



FY18 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2018: July 1, 2017 – June 30, 2018)

Board and Commission Name: Parks and Recreation Board

Date prepared: January 12, 2017 - Approved by Council: _____

Prepared by: Christopher Wilson

This work plan will be accomplished in the following time frame: from July 1, 2017 to June 30, 2018

Chairperson: Melanee Hand - Term: November 30, 2017

Members and terms:

Melanee Hand	12-01-2015 – 11-30-2017
Paul Cook	12-01-2015 – 11-30-2017
John Russell	12-01-2015 – 11-30-2017
Stephanie Nakhleh	12-01-2016 – 11-30-2018
Robbie Harris	12-01-2016 – 11-30-2018
Dana Dattelbaum	12-01-2016 – 11-30-2018
Dina Pensenson	12-01-2016 – 11-30-2018

Department Director: Brian Brogan

Work plan developed in collaboration with Department Director? Yes

Staff Liaison: Christopher Wilson

Administrative Support provided by: Linda Lindstrom

Council Liaison: Pete Sheehy – Reviewed by Council Liaison? Yes

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

Supported the Parks and Recreation Board's (PRB) FY17 Work Plan that is linked to Council goals and priorities for the support of new and existing recreation facilities, activities, and Open Space in Los Alamos County (LAC).

- Supported Council's CIP/Bond process, CIP/Bond Decisions for Parks and Recreation facilities.
- Revised and updated PRB subcommittee charters for expanded missions and broader areas of recreational facilities and needs.
- Received updates on the LAC Reservoir.
- Reviewed and made recommendations for future North Mesa Stable License Fees and rate structuring.
- Outdoor gym equipment enhancement to East Park area.

Supported Los Alamos County Comprehensive Plan update, including Open Space Plan recommendations.

Updating the Ashley Pond/Mesa Public Library Park Master Plan and Park Assessment from December 2007.

Identified needed/anticipated interfaces with other Boards and Commissions for the achievement of common goals.

- Manhattan Project National Historic Park special committees for amenities, way finding, and other National Parks.
- Reviewed the proposed new exterior signage for the Museum Campus.
- Discussed existing and potential future improvements in camping, RV use, and RV storage facilities in Los Alamos County.

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

- Support Council's lead for public input and involvement on proposed CIP/Bond projects, including involvement in Focus Groups, Listening Sessions, Dekker/Perrich/Sabatini updates.
- Review and discussion of the Integrated Pest Management Plan for Parks and Open Space Programs.
- Review and discussion of the 2016 Community Wildfire Protection Plan.

Accomplishments:

County Council voted "yes" in December for a \$20M CIP/Bond Project that includes a multi-generational pool addition, splash pad, ball field improvements, new multi-use recreation facility including an indoor ice-rink and golf course improvements. The PRB

had a role with idea-sharing, review, public input, throughout the year to [support Council's efforts to inform the public about](#) ~~promote~~ these projects.

Manhattan Project subcommittee participation - Main Gate Park support, signage, amenities

Canyon Trail Phase II completion

Community Wildfire Plan adoption/update

Public input for recreation projects and parks.

Support for Pickle Ball integration with existing tennis courts.

Constraints:

Navigating communication and coordination with Board members, subcommittees, Council, the public, and other Boards and Commissions.

Formal Process and associated time to conduct BCC Rules. How can we boost creativity, output, and input while respecting formal systems?

Inter-organizational coordination for Pajarito Mountain ski hill improvements.

Lessons-Learned

Aligning subcommittees with the Bond Projects while focusing on a broader spectrum of public interests for our common purpose through education and outreach.

Consider the use of ad-hoc committees or work sessions for the PRB for brainstorming, and less restrictive communication processes/timing.

Division of roles and responsibilities between PRB and operational activities of the Parks, Recreation and Open Space Division.

Greatest Challenges

Revitalization of the PRB Subcommittees, including renewed focus on modified and expanded areas of the charter that support the Recreation CIP/Bond and initiatives.

Recruitment for the subcommittees and the PRB.

Need for Increased involvement with County Council to support recreation needs and associated marketing.

Marketing/promoting the CIP/Bond Projects to benefit the entire community; Education campaign, integrating and involving the subcommittees with subcontracted work and facilitation of focus groups.

Decreasing budgets for Parks, Recreation and Open Space over the past decade.

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

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

Participate as needed and requested in support of the Council's CIP/Bond next steps process especially in regard to CIP/Bond decisions related to recreation facilities. Participate in the project scoping process of individual recreation initiatives.

Pursue a solution for the tennis community via a public process that assesses the County's current courts, reviews workable locations, addresses capacity gaps while including recommendations for management and future use of existing tennis courts in the county.

Participate as needed and requested by the Council or Community Services Department Director in the implementation of the updated Ashley Pond Master Plan, and the Comprehensive Plan follow-on items.

Review and recommend modifications to the County Recreation User Fee Policy with consideration of how user fees impact citizen usage of County Parks and Recreation facilities.

