

County Assessor

Significant Accomplishments

- Exceeded the national standards for the sales ratio study.
- Passed annual NM Property Tax Division Audit with no findings.
- Completed 2020 Property Valuation and Maintenance Plan, which was previously distributed as part of this budget request pursuant to 7-36-16E NMSA 1978.
- Physically inspected 1,829 parcels as part of our 5-year inspection plan, which accounted for \$682,030 of omitted value.
- Inspected 830 building permit improvements totaling \$3,687,180 of new value.
- Recorded 1,084 ownership changes resulting from property transfers, including mobile homes, stable, and hanger transfers.
- Office restructure to better suit the needs of the Assessor's office and the public, resulting in a more effective and efficient operation.
- Began implementation of Eagle Web customer portal allowing public access to current assessment data
- Successfully completed and defended all property protests and appeals.
- Expanded public outreach to include community sponsored events while continuing public relations through presentations to local organizations, radio interviews and advertising.
- Staff involvement in statewide effort to provide educational opportunities and solutions for assessment uniformity. The Chief Deputy Assessor has been selected to lead the NM Tyler User Group while the Sr. Assessment Specialist was recently appointed as Vice President of the NM Chapter of the IAAO.

County Assessor

Budget Highlights

1. The FY21 Proposed Budget will assure the functions and the responsibilities of the County Assessor are met in accordance with the Property Tax Code [7-36-16D NMSA 1978].
2. Decreases to the General Fund are attributed to Salaries, Employee Benefits, and Interfund Services (Vehicle maintenance and General Insurance)
3. The Property Valuation Fund also experienced a decrease, for the same reasons as the General Fund.

County Assessor Budget Summary

Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Fund:							
General Fund	405,752	416,237	498,742	425,267	-15%	442,810	4%
Property Tax Valuation Fund	182,232	217,552	235,860	229,645	-3%	238,216	4%
	<u>587,984</u>	<u>633,789</u>	<u>734,602</u>	<u>654,912</u>	-11%	<u>681,026</u>	4%
FTE Summary:							
Regular (full & part time)	7.00	7.00	7.00	7.00	0.00	7.00	0.00

General Fund Budget

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY201 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Type:							
Salaries	281,531	289,075	334,049	272,038	-19%	280,328	3%
Benefits	109,302	112,057	143,455	134,199	-6%	142,880	6%
Professional / contractual services	9,570	7,057	11,500	11,500	0%	11,845	3%
Materials / supplies	1,085	1,815	1,000	1,000	0%	1,030	3%
Interfund charges	4,264	6,232	8,738	6,530	-25%	6,727	3%
	<u>405,752</u>	<u>416,237</u>	<u>498,742</u>	<u>425,267</u>	-15%	<u>442,810</u>	4%

Property Tax Valuation Fund Budget

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY201 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Type:							
Salaries	89,067	85,115	97,565	104,199	7%	108,264	4%
Benefits	40,975	50,318	48,170	35,980	-25%	38,021	6%
Professional / contractual services	32,436	45,083	52,450	52,336	0%	53,686	3%
Materials / supplies	15,489	16,684	30,600	30,600	0%	31,518	3%
Interfund charges	4,264	6,233	7,075	6,530	-8%	6,727	3%
Capital Outlay	0	14,119	0	0	0%	0	0%
	<u>182,232</u>	<u>217,552</u>	<u>235,860</u>	<u>229,645</u>	-3%	<u>238,216</u>	4%

County Clerk

Significant Accomplishments

1. In FY2019, community outreach efforts were expanded by 50%. In May 2019, Clerk Maestas initiated "Network with the Clerk", a civic engagement program where citizens could have a conversation with the County Clerk about the future of elections in the community.
2. In addition to the yearly Naturalization Ceremony, Summer Concert, and County Fair events, the Clerk's Office also participated in National Voter Registration Day, LAC Customer Service Day, LAC Recreation Division's Movies in the Park, Trick-or-Treat on Main Street, and PEEC's Earth Day Festival. We also conducted numerous voter registration drives and outreach at the Farmers Market, Senior Centers, LAHS, UNM-LA, local senior centers, and candidate forums.
3. The Clerk's Office collaborated with Atomic City Transit to promote the "Ride to Vote" initiative for the November 2018 General Election. Los Alamos had a 73% voter turnout for the November 2018 General Election, the highest in the state, with 10,340 votes cast, of which 7,267 were done during early voting or absentee by mail. UNM-Los Alamos was added as an Election Day Voter Convenience Centers (VCC) for the November 2019 Regular Local Election.
4. In FY2019, voter registration transactions increased by 10% from FY2018, with over 12,500 transactions processed since FY2016, when the NM Secretary of State implemented online voter registration. The newly appointed Board of Registration met in February 2019, to review and confirm the list of inactive voters that met the criteria to be purged.
5. The NM Secretary of State and NM County Clerk's held numerous meetings in FY2019, to address the implementation of election related changes as a result of House Bill 407, and in preparation of the first ever November 2019 Regular Local Election. Locally, the County Council took action on three (3) election related resolutions amending current polling places, adjusting precinct boundaries, and designating polling places for the 2020-2011 election cycle.

County Clerk

Budget Highlights

- In FY2021, the County Clerk's Office will continue the many statutorily required services offered to the public for recording and filing, data management and record retrieval, council support, issuing of marriage licenses, support service to the probate court and preparation and administration of the November 2020 Presidential General Election.
- **Salaries** show a decrease attributed to a slight reduction in temp/causal wages, with only one (1) election scheduled in FY2021 (November 2020 General Election) and a decrease related to one-time salary adjustments given in FY2020. There is an increase in **Benefits**, due to overall increases in coverage costs.
- **Professional and Contractual Services** show an increase attributed to the inclusion of additional funding for marketing and outreach services related to the November 2020 Presidential General Election. There is an increase in **Materials and Supplies**, as a result of a reallocation of capital outlay funds to this category.
- **Interfund Charges** show an increase related to the transfer back of a vehicle to the department. There are no major **Capital Outlay** purchases planned, attributing to the decrease.
- Overall, the Clerk's Office has made some reductions in areas, but does not anticipate any noticeable service impacts to the public. As part of continued succession planning, the County Clerk also plans to invest in staff development and strategic planning within the Clerk's Office.
- Recording revenue collected for the General Fund has decreased by \$32,592 or 38%, from FY2018 to FY2019, this is attributed to a bulk recording in FY2018. Financial reports for FY2020 indicate recording revenues are on an upward trend, showing a \$13,000 increase in revenue collected at this same time in FY2019.

County Clerk Budget Summary

Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Fund:							
General Fund	529,379	557,178	636,838	631,988	-1%	664,837	5%
Recording Equip. Fund	15,128	9,581	26,700	26,700	0%	27,442	3%
	<u>544,507</u>	<u>566,759</u>	<u>663,538</u>	<u>658,688</u>	-1%	<u>692,279</u>	5%
Expenditures by Type:							
Salaries	340,186	352,866	408,587	402,000	-2%	413,528	3%
Benefits	131,021	131,168	134,692	141,663	5%	150,033	6%
Professional / contractual services	49,698	51,867	66,700	67,700	1%	68,642	1%
Materials / supplies	18,920	25,592	27,240	30,240	11%	28,057	-7%
Interfund charges	4,031	4,592	4,519	9,285	105%	9,565	3%
Capital outlay	0	0	21,000	7,000	-67%	21,630	209%
Fiscal charges	651	674	800	800	0%	824	3%
	<u>544,507</u>	<u>566,758</u>	<u>663,538</u>	<u>658,688</u>	-1%	<u>692,279</u>	5%
FTE Summary:							
Regular (full & part time)	5.00	5.00	5.00	5.00	0.00	5.00	0.00
Casual, Student, & Temp.	2.16	1.77	2.27	2.27	0.00	2.27	0.00
	<u>7.16</u>	<u>6.77</u>	<u>7.27</u>	<u>7.27</u>	0.00	<u>7.27</u>	0.00

* Salaries figure includes wages for Election Poll Workers and other Temp/Casual services.

County Clerk Budget Options

FY2021 Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	16	County Clerk		\$ 39,321	Retirement Double Fill	Five months of double fill due to Election Manager retirement. Projected to be off the books by Nov 2020. Includes labor and benefits.	One-Time	General Fund

Probate Court

Significant Accomplishments & Budget Highlights

1. In May 2019, Judge Redondo was appointed to fulfill the term of former Probate Judge Anne Nobile.
2. Throughout FY2019, responded to several requests for additional explanation on the probate process, appointment scheduling, record searches, and provided documents to family members. Responded to Demands for Notice from financial institutions, life Insurance companies, and law firms.
3. Implemented new Forms and Rules approved by the New Mexico Supreme Court, which went into effect on January 1, 2019.
4. Participated in the Annual Judicial Education Center (JEC) Professional Development Conference for NM Probate Court Judges and Staff.

