTY-EIGHT THOUSAND FOUR HUNDRED DOLLARS (\$68,400.00), which amount does not include applicable New Mexico gross receipts taxes ("NMGRT"). Up to TWENTY-SEVEN THOUSAND THREE HUNDRED SIXTY DOLLARS (\$27,360) may be invoiced by Contractor to County prior to first concert and after coordination services (pre-planning, marketing, and contracting of concert performers) for the series have taken place. Upon successful completion of each concert, Contractor shall invoice County for 1/15th of remaining compensation due.

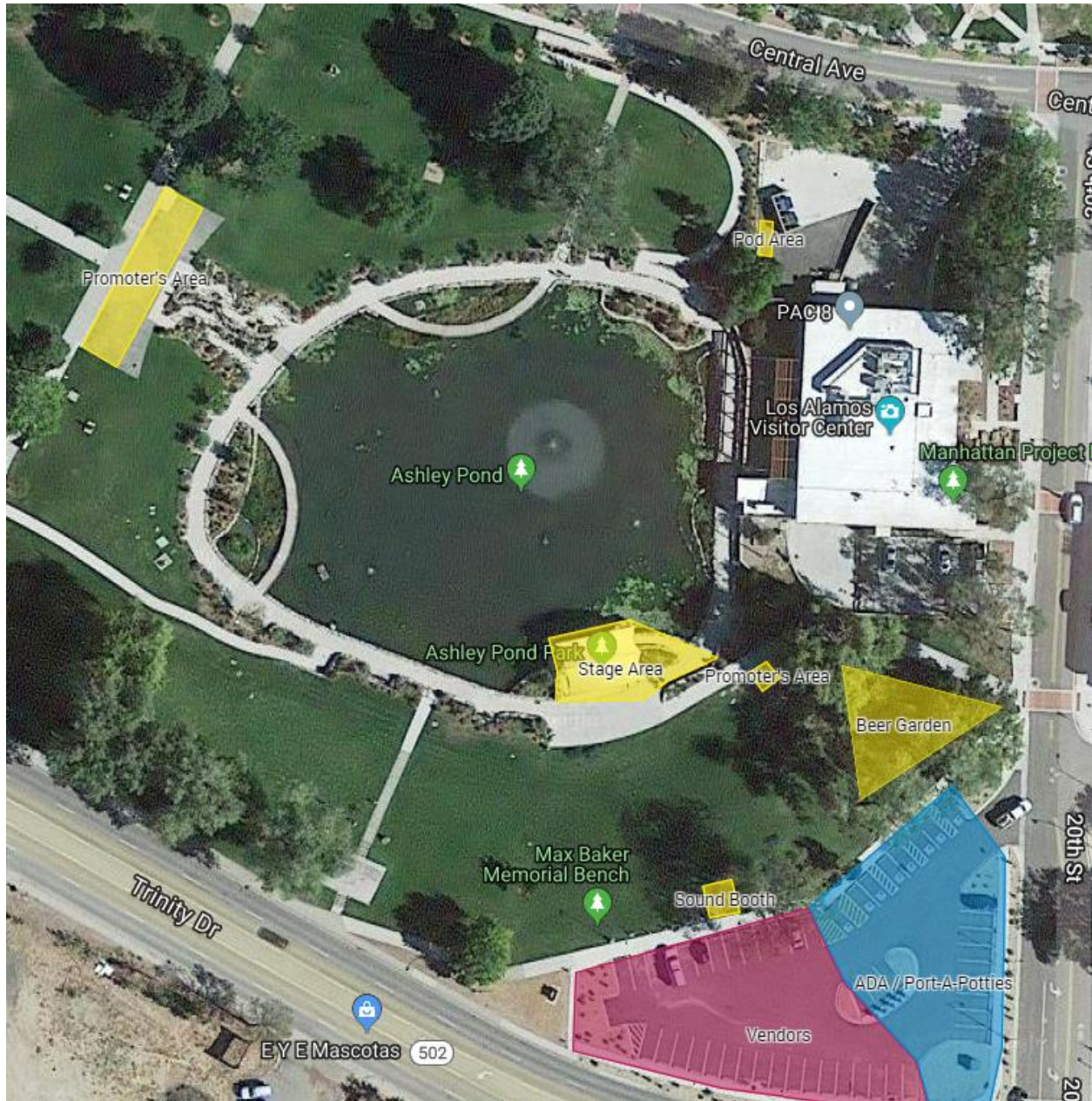
With Council approval during annual budget hearings for fiscal years 2021 through 2024, and possible extension periods through 2027, Council may increase the budget for this Agreement. If an increase to the budget for this Agreement is not approved by Council, there shall be no budget increase for this Agreement for that year. Any subsequent increases will be calculated from the current compensation amount, regardless of whether the previous year increased or not.

Exhibit "B"
AGR20-28
Los Alamos Summer Concert Series Dates 2020-2026

ALL CONCERTS START NO LATER THAN 7:00 PM AND END BY 10:00 PM

LOS ALAMOS SUMMER CONCERT SERIES 2020-2023			renewal years 2024-2026	
2020 EVENTS	Mem. Day Weekend	5/22/2020		
		5/29/2020	Mem. Day Weekend	5/21/2021
		6/5/2020		5/28/2021
		6/12/2020		6/4/2021
		6/19/2020		6/11/2021
		6/26/2020		6/18/2021
		7/3/2020		6/25/2021
		7/10/2020		7/2/2021
		7/17/2020		7/9/2021
		7/24/2020		7/16/2021
		7/31/2020		7/23/2021
		8/7/2020		7/30/2021
		8/14/2020		8/6/2021
		8/21/2020		8/13/2021
		8/28/2020		8/20/2021
			8/27/2021	
2022 EVENTS		5/20/2022	Mem. Day Weekend	5/26/2023
	Mem. Day Weekend	5/27/2022		6/2/2023
		6/3/2022		6/9/2023
		6/10/2022		6/16/2023
		6/17/2022		6/23/2023
		6/24/2022		6/30/2023
		7/1/2022		7/7/2023
		7/8/2022		7/14/2023
		7/15/2022		7/21/2023
		7/22/2022		7/28/2023
		7/29/2022		8/4/2023
		8/5/2022		8/11/2023
		8/12/2022		8/18/2023
		8/19/2022		8/25/2023
		8/26/2022	Labor Day Weekend	9/1/2023
2024 EVENTS				
	Mem. Day Weekend	5/24/2024		
		5/31/2024		
		6/7/2024		
		6/14/2024		
		6/21/2024		
		6/28/2024		
		7/5/2024		
		7/12/2024		
		7/19/2024		
		7/26/2024		
		8/2/2024		
		8/9/2024		
		8/16/2024		
		8/23/2024		
	Labor Day Weekend	8/30/2024		
2025 EVENTS				
	Mem. Day Weekend	5/23/2025		
		5/30/2025		
		6/6/2025		
		6/13/2025		
		6/20/2025		
		6/27/2025		
		* 7/4/2025		
		7/11/2025		
		7/18/2025		
		7/25/2025		
		8/1/2025		
		8/8/2025		
		8/15/2025		
		8/22/2025		
	Labor Day Weekend	8/29/2025		
2026 EVENTS				
	Mem. Day Weekend	5/22/2026		
		5/29/2026		
		6/5/2026		
		6/12/2026		
		6/19/2026		
		6/26/2026		
		7/3/2026		
		7/10/2026		
		7/17/2026		
		7/24/2026		
		7/31/2026		
		8/7/2026		
		8/14/2026		
		8/21/2026		
	8/28/2026			

Exhibit "C"
AGR20-28
Concert Site Plan for Ashley Pond



Contractor is responsible for areas in yellow to include stage area, beer garden, and four areas Contractor may choose to utilize if desired: concrete pad to west of pond, sound booth (equipment to be provided by Contractor), 10x10 area near stage and sidewalk, and space for storage pod (not provided by County).

Exhibit "D"
AGR20-28
Los Alamos Summer Concert Series Cost Summary Report
(Upcoming Season Plan and Season Recap)

This document is due from Contractor on April 15 of each calendar year in the Agreement.

Each date to include 7:00 – 10:00 p.m. performances (no more than 30 minutes total for breaks during this time)

Five concerts must be mega concerts likely to draw 5,000 or more attendees. Put asterisks by mega headliners below.

All concerts will be played at Ashley Pond, unless otherwise determined by County.

1	2	3	4	5	6	7	8	9	10	11
	Concert Dates	Music Genre	Proposed Headliner	Proposed Opener	Performance Costs (such as band fees, performer food & beverage, hotel, travel, security, sound, lighting.)	Series-Related Costs (may average costs over 15 shows)	TOTAL COST (columns 6 + 7)	Amount of County Funds Applied (column total not to exceed contract award)	Amount of Donations and Sponsorship Funds Applied	TOTAL FUNDS APPLIED (columns 9 + 10)
1	5/22/2020									
2	5/29/2020									
3	6/5/2020									
4	6/12/2020									
5	6/19/2020									
6	6/26/2020									
7	7/3/2020									
8	7/10/2020									
9	7/17/2020									
10	7/24/2020									
11	7/31/2020									
12	8/7/2020									
13	8/14/2020									
14	8/21/2020									
15	8/28/2020									
				TOTAL						

In 2020, a larger scale concert shall NOT be scheduled for August 7th.



County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.

Index (Council Goals):

Presenters: Helen Perraglio, Chief Financial Officer and Karen Kendall, Budget and Performance Manager

Legislative File: 12500-19

Title

Consideration of Budget Revision 2020-14

Recommended Action

I move that Council approve Budget Revision 2020-14 as summarized on attachment A and that the attachment be made a part of the minutes of this meeting.

County Manager's Recommendation

The County Manager recommends that Council approve the budget revision as requested.

Body

A summary of the budget revisions is included on Attachment A.

Alternatives

Council could choose not to approve some or all of the attached revisions. The impact would be that the related projects or programs may not occur or existing operations may be negatively impacted.

Fiscal and Staff Impact/Planned Item

Fiscal and staff impact is described in the attachments.

Attachments

A - Budget Revision 2020-14

Council Meeting Date: Dec 17, 2019

Council Meeting Date: Dec 17, 2019

[illegible]

Council Meeting Date: Dec 17, 2019

Council Meeting Date: Dec 17, 2019

	Fund & Department	Org Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
10	General Fund - Police Animal Shelter	01165660 8369		\$ 2,006		\$ (2,006)
Description: The purpose of this budget revision is to increase spending authority for the Animal Shelter in the amount equal to the FY2019 contributions received for support of the Animal Shelter.						
11	CIP Fund - Diamond Drive to Oppenheimer Drive pedestrian improvements	CP5023 8369 3479	\$ 237,500	\$ 250,000		\$ (12,500)
Description: The purpose of this budget revision is to increase spending authority for a NMDOT grant received in FY2020 for NM502 Diamond Drive to Oppenheimer sidewalk, ADA, curb and gutter improvements.						
12	Fleet Fund - Capital Appropriation	72374200 8839	\$ 55,000	\$ 55,000		\$ -
Description: The purpose of this budget revision is to increase spending authority for the Aging and Long Term Services capital appropriation to the County for a meal delivery truck for the Senior Center.						
13	General Fund - Police Dispatch	01165901 8369 3479	\$ 410,709	\$ 410,709		\$ -
Description: The purpose of this budget revision is to increase spending authority for the E911 grant received in FY2020.						
14	General Fund - Community Services	01150540 8369 3479	\$ 140,026	\$ 140,026		\$ -
Description: The purpose of this budget revision is to increase spending authority for the JJAB grant from CYFD received in FY2020.						
15	CIP Fund - Art in Public Places	CP7001 8369 7601		\$ 182,592	\$ 16,000	\$ -
15	General Fund - MFM	01172410 9631		\$ (16,000)	\$ (16,000)	
15	CIP Fund - Tsikumu Village Road Project	CP5017 8369		\$ (6,850)		\$ -
15	CIP Fund - Barranca Mesa Road Project	CP5019 8369		\$ (5,350)		
15	CIP Fund - Diamond Dr Road Project	CP5021 8369		\$ (18,750)		
15	CIP Fund - A-16 Infrastructure	CP4006 8369		\$ (6,202)		
15	CIP Fund - Golf Course Improvements	CP7011 8369		\$ (45,240)		
15	CIP Fund - Kiddie Pool	CP7013 8369		\$ (65,000)		
15	CIP Fund - Splash Pad	CP7012 8369		\$ (7,200)		
15	CIP Fund - Ice Rink Improvements	CP7004 8369		\$ (12,000)		
Description: The purpose of this budget revision is to increase in the Art in Public Places expenditure budget for Council approved road or Econ Dev infrastructure projects (0.5%) and capital projects (1%) not previously allocated to Art in Public Places. The reduction in A-16 Infrastructure expenditure budget is to cover the Art in Public Places contribution from A-8b and A-9 infrastructure projects. The expenditure budgets for these two projects are tied to the development agreement required contribution.						

Budget Revision 2020-14

Council Meeting Date: Dec 17, 2019

Fiscal Impact: The net impact on the General Fund is to increase revenues by \$909,966, increase expenditures by \$885,063, increase transfers out by \$16,000 and fund balance by \$8,903.

The net impact on the Fleet Fund is to increase revenues by \$55,000, increase expenditures by \$77,980 and decrease fund balance by \$22,980.

The net impact on the Transit Fund is to increase revenues by \$1,535,000, increase expenditures by \$1,898,890 and decrease fund balance by \$363,890.

The net impact on the Fire Fund is to increase revenues and fund balance by \$1,400,000.

The net impact on the Economic Development Fund is to increase revenue and expenditures by \$11,846.

The net impact on the DWI Fund is to increase revenue by \$10,432, increase expenditures by \$20,382 and decrease fund balance by \$9,950.

The net impact on the CIP Fund is to increase revenues by \$237,500, increase expenditures by \$266,000, increase transfers in by \$16,000 and decrease fund balance by \$12,500.



County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: D.

Index (Council Goals):

Presenters: Helen Perraglio, Chief Financial Officer and Karen Kendall, Budget and Performance Manager

Legislative File: 12572-19

Title

Consideration of a modification to the FY2021 - FY2025 State Infrastructure and Capital Improvement Plan (ICIP) Submission

Recommended Action

I move that Council approve the revised ICIP submission to the State as attached.

County Manager's Recommendation

The County Manager recommends that Council approve the ICIP as presented.

Body

The County prepared and submitted an Infrastructure and Capital Improvement Plan (ICIP) to the State on September 6, 2019. Generally, a project must appear on this list if the County expects to have any State funding considered for that project. Listing a project in the ICIP does not guarantee funding from the State, nor does this document constitute an application for funding.

Several things must be noted about the rankings in the state's ICIP. First, the State's ICIP is a five-year plan. The top five projects for next year were chosen based on Council goals, discussions with County staff, necessity of the project, importance of the project based on previous discussions with Council and the Public, and potential for funding from the state. The ICIP includes all Utility Capital Projects and all General County Capital Projects. Studies are not listed. Excluding the top five projects, all other projects are in no particular ranking.

The State Legislative Committee has recommended submitting a new gymnasium to the State for consideration under the legislative capital appropriation process. Although the ICIP was previously submitted to the State, it is possible to amend the submission to accommodate this request. The proposal is to seek State capital appropriation to build a gymnasium adjacent to Los Alamos Public School property to support County recreation programs and allow LAPS programmatic use during school hours. This project will be ranked as number five on the ICIP listing and the existing projected ranked as number five will drop to 65th for FY2021. All changes to the previously submitted ICIP Ranking List are highlighted in yellow.

Alternatives

Council could choose not to approve the revised submission, which could limit the County's ability to receive State funding for this specific project.

Fiscal and Staff Impact/Planned Item

The submission of the ICIP to the State enables the County to request project funding from the

State and may reduce the amount of local funds required for the projects.

Attachments

A - LAC ICIP FY2021 - FY2025 Ranking List Revised

Infrastructure Capital Improvement Planning (ICIP) Ranking Listing FY2021-FY2025 REVISED DECEMBER 2019

New Rank	PROJECT TITLE	ICIP CATEGORY	Funded To Date	2021	2022	2023	2024	2025	Total Project Unfunded Cost
2021-01	Historic WAC Building Restoration	Facilities - Museum	600,000	500,000	1,500,000				2,000,000
2021-02	Carbon Free Power Project - Design & Permitting	Other - Utilities (publicly owned)	145,540	1,000,000					1,000,000
2021-03	North Mesa Affordable Housing Project (LAC/Schools)	Other - Other	750,000	2,400,000					2,400,000
2021-04	DP Road Utilities and Road Construction	Transportation - Highways/Roads/Bridges	2,000,000	5,000,000					5,000,000
2021-05	Los Alamos County Community Recreation Space	Facilities - Other		3,000,000					3,000,000
2021-06	NM4-E. Jemez Intersection improvement (SF County)	Transportation - Highways/Roads/Bridges	1,000,000	4,000,000					4,000,000
2021-07	Compost Facility Expansion	Other - Solid Waste	-	1,000,000					1,000,000
2021-08	Tween Center	Facilities - Other	400,000	2,500,000			-		2,500,000
2021-09	New Traffic Signal for 20th Street	Transportation - Lighting	-	400,000					400,000
2021-10	Event Center	Facilities - Other	-	1,800,000					1,800,000
2021-11	Barranca Mesa Lift Station Elimination Project	Water - Wastewater	-	600,000					600,000
2021-12	Softball and Multi-Use Fields	Facilities - Other	-	500,000	500,000				1,000,000
2021-13	Downtown Structured Parking (150) - Econ Dev	Transportation - Other	-	5,000,000					5,000,000
2021-14	Local Fiber Infrastructure		-	100,000	100,000	100,000	100,000	100,000	
2021-15	Wildlife Resistant Containers/Yard Trimmings (\$200 ea/500 carts)	Other - Solid Waste	-	100,000	100,000				200,000
2021-16	Mountain Bike Trail Amenities	Transportation - Bike/Pedestrian/Equestrian	500,000	500,000					500,000
2021-17	Bypass Road by Research Park		-	10,000,000					10,000,000
2021-18	Wastewater Collection Exposed Line Replacement	Water - Wastewater	1,192,264	400,000	400,000	400,000			1,200,000
2021-19	Barranca Mesa Road Improvements	Transportation - Highways/Roads/Bridges	1,650,000	1,000,000			2,000,000		3,000,000
2021-20	Electric Car Charging Stations	Other - Utilities (publicly owned)	-	350,000					350,000
2021-21	Social Services Colocation Facilities	Facilities - Other	10,000	1,000,000					1,000,000
2021-22	Entrance Park Parking Lot Repaving	Transportation - Other	-	250,000					250,000
2021-23	Ashley Pond stage upgrades	Facilities - Arts (other than museum)	-	50,000					50,000
2021-24	Manhattan Project Interpretive Features	Other - Other	200,000	100,000					100,000
2021-25	Mainstreet Street Lights (9th to 4th, Knecht)	Transportation - Lighting	-	100,000					100,000
2021-26	Water Production Auto Valves	Water - Water Supply	-	160,000			88,000		248,000
2021-27	Park and Ride Stop on Trinity (with Ped Connection to Central)	Transportation - Highways/Roads/Bridges	-	200,000					200,000
2021-28	Airport Fuel Farm	Transportation - Airports	-	1,200,000					1,200,000
2021-29	White Rock Town Center & Longview Drive Improvements	Transportation - Highways/Roads/Bridges	-	2,500,000					2,500,000
2021-30	NM502 Pavement Rehabilitation - Tewa Loop to Camino Entrada	Transportation - Highways/Roads/Bridges	-	2,500,000					2,500,000
2021-31	White Rock GWS & ED Facility	Facilities - Other	-	200,000					200,000
2021-32	Replace Automated Weather Observing System	Transportation - Airports	-	250,000					250,000
2021-33	Multi-use Trails-Bikeway-Pedestrian Facilities	Transportation - Bike/Pedestrian/Equestrian	583,000	683,000	100,000	100,000	100,000	100,000	1,083,000
2021-34	Fuller Lodge Major Facilities Maintenance	Facilities - Other	-	100,000	100,000				200,000
2021-35	North Mesa Road Improvements	Transportation - Highways/Roads/Bridges	1,950,000	2,000,000	2,000,000				4,000,000
2021-36	Bike Share Program	Transportation - Bike/Pedestrian/Equestrian	-	100,000					100,000
2021-37	Los Alamos Visitors Center	Facilities - Other	-	2,000,000					2,000,000
2021-38	Abiquiu Transformer	Other - Utilities (publicly owned)	-	100,000					100,000
2021-39	Deacon Street Reconstruction and Streetscape	Transportation - Highways/Roads/Bridges	-	2,000,000					2,000,000
2021-40	Abiquiu Office Replacement	Other - Utilities (publicly owned)	-	150,000					150,000
2021-41	Compressed Natural Gas System	Transportation - Transit	-	2,000,000					2,000,000
2021-42	Airport Access, Parking Lots, Hangars (West)	Transportation - Airports	-	2,400,000	757,000				3,157,000
2021-43	Sherwood Blvd Road Reconstruction	Transportation - Highways/Roads/Bridges	-	2,500,000					2,500,000
2021-44	Overhead Distribution & Pole Replacement	Other - Utilities (publicly owned)	-	300,000	300,000	300,000	500,000	500,000	1,900,000
2021-45	Trail Waypoint & Kiosk Signage on Trails	Other - Other	35,000	300,000					300,000
2021-46	Major Network Replacement	Other - Other	-	316,000	325,000	325,000			966,000
2021-47	20th to 15th Street Road Extension	Transportation - Highways/Roads/Bridges	-	1,200,000					1,200,000
2021-48	Tourism Wayfinding Signage	Transportation - Other	225,800	325,000					325,000
2021-49	White Rock Visitors Center Restrooms/Vending Area/Displays	Facilities - Other	-	350,000					350,000
2021-50	Brewer Horse Arena new lights/poles and electrical	Facilities - Other	120,000	350,000					350,000
2021-51	Trinity Drive Safety Improvements	Transportation - Highways/Roads/Bridges	-	3,175,000					3,175,000
2021-52	Electric URD Replacement (cables, jboxes, pedestal)	Other - Utilities (publicly owned)	-	400,000	400,000	400,000	600,000	600,000	2,400,000
2021-53	El Vado Transformer	Other - Utilities (publicly owned)	-	400,000					400,000
2021-54	Construct Airport Maintenance Storage Building	Transportation - Airports	80,000	480,000					480,000

Infrastructure Capital Improvement Planning (ICIP) Ranking Listing FY2021-FY2025 REVISED DECEMBER 2019

New Rank	PROJECT TITLE	ICIP CATEGORY	Funded To Date	2021	2022	2023	2024	2025	Total Project Unfunded Cost
2021-55	Public Safety Radio System	Equipment - Public Safety Equipment	74,000	2,000,000					2,000,000
2021-56	Fiber Middle Mile and Backbone	Other - Other	3,398,562	4,000,000					4,000,000
2021-57	ADA Transition Plan	Transportation - Other	65,000	50,000	50,000	50,000			150,000
2021-58	Metropolitan Redevelopment Area Plan for White Rock	Other - Other	-	50,000					50,000
2021-59	Storm Water Management	Water - Storm/Surface Water Control	-	500,000	500,000	500,000			1,500,000
2021-60	Recreation trail restoration (path and footing improvements)	Other - Other	-	500,000					500,000
2021-61	Transit Fleet Expansion to support Bandelier Shuttle Service	Transportation - Transit	-	650,000					650,000
2021-62	Non Potable Water System Expansion	Water - Other	2,650,000	800,000	700,000	825,000	1,300,000	1,100,000	4,725,000
2021-63	Betty Ehart Senior Center Facilities Improvements	Facilities - Senior Facilities	50,000	800,000	2,500,000				3,300,000
2021-64	Overlook Park ballfield lights for three fields	Facilities - Other	-	900,000					900,000
2021-65	Jemez Mtns Regional Fire Prot Phase 2	Water - Other	1,305,600	4,000,000					4,000,000
2022-01	Fire Station Facilities Maintenance	Facilities - Fire Facilities	-		350,000	660,000			1,010,000
2022-02	Ice Rink Cooling System (header trench)	Facilities - Other	-		2,500,000				2,500,000
2022-03	El Vado Ultrasonic Flow Meter	Other - Utilities (publicly owned)	-		90,000				90,000
2022-04	Community Building Major Facilities Maintenance	Facilities - Other	-		200,000				200,000
2022-05	El Vado Communication Upgrades	Other - Utilities (publicly owned)	-		200,000				200,000
2022-06	Gas White Rock Steel Valve Project	Other - Utilities (publicly owned)	-		281,000	290,000	299,000		870,000
2022-07	Water Distribution Barranca Tank 2 Repaint	Water - Water Supply	-		675,000				675,000
2022-08	Cultural Facilities Major Facilities Maintenance	Facilities - Cultural	-		740,000				740,000
2022-09	WP-NP New Group 12 tank	Water - Other	825,000		750,000				750,000
2022-10	Repaint Guaje Booster No 3 Tank 1 and Tank 2	Water - Other	-		845,000				845,000
2022-11	Canyon Road Reconstruction	Transportation - Highways/Roads/Bridges	-		2,500,000				2,500,000
2022-12	Replace Airport Terminal Building	Transportation - Airports	-		5,000,000				5,000,000
2023-01	Golf Course Maintenance Building	Facilities - Other	-			270,000			270,000
2023-02	Aspen School Sewer line Replacement/Rehab	Water - Wastewater	-			174,000			174,000
2023-03	Overlook Park Maintenance Building	Facilities - Other	-			400,000			400,000
2023-04	N Mesa Water Distribution Upgrades	Water - Water Supply	-			450,000	465,000		915,000
2023-05	Arkansas Area Backyard Sewer Mains & Services R&R	Water - Wastewater	-			179,000			179,000
2023-06	Mesa Public Library MFM	Facilities - Libraries	3,000,000			365,000			365,000
2023-07	WD-Aspen School Area WL Repl	Water - Water Supply	-			500,000			500,000
2023-08	Abiquiu Runner Repair/Replacement	Other - Utilities (publicly owned)	-			400,000			400,000
2023-09	Canada del Buey Multiuse Trail Extension in White Rock	Transportation - Bike/Pedestrian/Equestrian	-			1,000,000			1,000,000
2023-10	Aspen School Area Road Improvements	Transportation - Highways/Roads/Bridges	-			2,500,000			2,500,000
2023-11	LA WWTP Upgrades & Rehabilitation	Water - Wastewater	-			4,180,000			4,180,000
2023-12	Abandon Guaje Well 1A & Drill New Guaje Well 1B	Water - Water Supply	-			4,500,000			4,500,000
2024-01	Security Cameras at Parks & Facilities	Equipment - Public Safety Equipment	-				200,000		200,000
2024-02	Safety netting at golf range	Facilities - Other	-				300,000		300,000
2024-03	Eight Plex Tennis Court	Facilities - Other	-				800,000		800,000
2024-04	El Vado Controls Upgrade	Other - Utilities (publicly owned)	-				440,000		440,000
2024-05	White Rock Complex Roof Replacement	Facilities - Other	-				450,000		450,000
2024-06	Repaint Pajarito Tank 4A	Water - Other	-				600,000		600,000
2024-07	Laguna Sewer Canyon Drop Replacement	Water - Wastewater	-				844,000		844,000
2024-08	EA-4 Electric Power Line Replacement	Other - Utilities (publicly owned)	-				1,666,667	1,666,667	3,333,334
2024-09	Central Ave Road Project (4th to 9th)	Transportation - Highways/Roads/Bridges	-				2,500,000		2,500,000
2025-01	Paseo Penasco Sewer Lift Station Rehab	Water - Wastewater	-					179,000	179,000
2025-02	Gas Pipeline Repair & Replacement / Equipment	Other - Utilities (publicly owned)	-					307,000	307,000
2025-03	Elec Prod SCADA Upgrade	Other - Utilities (publicly owned)	-					350,000	350,000
2025-04	Townsite 14" Pipeline Renewal WP	Water - Water Supply	-					922,000	922,000



County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: E.

