



Minutes

County Council – Regular Session

*Denise Derkacs, Council Chair; Theresa Cull, Council Vice-Chair,
Melanee Hand, Suzie Havemann, Keith Lepsch,
David Reagor, and Randall Ryti, Councilors*

Tuesday, June 25, 2024

6:00 PM

Council Chambers – 1000 Central Avenue

1. OPENING/ROLL CALL

The Council Chair, Denise Derkacs, called the meeting to order at 6:00 p.m.

Council Chair Derkacs made opening remarks regarding the procedure of the meeting.

Ms. Linda Matteson, Deputy County Manager, listed the county employees in attendance via Zoom.

The following Councilors were in attendance:

**Present: 5 – Councilor Derkacs, Councilor Havemann, Councilor Lepsch,
Councilor Reagor, and Councilor Ryti**

Online: 1 – Councilor Cull

Absent: 1-- Councilor Hand

2. PLEDGE OF ALLEGIANCE

Led by: All.

3. STATEMENT REGARDING CLOSED SESSION

Councilor Ryti read the following statement to be included in the minutes: “The matters discussed in the closed session of County Council held on June 24, 2024, that began at 4:00 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.”

4. PUBLIC COMMENT

Mr. David Hampton spoke.

5. APPROVAL OF AGENDA

A motion was made by Councilor Ryti, seconded by Councilor Reagor, that Council approve the agenda moving items 8D, 8E, and 8G to Business.

The motion passed with the following vote:

**Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Havemann,
Councilor Lepsch, Councilor Reagor, and Councilor Ryti**

Absent: 1 – Councilor Hand

6. PRESENTATIONS, PROCLAMATIONS, AND RECOGNITIONS

- A. Proclamation Designating July 2024 as Park and Recreation Month (Accepted by Wendy Parker, Parks Superintendent, and Katherine Hudspeth, Recreation Superintendent, Community Services Department)

Councilor Ryti presented the Proclamation to Wendy Parker, Parks Superintendent and Katherine Hudspeth, Recreation Superintendent.

Ms. Katherine Hudspeth, Recreation Superintendent, spoke.

7. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA

None.

8. CONSENT AGENDA

- A. Approval of Agreement AGR 24-970 to Albuquerque Asphalt, Inc. for On-Call Services for Roadway Repair and Construction for Public Works Traffic and Streets Division in an Amount Not to Exceed \$5,000,000 Plus Applicable Gross Receipts Tax

I move that Council approve Agreement AGR 24-970 to Albuquerque Asphalt, Inc. for On-Call Services for Roadway Repair and Construction for Public Works Traffic and Streets Division in an Amount Not to Exceed \$5,000,000 Plus Applicable Gross Receipts Tax.

- B. Approval of General Services, Agreement No. AGR 24-51 with Vega Architecture LLC in the Amount of \$1,615,868.81 for the site study and station design of Fire Station 4

I move that Council approve Contract for General Services, Agreement No. AGR 24-51 with Vega Architecture LLC for the station design and site study of Station 4 in the amount not to exceed \$1,615,868.81 plus applicable gross receipts tax.

- C. Approval of Services Agreement No. AGR24-59 with Los Alamos Juvenile Justice Advisory Board, Inc. in the amount of \$2,131,620.00 plus Applicable Gross Receipts Tax, for the Purpose of Juvenile Programs and Restorative Justice

I move that the Council approve Services Agreement No. AGR24-59 with Los Alamos Juvenile Justice Advisory Board, Inc. in the amount not to exceed \$2,131,620.00 plus applicable gross receipts tax, for the purpose of Juvenile Programs and Restorative Justice.

- D. Approval of County Council Minutes for the June 11, 2024, Regular Session.

Item moved to Business.

- E. Approval of the FY25 Salary Plan

Item moved to Business.

- F. Approval of Amended Policy No. 910-Travel Policy

I move that Council approve the amended Policy No. 910 - Travel Policy as included as Attachment C.

- G. Approval of the Collective Bargaining Agreement Between the Incorporated County of Los Alamos and the International Union of Police Associations (IUPA), AFL-CIO, Local No. 14

Item moved to Business.

- H. Approval of the Fiscal Year 2025 E-911 Grant Agreement from the Department of Finance and Administration Acting through the Local Government Division in an Amount Not To Exceed \$402,318.00

I move that Council approve the Fiscal Year 2025 E-911 Grant Agreement from the Department of Finance and Administration acting through the Local Government Division in an amount not to exceed \$402,318.00. I further move that Council authorize the County Manager to execute the grant agreement.

- I. Approval of Budget Revision 2024-72 to Budget Funds for Various Grants (Annual Reconciliation of All Grants Received Across All Departments and Funds)

I move that Council approve Budget Revision 2024-72 as summarized on Attachment A and the attachments be made part of the minutes of this meeting.

Consent Motion:

A motion was made by Councilor Havemann, seconded by Councilor Reagor, 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.

Approval of the Consent Agenda:

The motion passed with the following vote:

Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Havemann, Councilor Lepsch, Councilor Reagor, and Councilor Ryti

Absent: 1 – Councilor Hand

9. PUBLIC HEARING(S)

- A. Incorporated County of Los Alamos Resolution No. 24-17, A Resolution of Support and Funding Commitment by the Incorporated County of Los Alamos for the Local MainStreet Program, as a Partner with Los Alamos MainStreet, a Program of the Los Alamos Commerce and Development Corporation (LACDC)

Mr. Paul Andrus, Community Development Director, spoke.

Public comment:
None.

A motion was made by Councilor Ryti, seconded by Councilor Havemann, that Council adopt Incorporated County of Los Alamos Resolution No. 24-17, A Resolution of Support and Funding Commitment by the Incorporated County of Los Alamos for the Local MainStreet Program, as a Partner with Los Alamos MainStreet, a Program of the Los Alamos Commerce and Development Corporation (LACDC), and Authorize the County Manager to Sign a Memorandum of Understanding with the New Mexico MainStreet Program.

The motion passed with the following vote:

Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Lepsch, Councilor Havemann, Councilor Reagor, and Councilor Ryti

Absent: 1 – Councilor Hand

- B. Incorporated County of Los Alamos Resolution No. 24-18, A Resolution Increasing Pick-up for PERA Contributions Previously Established by Resolution No. 22-23, by Authorizing the Incorporated County of Los Alamos to Pick-up 5.32% for FY25 and 5.47% for FY26 of PERA Member Contributions for Members Covered Under Municipal Police Plan 5

Ms. Anne Laurent, County Manager, spoke.
Ms. Katie Thwaites, Deputy County Attorney, spoke

Public comment:
None.

A motion was made by Councilor Ryti, seconded by Councilor Lepsch, that Council adopt Incorporated County of Los Alamos Resolution No. 24-18, a Resolution Increasing Pick-up for PERA Contributions Previously Established by Resolution No. 22-23, by Authorizing the Incorporated County of Los Alamos to Pick-up 5.32% for FY25 and 5.47% for FY26 of PERA Member Contributions for Members Covered Under Municipal Police Plan 5 as amended contingent on passing of the collective bargaining agreement later in this meeting.

The motion passed with the following vote:

Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Havemann, Councilor Lepsch, Councilor Reagor, and Councilor Ryti

Absent: 1 – Councilor Hand

10. BUSINESS

A. Affordable Housing Plan Final Draft Overview

Mr. Dan Osborne, Housing and Special Project Manager, presented.
Mr. Carlos Gemora, Project Manager, Sites Southwest, presented.

Public Comment:
None.

No action taken.

Consent Agenda Item 8.D (heard out of order per approval of agenda)

Approval of County Council Minutes for the June 11, 2024, Regular Session

A motion was made by Councilor Ryti, seconded by Councilor Havemann, that Council approve the County Council Minutes for the June 11, 2024, Regular Session amending the section H preview of upcoming agenda items as discussed, and with the other correction as presented in the green copy on the dais.

The motion passed with the following vote:

Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Havemann, Councilor Lepsch, Councilor Reagor, and Councilor Ryti

Absent: 1 – Councilor Hand

Consent Agenda Item 8.E (heard out of order per approval of agenda)

Approval of the FY25 Salary Plan

Ms. Anne Laurent, County Manager, spoke.
Ms. Mary Tapia, Human Resources Manager, presented.

Public comment:
None.

A motion was made by Councilor Ryti, seconded by Councilor Reagor, that Council approve the revised FY25 Salary Plan as shown in Attachment A as revised.

The motion passed with the following vote:

Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Havemann, Councilor Lepsch, Councilor Reagor, and Councilor Ryti

Absent: 1 – Councilor Hand

Consent Agenda Item 8.G (heard out of order per approval of agenda)

Approval of the Collective Bargaining Agreement Between the Incorporated County of Los Alamos and the International Union of Police Associations (IUPA), AFL-CIO, Local No. 14

Ms. Linda Matteson, Deputy County Manager, presented.
Police Sergeant Christopher Ross, President Los Alamos Police Association Local No. 14,
spoke.

A motion was made by Councilor Ryti, seconded by Councilor Havemann, that Council approve the Collective Bargaining Agreement between the Incorporated County of Los Alamos and The International Union of Police Associations (IUPA), AFL-CIO, Local No. 14 and direct the County Manager to execute the Agreement on behalf of the County.

The motion passed with the following vote:

**Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Havemann, Councilor Lepsch,
Councilor Reagor, and Councilor Ryti**

Absent: 1 – Councilor Hand

RECESS

Councilor Derkacs called for a recess at 7:57 p.m. The meeting reconvened at 8:10 p.m.

11. COUNCIL BUSINESS

A. General Council Business

- 1) Consideration and Possible Approval of the FY2026 Through FY2030 State Infrastructure and Capital Improvement Plan (ICIP) Submission

Ms. Danielle Duran, Intergovernmental Affairs Manager, presented.

Ms. Ann Laurent, County Manager, spoke.

Ms. Karen Kendall, Deputy Utility Manager Finance and Administration, spoke.

Public comment:

Ms. Jody Benson, spoke.

Ms. Elizabeth Daly, spoke

A motion was made by Councilor Lepsch, seconded by Councilor Havemann, that Council approve the submission to the State of the ICIP as amended in Attachment A. He further moved that the Council authorize the County Manager or Designee(s) to execute documents as may be reasonably necessary to accept State Capital Outlay Funds, provided the documents shall be in a form acceptable to the County Attorney.

The motion passed with the following vote:

**Yes: 5 – Councilor Derkacs, Councilor Cull, Councilor Havemann,
Councilor Lepsch, and Councilor Ryti**

No: 1 – Councilor Reagor

Absent: 1 – Councilor Hand

- 2) Consideration and Possible Action on Salary Adjustments Resulting from the Council Closed Session Discussions of Limited Personnel Matters--Personnel Evaluations of Contract Employees

A motion was made by Councilor Ryti, seconded by Councilor Lepsch, that Council approve salary adjustments of 1% for County Manager Laurent, to be effective beginning at the start of the first full pay period in July 2024. He further moved that Council approve salary adjustments of 3% for the County Attorney Leaphart and Utilities Manager Shelton to be effective beginning at the start of the first full pay period in July 2024.

The motion passed with the following vote:

**Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Havemann,
Councilor Lepsch, Councilor Reagor, and Councilor Ryti**

Absent: 1 – Councilor Hand

B. Appointments

None.

C. Boards and Commission Vacancy Report

- 1) Board and Commission Vacancy Report

None.

D. Board, Commission, and Working Group Reports

Councilor Ryti reported on the Parks and Recreation Board and the Working Groups as well as the Equestrian and Livestock Group and Open Space Group subcommittees. He also reported on the Environmental Sustainability board meeting.