Meet with Community Services Department Director and other LAC Board and Commission Chairs as requested for discussion and information sharing.

[Participate as needed and requested to support the Tourism Strategic Planning effort](#)

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

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

2.3 Other projects/assignments proposed by the Board or Commission: *(Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)*

Support the Open Space Management Plan and the Community Wildfire Protection Plan next steps.

Support the Manhattan Project National Historic Park, other national park activities and past recommendations to the Board that would be used by visitors, including camping improvements to Main Gate Park and Camp May.

Support a Pilot Canyon Restoration Project that will serve as a demonstration site for ongoing rehabilitation work.

Support Council and the Historical Society Board in the implementation of a way finding program and signage plan for the campus area and associated parks.

Visit Los Alamos Reservoir and make recommendations regarding public use once the road improvement/stabilization project concludes.

Work with subcommittees and receive reports and updates on assigned tasks and projects.

Support the long-term success of Pajarito Mountain for year round use and activities including its sustainable management.

Meet in the field with and invite more groups and individuals to the Parks and Recreation Board meetings to outline their programs, interests, current challenges and suggested solutions to strengthen the Board's connections with the community that uses the parks, recreation programs and facilities.

Explore the creation of a new facilities ad hoc working group or PRB work sessions to discuss Parks Master Plan updates and other park needs.

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

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

Community Development Department
Library Board
Art in Public Places Board
Lodgers' Tax Advisory Board
Fuller Lodge Historic Districts Advisory Board
Public Works Department
Fire Department
Police Department
Parks, Recreation and Open Space Division
Library Division
Environmental Sustainability Board
Transportation Board
Manhattan Project National Historic Park Project Committee
Historical Society Board
Planning & Zoning Commission
Board of Public Utilities

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

County acquisition of Pajarito Mountain, Comprehensive Plan follow-on, implementation of the updated Ashley Pond Master Plan, Los Alamos Reservoir projects, camping enhancements, pilot canyon restoration plan, and CIP/Bond recreation facility initiatives will require public information and involvement meetings.

5.0 List the current subcommittees for this Board or Commission.

5.1 For subcommittees with members that are not members of the parent board or commission:

List the subcommittee members and their terms.

Explain how sub-committee members are selected or appointed.

Provide a description of each subcommittee's charter or purpose.

Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:

Aquatic Center Advisory Subcommittee

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

Ice Rink and Recreation Advisory Subcommittee

1. List of Members and Terms (Attachment B).
2. Description of Purpose and Guidelines (Attachment F).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. IRRAS Work Plan
 - A. Support associated CIP/Bond projects for a recreation center including indoor ice arena and other recreation projects including ball field improvements.
 - B. Review Ice Rink and Recreation programs and facility and submit recommendations for improvement.
 - C. Gather public input on Ice Rink and Recreation programs and facility.

- D. Promote maximum utilization of the Ice Rink and Recreation programs and facility.
- E. Participate as needed and as requested in support of the Council's CIP/Bond next steps.

Golf Course Advisory Subcommittee

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

Open Space Advisory Subcommittee

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

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

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

members. This will allow for diversity and eliminate the self-perpetuating selection by the subcommittee of its members.

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

Current PRB Subcommittee Members as of 12/31/2016

All First terms will start at the first schedule meeting following the date of appointment by PRB.

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

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

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.	Name & Address	Elig Y/N
Dec-14	Jan-14	Dec-16	Jan-16	Dec-18	Irene Powell	Yes
Oct-14	Nov-14	Oct-16	Nov-16	Oct-18	William W. Dai	Yes
Apr-16	May-16	Apr-18			Cathy Walters	Yes
Feb-17	Mar-17	Feb-18			Shelby Redondo	Yes

Paul Cook (PRB Liaison)

Denise McCoy, Aquatic Manager – Staff Liaison
 505-662-8170
denise.mccoy@lacm.us

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

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

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.	Name Address	Elig Y/N
Aug-16	Sept-16	Aug-18			Darren Meadows	Yes
Sept-16	Oct-16	Sept-16			Rachel Adler	Yes
					Vacant	
					Vacant	
					Dina Pesenson (PRB Liaison)	
					Dianne Marquez, Recreation Program Manager – Staff Liaison 505-662-8173 dianne.marquez@lacnm.us	

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

Attachment C

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

Appointed Date	1 st Term Beg	1 st Term Exp	2 nd Term Beg	2 nd Term Exp.	Name & Address	Elig Y/N
Oct-16	Nov-16	Oct-18			Laura Glascock	Yes
Nov-16	Dec-16	Nov-18			Jason Cox	Yes
Nov-16	Dec-16	Nov-18			Laura Hamilton	Yes
May-16	Jun-16	May-18			Tony Fox	Yes

Dana Dattelbaum (PRB Liaison)

Sam Logan, Golf Course Manager - Staff Liaison
505-662-8139
donald.torres@lacnm.us

Matthew Allen, GC Superintendent
505-662-8103
matthew.allen@lacnm.us

Subcommittee meets 3rd Wednesday of each month at the Golf Course at 7:30 a.m.