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

Presenters: Naomi Maestas

Legislative File: 12574-19

Title

County Council Minutes for November 26, 2019 and December 3, 2019

Recommended Action

I move that Council approve the County Council Minutes for November 26, 2019 and December 3, 2019.

Clerk's Recommendation

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

Attachments

- A - County Council Minutes for November 26, 2019
- B - County Council Minutes for December 3, 2019



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Minutes

County Council – Regular Session

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

Tuesday, November 26, 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 6:03 p.m.

The following Councilors were in attendance:

Present: 6 - Councilor Scott, Councilor Sheehey, Councilor Maggiore,
Councilor Martin, Councilor Robinson, and Councilor Ryti

Remote: 1 - Councilor Izraelevitz

2. PLEDGE OF ALLEGIANCE

Led by: All.

3. STATEMENT REGARDING CLOSED SESSION

A motion was made by Councilor Ryti, seconded by Councilor Sheehey, that Council approve the following statement for inclusion in the minutes: "The matters discussed in the closed session held on November 26, 2019 that began at 5:30 p.m. were limited only to those topics specified in the notice of the closed session, and no action was taken on any matter in that closed session."

The motion passed by acclamation with the following vote:

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

4. PUBLIC COMMENT

None.

5. APPROVAL OF AGENDA

Councilor Sheehey requested item 8.A. be removed from the Consent Agenda, and added under Council Business. There were no objections.

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

The motion passed by acclamation with the following vote:

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

6. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

- A. Proclamation declaring Saturday, Nov. 30 as "Small Business Saturday" in Los Alamos

Councilor Ryti read and presented the proclamation to Ms. Ryn Herrmann, Executive Director Los Alamos Chamber of Commerce.

Ms. Herrmann spoke.

7. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA

None.

8. CONSENT AGENDA

Consent Motion:

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

- A. Adoption of Revisions to the Library Policies

Item pulled for further discussion under Council Business.

- B. County Council Minutes for November 12, 2019

I move that Council approve the County Council Minutes for November 12, 2019.

Approval of the Consent Agenda:

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

9. PUBLIC HEARING(S)

- A. Incorporated County of Los Alamos Code Ordinance No. 02-299; 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. Philo Shelton, Utilities Manager, spoke.

Mr. Robert Westervelt, Deputy Utilities Manager-Finance & Administration, spoke.

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

Ms. Katie Thwaites, Assistant County Attorney, spoke.

Public Comment:

Mr. Andrew Phelps, 705 Camino Cereza, spoke.

A motion was made by Councilor Sheehey, seconded by Councilor Maggiore, that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-299; 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: 7 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Maggiore, Councilor Martin, Councilor Robinson, and Councilor Ryti

- B. Incorporated County of Los Alamos Code Ordinance No. 02-298; An Ordinance Amending Chapter 40, Article III, Sections 40-201 and 40-202 of the Code of the Incorporated County of Los Alamos Pertaining to the Sewage Service Rate Schedule and Determination of Charges

Mr. Philo Shelton, Utilities Manager, spoke.

Ms. Katie Thwaites, Assistant County Attorney, spoke.

Mr. Robert Westervelt, Deputy Utilities Manager-Finance & Administration, spoke.

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

Public Comment:

Mr. Andrew Phelps, 705 Camino Cereza, spoke.

A motion was made by Councilor Ryti, seconded by Councilor Maggiore, that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-298; An Ordinance Amending Chapter 40, Article III, Sections 40-201 and 40-202 of the Code of the Incorporated County of Los Alamos Pertaining to the Sewage Service Rate Schedule and Determination of Charges, 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 Martin, Councilor Robinson, and Councilor Ryti

- C. Incorporated County of Los Alamos Code Ordinance No. 02-297 An Ordinance Amending Chapter 16, Articles I And VII Of The County Code Of Ordinances To Add New Uses Gift And Souvenir Shops And Recreation Equipment Retail And Rental As An Accessory Use In The W-2 And P-O Zones And Permitted In All Down Town And M-U Zoned Areas; And Restaurants And Restaurants With Alcohol As Being Permitted By Special Use Permit In The W-2 Zoned Areas; And Lounges Or Bars Use Was Expanded To Include Tap Or Tasting Rooms And A New Zone Was Added Of W-2 With A Special Use Permit

Mr. Paul Andrus, Community Development Director, spoke.

Mr. Ryan Foster, Principal Planner, spoke.

Mr. Harry Burgess, County Manager, spoke.

Public Comment:

None.

A motion was made by Councilor Ryti, seconded by Councilor Robinson, that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-297; 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 Martin, Councilor Robinson, and Councilor Ryti

Abstain: 1 - Councilor Maggiore

- D. Incorporated County Of Los Alamos Code Ordinance No. 02-301 Revision No. 2019-01 In Textual Form To The Official Zoning Map Of Los Alamos County By Rezoning One (1) County Owned Parcel, Consisting Of Approximately 2.02 Acres Of Land, Tract F-1 From Right-Of-Way To Public Land (P-L); Rezone Is Effective Thirty (30) Days After Publication Of Its Adoption Notice

Mr. Ryan Foster, Principal Planner, spoke.

Public Comment:

None.

A motion was made by Councilor Maggiore, seconded by Councilor Martin, that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-301; and further moved that, upon passage, the Ordinance be published in summary form.

The motion passed with the following vote:

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

10. COUNCIL BUSINESS

A. Appointments

None.

B. Board, Commission and Committee Liaison Reports

Councilor Ryti reported on the Planning and Zoning Board; the Parks and Recreation Board; and the Energy Community Alliance (ECA).

Councilor Martin reported on the Art in Public Places Board.

Councilor Sheehey reported on the Rio Grande Water Fund meeting.

C. County Manager's Report

1) County Manager's Report for November 2019

County Manager Harry Burgess reported on the Mirador Subdivision Infrastructure acceptance; the Emergency Planning Panel at a recently attended conference; the upcoming anniversary of the Las Conchas fire; the Employee Appreciation Event; the old Wildland fire trucks; and snow and ice plan updates.

D. Council Chair Report

Chair Scott reported on her efforts in contacting the candidates for the Senate District 6 vacancy and the Boards and Commissions lunch.

E. General Council Business

1) Follow-up on Animal Shelter Advisory Committee Recommendations

Councilor Robinson presented.

Public Comment:

Ms. Wendy Brunish, 1225 Los Pueblos, member of Los Alamos Animal Shelter Ad Hoc Committee, spoke.

A motion was made by Councilor Martin, seconded by Councilor Sheehey, that Council direct the County Manager to prepare budget options for the Animal Shelter that include an addition of 1.5 FTEs and an addition of \$10,000 for training for Council consideration during the FY 2021 budget hearing and that Council direct the Animal Shelter Advisory Board to Identify infrastructure needs, draft a Best Practice Guide, and draft an updated Animal Shelter Ordinance as described in the Animal Shelter Path Forward provided in tonight's meeting materials.

After further discussion Councilor Martin restated her motion, which Councilor Maggiore seconded and Councilor Sheehey supported.

A CLARIFYING motion was made by Councilor Martin, seconded by Councilor Maggiore, that Council direct the County Manager to prepare budget options for the Animal Shelter that include an addition of 1.5 dedicated animal shelter FTEs and an addition of \$10,000 for training for Council consideration during the FY 2021 budget hearing and that Council direct the Animal Shelter Advisory Board to Identify infrastructure needs, draft a Best Practice Guide, and draft an updated Animal Shelter Ordinance as described in the Animal Shelter Path Forward provided in tonight's meeting materials.

The motion passed with the following vote:

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

RECESS

Councilor Scott called for a recess at 8:34 p.m. The meeting reconvened at 8:47 p.m.

Councilor Martin left the meeting during the recess.

2) Follow-up on Community Development Advisory Board Presentation

Councilor Scott presented.

Mr. Harry Burgess, County Manager, spoke.

Public Comment:

None.

A motion was made by Councilor Ryti, seconded by Councilor Maggiore, that the Community Development Advisory Board (CDAB) to update their work plan based upon the discussion during this meeting as specified in the proposed path forward document and provide to council for review and approval in no more than 90 days of their next meeting.

The motion passed with the following vote:

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

Absent: 1 - Councilor Martin

Consent Item 8.A.

Adoption of Revisions to the Library Policies

Councilor Martin re-joined the session remotely during the discussion of this item at 9:43 p.m.

Ms. Eileen Sullivan, Library Manager, presented.

Ms. Katie Thwaites, Assistant County Attorney, spoke.

Public Comment:

None.

A motion was made by Councilor Maggiore, seconded by Councilor Robinson, that Council adopt the revisions to the Library Policies.

The motion passed with the following vote:

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

Abstain: 1 – Councilor Martin

F. Approval of Councilor Expenses

A motion was made by Councilor Sheehey, seconded by Councilor Robinson, to approve travel expenses for Councilor Ryti to attend the ECA Annual meeting in January.

The motion passed with the following vote:

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

G. Preview of Upcoming Agenda Items

None.

11. COUNCILOR COMMENTS

None.

12. PUBLIC COMMENT

None.

13. ADJOURNMENT

The meeting adjourned at 9:46 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

Minutes

County Council – Regular Session

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

Tuesday, December 3, 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 6:03 p.m.

The following Councilors were in attendance:

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

2. PLEDGE OF ALLEGIANCE

Led by: All.

3. STATEMENT REGARDING CLOSED SESSION

A motion was made by Councilor Ryti, seconded by Councilor Maggiore, that Council approve the following statement for inclusion in the minutes: "The matters discussed in the closed session held on December 3, 2019 that began at 5:00 p.m. were limited only to the topics specified in the notice of the closed session, and no action was taken on any matter in the closed session."

The motion passed by acclamation with the following vote:

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

4. PUBLIC COMMENT

Mr. Brian O'Neal, 982 Nambe Loop, spoke regarding the housing shortage.

Mr. Robert Gibson, 1465 Camino Redondo, spoke regarding the housing shortage.

Mr. Dominic Purpura, representing the Local Experimental Aviation Association Chapter 691, as Treasurer Elect and the Aviation Fuel LLC as a Governing Board Member, 1840 Camino Redondo, spoke regarding the housing market needs analysis.

Mr. Will Fox, 1985 Camino Redondo, spoke regarding the multi-use of the airport.

Ms. Amy Ross, 2308 37th Street, spoke regarding the value of the airport.

Ms. Annette Peters, 546 Todd Loop, spoke regarding the importance of the airport.
Mr. Glenn Michel, 1343 47th Street, spoke regarding the importance of the airport.
Ms. Laurie Hixson, 307 Potrillo Drive, spoke regarding the importance of the airport.
Ms. Elizabeth Daly, 2862 Woodland Road, spoke regarding housing.
Ms. Jennifer Heineman, 3417 Pueblo Drive, spoke regarding the airport.

5. APPROVAL OF AGENDA

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

The motion passed by acclamation with the following vote:

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

6. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

A. Presentation of Housing Market Needs Analysis Draft Report - Consultant Sites Southwest, LLC

Mr. Harry Burgess, County Manager, spoke.
Mr. Paul Andrus, Community Development Director, spoke.
Ms. Phyllis Taylor, Principal with Sites Southwest based in Albuquerque, presented.

No action taken.

7. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA

None.

8. CONSENT AGENDA

Ms. Katie Thwaites, Acting County Attorney, spoke.

Consent Motion:

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

A. Approval of Services Agreement No. 19-41 with the Los Alamos Little Theatre, Inc. for Operation and Staffing of the Performing Arts Center

I move that Council Approve Services Agreement No. 19-41 with the Los Alamos Little Theatre, Inc. for Operation and Staffing of the Performing Arts Center.

- B. Incorporated County of Los Alamos Resolution No. 19-28. A Resolution Creating the Los Alamos County Health Council

I move that Council adopt Incorporated County of Los Alamos Resolution No. 19-28, A Resolution Creating The Incorporated County Of Los Alamos County Health Council Pursuant To The County And Tribal Health Councils Act.

- C. Approval of Summary Plat for Tract A-9 a Subdivision of Eastern Area 2

I move that Council approve the Summary Plat for Tract A-9 a Subdivision of Eastern Area 2.

Approval of the Consent Agenda:

The motion passed with the following vote:

Yes: 7 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Maggiore, Councilor Martin, Councilor Robinson, and Councilor Rytli

9. INTRODUCTION OF ORDINANCE(S)

- A. Incorporated County of Los Alamos Ordinance No. 699; an Ordinance authorizing the sale of certain County-owned real property commonly known as 1010 Central Avenue

Councilor Izraelevitz, read and introduced without prejudice, Incorporated County Of Los Alamos Ordinance No. 699; An Ordinance Authorizing the Sale of Certain County-Owned Real Property Commonly Known as 1010 Central Avenue to the Los Alamos Schools Credit Union, and ask staff to assure that it is published as provided in the County Charter.

RECESS

Councilor Scott called for a recess at 7:51 p.m. The meeting reconvened at 8:03 p.m.

10. BUSINESS

- A. Piñon Park Splash Pad Water System Selection

Mr. Harry Burgess, County Manager, spoke.

Mr. Eric Martinez, County Engineer, presented.

Mr. Anthony Strain, Projects Manager, spoke.

Mr. Daniel Erickson, Parks, Recreation, Open Space Division Manager, spoke.

Public Comment:

None.

A motion was made by Councilor Izraelevitz, seconded by Councilor Robinson, that Council approve the selection of a flow through water system for the Piñon Park Splash Pad and that it be included in the final design.

The motion passed with the following vote:

Yes: 6 - Councilor Scott, Councilor Sheehey, Councilor Izraelevitz, Councilor Maggiore, Councilor Robinson, and Councilor Rytí

No: 1- Councilor Martin

B. Environmental Services Division Waste Streams Overview for County Council

Mr. Harry Burgess, County Manager, spoke.
Ms. Angelica Gurule, Environmental Services Manager, presented.
Ms. Anne Laurent, Public Works Director, spoke.

No action taken.

11. COUNCIL BUSINESS

A. Appointments

None.

B. Board, Commission and Committee Liaison Reports

Councilor Maggiore reported on the Community Development Advisory Board and the Environmental Sustainability Board.

C. County Manager's Report

Mr. Harry Burgess, spoke, no report given.

D. Council Chair Report

Chair Scott reported on the upcoming Chamber of Commerce breakfast; Winterfest; and the light parade.

E. General Council Business

Skipped.

F. Approval of Councilor Expenses

None.

G. Preview of Upcoming Agenda Items

None.

12. COUNCILOR COMMENTS

None.

13. PUBLIC COMMENT

None.

14. ADJOURNMENT

The meeting adjourned at 9:45 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

Sara C. Scott, Council Chair

Attest:

Naomi D. Maestas, County Clerk

Meeting Transcribed by: Francella M. Montoya, Senior Deputy Clerk

Revision

12/3/19

Agenda Item OR0866-19, Introduction of Ordinance No. 866

The staff report for this item incorrectly states that the appraised value of the original lot was \$370,000, when in fact the appraisal states \$390,000. The other information presented in the staff report, specifically including the per square foot value derived from this appraisal (\$13.662) and the application of this value to the revised square footage (26,420) to derive a proposed sale price (\$360,950.00), is correct.

The other piece of information that was not in the staff report (but is included in the attached appraisal), is that the lot's original square footage was 28,546 square feet – which is necessary to derive the per square foot value.

There is no need to alter the proposed action not the language in the proposed motion, this additional information is presented only for clarification purposes.

Los Alamos County Council
Regular Meeting
December 3, 2019
Item 9.A.

ATTACHMENT B



County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: F.

Index (Council Goals):

Presenters: Denise Cassel, Human Resources Manager

Legislative File: 12584-19

Title

Amendment to the FY20 Compensation & Classification Plan, regarding the Step Schedule for Students and Student Interns, as a result of the State of New Mexico's increase in the minimum wage for students, effective January 1, 2020.

Recommended Action

I move that Council approve the amendments to the FY20 Compensation & Classification Plan, to update the salary tables for student employees based on the increase in the State of New Mexico's minimum wage for students.

County Manager's Recommendation

The County Manager recommends that Council approve the amended FY20 Compensation & Classification Plan as requested.

Body

Tonight, staff is requesting that Council approve the amendments to the FY20 Compensation and Classification Plan (Attachment A). This document represents the new salary grade assignments and step schedules for temporary and casual Students (Going from grade 601 to 801) and Student Interns (Going from grade 602 to 802). This change is a result of legislation to the minimum wage for Students in the State of New Mexico. The new hourly rate minimum is \$8.50 an hour for Students effective January 1, 2020. For implementation purposes, employees will be assigned to the appropriate grade for Student or Student Interns effective December 29, 2019 (the beginning of new pay period) and will remain at their current step placement within the new grade assignment.

No change is needed for other job classifications at this time.

Summary Changes to the Plan:

The amended FY20 Compensation & Classification Plan reflects the addition of the two new salary tables for temporary and casual Student and Student Intern employees.

Alternatives

Council could choose not to approve the amendment to the FY20 Compensation & Classification Plan.

Fiscal and Staff Impact/Planned Item

The amended FY20 Compensation & Classification Plan is in compliance with the FY20 Budget.

Attachments

A - FY20 Salary Plan Step Schedule for Students

Los Alamos County
 FY20 Salary Plan STUDENT/STUDENT INTERN Step Schedule
 Rates effective December 29, 2019

Attachment A

Steps → Grades ↓	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
801	8.50	8.59	8.67	8.76	8.85	8.93	9.02	9.11	9.20	9.30	9.39	9.48	9.58	9.67	9.77	9.87	9.97	10.07	10.17	10.27
802	8.93	9.01	9.10	9.20	9.29	9.38	9.47	9.57	9.66	9.76	9.86	9.96	10.06	10.16	10.26	10.36	10.47	10.57	10.68	10.78

Grade Increment	Step Increment
5%	1%

Steps → Grades ↓	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
801	10.37	10.48	10.58	10.69	10.79	10.90	11.01	11.12	11.23	11.34	11.46	11.57	11.69	11.80	11.92	12.04	12.16	12.28	12.41	12.53
802	10.89	11.00	11.11	11.22	11.33	11.45	11.56	11.68	11.79	11.91	12.03	12.15	12.27	12.39	12.52	12.64	12.77	12.90	13.03	13.16



County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals): * 2019 Council Goal - Protecting and Maintaining Our Open Spaces, Recreational, and Cultural Amenities

Presenters: Eric Peterson, Open Space Specialist and Linda Matteson, Acting Community Services Director

Legislative File: 12371-19

Title

Trails System Update

Body

At the request of Council, Community Services Department staff has prepared a presentation highlighting the work done to maintain and improve our trails and how planning for future trails work is being undertaken. Eric Peterson, Open Space Specialist, will be giving the presentation.

Attachments

A - Trails Update Presentation



Los Alamos County Open Space and Trails Update

Eric Peterson

December 17, 2019

Open Space Management Plans

- **Trails Management Plan (Revised 2012)**
 - This plan outlines implementation of maintenance and enhancement of the County's trail network. This document places current versions of trail policy, management and standards into a single reference.
- **Los Alamos Community Trail Plan (March 2013)**
 - Plan created by Trails Solutions of IMBA to develop a shared-use community trails plan for the trail network.
- **Open Space Management Plan (May 2015)**
 - This plan is the guiding framework for effective stewardship of the County's Open Space resources by identifying an Open Space System and by suggesting projects to restore or maintain ecosystem health and to provide outdoor recreations experiences while maintaining flexible long-term strategies
- **Trail Network Signage Plan (February 2015)**
 - The purpose of this plan is to provide a unified marking of trails which meets a balance between wayfinding needs of trail users and the aesthetics of County-owned open space.
- **IMBA Ride Center Report (November 2017)**
 - The IMBA Ride Center designation is designed to support local stakeholders and land managers in their effort to create the ultimate mountain biking destination trail system. The application criteria serves as the blueprint for achieving and improving a trail system and is comprised of multiple factors with both trail experience and surrounding community amenities being measured.

Update to Trails Management Plan/Master Plan

- FY20 Budget allocation in Parks Small Cap Fund: \$10,000
- Collaboration with LANL (also updating their Trails Plan)
- Incorporate cross jurisdiction trail management and projects that benefit the County and LANL.
- On-site assessments
- Create a single-source, 10-year master planning document (will be phased approach unless more \$ available)
- Tentative schedule for update is Spring 2020

Engagement with Partners

- Greater Santa Fe Recreation Partnership
- Trails Working Group (LANL Hosted)
- Santa Fe National Forest
- East Jemez Resource Council

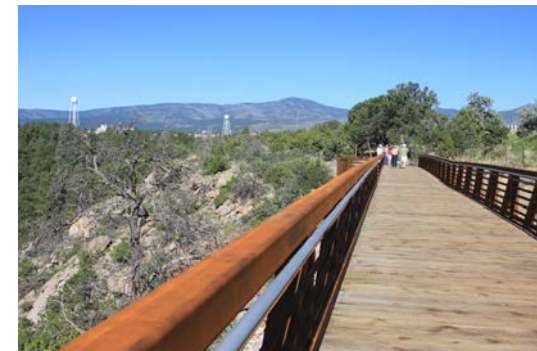


Multiuse Trails Update



Bicycle Transportation Plan & Canyon Rim Trail Master Plan

- **Canyon Rim Trail**
 - Phase I – 502 Trailhead to Fire Station 6
 - Completed 2010
 - Phase II – Fire Station 6 to Knecht St
 - Completed 2016
 - Phase III – Knecht St – 20th St
 - Under design development
- **Canyon Rim Trail Underpass**
 - Beneath NM 502 to Entrada Dr
 - Final Design in process, construction anticipated 2020



Urban Trail

- Phase I – Trinity/20th to Spruce Street
- Phase II – Spruce Street to the Aquatic Center

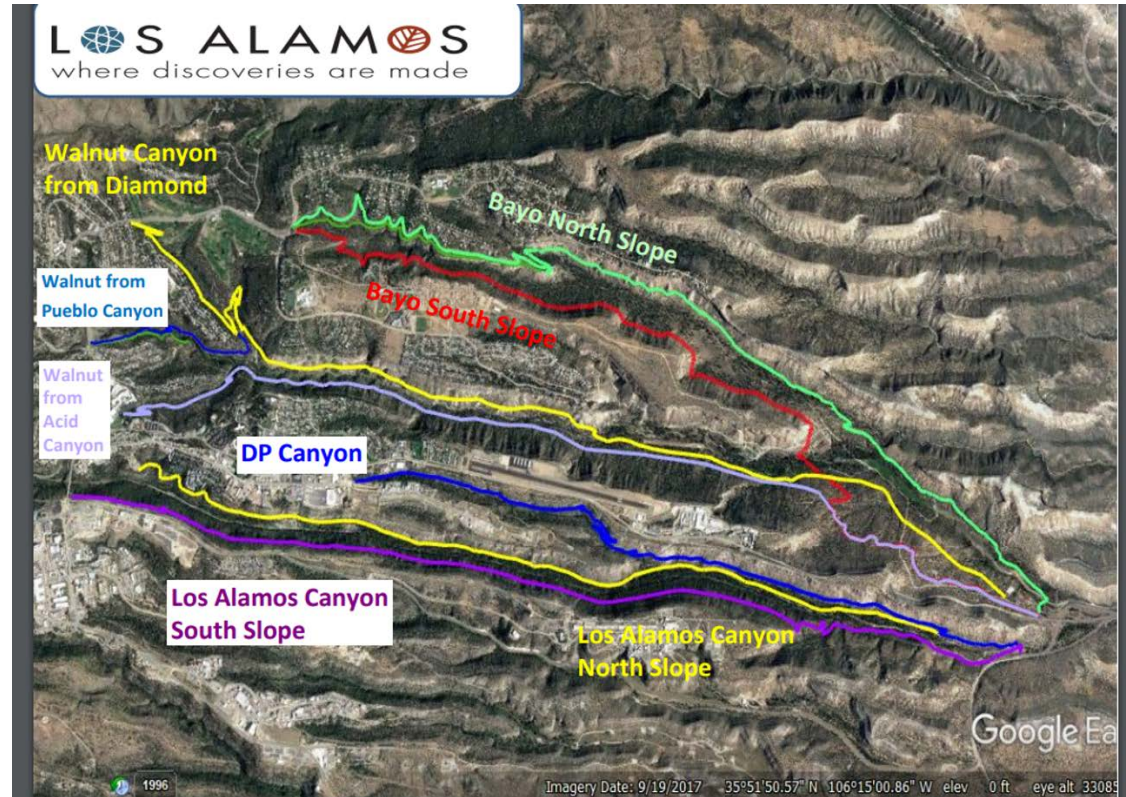


- Federally funded for FFY20,21,22:
 - ✓ FY 2021/22: \$700,000 through TAP for the Urban Trail Phase I Project
 - ✓ FY 2020/22: \$3,605,000 through the CMAQ Program for the Urban Trail Phase II Project

NOTE: CRT Phase III and Urban Trail are part of the 2017 Bicycle Transportation Plan “High Priority Corridor”