In FY2021, the Probate Court will continue the services offered to the public for the probate of estates and performance of wedding ceremonies. The Probate Court will continue ongoing record retention and retrieval efforts, allowing the Probate Court, through the County Clerk, to more efficiently respond to records requests and perform long-term archival services.

Probate Court Budget Summary

Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Type:							
Salaries	4,175	4,031	4,031	4,031	0%	4,031	0%
Benefits	412	362	801	813	1%	813	0%
Professional / contractual services	0	108	900	900	0%	929	3%
Materials / supplies	0	39	134	134	0%	138	3%
Interfund charges	0	0	40	47		49	
	4,587	4,540	5,906	5,925	0%	5,960	1%
FTE Summary:							
Regular (full & part time)	1.00	1.00	1.00	1.00	0.00	1.00	0%

**The Probate Court and County Clerk, at times, have shared printing and office supply expenditures, as a result of collaborative efforts in providing services to citizens.*

Municipal Court

Significant Accomplishments

COURT CLERKS

- The Municipal Court began the first phase of transitioning to a “paper-light” office. This process will be completed in FY2020.
- This has been instrumental in providing services to the community during emergency closures.
- The clerks transitioned from Judge Kirk to Judge Allen smoothly with no interruptions of services to the community.

PROBATION

- Pre- trial Release Program supervises defendants upon release from jail until their trial date. This program is utilized by Municipal, Magistrate and District Court for the citizens of Los Alamos.

TEEN COURT

- Served 99 youth in the community.
- Teen Court is a diversionary sentencing option that provides a dismissal upon successful completion.
- Received the Juvenile Adjudication Fund grant that funded a life skills class called “Grow Your Mind” being held at the Los Alamos High School.

COMMUNITY SERVICE

- 3,338 hours of community service completed.

Municipal Court

Budget Highlights

- The increase over the prior year's budget is based on the increases in salary and benefits. Previous funds spent on paper and folders are now being utilized to maintain computer and software equipment and updates.
- The Municipal Court will continue to offer the community optimal customer service with fair, efficient and impartial resolution of all matters brought before the Municipal Court.
- Continue support of the community with Teen Court, Probation and Pre-trial Release programing that serves magistrate and district courts.
- Reduces jail expenses by offering Electronic Monitoring, Alcohol Monitoring and Drug Testing.

Municipal Court Budget Summary

Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Fund:							
General Fund	474,329	475,235	571,033	576,616	1%	595,398	3%
Bench Warrant Sub-Fund	18,300	24,692	29,611	30,016	1%	30,911	3%
	<u>492,629</u>	<u>499,927</u>	<u>600,644</u>	<u>606,632</u>	1%	<u>626,309</u>	3%
Expenditures by Type:							
Salaries	275,617	292,852	343,806	340,660	-1%	348,882	2%
Benefits	108,405	114,390	134,995	142,511	6%	150,262	5%
Professional / contractual services	90,198	75,102	93,904	93,904	0%	96,721	3%
Materials / supplies	10,085	8,981	18,727	18,727	0%	19,289	3%
Interfund charges	6,689	7,043	8,212	9,830	20%	10,125	3%
Debt / Fiscal Charges	1,633	1,559	1,000	1,000	0%	1,030	3%
	<u>492,629</u>	<u>499,927</u>	<u>600,644</u>	<u>606,632</u>	1%	<u>626,309</u>	3%
FTE Summary:							
Regular (full & part time)	5.00	5.30	5.80	5.80	0%	5.80	0%
Limited Term	0.50	0.00	0.00	0.00	N/A	0.00	N/A
	<u>5.50</u>	<u>5.30</u>	<u>5.80</u>	<u>5.80</u>	0%	<u>5.80</u>	0%

County Sheriff

Significant Accomplishments

1. The Sheriff's Office primary function is to maintain the sex offender registry in Los Alamos County and to ensure all sex offenders remain in compliance with the State of New Mexico's Department of Public Safety SORNA Laws
1. Currently, Los Alamos County has 6 registered sex offenders living within county limits and one working in the County
2. All 6 sex offenders are consistently in compliance and are closely monitored by the Sheriff's Office along with assistance from the Los Alamos Police Department

County Sheriff Budget Summary

Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Type:							
Salaries	6,889	6,889	6,889	6,889	0%	6,889	0%
Benefits	585	615	572	570	0%	570	0%
Professional / contractual services	8,612	2,653	4,820	4,820	0%	4,965	3%
Materials / supplies	63	1,502	3,160	3,160	0%	3,255	3%
Interfund charges	545	545	69	104	51%	108	4%
	<u>16,694</u>	<u>12,204</u>	<u>15,510</u>	<u>15,543</u>	0%	<u>15,787</u>	2%
FTE Summary:							
Regular (full & part time)	1.00	1.00	1.00	1.00	0.00	1.00	0%
Temp	0.00	0.00	0.00	0.00	N/A	0.00	N/A
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	0.00	<u>1.00</u>	0.00

County Council

Budget Summary

Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Type:							
Salaries	79,053	79,435	79,902	79,902	0%	79,902	0%
Benefits	15,795	15,099	15,854	14,896	-6%	14,896	0%
Professional / contractual services	302,078	284,148	303,822	310,822	2%	312,937	1%
Materials / supplies	17,623	14,340	18,000	18,000	0%	18,540	3%
Interfund charges	1,719	1,753	1,968	2,326	18%	2,396	3%
	<u>416,268</u>	<u>394,776</u>	<u>419,546</u>	425,946	2%	428,671	1%
FTE Summary:							
Regular (full & part time)	7.00	7.00	7.00	7.00	0%	7.00	0%

Administrative Services Department

Significant Accomplishments

1. Successful data conversion from legacy systems into implementation of an integrated **Munis ERP system** for Finance, Human Resources, Payroll, Utility Billing, Cashiering and Work Order users.
2. Significant efforts achieved in roll-out of electronic workflows, standard operating procedures and paperless technology with the implementation of Munis.
3. Centralized camera system implementation for Environmental Services and the Community Services Center
4. Public Safety: Upgrades of TRACS system supporting e-citations alongside upgrade of CAD (Dispatch) system
5. The Government Finance Officers Association awarded Los Alamos County with the Certificate of Achievement for Excellence in Financial Reporting (28 consecutive years) for the Comprehensive Annual Financial Report (CAFR), the Distinguished Budget Presentation Award (27 consecutive years) and the Outstanding Achievement in Popular Annual Financial Reporting (3 years) for the County's PAFR which we began publishing in FY2016. At the 2019 New Mexico Association of Counties (NMAC) Annual Conference, Los Alamos County received the NMAC and State Auditor's Audit & Accountability Award for Continued Excellence.

Administrative Services Department

Budget Highlights

- The Finance Division of ASD will continue to provide excellent centralized accounting, budget, payroll and procurement services to our internal and external customers. Tyler Munis ERP system includes the general ledger, project ledger, capital assets, budget, grants, accounts payable, p-card, employee expense, general billing, cashiering, bank reconciliation, purchasing, vendor, inventory, timekeeping, and payroll modules. Maintenance of internal controls, roles, and functionality of these modules along with excellence in financial reporting will continue to be the priority of our function.
- IM will continue to fulfill its role of supporting all County Information Technology (IT) and records management needs. Beyond these fundamental necessities, investments open up new avenues for IM to drive innovation in IT services. Much of the investment continues in back-office workspaces expanding computing and data processing foundation. The move towards online (Cloud) computing has taken hold in several operations-side services as well as selected back-office functions allowing IM to push operations-enhancing functionality into the hands of County users including community-facing personnel. IM intends to continue this promising trend as feasible: to leverage the power of scale online technology provides combined with the solid County-based platform investments made.

