

Boards and Commissions FY18 Work Plans
Council Review Committee Report

Submitted by Committee Members: Pete Sheehey, James Chrobocinski and Antonio Maggiore. Staff assistance provided by: Libby Carlsten, Senior Management Analyst, Community Services Department.

Review Process

Board and Commission (B&C) Work Plan Review Committee members Sheehey, Chrobocinski, Maggiore plus staff member Carlsten met on April 19, 2017 to review and discuss the work plans. Specific recommendations for each work plan were provided to the board staff liaisons by staff member Carlsten. The boards have now made the corrections or incorporated the appropriate changes to the work plans.

The committee members reviewed and discussed the draft work plans using the following questions:

- 1) What is the area of responsibility for each B&C?
- 2) What is each B&C doing in their area of responsibility?
- 3) Are the B&Cs doing things that aren't in their scope?
- 4) How is each B&C involving the public?

General Recommendations/Comments on FY18 Work Plans

1. The Work Plan Review Committee members encourage all the boards and commissions to actively solicit public input and look for ways to gauge public sentiment on items in the B&C's area of responsibility. The committee sees transparency and communication as important goals for all B&Cs and they asked all B&Cs to include both items under the "Communication" section as relevant goals.
2. The Committee recommends that all B&Cs to consider modeling the Library Board's pilot program of having each member attend at least one public event each year where they will announce their B&C's presence and invite public input.
3. The Committee expressed support for continuing the revolving monthly B&C presentations to Council during work sessions or other Council meetings as determined by the Council Leadership team.
4. The Review Committee also acknowledges and appreciates that all B&C's are now using the Legistar software for meeting agendas, packets, and minutes, even if some B&Cs are not using the live-streaming function. The committee encourages live-streaming because it provides the community with an easy way to watch the boards in action. The committee noted that the practice of

maintaining the B&C agendas and minutes in Legistar provides a more easily-searched and uniformly-maintained public record.

5. In addition, the Committee encourages the B&Cs to continue actively designating inter-board liaison assignments, when appropriate, to increase communication and coordination between all the boards and commissions.
6. The information from Attachment B regarding the B&C's reports of how their work/projects relate to Council strategic goals is provided as **Appendix A**.
7. Overall, the B&C Work Plan Review Committee feels that the FY18 Work Plans were well prepared. They want to express their gratitude for the time and effort spent by the B&Cs on the work plans.
8. The Committee decided to aim for a June 6 presentation date to Council for their report.

Recommendations on Specific Work Plans

Arts in Public Place Board

- a. The Review Committee asked the APPB to plan on conducting some public outreach/education efforts after the public art collection has been added on-line to the "Public Art Archive" (PAA). They requested the APPB plan to add a prominent link on the County's web page to the PAA. This has added to the work plan.

Environmental Sustainability Board

- a. The Review Committee asked the ESB to add the following in Section 2.1 – *"Contribute, as appropriate, to the implementation of the new Green Waste Collection program (3rd bin)"*
- b. The committee noted a few minor revisions that were needed. These have been corrected. No other comments.

Historic Preservation Advisory Board (new name for the former Fuller Lodge Historic Districts Advisory Board)

- a. The Review Committee asked the HPAB to add the following to Section 2.1 *"Coordinate with the Tourism Strategic Planning effort."* And, add to Section 3.0 the following *"Participate in the tourism strategic planning effort and interface with the Tourism Master Plan/ Economic Development Strategic Plan Steering Committee as requested."*
- b. The committee noted a few minor revisions that were needed. These have been corrected. No other comments.

Library Board

- a. The committee applauds the Library Board's plans to have each member attend at least one public event each year, announcing the board's presence and inviting public input. They are encouraging other B&Cs to model this practice.
- b. The committee noted that Section 2.1 was missing and Sections 2.2 and 4.0 had been transposed. These items have been corrected. No other comments.

Lodgers' Tax Advisory Board

- a. Under Section 2.1 the review committee asked the LTAB to add the following assignment: *"Coordinate with the current Tourism Strategic Planning effort being led by the County Manager's Office."*
- b. Under Section 3.0 - The committee asked the LTAB to add *"Participate in the tourism strategic planning effort and interface with the Tourism Master Plan/ Economic Development Strategic Plan Steering Committee as requested."*
- c. The committee noted a few other minor revisions/corrections that were needed in the work plan. These have been corrected. No other comments.