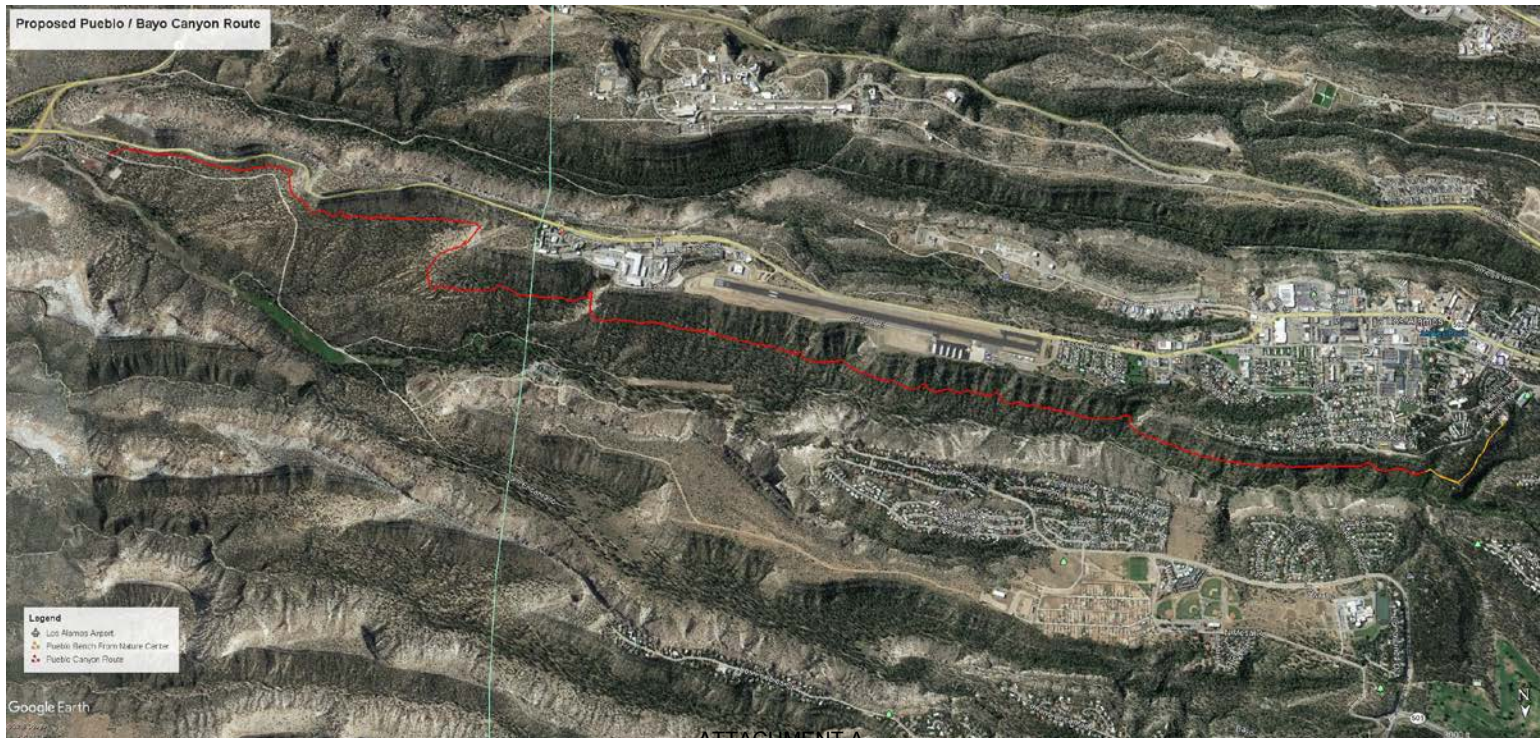
Flow Trail Update

- Last presentation to Council was October 16th, 2018.
- Funding
 - \$500K set aside
 - \$50K allocated
 - \$2.4K spent to date
- Top options:
 - DP Canyon to LA Canyon
 - LA Canyon – North Side
 - LA Canyon – South Side
 - Sides - not bottom
- Following guidance from the presentation we are currently revising the scope and budget.



Flow Trail Update (Cont.)

- We are looking at alternative locations to meet public input and Los Alamos County's strategic goals.
- Working to provide rough feasibility/cost estimate for possible Pueblo Canyon route



Signage Plan

Trail Network Signage Plan

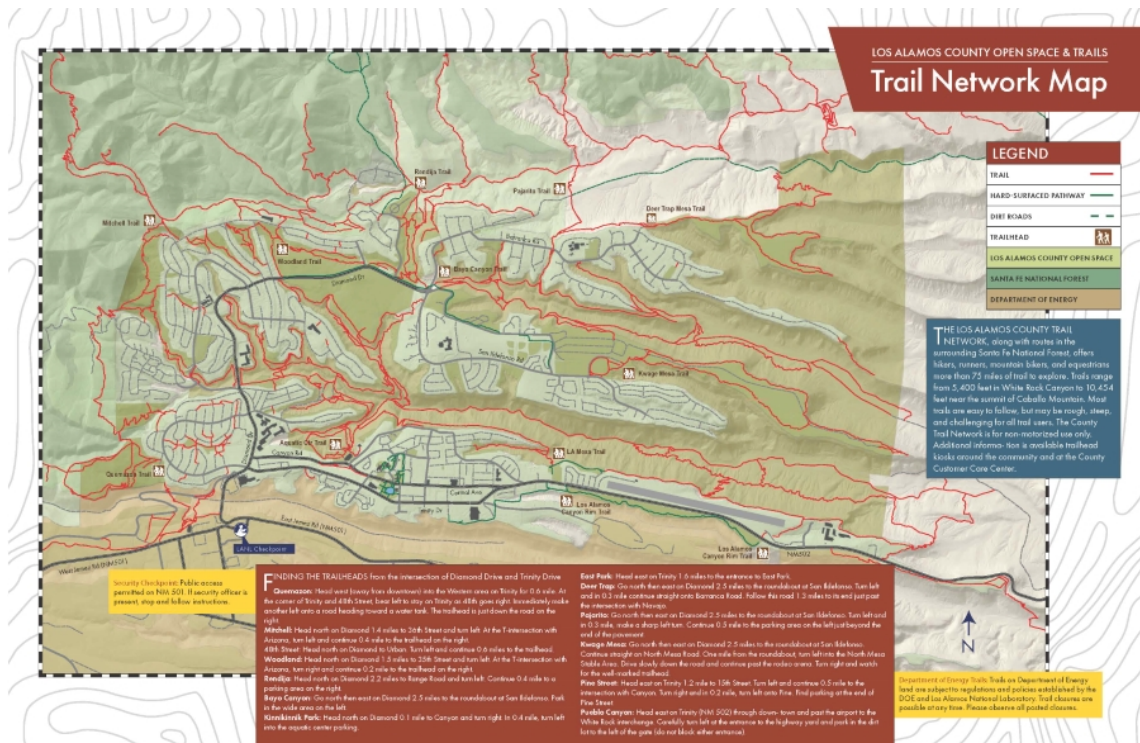
The purpose of the plan is to provide a unified marking for Los Alamos County Trails which meets a balance between wayfinding needs of trail users and the aesthetics of County-owned open space.

- **Phase I**
 - White Rock Canyon and Deer Trap Mesa
 - Completed 2016
- **Phase II**
 - Aquatic Center, Bayo Canyon and Kwage Mesa
 - Completed 2018
- **Phase III**
 - Perimeter Trails
 - In progress



Open Space Marketing

- Trail Network Map updated
- Trail Brochures updated
- Family Friendly Trails brochure created



ATTACHMENT A

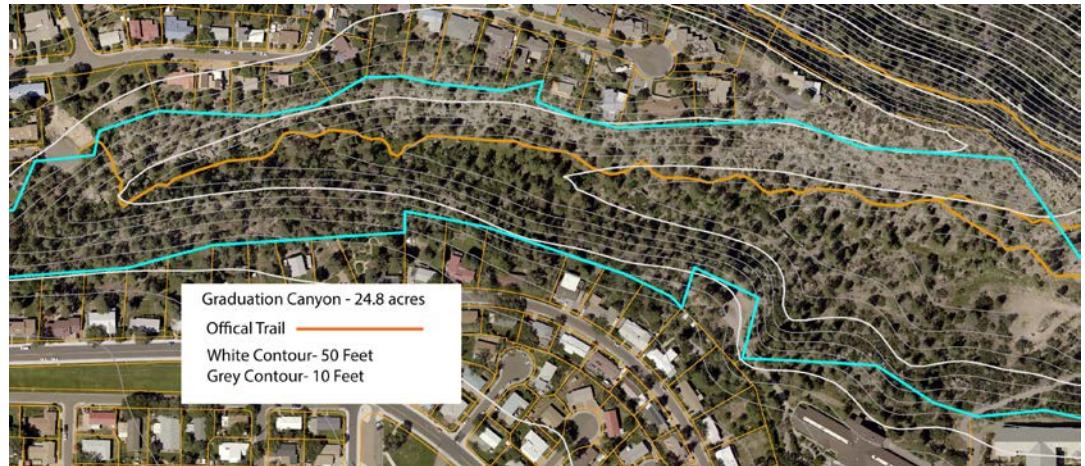


Graduation Canyon Restoration Project

- Natural Channel Design and Keystone Restoration completed the restoration project in Spring of 2019.
- The project included channel stabilization, erosion control and wildlife habitat improvements.
- Interpretive signage is currently being designed to illustrate the work that was performed.

Specs

- Construction Period:~10 days including layout and weather delays.
- Imported Rock – 17 cy (25 tons), remainder harvested on site
- Machines Used – Rubber tracked skid steer loader, Rubber tracked mini-excavator
- Machine Hours – 40 hours each
- Hand Crew – 2 crew members



Other Recent Trail Work

- N3B Trail Adoption- School Canyon Rim Trail
- Jim Billen Memorial Trail Dedication
- Earth Day Volunteer Event April 20th, 2019
- YMCA YCC Trail Crew
- Girl Scout Troop 10074 Tree planting project
- Fallen and hazard tree removal



Engagement with Equine Community

Trail Ride with equestrian members

- Dan Erickson and Eric Peterson invited to join members of North Mesa Stables on a horseback ride.
- Toured trails near the stables and discussed ways to improve equestrian access and constraints the equestrian community face.

New PRC subcommittee

- Equine and Livestock Advisory Subcommittee



Coordination between Recreation Trails and Multiuse Trails

- Use of Inter-Departmental Review Committee as mechanism for ensuring coordination (Open Space member of Committee)
- Ensure that Trails Master plan update includes this aspect of trails management and includes inter-department participation
- Inter-department participation in Trails Master planning effort and Bicycle Transportation plan
- Urban Trail developed specifically for this purpose
- Use of Canyon Rim Trail to Smith's to keep off highway
- Use of ACT buses should be considered
- Bicycle friendly community requirements can be used focus efforts



FY2020 Future Work

- Continue work to update Trails Master Plan
- On-board of Trail Builder/Machine Operator
- Prepare budget options for IMBA report recommendations
- Continue trail signage
- Continue collaboration with LANL and other partners to strengthen the entire trail system

Questions?





County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: Paul Andrus

Legislative File: 12482-19

Title

Consider Issuance of Requests for Proposals for Downtown Master Plans and updates to Chapters 16 and 18 of the County Code, and Budget Revision 2020-16

Recommended Action

I move that Council approve that staff proceed with the finalization of the RFPs for the Downtown Master Plan and Updates to Chapters 16 and 18 of the County Code and issue those RFPs for consulting services as required under County Procurement Procedures. I further move that Council approve Budget Revision 2020-16 as summarized on Attachment C and that the attachment be made a part of the minutes of this meeting.

Body

Background

Development interest in the County, particularly within the downtown has significantly increased over the past few months and is expected to stay particularly active for the foreseeable future. Multiple expressions of interest in various parcels in the downtown area have included proposals for high density housing and mixed use. The Downtown Master Plan that was drafted in the mid-2000s was never adopted by County Council and is significantly outdated for use today as a guiding document for new development and re-development of strategic parcels. As such, staff believe that there is a need for a strategic planning framework for the downtown areas in order to appropriately and proactively respond to these development proposals coming into the County.

Chapter 16 is the Development Code for Los Alamos County and while it has been updated in sections over the years, it has not had a significant update in decades. It is generally viewed as difficult to work with, particularly from the developer perspective, but also by the general public and by staff as well.

Given the above current situations, Community Development staff are proposing to move forward on the development of Downtown Master Plans for both the townsite and White Rock Town Center and to update Chapter 16 of the County Code. The process would be completed in two phases, starting with the Downtown Plans and ending with the update of Chapter 16. The draft RFP for the Downtown Master Plans and Chapter 16 Update is included in **Attachment A**.

Both the Comprehensive Plan (2016) and the Housing Analysis (2019) recommend various strategies that will support smart development and housing in the downtown districts, mixed use

zones and infill parcels throughout the County. Both documents strongly recommend focusing planning efforts in the downtown, in tandem with transportation planning, exploring potential increased densities and more flexible parking requirements in the downtown areas as well as updating the development code in support of those efforts.

The Community Development Advisory Board (CDAB) was formed in 2018 in response to resident concerns about the County's enforcement of the provisions in Chapter 18 of the County Code (Environment). Since its inception the CDAB has reviewed the code and identified various inconsistencies and ambiguities within it. In addition, through outreach efforts the CDAB has identified three areas of common code compliance issues that the committee believes should be focused on and addressed via a code revision process. These three areas include: weeds, outdoor storage, and inoperable vehicles. The proposed scope of work for consulting services (**Attachment B**) provides for a structure under which Chapter 18 can be updated, focusing on the three primary areas of concern while including a public outreach process.

1. Downtown Master Plan(s) and Chapter 16 Update

Downtown Master Plan (Phase I)

What it is: A Downtown Master Plan establishes a vision with specific details providing guidance for the future development of the County's two downtown areas. A Downtown Master Plan, for both Los Alamos Town Site and the White Rock Town Center, would directly influence and guide the anticipated Chapter 16 Code Update, established as Phase II of this project. This plan also helps determine the best approach to the topics of parking, density, form/layout, mobility/connectivity, building height, and maximizing the public transit system. The overall draft RFP for the Downtown Master Plan and Chapter 16 Update is attached as Attachment A and the scope of work begins on page 3.

What County gets for cost (Budget Revision Request \$150,000):

1. Delivery of a complete Downtown Master Plan for Los Alamos Town Site.
2. Delivery of a complete Downtown Master Plan for White Rock.
3. A vision and guidance for the update of the Chapter 16 Development Code.
4. A framework/preliminary plan by July 2020 to be utilized in the kick-off a Chapter 16 Development Code update.
5. Public and key stakeholder outreach to better inform and guide the Master Plan.
6. Detailed consideration of the topics of parking, density, form/layout, mobility/connectivity, building height, and maximizing the public transit system.
7. Alignment of the Downtown Master Plans with the Comprehensive Plan, Council Goals, Economic Vitality Plan, MRA and MainStreet Revitalization Plans, Tourism Plan, and the development of the Manhattan Project National Historical Park.
8. Presentation of the Downtown Master Plan during Planning and Zoning Commission and County Council public hearings for recommendation and approval.
9. Consultants, by taking on the bulk of the project (with a limited support role by County staff), free up County staff to continue to provide day-to-day services and ensures on-time

project deliverables.

What the County gets when complete: A Los Alamos Town Site and White Rock Downtown Master Plan shall help the County guide the future development of the downtown areas and address the unique planning challenges of the community, such as a lack of developable land, when considering our unique geographical and topographical conditions.

Chapter 16 Development Code Update (Phase II)

What it is: The County's Chapter 16 Development Code defines the processes, establishes zoning districts, and associated development standards for land use development in the County.

What County gets for cost (Budget Revision Request \$150,000):

1. Delivery of a complete update of the Chapter 16 Development Code that enables development to take place as a mixture of uses rather than large areas of single land use for infill.
2. Clarify code, build efficiency and cross-references into the code.
3. Facilitate interpretation and implementation process for all affected land development projects/initiatives/goals.
4. A code that provides for the implementation of the vision of the Downtown Master Plans.
5. Consultants conduct all public and key stakeholder outreach to better inform and guide the new Chapter 16 Development Code
6. Alignment of the new Chapter 16 Development Code with the Downtown Master Plans, Comprehensive Plan, Council Goals, Economic Vitality Plan, MRA Revitalization Plans, Tourism Plan, and the development of the Manhattan Project National Historical Park.
7. Presentation of the new Chapter 16 Development Code to Planning and Zoning Commission and Council public hearings for recommendation and approval.
8. Consultants, by taking on the bulk of the project (with a limited support role by County staff), free up County staff to continue to provide day-to-day services and ensures on-time project deliverables.

What County gets when complete: An updated Chapter 16 Development Code will allow the County to realize the visions defined in the Comprehensive Plan and Downtown Master Plans with updated processes and development standards. In addition, greater clarity and efficiency will be built into the development process.

2. Chapter 18 Update (Environment)

What it is: The County's Chapter 18 Environment Code defines the standards and compliance processes governing the minimum conditions and the responsibilities of persons for maintenance of structures, including all existing residential and nonresidential structures, premises, and exterior property. This update would provide a process by which the CDAB, the general public and other stakeholders to weigh in on the update of this section of the code in order to make it easier to understand and enforce, and also to have a better application to existing conditions and constraints that currently exist in the various Los Alamos neighborhoods. The draft scope of work for the Chapter 18 Update is attached as Attachment B.

What County gets for cost (Budget Revision Request \$50,000):

1. A review and analysis of three property violation types which have received most public attention - weeds, outdoor storage, and inoperable vehicles.
2. A general clean-up of Chapter 18 code subsections.
3. Identify any language which is unclear, inconsistent within or between code sections, including duplication and redundancies.
4. Provide user-friendly language as needed for compliance requirements, procedures, standards, and definitions. Include code cross-referencing and jurisdictional responsibilities, and comprehensive index, within a logical framework with format conducive to inserting amendments.
5. Recommendations for innovative and best practice methods for achieving code compliance. Practical user information on how to meet compliance. Comparative analysis of other communities' compliance programs including clean and lien programs for vacant properties, successes and lessons learned.

What County gets when complete: An updated Chapter 18, informed by the input received from the general community and the CDAB, with a focus on the three areas of concern: weeds, outdoor storage, and inoperable vehicles. The update will also provide clearer language that plainly describes minimum property maintenance standards so that residents are better able to understand how to comply with code. In addition, the update will address the county's processes for code compliance and appropriately codify those improvements already completed and those that are deemed necessary through the project's outreach process.

..Fiscal Impact

Fiscal and staff impact is described in the attachments and the Budget Adjustment Summary is contained in **Attachment C**.

Attachments

- A - Draft RFP for Downtown Master Plan and Chapter 16 Update
- B - Draft Scope of Work for Chapter 18 Update
- C - Budget Revision 2020-16

LOS ALAMOS COUNTY
PROCUREMENT DIVISION

101 Camino Entrada, Building 3, Los Alamos, New Mexico 87544

(505) xxx-xxxx

Advertised: Month, Date, Year

Closing Date: Month, Date, Year

Mandatory/Non-Mandatory Pre-Proposal Conference: Month, Date, Year

Request for Proposals ("RFP")

RFP Number: 20-xxxx

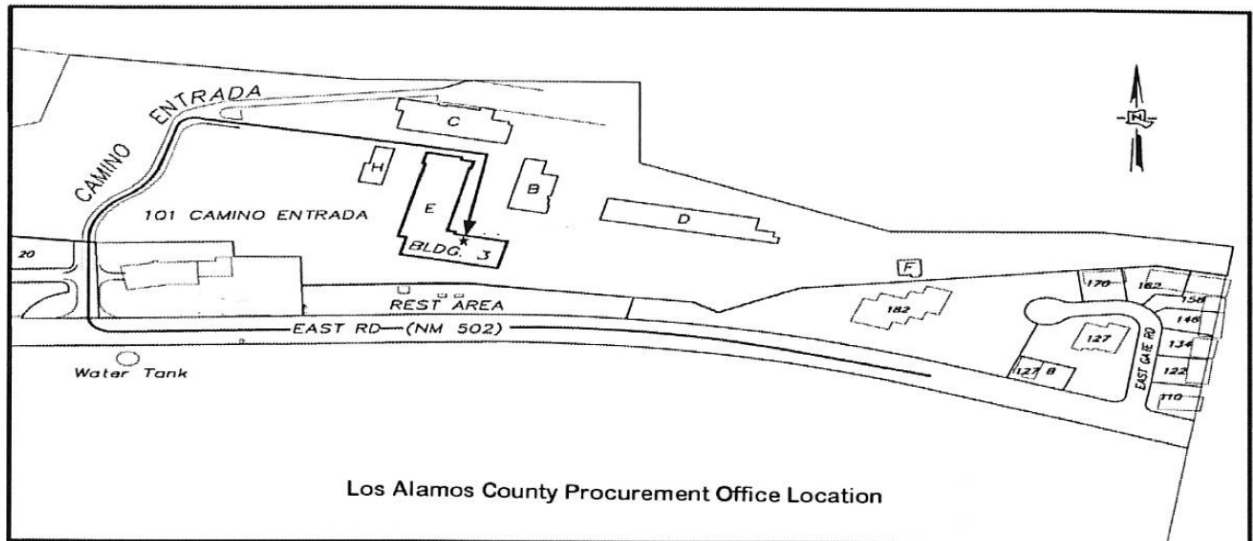
RFP Name: _____

GENERAL INFORMATION

1. Sealed proposals in [insert quantity here](#) clearly labeled unbound original, [optional insert number of bound paper copies here](#), and one (1) electronic version on a USB flash drive or CD, will be received at the Office of the Purchasing Agent, Procurement Division - 101 Camino Entrada, Building 3, Los Alamos, NM 87544, until **2:00 p.m. Mountain Time, Month, Date, Year** for this solicitation. **Clearly mark the RFP Number and Name and Offeror on the outside of the sealed proposal, including outer envelope and/or shipping label.** The USB flash drive or CD should be clearly identified. It is the responsibility of the offeror to assure that the information submitted in both its written response and the electronic version are consistent and accurate. If there is a discrepancy, the information provided in the written response shall govern. Directions to Procurement office:



1. Drive WEST on NM-502 to Los Alamos.
 - o Camino Entrada (formerly known as Airport Basin) is 0.4 miles past East Gate Drive, just past East Entrance Park Rest Area.
2. Turn RIGHT on Camino Entrada.
 - o Road slopes downhill and curves to the right.
3. Take second RIGHT in to driveway through gated fence (before the stone sign "Pajarito Cliffs Site").
 - o Follow the signs to Building 3, the L-shaped building in the center of the complex.
 - o If you pass the Holiday Inn Express and the Airport, you've gone too far.
4. Enter glass door marked "PROCUREMENT." See map below.



2. The Incorporated County of Los Alamos ("County") invites Proposals from all qualified respondents. No Proposal may be withdrawn after the scheduled closing time. Proposals will not be accepted after the scheduled closing time. **Please make note of the submittal requirements outlined in this solicitation.** Read and follow the instructions carefully. **Include the required documents provided in this RFP as part of your submittal packet.** Any misinterpretation or failure to comply with the submittal requirements could result in rejection of the proposal. Proposal preparation is at the Offeror's expense.
3. Any change(s) to the solicitation will be conveyed through the written addenda process. Read carefully and follow all instructions provided on any addendum, as well as the instructions provided in the original solicitation.
4. Any questions must be received in writing at least five (5) days prior to the date fixed for when proposals are due.
5. County reserves the right, at its sole discretion, to accept or reject any proposals; to waive any and all irregularities in any or all statements or proposals; to request additional information from any or all respondents; and to award a contract to the responsible Offeror whose proposal is most beneficial to County. While County intends to execute a contract for the services listed herein, nothing in this document shall be interpreted as binding County to enter into a contract with any Offeror or Proposer.
6. Bids and Proposals are Public Records. Pursuant to the New Mexico Inspection of Public Records Act, NMSA 1978, Chapter 14, Article 2, all materials submitted under this RFP/IFB shall be presumed and considered public records. Except to the extent any information may be protected by state or federal law, proposals shall be considered public documents and available for review and copying by the public.
7. The County contemplates a multi-term contract as a result of this RFP. The term of the contract may be for a period of up to **number (x)** years, with renewals or extensions for up to **number (x)** consecutive one-year periods. This is the written determination of the Purchasing Agent that: such a contract will serve the best interests of the County by promoting economies in County procurement. **Must insert if applicable.**
8. Proposers are notified that they must propose pricing for each potential year of the contract. **Must insert if applicable.**
9. The County contemplates a multiple source award. A multiple source award is an award of a contract for one or more similar goods or services to more than one Offeror. **Must insert if applicable.**
10. Proposers/Offerors are informed that State law requires that all foreign corporations (NMSA 1978 §53-17-5) and limited liability corporations (NMSA 1978 §53-19-48) procure a certificate of authority to transact business in the state prior to transacting business in the state of New Mexico.

11. INSERT DATE, TIME AND LOCATION OF PRE-PROPOSAL CONFERENCE HERE IF APPLICABLE.

CONTACT INFORMATION

1. For project-specific information, contact **Project Manager**, Ryan Foster at ryan.foster@lacnm.us; (505) 662-8055.
2. For procurement process information, contact **Buyer Name**, Title at first.last@lacnm.us; (505) xxx-xxxx.

NEED STATEMENT *Mandatory*

1. **Hire consultants to complete a Phase I: Downtown Master Plan and Phase II: Chapter 16 Development Code Update.**

BACKGROUND *Optional generic information*

The Incorporated City and County of Los Alamos ("County") is situated at the foot of the Jemez Mountains on the Pajarito Plateau with an elevation ranging from 6,200 feet to 9,200 feet. Two distinct communities, Los Alamos Town site and White Rock, each with its own visitor center, are home to ~18,000 people. Los Alamos is mostly known for the historic accomplishments of its largest employer, Los Alamos National Laboratory, and continues to gain notice for its vast scenic assets and recreational opportunities.

Visit the Los Alamos County website (www.losalamosnm.us) and the tourism website (www.visit.losalamos.com) for more information.

SCOPE OF SERVICES (or WORK) *Mandatory*

Phase I: Downtown Master Plan and Phase II: Chapter 16 Development Code Scope of Work

Project Purpose

Contract with a qualified consultant to assist County staff in creating a two-phased project: Phase I: Downtown Master Plan for Los Alamos Town Site and White Rock; and Phase II: Draft a new Chapter 16 Development Code. Both Phases will culminate in separate public hearings upon completion of the respective deliverables.