E. County Manager's Report

Ms. Anne Laurent, County Manager reported on the decrease in the number of available County jobs and preparations for the upcoming 4th of July Activities.

Ms. Danielle Duran, Intergovernmental Affairs Manager, reported on the Jemez Mountain Fire Protection Project.

F. Council Chair Report

Chair Derkacs reported on the weekly agenda setting meetings, and Work Plan Review meetings. She met with Legal and Community Staff regarding revisions to the sign ordinance and Representatives from the Congressional Delegation as well as County staff. She attended the Regional State Working Group meeting to review ICIP rankings. She attended the Pride Festival and a meeting with LAPS, UNM LA, and County Management Team.

G. Approval of Councilor Expenses

None.

H. Preview of Upcoming Agenda Items

1) Tickler Report of Upcoming Agenda Items

Chair Derkacs noted that at the next Council Meeting there will be a presentation of the draft for the Climate Action Plan and an update on recommendations from the Los Alamos Resiliency Energy and Sustainability Task Force Working Group.

12. COUNCILOR COMMENTS

Councilor Reagor spoke about the need to add two more people to the Planning and Zoning Committee to make a quorum and requested a position for a Small Business Advocate.

Councilor Ryti commented on the Retreat for the Board of Trustees for the New Mexico Municipal League Self Insurers' Fund. He reported on the Technical Work Group meeting, and the ECA Executive Board meeting. He reported Harold Strain gave him a tour of Golf Course improvement project. He attended the Department of Energy and Land Use Policy Committee for NACO meeting, and the follow up meeting which will be held next month.

Chair Derkacs reminded the public that there would be a Town Hall for the East Los Alamos MRA Thursday.

13. ADJOURNMENT

The meeting adjourned at 9:08 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

Denise Derkacs
Denise Derkacs, Council Chair

Attest:
Naomi D. Maestas
Naomi D. Maestas, County Clerk



Meeting Transcribed by: Marie Pruitt, Deputy Clerk

LACF24-0824 07/15/2024 01:12:05 PM
Pages: 47 Fees: 0.00
Naomi D. Maestas, County Clerk
Los Alamos County NM
marie.pruitt



June 25, 2024 County Council Regular Session

Agenda Item 8.E #18545-24
Approval of the FY25 Salary Plan

There is a correction to Attachment A (FY25 Salary Plan Job Class Order) and Attachment C (Deputy Airport Manager). The corrections are highlighted in yellow.

Please use the following revised motion:

Revised Recommended Action

I move that Council approve the revised FY25 Salary Plan schedule as shown in Attachment A as revised.

Revised Consent Agenda Motion

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.

Los Alamos County
FY25 Salary Plan Job Class Order
Effective July 7, 2024

Los Alamos County Council Regular Session June 25, 2024 Item 8.E Revised

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterix=benchmarked job, red=new change									
Executive Management/At-Will Series									
101	*	Deputy County Manager	308	308	\$159,250	\$209,282	\$259,314	EX	
400	*	Police Chief	306	306	\$144,444	\$189,825	\$235,205	EX	
460	*	Fire Chief	306	306	\$144,444	\$189,825	\$235,205	EX	
500	*	Public Works Director	305	305	\$137,566	\$180,786	\$224,005	EX	
299	*	Administrative Services Director	305	305	\$137,566	\$180,786	\$224,005	EX	
300	*	Community Services Director	304	304	\$131,015	\$172,177	\$213,338	EX	
170	*	Community Development Director	304	304	\$131,015	\$172,177	\$213,338	EX	
Elected Office Series									
Assessor's Office									
771	*	Chief Deputy Assessor	211	211	\$93,110	\$122,363	\$151,615	EX	
773		Chief Appraiser	206	206	\$72,953	\$95,873	\$118,793	EX	
774	*	Appraiser	122	122	\$55,765	\$73,285	\$90,806	NE	
776		Sr. Assessment Specialist	120	120	\$50,581	\$66,472	\$82,363	NE	
777	*	Assessment Specialist	118	118	\$45,878	\$60,292	\$74,706	NE	
779		Apprentice Appraiser	116	116	\$41,613	\$54,687	\$67,760	NE	
Attorney's Office									
701	*	Deputy County Attorney	303	303	\$124,776	\$163,978	\$203,179	EX	
702	*	Assistant County Attorney	301	301	\$113,176	\$148,732	\$184,289	EX	
703		Associate County Attorney	212	212	\$97,765	\$128,480	\$159,195	EX	
710		Sr. Paralegal	208	208	\$80,431	\$105,701	\$130,970	EX	
712	*	Paralegal	206	206	\$72,953	\$95,873	\$118,793	EX	
707		Sr. Legal Assistant	124	124	\$61,481	\$80,797	\$100,113	NE	
708	*	Legal Assistant	122	122	\$55,765	\$73,285	\$90,806	NE	
Clerk's Office									
751	*	Chief Deputy Clerk	211	211	\$93,110	\$122,363	\$151,615	EX	
755	*	Elections Manager	126	126	\$67,783	\$89,079	\$110,375	NE	
752		Sr. Deputy Clerk	124	124	\$61,481	\$80,797	\$100,113	NE	
753	*	Deputy Clerk	122	122	\$55,765	\$73,285	\$90,806	NE	
Municipal Court									
761	*	Court Administrator	207	207	\$76,601	\$100,668	\$124,734	EX	
765	*	Probation Officer	123	123	\$58,554	\$76,950	\$95,346	NE	
762		Sr. Court Clerk	122	122	\$55,765	\$73,285	\$90,806	NE	
763	*	Court Clerk	118	118	\$45,878	\$60,292	\$74,706	NE	
766		Court Program Coordinator	122	122	\$53,605	\$70,447	\$87,288	NE	
767	NEW	Compliance Coordination Specialist	0	202	\$60,018	\$78,874	\$97,731	EX	
Administrative Services Series									
Public Information									
111	*	Public Information Officer	212	212	\$97,765	\$128,480	\$159,195	EX	
112		Assistant Public Information Officer	208	208	\$80,431	\$105,701	\$130,970	EX	
604		Public Relations Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
113		Sr. Visual Information Specialist	124	124	\$61,481	\$80,797	\$100,113	NE	
114	*	Visual Information Specialist	122	122	\$55,765	\$73,285	\$90,806	NE	
116	*	Social Media Coordinator	124	124	\$61,481	\$80,797	\$100,113	NE	
Management Support									
104		Assistant to County Manager	213	213	\$102,653	\$134,904	\$167,155	EX	
203	*	Broadband Manager	302	302	\$118,835	\$156,169	\$193,504	EX	
109	*	Sustainability Manager	211	211	\$93,110	\$122,363	\$151,615	EX	
105		Intergovernmental Affairs Manager	301	301	\$113,176	\$148,732	\$184,289	EX	
107	*	Business & ERP Manager	213	213	\$102,653	\$134,904	\$167,155	EX	
261	*	Budget & Performance Manager	212	212	\$97,765	\$128,480	\$159,195	EX	
903		Sr. Management Analyst	210	210	\$88,676	\$116,536	\$144,395	EX	
904	*	Management Analyst	207	207	\$76,601	\$100,668	\$124,734	EX	
Administrative Support									
906	*	Office Manager	203	203	\$63,019	\$82,818	\$102,617	EX	
907	*	Sr. Office Specialist	120	120	\$50,581	\$66,472	\$82,363	NE	
908		Office Specialist	117	117	\$43,694	\$57,421	\$71,149	NE	
905	*	Executive Assistant	124	124	\$61,481	\$80,797	\$100,113	NE	
909		Payroll & Administrative Specialist	121	121	\$53,110	\$69,796	\$86,481	NE	

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterix=benchmark job, red=new change									
Information Technology									
200	*	Chief Information Officer	303	303	\$124,776	\$163,978	\$203,179	EX	
201	*	IT Program Manager	214	214	\$107,786	\$141,650	\$175,513	EX	
204		IT Project Manager	213	213	\$102,653	\$134,904	\$167,155	EX	
219	*	Database Administrator	212	212	\$97,765	\$128,480	\$159,195	EX	
211		Sr. Systems Administrator	211	211	\$93,110	\$122,363	\$151,615	EX	
215		Sr. Application Analyst/Developer	210	210	\$88,676	\$116,536	\$144,395	EX	
212	*	Systems Administrator	209	209	\$84,453	\$110,986	\$137,519	EX	
235	*	Technical Services Manager	209	209	\$84,453	\$110,986	\$137,519	EX	
230	*	Security Analyst	209	209	\$84,453	\$110,986	\$137,519	EX	
216	*	Application Analyst/Developer	207	207	\$76,601	\$100,668	\$124,734	EX	
224		Sr. IT Infrastructure Coordinator	127	127	\$71,172	\$93,533	\$115,893	NE	
236		Sr. Technical Support Specialist	126	126	\$67,783	\$89,079	\$110,375	NE	
237	*	Technical Support Specialist	123	123	\$58,554	\$76,950	\$95,346	NE	
238		Technical Support Specialist Trainee	121	121	\$53,110	\$69,796	\$86,481	NE	
225	*	IT Infrastructure Coordinator	122	122	\$55,765	\$73,285	\$90,806	NE	
239		IT Intern	115	115	\$39,631	\$52,083	\$64,534	NE	
Records Management									
202	*	RIM Program Manager	212	212	\$97,765	\$128,480	\$159,195	EX	
227		Sr. RIM Specialist	123	123	\$58,554	\$76,950	\$95,346	NE	
229	*	RIM Specialist	120	120	\$50,581	\$66,472	\$82,363	NE	
Financial Management									
240	*	Chief Financial Officer	303	303	\$124,776	\$163,978	\$203,179	EX	
241	*	Deputy Chief Financial Officer	214	214	\$107,786	\$141,650	\$175,513	EX	
242	*	Accounting Operations Manager	212	212	\$97,765	\$128,480	\$159,195	EX	
258	*	Payroll Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
255		Payroll Coordinator	206	206	\$72,953	\$95,873	\$118,793	EX	
256	*	Payroll Specialist	124	124	\$61,481	\$80,797	\$100,113	NE	
245		Sr. Accountant	206	206	\$72,953	\$95,873	\$118,793	EX	
246	*	Accountant	203	203	\$63,019	\$82,818	\$102,617	EX	
251	*	P Card Administrator	124	124	\$61,481	\$80,797	\$100,113	NE	
252	*	Accounts Payable Coordinator	121	121	\$53,110	\$69,796	\$86,481	NE	
253		Sr. AP Coordinator	123	123	\$58,554	\$76,950	\$95,346	NE	
263	*	Finance & Budget Analyst	208	208	\$80,431	\$105,701	\$130,970	EX	
262		Sr. Finance & Budget Analyst	210	210	\$88,676	\$116,536	\$144,395	EX	
Procurement & Supply Management									
275		Sr. Supply Specialist	118	118	\$45,878	\$60,292	\$74,706	NE	
276	*	Supply Specialist	116	116	\$41,613	\$54,687	\$67,760	NE	
270	*	Chief Purchasing Officer	213	213	\$102,653	\$134,904	\$167,155	EX	
272		Sr. Buyer	204	204	\$66,170	\$86,959	\$107,748	EX	
271		Deputy Chief Purchasing Officer	211	211	\$93,110	\$122,363	\$151,615	EX	
273	*	Buyer	123	123	\$58,554	\$76,950	\$95,346	NE	
278	*	Procurement Contract Manager	209	209	\$84,453	\$110,986	\$137,519	EX	
281	*	Procurement Operations Manager	208	208	\$80,431	\$105,701	\$130,970	EX	
Human Resources & Risk Management									
130	*	Human Resources Manager	303	303	\$124,776	\$163,978	\$203,179	EX	
131		Deputy Human Resources Manager	212	212	\$97,765	\$128,480	\$159,195	EX	
132		Compensation Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
133	*	Benefits & Pension Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
135	*	Risk Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
134	*	Organizational Development Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
146		Recruitment Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
141		Safety Coordinator	208	208	\$80,431	\$105,701	\$130,970	EX	
143		HR Analyst 3	127	127	\$71,172	\$93,533	\$115,893	NE	
144		HR Analyst 2	124	124	\$61,481	\$80,797	\$100,113	NE	
145	*	HR Analyst 1	121	121	\$53,110	\$69,796	\$86,481	NE	
136		Sr. Risk Management Specialist	125	125	\$64,555	\$84,837	\$105,119	NE	
137	*	Risk Management Specialist	122	122	\$55,765	\$73,285	\$90,806	NE	