Administrative Services Department

Budget Summary

Budget Summary

	FY2018 Actual	FY2019 Adopted Budget	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Program:							
Finance	2,644,743	2,723,310	2,852,153	2,884,231	1%	2,985,473	4%
Information Management	4,640,411	4,614,104	5,094,440	5,105,901	0%	5,253,312	3%
CIP-LAPS	0	0	1,000,000	1,000,000		1,000,000	
CIP-IT Projects	1,845,907	855,499	295,000	304,000	3%	313,000	3%
	<u>9,131,061</u>	<u>8,192,913</u>	<u>9,241,593</u>	<u>9,294,132</u>	1%	<u>9,551,785</u>	3%
Expenditures by Fund:							
General	7,285,154	7,337,414	7,946,593	7,990,132	1%	8,238,785	3%
Capital Improvement Projects	1,845,907	855,499	1,295,000	1,304,000	1%	1,313,000	1%
	<u>9,131,061</u>	<u>8,192,913</u>	<u>9,241,593</u>	<u>9,294,132</u>	1%	<u>9,551,785</u>	3%
FTE Summary:							
Regular (full & part time)	45.50	45.50	45.50	45.50	0%	45.50	0%
Casual, Student & Temp.	0.51	0.51	0.88	0.34	-61%	0.34	0%
Limited Term	6.00	1.60	0.00	0.00	N/A	0.00	N/A
	<u>52.01</u>	<u>47.61</u>	<u>46.38</u>	<u>45.84</u>	-1%	<u>45.84</u>	0%

Administrative Services Department

Budget Options

FY2021 Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	3	ASD	Finance	\$ 34,051	.5 FTE Payroll Specialist	The Finance Division is seeking to change the Payroll Specialist from 0.5 to 1.0 FTE. There is a need for this role to be 100% to address more complex public safety advanced scheduling and pay issues and electronic timekeeping needs County-wide. The addition of the 0.5 FTE will restore staffing levels to two full time employees.	Recurring	General Fund
A	4	ASD	IM	\$ 19,856	Cybersecurity/Threat Intelligence SW	New solution for increased threat identification/detection. Cybersecurity protection on Internet traffic.	Recurring	General Fund
A	5	ASD	IM	\$ 56,454	VOIP System Annual Maintenance	Replacement VOIP contract expected to be signed end of FY20. FY21 Maintenance amount based on RFP documents. We will not have support on our new VOIP system without these funds.	Recurring	General Fund
A	6	ASD	IM	\$ 35,000	Video Surveillance System Annual Maintenance	Vendor support for security cameras and related equipment located across county facilities. Cameras are already in use, we need this in order to ensure support on this system.	Recurring	General Fund
A	7	ASD	IM	\$ 200,000	Capital - Recreation Software RFP	County is required to RFP for Recreation software and hosting services as the contract with the current hosting vendor ends 06/30/2020. Allocation of this fund is necessary to continue use of software to track and manage recreation registration and reservation services offered by the County. This estimate is based on the current contract costs for subscription, project implementation, yearly maintenance and taxes. Cost could vary depending on the selection of vendor.	One-Time	CIP

Administrative Services Department

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	8	ASD	IM	\$ 1,550,000	Public Safety - CAD Software RFP	The current software was purchased in 2015 and the contract renewal options for support ends July 2022. CAD software allows the County to track all calls for service for the Police and Fire Departments, and send the correct resources to the call for service. This estimate is based on the current contract costs for software, infrastructure and implementation with additional amounts estimated for end user hardware warranty, project management and contingency. Costs could vary depending on the selection of vendor. This will also provide the ability to do offsite failover should the Muni building & primary dispatch center become inaccessible.	One-Time	CIP
A	9	ASD	IM/RECORDS	\$ 24,000	IPRA - eDiscovery Workflow	Solution for IPRA eDiscovery workflow	Recurring	General Fund
A	10	ASD	IM/RECORDS	\$ 60,459	IPRA Digital Records Retrieval	IPRA related digital records retrieval tool.	Recurring	General Fund
A	11	ASD	IM/RECORDS	\$ 76,748	IPRA - FTE	Sr. Records Specialist position needed to handle increased IPRA requests.	Recurring	General Fund
B	23	ASD	IM	\$ 28,140	CYBERSECURITY - Computer Malware Protection SW	Replaces current solution. Cybersecurity threat protection on computing devices.	Recurring	General Fund
B	24	ASD	IM	\$ 18,000	Training	Requesting additional \$18,000 (3K/emp) in training to support cyber security, VDI infrastructure, VOIP phone system acquisitions and software development projects.	Recurring	General Fund
C	43	ASD	Finance/ Procurement	\$ 140,444	1 FTE - Deputy Chief Purchasing Officer	Exceeding volume and complexity of solicitations and need for assistance with specialized knowledge of Procurement.	Recurring	General Fund
D	59	ASD	IM	\$ 105,000	Fiber Link	Ice Rink Fiber link to replace T1 connection. This will allow us to do video streaming for events, and provide better customer service to the public.	One-Time	CIP
D	60	ASD	IM	\$ 35,000	Fiber Link	Pueblo Canyon Fiber link to create redundant loop.	One-Time	CIP
D	61	ASD	IM	\$ 250,000	Utilities/PW 311 / Customer Relations Management	This will allow the Utilities and other departments to manager citizen contact, record and track issues though to resolution, provide an agent console and manager dashboard.	One-Time	CIP

Community Development Department

Significant Accomplishments

- Oversaw completion of Housing Market Analysis
- Continued administrative oversight of Home Renewal (6 projects) and Homebuyer Programs (4 loans)
- In partnership with LAPS, oversaw outreach process and initial draft of North Mesa Housing Study
- Oversaw site plan and building permit processes for Canyon Walk, North Community (Black Hole), the Hill (LASO site), Mirador development
- Implemented technological process improvements for inspections, including drone and skype inspections.
- Continued customer service improvements resulting in shortened permit review turnaround times
- Completed over 1600 building inspections
- 88% Code Compliance cases closed prior to NOV issuance; Only 2 court citations out of 902 cases

Community Development Department

Budget Highlights

The FY2021 budget provides funding to enable the Community Development Department to effectively respond to a dramatic increase in demand for day to day services while working on long term strategic needs of the County, including:

1. Overseeing the development of a plan and vision for both the townsite downtown and White Rock Town Center;
2. Comprehensively modernizing the County's Development Code (Chapter 16) to make it easier to use and more effective in guiding development within the County;
3. Updating of Chapter 18 of the County Code to make it more understandable and to reflect the values of the community with respect to property maintenance standards;
4. Coordinating efforts in support of the North Mesa Housing Project and taking it to the next stage of development as directed by Council and the LAPS School Board;
5. Continuing to building capacity within the permitting and inspection functions of the department by adding cross certifications for inspectors and improving the capabilities of the department's permitting software.

Community Development Department

Budget Summary

Department Budget

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Program:							
Administration	542,632	536,190	594,282	635,935	7%	784,701	23%
Housing	207,594	178,208	276,473	295,310	7%	300,677	2%
Building Safety	631,572	541,345	721,743	654,918	-9%	559,195	-15%
Planning	400,559	317,541	449,690	409,348	-9%	424,159	4%
	<u>1,782,356</u>	<u>1,573,284</u>	<u>2,042,188</u>	<u>1,995,511</u>	-2%	<u>2,068,732</u>	4%
Expenditures by Type:							
Salaries	1,168,492	1,051,002	1,275,252	1,245,496	-2%	1,283,522	3%
Benefits	447,188	388,721	503,571	486,177	-3%	513,453	6%
Professional / contractual services	116,744	93,555	207,167	196,167	-5%	213,383	9%
Materials / supplies	25,387	10,976	15,785	26,785	70%	16,260	-39%
Interfund charges-Other	19,295	24,777	34,413	34,886	1%	35,934	3%
Fiscal charges	5,251	4,253	6,000	6,000	0%	6,180	3%
	<u>1,782,356</u>	<u>1,573,284</u>	<u>2,042,188</u>	<u>1,995,511</u>	-2%	<u>2,068,732</u>	4%
Expenditures by Fund:							
General	1,782,356	1,579,032	<u>2,042,188</u>	<u>1,995,511</u>	-2%	<u>2,068,732</u>	4%
FTE Summary:							
Regular (full & part time)	16.00	16.00	16.00	16.00	0%	16.00	0%

Community Development Department

Budget Options

FY2021 Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	25	CDD	Planning	\$ 15,000	Advertising & Associated Costs	Additional money needed to advertise for public meetings and costs associated with public meetings for the North Mesa Housing Project, Downtown Master Plan, and Chapter 16 Code Update	One-Time	General Fund
C	44	CDD	Admin	\$ 6,000	EnerGov Training on HTML	Funding to be used for training on the new HTML for EnerGov. We anticipate moving from Silverlite to HTML in Spring of 2021	One-Time	General Fund
C	45	CDD	Building	\$ 5,000	EnerGov Custom Reports	Money to be used to have EnerGov create custom reports that will allow us to better track and report on performance measures	One-Time	General Fund
D	62	CDD	Building	\$ 6,000	Certifications	Additional money needed to get inspectors cross certified in Plumbing, Mechanical, Electrical inspections	One-Time	General Fund

Community Services Department

Significant Accomplishments

1. The HVAC system at Mesa Public Library was replaced while operations continued. The major project also added efficient lighting, skylight tinting, and landscape improvements.
2. A record 5,995 children and adults participated in the Summer Reading Program, an increase of 35.9%.
3. A 40-ft. lighted flag pole was installed at Ashley Pond next to the stage.
4. As an extension of the 44th Annual Los Alamos Triathlon, the second Los Alamos Junior Triathlon was held in July.
5. County trailhead brochures were updated and more than 50 way-finding signs were installed throughout the County's Open Space network.
6. The Graduation Canyon Restoration Project was completed. The project included: channel stabilization, erosion control, and wildlife habitat improvements.
7. The Golf Course was groomed for cross country skiing in the winter and was utilized by the Youth Nordic Ski Team as a 2.8-mile cross country ski track.
8. The Health Commons, formerly known as the Public Health Office, officially opened its doors on August 1. Designed to serve the community's health needs, the Health Commons is a joint effort of Los Alamos County, New Mexico Department of Health, and Las Clinicas del Norte.
9. A new production company was contracted to produce the 2019 Los Alamos Summer Concert Series. In partnership with the Community Services Department, Sancre Productions organized a highly attended series that included headliner Chevel Shepherd, winner of The Voice, who brought in approx. 8,000 people, and sold out hotels within a 50-mile radius.