Development interest in the County, particularly within the downtown areas, has significantly increased over the past few months. The Downtown Plan that was drafted in the mid-2000s was never adopted by County Council and is significantly outdated for use today as a guiding document for new development and re-development of strategic parcels. While an update to the Comprehensive Plan was adopted in 2017, it serves primarily as a high-level policy document and does not contain the amount of specificity needed to help guide development in a manner that will ultimately serve to create a vibrant downtown. Conversely, the County's current Development Code (Chapter 16), while having been updated in sections over the years, has not had a significant update in decades and as such is challenged in its ability to support the vision contained within the Comprehensive Plan. It is generally viewed as difficult to work with, particularly from the developer perspective, but also by the general public and by staff as well. The timing is critical for a new Downtown Master Plan (for both the townsite and White Rock) as well as a development code that can provide the County the proper tools to help realize the values and goals expressed in the County's strategic plans.

Given the above current situations, Community Development staff are proposing to move forward on the development of a strategic Downtown Master Plan for both the townsite and White Rock Town Center and to update Chapter 16 of the County Code. The process would be completed in two phases, starting with the Downtown Plan and ending with the update of Chapter 16.

A Downtown Master Plan establishes a vision with specific details providing guidance for the future of a downtown. Downtown areas are critical to a community in that they provide the following functional benefits:

- A downtown, or a central business district, provides an employment center for the community and can serve as an incubator for new businesses
- Provide an environment wherein existing businesses can thrive and expand.
- A mix of uses such as retail, civic, commercial, and housing.
- Acts as the civic, government, and historic core of the community.
- Consists of both public and private investment.
- Acts as a tourist draw.
- Provides a sense of community and place.

A Phase I Downtown Master Plan would directly influence and guide the anticipated Chapter 16 Code Update, established as Phase II of this project. Both documents shall create a vision for accommodating and planning for the economic and population growth projected for the County in the downtown areas and beyond. These shall help the County to implement the vision and address the unique planning challenges of the community such as a lack of developable land when considering our unique geographical and topographical conditions. A Downtown Master Plan and Chapter 16 Development Code need to determine the best approach to policies pertaining to parking, density, form/layout, mobility/connectivity, building height, and maximizing the public transit system.

The 2016 Comprehensive Plan is a high level strategic vision document and while lacks the specificity to guide new development or redevelopment projects, provides justification for the development of a Downtown Master Plan:

- One of the three core themes of the Comprehensive Plan is for the Development, Redevelopment, and Downtown which supports:
 - Redeveloping vacant and blighted areas
 - Focusing development priorities downtown
 - Guiding development to property in and around current boundaries
- Council has established a goal to promote financial sustainability:
 - Revitalize and eliminate blight in the downtown areas of Los Alamos and White Rock.
- Economic Vitality Policy to:
 - Create a vibrant, pedestrian-friendly downtown that includes a central gathering place, nighttime entertainment, and more retail stores and restaurants.
- Development Goal:
 - Enhance and maintain a vibrant downtown while keeping a small-town character and feel.
- Land Use Policy:
 - Increase residential density in the downtown area.
- Downtown Goals:
 - Create a vibrant, pedestrian-friendly downtown that includes a central gathering place, nighttime entertainment, and more retail stores and restaurants.
 - Focus development priorities downtown.
 - Focus increased residential densities in new development in and near downtown
 - Enhance the vibrant, historic, small-town character of the County by focusing commercial density increases in the downtown areas.
 - Protect existing residential neighborhoods in or near downtown from impacts caused by new development or redevelopment.

Project Goals

This project in its two phases shall achieve the following:

Phase I: Downtown Master Plan(s)

1. Create a Downtown Master Plan for Los Alamos Town Site.
2. Create a Downtown Master Plan for White Rock.

3. Determine the best approaches to the topics of parking, density, form/layout, mobility/connectivity, building height, and maximizing the public transit system.
 - a. Identify where the County and LANL can partner in holistic transportation planning efforts that will result in projects and other investments that will benefit the laboratory and the community at large.
4. Identify strategic actions that the County can proactively engage in to ensure the success of the Master Plans, e.g. site acquisition, infrastructure investment, etc.
5. Provide a vision and guidance for the update of the Chapter 16 Development Code.
6. Provide a framework/preliminary plan by July 2020 to be utilized in the kick-off a Chapter 16 Development Code update.
7. Conduct public and key stakeholder outreach to better inform and guide the Master Plan.
8. Align the Downtown Master Plan with the Comprehensive Plan, Council Goals, Economic Vitality Plan, MRA and MainStreet Revitalization Plans, Tourism Plan, and the development of the Los Alamos National Historic Park.
9. Deliver the Downtown Master Plan to Planning and Zoning Commission and Council public hearings for recommendation and approval as a component of the Comprehensive Plan.
10. County staff provide limited project support with a project manager, participation/facilitation in outreach events, and information/feedback to consultants.

Phase II: Chapter 16 Development Code

1. Build efficiency and cross-references into the code.
2. Facilitate interpretation and implementation process for all affected land development projects/initiatives/goals.
3. Identify best code format and create a new code that enable development to take place as a mixture of uses rather than large areas of single land use for infill
4. Honors the vision of the Downtown, the Los Alamos Town site at large and White Rock.
5. Conduct all public and key stakeholder outreach to better inform and guide the new Chapter 16 Development Code
6. Align the new Chapter 16 Development Code to support implementation of the Downtown Master Plan, Comprehensive Plan, Council Goals, Economic Vitality Plan, MRA Revitalization Plans, Tourism Plan, and the development of the Los Alamos National Historic Park.
7. Present the new Chapter 16 Development Code to Planning and Zoning Commission and Council public hearings for recommendation and approval.

I. Key Tasks

A. Kick-Off Meeting

1. Team introductions (establish main Point of Contacts).
2. Discuss work scopes, planning assumptions, and project schedule.
3. Discuss data transfers (background documents, GIS Shapefiles, etc.)
4. Conduct a site-tour and take photos of opportunities and constraints.

B. Background Research, Existing Conditions Analysis, Public Outreach

1. Review existing documents such as the Ch16 Development Code to be updated in Phase II, Downtown Master Plan 2000, Comprehensive Plan, the Housing Needs Study 2019, and County strategic plans including the Economic Vitality Strategic Plan 2019.
 - Research needs of Los Alamos County.
 - Research neighboring and similar community's Downtown Plans and land development codes
 - Analysis of plans and strategies that provide the best fit for Los Alamos County.

2. Phase I Site Analysis: Conduct a site analysis utilizing information from the site visit and constraints mapping. Existing conditions analysis and mapping should include:
 - Brief Study Area Overview
 - Key Demographic Considerations (summary of existing demographic information such as population, employment, housing, and projections)
 - Existing Land Use(s)
 - Existing Zoning
 - Mobility and Transportation Network
 - Infrastructure
3. Environmental Conditions/Constraints
4. Visioning Workshop: Provides for public/stakeholder participation to create the overall guiding vision for the Downtown Master Plan. Facilitators guide the participants through various exercises to create the thematic principles for the Plan: Vision, Goals, and Objectives.
5. Charrette: A design workshop where facilitators guide participants through a series of exercises to create alternatives for the Plan focusing on land use, mobility, economic development, infrastructure, etc. The charrette process utilizes the Vision, Goals, and Objectives created in the previous workshop to guide the development of the three alternatives.
6. Public Open House: This open house is an opportunity for the public/stakeholders to review and comment on the draft Downtown Master Plan before it moves forward to the public hearing approval processes.
7. Council Work Session: Provides an opportunity for the review and comment on the draft Downtown Master Plans before they move forward to the public hearing process.
8. Public Hearing Process: For the Downtown Master Plan to be adopted as a component of the County's Comprehensive Plan, a public hearing process is required by County Code. The Planning & Zoning Commission provides a recommendation to Council, and Council is the approval body for a Comprehensive Plan Amendment.
9. Phase II Countywide Land Use Analysis: Conduct analysis utilizing existing maps of all areas excluding downtowns for future development and/or potential infill, and utilizing feedback from County staff along with constraints mapping. Existing conditions analysis and mapping should include:
 - Key Demographic Considerations (summary of existing demographic information such as population, employment, housing, and projections)
 - Existing Land Use(s)
 - Existing Zoning
 - Mobility and Transportation Network
 - Infrastructure
 - Environmental Conditions/Constraints
10. Visioning Workshop: Provides for public/stakeholder participation to create the overall guiding vision for the new Chapter 16 Development Code: This open house is an opportunity for the public/stakeholders to review and comment on the draft Code before it moves forward to the public hearing approval processes.
11. Council Work Session: Provides an opportunity for the review and comment on the draft Code
12. Public Hearing Process: For the draft Code to be adopted as a component of the County's Comprehensive Plan, a public hearing process is also required by County Code. The Planning & Zoning Commission provides a recommendation to Council, and Council is the approval body for a new Code.

C. Outreach Efforts

1. Facilitate a series of outreach events with County staff in support:
 - Assemble a working group of key stakeholders and the general public to work with across a series of outreach events.
 - Create and maintain a project webpage providing information on project benchmarks, information, and meeting invites.

Phase I: Project Outreach Plan: Downtown Master Plan

Meeting/Event	Participant/Stakeholders	Outcome/Purpose
Kickoff with consultant	Consultant, County staff, key stakeholders?	Project SOW, goals and process, site visit, data transfer
Visioning/Research/Brainstorming	General public, and key stakeholders	Project vision and planning assumptions
Design Workshop	General public and key stakeholders	Create 3 alternative master plan scenarios
Public Open House	General public and key stakeholders	Present refined alternatives – seek feedback on preferred
Council Work Session	County Council and general public	Present refined alternatives – seek feedback on preferred
Public Hearing Process	Planning & Zoning Commission and Council	Recommendation and approval

Phase II: Project Outreach Plan: Chapter 16 Development Code

Meeting/Event	Participant/Stakeholders	Outcome/Purpose
Kickoff with consultant	Consultant, County staff, key stakeholders?	Project SOW, goals and process, data transfer
Visioning/Research/Brainstorming	General public, and key stakeholders	Project vision and planning assumptions
Code Unveiling	General public and key stakeholders	Create draft for review

Public Open House	General public and key stakeholders	Present refined alternatives – seek feedback on preferred
Council Work Session	County Council and general public	Present refined alternatives – seek feedback on preferred
Public Hearing Process	Planning & Zoning Commission and Council	Recommendation and approval

D. Downtown Master Plan Outline

1. Background and Purpose
2. Key Demographic Considerations
3. Existing Conditions and Data Analysis (appendix).
4. Thematic Principles: Project Vision, Goals, Objectives, and Assumptions (identified constraints, needs, goals, etc.).
5. Concept Development: Illustrating the process of how the final master plan was created (appendix).
6. Downtown Master Plan: Preferred master plan (out of three alternative concepts) includes:
 - i. Conceptual programming (bubble diagrams)
 - ii. A regulating plan with transects
 - iii. Density, layout, and form
 - iv. Land Use: Housing, commercial, office, civic, etc.
 - v. Mobility and Transportation Network: complete streets, street typography, TOD, parking, connectivity throughout downtown and to adjacent neighborhoods: sidewalks, transit, and trails
 - vi. Infill and redevelopment opportunities
 - vii. Recreation components/amenities and public spaces
 - viii. Illustrative, elevation, photo-simulations, and perspective illustrations etc.
 - ix. Green Infrastructure/Design: Sustainability and green building
 - x. Infrastructure: Recommended infrastructure that could be linked to the Capital Investment Plan
 - xi. Cultural Resources: Historic resources and the Los Alamos National Historic Park
7. Design Recommendations: Specific design recommendations that are necessary to achieve project success such as site layout, form, streetscapes, façade design, landscaping, trail connections, and mobility elements.
8. Implementation Plan: Specific actions that need to be carried out to realize the plan (typically in table format). It should consist of specific action items, an action description, and time frame. Consider if additional information such as area of responsibility, resources, and cost should be a part of the implementation plan. Of particular interest are those actions that the County Council should take in support of the goals outlined in the plan.

E. Chapter 16 Development Code Outline

1. Conduct community visioning process for needs and identify new code format (i.e. form based, traditional, smart growth, sustainability, etc.)

2. Draft a process or framework for a code update based on determined format
3. Background and Purpose
4. Key Demographic Considerations
5. Existing Conditions and Data Analysis (appendix).
6. Thematic Principles: New Chapter 16 Vision, Goals, Objectives, and Assumptions (identified constraints, needs, goals, etc.).
 - i. Utilizing either a rough draft or framework for the anticipated 2020 Downtown Master Plan prepare rewrite of existing Downtown District, Mixed-Use District, Neighborhood General Overlay (DT_NGO), Town Center Overlay (DT-TCO) and Civic/Public Open Space (DT-CPO) overlay districts and associated development standards table with specific regard to the unique parking standards, mobility and transportation network, and the form-based design of both existing and infill uses.

II. Draft Schedule

	Feb 2020	Mar	Apr	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2021	Feb	Mar	Apr	May	June /July
Phase I																
Kick off																
Visioning																
Design Workshop																
Refine Alternatives																
Draft																
Framework Plan																
Council WS																
Begin Public Hearing Process																
Council Approval																
Phase II																
Kickoff																
Visioning Workshop																
Design Workshop																
Refine Alternatives																
Public Open House/Council WS																
Draft																
Council WS II																
Begin Public Hearing Process																
Council Approval																

Phase I:

- A. **February 2020** – Kick-off meeting (with site tour)/background research
March– Visioning Workshop
April – Design workshop
May – Refine alternatives to one preferred alternative
June – Public Open House/ Council work session
July – Draft
August – Framework/preliminary Plan delivered
September – Council work session
October – Begin public hearing processes
November 2020 – Approved by Council

Phase II:

- B. **September 2020** – Phase II kick-off/background research
October – Visioning Workshop
November – Design workshop
December – Refine alternatives to one preferred alternative
January 2021 – Public Open House/ Council work session
February 2021 – Draft
March 2021 – Draft
April 2021– Council work session
May 2021 – Begin public hearing processes
June/July 2021 – Approved by Council

III. Deliverables

- A. Findings and documents from all outreach processes.
- B. A Downtown Master Plan for Los Alamos Town Site and White Rock including text, diagrams, tables, charts, recommendations, and illustrations.
- C. An updated Chapter 16 Development Code including text, diagrams, tables, charts, and illustrations.
- D. Conceptual illustrations identifying site plans, elevations, and perspective drawings.
- E. All electronic files used in the creation of the report and illustrations such as GIS Shapefiles, Word files, PDFs, PowerPoint, InDesign, Illustrator, Sketchup, etc.
- F. Take the Downtown Master Plan to Planning and Zoning Commission and Council public hearings.
- G. Take the Chapter 16 Development Code to Planning and Zoning Commission and Council public hearings.
- H. Create and maintain a project webpage for both phases of the project.

IV. Downtown Master Plan Case Studies

- A. Fort Collins, CO:
- B. Bozeman, MT:
- C. Burlington, VT:
- D. Farmington, NM
- E. Los Alamos County, NM (not adopted):

V. Cost Estimate

- A. The estimated cost to hire a consultant for creating a Phase I: Downtown Master Plan and a Phase II: Chapter 16 Development Code Update is \$200,000-300,000.

VI. Consultant Request for Proposal Evaluation

- A. Experience
 - 1. Fit: local experience/familiarity (do they know Los Alamos County)
 - 2. Experience with development code updates/form-based code if applicable
 - 3. Experience with high density mixed-use/housing

- 4. Experience with multi-modal systems/mobility
- 5. Design/visual expertise
- 6. Outreach experience/practices: requirement for several in-person meetings
- B. Cost: Ability to provide project deliverables in the \$250,000-300,000 range which include in-person facilitation meetings.
- C. Timeline: Ability to execute Phase I: Downtown Master Plan with an overlapping Phase II: Chapter 16 Development Code Update.

INFORMATION RELATED TO THE SCOPE OF WORK *Non-mandatory*

1. **This is not the Scope of Services. It won't appear in the Agreement. This is information Procurement may choose to include to help the proposer respond appropriately to a particular RFP.**

PROPOSAL REVIEW AND EVALUATION *Mandatory DO NOT CHANGE*

Proposals shall be handled so as to prevent disclosure of the identity of any Offeror or the contents of any proposal to competing Offerors during the process of negotiation.

After the RFP has closed, Procurement Division staff prepares a register of proposals containing the name of each Offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals is open to public inspection only after contract award. Procurement Division staff delivers the RFP submittals to the Evaluation Committee Chairperson. The Evaluation Committee reviews and evaluates the submittals. Interviews are only for the purpose of clarification, and may be used for adjusting the final score. Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably likely to be selected for award for the purpose of clarification to ensure full understanding and conformation with solicitation requirements for the purpose of obtaining best and final offers. The Evaluation Committee Chairperson forwards the final evaluation results to the Procurement Division. Award shall be made to the responsible Offeror whose proposal is determined in writing by the Evaluation Committee to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in the solicitation.

AWARD OF SOLICITATION *Mandatory*

Following award of the solicitation by County Council, the successful Offeror will be required to execute a contract with County in accordance with the terms and conditions set forth in the Services Agreement, a sample of which is attached as Exhibit "x." Offeror may identify any exception or other requirements to the terms and provisions in the Services Agreement, along with proposed alternative language addressing the exception; County may, but is not required to, negotiate changes in contract terms and provisions. The Services Agreement as finally agreed upon must be in form and content acceptable to County. **{Some RFPs may result in the award of a PO instead of a formal contract. Discuss with CPO if that is the case.}**

PROCUREMENT PREFERENCES *Mandatory DO NOT CHANGE*

Preferences in purchasing by formal bid, or request for proposal or qualifications shall be in accordance with New Mexico Statutes, Section 13-1-21 NMSA 1978 et al. Offeror must provide a copy of state-issued preference certificate if requesting a preference.

OBLIGATIONS OF FEDERAL CONTRACTORS AND SUBCONTRACTORS; EQUAL OPPORTUNITY CLAUSES *Mandatory DO NOT CHANGE*

Contractors and Subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4, 60- 300.5 and 60-741. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and

RFP No. 20-xx

Issued by Procurement Division: **First Initial. Last Name**

advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Contractors and subcontractors agree to comply with all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A.

ILLEGAL ACTS *Mandatory DO NOT CHANGE*

The Los Alamos County Procurement Code, Article 9, imposes remedies and penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

CERTIFICATION FORM REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS *Mandatory*

An Offeror shall complete the Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form, attached as Exhibit "x," and submit with the proposal. This Form serves as a warrant of the vendor's responsibility, and may not necessarily preclude the vendor from consideration for award.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM *Mandatory*

A Campaign Contribution Disclosure Form is attached as Exhibit "x." The Offeror is requested to complete and submit with the proposal. If Form is not submitted with the proposal, upon award, Contractor must submit this form, in accordance with Chapter 81 of the laws of 2006 of the State of New Mexico.

VERIFICATION OF AUTHORIZED OFFEROR *Mandatory*

A Verification of Authorized Offeror Form is attached as Exhibit "x." The Offeror is requested to complete and submit with the proposal. This Form provides County with the name and information of the authorized Officer who can obligate the selected firm in providing the services to Los Alamos County.

PROPOSAL EVALUATION CRITERIA: PROVIDED BY PROJECT MANAGER

	Criteria <i>as many as needed</i>	Weighted Points
1	Experience (EXAMPLE)	xx
2	Cost (This Criteria Must Be Included)	xx
	Total Score	100

Exhibit "A"
SAMPLE
RFP NO: 20-xx

RFP Name: _____

AGR20-



INCORPORATED COUNTY OF LOS ALAMOS
SERVICES AGREEMENT

This **SERVICES AGREEMENT** ("Agreement") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and _____, a _____ corporation ("Contractor"), to be effective for all purposes _____, 20xx.

WHEREAS, [FOP RFP'S] -- the County Purchasing Agent determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. 20-_____ (the "RFP") on _____, requesting proposals for _____, as described in the RFP; and

WHEREAS, Contractor timely responded to the RFP by submitting a response dated _____ ("Contractor's Response");

WHEREAS, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP;

[FOR CONTRACTS MORE THAN \$200,000.00] -- WHEREAS, the County Council approved this Agreement at a public meeting held on _____;

WHEREAS, Contractor will provide the Services, as described below, to County.

NOW, THEREFORE, for and in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

SECTION A. SERVICES:

1. **Contractor Services.**
2. **Deliverables.**

SECTION B. TERM: The term of this Agreement shall commence _____ and shall continue through _____, unless sooner terminated, as provided herein. *[At County's sole option the Agreement may be renewed for up to three (3) consecutive one-year periods, unless sooner terminated, as provided therein.]*

SECTION C. COMPENSATION:

1. **Amount of Compensation.** County shall pay compensation for performance of the Services in an amount not to exceed _____ (\$_____), which amount does not include applicable New Mexico gross receipts taxes ("NMGRT"). Compensation shall be paid in accordance with the rate schedule set out in Exhibit "A," attached hereto and made a part hereof for all purposes.

- 2. Monthly Invoices.** Contractor shall submit itemized *[monthly]* invoices to County's Project Manager showing amount of compensation due, amount of any NMGR, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

SECTION D. TAXES: Contractor shall be solely responsible for timely and correctly billing, collecting and remitting all NMGR levied on the amounts payable under this Agreement.

SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL: This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and will not be considered an employee of County for any purpose. Contractor, its agents or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing the County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely and reliable manner.

SECTION F. STANDARD OF PERFORMANCE: Contractor agrees and represents that it has and will maintain the personnel, experience and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the Services described herein in accordance with a standard that exceeds the industry standard of care for performance of the Services.

SECTION G. DELIVERABLES AND USE OF DOCUMENTS: All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent or other property right and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of the County.

SECTION H. EMPLOYEES AND SUB-CONTRACTORS: Contractor shall be solely responsible for payment of wages, salary or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

SECTION I. INSURANCE: Any insurance requirements as may appear elsewhere in this Agreement are hereby amended and superseded by these requirements. Contractor shall maintain, at their own cost and expense, and in good standing, such insurance as shall protect County, its officers, officials, employees, Council members, commissions and volunteers, as well as Contractor itself and any subcontractors from and against any and all claims for damages to public and private property and personal injury, including death, to employees or to the public, which may arise from any operations under this Agreement or any of its subcontracts. The coverage shall contain no special limitations on the scope of protection afforded to the County. County will appear as "Additional Insured" on all Commercial General Liability, and Business Automobile Insurance. Any failure to comply with the reporting provisions of a policy will not affect coverage provided to County, their officers, officials, employees, Council members and commissions and volunteers. Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Contractor, Sub-Contractor(s), and their insurers shall agree to waive all rights of subrogation against the County, its officers, officials, employees, Council members and commissions, volunteers and the County's insurers for losses arising from work performed by Contractor for County. Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled by

either party, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Risk Manager, Los Alamos County, 101 Camino Entrada, Bld. 5, Los Alamos, NM 87544, via confirmed email at steven.klepeis@lacnm.us, or via certified mail.

In general, insurance is to be placed with insurers with an A.M. Best's rating of at least A-:V, although this requirement may be reviewed and modified by the Risk Manager of the County in the best interest of County. Risk Manager may also consider performing such review upon written request from Contractor. Contractor shall furnish Risk Manager with certificates of insurance affecting coverage required by this Agreement. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates of insurance are to be received and approved by Risk Manager, address as above, before work commences. County reserves the right to require complete, certified copies of all insurance policies at any time.

1. **General Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00) per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) annual aggregate.
2. **Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. **Automobile Liability Insurance for Contractor and its Employees:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) annual aggregate on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.
4. **Professional Liability Insurance: Insert appropriate language here if applicable.**
5. **Other types of insurance which are project specific. Check with Risk Manager when needed.**

SECTION J. RECORDS: Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

SECTION K. APPLICABLE LAW: Contractor shall abide by all applicable federal, state and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement. In any lawsuit or legal dispute arising from the operation of this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. Venue shall be in the First Judicial District Court of New Mexico in Los Alamos County, New Mexico.

SECTION L. NON-DISCRIMINATION: During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability or veteran status.

SECTION M. INDEMNITY: Contractor shall indemnify, hold harmless and defend County, its Council members, employees, agents and representatives, from and against all liabilities, damages, claims, demands, actions (legal or equitable), and costs and expenses, including without limitation attorneys' fees, of any kind or nature, arising from Contractor's performance hereunder or breach hereof and the performance of Contractor's employees, agents, representatives and subcontractors.

SECTION N. FORCE MAJEURE: Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence.

SECTION O. NON-ASSIGNMENT: Contractor may not assign this Agreement or any privileges or obligations herein without the prior written consent of County.

SECTION P. LICENSES: Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

SECTION Q. PROHIBITED INTERESTS: Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it will not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept or agree to accept a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

SECTION R. TERMINATION:

1. **Generally.** County may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination and shall turn over to County originals of all materials prepared pursuant to this Agreement.
2. **Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by the County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

SECTION S. NOTICE: Any notices required under this Agreement shall be made in writing, postage prepaid to the following addresses, and shall be deemed given upon hand delivery, verified delivery by telecopy (followed by copy sent by United States Mail), or three (3) days after deposit in the United States Mail:

County:
Project Manager
Incorporated County of Los Alamos
Address
Los Alamos, New Mexico 87544

Contractor:

SECTION T. INVALIDITY OF PRIOR AGREEMENTS: This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both County and Contractor.

SECTION U. CAMPAIGN CONTRIBUTION DISCLOSURE FORM: A Campaign Contribution Disclosure Form is attached as Exhibit "x." Contractor must submit this form with this Agreement, if applicable and in accordance with Chapter 81 of the laws of 2006 of the State of New Mexico.

OR

SECTION U. CAMPAIGN CONTRIBUTION DISCLOSURE FORM: A Campaign Contribution Disclosure Form was submitted as part of the Contractor's Response and is incorporated herein by reference for all purposes. This Section acknowledges compliance with Chapter 81 of the Laws of 2006 of the State of New Mexico.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

ATTEST

INCORPORATED COUNTY OF LOS ALAMOS

NAOMI D. MAESTAS
COUNTY CLERK

BY: _____
HARRY BURGESS **DATE**
COUNTY MANAGER

Approved as to form:

J. ALVIN LEAPHART
COUNTY ATTORNEY

_____, A _____ CORPORATION

BY: _____
DATE

Exhibit "X"

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND
OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS**
RFP NO: 20-xx

RFP Name: _____

This document should be returned with RFP submittal.