Los Alamos County
FY25 Salary Plan Job Class Order
Effective July 7, 2024

Los Alamos County Council
Regular Session
June 25, 2024
Item 8.E Revised

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		

asterix=benchmarked job, red=new change

Community & Economic Development Series

Community Development

180		Housing and Special Projects Manager	212	212	\$97,765	\$128,480	\$159,195	EX
181	*	Housing Program Coordinator	207	207	\$76,601	\$100,668	\$124,734	EX
182	*	Chief Building Official	212	212	\$97,765	\$128,480	\$159,195	EX
185		Building Safety Manager	208	208	\$80,431	\$105,701	\$130,970	EX
172	*	Planning Manager	210	210	\$88,676	\$116,536	\$144,395	EX
173		Principal Planner	209	209	\$84,453	\$110,986	\$137,519	EX
174	*	Sr. Planner	207	207	\$76,601	\$100,668	\$124,734	EX
175	*	Associate Planner	203	203	\$63,019	\$82,818	\$102,617	EX
183		Sr. Building Inspector	125	125	\$64,555	\$84,837	\$105,119	NE
189		Sr. Plans Examiner	125	125	\$64,555	\$84,837	\$105,119	NE
177		Sr. Permit Technician	122	122	\$55,765	\$73,285	\$90,806	NE
188	*	Plans Examiner	122	122	\$55,765	\$73,285	\$90,806	NE
184	*	Building Inspector	122	122	\$55,765	\$73,285	\$90,806	NE
187	*	Code Compliance Officer	122	122	\$55,765	\$73,285	\$90,806	NE
176		Assistant Planner	120	120	\$50,581	\$66,472	\$82,363	NE
179	*	Permit Technician	120	120	\$50,581	\$66,472	\$82,363	NE

Economic Development

121	*	Economic Development Administrator	214	214	\$107,786	\$141,650	\$175,513	EX
122	*	Economic Development Program Mgr	208	208	\$80,431	\$105,701	\$130,970	EX
124	*	Marketing Specialist	205	205	\$69,479	\$91,307	\$113,136	EX

Community Services Series

Library

311	*	Library Manager	212	212	\$97,765	\$128,480	\$159,195	EX
315		Sr. Librarian	207	207	\$76,601	\$100,668	\$124,734	EX
316	*	Librarian	205	205	\$69,479	\$91,307	\$113,136	EX
325		Program Specialist	122	122	\$55,765	\$73,285	\$90,806	NE
317		Sr. Library Specialist	121	121	\$53,110	\$69,796	\$86,481	NE
319	*	Library Specialist	119	119	\$48,172	\$63,307	\$78,441	NE
321	*	Library Associate	117	117	\$43,694	\$57,421	\$71,149	NE
327		Community Services Monitor	115	115	\$39,631	\$52,083	\$64,534	NE

Parks & Recreation

330	*	Recreation Superintendent	210	210	\$88,676	\$116,536	\$144,395	EX
332	*	Recreation Program Manager	208	208	\$80,431	\$105,701	\$130,970	EX
362	*	Head Golf Professional	203	203	\$63,019	\$82,818	\$102,617	EX
352	*	Aquatics Coordinator	122	122	\$55,765	\$73,285	\$90,806	NE
363		Asst Golf/Ice Rink Professional	121	121	\$53,110	\$69,796	\$86,481	NE
341	*	Customer Service Supervisor	120	120	\$50,581	\$66,472	\$82,363	NE
354		Lifeguard Supervisor	120	120	\$50,581	\$66,472	\$82,363	NE
334	*	Recreation Specialist	120	120	\$50,581	\$66,472	\$82,363	NE
337		Sr. Recreation Leader	118	118	\$45,878	\$60,292	\$74,706	NE
344		Customer Service Associate 3	118	118	\$45,878	\$60,292	\$74,706	NE
338	*	Recreation Leader	117	117	\$43,694	\$57,421	\$71,149	NE
355		Sr. Lifeguard	117	117	\$43,694	\$57,421	\$71,149	NE
342		Customer Service Associate 2	116	116	\$41,613	\$54,687	\$67,760	NE
356	*	Lifeguard	115	115	\$39,631	\$52,083	\$64,534	NE
343	*	Customer Service Associate 1	114	114	\$37,744	\$49,602	\$61,461	NE
358		Lifeguard Trainee	114	114	\$37,744	\$49,602	\$61,461	NE

Parks & Recreation Maintenance

371	*	Parks Superintendent	210	210	\$88,676	\$116,536	\$144,395	EX
379		Open Space Specialist	206	206	\$72,953	\$95,873	\$118,793	EX
365	*	GC/Ice Maintenance Superintendent	204	204	\$66,170	\$86,959	\$107,748	EX
372		Assistant Parks Superintendent	206	206	\$72,953	\$95,873	\$118,793	EX
366		GC/Ice Maintenance Asst Superintend	120	120	\$50,581	\$66,472	\$82,363	NE
367	*	GC Maintenance Mechanic	119	119	\$48,172	\$63,307	\$78,441	NE
357	*	Aquatics Maintenance Specialist	118	118	\$45,878	\$60,292	\$74,706	NE
375		Parks Maintenance Construction Specialist 3	121	121	\$53,110	\$69,796	\$86,481	NE
376	*	Parks Maintenance Construction Specialist 2	118	118	\$45,878	\$60,292	\$74,706	NE
377		Parks Maintenance Construction Specialist 1	116	116	\$41,613	\$54,687	\$67,760	NE

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterix=benchmarked job, red=new change									
380	*	Arborist	121	121	\$53,110	\$69,796	\$86,481		NE
378	*	Irrigation Specialist	118	118	\$45,878	\$60,292	\$74,706		NE
373		Parks District Supervisor	126	126	\$67,783	\$89,079	\$110,375		NE
Social Services									
391	*	Social Services Manager	209	209	\$84,453	\$110,986	\$137,519		EX
393	*	Case Coordination Specialist	202	202	\$60,018	\$78,874	\$97,731		EX
396		Health Care Specialist	119	119	\$48,172	\$63,307	\$78,441		NE
Public Safety Series									
Police Command									
401		Deputy Police Chief	303	303	\$124,776	\$163,978	\$203,179		EX
402	*	Police Commander	215	215	\$113,176	\$148,732	\$184,289		EX
441		Emergency Services Commander	215	215	\$113,176	\$148,732	\$184,289		EX
Police Administration									
409	*	Victim Assistant	118	118	\$45,878	\$60,292	\$74,706		NE
443		Deputy Emergency Manager	210	210	\$88,676	\$116,536	\$144,395		EX
444	*	Emergency Management Coordinator	207	207	\$76,601	\$100,668	\$124,734		EX
442	*	Emergency Management Specialist	203	203	\$63,019	\$82,818	\$102,617		EX
Emergency Communications									
421	*	Emergency Communications Center Manager	212	212	\$97,765	\$128,480	\$159,195		EX
423	*	Dipatch Shift Supervisor	126	126	\$67,783	\$89,079	\$110,375		NE
422		Deputy Emergency Communications Center Mgr	208	208	\$80,431	\$105,701	\$130,970		EX
423		Dipatch Shift Supervisor	126	126	\$67,783	\$89,079	\$110,375		NE
426		Emergency Communications Specialist 3	124	124	\$61,481	\$80,797	\$100,113		NE
424	*	Emergency Communications Specialist 2	122	122	\$55,765	\$73,285	\$90,806		NE
425		Emergency Communications Specialist 1	120	120	\$50,581	\$66,472	\$82,363		NE
Detention									
431	*	Detention Administrator	212	212	\$97,765	\$128,480	\$159,195		EX
433		Detention Sergeant	128	128	\$74,731	\$98,210	\$121,688		NE
434	*	Detention Corporal	124	124	\$61,481	\$80,797	\$100,113		NE
435		Detention Officer	119	119	\$48,172	\$63,307	\$78,441		NE
Animal Control									
445	*	Animal Shelter Manager	123	123	\$58,554	\$76,950	\$95,346		NE
448		Sr. Animal Control Officer	119	119	\$48,172	\$63,307	\$78,441		NE
449	*	Animal Control Officer	117	117	\$43,694	\$57,421	\$71,149		NE
Fire Command									
461		Deputy Fire Chief	303	303	\$124,776	\$163,978	\$203,179		EX
462	*	Fire Battalion Chief	215	215	\$113,176	\$148,732	\$184,289		EX
Fire Administration									
485		Security/Administrative Services Mgr	212	212	\$97,765	\$128,480	\$159,195		EX
480		Fire Technology Manager	211	211	\$93,110	\$122,363	\$151,615		EX
484		Fire Technology Specialist	121	121	\$53,110	\$69,796	\$86,481		NE
Public Works Series									
Airport									
509	*	Airport Manager	209	210	\$88,676	\$116,536	\$144,395	1	EX
510	NEW	Deputy Airport Manager	0	208	\$80,431	\$105,701	\$130,970		EX
Public Works Engineering									
501		Deputy Public Works Director	303	303	\$124,776	\$163,978	\$203,179		EX
505	*	County Engineer	215	215	\$113,176	\$148,732	\$184,289		EX
506		County Surveyor	210	210	\$88,676	\$116,536	\$144,395		EX
Capital Projects									
503	*	Capital Projects & Facilities Manager	213	213	\$102,653	\$134,904	\$167,155		EX
511	*	Facilities Manager	209	209	\$84,453	\$110,986	\$137,519		EX
512	*	Facilities Maintenance Superintendent	205	206	\$72,953	\$95,873	\$118,793	1	EX
514	Title	Facilities Maintenance Foreman	123	123	\$58,554	\$76,950	\$95,346		NE
515	Title	Sr. Facilities Maintenance Specialist	120	120	\$50,581	\$66,472	\$82,363		NE
516	Title	Facilities Maintenance Specialist	117	117	\$43,694	\$57,421	\$71,149		NE
517		Mechanical & Plumbing Apprentice	118	118	\$45,878	\$60,292	\$74,706		NE
518	*	Mechanical & Plumbing Journeyman	121	122	\$55,765	\$73,285	\$90,806	1	NE
519		Mechanical & Plumbing Foreman	124	124	\$61,481	\$80,797	\$100,113		NE