Community Services Department

Budget Highlights

- Other than contractually required increases, the non-labor portion of the FY2021 Community Services Department budget is flat as compared to the FY2020 approved budget.
- Upcoming utility rate increases planned for water and sewer were built into FY2021's budget and absorbed as necessary.
- After some shifting among divisions in the FY2020 budget, regular FTEs have remained the same per division for FY2021.
- Temp and casual FTEs were shifted among programs under the Recreation division, but are unchanged for other divisions.
- This budget continues support of the following CIP projects: golf course irrigation, splash pad, kiddie pool, and ice rink improvements.
- The recently formed Los Alamos County Health Council is budgeted under CSD. It operates through coordination and collaboration from staff of the NM Department of Health and local stakeholders. The LACHC assists residents with navigating and accessing health-related programs and services, such as Medicaid, Medicare, and Affordable Care Act enrollment.

Community Services Department

Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Program:							
Centralized Services	712,391	1,158,391	944,993	955,143	1%	941,377	-1%
Library	2,134,466	2,136,873	2,461,112	2,475,564	1%	2,505,007	1%
Parks	2,298,038	2,056,972	2,271,841	2,317,651	2%	2,309,488	0%
Cemetery	39,342	37,426	37,800	59,200	57%	59,200	0%
Open Space	0	101,058	271,076	246,900	-9%	242,021	-2%
Aquatic Center	1,096,384	1,155,443	1,264,632	1,318,787	4%	1,711,252	30%
Golf	1,081,254	854,293	1,015,334	1,059,262	4%	1,078,145	2%
Rink	191,230	106,212	155,477	147,569	-5%	151,566	3%
Recreation Programming	766,825	291,099	554,673	512,948	-8%	526,798	3%
Social Services	3,914,964	4,105,041	5,463,928	4,965,698	-9%	5,194,172	5%
Cultural Services	470,893	431,463	514,354	527,613	3%	530,679	1%
	<u>12,705,786</u>	<u>12,434,269</u>	<u>14,955,220</u>	<u>14,586,335</u>	-2%	<u>15,249,705</u>	5%
Expenditures by Fund:							
General	10,364,599	9,941,705	11,937,427	11,602,822	-3%	12,044,564	4%
Health Care Assistance	2,154,640	2,292,807	2,703,334	2,812,920	4%	3,032,460	8%
State Grants-DWI Fund	83,876	76,387	111,259	98,547	-11%	100,635	2%
County Health Council	0	0	0	5,846	N/A	5,846	0%
Capital Improvement Fund	101,094	123,016	197,000	60,000	-70%	60,000	0%
Aquatic Center Gift Sub-Fund	1,578	354	3,000	3,000	0%	3,000	0%
Library Gift Sub-Fund	0	0	3,200	3,200	0%	3,200	0%
	<u>12,705,786</u>	<u>12,434,269</u>	<u>14,955,220</u>	<u>14,586,335</u>	-2%	<u>15,249,705</u>	5%
FTE Summary:							
Regular (full & part time)	77.00	77.20	78.20	78.20	0%	78.20	0%
Casual, Student & Temp.	17.15	14.53	14.53	14.53	0%	14.53	0%
	<u>94.15</u>	<u>91.73</u>	<u>92.73</u>	<u>92.73</u>	0%	<u>92.73</u>	0%

Community Services Department

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	17	CSD	Parks Small Cap	\$ 200,000	Tot-Lots	Replace Rover Park Tot-Lot playground equipment. (\$110k) Replace Pine Street Tot-Lot playground equipment (\$90k). The playground equipment plastic is cracking at joints, causing structural issues and pinch points. Rubberized paint is cracking/spalling creating sharp, hazardous edges. Replace existing fall zone material (sand) with engineered wood chip. Install retaining wall at Pine Street to level surface and enclose wood chips. Estimated Cost \$70K for equipment + \$20K contract labor.	One-Time	CIP
A	18	CSD	Social Services	\$ 69,000	Teen Center	In FY20, Teen Center contract was adjusted by a one-time budget option (\$55k). Social Services is requesting to increase the FY2021 budget by \$69k for the Teen Center (\$51,605 General Operations, \$4,470 FFE and \$12,925 Custodial) as allowed in the contract.	Recurring	General Fund
B	29	CSD	Administrative Services	\$ 225,000	Contract Increases	Increase to contract budget for anticipated new contracts for FY2021 for existing services.	Recurring	General Fund
B	30	CSD	Library	\$ 4,786	Lease equipment to replace outdated library hardware	The library's 4 self-check machines and one RFID gate are at the end of their life-span. They were purchased in 2008. The annual maintenance costs for this equipment is currently over \$12,000 yearly. Moving to a lease option for an additional \$4,786 per year will allow the two libraries to have state of the art library equipment going forward.	Recurring	General Fund
B	31	CSD	Library	\$ 7,000	Library Collection	Increase collection budget including ebooks, books, audio books and electronic resources.	Recurring	General Fund
B	32	CSD	Open Space	\$ 45,000	Ride Center Progressive Skills Development Area & Pump Track	In the effort for Los Alamos to achieve bronze level ride center status by the International Mountain Biking Association (IMBA), a progressive skills development area and installation of a pump track is proposed. The skills area would primarily serve bike riders with beginner and intermediate skills. The pump track would serve the bike riding community of Los Alamos and gain points toward a bronze level IMBA ride center status.	One-Time	General Fund
B	33	CSD	Parks Small Cap	\$ 200,000	Netting at Overlook Ballfields	Complete work beyond Phase 1	One-Time	CIP

Community Services Department

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	70	CSD	Golf	\$ 10,000	Golf Shop inventory adjustment	A significant portion of budget authority dedicated to pro shop merchandise is used for special orders that are never put into pro shop inventory. Expanded budget authority would prevent special orders from reducing opportunity to obtain items to put on pro shop floor for general public. Will generate approximately \$22,000 in revenue.	Recurring	General Fund
C	47	CSD	Golf	\$ 45,600	Tree Addition / Replacement to Attractively Mitigate Stray Ball Safety Concerns	Add new trees and replace dead trees to mitigate stray balls causing safety concerns. Holes in need of newly planted, mature trees are: 1 (protecting 2), 4, 5, 7, 8, 9, 11, 12, 14, 15. The golf course needs 38, 4-to-5-inch caliper trees that are 22-to-26 feet tall @ \$1,200 each. Smaller trees would have diminished initial effectiveness. This solution is much cheaper and much more aesthetically pleasing than constructing fencing.	One-Time	General Fund
C	48	CSD	Library	\$ 92,258	Program Specialist FTE to serve both libraries	The library has identified the need for program development and expansion. There is a demonstrated need for additional after school programming for tweens at Mesa Public Library and demand for expanded programming at the White Rock Branch Library. Working across the library system and across both youth and adult services, this position will provide program coordination and marketing support. There has been an 18% increase in visitation in White Rock and a 39.3% increase in children's program participation.	Recurring	General Fund
C	49	CSD	Parks	\$ 226,796	Add 3 FTEs in White Rock	Parks has five crews in Los Alamos and one crew in White Rock. In the past 12 years, the White Rock crew has taken on the addition of the landscaping associated with Fire Station #3, the WR Visitor Center, the WR Library, improvements at the WR Municipal Complex, and median and shoulder improvements to NM 4. The proposed adds an additional crew of three to White Rock (PCMS III lead, PCMS II and a PCMS I. Includes salaries and benefits.	Recurring	General Fund