- (1) I or We, _____ (the "Vendor") hereby certify to the best of our knowledge and belief that neither the Vendor nor any of its principals:
- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state, or local department or agency;
 - (b) have, within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for - commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery; falsification or destruction of records; making false statements; or receiving stolen property;
 - (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have within a 3-year period preceding this Application had one or more public transactions (federal, state, or local) terminated for cause or default.
- (2) If we are unable to certify to any of the statements in this certification, we shall attach an explanation hereto.
- (3) Certification to any of the statements in this certification will be thoroughly reviewed, and may not necessarily preclude the Vendor from consideration for award.
- (4) Falsification of any statement in this Form shall constitute grounds for non-consideration of the vendor's proposal or rescinding of a contract award.

Date

Authorized Representative's Signature

Print Name

Print Title

Exhibit “x”

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

RFP NO: 20-xx

RFP Name: _____

This document should be returned with RFP submittal.

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other things of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

RFP No. 20-xx

Issued by Procurement Division: **First Initial. Last Name**

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS: (Report any applicable made to the following - COUNTY COUNCILORS: David Izraelevitz; Antonio Maggione; James Robinson; Randal Ryt; Katrina Martin; Sara Scott and Pete Sheehey.)

Contribution Made by: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

Signature

Date

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Exhibit "x"
VERIFICATION OF AUTHORIZED OFFEROR
RFP NO: 20-xx

RFP Name: _____

This document should be returned with RFP submittal.

Having read the proposal conditions and examined the scope of services and deliverables for this RFP, this Proposal is hereby submitted by:

Signature and Printed Name of Authorized Offeror

Organization's Legal Name State of Incorporation

Email Address

Mailing Address

City, State, Zip Code

Physical Address

City, State, Zip Code

Telephone No.

Federal Tax I.D. # NM CRS # (if located in-state)

Contract Manager Printed Name and Email Address

If your firm meets the definition of one or more of the types of business described below as defined by the Small Business Administration, please check the appropriate box:

- ☐ Small Business
- ☐ Woman-owned Business
- ☐ Minority-owned Business

Exhibit “**x**”
COST SUMMARY SHEET
RFP NO: 20-XX

RFP Name: _____

Procurement may opt to ask for cost a different way than by using this type of form, based on the project.

This attachment shall be returned with the RFP submittal.

Offeror (Company Name): _____

COST CATEGORY	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
	\$						
	\$						
	\$						

CONSULTING SERVICES SCOPE OF WORK FOR COUNTY PROPERTY MAINTENANCE CODE (CHAPTER 18)

Conduct an evaluation and provide updates to County Code Chapter 18 – Environment.

Deliverables:

- 1) Report of findings and recommendations to County;
- 2) A document to replace Ordinance 02-238 and Code Chapter 18

Consultancy timeframe: Approximately 9 months, January to September 2020

Cost: Up to \$50,000 for code work and outreach

Code Content:

- Review and do an analysis of three property violation types which have received most public attention: weeds, outdoor storage, and inoperable vehicles. Note: Inoperable vehicles is currently in Chapter 16.
- General clean-up of Chapter 18 code subsections:
 - Identify any language which is unclear, inconsistent within or between code sections, including duplication and redundancies.
 - Provide user-friendly language as needed for compliance requirements, procedures, standards, and definitions. Include code cross-referencing and jurisdictional responsibilities, and comprehensive index.
 - Design code sections within a logical framework with format conducive to inserting amendments.
- Recommendations for innovative and best practice methods for achieving code compliance. Practical user information on how to meet compliance. Comparative analysis of other communities' compliance programs including clean and lien programs for vacant properties, successes and lessons learned. Recommendations should consider expectations of the Los Alamos community and the County Council.
- Chapter 18 code work should be in alignment with Chapter 16 code work in terms of intended outcomes Recommendations for high- to low-priority violations.

Property Compliance Processes:

- Review code administrative compliance processes and program Policies and Procedures.
- Recommend potential options for improving process clarity for staff and public, efficiencies and reducing administrative burden, complaint intake process, managing and tracking code cases, response times, minimizing legal risk to County, and ensuring staff and public safety.
- Recommend which processes should be codified and/or in program policies and procedures.
- Recommend an evaluation process of code compliance officers.

Program Performance Monitoring Process (for a defined period):

- Recommend a program performance monitoring process for a period to follow implementation of the code amendments to measure finite performance changes.
- Performance monitoring should involve objective measures, and include:
 - Amount of time from when a violation has been identified to when the first violation notice is issued, amount of time between violation notices for the property owner or resident to address the violation, total amount of time taken for achieving compliance, case origin (i.e. inspector vs complaint generated), and court case outcomes. Statistical measures should be trackable through Energyov database.

- Public feedback collection and assessment on the compliance program such as violation type enforcement priorities and penalties, staff customer service and responsiveness, perceived community impact, long term goals, and overall satisfaction with the program.

Prepare an Appropriate Outreach Plan:

- Recommend an outreach plan, schedule, tools, and events such as: County website information dissemination, media announcements, community survey, open house, meetings with County committees, Council work session, and final presentation at Council public meeting.
- Meet with CDAB members who will be available to provide code violation data and other information as needed, and will support the roll-out of the new code.

Budget Revision 2020-16

Council Meeting Date: Dec 17, 2019

	Fund & Department	Org Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	General Fund - Community Development	01145040 8369		\$ 300,000		\$ (300,000)
2	General Fund - Community Development	01145040 8369		\$ 50,000		\$ (50,000)

Description: The purpose of this budget revision is to establish spending authority for a consulting contract to develop the following: Phase I - Downtown Master Plan (Los Alamos & White Rock) and Phase II - Chapter 16 Development Code (\$300,000) and a consulting contract to update Chapter 18 Environment (\$50,000).

Fiscal Impact: The net impact on the General Fund is to increase expenditures and decrease fund balance by \$350,000.



County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.

Index (Council Goals): * 2019 Council Goal - Investing in Infrastructure

Presenters: Steve Cummins, Deputy Utilities Manager - Power Supply

Legislative File: 12571-19

Title

Amendment to the Carbon Free Power Project Budget and Plan of Finance

Recommended Action

I move that the County Council authorize an increase to the Department of Public Utilities' share of the Carbon Free Power Project budget in the amount of \$52,500.00, with a 20% contingency of \$10,500.00, for the continued participation in the Carbon Free Power Project and authorize the Utilities Manager to execute an amendment to the budget and plan of finance with the Utah Associated Municipal Power Systems (UAMPS).

Utilities Manager Recommendation

The Utilities Manager recommends that Council approve the motion as presented.

Board, Commission or Committee Recommendation

The Board of Public Utilities recommends that Council approve the motion as presented.

Body

Background

March 2019 Update

At the recommendation of a citizen ad hoc committee and the direction of the BPU, the Department of Public Utilities (DPU) was tasked to continue participating in the Carbon Free Power Project (CFPP) as an option for meeting a portion of the County's power demands. The CFPP is being considered as a potential resource for replacing the County's coal generation assets and to meet a Board-approved goal for the DPU to be a carbon-neutral electrical energy provider by 2040.

Through DPU's membership with the Utah Associated Municipal Power Systems (UAMPS), staff has been participating in the development of the CFPP, which is a projected 600MW nuclear generating station to be built in Idaho using small modular reactor (SMR) technology. As it is being designed, the facility would house up to twelve SMRs developed by NuScale Power, currently rated at fifty megawatts of electric power for a total plant capacity of 600MW. The County's share would be 8MW.

Prior to signing the Power Sales Contract in April 2018, the following had been accomplished:

- The County participated in the CFPP Project Study Phase and Siting Agreement (also referred to as the fatal flaw analysis). Findings - No fatal flaws were discovered in this phase, clearing the path for continued development.

- DPU surveyed customers on Los Alamos County pursuing nuclear generation. Findings - 73% of residential and 60% of commercial customers agree or strongly agree that Los Alamos should pursue nuclear generation.

- DPU hired a third-party independent contractor to develop an Integrated Resource Plan (IRP) that evaluated all of the options to serve the County's Electric Demand on a Levelized Cost of Energy (LCOE) basis, while meeting our carbon neutral goal. Findings - solar with storage was determined to have the lowest LCOE among the options considered. The CFPP came in second at approximately 3.5% higher cost based on the \$65/MWh cap the participants have determined to be the maximum they are willing to pay. DPU is looking at a combination of these resources for a diverse portfolio.

- Several public meetings specific to the technology, project commitments, and IRP findings were held.

On April 10, 2018 the Board of Public Utilities and the County Council approved a resolution authorizing and approving the Power Sales Contract with an Amended and Restated Initial Budget and Plan of Finance for the first phase of the Carbon Free Power Project. The Budget and Plan of Finance has broken the project into phases allowing the project participants an option to exit the project at the end of each phase if they determine the project is no longer the preferred option.

This first phase is the development of the Combined Operating License Application (COLA) to be submitted to the Nuclear Regulatory Commission (NRC) for review and approval in the second phase of the project. The first phase has a decision point and off-ramp at the \$6 million spend point which is 100% reimbursable by DOE and NuScale if UAMPS terminates the project for any reason. At the April 2018 meeting it was anticipated that the \$6 million would carry the project through March of 2019 at which time the participants would have an option to proceed with the completion of the COLA preparation or exit the project. This off-ramp was at the request of the project participants.

Since April 2018, UAMPS Project Management Committee (PMC) purposefully minimized the activities in the development of the COLA to allow more time to market the unsubscribed capacity of the project and to negotiate with the DOE and NuScale for additional cost sharing through the COLA development and NRC review minimizing the exposure to the participants.

Progress since March 2019

On July 17 the BPU approved the JUMP resolution resulting in Los Alamos County acquiring an additional 3.186 MW above the base subscription of 8 MW.

This JUMP Allocation Resolution is for Los Alamos County to express their interest in their entitlement share of capacity and energy from the Joint Use Module Plant (JUMP) program after DOE has completed their research and development using the power output of the JUMP.

UAMPS and DOE expected to have the terms and conditions of the JUMP Power Sales Layoff agreement completed by October 2019 however DOE funding has been delayed by Congress.

At this time the members interested in the JUMP program will have the option to rescind its election to increase their entitlement share in the CFPP.

Due to the federal budget continuing resolution, DOE choose not to complete the JUMP Power Sales Layoff agreement until the money for the JUMP project has been appropriated by congress.

The PMC anticipated exhausting the \$6 million by November 2019 at which time the PMC and the individual participants will have another decision point.

At this time UAMPS PMC is recommending increasing the budget for the CFPP participants by \$976k, (Approx. \$52,500 for LAC, non-reimbursable), to keep the project moving forward from December 2019 through March 31, 2020.

It is Important to note, that the participants are still eligible for 100% reimbursement of the \$6M if UAMPS terminates the project in the spring or summer of 2020. If the project terminates in spring 2020, LAC will have a sunk cost of approximately \$82k. If LAC unilaterally takes the off-ramp in spring of 2020, the total sunk cost will be approximately \$162k not including staff time since 2015.

The inherent risk of any long term resource is predicting industry trends, market conditions, technological breakthroughs, and changing regulations that will have an impact on these long term commitments. It is for this reason the PMC has proceeded with caution while DOE, NuScale and the NRC continue to mitigate the risks through cost sharing, industry partnerships and design reviews.

The project is in alignment with the adopted Future Energy Resource recommendations and Los Alamos County Strategic Leadership Plan, specifically Environmental Stewardship by improving environmental quality and sustainability balancing costs and benefits.

This project also supports the County's Intergovernmental Relations through coordination and cooperation with Los Alamos National Laboratory. The DOE Nuclear Energy office has made NuScale's SMR design their highest priority. They continue to work with DOE NNSA on contracting options with the CFPP.

DPU is assuming that the County and LANL will continue partnering with generation assets post 2025 through a new Electric Coordination Agreement. Keeping this project as an option will support the large load increases LANL is forecasting. If the County and DOE-LANL decide not to partner with generation assets, our current 8 MW subscription in the project could replace our Laramie River Station coal fired plant.

Based on what we know today regarding generation resource adequacy in the western interconnect, LAC needs to have 100% of its load covered with owned generation assets or long term power purchase agreements in addition to being carbon free to meet our 2040 carbon neutral goal.

The County's 2017 Integrated Resource Plan (IRP) made the following recommendations:

-
1. The County needs not to be in any rush to commit to new resources until several uncertainties regarding Small Modular Nuclear Reactors (SMNRs), solar and storage are resolved.
 2. A portfolio with SMNRs could be competitive, if risk mitigation measures to protect ratepayers from cost overruns and schedule delays are in place.

Hence, the optimal approach is to preserve optionality by continuing to pursue SMNR risk mitigation measures and preserve the ability to take advantage of declining solar and storage costs. The 2017 IRP assumed a \$65 per megawatt hour (MWh) for the CFPP and for the solar with storage option. Currently the CFPP has a price target of \$55/MWh to match the next best alternative which is a combined cycle gas plant.

For more background information on the project please refer to the DPU's website:

[<https://rebrand.ly/DPU-CFPP>](https://rebrand.ly/DPU-CFPP)

Alternatives

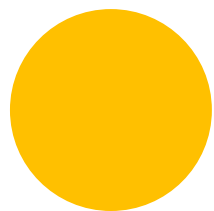
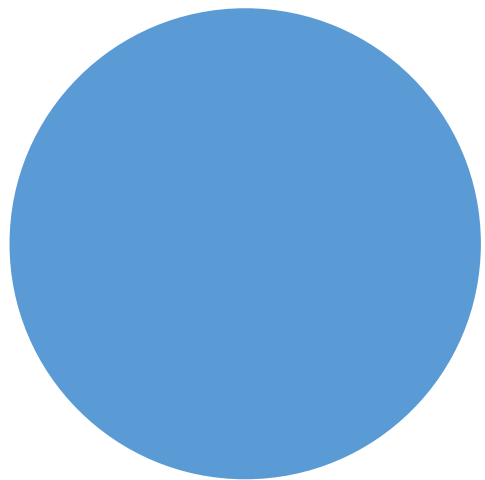
Exit the project at this time and pursue other carbon free base load resources

Fiscal and Staff Impact

\$52,500.00 plus \$10,500.00 contingency for a total of \$63,000.00, non reimbursable. There is no additional staff impact since resource planning is part of the job.

Attachments

A - Nov 2019 EPC Development Agreement Update Presentation



CFPP November 2019 Update

ATTACHMENT A

EPC Development Agreement

Key Terms and Conditions:

- Price Target Established at \$55/MWh (2018\$)
- Economic Competitive Test run until Class 1 cost estimate for the CFPP has been delivered
 - If ECT Failure (cost estimate > \$55/MWh) → UAMPS can seek reimbursement (reimbursement % decreases as Project is de-risked)

Contemplated that UAMPS and NuScale will enter into Reimbursement Agreement by end of March 2020 to cover ECT Failure/Reimbursement.

Short Term EPC Development Agreement

Term: December 2019—March 2020

Scope:

- Fluor conducts review of “value engineering” assumptions made by NuScale to reach \$55/MWh Price Target
- Fluor shares its assessment with UAMPS and namely its Owner’s Engineer (MPR)
- MPR continues its diligence of the Project Cost Estimate for the CFPP in an “open-book fashion”
- Rerun of ECT no later than February 2020
- Parties discuss Key Risk Items for EPC Term Sheet
- Parties identify Key Risk Items to achieve Price Target & plan for de-risking those items provided Parties move forward

ATTACHMENT A

Development Facts & Considerations

UAMPS needed to amend the CFPP Phase 1 Budget from \$6M to greater amount.

JUMP Agreement is delayed. MOU contemplated JUMP Agreement execution by end of October 2019. DOE awaiting authorization (conflicting Senate and House approps language). DOE has released a small amount of money to INL to proceed with high level planning work.

Subscription is sitting at 30% of total plant capacity. UAMPS is working toward 100%. Anticipated to be at 50% subscription by July 2020 (NW and SW interest).

UAMPS is paying 25% of costs. DOE is paying 50% of eligible costs and NuScale is paying 25% of modified eligible costs. NuScale 25% reimbursement is capped at \$8.3M.

Strategic Considerations

DOE is committed through this administration. Under Secretary Menzes moves to #2 under Secretary Brouillette will further DOE staff support. UAMPS development of the CFPP is predicated on continued financial support from the DOE via the cost share and JUMP.

- Congressional Bi-Partisan support still strong—necessary given appropriations reliance.

UAMPS is NuScale's strongest potential customer.

UAMPS is not constrained by a Commercial Operation Date.

Takeaways from Development Facts & Strategic Considerations

Presently, NuScale and UAMPS have not entered into a reimbursement agreement to cover an ECT Failure post March 2020. If UAMPS terminates the CFPP (super-majority vote of Participants)—UAMPS can call upon \$1.5 M reimbursement from NuScale.

DOE is committed to supporting the CFPP, albeit their support has not yet been manifested via JUMP Agreements.

Scope of Work for Amended Budget

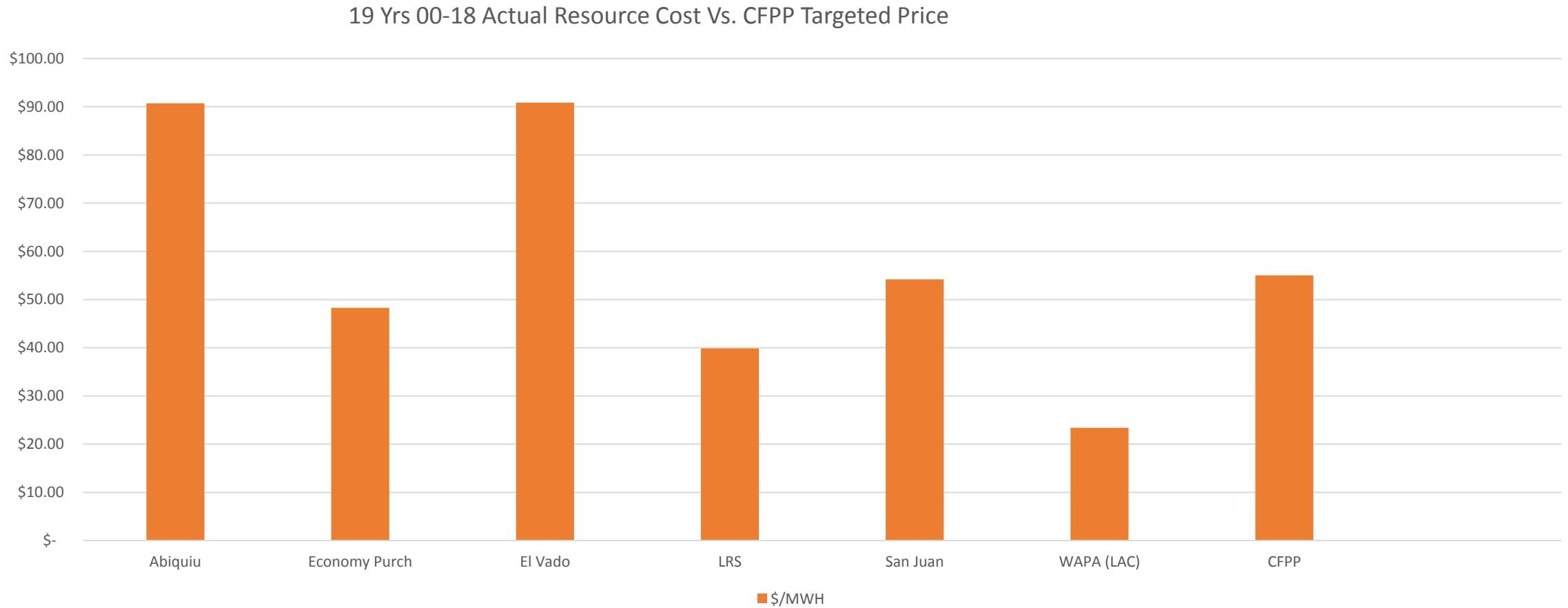
Scope of Work for Amended Budget for Phase 1 up to \$9M (from \$6M).

- This additional \$3M (\$976K UAMPS costs net of DOE Cost Share Agreement) would be used to continue contractual negotiations, pursue additional subscription, and minimum Site work for COLA to preserve the DOE cost share arrangement.
- PMC will monitor the spend level along with progress on contractual development (successor agreement to Short Term EPC DA, Reimbursement Agreement, and Key Risk Items for EPC Term Sheet)
 - Lots of activity in Q1 2020 under the Short Term EPC DA
- Allows JUMP Agreement to be developed.

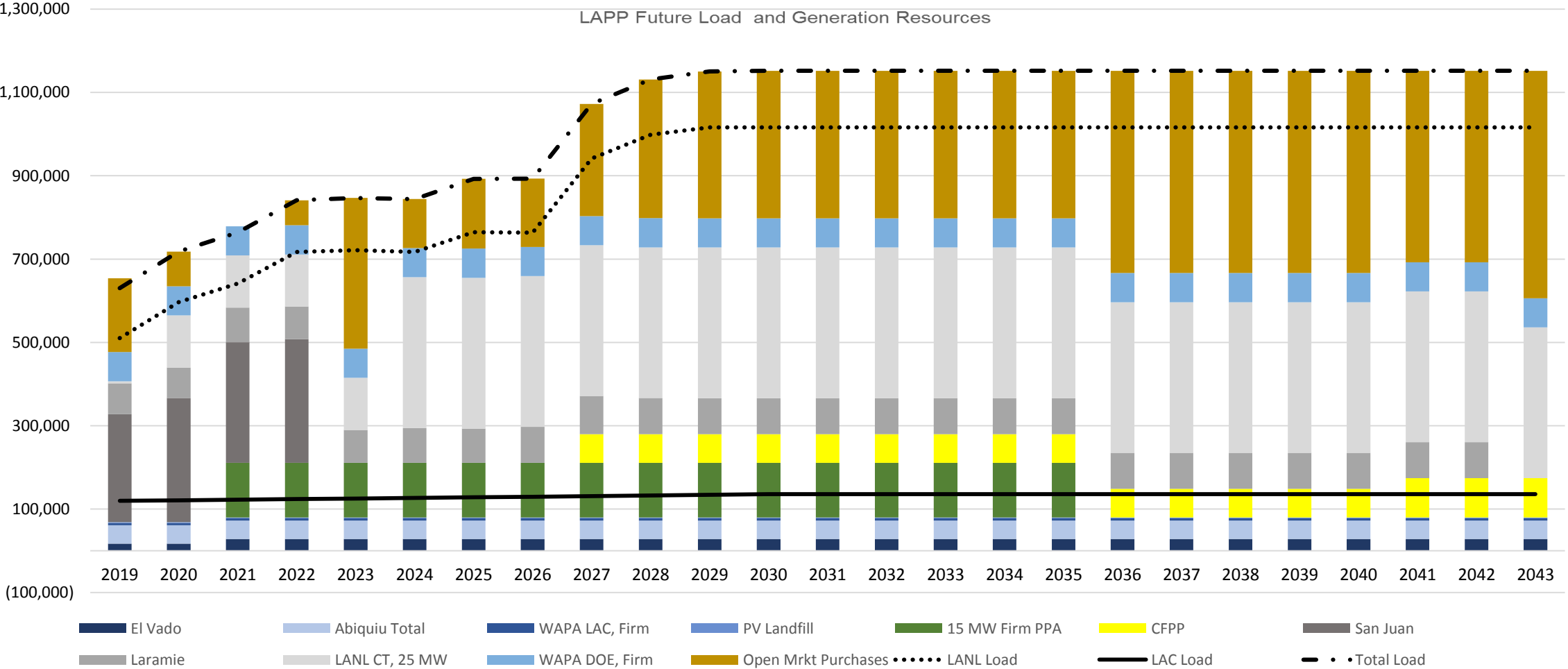
LAC Cost Commitment

CFPP Amended Budget & Plan of Finance February 21, 2018				
				Approx.
		100% Cost	Net of Cost Share	LAC Share 8 MW
Study Phase Sitting Agreement		\$145,540		\$30,000
Licensing Period 1st Phase (Max.) 100% Reimbursable		\$6,000,000	\$1,500,000	\$80,000
Licensing Period 1st Phase Amended BPF (non-reimbursable)		\$3,000,000	\$976,000	\$52,000
Licensing Period 1st Phase (Max.)		\$83,499,764	\$65,843,086	?
Licensing Period 2nd Phase (Prelim.)		\$496,303,067	\$496,303,067	?

Comparing Cost of Resources



Generation Resources Plan to Meet Load





County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: 1)

Index (Council Goals):

Presenters: Harry Burgess, County Manager

Legislative File: 11606-19

Title

County Manager's Report for December 2019

Body

The County Manager's Office compiles a monthly report of activities conducted by County staff and publishes this report for the benefit of our citizens. Highlights of this report will be emphasized for Council as a means to increase the distribution of this information.

Attachments

A - December County Manager's Update

County Manager's Monthly Update

LOS ALAMOS COUNTY

DECEMBER - 2019

This update contains information about Los Alamos County, and is intended to keep you informed regarding key issues, the status of various capital projects, employee recognitions and significant events that have occurred during the past several weeks. This update is distributed on a monthly basis; however the County maintains a website at www.losalamosnm.us where you can also check for periodic updates on the issues outlined below as well as other current topics. In the event that you have questions concerning the information in this update, or any other questions about Los Alamos County activities, please feel free to contact the County Manager at (505) 663-1750, or via lacmanager@lacnm.us.

PUBLIC WORKS DEPARTMENT

Administration Division

Recruitment for Senior Office Specialist Position:

Interviews were held on November 22, 2019 for the Senior Office Specialist position for the Admin Division.





Meet and Greet:

Anne Laurent, Public Works Director has been busy meeting employees from the nine divisions within Public Works.

Transportation Board Recruiting New Members:

The Transportation Board meets the first Thursday of the month at 5:30 p.m. Meetings are held at 1000 Central Avenue, Room #110.

November 7, 2019 Transportation Board Meeting Highlights:

-  Deputy Public Works Director, Jon Bulthuis introduced Public Works Director Anne Laurent to the Board.
-  Cameron Humphres, Airport Manager; presented the Airport Safety and Development Project.
-  Jon Bulthuis presented a Review of Industry Trends and the Deployment of Electric Scooters.
-  Jon Bulthuis provided an update regarding the LANL Transportation Initiatives. Dr. Kelly Beierschmitt addressed a working session of the Los Alamos County Council, on October 15th, to provide an overview of capital project planning and activity at LANL including significant transportation infrastructure concepts.