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterix=benchmarked job, red=new change									
Facilities Management									
521	*	Facilities Services Manager	206	206	\$72,953	\$95,873	\$118,793	EX	
523		Lead Custodian	117	117	\$43,694	\$57,421	\$71,149	NE	
526	*	Custodian	114	114	\$37,744	\$49,602	\$61,461	NE	
527		Custodian Trainee	113	113	\$35,947	\$47,240	\$58,534	NE	
Environmental Services									
531	*	Environmental Services Manager	209	209	\$84,453	\$110,986	\$137,519	EX	
532		Environmental Services Superintendent	206	206	\$72,953	\$95,873	\$118,793	EX	
535	*	Administrative Scale Operator	118	118	\$45,878	\$60,292	\$74,706	NE	
539	*	Environmental Services Technician	114	114	\$37,744	\$49,602	\$61,461	NE	
538		Sr. Environmental Services Technician	116	116	\$41,613	\$54,687	\$67,760	NE	
Fleet									
541	*	Fleet Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
542		Fleet Supervisor	206	206	\$72,953	\$95,873	\$118,793	EX	
544	*	Fleet Shop Foreman	125	125	\$64,555	\$84,837	\$105,119	NE	
546		Fleet Mechanic 3	123	123	\$58,554	\$76,950	\$95,346	NE	
547		Fleet Mechanic 2	121	121	\$53,110	\$69,796	\$86,481	NE	
548	*	Fleet Mechanic 1	117	117	\$43,694	\$57,421	\$71,149	NE	
Traffic & Streets									
571	*	Traffic & Streets Mgr/Traffic Engineer	213	213	\$102,653	\$134,904	\$167,155	EX	
572	*	Traffic Manager	208	208	\$80,431	\$105,701	\$130,970	EX	
574	*	Street Maintenance Superintendent	207	207	\$76,601	\$100,668	\$124,734	EX	
575		Asst Street Maintenance Superintend	126	126	\$67,783	\$89,079	\$110,375	NE	
577	*	Transportation Safety Specialist	123	123	\$58,554	\$76,950	\$95,346	NE	
586		Sign/Marking Tech 3	119	119	\$48,172	\$63,307	\$78,441	NE	
587		Sign/Marking Tech 2	117	117	\$43,694	\$57,421	\$71,149	NE	
588	*	Sign/Marking Tech 1	115	115	\$39,631	\$52,083	\$64,534	NE	
Transit									
551	*	Transit Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
552	*	Transit Supervisor	207	207	\$76,601	\$100,668	\$124,734	EX	
561		Sr. Transit CS Rep/Dispatcher	121	123	\$58,554	\$76,950	\$95,346	2 NE	
562	*	Transit CS Rep/Dispatcher	119	121	\$53,110	\$69,796	\$86,481	2 NE	
555		Transit Operator Lead	121	123	\$58,554	\$76,950	\$95,346	2 NE	
556		Transit Operator 2	119	121	\$53,110	\$69,796	\$86,481	2 NE	
557	*	Transit Operator 1	117	119	\$48,172	\$63,307	\$78,441	2 NE	
558		Transit Operator Trainee	115	117	\$43,694	\$57,421	\$71,149	2 NE	
Labor & Equipment									
922	*	Lead Equipment Operator	124	124	\$61,481	\$80,797	\$100,113	NE	
923		Sr. Equipment Operator	122	122	\$55,765	\$73,285	\$90,806	NE	
924	*	Equipment Operator	119	119	\$48,172	\$63,307	\$78,441	NE	
925		Equipment Operator Trainee	117	117	\$43,694	\$57,421	\$71,149	NE	
927	*	Laborer	114	114	\$37,744	\$49,602	\$61,461	NE	
929	*	Student (Casual)	810	810	\$13,041	\$15,758	\$19,266	EX	
Engineering & Projects									
931	*	Sr. Engineer	214	214	\$107,786	\$141,650	\$175,513	EX	
932	*	Engineering Project Manager	212	212	\$97,765	\$128,480	\$159,195	EX	
507	*	Project Manager	210	210	\$88,676	\$116,536	\$144,395	EX	
508		Senior Project Manager		212	\$97,765	\$128,480	\$159,195	EX	
933	*	Engineering Associate	208	208	\$80,431	\$105,701	\$130,970	EX	
934		Engineering Assistant	204	204	\$66,170	\$86,959	\$107,748	EX	
937		Sr. Engineering Aide	122	122	\$55,765	\$73,285	\$90,806	NE	
938	*	Engineering Aide	120	120	\$50,581	\$66,472	\$82,363	NE	
939		Engineering Intern	115	115	\$39,631	\$52,083	\$64,534	NE	
Utilities Series									
Utility Management									
641	*	Deputy Utility Mgr - GWS	303	303	\$124,776	\$163,978	\$203,179	EX	
621	*	Deputy Utility Mgr - Power Supply	303	303	\$124,776	\$163,978	\$203,179	EX	
601	*	Deputy Utility Mgr - Finance and Admn	303	303	\$124,776	\$163,978	\$203,179	EX	
611		Deputy Utility Mgr - Engineering	303	303	\$124,776	\$163,978	\$203,179	EX	
631	*	Deputy Utility Mgr - Electrical	303	303	\$124,776	\$163,978	\$203,179	EX	

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterix=benchmarked job, red=new change									
Operations Support									
603	*	Business Operations Manager	212	212	\$97,765	\$128,480	\$159,195	EX	
605		Water & Energy Conservation Coord	206	206	\$72,953	\$95,873	\$118,793	EX	
609	*	Data Analyst	124	124	\$61,481	\$80,797	\$100,113	NE	
612		SCADA Superintendent	212	212	\$97,765	\$128,480	\$159,195	EX	
608		Sr. Data Analyst	127	127	\$71,172	\$93,533	\$115,893	NE	
613	*	SCADA System Specialist	132	132	\$90,836	\$119,374	\$147,913	NE	
614		SCADA System Technician	130	130	\$82,391	\$108,276	\$134,161	NE	
615	*	GIS System Specialist	207	207	\$76,601	\$100,668	\$124,734	EX	
657	*	Meter Reader Supervisor	122	122	\$55,765	\$73,285	\$90,806	NE	
610	*	Billing & Customer Service Supervisor	122	122	\$55,765	\$73,285	\$90,806	NE	
606		Sr. Billing & Service Specialist	119	119	\$48,172	\$63,307	\$78,441	NE	
607	*	Billing & Service Specialist	117	117	\$43,694	\$57,421	\$71,149	NE	
Electric Production									
622	*	Power System Supervisor	214	214	\$107,786	\$141,650	\$175,513	EX	
626		H-E Plant Supervisor	214	214	\$107,786	\$141,650	\$175,513	EX	
623		Sr. Power System Operator	132	132	\$90,836	\$119,374	\$147,913	NE	
624	*	Power System Operator	130	130	\$82,391	\$108,276	\$134,161	NE	
627		Sr. H-E Maintenance Technician	130	130	\$82,391	\$108,276	\$134,161	NE	
628	*	H-E Maintenance Technician	127	127	\$71,172	\$93,533	\$115,893	NE	
625		Power System Operator Apprentice	122	122	\$55,765	\$73,285	\$90,806	NE	
629		H-E Maintenance Tech Apprentice	120	120	\$50,581	\$66,472	\$82,363	NE	
630	NEW	Electric Production Resource Coordinator	0	212	\$97,765	\$128,480	\$159,195	EX	
Electric Distribution									
632		Electrical Engineering Manager	214	214	\$107,786	\$141,650	\$175,513	EX	
633	*	Lineman Supervisor	131	131	\$86,510	\$113,690	\$140,869	NE	
Gas, Water & Sewer									
642	*	GWS Superintendent	210	210	\$88,676	\$116,536	\$144,395	EX	
645		GWS Supervisor	126	126	\$65,157	\$85,628	\$106,099	NE	
Wastewater									
681	*	WWTP Superintendent	210	210	\$88,676	\$116,536	\$144,395	EX	
682	*	WWTP Supervisor	126	126	\$67,783	\$89,079	\$110,375	NE	
Water Supply									
661	*	Water Systems Superintendent	210	210	\$88,676	\$116,536	\$144,395	EX	
675	*	Water Systems Supervisor	126	126	\$67,783	\$89,079	\$110,375	NE	



Los Alamos County

Job Description and Classification

LOS ALAMOS

JOB TITLE: Airport Manager/Deputy Airport Manager
JOB CODE: 509, 510
CLASSIFICATION: Exempt
DEPARTMENT/PROGRAM: Public Works/ Airport
SUPERVISOR: Public Works Director

Position Summary:

Under general direction of the Public Works Director or designee, manages, administers, and coordinates the daily operations, promotion, development, special events, and long-range strategic planning for the Los Alamos Airport in accordance with associated federal and state regulations, and the county's established goals and policies. Maintains confidentiality of privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.

Essential Duties and Responsibilities:

- Manages and oversees the administrative, maintenance, security, safety and daily operations of the Los Alamos Airport grounds and improvements in accordance with the policies and directives of the county, State Aviation, and Federal Aviation Administration (FAA).
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical and narrative program reports.
- Supervises personnel including work allocation and prioritization, training, performance evaluation and management; motivates employees to achieve high performance, creates and fosters a team-oriented and collaborative work environment.
- Directs the development and execution of the strategic operating goals and objectives; oversees the planning, development, implementation and maintenance of programs, policies, procedures, goals, budgets, systems, and processes.
- Develops and maintains a close working relationship with the FAA, New Mexico Department of Transportation (NMDOT) Aviation Division and other agencies on matters relating to the airport. Interprets, explains, and enforces federal, state, and local rules and regulations governing use of the airport; recommends and develops new or modified regulations when conditions warrant.
- Develops and promotes economic development associated with the airport.
- Prepares annual operating budget and capital improvement budgets, recommends fees and related charges associated with airport operations, and ensures that airport operations are accomplished within budgetary limitations.
- Identifies, oversees, coordinates, and/or prepares proposals to acquire additional financing.
- Develops Disadvantaged Business Enterprise (DBE) plan for the airport and establishes DBE goals for federally funded projects.
- Negotiates leases and oversees the enforcement of the terms of leases, licenses, and agreements associated with airport services and grounds in accordance with county policies and procedures.
- Prepares and issues Notices to Airmen (NOTAMS).
- Attends and provides reports to Transportation Board as requested.

- Prepares requests for engineering proposals and contracted projects; prepare letters, memos, reports, and studies as required for the proper administration of airport operations.
- Follows established county procurement procedures to requisition services, materials, supplies, and equipment; maintains the Storm Water Pollution Prevention Plan in accordance with Environmental Protection Agency and New Mexico Environment Department regulations.
- Enforces and ensures appropriate safety training for airside access and manages all aspects of airport safety.
- Responsible for ensuring all airport-related work requests are submitted, tracked, planned, and completed in a timely, professional manner; provides presentations to various groups to inform the public of airport goals and operations.
- Monitors all employees, outside vendors, and businesses to ensure that they are in compliance with aviation regulations and security procedures while on airport property.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Ability to communicate effectively, both orally and in writing.
- Performs other duties as required.

Minimum Qualifications for Airport Manager:

- Bachelor's Degree from an accredited college or university or equivalent combination of education and related work experience.
- Five years of experience in public administration, transportation, facilities, engineering, planning, economic development, program management, or project management of which at **least 2 years** must have been in aviation, aeronautics, airport operations or administration.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.
- Must possess or have the ability to obtain and maintain status as a Certified Member (CM) of the American Association of Airport Executives (AAAE) within 1 year of employment.
- Must have Basic Airport Safety and Operations Specialist School from AAAE within six months of hire date.

Minimum Qualifications for Deputy Airport Manager:

- Bachelor's Degree from an accredited college or university or equivalent combination of education and related work experience.
- Five years of experience in public administration, transportation, facilities, engineering, planning, economic development, program management, or project management.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.
- Must possess or have the ability to obtain and maintain status as a Certified Member (CM) of the American Association of Airport Executives (AAAE) within 1 year of employment.
- Must have Basic Airport Safety and Operations Specialist School from AAAE within six months of hire date.