Parks and Recreation Board

- a. The committee acknowledged that, as recommended by the Review Committee last year, the PRB successfully *"Supported the Council's CIP process especially in regard to CIP decisions related to recreation facilities. Participated in the project scoping process of individual recreation initiatives. And, participated in this process with public education outreach and other opportunities as identified by the Council."*
- b. Under Section 2.1, the Committee asked the PRB to add: *"Participate as needed and requested to support the Tourism Strategic Planning effort"*
- c. Under Section 3.0 – the Review Committee asked the PRB to add the *Tourism Master Plan/ Economic Development Strategic Plan Steering Committee* to their list of boards, commissions, and committees for potential interface opportunities.
- d. The Committee noted a few other minor revisions. These have been answered or corrected. No other comments.

Personnel Board

- a. The Committee did not note any questions or corrections.

Planning and Zoning Commission

- a. Under Section 2.1, the Committee asked the P&Z to add: *Coordinate, if needed, with implementation of the Tourism Strategic Plan when it's completed."*
- b. The Committee noted a few other minor revisions/corrections that were needed in the work plan. These have been corrected. No other comments

Transportation Board

- a. The Committee did not note any questions or corrections.

This report is respectfully submitted to Council by the FY18 Work Plan Review Committee: Councilors Pete Sheehey, James Chrobocinski, and Antonio Maggiore.



Appendix A:

Council Strategic Goals:

Economic Vitality		Checked by a B&C in their work plan
	<u>Economic Vitality:</u>	
	<ul style="list-style-type: none"> • Priority Area – Build the local tourism economy 	APPB; FLHDAB; LTAB; PRB; T-BOARD;
	<ul style="list-style-type: none"> • Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock 	APPB; ESB; P&Z; T-BOARD;
	<ul style="list-style-type: none"> • Promote a strong and diverse economic base by encouraging new business growth 	LTAB;
	<ul style="list-style-type: none"> • Collaborate with Los Alamos National Laboratory as the area's #1 employer 	ESB; FLHDAB; LTAB;
	<u>Financial Sustainability</u>	
	<ul style="list-style-type: none"> • Encourage the retention of existing businesses and assist in their opportunities for growth 	P&Z; T-BOARD;
	<ul style="list-style-type: none"> • Support spinoff business opportunities from LANL 	LTAB
	<ul style="list-style-type: none"> • Significantly improve the quantity and quality of retail business 	
Quality of Life		
	<u>Housing:</u>	
	<ul style="list-style-type: none"> • Priority Area -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate 	P&Z;
	<ul style="list-style-type: none"> • Priority Area -- Support development of affordable workforce housing 	P&Z;
	<u>Education:</u>	
	<ul style="list-style-type: none"> • Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation 	LIBRARY BD;
	<ul style="list-style-type: none"> • Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards 	ESB; LIBRARY BD;
	<u>Quality Cultural and Recreational Amenities:</u>	
	<ul style="list-style-type: none"> • Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community 	APPB; FLHDAB; LIBRARY BD; PRB; T-BOARD;
	<u>Environmental Stewardship:</u>	

• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities	ESB; FLHDAB; T-BOARD;
<u>Mobility:</u>	
• Maintain and improve transportation and mobility	FLHDAB; T-BOARD;

Quality Governance	
<u>Operational Excellence:</u>	
• Priority Area – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning	FLHDAB; P&Z;
• Priority Area – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants	P&Z;
• Maintain quality essential services and supporting infrastructure	ALL B&Cs
• Invest in staff development to create a high performing organization	LIBRARY BD; PERSONNEL BD;
• Manage commercial growth well following an updated, concise, and consistent comprehensive plan	T-BOARD;
• Establish and implement a mechanism for effective Utility policy setting and review	
<u>Communication:</u>	
• Improve transparency in policy setting and implementation	All B&Cs
• Create a communication process that provides measurable improvement in citizen trust in government	All B&Cs
<u>Intergovernmental Relations:</u>	
• Strengthen coordination and cooperation between County government, LANL, and the regional and national partners	APPB; FLHDAB
• Actively pursue land transfer opportunities	