Members watched the video from the October 15th Council work session.

-  Jon Bulthuis presented the October 2019 Project Report.




Airport Division

Silent Falcon Flight Testing:



Los Alamos Airport was selected by the NM Department of Transportation Aviation Division as a test site for Silent Falcon. Silent Falcon is an organization that uses unmanned aerial vehicles (UAVs) equipped with a modular payload bay for carrying various sensors used for specific applications such as wildland fire support, crop evaluation, and film production. The UAV is a carbon fiber aircraft with an 8-foot wingspan and has a solar electric propulsion system with solar panels integrated into the top of the wings that allow for up to 5 hours of flight time. The aircraft is launched via a catapult, monitored and controlled via a ground station while airborne, and is recovered via the deployment of a parachute to reduce any risk to the sensor package during recovery and allow its use in confined areas. Silent Falcon is testing a UAV, equipped with a high-resolution camera and a LIDAR sensor for precise elevation measurements, to conduct airfield pavement inspections. NMDOT conducts pavement inspections at all New Mexico airports every two years. While the information gathered is critical for informing pavement maintenance decisions and the allocation of limited resources, they are very expensive and time consuming. Inspection personnel spend a significant amount of time literally walking, photographing, measuring and reporting on every square foot of pavement on an airport. Silent Falcon is testing the concept of using its sensor-equipped UAV to conduct pavement inspections at one-tenth the cost of traditional inspections. Los Alamos was chosen to test the concept due to the challenging conditions – weather, terrain and proximity to restricted airspace. Silent Falcon deployed their UAV to an altitude of 400 feet above the airport and, over a period of 30 minutes, collected high-resolution imagery and elevations of all pavement surfaces. This data will be downloaded into a program that uses machine learning to evaluate the condition of the pavements and provide recommendations for maintenance and repair. If successful, this new technology would improve the fidelity of pavement inspections while the lowering costs.

Custodian Division

-  The Custodial Division supported 325 meetings/events during the month of November.
-  Exterior windows were cleaned at the Historical Museum and Fuller Lodge.
-  The division manager and lead custodian attended the ISSA Show in Las Vegas.

Engineering & Project Management Division

NM 502 Reconstruction, Knecht St. to Tewa Loop:

Staff continues to coordinate with NMDOT on this state lead project. Agency coordination is ongoing for projects occurring on or near DP Road for public outreach.

Canyon Rim Trail Underpass:

A final submittal was sent to NMDOT. Final plans are anticipated following the approval of the plat by NMDOT and receipt of NMDOT certifications. Construction is anticipated to begin in Spring 2020.

Tracts A-13/A-12 The Hill Apartments Offsite Improvements:

Following the May 2nd Transportation Board meeting the traffic analysis was completed and was submitted to NMDOT for their review and approval, as Trinity Dr. is a State facility. The recommended alternative was presented to County Council on June 25th and comments were received to refer to NMDOT for their review. Final design is ongoing and is anticipated to be complete before the end of 2019, pending NMDOT review.

Piñon Park Splash Pad:

A public meeting was held November 14 in conjunction with the Parks and Recreation Board monthly meeting where the Design Professionals presented the schematic design to the board. The splash pad design is taking shape and after a lengthy discussion, the board approved the recommendation that Council approve a flow-through water system rather than a recirculating system. Staff will take the project before Council on December 3rd for a decision on the type of water delivery system.

Golf Course Irrigation Project:

MRWM Landscape Architects presented the 60% Design Development plans to the Parks and Recreation Board on November 14th. County Staff is reviewing the design and will formulate comments to be incorporated by the design team. An RFP is being developed to address additional golf course improvements in accordance with the prior Council presentations.

Ice Rink Improvements:

NCA Architects provided staff with the 60% design plans and staff is reviewing. Construction bids are expected to be issued by the end of December with construction scheduled to start March 1st.

Golf Course Clubhouse Patio Enclosure:

A design is currently being revised for additional scope to develop the current patio into interior space. Council has approved a budget increase to fund the additional scope and the design team anticipates approximately 45 days will be added to accommodate the additional design work currently underway.

Aquatic & Airport Roof Renovations:

Aquatic Center: Work includes re-roofing the flat roof portion of the center's roof, correcting structural issues with a portion of the roof structure in the mechanical room area damaged by excessive humidity, install an exhaust fan to address humidity build-up and create air flow, and add roof-mounted electric heat mats for the northern side.

Airport Roof: Work includes re-roofing, adding posts for the Civil Air patrol radio antennae system to increase its range, and new fascia and downspouts.

The project is designed by FBT Architects. This project went out to bid twice, with only one bid received in both cases. The first bid received was incomplete and the second was significantly higher than the programmed costs. The project was readvertised for bids another time with attempts to broaden the reach of interest. Bids are due January 10. The project is scheduled to begin mid-March, starting with electrical work at the Aquatic Center, with roofing work at both facilities the following month.

Fire Station 6 Restroom Remodels:

Crews with Allied 360 continue work on the larger of the two restrooms and should be finished in early December. The new walls are installed with tile placement and the re-building of the shower pan to follow. The new epoxy floor will then be installed. Work on the smaller restroom will begin thereafter. Work will continue until early January with completion scheduled for the end of February 2020.

Mesa Library Drive-thru Roof Change:

The roof over the drive thru was re-worked to allow the drainage to flow directly off onto the landscaping below rather than thru the roof drains which tended to freeze and plug during the winter, causing damage to the ceiling of the drive-thru. Work is complete.

Kiddie Pool Project:

A public meeting was held November 14 in conjunction with the Parks and Recreation Board monthly meeting. FBT architects has been working on the 60% design development phase. A site plan review with the Planning and Zoning Commission is planned for December 11th.

Eco-Station Ventilation Fans Upgrade:




This project increases the size of the ventilation fans for the transfer station to better manage a high level of dust and improve safety for the public and staff. The design is complete and a contract for installation is currently under review by purchasing.

Sunflower Art Piece:

Engineering design and cost estimate is being procured through the engineering and architectural services on-call contract for reinforcing the sunflower art piece and for the reinforcing the transfer station building structure for installation. This project is funded with Art in Public Places budget.

Environmental Services Division

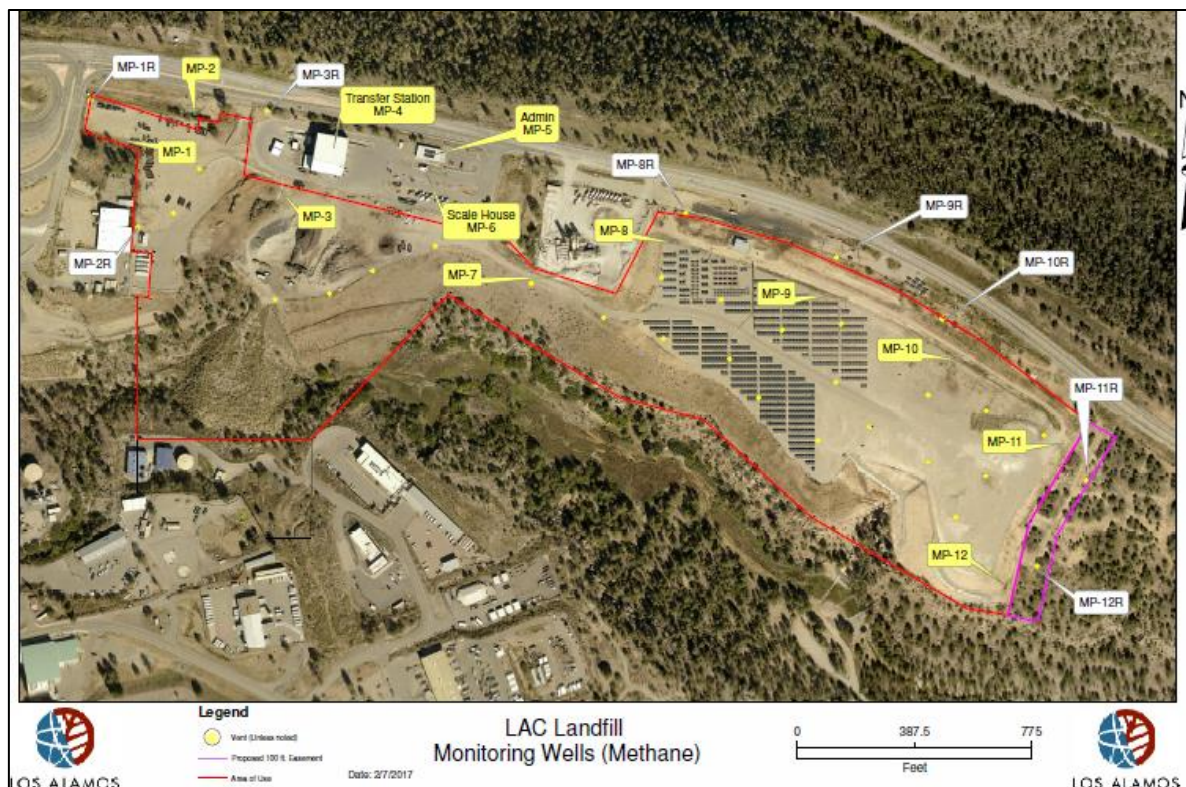
November 21, 2019 Environmental Sustainability Board Meeting Highlights:

-  The item to "Vote on Proposed Resolution Regarding Save As You Throw and Municipal Food Waste Composting Program," was removed from the agenda. It will BE brought forward at a future ESB meeting.
-  Environmental Services Manager, Angelica Gurule introduced Public Works Director Anne Laurent to the Board.
-  Councilor Sheehey provided an update regarding the plastic bag, plastic straw and Styrofoam container ban petition. He noted the following:
 - Smith's has a 2015 Goal for Zero Waste and Zero Hunger.
 - Smith's is on board for LAC to expand food waste composting.
 - LAHS Eco Club wants a 10-cent tax on any single use plastic bag.

- Education for Styrofoam and straw reduction will require educational campaigns.
 - There were several public comments both in favor and opposition to ban of plastic bags.
- ✚ Mr. Steve Hanson, a resident of LAC, provided a presentation on two alternative technologies for managing municipal solid waste such as anaerobic digestion. ESB members expressed interest in forming a working group to further investigate these technologies.
 - ✚ Lisa Bakosi, ESB Chair, gave a brief update regarding our collaboration with Los Alamos Public Schools and expressed kudos for the recent Recycle Art Fair & Fashion Show.
 - ✚ Sara Thurgood, Zero Waste Team Leader, provided an update about the progress of the Zero Waste Team, which included working with restaurants to reduce food waste and plastic waste. Members from the Zero Waste Team will attend the Chamber of Commerce breakfast to educate restaurant and business owners.
 - ✚ Angelica Gurule, Environmental Service Manager, provided an update about the October 2019 Residential Sustainability Report and announced that the Recycle Coach app would be launched on December 17.

Los Alamos County Landfill Gas (LFG) Update:

With the installation of the Landfill Gas Control and Collection system, the methane concentrations have decreased, and methane levels are in compliance with NMED Solid Waste Rules. Environmental Services has received approval from New Mexico Environment Department (NMED) to reduce monitoring from weekly to quarterly as prescribed by NMAC Solid Waste Rules.



Professional Development

Operator Dominic Sena went to Farmington to become Transfer Station Operator certified. The training was provided by New Mexico Environmental Department (NMED). Environmental Services Trainee, Antoine Padilla, and Scale House Operator, Lucas Gomez, traveled to Albuquerque to receive a refresher training on Hazardous Waste Operations and Emergency Response HAZWOPER. The training was provided by OSHA.

Trash and Recycle Dumpster Improvements



To help improve the image of the trash and recycled dumpsters, Environmental Services staff have been busy painting and putting new stickers on the commercial trash dumpsters.

Recycle Workshop



Chamisa Elementary School hosted a recycle workshop to help students create outfits for the 2019 Recycle Art Fair and Fashion Show. Environmental Service staff and Environmental Sustainability Board (ESB) members helped with the workshop. Many children attended and had fun creating their recyclable outfits. They also learned how to make fun recyclable hats from ESB member Sue Barns.

Pumpkin Carving Guinness World Record:



Environmental Services supported the Art Council in their event of setting the world record pumpkin carving attempt by providing the pumpkin discard dumpster and a roll off. We had a grand total of 15,240 lbs. (7.62 tons) of pumpkins were sent down to Bayo Canyon Waste Water Treatment Plant to be used for compost.

Recycle Art Fair & Fashion Show



In celebration of America Recycle Day, Los Alamos County and Los Alamos Public Schools co-hosted the 2019 Recycle Art Fair and Fashion Show held at Chamisa Elementary School. There were over 20 participants in the fashion show including kids, tweens and adults.

The event was a huge success with the help of the Chamisa Elementary staff, teachers from across LAPS, Environmental Sustainability Board members, Zero Waste Team members, and Environmental Services staff. The LAHS Key Club and Honor Society helped with clean up at the end of the event.



Residential Sustainability Report



Residential Sustainability Report

Service Period: October 2019

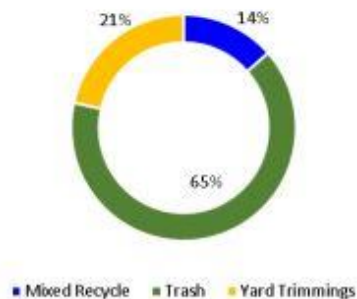
October Diversion Rate: **35%**



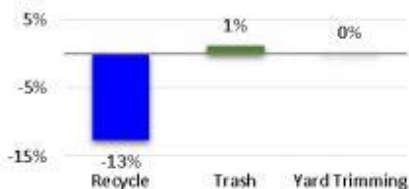
LOS ALAMOS

The diversion rate is the percent of recyclable and compostable material diverted from the landfill.

Monthly Collection Report

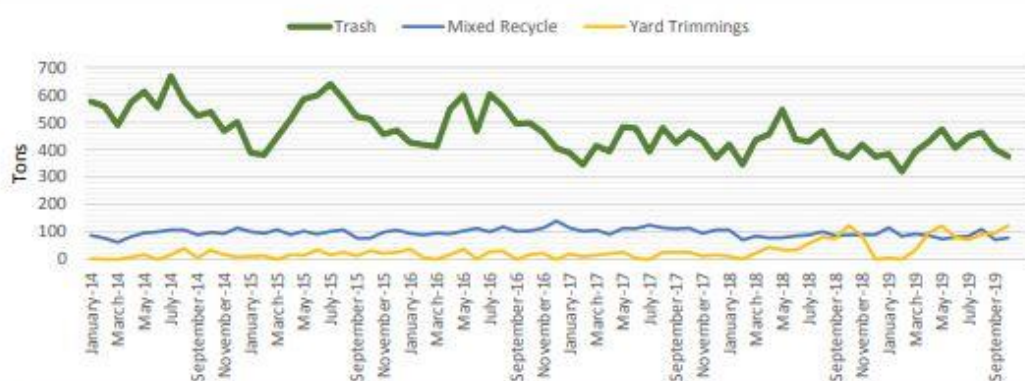


% Change Previous Year

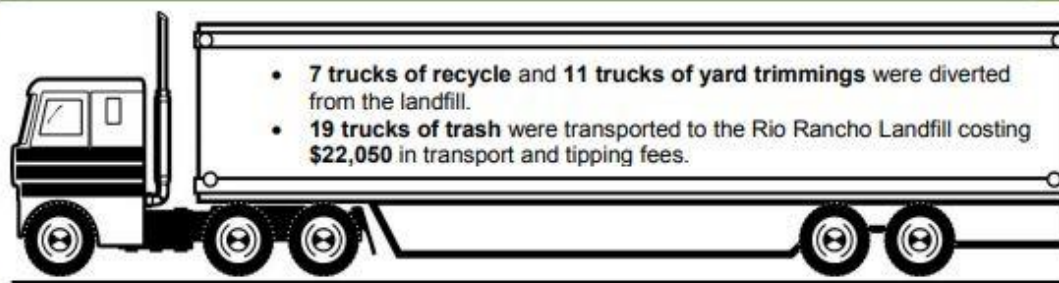


Yard Trimming	123.63	123.75
Recycle	89.29	78.08
Trash	370.95	375.33

In October by recycling and composting Los Alamos County reduced GHG emissions by ~510 tons



In 2019 by recycling and composting Los Alamos County reduced GHG emissions by ~4421 tons



For more information contact Environmental Services Division at 505.662.8163 or email solidwaste@lacnm.us

Facilities

Replacement of Boiler at the Ice Rink:



The Los Alamos Ice Rink is the recipient of a new boiler just in time for the 2019-20 hockey and skating season! After many years of service, the boiler at the left failed to operate properly when called on this winter season. Staff installed a brand-new boiler which is much more energy efficient – takes up less space in the utility closet – and is expected to operate for years to come.

Crack Sealing Apron at Fire Station #3



In preparation for the winter weather, Facilities staff worked at Fire Station #3 (FS3) in White Rock to seal some major cracks that had developed in the concrete apron at that facility.

Although crack sealing is typically under the purview of the Traffic and Streets Division, the crack sealing program for 2019 had already been completed when the issue at FS3 was discovered by staff visiting the facility to work on other items.

As such, with little time to complete the work, Facilities staff jumped on the project and made the needed repair to carry things through the winter until better weather and the 2020 crack sealing program overseen by the Traffic and Streets Division can revisit the issue and perform any long-term repair that may be deemed

necessary.

Fleet

🚦 Fleet had 118 work orders processed with 65% finished within 72 hours.



Fleet received a new unit that is assigned to the Motor Pool and it replaced the old Durango.



Received a new F250 that will be assigned to Traffic and Streets



Received new snow blowers that will go to Custodial and Parks Division.

Traffic and Streets Division

DP Road:

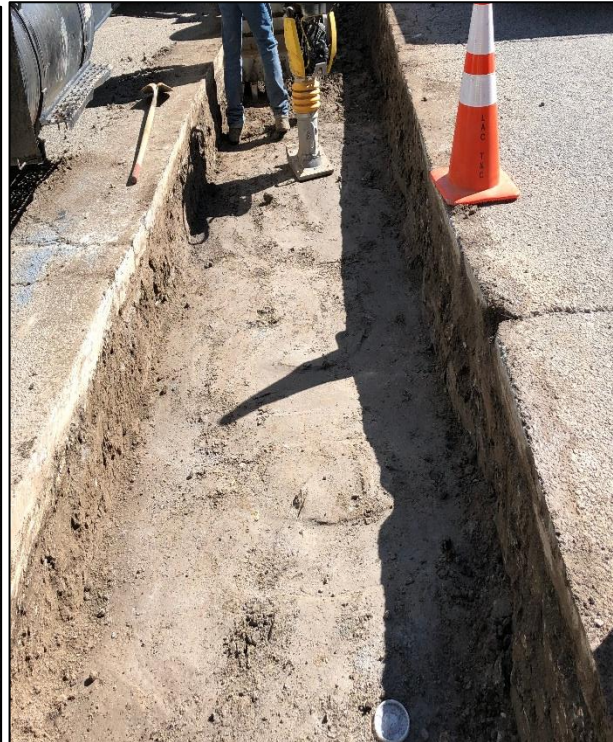


Crews repaired a drainage issue on DP Road.





Crews repaired a section of asphalt along Longview Drive in White Rock.



Crews repaired a section of asphalt on Trinity Drive



A Pavement Preservation project was recently completed in White Rock on Bryce Avenue, Grand Canyon & Rover Blvd. The project consisted of crack sealing, fog sealing, and re-striping. These streets were selected because the pavement is still in relatively good condition and by applying a preservation treatment to them now, it will extend the life of the asphalt.



Crews repaired a section of curb and sidewalk in the Canyon Glen subdivision



Crews overlayed asphalt on North Mesa Road at the gymnastics center.



Crews repaired a drainage issue at the stables on North Mesa.

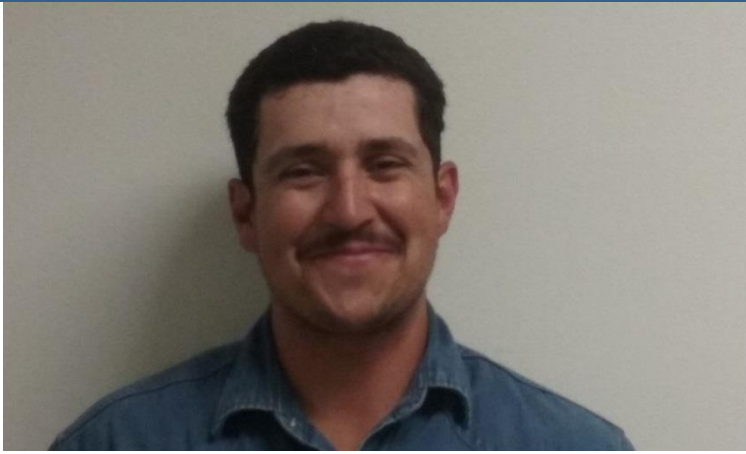


Crews installed pre-formed thermoplastic lettering at the Nature Center

Welcome to the Team!



Traffic and Streets would like to welcome Robert Rodriguez as a new Traffic Electrician II. Robert brings traffic signal and street lighting experience to the County and has hit the ground running. Congratulations Robert and welcome aboard!



Benjamin Gonzales was recently promoted to Senior Equipment Operator. Ben is a hard worker, has a great can-do attitude and is well liked by his co-workers. Ben is a tremendous asset to the County. Congratulations Ben!

From January 1, 2019 through November 19, 2019, Traffic and Streets has processed, reviewed and issued 98 excavation and curb cut permits. This amount is low in comparison to previous years – 2018 processed 178 and 2017 processed 144.

Traffic and streets also processed, reviewed and issued 133 Traffic Control and Impedance permits. This amount is also low in comparison to previous years – 2018 processed 179 and 2017 processed 176.

Transit Division

Welcome to the Team!

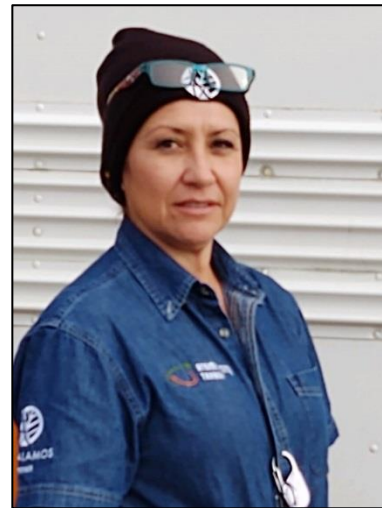
We would like to welcome our newest members to the team and a warm welcome back to a returning Operator. They will be driving the buses soon.



Kurt Stanley – Operator



Zachary Gonzales – Operator



Yvonne Medina - Operator

Ridership for October 2019

Increase of 5.7% from the same month in 2018.

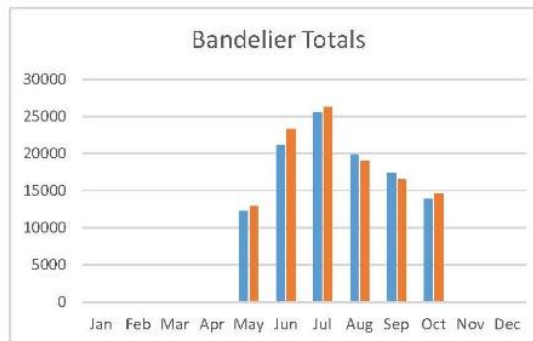
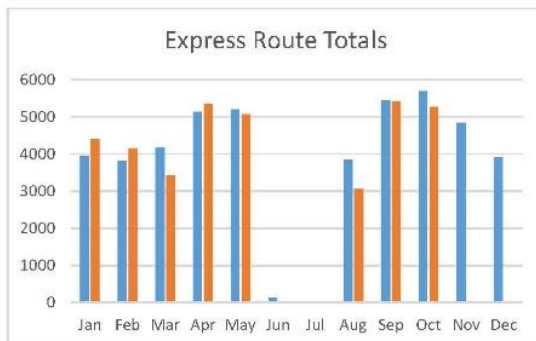
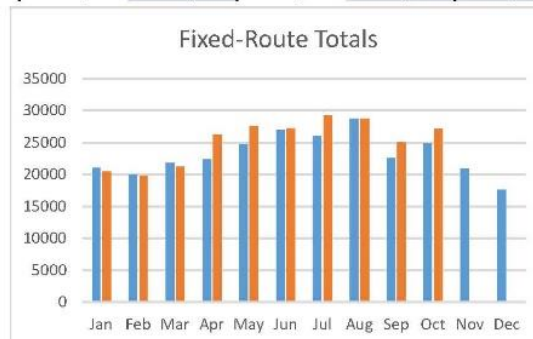
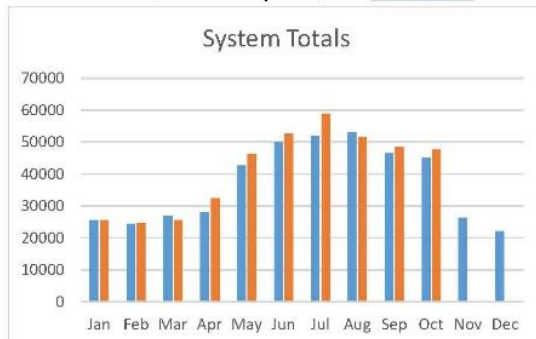
Bandelier - Route 12 finished the season with 5.4% and a total ridership of 112,546 rides.