Community Services Department

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
D	64	CSD	Golf	\$ 15,000	New range ball dispenser at Golf Course	The existing range ball machine is outdated, has limited capacity, and dispenses via tokens purchased in the Pro Shop. A replacement range ball machine would have greater capacity, take either credit cards or cash and automate cleaning of the balls prior to dispensing (a task that is done manually now). The new machine would effectively extend range hours since the Pro Shop wouldn't have to be open to sell tokens for users to dispense balls from the machine.	One-Time	General Fund
D	65	CSD	Library	\$ 25,000	Provide/expand art gallery services	Managing the art gallery requires specialized skills that our library staff do not possess. By contracting out the management of the gallery, the library can continue to provide professional quality exhibits and expand related gallery programming such as gallery talks and develop collaborative programming with the library around exhibit related themes.	Recurring	General Fund
D	66	CSD	Parks Small Cap	\$ 145,000	Fence and Trees along NM502	Remove barbed wire fence along NM 502 from east end of Canyon Rim Trail west to Fire Station #6. Replace with split rail fence. Plant approximately 50 trees along fence line and install irrigation.	One-Time	CIP
D	67	CSD	Social Services	\$ 16,593	Social Services Health Care Specialist	Increase Health Care Specialist FTE from .75 to 1 FTE. With the increase of contracts being managed by the SSD, increases the number of invoices being processed, and tickets for maintenance issues at facilities. SSD has also had an increase in processing of HCAP applicants, and other public assistance programs, increase of HCAP behavioral health providers which has an increase of invoice processing, increase of invoice processing of invoices for inmates (HCAP). SSD is also now responsible to be the Staff Liaison for two County Boards. Includes labor and benefits.	Recurring	General Fund

County Attorney

Budget Highlights

- Budget supports delivering the highest quality legal services in an efficient and economical manner.
- The staff of the County Attorney's Office is dedicated to providing superior public service while observing the highest standards of ethics and confidentiality.

County Attorney Budget Summary

Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	Variance FY2022vs FY2021
Expenditures by Type:							
Salaries	427,528	458,078	485,988	517,507	6%	533,158	3%
Benefits	141,326	149,796	168,032	181,867	8%	190,210	5%
Professional / contractual services	59,405	58,384	68,368	68,368	0%	70,419	3%
Materials / supplies	11,007	9,213	16,236	16,236	0%	16,723	3%
Interfund charges	5,748	4,735	5,429	6,589	21%	6,787	3%
	<u>645,014</u>	<u>680,206</u>	<u>744,053</u>	<u>790,567</u>	6%	<u>817,297</u>	3%
FTE Summary:							
Regular (full & part time)	5.00	5.00	5.00	<u>5.00</u>	0.00	<u>5.00</u>	0.00

County Manager's Office

Significant Accomplishments

- Following the recommendation of the Tourism Implementation Task Force, the Los Alamos Visitor Center was moved to the Community Building.
- DOE, MPNHP and Lab hosted public tours of Pajarito site to coincide with Trinity Site tours and ScienceFest.
- The Los Alamos Tourism Strategic Plan was awarded a National Planning Achievement Award for Economic Development Planning (Silver Award).
- Economic Vitality Action Plan (EVSP) updated and approved by Council.
- State LEDA loan completed for UbiQD, Inc. to support and retain a rapidly growing business that is the result of Tech Transfer from LANL.
- Created and installed informational displays for Fuller Lodge.
- In partnership with Chamber of Commerce, produced an digital site for summer students working at LANL.
- Completed 164 recruitments in the County.
- Worked with all department to finalize and update of all job descriptions in advance of market study.
- Implementation of Litmos Learning Management System and HR portion of MUNIS project which included an on-line employment application.

County Manager's Office

Budget Highlights

- CMO will continue to manage interface with three National Parks and tourism initiatives; Progress through Partnering program; all intergovernmental relations including schools and area pueblos; and LANL environmental clean-up efforts and land transfer.
- HR will accomplish basic deliverables for recruitments, employee benefits employee development and mandated trainings, employee recognition, workers compensation, risk compliance and safety trainings.
- Communications and Public Relations will provide staff time, advertising, promotion and outreach activities for events and meetings related to the community goals and general promotion of County services.
- Economic Development will support the ability to attract and expand current businesses and facilitate the development of a mix of housing choices, thereby enhancing the quality of life for residents and businesses.

County Manager's Office Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Program:							
County Manager	870,176	1,017,712	1,309,226	1,120,986	-14%	1,160,788	4%
Progress Through Partnering	635,250	410,000	1,500,000	1,500,000	0%	1,545,000	3%
Economic Development	1,900,104	3,975,746	5,119,525	4,961,169	-3%	2,847,773	-43%
Lodgers Tax	180,841	211,070	372,031	493,038	33%	404,615	-18%
Comm & Public Relations	358,426	383,914	429,038	438,933	2%	453,959	3%
Human Resources	1,273,867	1,290,046	1,551,346	1,504,603	-3%	1,558,929	4%
Risk Management	10,297,178	10,449,698	10,922,904	12,901,538	18%	13,731,683	6%
	<u>15,515,842</u>	<u>17,738,186</u>	<u>21,204,070</u>	<u>22,920,267</u>	8%	<u>21,702,747</u>	-5%
Expenditures by Fund:							
General	3,821,850	5,084,148	7,112,885	6,867,941	-3%	7,066,449	3%
Lodgers Tax	180,841	211,070	372,031	493,038	33%	404,615	-18%
Economic Development	1,215,973	1,993,270	2,796,250	2,657,750	-5%	500,000	-81%
Risk Management	10,297,178	10,449,698	10,922,904	12,901,538	18%	13,731,683	6%
	<u>15,515,842</u>	<u>17,738,186</u>	<u>21,204,070</u>	<u>22,920,267</u>	8%	<u>21,702,747</u>	-5%
FTE Summary:							
Regular (full & part time)	22.00	22.00	22.00	22.00	0.00	22.00	0%
FTEs By Program:							
County Manager	5.00	5.00	5.00	5.00	0%	5.00	0%
Economic Development	2.00	2.00	2.00	2.00	0%	2.00	0%
Comm & Public Relations	3.00	3.00	3.00	3.00	0%	3.00	0%
Human Resources	10.00	10.00	10.00	10.00	0%	10.00	0%
Risk Management	2.00	2.00	2.00	2.00	0%	2.00	0%
	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>	0%	<u>22.00</u>	0%

County Manager's Office

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
A	0	CMO	ALL	\$ 500,000	COVID-19 Emergency Response	Placeholder for as yet undetermined needs to be discussed during the budget hearing. County's share of potential FEMA reimbursement.	One-Time	Emergency Declarations Fund
A	1	CMO	HR	\$ 200,211	Implementation of Market Study Salary Adjustments	Implementation of Market Study Salary Adjustments	Recurring	General Fund
A	1	CMO	HR	\$ 96,633	Implementation of Market Study Salary Adjustments	Implementation of Market Study Salary Adjustments	Recurring	Non General Funds
	2	CMO	HR	\$ 101,231	Implementation of Prevailing Wage	Implementation of Prevailing Wage	Recurring	General Fund
	2	CMO	HR	\$ 83,929	Implementation of Prevailing Wage	Implementation of Prevailing Wage	Recurring	Non General Funds
A	13	CMO	CIP	\$ 2,000,000	WAC Building	Improvements to WAC Building to allow Manhattan National Park to use the building for program space, visitor center and for 3 to 4 dorm rooms.	One-Time	CIP
A	14	CMO	HR	\$ 17,000	Employee Survey	The suggestion was made by County Council that HR conduct another employee survey. The last survey was completed in 2010. Occurs every 2 years	Recurring	General Fund
A	15	CMO	HR	\$ 59,971	Double fill of HR Manager	Anticipate retirement of HR Manager. Double fill the position and potential cross train for 5 months total. Includes labor and benefits.	One-Time	General Fund

County Manager's Office

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	26	CMO	CMO	\$ 225,000	Wayfinding-Phase II	Phase II of the Wayfinding Plan	One-Time	General Fund
B	27	CMO	ED	\$ 30,000	MainStreet Svcs	\$30,000 for MainStreet Service expansion to White Rock	Recurring	General Fund
B	28	CMO	HR	\$ 87,316	HR Tech - Limited Term	Outstanding projects to be done and ability to do some cross training within department for succession planning, need a limited term for up to 18 months to assist. Includes salary and benefits.	One-Time	General Fund
C	46	CMO	HR-Risk	\$ 89,052	Additional FTE	Additional FTE (Risk Safety Specialist) is needed to help handle the workload within Risk area. Assistance with conducting trainings, safety inspections and administrative duties is needed. Currently two employees are assigned to handle the entire County employee population for safety concerns, safety trainings, workers compensation, administrative duties and all citizen tort claims. The Risk area was previously comprised of three FTE. The workload has become too much to handle with the current staffing level. Includes salary and benefits.	Recurring	Risk Other
D	63	CMO	ED	\$ 30,000	Creative District	Opportunity to expand services per the Creative District Strategic plan beyond event promotion and coordination. Expansion includes placemaking initiatives, business support and promotion and infrastructure improvements.	Recurring	General Fund

Fire Department

Significant Accomplishments

- Through Los Alamos Fire Department's initiative for accreditation, a Community Risk Assessment-Standard of Cover and Fire and Emergency Service Self-Assessment manual were published to identify service area hazards/risks and align resources to address them. All documents for accreditation were submitted to a peer team, the department received approval to proceed forward with the peer team visit. With the current situation we are working through the logistics on how to facilitate this visit. The department expects to receive an affirmative nod to appear before the Commission on Fire Accreditation International in March 2021.
- The department received a New Mexico Fire Protection grant for a partial purchase of needed Self Contained Breathing Apparatus. The department has applied for additional funding from the Assistance to Firefighters Grant program and is awaiting a decision expected in June, 2020.
- Continued work on the FEMA Mitigation project has progressed with treatments on the ground and home assessments. The funding was limited to this year, but LAFD expects to have completed significant portions of the thinning by May 31, 2020 at the close of the grant.