Preferred Qualifications:

- Experience with the operational and/or administrative functions of a general aviation airport and FAA regulations.
- Grant management experience.
- Bachelor's or Master's Degree from an accredited college or university in Airport Management, Public Administration, Civil Engineering, or related field.
- Supervisory experience.
- Accredited Airport Executive (AAE) member of the American Association of Airport Executives.
- Air Traffic Controller or pilot experience.
- Possess a New Mexico Commercial Driver's License.
- Experience with economic development activities related to airports and airport operations.

Knowledge, Skills, and Abilities:

- Knowledge of FAA regulations.
- Knowledge of FAA and NMDOT grant programs.
- Knowledge of budget preparation and grant/proposal writing.
- Knowledge of state, federal and county accounting, purchasing, and auditing policies and procedures.
- Knowledge of human resources management policies and procedures.
- Knowledge of statistical compilation and analyses.
- Skill in problem solving, human relations, and time management.
- Skill in customer/client relationships.
- Skill in organizing, preparing, and presenting information clearly and concisely, both orally and in writing.
- Skill in using personal computers and standard business software.
- Ability to efficiently and effectively develop, manage and monitor grant funds.
- Ability to exercise initiative and independent judgment.
- Ability to maintain confidentiality.
- Ability to gather data, compile information, and prepare reports.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to supervise and train assigned staff, including organizing, prioritizing, and scheduling work assignments.
- Ability to ensure user compliance with the various airport-related use agreements in a fair and equitable manner.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. Work is performed both indoors in a professional office setting and outdoor settings, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend, and holiday work may be required on short notice.

This position is covered under the Department of Transportation (DOT)/FAA, Anti-Drug and Alcohol Act pursuant to the Transportation Employee Testing Regulations, covering random, post-accident, pre-hire, and return to duty testing.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: 03/20/2015

Revised: 06/07/2012, 12/01/2018, 08/26/2020, 08/01/2022, 06/25/2024

Los Alamos County Council
 Regular Session
 June 11, 2024
 Item 9.C

Budget Revision 2024-69

BPU Meeting Date: June 5, 2024

Council Meeting Date: June 25, 2024

	Fund & Department	Org	Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	Joint Utilities Fund - Wastewater (early pay off of loans)	55185540	89xx	\$ -	\$ 9,975	\$ -	\$ (9,975)
2	Joint Utilities Fund - Water Production (early pay off of three loans)	54285665	89xx	\$ -	\$ 76,946	\$ -	\$ (76,946)
3	Joint Utilities Fund - Gas (correct labor allocation for GWS)	531xx	8111-82xx	\$ -	\$ 160,000	\$ -	\$ (160,000)
4	Joint Utilities Fund - Water Distribution (correct labor allocation for GWS)	541xx	8111-82xx	\$ -	\$ 80,000	\$ -	\$ (80,000)
5	Joint Utilities Fund - Water Production (correct labor allocation for GWS)	542xx	8111-82xx	\$ -	\$ 40,000	\$ -	\$ (40,000)
6	Joint Utilities Fund - Wastewater (correct labor allocation for GWS)	551xx	8111-82xx	\$ -	\$ (280,000)	\$ -	\$ 280,000
7	Joint Utilities Fund - Electric Distribution (correct labor allocation for GWS)	51285255	8961	\$ -	\$ 56,578	\$ -	\$ (56,578)
8	Joint Utilities Fund - Water Production (correct labor allocation for GWS)	54285665	8933	\$ -	\$ (161,793)	\$ -	\$ 161,793
9	Joint Utilities Fund - Wastewater (correct labor allocation for GWS)	55185540	89xx	\$ -	\$ 105,215	\$ -	\$ (105,215)

Description: The purpose of this budget revision is to make budget modifications necessary for year-end related to proper distribution of labor between Gas, Water and Sewer for GWS work performed; to pay off four loans with the state to free up pledged revenues and to properly distribute debt service between funds.

Fiscal Impact: The net fiscal impact to the Joint Utilities Fund is an increase in expenditures and decrease in fund balance by \$86,921.

Karen Kendall

05/31/2024

Preparer

Date

Erika Thomas

Budget & Performance Manager

Los Alamos County Council
 Regular Session
 June 11, 2024
 Item 9.D

Budget Council Revision 2024-67

Council Date: 06/11/2024

	Fund & Department	Org	Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	Community Development Division	01145110	8369		\$ 450,800		\$ (450,800)
2							\$ -
3							\$ -
4							\$ -
5							\$ -
6							\$ -
7							\$ -
8							\$ -
9							\$ -
10							\$ -
<p>Description: The purpose of this budget adjustment is to budget carryover funds for the Wayfinding Project that were approved in prior fiscal years but were not carried over.</p>							
<p>Fiscal Impact: \$450,800</p>							



INCORPORATED COUNTY OF LOS ALAMOS ADMINISTRATIVE PROCEDURE GUIDELINE

Index No. 910
Approved by Council on June 25, 2024

Revised - Effective: July 1, 2024

TRAVEL POLICY

I. Purpose

The purpose of this travel policy is to establish rules and regulations implementing the requirements of County Code Section 2-142. County Public Officials, employees, and non-employees, collectively referred to as the Los Alamos County “Traveler,” shall be reimbursed for travel-related costs only as specified in this policy.

II. Policy

This policy is necessary to ensure travel and business reimbursements made to the Traveler shall NOT be considered taxable income. Pursuant to IRS regulations, in order to exclude travel reimbursements from income, the County must maintain an “accountable plan” for business expenses of County employees. This policy constitutes the accountable plan for Los Alamos County. In conformance with IRS regulations, expenses reimbursed and later found not to comply with County policy must be refunded to the County.

The guiding principles of this policy are:

The Los Alamos County Traveler shall be reimbursed for legitimate, reasonable, and approved travel expenses when directly connected with or pertaining to Los Alamos County business based on established allowances in this policy.

The Los Alamos County Traveler is expected to be conscientious in their use of Los Alamos County funds and to travel by economical and efficient means.

III. Responsibility

A. Traveler

Travel arrangements are the responsibility of the Traveler or designated department employee(s).

B. Approving Authority

When authorizing and approving payment of travel expenses, the approving authority:

1. Must limit the authorization and payment of travel expenses to travel that is necessary to accomplish the departmental objectives in the most effective manner;
2. Shall give consideration to budget constraints, adherence to travel policies, and reasonableness of expenses; and
3. Shall consider alternatives, including teleconferencing, prior to authorizing travel.

Requests for travel shall be approved at the following levels:

Organizational Level	Approved By:
County Councilors, County Manager & County Attorney	Council Chair or Vice-Chair
Council Chair	Council Vice-Chair
Council Vice-Chair	Council Chair
Other Elected Officials	Elected Official self-approval or Designee
CMO staff & Department Directors	County Manager or Designee
Utility Board Members & Utilities Manager	Utility Board Chair or Vice-Chair
Utility Board Chair	Utility Board Vice-Chair
Utility Board Vice-Chair	Utility Board Chair
Chief Deputy Staff Member to an Elected Official	Elected Official or Designee
Department Staff	Department Director or Designee
Staff within Elected Official Departments	Chief Deputy Staff Member to Elected Official
Other Board, Commission & Committee Members, Official Appointees, and other non-employees	Department Directors or Designees

IV. Procedure/Administration

Through a County-issued Purchasing Card (P Card), the County shall pay expenses incurred while the Traveler is on approved travel. Only mileage and meal allowances shall be reimbursed to the Traveler upon return from travel. P Cards shall be used to pay travel expenses for County business and are subject to the same restrictions under the Use of County Purchasing Cards Policy, Index No. 0922, and respective Purchasing Card Manual administered by the Finance Division’s Purchasing Card Administrator.

A. Travel Pre-authorization and Arrangements

Compliance with Travel Pre-authorizations will be the responsibility of the individual departments. Except for emergencies or other urgent or unplanned travel needs, all intended travel, which requires overnight lodging, shall be authorized in advance by the Approving Authority. All anticipated travel expenses including registration fees, transportation, lodging, meal allowance, etc., shall be included in a travel pre-authorization request. The Approving Authority shall be presented in advance with the full estimated cost of travel in accordance with individual department requirements.

B. Allowable Travel Expenses

The following travel expenses are considered allowable and shall be purchased by the Traveler with a County issued P Card if applicable:

1. Shuttle, bus, subway, taxi, airfare and peer-to-peer or ride-sharing (i.e. Uber, Lyft, etc.) fares only if business-related;
2. Non-meal Gratuities: Normal, reasonable gratuity amounts (e.g., for taxi or baggage handlers). Gratuities shall not be reimbursed for restaurant meals; they are included in the existing daily meal allowance rates;
3. Business-related tolls and parking fees;
4. Rental cars and auto liability and damage insurance if pre-authorized, necessary, cost effective, and taxi service or shuttle services are not available or not practical;
5. Registration fees;
6. Books, manuals, and other materials directly related to approved training events;
7. Hotel or motel lodging;
8. Air freight;
9. Currency conversion fees;
10. Overnight delivery postage;
11. Internet connectivity charge;
12. Baggage fees;

13. Any other reasonable costs directly associated with conducting County business while on travel.

C. Unallowable Travel Expenses

1. The following expenses are unallowed under this policy:
 - a) Non-business related activities, such as entertainment, tours, competitions, sight-seeing, travel to other locations of personal interest, etc.;
 - b) Unless otherwise authorized in advance under the Discretionary Expenses Policy, Index No. 0960, or described as part of a training facility program referenced in Section H, or allowed under mutual aid deployments referenced in Section K, actual cost of meals at restaurants, purchase of food items, room service, meal delivery service fees and gratuities are not reimbursable to the Traveler and are not allowed to be charged to a P Card. Reimbursement for meals is provided according to the rates in Appendix A in the form of a meal allowance;
 - c) In-room movies, games or other for-pay entertainment;
 - d) Cost of alcoholic beverages, mini bar refreshments or tobacco products;
 - e) Expenses for travel companions (spouse/family/guest) who are not on official County business;
 - f) Expenses related to vacation or personal days while on business trip;
 - g) Parking tickets and/or fines for traffic violations;
 - h) Use of spa or other for-pay amenities, whether or not at hotel;
 - i) Expenses for the repair of privately owned vehicles;
 - j) Personal expenses are not allowable, and are assumed to include any expenses which are not a necessary consequence of travel on behalf of Los Alamos County for a business purpose;
 - k) Fuel or electric charge for personal vehicle;
 - l) All other expenses not allowed under the P Card Policy, Index No. 0922.

2. If the Traveler uses a County-issued P Card for an unallowable expense as noted above, the Traveler will be required to reimburse the County on a timely basis for such expense and may be subject to infractions and disciplinary action referenced under the P Card policy.
3. Non-employees will not be reimbursed for any unallowable travel expense as noted above.