October 2019 Ridership Report

LOS ALAMOS

Route	October Trips			Oct. Rev. Miles		Oct. Rev. Hours		YTD Trips
	2018	2019	% Chg	2018	2019	2018	2019	2019
1 Downtown	5,497	5,887	7.1%	3,965	4,145	328.5	343.5	59,953
2M White Rock - Main Hill	2,757	2,853	3.5%	7,869	8,254	296.7	311.3	28,810
2T White Rock - Truck Rt	1,660	1,613	-2.8%	7,285	7,616	287.1	300.2	17,831
2P White Rock - Peak	430	682	58.6%	3,028	3,239	111.9	119.6	5,449
3 Central / Canyon	2,997	2,923	-2.5%	5,591	5,845	279.4	292.1	28,168
4 North Community	3,363	3,483	3.6%	4,051	4,235	286.0	299.0	32,096
5 Barranca Mesa	1,484	2,012	35.6%	4,451	4,654	283.4	296.3	15,908
6 North Mesa	6,698	7,709	15.1%	6,306	6,592	426.4	445.8	64,563
Fixed-route subtotal	24,886	27,162	9.1%	42,547	44,581	2,299.5	2,407.7	252,778
7 North Mesa Expr	1,486	1,359	-8.5%	380	391	22.9	23.6	9,112
8 North Community Expr	916	1,065	16.3%	128	141	8.7	9.5	6,300
9 Aspen Expr	875	889	1.6%	99	109	7.0	7.7	6,560
10 Barranca Expr	1,369	942	-31.2%	165	182	10.3	11.4	7,649
11 White Rock Expr	1,051	1,001	-4.8%	336	370	13.3	14.7	6,482
Express route subtotal	5,697	5,256	-7.7%	1,109	1,192	62.3	66.8	36,103
12 Bandelier	13,877	14,633	5.4%	8,812	8,607	341.1	333.2	112,564
Dial-a-Ride	93	160	72.0%	771	982	48.7	55.9	1,256
ACT Assist	526	487	-7.4%	3,908	3,588	214.0	213.2	4,423
Special Services	40	15	-62.5%	135	45	16.8	10.5	6,086
System total	45,119	47,713	5.7%	57,283	58,996	2,982	3,087	413,210



■ 2018 ■ 2019

Total Passenger Trips to Date: 5,602,519

Halloween Buzz Bus



Atomic City Transit partnered with DWI Council to bring the Buzz Bus for a fright night October 26, 2019. This year many of the establishments in Los Alamos decided to host their events on Saturday October 26, 2019 instead of October 31st. The ridership was minimal for this event, although every person that rides is a person that did not drink and drive. Keeping our community safe.

Date	Service Name	Unlinked Passenger Trips	Total Platform Miles	Total Platform Hours	Revenue Miles	Revenue Hours	UPT per Rev Mile	UPT per Rev Hour
10/26/19	Halloween Buzz Bus	15	72.00	13.50	45.00	10.50	0.33	1.43

NCRTD



North Central Regional Transit (NCRTD) "The Blue Bus" held a public hearing on October 29, 2019 with little participation. As they continue to complete their stakeholders meeting they would like to reach out and ask for your feedback and ideas. If you would like to submit your comments you can contact them at <https://www.ncrtd.org/default.aspx>

Help us - help you!

The North Central Regional Transit District wants to make your bus service even better. We provided more than 294,000 passenger trips last year covering over 10,000 square miles in Northern New Mexico.

We are in the process of updating our transit service plan and need your input! Southwest Planning, an independent research company, will be conducting a series of community meetings to listen to your feedback and ideas and for you to share with us how we can serve you even better.

A public meeting will be held in Los Alamos at Fuller Lodger, Tuesday, October 29, 2019 at 6:00pm, 2132

Central Ave, Los Alamos, NM 87544. Light refreshments will be served.

We'll be listening to you. For more information call Southwest Planning at 505-239-7574. If you are unable to attend the meeting, please visit RidetheBlueBus.com to share your comments.

Atomic City Transit is undergoing an upgrade to the ACT Tracker and Avail systems. During this upgrade we will be experiencing disruptions in the automatic vehicle locations. Please call our office (505) 661-7433 if you do not see your bus on route. Thank you for your patience while we complete the upgrade.

CPR and First Aid Training:

Atomic City Transit employees took some time to complete CPR and First Aid training making transportation safe.



COMMUNITY DEVELOPMENT DEPARTMENT

Building Safety Division

Seventeen (17) commercial permits were issued in November 2019, with a total valuation of \$56,566,824.00, compared to four (4) permits issued in November 2018, with a total valuation of \$1,332,557.00.

Forty-Nine (49) residential permits were issued in November 2019, with a total valuation of \$1,292,616.00 compared to fifty-two (52) permits issued in November 2018, with a total valuation of \$571,635.00.

Commercial Updates:

Construction has begun at 195 East Road for the new Anytime Fitness Center.





Three homes in Mirador subdivision have received their Certificates of Occupancy.



Code Compliance:

Before and after pictures with code compliance intervention



Before



After



Before



After

Property Maintenance Compliance Program:

Code Compliance, Officer Nathan Ortiz completed a three-day drone training class in Albuquerque receiving a Federal Aviation Administration certification for drone operation which will be used for certain County building permit inspections. The class was conducted by Compass Drone providing aeronautical knowledge and skills for drone safe operation.

Housing and Special Projects Division

Affordable Housing Multi-Family Development:

Two affordable rental housing projects are to be built on DP Road by Bethel Development, Inc. and financed with State low-income housing tax credits. Building permits have been approved for the "Canyon Walk Apartments" project for 70 units focused on workforce housing at 120 DP Road and construction is expected to begin early December. For "The Bluffs" 64 units project for age 55 and over at 135 DP Road, the survey has been completed for the 2.79 acres site, and transfer of the County parcel to the developer is scheduled for early December. It is anticipated the developer will submit for building permit in spring 2020.

Housing Rehabilitation Program (Home Renewal Program):

For the 2019-round, the program's Loan Review Committee has recommended four project applications for approval which will be forwarded in early December to the County Manager for loan amount approval. The loan committee will review an additional four project applications in mid-December. For the two remaining 2018-round projects work is anticipated to be completed soon. The program is administered by Los Alamos Housing Partnership Inc (LAHP) and oversees home repairs and improvements for energy efficiency, accessibility and/or general repair for income-eligible applicants.

Homebuyer Assistance Program:

One closing with a County down-payment loan took place in late November bringing the total number of program closings to twelve. An additional household application was recommended for loan approval by the loan committee. The program offers loans to income eligible households for up to 10 percent of purchase price and is administered by LAHP. Applications will remain open as long as funds are available and can be obtained from LAHP.



Homebuyer closing with program applicant

Planning Division:

The Planning & Zoning Commission had a public hearing on November 13, 2019. The Commission approved a Site Plan request for new locker rooms in the Los Alamos Ice Rink. The approval allows for the construction of a total of 2,431 ft². The request included an application to waive the Los Alamos County parking requirements in the Ice Rink Parking lot.

The Planning & Zoning Commission also reviewed and provided feedback on the draft of the Sign Code amendment that was presented by Kevin Powers, Associate County Attorney.

On November 26, 2019 the County Council approved a Code Amendment for the W-2 District and a Rezoning for the Sullivan Lot from right-of-way to Public Land.

Planning Cases Applied for in the Month of November

Subdivision - 0
Site Plans - 2
Temporary Use Permit - 1
Administrative Waiver - 2
Summary Plat - 3

Building Permit and Business License Review:

During the month of November, Planning Division staff reviewed and acted on 46 Building Permits and 11 new Business License applications

Admin/Special Projects Section

Community Development says "Happy Trails" to a wonderful friend and colleague. We wish Joanie the best of luck on her new adventure in Texas!



Business License

103 business licenses were processed in November. This includes both new applications as well as renewals of existing business licenses. We are also working on contacting businesses that have not renewed their licenses to bring them into compliance.

FIRE

Accreditation

Los Alamos Fire Department has been diligently working to prepare for the 2020 accreditation process, this included the completion of our 2019-2024 Strategic Plan, Community Risk Assessment Standards of Cover (CRA-SOC) and the Fire & Emergency Service Self-Assessment Manual (FESSAM). LAFD has been working with technical advisors from the Center for Public Safety Excellence as we complete and write these documents to prepare for our fifth re-accreditation process. November 18th-20th, we completed the final process of the technical advisor program. The final step was the mock site visit which consisted of technical advisors reviewing all documents and verifying and validating information provided in our accreditation documents to prepare for formal Commission on Fire Accreditation International (CFAI) site visit, which will take place in Spring 2020. Technical Advisors provided LAFD with a Site Study Report, which includes recommendations of steps that should be taken to further prepare for our formal site visit.



Transfers/Moves



Captain Manny Pacheco has been assigned as the Emergency Medical Services (EMS) Training Coordinator in the EMS Division. Captain Pacheco has over eight years of experience as a paramedic. He works part time with the Espanola Valley EMS and has also worked in our Training Division as a Training Captain during Recruit Academy Class #26.

EMS Division

On Tuesday, November 26th, LAFD celebrated the graduation of four of our firefighters from the Santa Fe Community College Paramedic Program. Paramedic students were in the program for 14 months and received training in the assessment, understanding and management of medical, trauma, cardiac, pediatric and many other types of emergencies. Congratulations to Firefighters Brett Henry, Daniel Sanchez, Tayler Garcia-Anaya, Chad Drummond on this accomplishment.

Pictured (left to right) Battalion Chief Ben Stone, Firefighter Brett Henry, Firefighter Chad Drummond, Firefighter Tayler Garcia-Anaya, Firefighter Daniel Sanchez, and Deputy Chief Steve Dawald. Photo courtesy of Sean Henry.



Training Division

During the month of November, LAFD crews conducted training in the following areas:

- Live burns: Live burn training evolutions test the skills of LAFD crews on hose deployment, fire extinguishment and ventilation.
- Extrication: LAFD crews conducted vehicle extrication techniques training. Crews worked on their skills in sizing up a vehicle, vehicle stabilization, removing parts of the vehicle to gain access to a patient as well as proper patient removal from a vehicle that has been involved in a motor vehicle accident.
- Technical Rescue 4th quarter training: LAFD technical rescue team completed their 4th quarter technical rescue training. Quarterly training this quarter focused on confined space training which included using props at LANL as well as props at Fire Station #2. All technical rescue team members
- are required to attend quarterly training to ensure they are up to date on the latest techniques as well as to stay proficient in their skill set as members of the technical rescue team.



Recruit Academy Class #28

Recruit Academy Class #28 traveled to Socorro to complete their live fire training at the New Mexico State Fire Academy November 18th – 22nd. The eleven recruits were tested on their proficiency in search and rescue, ventilation, hose deployment, and fire extinguishment. On their final day, recruits had to take a written final exam for their Firefighter I and II, as well as pass seven different skill stations testing each of their skill sets individually. Recruits will now be moving on to their EMS and LANL training. Recruits are all scheduled to graduate on January 18th, 2020.



Promotions/Retirements

The list of candidates who were successful on the promotional assessment for the ranks of battalion chief, captain and driver engineer was released. The list will be effective January 1, 2020. The last two promotions that took place off the 2019 promotional listing were Captain Tony Garcia and Driver Engineer John Bialy who both promoted on November 3rd.

While we had several retirements and promotions throughout the year, it has been hard to schedule a time when we could hold a retirement and promotional ceremony to recognize everyone. We were finally able to make this happen on November 7th. The following personnel who have promoted were recognized. Promotions pictured with Chief Hughes from Left to Right: Driver Engineer Raymond Barela, Captain Tony Garcia, Captain Adrian Carabajal, Driver Engineer Allen Quintana, Captain Adam Martinez, Driver Engineer Brandon Torrey, Battalion Chief Micah Brittelle, Battalion Chief Todd Forsythe, Driver Engineer Joseph DeFranco and Chief Troy Hughes.



Retirees recognized pictured (left to right): Senior Office Specialist Bernadine Martinez, Battalion Chief Joseph Candelaria and Firefighter Joy Lopez



Fire Marshal/ Fire Investigations & Inspections Team (FIIT)

Three members of the LAFD Fire Investigation Team deployed to Albuquerque on November 27th, 2019 to assist Albuquerque Fire & Rescue (AFR) with the fire investigation of residential structure fire that resulted in two fatalities and one serious injury. LAFD entered into a Memorandum of Understanding this year which allows LAFD to assist AFR with fire investigations when needed. This gives our fire investigation team members an opportunity to gain better knowledge and hands-on experience that they might not normally get in Los Alamos.

Recognition Kudo's

LAFD's Senior Management Analyst Norma Jean Valdez was recognized by the NM Fire Grant Council for 12 years of service.



Public Education/Community Outreach

Captain Tracy Stidham provided a basic fire investigation class to the Los Alamos Middle School. The class was offered to 8th grade students where they learned basic fire investigation techniques and they were also able to do case studies. Students assisted with building a small burn cell, which they burned and used over the course of their learning to view the fire patterns and investigation skills taught during the class.

Fire Operations

LAFD responded to 202 calls in the month of November, of these calls around 70% were EMS, 15% were service/good intent calls, 8% were false alarms, 5% were fire/hazardous condition calls.

On November 11th, LAFD was dispatched and responded to a call for a dog that was stuck in a utility water hole.

On November 13th LAFD Hazmat Team responded to a mutual aid request, for a Hazmat response in Taos, NM. It was believed a pepper spray may have been released inside the building. LAFD Hazmat monitored chemical levels in building until it was determined a safe environment.

On November 19th LAFD responded to a call for a water leak. Crews investigated the water leak, determined the cause and were able to stop the leak at the source. Crews remained on site assisting homeowner with clean up and removal of water.

On November 22nd LAFD responded to a commercial structure fire involving an industrial operation inside the facility. There were no injuries and LAFD was able to quickly extinguish this fire. The quick extinguishment of the fire resulted in very little heat damage, however there was extensive smoke damage. The LAFD Hazmat Team was deployed to this fire as the location contained multiple chemicals. Hazmat conducted air monitoring to ensure the fire investigation process could proceed. This is currently still under

investigation.



ECONOMIC DEVELOPMENT

ED Marketing

Los Alamos In the News...

The public relations and social media arm of Los Alamos County's tourism marketing services consultant successfully pitched the Albuquerque Journal to include our WinterFest activities in their Christmas activity roundup, published November 24th! Below is the link to the article, as well as the photo and article promoting Los Alamos!

<https://www.abqjournal.com/1394865/christmas.html>



It's beginning to look a lot like Christmas

BY JAMES HAMILL / FOR THE JOURNAL
Sunday, November 24th, 2019 at 12:02am

With Thanksgiving in a few days, that can only mean one thing: The year is diving headlong into the holiday season. Various area communities are gearing up for some festive activities to welcome in this special time of year. Here is a sampling of some of the tree-lighting activities and other holiday events coming up soon.



The Dec. 6-8 weekend marks the start of the Christmas season in Los Alamos with a full schedule of events. (Courtesy of Leslie Bucklin)

Los Alamos

WinterFest Weekend, Dec. 6-8, is a family-oriented holiday event that celebrates the winter season.

A number of businesses and organizations host events including the North Pole Workshop and Breakfast with Santa. The Fuller Lodge Open House and the Earth Treasure Show always draw crowds.

The highlights of the weekend are the MainStreet Holiday Lights Parade and the Tree Lighting at Ashley Pond on Dec. 7.

Los Alamos #1 in Charitable Giving in New Mexico

In a [recent study](#), financial technology company [SmartAsset](#) dug into IRS data to find the places where residents were giving the most. The study measured how much people donate as a percentage of their net income and the proportion of people in a given county who make charitable donations. Los Alamos County ranked among the most charitable in New Mexico.

Branding • The Discoveries Action Team is taking a break in December and reconvening in the new year on Thursday, January 16 from 11:00 a.m. to 12:30 p.m. in County Council Chambers!

The Discoveries Action Team is open to all County residents, businesses and organizations. Members are “champions” for the brand which incorporates the mindset that Los Alamos is a place that cultivates curiosity and creates aha moments and is represented by the brandline “where discoveries are made.” They share a desire to improve Los Alamos amenities and offerings, and communicate these benefits to future residents, businesses and visitors.

BRAG ABOUT BRANDING

Whenever you realize you’re having an “**aha moment**,” share it!!! Send it to kelly.stewart@lacnm.us and I’ll help you get it out there!

Remember, on any on-line or social media, please use any of the following hashtags that best apply to your message: #LiveLosAlamos #WorkLosAlamos #PlayLosAlamos #StayLosAlamos #LearnLosAlamos #SafeLosAlamos #GiveLosAlamos #lovelosalamos #100ahamoments

Then, always follow that action-oriented hashtag with: “#wherediscoveriesaremade and #NewMexicoTrue (This aligns your message with bigger efforts that will provide Los Alamos more positive exposure!)

Spread the Love! Go to Instagram and check out **@LoveLosAlamos**, the new account started by three members of the FY17-FY18 Leadership Los Alamos class! The concept is simple: post photos of the things you love about Los Alamos, then hashtag #lovelosalamos #wherediscoveriesaremade! Instagrammers—spread the love! And if you haven’t got an Instagram account, this is a good reason to join!!

COMMUNITY SERVICE DEPARTMENT

Golf Course

Winter Golf Hours:

The Golf Course will be closed beginning December 2, 2019. However, the Golf Shop will be open from 9:00 a.m. to 4:00 p.m. Monday through Friday. The driving range will remain open for the winter season but will be weather dependent throughout the winter. Range machine tokens will be available during golf shop hours.

Ice Rink

Getting the ice rink ready:

Getting the county logo on center ice was a challenging and educational experience. The Ice Rink experienced some warm days where the paint bled out, which required several touch-up paint sessions before the logo was complete. There were between 5 to 10 people helping with all the painting that began around 6:00p.m. and ran until about 1a.m. A big thanks to all who helped get our county logo in the ice!!!



LAHS Hockey Season Opener - November 14th – 15th, 2019, 120 attendees:

The Hilltopper Hockey Team kicked off their season with a game versus La Cueva High School. The varsity team swept their games with back-to-back wins, and the J.V. split their games.



Hull Hockey Camp - November 22nd – 24th, 2019, 34 participants:

The Los Alamos Hockey Association (LAHA) hosted the Hull Hockey Camp at the Los Alamos County Ice Rink. Hull Hockey is an organization from Colorado that teaches several levels of hockey fundamentals. During the Los Alamos camp, the Hull Hockey instructors focused on power skating drills and techniques. The camp was a wonderful success and dates to hold the camp are already on the books for next winter!



Turkey Bowl - November 22nd, 2019, 40 participants:

The rink was full of laughter and friendly banter as we setup the pins and bowled with frozen turkeys. Participants who got to strike, just like in bowling, received a free turkey. Four lucky turkey bowlers got to take home a 12 pound turkey just in time for Thanksgiving!!





Aquatics

LAHS Intersquad Meet - November 2nd, 48 participants:

The Los Alamos High School swim team started off their season with the annual Green vs. Gold swim meet. The Gold team narrowly beat the Green team earning them bragging rights.



Dive-In Movie – November 15th, 23 participants:

This month's dive-in movie was *Toy Story 4*, which continued the theme from Pumpkin Splash the month before. Families enjoyed floating in the warm water and eating popcorn and other delicious treats



Teen Night at the Aquatic Center - November 22nd, 35 participants:

The Walkup Aquatic Center partnered with the Los Alamos Teen Center to host a teen night at the pool. Participants enjoyed island races, water basketball challenges, inner tube gutter ball, cannon ball contests off of the diving board, and music mixes from the DJ. The Teen Center also provided pizzas, ice cream and drinks.



Parks & Open Space

North Mesa Park Presentation - November 20th, 9 attendees:

A group of fifth grade students and two instructors from Barranca Mesa Elementary School's Lego League team met with the Parks Division to present their designs to improve the former "FEMA-Ville" location or "North Mesa Park" as they have named it. The students came well prepared with a Power Point presentation and each student took time to discuss a portion of the design. They had some great ideas and they have been invited to present to the Parks Board at a future meeting.



Open Space Volunteers:

Open Space and Trails signed up 2 new trail volunteers this month. They will be addressing erosion issues on Barranca Crossing trail as well as trails around the Aquatic Center.



Apache Harvest Removal:

The Parks' staff have removed the "Apache Harvest" sculpture from Ashley Pond as it will be relocated to the White Rock Senior Center. A new sculpture will be installed in its place next spring.



Open Space Updates:

- The Trail Builder- Machine Operator position closes on December 4th.
- The RFP 20-34 Jemez Mountain Watershed Restoration Project closed on November 21. We are currently reviewing proposals.

Library

Gallery Reception: Fiber Art by Nicole Dunn - November 7th, 55 attendees

Artist Nicole Dunn's exhibit of colorful quilts, *Threading the Path*, was on display at the library during November.



Community Play Date - November 12th, 70 attendees:

Children ages 0-5 played in a disco ball lit room with a floor full of toys including, balls, bath sponges, and bins in our ball room. The Nature Center and LA STEAM Lab joined in the 2-hour play date in The Zone at the Mesa Public Library for the last date of 2019.



Gallery Talk by Nicole Dunn - November 19th, 10 attendees:

Nicole Dunn spoke about her fiber art in an intimate gathering at Mesa Public Library.



Pop-Up Art Show - November, 19 participants:

"Illusions" is the art gallery on the lower level of the Mesa Public Library that features children's art. The Library offers pop-up art shows for any teacher to display appropriate art for a month on a bulletin board. This show is from 2nd grade teacher Stacy Martens class. Youth Services also offers pop-up art shows at the White Rock Branch Library.



Celebrate Your Grade: 1st grade month - November, 60 participants:

During the 2019-2020 school year the libraries are building a community rainbow with pom poms at each library. The kids get a sticker, pencil, or bookmark for participating. November was 1st grade month featuring orange pom poms. Library staff presented special programming for 1st graders to 60+ children.



Social Services

2019 Girls Discovery Workshop - November 2nd, 37 participants:

Girls in grades 6-8 participated in a day of empowerment and inspiration, attending sessions on healthy relationships, self-defense, being confident, snowboarding and BMX, culture/diversity, roller derby, the ins and outs of social media, and dance. The event was organized by a group of local women and was made possible by generous funding from N3B, Title Guaranty, LLC, Del Norte Credit Union, Shay and Sam Kendricks, Los Alamos Cooperative Market, UNM-LA, Los Alamos Public Schools, and Los Alamos JJAB.



Thanksgiving Lunches for seniors – November 15 & 22, 112 attendees:

Seniors were served a Thanksgiving feast by High School and Homeschool students.

The Festival of Trees – November 16th

The 16th Annual Fundraiser for the Los Alamos Retired Senior Organization was a success. A grant for promotion by Los Alamos Main Street was provided. In support of small businesses, folks that showed a receipt from a local business were entered for a chance to win a Chamber Check. Patrons could adopt some 35 names from a tree for people in need, in conjunction with a community partner (Home Instead) for senior centers members.

Alcohol Literacy Challenge – November 19th, 155 participants:

Healthy Schools Initiative Director Kristine Coblentz taught the Alcohol Literacy Challenge program for the first time to LAMS 8th Grade students. This evidence-based program challenges students' beliefs about the effects of drinking alcohol. It combines the latest media literacy approaches to alcohol marketing with alcohol expectancy research and has been shown to significantly reduce future alcohol consumption.

Adventures in STEM – November 26th, 28 participants:

The Family Strengths Network brought Lauren Coupland to provide hands on experiments for kids to learn about STEM (Science, Technology, Engineering, and Math). Children K-6th grade learned about clouds by making a cloud in a jar.

Cultural Services**“Bird of Prey” film screening – November 5th, 41 attendees:**

Attendees enjoyed a screening of the Cornell Lab of Ornithology's documentary film “Bird of Prey”. The film explored the story of the Philippine eagle and the small group of conservationists working to save it.

Southwestern Geology weekend trip – November 9th – 11th, 11 participants:

Local geologists Fraser and Cathy Goff and the Pajarito Environmental Education Center had an exciting three-day field trip to examine the geology and volcanology of southwestern New Mexico calderas from Truth or Consequences to Silver City to the Gila Cliff Dwellings to Glenwood. During the trip they compared the young, well preserved Valles Caldera and upper Bandelier Tuff with the much larger, highly faulted and eroded calderas and tuffs of Southwestern New Mexico.

**Full Moon Hike and Potluck Dinner – November 13th, 23 attendees:**

The Los Alamos Nature Center, astrophysicist Galen Gisler, avid hiker Jean Dewart of the Los Alamos Mountaineers, and attendees gathered for a full moon night hike and fun potluck dinner.

Wilderness First Aid 2-day Course – November 23rd – 24th, 24 participants:

This two-day Wilderness First Aid (WFA) course covered the basics with hands-on training of how to help someone in need of first aid. The class was taught by SOLO Wilderness Medical School instructor Jeff DeBellis. This was a great opportunity for outdoor enthusiasts, trip leaders, or people who spend time in remote, rural, or disaster-prone areas.

DPU Energy and Water Conservation Lessons, November:

Every 7th and 8th grader came to the Los Alamos Nature Center for a week's worth of science classes.

COMMUNICATIONS & PUBLIC RELATIONS DIVISION

This month, much of the attention has focused on some year-end items, including work on the Annual Report, updates for the Management Action Plan, adding to or editing photos in the online gallery for 2019, and working on an application in a competition for Sunset Magazine's "Dream Town USA". CPR staff has provided support for: Downtown Master Plan, Chapter 16 Code updates, Ice Rink logo/branding, Muni Bldg branding options, the Cerro Grande 20 year event, the "Little Shops" events Nov. 30 and Dec. 7, and plans for the annual holiday tree lighting on Dec. 7. The PIO has worked with the Discovery Action Team on their projects during their last Work Group meeting, and, one of the Visual Information Specialists received drone training and certification this past month. CPR staff are supporting the new intranet project and employee outreach. The division also supports annual outreach for activities and public service announcements this time of year, such as notices for property taxes first half payments, as well as notices about topics like Heating Safety, Holiday Lighting, Winter Driving, and Clearing Sidewalks in the Winter Months. The VIS have been taking late Fall/early Winter photos around the County to update photo files for economic development, branding, marketing and other uses in 2020. The PIO has been participating in the new website project; an RFI only yielded interest from two interested vendors. Plans will proceed next Spring to get a bid package to multiple vendors with a goal to have a new firm selected and begin the upgrade later in 2020. The current website host agreement will expire June 2021. The VIS continues to work on projects that support the MPNHP, Fuller Lodge, and the Visitor Centers, which includes work on a new Visitor Guide being produced for the first time in-house. The goal is to launch the new guide by the summer of 2020.

MUNICIPAL COURT

The Municipal Court attended a DWI Foundational training developed and presented by the National Highway Traffic Safety Administration, National Association of Drug Court Professionals and the National Center for DWI Courts in El Paso, Texas. To attend the training, a team from your community had to participate, which included a: defense/prosecuting attorney, a DWI Court Coordinator, a police officer, a researcher, a probation officer, a judge and a treatment provider.

The training went over the guiding principles of DWI courts, addiction and psychopharmacology, the multidisciplinary team, equity and inclusion and visiting a host DWI treatment court in El Paso. There were also several breakout sessions where you met with your team to discuss issues and difficulties that are faced by offenders in Los Alamos.

A timeline was provided for obtaining grant funding and developing best practices so that a DWI court or treatment court could be started in Los Alamos in 2020.