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

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.	Name Address	Elig Y/N
Dec-16	Jan-17	Dec-18			Liz Aicher	Yes
Jul-14	Aug-14	Jul-16	Dec-16	Nov-18	Kevin Holsapple	Yes
Feb-15	March-15	Feb-17			John Hogan	Yes
Nov-13	Dec-13	Nov-15	Dec-16	Nov-17	Mike Prime	Yes

Stephanie Nakhleh (PRB Liaison)

Eric Peterson, Open Space Specialist
 505-662-8173
christopher.wilson@lacnm.us

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

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

GUIDELINES

PURPOSE

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

The duties and responsibilities of ACAS are:

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

MEMBERSHIP

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

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

TERMS

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

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

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

MEETINGS

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

RECORDS

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

STAFF LIAISON:

Aquatic Center Manager - 662-8170

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

GUIDELINE

PURPOSE:

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

The duties and responsibilities of IRRAS are:

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

MEMBERSHIP

IRRAS will consist of five-(5) official voting members, four (4) being appointed by the Board and the fifth being a current member of the Board. The non-voting member will be

the Recreation Program Manager. The Chairperson of IRRAS shall be elected annually by the voting members of the subcommittee.

TERMS

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

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

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

MEETINGS

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

RECORDS

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

STAFF LIAISON:

Recreation Program Manager – 662-8173 or 662-4500

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

GUIDELINES

PURPOSE:

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

The duties and responsibilities of GCAS are:

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

MEMBERSHIP

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

Professional, and the Golf Course Superintendent. The Chairperson of GCAS shall be elected annually by the voting members of the subcommittee.

TERMS

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

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

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

MEETINGS

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

RECORDS

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

STAFF LIAISON

Golf Course Manager – 662-8139
Head Golf Professional – 662-8139
Golf Course Superintendent – 662-8103

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

*Facilities included are those that do not have an on-site manager. In particular this subcommittee is concerned with trails, pathways and open space.

GUIDELINES

PURPOSE

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

The duties and responsibilities of OSAS are:

1. Provide a forum for discussion of open space issues and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current open space programs and uses to determine additional needs and submit recommendations pertaining to open space programs, guidelines, and policies to the Board.
3. Review and comment on the operation and development of these facilities and programs and to serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to facilities and equipment.
4. With the Open Space Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested, and using the Board's criteria from Los Alamos County Code Section 8-143, sub-paragraph (5), assist staff in the annual review of the usage schedule and inform the Board of the subcommittee's recommendations.
6. Review and comment on the County Trails Management Plans.
 - Make recommendations for additions, deletions and realignments to the County Trail Network.
 - Review and comment on adherence to the County Trail Management Plan.
 - Comment on proposed developments to safeguard preservation of access to the County Trail Network.

- Recommend and document objective criteria for prioritization of trail projects and conduct an annual assessment of a list of prioritized projects.
7. All findings, recommendations, or action items identified by OSAS are to be submitted for Board consideration.

MEMBERSHIP

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

TERMS

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

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

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

MEETINGS

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

RECORDS

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

STAFF LIAISON

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

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

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

Duties and Responsibilities:

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

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

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

Mark all that apply

Economic Vitality	
<u>Economic Vitality:</u>	
• Priority Area – Build the local tourism economy	X
• Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock	
• Promote a strong and diverse economic base by encouraging new business growth	
• Collaborate with Los Alamos National Laboratory as the area's #1 employer	
<u>Financial Sustainability</u>	
• Encourage the retention of existing businesses and assist in their opportunities for growth	
• Support spinoff business opportunities from LANL	
• Significantly improve the quantity and quality of retail business	
Quality of Life	
<u>Housing:</u>	
• Priority Area -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate	
• Priority Area -- Support development of affordable workforce housing	
<u>Education:</u>	
• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation	
• Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards	
<u>Quality Cultural and Recreational Amenities:</u>	
• Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community	X
<u>Environmental Stewardship:</u>	
• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities	
<u>Mobility:</u>	
• Maintain and improve transportation and mobility	

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> • Priority Area – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning 	
	<ul style="list-style-type: none"> • Priority Area – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants 	
	<ul style="list-style-type: none"> • Maintain quality essential services and supporting infrastructure 	X
	<ul style="list-style-type: none"> • Invest in staff development to create a high performing organization 	
	<ul style="list-style-type: none"> • Manage commercial growth well following an updated, concise, and consistent comprehensive plan 	
	<ul style="list-style-type: none"> • Establish and implement a mechanism for effective Utility policy setting and review 	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> • Improve transparency in policy setting and implementation 	<u>X</u>
	<ul style="list-style-type: none"> • Create a communication process that provides measurable improvement in citizen trust in government 	X
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> • Strengthen coordination and cooperation between County government, LANL, and the regional and national partners 	
	<ul style="list-style-type: none"> • Actively pursue land transfer opportunities 	