D. Travel Reimbursements – Employee Expense Claims

1. Travel reimbursements shall be processed as employee expense claims through the payroll system.
2. P Cards are generally intended to replace the need for a travel advance, which includes payment for lodging, airfare, car rental, conference registration fees, or any other allowable travel-related expenses. Mileage and meal allowances are payable when the employee returns from travel.
3. If a P Card is either unavailable, not accepted by the merchant, lost, stolen, or deactivated for reasons of fraud or for any other reason at no fault of the employee, the employee may use their personal credit card, cash, or other personal means, as a method of payment. In such situations, the employee shall be reimbursed provided itemized receipts reflect approved expenses and are attached to the employee expense claim. This clause is intended as an exception to standard policy and may be subject to disapproval if an employee repeatedly loses or uses a County issued P Card or has repeated infractions.
4. Mileage calculations shall be based on online map mileage charts, such as maps.google.com or mapquest.com or other forms of internet-based mapping source, as an acceptable method to substantiate mileage. For personal vehicle use, the Traveler must certify coverage on the personal vehicle meets the minimum limits of insurance as set forth in the State of New Mexico's Mandatory Financial Responsibility Act, as may be amended from time to time. Los Alamos County shall use the IRS standard mileage rate, which is updated from time to time.
5. Meals included in the registration fee and provided by the conference, workshop, event, or paid by the County by any other means shall not be reimbursed to the employee. If any meals are provided or paid for as provided in the Discretionary Expenses Policy, no reimbursement shall be made. Continental breakfasts or snacks provided by the conference, workshop, etc. shall not be considered a meal for this purpose. If a Traveler has a dietary restriction, which prevents them from eating a meal provided by the conference, workshop, or event, the meal allowance may be claimed.

6. The Traveler seeking mileage and meal allowance payment shall complete the following forms, available at <https://lacnm.sharepoint.com/sites/Finance/Travel/Forms/AllItems.aspx>.
- a) For travel which required overnight lodging within the state, complete the Los Alamos County “In-State Travel Reimbursement” form;
 - b) For travel which required overnight lodging outside of the state, complete the Los Alamos County “Out-of-State Travel Reimbursement” form;
 - c) The Traveler seeking mileage and meal reimbursement which required one-day travel shall complete the Los Alamos County “One-Day Travel Reimbursement” form;
 - d) In addition to completing the applicable travel reimbursement form, evidence to substantiate the travel must be attached to the travel reimbursement form for review and consideration. Supporting documentation can be an agenda, conference brochure, meeting email, or any other document that states the date, time, place, and purpose and shall be used to substantiate calculations of meal allowances. Travel expenses charged to a P Card shall be attached as supporting documentation and shall be reported in the “Other Expense Information” section of the travel reimbursement forms for the ease of the Approving Authority’s review of the entire cost of the travel event.
7. To ensure proper accounting and compliance with Los Alamos County policy, the Approving Authority shall adhere to the following guidelines prior to approving an employee expense claim:
- a) Verify the dates and times of travel and ensure meals provided have been properly deducted from the meal allowance;
 - b) Ensure that the limits described in Appendix A have been adhered to and are properly justified, and ensure that any discretionary expenses comply with the Discretionary Expenses Policy, Index 0960, and is a valid business expense as allowed in Section IV.H.1. below;
 - c) Verify all travel expenses that were purchased by a County issued P Card are allowable expenses;
 - d) If any unallowable expenses are discovered to be purchased by a P Card, the Approving Authority shall notify the Finance Division

immediately in order to seek reimbursement from the employee for unallowable charges, and/or to issue an infraction; and

- e) As appropriate, approve the employee expense claim on a timely basis.

- 8. Approved reimbursement claims shall be due to the Finance Division no later than close of business the second Thursday of the pay period, unless otherwise announced by payroll, to be included in the employee's paycheck on the following Thursday. The Traveler shall submit travel claims within 10 (ten) business days of return from travel, or sooner, to ensure processing deadlines are met. Unforeseen volume or a rejected claim may cause a Traveler's claim to be processed on the following pay period.

E. Travel Reimbursements – Non-Employee

Non-Los Alamos County employees shall be reimbursed through the Finance Division Accounts Payable office and must submit a completed Form W-9, "Request for Taxpayer Identification Number and Certification," to the Los Alamos County Procurement office before a payment for travel reimbursement shall be processed. Expense reimbursements of this kind are subject to IRS 1099 reporting rules.

F. Transportation

The most economical means of transportation including the time spent on travel shall be used.

- 1. **Commercial Airlines**
Economy fare rates shall be the standard maximum allowable transportation expense. Early check-in fees are allowable at the discretion of the Approving Authority.
- 2. **Rail or Bus**
Rail or bus fares shall be based on the actual fare purchased and not to exceed the available economy class airline fare.
- 3. **County Vehicles**
Whenever possible and practical, County vehicles shall be used for official travel. County vehicles shall not be used for unofficial or personal business. County vehicles used for out of town travel shall not be parked or left unused for longer than one (1) week when they may be required for other County service. The use of County vehicles is subject to all provisions in the County Vehicle Use Policy, Index No. 0435. If County-owned vehicles are used for official County travel, the Traveler is not eligible to submit a mileage reimbursement.
- 4. **Government-owned Vehicles**

If government-owned vehicles are used for official County travel, the Traveler shall not submit a mileage reimbursement request if fuel has been provided for by other means.

5. Private Vehicles

- a) Reimbursement may be granted for the use of personal vehicles for required business travel inside or outside the County; however, County or government-owned vehicles shall be used whenever possible. The Approving Authority may grant exceptions to this rule, at the discretion of the Approving Authority.
- b) Carpooling is encouraged to reduce travel costs when more than one person travels to the same destination for the same purpose. When carpooling, only one person shall be reimbursed for mileage.
- c) Use of a private vehicle to travel to and from a County sponsored training activity conducted within Los Alamos County and considered to be the assigned worksite is not reimbursable.
- d) For use of private vehicles used for official business to non-duty sites within Los Alamos County, a "Mileage Form" shall be submitted for reimbursement. The Approving Authority must approve mileage claims in advance. Mileage claims must be submitted for reimbursement on a regular periodic basis in accordance with Section IV.D.8 and not to exceed quarterly.

6. Taxis & Ride-Sharing

The use of a taxi, peer-to-peer, and ride-sharing (i.e. Uber, Lyft, etc.), and other shuttle services is an allowable expense for official business and shall be charged to a P Card. The Traveler shall not use a P Card for personal travel destinations under these modes of transportation.

7. Rental Cars

Car rental may be allowable as a last resort as a method of transportation and only with Department Head pre-authorization.

Car rental for official business along with the purchase of auto liability and damage insurance shall be charged to a P Card. If approved, the most cost-effective vehicle shall be used.

8. Insurance Claims

Because a portion of the mileage reimbursement rate covers private insurance costs, any insurance claims that arise when personal vehicles are used must initially be filed against the Traveler's carrier.

9. **Alternative Transportation Allowance**
Sometimes the Traveler may prefer to use their personal vehicle for out-of-state travel instead of traveling by airline. In this instance, the County may reimburse the Traveler an amount not to exceed what would otherwise have been the cost of airfare, provided airfare estimates are obtained from the lowest fare airline, at economy class. A comparative analysis with supporting documentation shall accompany the travel reimbursement.

G. Lodging

1. P Cards shall be used for lodging expenses. Standard accommodations for motels or hotels shall not exceed the lodging limitations in Appendix A. The Traveler shall be conscientious in their use of Los Alamos County funds and to travel and lodge by economical and efficient means. If the actual cost exceeds this amount, the Approving Authority may only approve full reimbursement upon justification of the exception and subject to budget availability. An example of this is when a conference has a designated host hotel, or when travel is scheduled during peak travel times in a given city, etc.
2. If a travel companion (spouse, family, or guest) who is not on official County business accompanies the Traveler, the cost of accommodations for a single occupancy shall only be allowed. The Traveler is responsible for ascertaining the single occupancy rate and ensuring single occupancy charges are reflected.
3. Use of an RV is an allowable form of lodging. RV Park fees shall be charged at actual costs for the duration of the business trip and are subject to the lodging limitations in Appendix A. The Traveler is responsible for ascertaining the single occupancy rate and ensuring single occupancy charges are reflected.
4. If the special needs of disabled persons cannot be met by hotel rooms within the maximum rates, lodging costs for disabled persons may be allowed at the actual cost of the least costly lodging that is most accessible to their needs.

H. Meals

1. Meals included in the registration fee and provided by the conference, workshop, event, or paid by the County by any other means shall not be reimbursed to the Traveler. If any meals are provided or paid for as provided in the Discretionary Expenses Policy, no reimbursement shall be made. Continental breakfasts or snacks provided by the conference, workshop, etc. shall not be considered a meal for this purpose. If the Traveler has a dietary restriction, which prevents the employee from eating a meal, provided by the conference, workshop, or event, the employee may claim the meal allowance and indicate it was due to the dietary restriction.

2. Meals shall not be reimbursed during attendance at a County paid or sponsored training event held in Los Alamos County and during normally scheduled working hours. However, the County may provide meals as part of the training.
3. Training facility programs include the National FBI Academy, the National Fire Academy, the State Police Academy, the State Fire Training Facility, or other specialized training facilities or programs. In cases where it is impractical to submit an expense claim for a meal allowance, the Approving Authority may request pre-approval from Finance to allow the employee assigned to attend a training facility program to use a P-Card to purchase meals in lieu of claiming a reimbursement for a meal allowance. Such requests must identify the timeframe, meals that will be provided by the facility that shall not be reimbursed, and a business justification prior to approval. The same daily meal allowance limits in Appendix A will apply if approval is granted.

I. Purchasing Cards (P Cards)

1. The Traveler either shall be issued a temporary P Card prior to intended travel or shall be regular P Cardholders. P Cards shall be used to pay for registration fees, lodging, airfare, car rental expenses, and all other allowable travel expenses pursuant to this Policy. The Traveler must report the actual charges in the "Other Expense Information" Section of the reimbursement form(s).
2. At the discretion of the Approving Authority, a P Card issued to designated departmental staff may be used to book travel-related expenses on behalf of the Traveler.

J. Travel Expenses for Non-Employees and Other Recruitment Participants

1. Non-Employees - This policy may also apply to those applicants residing out-of-state and requested by the County to attend a personal interview in Los Alamos County as a result of recruitment. The County may reimburse actual costs for up to a maximum of two days lodging and meals based on the rates specified in Appendix A of this policy, unless otherwise approved by the Approving Authority.
2. Other Non-Applicant Participants in Recruitments - This policy may also apply to other non-applicant participants in recruitments who are not County employees but who render service to the County as a qualified member of an interview panel, assessment center board, etc. The number of days eligible for reimbursement shall be limited to no more than two days, unless otherwise approved by the Approving Authority.

3. As part of the qualification for reimbursement, the non-employee Traveler must present a written reimbursement request responding to an assignment approved in advance by the Human Resources Division.

K. Mutual Aid Deployment

If a County employee is mobilized for mutual aid deployment that is reimbursable to the County by another agency, then exceptions to reimbursable expense limits in Appendix A may be approved by Finance, but limited to what shall be billed and recovered from that agency. Under these conditions, purchases of actual meals while on travel are allowable with a P Card, if they are reimbursable under the agreement, and as such shall be capped at the amount subject to reimbursement. Compliance with all other allowable and unallowable expenses as referenced in Section IV.B and C, must still be adhered to.

L. Exceptions to These Rules

Other exceptions to this policy may be instituted by ordinance, collective bargaining agreement or amendment by the Council to these rules.

M. Effective Date

This policy is effective for travel that begins on or after July 1, 2024.

Prepared by: Finance Division – Administrative Services Department

Anne W. Laurent
County Manager

Date

APPENDIX A

The Traveler shall be conscientious in their use of Los Alamos County funds and to travel and lodge by economical and efficient means.

A. Meal Allowance – Out-of-State and In-State Overnight Travel

Meals are to be paid at a daily rate for travel that includes overnight lodging.

Multiple Day	
For each full consecutive 24-hour travel period where lodging was required, meals shall be payable in the form of a meal allowance without receipts in the amount of \$90.00.	
For return travel for a partial day, following overnight travel where lodging was required, the meal allowance shall be calculated at the rate of \$3.75 for each additional hour.	
For meals included in registration or otherwise provided, deduct:	
Breakfast	\$ 20.00
Lunch	\$ 30.00
<u>Dinner</u>	<u>\$ 40.00</u>
Total	\$ 90.00
For the purpose of calculating the meal allowance for travel, travel time shall not exceed the total time in travel including round-trip travel from point of departure to the point of destination. Travel time shall always be as minimal and reasonable as practical.	