CALENDAR OF UPCOMING MEETINGS AND EVENTS

Dec 17 – Council Regular Session, 6:00 p.m., Council Chambers

Dec 19 – Discoveries Action Team Monthly Meeting – Year End Recap & Reports, 11:00 a.m. – 12:30 p.m., Council Chambers

Jan 7 – Council Regular Session, 6:00 p.m., Council Chambers

KUDOS

CDD

Customer Service Survey Results from November 01, 2019 – November 30, 2019

Planning and Zoning Division received 1 response card with an overall rating of 4

Building Safety Division received 3 response cards with an overall rating of 4

Housing Division received 1 response card with an overall rating of 4

Customer Service Desk received 4 response cards with an overall rating of 4

COMMENTS:

- I was treated with respect by A9 the staff- Michael was most helpful and knowledgeable. Thank you.
- Lenora Maes
- Lenora is great to work with. Always nice and professional. Thank you Gary McMath 505-660-0885
- Michael Marquez was very professional. Exceeded my experience at this office any time before. Very Happy! Very Happy. _Greg Montoya

Letter To The Editor: LAHA Expresses Gratitude

Submitted by Carol A. Clark on November 29, 2019 - 8:56am



By Los Alamos Hockey Association
Board of Directors

The Los Alamos Hockey Association held its first Hull Hockey Camp for Power Skating and Other Skating Techniques Nov. 22-24 at the Los Alamos County Ice Rink.

We had 33 skaters participate in eight hours of this instruction by Kyle Hull and Gary TenEyck from Colorado Springs, <https://hull-hockey.com/>. It was a huge success, at least, by comments from the parents.

Hull commended the Los Alamos players.

"Coach Gary and I gave the kids the biggest and most important compliment we have given out to anyone so far ... at the end of the last session I called the kids in and I told them that they were the absolute BEST behaved group that we have worked with," Hull said. "The amount of respect they showed us was really something you guys should be proud of. This not only comes from the parents, but this is also massive compliment to you guys on the culture you set in the program. We were extremely impressed and thrilled with these kids. I hope you share this note with the parents and kids because they deserve it. You guys have done a mighty job in leading them."

We, the Board of Directors, wanted to keep the price low since it was in our own rink. Some of these camps run as much as \$300 and our members must drive to Colorado and spend a lot of money. However, to cover all costs, it was so important that we had sponsors to help defray the extra costs. We have some of the best sponsors.

We had a title sponsor in the Elks Service Club. They raised monies for us by holding two pasta dinners (one in September, picture in the Los Alamos Daily Post ([link](#)) where they donated all funds after taking out only the cost of the food, and will hold one during the 2nd Nuclear Shootout with NM Lobos and three other college teams, Jan. 10-12, 2020.) They were the title sponsor based upon their donations. However, we could not have met our objective without three other sponsors.

Sponsors:

- Title Sponsor – The Elks Club
- Elite Sponsor – Century Bank & Trust
- Elite Sponsor – New Mexico Bank & Trust
- Standard Sponsor – Posada Dental Works

Thank you to our sponsors!

We want to thank the rink staff. Mike Lipiatt is the manager and doing a super job trying to keep the ice going for us. His staff are also doing a great job:

- Brendan Tunning;
- Jason Tomko;
- Debbie Gonzales;
- Iliana Mendez;
- Emelina Cerrano;
- Stacy Bussell;
- Jairo Marquez; and
- Alejandro Martinez.

hot



County of Los Alamos

Staff Report

December 17, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: 1)
Index (Council Goals):
Presenters: County Council - Regular Session
Legislative File: 12563-19

Title

2020 State Legislative Agenda.

Recommended Action

I move that Council adopt the 2020 State Legislative Agenda.

..Manager's Recommendation

The County Manager recommends that Council approve the motion as presented.

Body

Each year, Council adopts a State Legislative Agenda. This document is used as a guide for our intergovernmental efforts. The State Legislative Agenda provides direction from the County Council to staff and our legislative support contractor when working with various State officials and entities, providing for a consistent voice in our messaging. The 2020 Legislative Session commences on January 21 and is scheduled for 30 days.

As in the past, when setting the County's State Legislative Agenda, three broad sources are used for determining priority areas. These sources include:

- Regional, state, and national organizations identified priorities (see attached NMAC and NMML agendas);
- Council/Staff recommended issues; and,
- County intergovernmental priorities.

The Council's State Legislative Committee met and developed the attached draft 2020 State Legislative Agenda. Among other items, this year's proposal includes a reference to a capital outlay request to fund a gymnasium co-located with an LAPS facility in order to facilitate both County recreational programs as well as LAPS programmatic needs.

Fiscal and Staff Impact/Planned Item

As in the past, this year's agenda includes maintaining the County's current GRT revenue receipts.

Attachments

- A - Proposed 2020 State Legislative Agenda
- B - 2020 NMC Legislative Priorities
- C - 2020 NMML Legislative Priorities



**Los Alamos County Council
FY 20 State Legislative Agenda**

Support

- a. Legislation that provides sufficient funding for New Mexico public schools.
- b. Legislation supporting Los Alamos County's application for capital outlay funding to develop sufficient community recreation space.
- c. Full and/or increased funding for projects to reduce risk of wildfire such as authorized under the Forest and Watershed Restoration Act.
- d. Restoration of full service Public Health Offices throughout the state, including in Los Alamos.
- e. 2020 Census general funding request.
- f. Legislative priorities of NMAC and NMML.

Monitor

- a. Tax reform legislation that directly affects Los Alamos County and/or its ability to serve its citizens.
- b. Revisions to the Energy Transition Act that would affect Los Alamos' decommissioning liability for the San Juan Power Plant.
- c. Funding for MainStreet/Arts and Cultural District programming and other statewide economic development initiatives.
- d. Efforts that clarify the Local Economic Development Act (LEDA).
- e. Job training programs for the service sector that support local business and general economic development efforts.
- f. Efforts towards maintaining the tax revenues from the managing entities that operate the national laboratories in New Mexico so that state and regional revenues are not negatively impacted by lab contract turnover.

Oppose

- a. Changes to the state school funding formula that would adversely impact Los Alamos Public School District.
- b. Proposals that would reduce the County's net receipt of general GRT or other revenues.
- c. Legislation that imposes further financial burden on Counties with respect to the Safety Net Care pool and State Medicaid funding.
- d. Legislation that limits H-class or Home Rule authority.
- e. Legislation that involves the preemption of existing County duties or authority.

2020 Legislative Priorities

The Second Session of the 54th Legislature

HB 2 Appropriations

Detention Reimbursement Fund

Increase funding under the County Detention Facility Reimbursement Act (Section 33-3B-1 et seq. NMSA) to reimburse counties for the cost of housing state prisoners. The cost to counties under the Act is approximately \$8.4 million. Last year the Legislature appropriated only \$2.3 million.

Prisoner Transport & Extradition

Create a line item in the Department of Finance & Administration budget for \$750,000 to reimburse sheriffs' offices that provide transportation of state prisoners pursuant to Section 4-44-18C NMSA. Although the Legislature contemplated reimbursing counties for this state expense, no money has been appropriated to counties for many years.

EMS Funding

Appropriate \$5 million annually to the Emergency Medical Services Fund in the Department of Health budget and identify a designated revenue mechanism to provide continuous fund growth and stability.

Law Enforcement Protection Fund

Increase distributions from the Law Enforcement Protection Fund (Section 29-13-1 et seq. NMSA) to local law enforcement agencies in accordance with the purpose of the Act: to enhance the efficiency and effectiveness of law enforcement services.

Behavioral Health

Renew and expand funding for the Human Services Department to provide behavioral health services to adult and juvenile offenders housed in county detention centers to reduce the likelihood of recidivism. Services should include targeted, individualized interventions that address detainee behavioral health needs while incarcerated and connect them to supportive housing, public assistance, medical and mental health care, and employment training as needed, immediately upon release.

PERA Solvency

Oppose increases in local government PERA contributions. New Mexico public employers' rates currently are among the highest in the country. Any further increases in county government are ultimately absorbed by the local taxpayer.



2020

LEGISLATIVE PRIORITIES

Adopted By:
NMML Board of Directors
October 5, 2019
Santa Fe, NM

The New Mexico Municipal League Board of Directors adopted the following priorities for the League's Action Program during the 2020 Legislative Session.

TAXATION & REVENUE

- **Gross Receipts Tax Adjustment Notification to Local Governments.** (*Resolution 2019-28*). Seeks legislation that amends Section 7-1-6.15 to provide for notification if a gross receipts tax adjustment exceeds 20% of the annual monthly distribution over a 36 month period.
- **PERA.** (*Resolution 2019-29*). Supports legislation that will ensure that local governments will share proportionally in solvency solutions that increase the soundness of the municipal general, municipal police and municipal fire Divisions of the PERA Fund.
- **Hold Harmless Gross Receipts Tax Distributions.** (*Resolution 2019-42*). Supports legislation for a continuation of Hold Harmless GRT distributions.

PUBLIC SAFETY

- **EMS Funding.** (*Resolution 2019-31*). Supports an appropriation by the New Mexico State Legislature to the State Fire Marshal to conduct a statewide EMS assessment, in coordination with Department of Health EMS Bureau, using monies currently reverted from the Fire Protection Fund, to the State General Fund.
- **Law Enforcement Protection Fund.** (*Resolution 2019-35*). Supports legislation to distribute all remaining balances in the fund to the appropriate Law Enforcement Agencies.
- **Enhancing Safety in Public Schools.** (*Resolution 2019-36*). Proposes to:
 - amend the PERA conditions for retirement to allow retired law enforcement to be employed in public schools without penalty to their PERA benefits;
 - fund technology to enhance school safety;
 - amend statutes regulating possession of firearms to address **Extreme Risk Protection Orders (Red Flag Laws)** for individuals in crisis and to limit their access to firearms, and their ability to obtain them;
 - further increase penalties regarding school shooting threats to a felony;
 - support new bullying legislation to include monitoring and follow-up on threats made by social media; and
 - provide training through a School Safety Omnibus bill to respond to Active Shooters.
- **Fire Fund.** (*Resolution 2019-40*). Supports legislation that will ensure that funding is appropriated in the best interest of the Fire Protection Fund and its beneficiaries.

-over-

LIBRARY

- **State Grants for Libraries.** (*Resolution 2019-6*). Endorses the passage of legislation to increase the appropriation to the library division of the Cultural Affairs Department to provide grants-in-aid for local library services and operations.
- **2020 Bond Issue for Libraries.** (*Resolution 2019-14*). Endorses the passage of a State General Obligation Bond bill for \$17 million for funding libraries.

FEES & FUNDS

- **Court Automation Fee.** (*Resolution 2019-9*). Supports increasing the Municipal Court Automation Fee from \$6 to \$10, matching the \$10 fee currently collected in Magistrate and Metropolitan Courts.
- **State Aviation Fund.** (*Resolution 2019-15*). Supports removal of the Sunset provision and making the State Aviation funding permanent.

RESOLUTION 2019-28

CONCERNING AMENDMENT OF SECTION 7-1-6.15 NMSA, 1978

Whereas, the legislature amended Section 7-1-6.15 during the 2015 Regular Session; and

Whereas, a House Committee substitute was introduced that erroneously amended the section to provide that the Taxation and Revenue Department would be required to notify a municipality or county of a take back of gross receipts tax if the take back exceeded 20% of the previous 3 years average of gross receipts tax distributions; and

Whereas, the Committee substitute was passed by the House and Senate and signed by the Governor; and

Whereas, due to the error the Taxation and Revenue Department would not be required to notify the City of Albuquerque until an adjustment exceeded seventy one million dollars; and

Whereas, during negotiations regarding the amendments to Section 7-1-6.15 NMSA, 1978 the Taxation and Revenue Department and the League agreed that notice would be required if the adjustment exceeded twenty percent of the average monthly distribution over the previous 36 months; and

Whereas, Senate Bill 236 was introduced during the 2017 Regular Session to amend Section 7-1-6.15 NMSA, 1978 to provide that notice would be based on a 36 month average; and

Whereas, Senate Bill 236 passed the Senate by a vote of 40 to 0 and passed the House by a vote of 66 to 0; and

Whereas, the Governor vetoed Senate Bill 236 and in her veto message stated in pertinent part: "In a time when the state is struggling to find the resources it needs to maintain its most basic services, like public safety and education, and when the legislature has failed to provide the necessary resources, I cannot sign a bill that would send more money to our local governments at the expense of the General Fund".

Now, Therefore, Be it Resolved that the New Mexico Municipal League supports legislation that amends Section 7-1-6.15 to provide for notification if an adjustment exceeds 20% of the annual monthly distribution over a 36 month period.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

2019 FIRT Committee Priority: **HIGH**

RESOLUTION 2019-29

CONCERNING THE PUBLIC EMPLOYEE RETIREMENT ASSOCIATIONS ESTIMATED \$6.0 BILLION UNFUNDED LIABILITY

Whereas, the New Mexico Municipal League will be an active member in the Solvency Task Force per The Executive Order calling for the establishment of a nineteen member Solvency Task Force to provide recommendations to address PERA's \$6.0 billion unfunded liability; and

Whereas, municipalities would support legislation that will insure the Employer / Employee contribution increases need to be based on the funded status by Division; and

Whereas, municipality budgets should not be adversely affected by any automatic increases in contribution rates that will be based on the funded status of a Division; and

Whereas, the Task Force must consider these recommendations to be actuarially sound, preserve the defined benefit offered by PERA, and also ensure intergenerational equity for current, future PERA members, retirees and employers.

Now, Therefore, Be it Resolved that the New Mexico Municipal League supports legislation that will ensure that local governments will share proportionally in solvency solutions that increase the soundness of the municipal general, municipal police and municipal fire Divisions of the PERA Fund.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

2019 FIRT Committee Priority: **HIGH**

RESOLUTION 2019-42

CONCERNING MUNICIPAL HOLD HARMLESS GROSS RECEIPTS TAX DISTRIBUTIONS

Whereas, in 2004, the New Mexico Legislature exempted food and some medical services from Gross Receipt Taxes and provided payments to cities and counties to replace the lost revenue with a Hold Harmless Gross Receipts Tax; and

Whereas, in a last-minute action during the 2013 Legislative Session, lawmakers passed a bill to phase out the Hold Harmless payments over a 15 year period beginning in 2015; and

Whereas, the State of New Mexico has received an increase in revenue over \$1 billion and is projected to receive another \$1 billion surplus next year; and

Whereas, over a dozen of New Mexico's largest municipalities cannot replace the revenue lost from the State's exemption of the Food and Medical GRT from the tax base and the three-eighths hold harmless increment is insufficient to replace the loss in revenue.

Now, Therefore, Be it Resolved that the New Mexico Municipal League seeks legislation for a continuation of Hold Harmless GRT distributions.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

2019 Resolutions Committee

RESOLUTION 2019-31
CONCERNING EMS FUNDING

Whereas, Emergency Medical Services (EMS) is the only health care that is universally available to all of New Mexico's residents and visitors regardless of ability to pay, particularly in rural communities; and

Whereas, pre-hospital treatment and transport by volunteer and paid emergency medical responders are the two most crucial components of emergency medical care; and

Whereas, the citizens demand and deserve an increasing level of care, however funding for training and necessary equipment is not available; and

Whereas, future access to this essential care will be dependent on adequate funding to ensure the best pre-hospital care is delivered through the providing of training, equipment, resources, medical direction, technical assistance, and quality improvement; and

Whereas, the current funding levels are inadequate and will prevent the future growth of EMS, and the decrease in providers and services will result in an increase in morbidity and mortality; and

Whereas, Fire and EMS services in New Mexico must have solid financial resources if they are to continue providing critical first response services in a consistent and reliable manner; and

Whereas, the majority of EMS first response services in New Mexico are provided by fire-based departments; and

Whereas, the New Mexico Municipal League (NMML) and the New Mexico Fire Chiefs Association (NMFCA) participated in and are members of a committee established by the New Mexico Association of Counties (NMAC) to develop specific policy recommendations and study issues related to sustainable EMS Services; and

Whereas, the NMML and the NMAC endorsed priority legislation in 2014 and 2015 for the creation of a study to evaluate the needs of EMS and identify an appropriate state-level recurring revenue stream dedicated to EMS; similar to that used for the Fire Protection Fund without diminishing or impairing the existing Fire Protection Fund; and

Now, Therefore, Be It Resolved that the NMML supports an appropriation by the New Mexico State Legislature to the State Fire Marshal to conduct a statewide EMS assessment, in coordination with Department of Health EMS Bureau, using monies currently reverted from the Fire Protection Fund, to the State General Fund;

Be It Further Resolved that recommendations from the EMS assessment will be used by the NMAC EMS Committee, to develop additional policy recommendations for the New Mexico State Legislature regarding appropriate funding levels and mechanisms for recurring funding for EMS services in New Mexico.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

2019 PS Committee Priority: **HIGH #4**

RESOLUTION 2019-35

CONCERNING THE LAW ENFORCEMENT PROTECTION FUND

Whereas, the purposes of the Law Enforcement Protection Fund Act (LEPF) is to provide for the distribution of money to qualified departments, for use in the maintenance and improvement of those departments and to sustain, at a reasonable level, payments to the surviving eligible family members of peace officers killed in the line of duty; and

Whereas, the LEPF was intended to establish, in the state treasury, a dedicated fund for the purpose of law enforcement protection. Such distributions are made to municipal, county, tribal and university police departments; and

Whereas, the LEPF monies may be expended as outlined in NMSA, 1978, Section 29-13-7 Expenditure limitation; and

Whereas, the cost of law enforcement equipment continually increases and expenditures are on the rise. It is imperative that law enforcement improve services with implementation of innovative technology and other resources that are necessary to continue to provide quality service and protection of citizens and their communities; and

Whereas, the costs of mandatory or advanced training and the expenses associated with attending one of the several locally operated law enforcement academies continue to increase every year and an allocation of resources is crucial to public safety; and

Whereas, available federal funding and grants to police agencies have all but vanished and community policing and safety remain a top priority for every agency, however, with such sparse resources, the ability to serve communities is compromised.

Now, Therefore, Be It Resolved that the New Mexico Municipal League seeks legislation to distribute all remaining balances in the Law Enforcement Protection Fund, not otherwise obligated, to the appropriate Law Enforcement Agencies and any remaining balances shall not revert; and

Be It Further Resolved that a new state appropriation be created to be distributed to the satellite academies, including three regional academies, Southeastern New Mexico Law Enforcement Academy in Hobbs, San Juan County Criminal Justice Training Authority in Farmington, and Western New Mexico University Law Enforcement Academy in Silver City to provide for training that is legislatively mandated.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

2019 PS Committee Priority: **HIGH #6**

RESOLUTION 2019-36

CONCERNING ENHANCING SAFETY IN PUBLIC SCHOOLS

Whereas, the Public Employee's Retirement Act (PERA) requires retired police officers to suspend their retirement cost of living adjustments if they are employed by a school whose employees are included under the Educational Retiree's Act (ERA) making it difficult to hire retired law enforcement officers.

Whereas, current state statutes have making a bomb threat a Felony, but currently state statues for making a school shooting threat, involving school campuses, or affecting students and school staff are classified as misdemeanors. This includes threats using social media.

Whereas, firearms possession is not regulated by state law for individuals with mental health issues, history of violence, or other demonstrated instability creating situations where currently individuals in crisis lawfully have access to firearms. Those individuals are not under any restriction from purchasing firearms in the unstable, crisis condition they are in.

Whereas, School districts have not been funded to upgrade and/or install any security measures they deem necessary to protect their students and staff including but not limited to technology to enhance school security with card access, surveillance cameras, perimeter fencing, staff/student/visitor ID systems, intrusion alarm systems, security/police on-site personnel, etc.

Whereas, statues to mitigate bullying have not been effectively enforced.

Now, Therefore, Be it Resolved that the New Mexico Municipal League supports legislation to:

- amend the PERA conditions for retirement to allow retired law enforcement to be employed in public schools without penalty to their PERA benefits;
- fund technology to enhance school safety;
- amend statutes regulating possession of firearms to address **Extreme Risk Protection Orders (Red Flag Laws)** for individuals in crisis and to limit their access to firearms, and their ability to obtain them;
- further increase penalties regarding school shooting threats to a felony;
- support new bullying legislation to include monitoring and follow-up on threats made by social media; and
- provide training through a School Safety Omnibus bill to respond to Active Shooters.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

2019 PS Committee Priority: **HIGH #2**

RESOLUTION 2019-40
CONCERNING THE FIRE FUND

Whereas, the current practice of the New Mexico State Legislature is to use potentially unconstitutional notwithstanding language to divert funds from the Fire Protection Fund; and

Whereas, the current practice will be opposed by all beneficiaries of the Fire Protection Fund; and

Whereas, the Fire Protection Grant Fund shall only be used to support administrative services directly benefiting beneficiaries of the Fire Protection Fund; and

Whereas, the Fire Protection Fund shall only revert to the Fire Protection Fund; and

Whereas, the current statute ensures that increases to insurance excise tax goes in to the distribution to fire departments; and

Now, Therefore, Be it Resolved that the New Mexico Municipal League supports legislation that will ensure that funding is appropriated in the best interest of the Fire Protection Fund and its beneficiaries.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

RESOLUTION 2019-6
CONCERNING STATE GRANTS FOR LIBRARIES

Whereas, New Mexico public libraries provide books and other materials and services to meet the informational, educational, cultural and recreational needs of all New Mexicans; and

Whereas, the effectiveness of a library is determined by its ability to deliver current, accurate information in a timely manner through books and materials answering community needs; and

Whereas, advances in technology have made information resources increasingly accessible electronically; and

Whereas, the demand for library resources continues to rise while the cost of providing the resources is beyond local funding capacity; and

Whereas, publicly funded libraries have increased their effectiveness by sharing their resources electronically, enabling public, school and college libraries to coordinate the use of scarce library funds within the community and statewide; and

Whereas, public libraries have experienced a substantial growth in usage, yet many municipalities lack resources to support adequate funding for library collections and operating expenditures.

Whereas, the current state grants-in-aid distribution is \$.37 per capita; and

Whereas, the national average for public library state grants in aid is \$3.50 per capita; and

Now, Therefore, Be It Resolved that the New Mexico Municipal League endorses the passage of legislation to increase the appropriation to the library division of the Cultural Affairs Department to provide grants-in-aid for local library services and operations.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

RESOLUTION 2019-14

CONCERNING 2020 BOND ISSUE FOR LIBRARIES

Whereas, New Mexico public libraries provide books and other materials to meet the informational, educational, cultural and recreational needs of all New Mexicans; and

Whereas, the effectiveness of a library is determined by its ability to deliver current, accurate information in a timely manner through books and materials answering community needs; and

Whereas, advances in technology have made information resources increasingly accessible electronically; and

Whereas, the demand for library resources continues to rise while the cost of providing the resources is beyond local funding capacity; and

Whereas, publicly funded libraries have increased their effectiveness by sharing their resources electronically, enabling public, tribal, school and college libraries to coordinate the use of scarce library funds within the community and statewide; and

Whereas, public libraries have experienced a substantial growth in usage, yet many municipalities lack resources to support adequate funding for library collections.

Now, Therefore, Be It Resolved that the New Mexico Municipal League endorses legislative passage of a General Obligation bond bill for \$17 million for libraries on the November 2020 general election ballot.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

RESOLUTION 2019-9

CONCERNING THE RE-SUBMISSION OF LEGISLATION TO INCREASE THE MUNICIPAL COURT AUTOMATION FEE

Whereas, House Bill 235 was introduced in the 2018 Legislature by Representative Stephanie Garcia Richard; and

Whereas, House Bill 235 would make parallel the Municipal Court Automation Fee from \$6 to \$10, matching the \$10 fee currently collected in Magistrate and Metropolitan Courts; and

Whereas, House Bill 235 passed both the House and Senate; and

Whereas, Governor Susana Martinez pocket vetoed House Bill 235 without explanation.

Now, Therefore Be It Resolved that the New Mexico Municipal League requests the re-submission of the same type of bill to make parallel the Municipal Court Automation Fee from \$6 to \$10 during the 2019 Legislature.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

2019 CEDGOHR & PIC Committee Priority: **HIGH**

ATTACHMENT C

RESOLUTION 2019-15

CONCERNING THE STATE AVIATION FUND; REMOVING THE SUNSET ON THE DISTRIBUTION OF A PORTION OF THE GROSS RECEIPTS TAX TO THE STATE AVIATION FUND

Whereas, Section 7-1-6.7 NMSA 1978 (being laws 1994, Chapter 5, Section 2, as amended) provides a distribution of a gross receipt tax percentage to the State Aviation Fund through June 30, 2021; and

Whereas, this funding stream is approximately 15-20 percent of the annual Aviation Division budget and 90 percent of this funding stream will go back to NM communities and 61 New Mexico public-use public owned aviation facilities projects (56 airports, 4 heliports, 1 seaplane base (Conchas Lake); and

Whereas, Funding will be utilized for infrastructure improvements, pavement maintenance and rehabilitation, fuel farms, general aviation terminals, and lighting projects at the sixty-one (61) public use, public owned aviation facilities throughout the State; and

Whereas, New Mexico's system of 61 public use aviation facilities serve as an integral connection between New Mexico's businesses and residents and the expanding global economy; and

Whereas, the Aviation Division mission includes maintaining and promoting a safe and effective air transportation system and utilizes this funding to leverage 90% Federal Aviation Administration grants for airports; and

Whereas, each fiscal year, New Mexico airports submit approximately \$40 million dollars in rational justifiable requests, the FAA funding only covers approximately ½ of this and NM Airports have estimated approximately \$500 million dollars in development costs over the next five years; and

Whereas, the aviation component of New Mexico's transportation infrastructure provides its citizens and businesses access to critical services such as air ambulance services, firefighting, agricultural spraying, law enforcement, military training, business travel, air cargo services, pilot training and tourism; and

Whereas, many of our General Aviation airports provide crucial emergency services such as:

- Medical air transport
- Firefighting services (Alamogordo, Silver City, Ruidoso)
- Other National/State Emergencies
- Homeland Security
- Customs/Border Patrol
- Law Enforcement
- Weather/Fuel Emergencies

Whereas, Airports in New Mexico account for over 18,000 jobs, have a payroll of \$715 million dollars and have an output of \$2.3 billion dollars.

Now, Therefore, Be it Resolved that the New Mexico Municipal League supports removal of the Sunset provision and making the State Aviation funding permanent.

Passed, Approved and Adopted this 29th day of August at the City of Las Cruces, New Mexico.

2019 CEDGOHR & PIC Committee Priority: **HIGH**

