

Approved by County Council XXXX



## **FY19 Work Plan for Los Alamos County Boards and Commissions**

**(Fiscal Year 2019: July 1, 2018 – June 30, 2019)**

**Board and Commission Name: Parks and Recreation Board**

**Date prepared: January 11, 2018 - Approved by Council: XXXX**

**Prepared by: Christopher Wilson**

**This work plan will be accomplished in the following time frame: July 1, 2018 to June 30, 2019**

**Chairperson: Stephanie Nakhleh - Term: November 30, 2019**

### **Members and terms:**

Stephanie Nakhleh	12-01-2015 – 11-30-2017
Dana Dattelbaum	12-01-2016 – 11-30-2018
Robbie Harris	12-01-2016 – 11-30-2018
Dina Pesenson	12-01-2016 – 11-30-2018
Vacant	
Vacant	
Vacant	

**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: XXXX – Reviewed by Council Liaison? XXX**

**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) FY18 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).

- Council's CIP/Bond process and decisions for Parks and Recreation facilities.
- Revisited and updated PRB subcommittee charters for missions and broader areas of recreational facilities and associated needs.
- Received updates on the Pajarito Land Transfer.
- Reviewed and made recommendations about future North Mesa Stable operations.
- Discussed existing and potential future improvements in camping, RV use, and RV storage facilities in Los Alamos County.

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

Site improvement plan for updating Ashley Pond.

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

- Tourism Strategic Plan participation
- Reviewed the proposed new exterior signage for the Museum Campus.
- Review with Environmental Service bear resistant containers and manure removal options for stables in Los Alamos County.
- Discuss and review the Historic District boundary and how it will impact associated parks.

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 with subcommittee focus groups, listening sessions and presentations.
- Discussion of the Integrated Pest Management Plan for Parks and Open Space Programs as well as weed ordinance in relation to Parks and Open Space properties.
- Community Wildfire Protection Plan and the projects presently in the environmental review phase.

**Accomplishments:**

- Recommending to Council the CIP projects moving forward, as supported through a collaborative public process.
- Completing a Tennis Court Assessment and advisory recommendation.
- Supported maximizing use of the tennis facilities with additional pickle ball lines.

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- Began the process of a Ballfield Assessment and advisory recommendation.
- Establishing through Work Shop/Agenda Items trails working groups to address North Mesa trail issues.
- International Mountain Bicycling Association assessment of all trails as a part of a Ride Center designation process.
- Supported Family Friendly Demonstration Flow Trail project.
- Supported the Bicycle Transportation planning efforts.
- Reviewed RV storage program and investigated alternatives.
- Reviewed and supported camping improvements at Camp May, Main Gate Park and White Rock.
- Reviewed and supported a demonstration project for canyon restoration beginning at the upper limits of Graduation Canyon.
- Reviewed and supported upcoming projects that are a part of the community Wildfire Plan efforts.

#### **Constraints:**

- Navigating communication and coordination with Board members, subcommittees, Council, the public, and other Boards and Commissions.
- How to boost creativity, output, and public input while respecting formal systems?

#### **Lessons-Learned**

- Aligning subcommittees with program projects while focusing on a broader spectrum of public interests for our common purpose through education and outreach.
- Consider the use of additional committees or work sessions for the PRB for brainstorming, and less restrictive communication processes/timing with the public.
- 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 their charters that support the Recreation CIP other initiatives.
- Recruitment for the subcommittees and the PRB.
- Increased involvement with County Council to support park, recreation and open space needs.
- Marketing/promoting the CIP Projects to benefit the entire community; Education through integrating and involving the subcommittees with facilitation of focus groups and public presentations.

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- 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 next steps process in regard to CIP decisions related to recreation facilities. Participate in the project scoping process of individual recreation initiatives.
- Facilitate the Family Friendly Demonstration Flow Trail project.
- Recommendations to County Council for management and future use of existing tennis courts in the county. Continue discussions with the tennis community to maximize facility usage for tennis while re-purposing courts as supported. Facilitate discussions with all parties interested in future development of a tennis complex.
- Based on Ballfield Assessment recommendations, provide continued public updates on progress and next steps for Overlook Park and North Mesa Sports Complex.
- Participate as needed and requested by the Council or Community Services Department Director in the implementation of the updated Ashley Pond planning effort, and the Comprehensive Plan follow-on items.
- 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.
- Meet with the Los Alamos Historic Preservation Advisory Board on Historic District boundaries and operational changes necessitated by such.

**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

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Trails Management Planning Documents – 2009

<b>2.3 Other projects/assignments proposed by the Board or Commission: (<i>Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.</i>)</b>
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- 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 continued Canyon Restoration Projects that will serve as demonstration sites for ongoing rehabilitation work.
- Support Council and the Historical Society Board in the continuation 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 and bike trail improvements.
- 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.