B. Meal Allowance – One Day Travel

For one-day travel where lodging was not required, meals shall be payable in the form of a meal allowance to cover the cost of meals according to the requirements of this section.

One-Day Travel (Both In-State and Out-of-State)	
less than 5 hours	None
for 5 or more hours, but less than 12 hours	\$20.00
for 12 or more hours, but less than 18 hours	\$30.00
for 18 or more hours	\$40.00

For medical transports performed by Fire Department personnel, if an employee is on a transport during a meal period, the employee shall be eligible for a meal reimbursement

of \$20.00, regardless of the length of time. This reimbursement shall be paid through Fire petty cash with a Medical Transport Reimbursement form.

C. Mileage

For personal vehicle use, the Traveler must certify on the respective "Travel Reimbursement" form that they possess current and adequate insurance in accordance with this policy. The Traveler shall conform to at least the minimum limits of insurance as set forth in the State of New Mexico's Mandatory Financial Responsibility Act, as may be amended from time to time.

Private vehicle use shall be payable at the standard mileage rate for business miles driven as established from time to time by the Internal Revenue Service.

Map mileage shall be used to determine the number of miles.

Mileage shall be calculated using the lesser of:

1. Residence as the point of departure to point of destination; or
2. Los Alamos post of duty, as the point of departure to point of destination, or
3. Mileage shall be zero if 1) or 2) above is less than the County employee's normal commute distance to work. Normal commute distance is defined as the round-trip distance from employee's residence to Los Alamos work location.

The total mileage reimbursement for out-of-state travel shall not exceed Economy class commercial airfare plus mileage from the departure point to the airport.

Paramedic training requires extensive use of employees' personal vehicles over an extended period. The following mileage reimbursement rules apply to paramedic training:

1. Mileage shall be reimbursed based upon a weekly calculation (Sunday through Saturday)
2. Normal commute distance for the week shall be defined as the round-trip distance from employee's residence to Los Alamos work location times a factor of 1.25 (average number of weekly round trips is based on five round trips in a four week period under the current 48/96 shift schedules)
3. Miles traveled during the week shall be logged using map miles and shall document points of departure and arrival.
4. Miles traveled shall be payable to the extent they exceed the normal commute distance calculated in Paragraph 2 above.

D. Lodging

Standard accommodation for lodging are permitted at actual costs as specified below. Limits for lodging are as follows:

Not to exceed \$250.00 base rate per night excluding tax.

Higher rates are permitted with written approval by the Approving Authority. Justification for approving a rate that is higher than the established limit must be attached to the Travel Reimbursement Request.

Every two (2) years, beginning on or before December 31, 2026, the County's Finance Office will review U.S. inflationary data for the lodging and restaurant industry, and may recommend to the County Manager adjustments to the lodging and meal allowance rates. Example of source data may be derived from the US Bureau of Labor Statistics or other Consumer Price Indicator reports.

DEPT/DIV	GRANT DESCRIPTION	ORG	OBJECT	BUDGET TYPE	BUDGET OFFICE REVISION	REQUIRES COUNCIL APPROVAL	REVISED BUDGET
AIRPORT	Equipment and Install	68173432	8839	Expense	18,664		29,221
AIRPORT	Taxiway F-PER	68173432	8***	Expense	1,420		28,755
AIRPORT	Taxiway F-PER	68173432	3479	Revenue	2,938		2,938
AIRPORT	Airfield Payment Maint	68173410	3479	Revenue	3,813		3,813
AIRPORT	Taxiway F-PER	68173432	3319	Revenue	25,817		25,817
AIRPORT	Equipment and Install	68173432	3479	Revenue	26,299		26,299
AIRPORT	Construction 1	68173432	8369	Expense	(356,459)		1,869,727
AIRPORT	Construction 1	68173432	3479	Revenue		1,619,727	1,869,727
CSD	Kinnikinnik Trail	01152510	8519	Expense	65,000		65,000
CSD	2020 GO Bonds	01151520	3436	Revenue	14,311		14,311
CSD	Kinnikinnik Trail	01152510	3329	Revenue	65,000		65,000
CSD	Opioid Settlement	18850520	6949	Revenue		737,785	767,785
CSD	Brewer Arena-ADA	CP7002	3329	Revenue		150,000	150,000
CSD	LACHC	14650910	8369	Expense		(113,292)	15,333
CSD	2022 GO Bonds	01151520	3436	Revenue		56,683	56,683
CSD	State Aide Grant	01151515	3435	Revenue		(44,004)	15,529
CSD	2022 GO Bonds	01151520	8519	Expense		56,683	56,683
CSD	Fund Balance	14650910	8***	Expense		87,690	111,036
CSD	LACHC	14650910	3479	Revenue		(119,952)	15,333
CSD	Fund Balance	18850520	8369	Expense		128,835	128,835
CSD	Brewer Arena-ADA	CP7002	8369	Expense		150,000	150,000
CSD	Opioid Settlement	18850520	8369	Expense		737,785	767,785
DPU	LA Canyon Watershed Project	54285699	3479	Revenue		223,474	223,474
DPU	LA Canyon Watershed Project	54285699	8369	Expense		223,474	223,474
ENGINEERING	Canyon Rim Trail-Underpass	CP5018	3479	Revenue	(273,408)		0
ENGINEERING	Street Light Replacement	CP5040	3329	Revenue		341,760	341,760
ENGINEERING	Travel Time and Origin	CP5041	3329	Revenue		213,600	213,600
ENGINEERING	45th-48th Street	01171120	3445	Revenue		111,012	111,012
ENGINEERING	45th-48th Street	01171120	3441	Revenue		86,487	86,487
ENGINEERING	Pedestrian Master Plan	CP5042	3329	Revenue		85,440	85,440
ENGINEERING	45th-48th Street	01171120	3442	Revenue		29,380	29,380
ENGINEERING	Pedestrian Master Plan	CP5042	8369	Expense		100,000	100,000
ENGINEERING	Travel Time and Origin	CP5041	8369	Expense		250,000	250,000
ENGINEERING	Street Light Replacement	CP5040	8369	Expense		400,000	400,000
FIRE	Fire Station 4 Design & Const	CP1009	3479	Revenue		2,000,000	2,000,000
FIRE	Grant	14461444	8839	Expense		(161,207)	0
FIRE	Distribution	14461444	3425	Revenue		50,570	997,570
FIRE	Distribution	14561545	3423	Revenue		69	10,219
FIRE	Distribution	14561545	8489	Expense		69	10,219
FIRE	Fund Balance	14561545	8489	Expense		369	369
FIRE	Fund Balance	14461444	8839	Expense		27,844	2,143,147
FIRE	Distribution	14461444	8839	Expense		50,570	997,570
FIRE	Grant	14461444	3425	Revenue		(161,207)	0
MUNI COURT	Distribution	14218042	8369	Expense		(8,131)	88,344
MUNI COURT	Automation Fund	01118010	3479	Revenue		9,267	9,267
POLICE	Election Security	01165908	3329	Revenue	123,181		123,181
POLICE	EOP Planning/Radio	01165908	3329	Revenue	46,500		46,500
POLICE	VAWA	01165904	81**	Expense	7,502		30,007
POLICE	Hazard Mitigation Plan	01165710	3329	Revenue	1,685		1,685
POLICE	EOP Planning/Radio	01165908	8369	Expense	(1,936)		47,501
POLICE	ARPA	01165909	8369	Expense	(8,928)		17,853
POLICE	Distribution	14765547	3455	Revenue		28,000	40,000

POLICE	FFY24 Allocation	01165902	3319	Revenue		7,808	10,458
POLICE	Election Security	01165908	8369	Expense		2,000	123,181
POLICE	Dispatch	01165901	3453	Revenue		10,797	367,632
POLICE	Dispatch	01165901	8369	Expense		10,797	367,632
POLICE	FFY24 Allocation	01165902	8557	Expense		15,616	20,916
POLICE	Distribution	14765547	8299	Expense		28,000	40,000
TRANSIT	MO1825-Admin and Ops	65173291	8***	Expense	762,955		762,955
TRANSIT	MO1725-EZ Rider Buses (2)	65173291	8839	Expense	129,036		986,242
TRANSIT	MO1825-Bus and Engine	Fleet	Fleet	Expense	45,464		45,464
TRANSIT	Bandelier Service	65173294	8***	Expense	35,657	201,013	307,805
TRANSIT	MO1825-Arboc	Fleet	Fleet	Expense	30,652		30,652
TRANSIT	MOA1810-Electric Bus	Fleet	Fleet	Expense	22,980		22,980
TRANSIT	MO1749-Arboc SOF 16-2	Fleet	Fleet	Expense	8,389		8,389
TRANSIT	MO1749-Arboc SOF 16-2	65173293	3329	Revenue	150,574		150,574
TRANSIT	MO1825-Arboc	65173293	3329	Revenue	152,800		152,800
TRANSIT	MO1725-EZ Rider Buses (2)	65173291	3479	Revenue	197,249		197,249
TRANSIT	MO1825-ITS Hardware	65173293	3329	Revenue	232,826		232,826
TRANSIT	MO1825-Admin and Ops	65173291	3329	Revenue	388,134		388,134
TRANSIT	MO1825-Bus and Engine	65173293	3329	Revenue	511,974		511,974
TRANSIT	MO1725-EZ Rider Buses (2)	65173291	3329	Revenue	788,993		788,993
TRANSIT	MOA1810-Electric Bus	65173293	3329	Revenue	1,485,000		1,485,000
TRANSIT	MO1903-Admin and Ops	65173291	8***	Expense		(1,470,511)	4,089,613
TRANSIT	MO1903-EZ Rider Bus	65173293	3329	Revenue		271,691	514,913
TRANSIT	MO1903-Frontrunner Bus	65173293	3329	Revenue		267,585	267,585
TRANSIT	MO1903-Camera-Battery	65173293	3329	Revenue		228,190	228,190
TRANSIT	Bandelier Service	65173294	3319	Revenue		3,449	204,111
TRANSIT	MO1903-Frontrunner Bus	65173293	8839	Expense		267,585	267,585
TRANSIT	Zero Emissions Transition Plan	65173210	3329	Revenue		40,000	40,000
TRANSIT	Zero Emissions Transition Plan	65173210	8369	Expense		40,000	40,000
TRANSIT	MO1903-Camera-Battery	65173293	8839	Expense		285,237	285,237
TRANSIT	MO1903-EZ Rider Bus	65173293	8369	Expense		375,373	643,641
TRANSIT	MO1903-Admin and Ops	65173291	3329	Revenue		(1,215,411)	1,457,279

TOTAL REVENUE ADJUSTMENTS
\$8,975,866
TOTAL EXPENSE ADJUSTMENTS
\$2,446,195

8. CONSENT AGENDA

D. 18857-24

Approval of County Council Minutes for the June 11, 2024 Regular Session

Attachments:

Minutes with corrections attached.



County of Los Alamos

Minutes

County Council – Regular Session

*Denise Derkacs, Council Chair, Theresa Cull, Council Vice-Chair,
Melanee Hand, Suzie Havemann, Keith Lepsch,
David Reagor, and Randall Ryti, Councilors*

Tuesday, June 11, 2024

6:00 PM

Council Chambers – 1000 Central Avenue

1. OPENING/ROLL CALL

The Council Chair, Denise Derkacs, called the meeting to order at 6:01 p.m.