Fire Department

Budget Highlights

- The budget as proposed will allow LAFD to deliver emergency services at the level required by the Cooperative Agreement (CA) with DOE/NNSA and the high level that is expected by Los Alamos County residents. In addition, to addressing the strategic goals identified in the five year Community Driven Strategic Plan, the budget will facilitate action on the strategic and specific recommendations made in the department's fourth successful accreditation through the Commission on Fire Accreditation International. The budget will facilitate the on-going radio system updates, the purchase of personal protective equipment (PPE) for firefighter safety, continue efforts to mitigate the forests to enhance safety from wildfire, continue efforts to stay up to date with emergency medical training and equipment, remain capable of effectively responding to technical rescue incidents, and provide the necessary tools and equipment to effectively respond to a hazardous materials incident.
- The budget is developed in correlation with the 10-year CA with DOE/NNSA. This agreement began on October 1, 2013 and expires on September 30, 2023. The CA budgets are calculated in line with the Federal fiscal year (October-September). The LAC budget is determined by applying a .25 multiplier to the current Federal fiscal year budget and a .75 multiplier to the proceeding Federal fiscal year budget. The cost share between DOE/NNSA and LAC starts in year one at an 80% DOE/NNSA cost and 20% LAC cost. Over the course of the ten years, the cost ultimately end at DOE/NNSA with a 74% cost and LAC with a 26% cost.

Fire Department Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Fund:							
Fire - Cooperative Agmt (CA)	23,538,335	23,643,649	26,671,207	27,739,192	4%	27,895,182	1%
Fire (Non-CA)	107,860	179,876	496,456	540,000	9%	545,989	1%
Fire (General Fund)	5,178,291	4,954,340	6,607,149	7,144,357	8%	7,252,747	2%
Fire Marshal (State Grants)	905,359	523,118	480,000	480,000	0%	480,000	0%
EMS (State Grants)	9,674	10,685	10,500	10,500	0%	10,500	0%
	<u>29,739,519</u>	<u>29,311,668</u>	<u>34,265,312</u>	<u>35,914,049</u>	5%	<u>36,184,418</u>	1%
Expenditures by Program:							
LANL Fire Cooperative Agreement	23,538,335	23,643,649	26,671,207	27,739,192	4%	27,895,182	1%
Mutual Aid Deployments	107,860	179,876	362,118	500,000	38%	505,989	1%
Other Non-Cooperative Agreement	0	0	134,338	40,000	-70%	40,000	0%
Other General Fund & State Grants	6,093,324	5,488,143	7,097,649	7,634,857	8%	7,743,247	1%
	<u>29,739,519</u>	<u>29,311,668</u>	<u>34,265,312</u>	<u>35,914,049</u>	5%	<u>36,184,418</u>	1%
Expenditures by Type:							
Salaries	11,667,436	12,473,392	13,193,121	13,622,405	3%	14,513,898	7%
Benefits	5,796,580	5,631,185	6,399,236	6,603,134	3%	6,341,237	-4%
Professional / contractual services	1,705,928	1,309,054	1,676,040	1,942,620	16%	1,742,620	-10%
Materials / supplies	1,216,683	667,778	1,570,010	1,551,578	-1%	1,125,145	-27%
Interfund charges	9,204,827	9,121,362	11,426,905	12,194,312	7%	12,461,518	2%
Capital Outlay	148,065	108,897	0	0	N/A	0	N/A
	<u>29,739,519</u>	<u>29,311,668</u>	<u>34,265,312</u>	<u>35,914,049</u>	5%	<u>36,184,418</u>	1%
FTE Summary:							
Regular (full & part time)	150.00	150.00	150.00	150.00	0%	150	N/A
FTEs By Division:							
Emergency Medical	3.00	3.00	3.00	3.00	0%	3.00	N/A
Fire Life Safety	2.00	2.00	2.00	2.00	0%	2.00	N/A
Operations	132.00	132.00	132.00	132.00	0%	132.00	N/A
Training	3.00	3.00	3.00	3.00	0%	3.00	N/A
Administration	10.00	10.00	10.00	10.00	0%	10.00	N/A
	<u>150.00</u>	<u>150.00</u>	<u>150.00</u>	<u>150.00</u>	0%	<u>150.00</u>	N/A

Police Department

Significant Accomplishments

- Part I Crime fell 32% from 2018 and has fallen 57% since 2014. Part 1 Crime is believed to be at its lowest level in the history of the Department.
- A CALEA Accreditation review of 25 percent of all standard resulted in a notice of 100% compliance.
- Safety Town was held for the fifth consecutive year teaching nearly 100 Pre-K children basic safety strategies and nearly 500 children since its inception.

Police Department **Budget Highlights**

The Police Department budget is designed to sustain and enhance our existing capacity to provide professional law enforcement service to our citizens and visitors. Funding is utilized to ensure Police Department employees are properly trained, equipped, and staffed to provide safe, efficient, ethical, and professional law enforcement service. The Police Department will continue to leverage our funding with community partnership and collaboration to sustain Los Alamos as one of the safest communities in the nation.

Police Department Budget Summary

Department Budget

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Program:							
Animal Control	352,805	377,686	410,599	376,788	-8%	380,683	1%
Detention	1,685,330	1,716,104	1,736,174	1,832,256	6%	1,888,729	3%
Consolidated Dispatch	1,147,702	1,248,097	1,543,986	1,657,499	7%	1,680,086	1%
Operations	4,335,240	4,347,974	4,484,463	4,948,489	10%	5,166,776	4%
Records / Administration	1,120,213	995,959	1,205,645	1,097,564	-9%	1,161,203	6%
	<u>8,641,290</u>	<u>8,685,820</u>	<u>9,380,867</u>	<u>9,912,596</u>	6%	<u>10,277,477</u>	4%
Expenditures by Fund:							
General	8,602,477	8,646,047	9,328,668	9,872,196	6%	10,237,077	4%
State Grants	38,813	39,773	52,199	40,400	-23%	40,400	0%
	<u>8,641,290</u>	<u>8,685,820</u>	<u>9,380,867</u>	<u>9,912,596</u>	6%	<u>10,277,477</u>	4%
Expenditures by Type:							
Salaries	5,077,807	5,090,346	5,396,201	5,559,460	3%	5,727,105	3%
Benefits	2,208,833	2,346,949	2,428,961	2,835,990	17%	3,007,835	6%
Professional / contractual services	566,796	432,891	470,086	512,128	9%	484,190	-5%
Materials / supplies	257,876	264,784	426,275	402,594	-6%	439,063	9%
Interfund charges-Other	517,696	511,077	556,145	511,024	-8%	526,354	3%
Capital outlay	11,456	39,773	103,199	91,400	-11%	92,930	2%
Fiscal charges	826	0	0	-	N/A	0	N/A
	<u>8,641,290</u>	<u>8,685,820</u>	<u>9,380,867</u>	<u>9,912,596</u>	6%	<u>10,277,477</u>	4%
FTE Summary:							
Regular (full & part time)	74.00	74.00	77.00	77.00	0%	77.00	0%
Limited Term	0.75	0.75	0.75	0.75	0%	0.75	0%
	<u>74.75</u>	<u>74.75</u>	<u>77.75</u>	<u>77.75</u>	0%	<u>77.75</u>	0%