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

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

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

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

Tennis, gym space, ballfield assessment and varsity softball next steps, North Mesa Trail planning efforts for multiple use including equestrians, Flow Trail, Comprehensive Plan follow-on, implementation of the site improvement plan for Ashley Pond, Los Alamos Reservoir planning, camping enhancements, canyon restoration plan, and CIP 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:**

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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.
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 Ice Rink~~ CIP ~~/Bond~~ projects for ~~a recreation center including indoor ice arena and other recreation projects including ball field improvements, upgrades and improvements to the bathrooms, locker rooms and flooring.~~
  - 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.

~~-Participate as needed and as requested in support of the Council's CIP/Bond next steps.~~

Golf Course Advisory Subcommittee (? Continue ?)

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.

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- 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 ~~Board~~ 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.



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Attachment A

## Current PRB Subcommittee Members as of 06/30/201~~8~~7

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 <sup>st</sup> Term Beg	1 <sup>st</sup> Term Exp.	2 <sup>nd</sup> Term Beg	2 <sup>nd</sup> Term Exp.	Name & Address		Elig Y/N
Dec-14	Jan-14	Dec-16	Jan-16	Dec-18	Irene Powell 1732 Ponderosa Street	662-5877 662-8923 <a href="mailto:Irene.L.Powell@msn.com">Irene.L.Powell@msn.com</a>	Yes
Oct-14	Nov-14	Jan-16	Nov-16	Oct-18	William W. Dai 4149 Arizona Ave	662-1900 <a href="mailto:dai@lanl.gov">dai@lanl.gov</a>	Yes
Apr-16	May-16	Apr-18			Cathy Walters 1001 Oppenheimer Dr.	690-2309 <a href="mailto:cathywalters@aol.com">cathywalters@aol.com</a>	Yes
Feb-17	Mar-17	Feb-19			Shelby Redondo 390 Manhattan	662-2625 <a href="mailto:redondo@cybermesa.com">redondo@cybermesa.com</a>	Yes
					<del>Paul Cook</del> (PRB Liaison)		
					Denise McCoy, Aquatic Manager – Staff Liaison 505-662-8170 <a href="mailto:denise.mccoy@lacm.us">denise.mccoy@lacm.us</a>		

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

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Attachment B

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

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Appointed Date	1 <sup>st</sup> Term Beg	1 <sup>st</sup> Term Exp.	2 <sup>nd</sup> Term Beg	2 <sup>nd</sup> Term Exp.	Name & Address	Elig Y/N
Sep-16	Oct-16	Sep-18			Rachael Adler 4364B Fairway Drive 248-207-2465 505-476-7953 <a href="mailto:rachel.adler@gmail.com">rachel.adler@gmail.com</a>	Yes
Aug-16	Sep-16	Nov-18			Darren Meadows, PE 4940 Hermosa 500-8278 412-1804 <a href="mailto:meadows@cnsr.com">meadows@cnsr.com</a>	Yes
					Dina Pesenson (PRB Liaison)	
					Dianne Marquez, Recreation Program Manager – Staff Liaison 662-8173 <a href="mailto:dianne.marquez@lacnm.us">dianne.marquez@lacnm.us</a>	

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

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Attachment C

Appointed Date	1 <sup>st</sup> Term Beg	1 <sup>st</sup> Term Exp.	2 <sup>nd</sup> Term Beg	2 <sup>nd</sup> Term Exp.	Name & Address	Elig Y/N
Nov-16	Dec-16	Nov-18			Jason Cox 625 47th Street <a href="mailto:jasonhendersoncox@gmail.com">jasonhendersoncox@gmail.com</a>	Yes
Nov-16	Dec-18	Nov-18			Laura Hamilton 934 Capulin Road <a href="mailto:lrucethamilton@gmail.com">lrucethamilton@gmail.com</a>	Yes
May-16	Jun-16	May-18			Tony Fox 428 Cheryl Avenue <a href="mailto:tony@lanlfoundation.org">tony@lanlfoundation.org</a>	Yes
<u>Nov – 17</u>	<u>Dec – 17</u>	<u>Nov -19</u>			<u>Anthony Vallejos</u> <u>209 Rover Blvd</u> <u>505-310-4498</u> <u>505-665-6590</u> <u>LLG2havefun@msn.com</u>	<u>Yes</u>
					Dana Dattelbaum (PRB Liaison)	
					Sam Logan, Golf Course Manager - Staff Liaison 505-662-8139 <a href="mailto:sam.logan@lacnm.us">sam.logan@lacnm.us</a>	
					Matthew Allen, GC Superintendent 505-662-8103 <a href="mailto:matthew.allen@lacnm.us">matthew.allen@lacnm.us</a>	