Council Chair Derkacs made opening remarks regarding the procedure of the meeting.

Ms. Linda Matteson, Deputy County Manager, listed the county employees in attendance via Zoom.

The following Councilors were in attendance:

**Present: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann,
Councilor Reagor, and Councilor Ryti**

Absent: 1 – Councilor Lepsch

2. PLEDGE OF ALLEGIANCE

Led by: All.

3. STATEMENT REGARDING CLOSED SESSION

Councilor Ryti read the following statement to be included in the minutes: “The matters discussed in the closed session of County Council held on June 11, 2024, that began at 4:00 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.”

4. PUBLIC COMMENT

None.

5. APPROVAL OF AGENDA

A motion was made by Councilor Ryti, seconded by Councilor Cull, that Council approve the agenda as presented.

The motion passed with the following vote:

Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Reagor, and Councilor Ryti

Absent: 1 – Councilor Lepsch

6. PRESENTATIONS, PROCLAMATIONS, AND RECOGNITIONS

A. Recognition of Los Alamos Deputy Police Chief Oliver Morris on His Retirement (Accepted by Deputy Police Chief Oliver Morris)

Councilor Ryti presented the Recognition to Deputy Police Chief Oliver Morris.

Deputy Police Chief Oliver Morris spoke.
Police Chief Dino Sgambellone spoke.
Ms. Anne Laurent, County Manager, spoke.

7. CITIZEN PETITION

A. Citizen Petition Regarding/Requesting Four Actions to Improve Road and Pedestrian Safety in White Rock

Mr. Richard Skolnik presented.
Mr. Juan Rael, Public Works Director, spoke
Ms. Anne Laurent, County Manager, spoke.

Public Comment:
Mr. James Wernicke spoke.

A motion was made by Councilor Hand, seconded by Councilor Reagor, that Council acknowledge the petition, thank the petitioners for the recommendations/requests and request that staff investigate/research the matter in collaboration with the petitioners, the Transportation Board, and any affected developers and return to Council with information, options, and/or a recommendation for action within the next 60 days.

Councilor Havemann offered the following Friendly Amendment to the motion: Council will ask for a report to come back to Council within 45 days after the start of the school year in August. It was accepted.

The motion passed with the following vote:

Yes: 5 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, and Councilor Reagor

No: 1 – Councilor Ryti

Absent: 1 – Councilor Lepsch

8. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA

None.

9. CONSENT AGENDA

- A. Approval of Amendment No. 1 to Services Agreement No. AGR 23-955 with Modern Mechanical Ice Systems, LLC, formerly known as American Arena, LLC, to Increase the Compensation Amount by \$440,000.00 for a Total Not-to-Exceed Compensation Amount of \$890,000.00 Plus Applicable Gross Receipts Tax for Temporary Chiller Services

I move that Council approve Amendment No. 1 to Services Agreement No. AGR 23-955 with Modern Mechanical Ice Systems, LLC, formerly known as American Arena, LLC, to increase the compensation amount by \$440,000.00 for a total not-to-exceed compensation amount of \$890,000.00 plus applicable gross receipts tax for temporary chiller services.

- B. Approval of County Council Minutes for the April 29, 2024, Special Session, the May 7, 2024, Regular Session, the May 21, 2024, Work Session, and the May 28th Regular Session

Item pulled for further discussion under Council Business.

- C. Approval of Budget Revision 2024-69 DPU Year-End

I move that County Council approve Budget Revision 2024-69 as summarized in Attachment A and that the attachment be made a part of the minutes.

- D. Approval of Budget Revision 2024-67 to Budget Carryover Funds for the Wayfinding Project

I move that Council approve Budget Revision 2024-67 as summarized on Attachment A and the attachments be made part of the minutes of this meeting.

- E. Board/Commission Appointment(s) - Los Alamos County Health Council

I move that Council appoint Leticia Luketich Martinez to the Los Alamos County Health Council for a term beginning on June 11, 2024, and ending on January 6, 2026.

Consent Motion:

A motion was made by Councilor Cull, seconded by Councilor Havemann, that Council approve the items on the Consent Agenda, with the exception of item B which has been moved to Business, and that the motions in the staff reports be included for the record.

Approval of the Consent Agenda:

The motion passed with the following vote:

Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Reagor, and Councilor Ryti

Absent 1 – Councilor Lepsch

10. PUBLIC HEARING(S)

A. Incorporated County of Los Alamos Code Ordinance No. 02-355 Modifications to Chapter 6, Animal Code

Police Chief Dino Sgambellone presented.
Mr. Alvin Leaphart, County Attorney, spoke.

Public Comment:
Ms. Wendy Burke Ryan spoke.
Mr. James Wernicke spoke.
Ms. Una Smith spoke.

Councilor Lepsch arrived at the meeting during the discussion of Item 10.A at 7:06 p.m.

A motion was made by Councilor Cull, seconded by Councilor Hand, that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-355 and ask the staff to assure that it is published in summary form.

The motion passed with the following vote:

Yes: 7 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Lepsch, Councilor Reagor, and Councilor Ryti

RECESS

Councilor Derkacs called for a recess at 8:14 p.m. The meeting reconvened at 8:28 p.m.

11. BUSINESS

A. Strategic Planning and Performance Dashboard Update

Ms. Anne Laurent, County Manager, presented.
Ms. Julie Williams-Hill, County Public Relations Manager, spoke.

No action taken.

B. Consideration of Diversity Equity and Inclusion (DEI) Board/Task Force

Councilor Cull presented.

Public comment:
None.

Councilor Lepsch left the meeting during the discussion of this item, at 10:00 p.m.

A motion was made by Councilor Cull, seconded by Councilor Ryti, that Council create a new citizen Task Force to lead a conversation and make recommendations to Council about inequities and inclusion challenges and opportunities within the community. She further moved that Council direct the County Manager to return to Council with a draft Charter to establish the task force.

The motion passed with the following vote:

Yes: 5 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, and Councilor Ryti

No: 1 – Councilor Reagor

Absent 1 – Councilor Lepsch

Consent Item 9.B

Approval of County Council Minutes for the April 29, 2024, Special Session, the May 7, 2024, Regular Session, the May 21, 2024, Work Session, and the May 28th Regular Session.

A motion was made by Councilor Cull, seconded by Councilor Havemann, that Council approve the County Council Minutes for the April 29, 2024, Special Session, the May 7, 2024, Regular Session, the May 21, 2024, Work session and the May 28, 2024, Regular Session as amended.

Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Reagor, and Councilor Ryti

Absent: 1 – Councilor Lepsch

12. COUNCIL BUSINESS

A. General Council Business

- 1) Consideration and Possible Approval of Council's Review Committee Report and Recommendations on Boards and Commissions Work Plans for Calendar Year 2024

Chair Derkacs presented.
Councilor Ryti spoke.

Public comment:
None.

A motion was made by Councilor Havemann, seconded by Councilor Cull, that Council thank all Board & Commission members for their dedication to public service and approve the 2024 Work Plans as submitted or amended from the following boards: Arts in Public Places Board, Transportation Board, Lodgers Tax Advisory Board, Planning and Zoning Commission, Personnel Board, Parks and Recreation Board, Library Board, LAC Health Council, Historic Preservation Advisory Board, and Environmental Sustainability Board; with the understanding that this approval does not represent formal Council budget approval of all projects, proposals, or potential recommendations listed in the Work Plans.

She further moved that Council approve the continuation of B&C annual presentations to Council using the Calendar Year format and direct County Manager to notify the Board and Commission Chairpersons of this requirement and the approval of the 2024 Work Plans.

The motion passed with the following vote:

Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Lepsch, Councilor Reagor and Councilor Rytí

Absent 1 – Councilor Lepsch

B. Appointments

None.

C. Boards and Commission Vacancy Report

- 1) Board and Commission Vacancy Report

Chair Derkacs stated the Board and Commission Vacancy Report is included with the agenda.

D. Board, Commission, and Working Group Reports

Councilor Hand and Councilor Havemann said they will report at the next council meeting.

E. County Manager's Report

None.

F. Council Chair Report

None.

G. Approval of Councilor Expenses

None.

H. Preview of Upcoming Agenda Items

- 1) Tickler Report of Upcoming Agenda Items

Chair Derkacs noted that a presentation on the Affordable Housing plan, and an update on the Los Alamos Resiliency Energy and Sustainability Working Group recommendations will be presented at the June 25, 2024 meeting.

13. COUNCILOR COMMENTS

Councilor Ryti commented on the National Association of Counties resolution supporting appointments to the Defense Nuclear Facility Safety Board, which will also be supported by the Energy Communities Alliance.

14. ADJOURNMENT

The meeting adjourned at 10:27 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

Denise Derkacs, Council Chair

Attest:

Naomi D. Maestas, County Clerk

Meeting Transcribed by: Marie Pruitt, Deputy Clerk

Los Alamos County Council
 Regular Session
 June 11, 2024
 Item 9.C

Budget Revision 2024-69

BPU Meeting Date: June 5, 2024

Council Meeting Date: June 25, 2024

	Fund & Department	Org	Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	Joint Utilities Fund - Wastewater (early pay off of loans)	55185540	89xx	\$ -	\$ 9,975	\$ -	\$ (9,975)
2	Joint Utilities Fund - Water Production (early pay off of three loans)	54285665	89xx	\$ -	\$ 76,946	\$ -	\$ (76,946)
3	Joint Utilities Fund - Gas (correct labor allocation for GWS)	531xx	8111-82xx	\$ -	\$ 160,000	\$ -	\$ (160,000)
4	Joint Utilities Fund - Water Distribution (correct labor allocation for GWS)	541xx	8111-82xx	\$ -	\$ 80,000	\$ -	\$ (80,000)
5	Joint Utilities Fund - Water Production (correct labor allocation for GWS)	542xx	8111-82xx	\$ -	\$ 40,000	\$ -	\$ (40,000)
6	Joint Utilities Fund - Wastewater (correct labor allocation for GWS)	551xx	8111-82xx	\$ -	\$ (280,000)	\$ -	\$ 280,000
7	Joint Utilities Fund - Electric Distribution (correct labor allocation for GWS)	51285255	8961	\$ -	\$ 56,578	\$ -	\$ (56,578)
8	Joint Utilities Fund - Water Production (correct labor allocation for GWS)	54285665	8933	\$ -	\$ (161,793)	\$ -	\$ 161,793
9	Joint Utilities Fund - Wastewater (correct labor allocation for GWS)	55185540	89xx	\$ -	\$ 105,215	\$ -	\$ (105,215)

Description: The purpose of this budget revision is to make budget modifications necessary for year-end related to proper distribution of labor between Gas, Water and Sewer for GWS work performed; to pay off four loans with the state to free up pledged revenues and to properly distribute debt service between funds.

Fiscal Impact: The net fiscal impact to the Joint Utilities Fund is an increase in expenditures and decrease in fund balance by \$86,921.

Karen Kendall

05/31/2024

Preparer

Date

Erika Thomas

Budget & Performance Manager

Los Alamos County Council
 Regular Session
 June 11, 2024
 Item 9.D

Budget Council Revision 2024-67

Council Date: 06/11/2024

	Fund & Department	Org	Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	Community Development Division	01145110	8369		\$ 450,800		\$ (450,800)
2							\$ -
3							\$ -
4							\$ -
5							\$ -
6							\$ -
7							\$ -
8							\$ -
9							\$ -
10							\$ -
<p>Description: The purpose of this budget adjustment is to budget carryover funds for the Wayfinding Project that were approved in prior fiscal years but were not carried over.</p>							
<p>Fiscal Impact: \$450,800</p>							