Police Department Budget Options

FY2021 Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	34	Police	Animal Control	\$ 75,372	Full Time PSA	Full Time PSA position to enhance customer service capacity at the Animal Shelter. Includes labor and benefits.	Recurring	General Fund
B	35	Police	Dispatch	\$ 357,570	Secondary Dispatch	Cost represents additional infrastructure to complete secondary Dispatch capacity. To be located at Fire Dept. server room at Station 3 in White Rock.	One-Time	General Fund

Public Works Department

Significant Accomplishments

- Diamond Drive Asphalt Paving Project
- Golf Course Signalized Crossing
- Replaced Traffic Signal Controllers
- Tsikumu Village Road Improvements
- Airport Hangar Project
- Fire Stations 3 & 6 Building Improvements
- Design – Kiddie Pool; Piñon Park Splash Pad; Golf Course Irrigation; Ice Rink Site Improvements; and Canyon Rim Trail Underpass
- Launched Recycle Coach App
- Transit Shuttle Service for Various Community Events
- Divisions Provided Support for Fourth of July Event
- Implemented Green Cleaning Program
- Added Electric Vehicle to Motor Pool
- Installed Water Bottle Filling Stations

Public Works Department

Budget Highlights

General Fund divisions in Public Works include:

Administration

Custodial Maintenance

Facilities

Engineering & Project Management

Traffic & Streets

- Budget allows the Custodial and to maintain approximately 599,324 square feet of County buildings.
- Budget allows Engineering & Project Management Division to manage multiple capital transportation and facility improvement projects
- Facilities Division provides preventive building maintenance program and routine maintenance in most of the county buildings
- Budget includes funds necessary to cover utility costs in most county owned and operated facilities.

Public Works Department

Budget Highlights

Environmental Services, Airport, Transit, and Fleet Funds

- Residential curbside collection of trash and recycle on a weekly basis for ~6,850 residential customers, and Commercial recycle and trash dumpster collection for ~320 customers.
- Support roadway and right-of-way maintenance will also include, street sweeping, striping, vegetation control and snow removal
- Replace 30 vehicles and equipment
- Provide maintenance on 345 vehicles and 215 components
- Provide weekday bus service between 6:00 a.m. and 7:00 p.m. on seven neighborhood routes and Dial-a-Ride until 9:00 p.m.
- Provide service between White Rock and Bandelier National Monument 7 days per week seasonally
- Provide special event service to support community events

Public Works Department

Budget Summary

	FY2018 Actual	FY2019 Actual	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Program:							
Administration	397,744	424,392	451,143	451,143	0%	467,898	4%
Engineering & Project Management	1,390,021	1,405,552	1,599,012	1,678,301	5%	1,738,903	4%
Fleet	3,572,348	4,497,554	4,401,660	4,976,032	13%	4,935,090	-1%
Traffic & Streets	3,651,507	4,917,685	4,990,864	4,752,328	-5%	4,900,167	3%
Transit	4,217,581	3,727,863	5,073,561	5,958,254	17%	5,299,389	-11%
Environmental Services	5,059,668	4,172,172	4,495,493	4,692,475	4%	4,823,382	3%
Airport	620,544	1,255,129	1,606,196	1,375,164	-14%	1,410,928	3%
Facilities Maintenance	2,656,521	2,624,405	2,971,236	2,963,413	0%	3,052,605	3%
Custodial Maintenance	1,125,289	1,066,628	1,249,568	1,333,841	7%	1,375,021	3%
Major Facilities Maint Proj	229,967	4,108,593	2,000,000	2,000,000	0%	2,060,000	3%
Capital Projects	2,578,528	3,735,697	8,400,000	8,972,000	7%	12,063,000	34%
	<u>25,499,718</u>	<u>31,935,670</u>	<u>37,238,733</u>	<u>39,152,951</u>	5%	<u>42,126,383</u>	8%
Expenditures by Fund:							
General	9,451,049	14,547,257	13,261,823	13,179,026	-1%	13,594,594	3%
Fleet	3,572,348	4,497,552	4,401,660	4,976,032	13%	4,935,090	-1%
Transit	4,217,581	3,727,863	5,073,561	5,958,254	17%	5,299,389	-11%
Environmental Services	5,059,668	4,172,172	4,495,493	4,692,475	4%	4,823,382	3%
Airport	620,544	1,255,129	1,606,196	1,375,164	-14%	1,410,928	3%
State Shared Revenues	-	580,000	580,000	580,000	0%	580,000	0%
Capital Projects	2,578,528	3,155,697	7,820,000	8,392,000	7%	11,483,000	37%
	<u>25,499,718</u>	<u>31,935,670</u>	<u>37,238,733</u>	<u>39,152,951</u>	5%	<u>42,126,383</u>	8%
FTE Summary:							
Regular (full & part time)	129.00	132.00	133.00	133.00	0%	133.00	0%
Limited term	4.83	4.55	4.55	4.55	0%	4.55	0%
	<u>133.83</u>	<u>136.55</u>	<u>137.55</u>	<u>137.55</u>	0%	<u>137.55</u>	0%

Public Works Department

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
A	19	Public Works	CIP	\$ 200,000	Transportation Planning	Transportation Planning for regional transportation and parking	One-Time	CIP
A	20	Public Works	Facilities	\$ -	Facilities Construction Crew	Difficulty finding capable contractors to bid small projects. Propose Construction Crew to handle small MFM projects. Includes 4 construction specialists and a procurement buyer. Costs to be moved from MFM program. Does not include material. Estimated total to move from contractual services to labor/bene = \$516,372	Recurring	General Fund
A	21	Public Works	Traffic & Streets	\$ 80,000	Traffic Signal/Street Light Replacement Schedule	Similar to the Pavement Preservation program, this will be a budget that carries over from year to year to maintain and replace traffic signals and street lights.	Recurring	General Fund
A	22	Public Works	Traffic & Streets	\$ 61,974	Salary & Benefits	Succession planning- Double fill Traffic Operations Manager July through to December due to retirement. Includes salary and benefits.	One-Time	General Fund
B	36	Public Works	CIP	\$ 3,000,000	DP Road Infrastructure	Extend DP Road infrastructure further down DP Road on an accelerated schedule.	One-Time	CIP
B	37	Public Works	Engineering	\$ 64,681	Salary & Benefits	Succession planning- Double fill Project Manager and Engineering Associate positions due to retirements. Includes salary and benefits.	One-Time	General Fund
B	38	Public Works	Engineering	\$ 44,000	Survey Equipment	Replace dated survey equipment to be compatible with IM's base station and more efficient	One-Time	General Fund
B	39	Public Works	Environmental Services	\$ 564,000	Replacement Chipper	Currently the replacement fund for the chipper is not enough and the equipment is in need of replacing. This option is contingent on increased revenue. Fleet Services \$389K (Fleet replacement fund) + \$175K (Environmental Services) = \$564K	One-Time	Environ Services & Fleet
B	40	Public Works	MFM	\$ 100,000	Increase in annual MFM Spending	Additional Major Facilities Management annual miscellaneous allocation in anticipation of increased HVAC work and increases in contract and material costs.	Recurring	General Fund

Public Works Department

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	41	Public Works	Traffic & Streets	\$ 60,000	Parking Lot Preservation	The current pavement preservation funds do not include an annual assessment or consideration of needed preventive maintenance on the County's parking lots. With the addition of many new County parking facilities since 2011 (PCS, Justice Center, Municipal Building, WR Visitor Center, WR Library, Ice Rink ...), allocating additional funds to the pavement preservation program specifically for parking lots would ensure improved maintenance and preservation to make them last as long as possible before they need to be replaced).	Recurring	General Fund
B	42	Public Works	Transit	\$ 33,950	New Contract	Contract with portable restroom vendor to provide portable restrooms at the Banelier transit stop during the seasonal service provided to the park by ACT until restroom expansion at WR Visitor Center occurs.	One-Time	Transit
C	51	Public Works	Airport	\$ 750,000	Aircraft Hangar Project	There is a significant unmet need for aircraft hangars (18 currently on waiting list). This hangar will accommodate up to 15 aircraft, improve opportunities for new aviation businesses, and generate approximately \$60,000 per year in new revenue reducing General Fund subsidies. The estimated ROI for this investment is 12 years with an expected facility life of 50 years.	One-Time	Airport
C	52	Public Works	Environmental Services	\$ 300,000	Composting Pilot Program	Conduct a 1-year food composting pilot project using In-vessel composting technology. Desired outcomes: Divert food waste by composting, streamlining collection practices, and developing operational best practices for managing food waste.	One-Time	Environ Services
C	53	Public Works	Facilities	\$ 114,341	New Superintendent	For succession planning purposes and smoothing staff turn over doing next 5 years. Superintendent position for Facilities Division who will be responsible for the daily prioritizing and scheduling of jobs, supervising activities and tasks for work of crews, and ensuring job site safety and in coordination with Facilities Office Specialist, communicate back to owner the status and/or closure of work requests. Includes salary and benefits.	Recurring	General Fund