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

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Attachment D

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

Appointed Date	1 <sup>st</sup> Term Beg	1 <sup>st</sup> Term Exp.	2 <sup>nd</sup> Term Beg	2 <sup>nd</sup> Term Exp.	Name & Address	Elig Y/N
Dec-16	Jan-17	Dec-18			Liz Aicher 1980 Camino Mora 500-6969 <a href="mailto:e.aicher@q.com">e.aicher@q.com</a>	Yes
Jul-14	Aug-14	Jul-16	Dec-16	Nov-18	Kevin Holsapple 2175A 37 <sup>th</sup> St. 662-0668 <a href="mailto:highlinenm@gmail.com">highlinenm@gmail.com</a>	Yes
May-17	Jun-17	May-18			Jonathan Creel 3200 Canyon Road 850-380-9292 662-0460 <a href="mailto:jonathancree114@gmail.com">jonathancree114@gmail.com</a> <a href="http://programs@peecnature.org">programs@peecnature.org</a>	Yes
					Vacant	
					Stephanie Nakhleh (PRB Liaison)	
					Eric Peterson, Open Space Specialist 505-662-8173 <a href="mailto:eric.peterson@lacnm.us">eric.peterson@lacnm.us</a>	

Subcommittee meets the 2<sup>nd</sup> 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-particular~~, this subcommittee is concerned ~~with~~ with: trails used by hikers, bikers, equestrians and runners, open space including viewsheds, corridors for wildlife movement, wildfire fuel management, and ecosystem processes, protection of cultural and natural resources and facilities such as a bicycle flow trail or other facilities related to outdoor activities in open space. ~~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 and facilities as identified above. The OSAS shall be established on a year-to-year basis upon affirmative action of the Board and approval by Council.

The duties and responsibilities of OSAS are:

1. Provide a forum for discussion of open space issues and serve as an advisory body to the Board and a resource to staff.
- ~~2.~~ When asked, rReview current open space programs and facility uses throughout the County to determine additional needs and submit recommendations pertaining to open space programs, guidelines, and policies to the Board.
- ~~2.3.~~ Develop and prioritize a list of capital improvements for consideration by the Board.
4. Review and comment on the County Trails Management Plan
  - a. Make recommendations for additions, deletions and realignments to the County Trail Network.
  - b. Review and comment on adherence to the County Trails Management Plan
  - c. Review proposed developments to ensure preservation of access to the County Trails Network.
  - d. Recommend and document criteria for prioritization of trail projects and conduct an annual assessment of a list of prioritized projects.

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- ~~3. Submit the findings and recommendations of the Board to the Board.~~
5. Review and comment on the Open Space Management Plan
  - a. Make recommendations for additions, deletions and realignments to the Open Space Management Plan.
  - b. Review and comment on adherence to the Open Space Management Plan.
  - c. Make recommendations and document in a work plan for the upcoming fiscal year on an annual basis.
6. Ensure that all findings, recommendations, or action items identified by OSAS are submitted for Board consideration and/or approval.
- ~~4. With the Open Space Program, develop and prioritize a list of capital improvements for consideration by the Board.~~

#### **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



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

<b>Economic Vitality</b>	
<u>Economic Vitality:</u>	
<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Build the local tourism economy</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Priority Area</b> - Revitalize and eliminate blight in Los Alamos and White Rock</li> </ul>	
<ul style="list-style-type: none"> <li>• Promote a strong and diverse economic base by encouraging new business growth</li> </ul>	
<ul style="list-style-type: none"> <li>• Collaborate with Los Alamos National Laboratory as the area's #1 employer</li> </ul>	
<u>Financial Sustainability</u>	
<ul style="list-style-type: none"> <li>• Encourage the retention of existing businesses and assist in their opportunities for growth</li> </ul>	
<ul style="list-style-type: none"> <li>• Support spinoff business opportunities from LANL</li> </ul>	
<ul style="list-style-type: none"> <li>• Significantly improve the quantity and quality of retail business</li> </ul>	
<b>Quality of Life</b>	
<u>Housing:</u>	
<ul style="list-style-type: none"> <li>• <b>Priority Area</b> -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Priority Area</b> -- Support development of affordable workforce housing</li> </ul>	
<u>Education:</u>	
<ul style="list-style-type: none"> <li>• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<u>Quality Cultural and Recreational Amenities:</u>	
<ul style="list-style-type: none"> <li>• Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community</li> </ul>	
<u>Environmental Stewardship:</u>	
<ul style="list-style-type: none"> <li>• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities</li> </ul>	
<u>Mobility:</u>	
<ul style="list-style-type: none"> <li>• Maintain and improve transportation and mobility</li> </ul>	

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