Public Works Department

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
C	55	Public Works	Facilities	\$ 55,000	New Contract - Universal Power Supply	Contract with vendor of universal power supply units (UPS) to provide preventive maintenance and periodic battery replacement on all UPS at facilities countywide to prevent potential fire and failure.	Recurring	General Fund
C	56	Public Works	Fleet	\$ 35,000	Motor Pool	Replace the aging motor pool box with a new box with 32 key slots. It would provide more reliable service with the possibility of adding more units in time. Includes new features such as walk-up	One-Time	Fleet Maintenance
C	57	Public Works	Fleet	\$ 85,597	FTE Mechanic II	Increased work load, fleet size, and more complex vehicle systems the ability to add a staff member would help with down time and timely turn around of vehicle repairs.	Recurring	Fleet Maintenance
C	58	Public Works	Traffic & Streets	\$ 17,000	Snow Blower for John Deere Tractor	This request is for a snow blower that can be mounted on our existing John Deere tractor. This tractor has 4 wheel drive which makes it ideal for snow and ice removal operations. Currently this tractor is only used for mowing, adding this equipment would allow it to be used for snow removal operations. This is the piece of equipment that was borrowed from the NMDOT during the severe snow storms in 2019.	One-Time	General Fund
D	68	Public Works	Custodial	\$ 124,998	2 FTE's for Floor Crew	Having a crew for floor work will allow us to maintain the 599,000 square feet of flooring on a quarterly basis which is the recommended frequency in order to maximize the life of the flooring. Annual savings will include the \$27,500 we contract out for PCS and Mesa Public Library floor work in addition to overtime we currently incur for annual floor work at the rest of our facilities. This option shows FTE as regular, but could be limited term.	Recurring	General Fund

Department of Public Utilities

Significant Accomplishments - Electric

1. Negotiated and executed Power Purchase Agreement for FIRM Wind and Solar 15MW Around the Clock.
2. Staff presented a proposed framework for a post 2025 ECA for BPU and CC subcommittee consideration and received concurrence to move forward.
3. Performed El Vado Shaft Seal Element replacement and spring design change in-house. Garnered useful data all year on element wear rates versus head levels to share with OEM design engineers on finalizing a viable solution.
4. Completed electric portion of NM 502 Project
5. Completed Airport Road circuit 14 primary.
6. Replaced the Barranca Elementary School primary feed, replaced the Mesa Public Library electric feed, completed DP Road electric line extension, and White Rock substation switchgear replacement.
7. Los Alamos Substassions (LASS) conductor installations - 13T, 15T, and 16T
8. White Rock Substation feeder #3 installation, and El Mirador subdivision feeder installations.

Department of Public Utilities

Budget Highlights - Electric

1. Due to planned retirement of San Juan Generating Station, capital costs are being planned at a lower level.
2. Modifications to the LRS reserve requirement will save DPU about \$100,000 per year.
3. Electric Distribution will focus efforts on electric reliability and asset management to avoid costly power outages.
 - Replacement of overhead distribution components
 - Replacement of underground components with a history of past failures
4. The LASS Project is expected to result in improved system reliability as County's electric infrastructure will no longer remain on a single substation source.
5. Update pole attachment agreements with outside entities at reasonable, and current rates. This will result in an increase of \$40,000 annually to assist with needed pole and line maintenance costs.

Department of Public Utilities

Significant Accomplishments – Gas

1. Gas pipe line model and training are complete, with moderate considerations for system improvements needed primarily for the White Rock Distribution System.
2. Annual O&M tasks completed:
 - PRV station inspections
 - Cathodic Protection surveys
 - Leakage survey (in house).
3. There were no reportable incidents to the Pipeline and Hazardous Materials Safety Administration (PHMSA) for FY 2019
4. NM 502 & El Mirador Project Support achievements:
 - Elimination of Arroyo Lane PRV Station
 - Elimination of aged & corroded high carbon steel pipeline
 - 6,780 LF of new main pipeline & 3,000 LF of delivery pipeline
 - Up to 52 new customers (El Mirador).

Department of Public Utilities

Budget Highlights - Gas

1. Gas leak surveys will be completed by in-house staff rather than by an outside contractor. DPU acquired robust field detectors via grant funding, allowing for savings of about \$10,000 annually.
2. Gas crews will continue to reconfigure the gas pressure regulating valve (PRV) stations to looped zones with at least two independent feeds. This practice is expected to save about \$5,000 per year.
3. The NMMEAA deal guarantees a \$0.295 discount, which is included in the budget for FY2021 and FY2022. Natural gas market prices remain low, and gas purchases are budgeted at \$2.17/MMBTU in FY21 (before the NMMEAA discount). This includes the cost of transportation.
4. In FY21 improvements to two border stations in Los Alamos and one in White Rock will be made. These improvements will provide over pressure protection, metering, and SCADA functions that will allow DPU to monitor and trend the flows and pressure at these critical points in the gas distribution system.

Department of Public Utilities

Significant Accomplishments - Water

1. Otowi Well 2 drilling complete. Pump station design and construction are scheduled for completion in FY20 and FY21 respectively.
2. Refurbished pump bowls and impellers at Guaje Well #3, Replaced Pajarito Well #5 Motor Control Center and Replaced Natural Gas Motor for Pajarito Well #4
3. Funding & Design of Overlook Park Booster Station.
4. SCADA master and repeater radio equipment upgraded. Pajarito site - complete.
5. Over 80.3 million gallons of reuse water back to the golf course, North Mesa ball fields and soccer fields, and Overlook Park for irrigation.
6. Added infrastructure in the El Mirador community improving the White Rock area system with a new looped pipeline. Also added 30 new customers with new service lines throughout the county.
7. NM 502 project replaced aged undersized lines with new pipelines: 3,520 LF 12" & 5 fire hydrants (as old as 1946) and 2,050 LF of 14" Transmission line.
8. 454 meters changed out in FY 2019.

Department of Public Utilities

Budget Highlights - Water

1. In accordance with the long-range 20-year plan, a 4.25% increase in retail potable rates is budgeted in FY21, and a 4.00% increase in FY22. Additional modest rate increases are projected through 2023, and then essentially inflationary increases thereafter.
2. Water Distribution crews will put their efforts toward rebuilding/refurbishing pressure regulating valves (PRV) stations in lieu of outright replacement. Cost savings are expected to be \$37,500 annually.
3. The capital plan for Water Production, includes non-potable Bayo Booster Station Tank that are funded through a partial grant/loan from the Water Trust Board (WTB), \$1.9M for the Otowi Well #2 well house, pump, and equipment, and tank piping upgrades. The Camp May waterline is also included in the FY21 capital plan.

Department of Public Utilities

Significant Accomplishments – Wastewater

1. Began design for new White Rock Wastewater Treatment Plant.
2. Upgraded SCADA system at LA WWTP.
3. Significant progress on sewer lift station R&R program: Rio Bravo 100% replaced; New motor control centers (MCC) ordered for 3 SLS's; DP Road 100% replacement fast tracked; Rebuilt pumps at 4 SLS's; Three Temporary MCC's purchased and installed; Upgraded starter kits installed at 2 SLS's.
4. Multiple canyon drop sewer pipelines cleaned during the warm weather season.
5. 200 LF of 10" sewer main plus 2 new manholes in East Road completed as part of the NM 502 project. Added to future gravity service stubs for Trinity Dr. commercial entities.
6. The Los Alamos Wastewater Treatment Plant treated 307.2 million gallons of sewage and the White Rock plant treated 136.3 million gallons of sewage in FY2019.
7. The Los Alamos Wastewater Treatment Plant composted 192.59 dry metric tons of sludge.

Department of Public Utilities

Budget Highlights - Wastewater

1. In accordance with the long-range 20-year plan, a 3% increase in wastewater rates is budgeted in FY21, and a 2% increase in FY22. Additional modest rate increases in the future are planned to be adjusted by rate of inflation.
2. Maintenance on sewer lift stations are being increased in order to prolong the life of these lift stations and reduce capital replacement costs for these lift stations. Savings are expected to reach \$87,500 annually.
3. The capital improvement plan is focused on the replacement of the White Rock Wastewater Treatment Plant.

Department of Public Utilities

Significant Accomplishments – Finance and Administration

1. Roadrunner designation through Quality NM.
2. Stabilized billing in the new system and customer care staffing.
3. Completed negotiations for MOD21 to the ECA and are making progress on negotiations on a post 2025 ECA.
4. Corrected utility billing history information on customer bills in new ERP system.

Department of Public Utilities

Budget Highlights – Finance and Administration

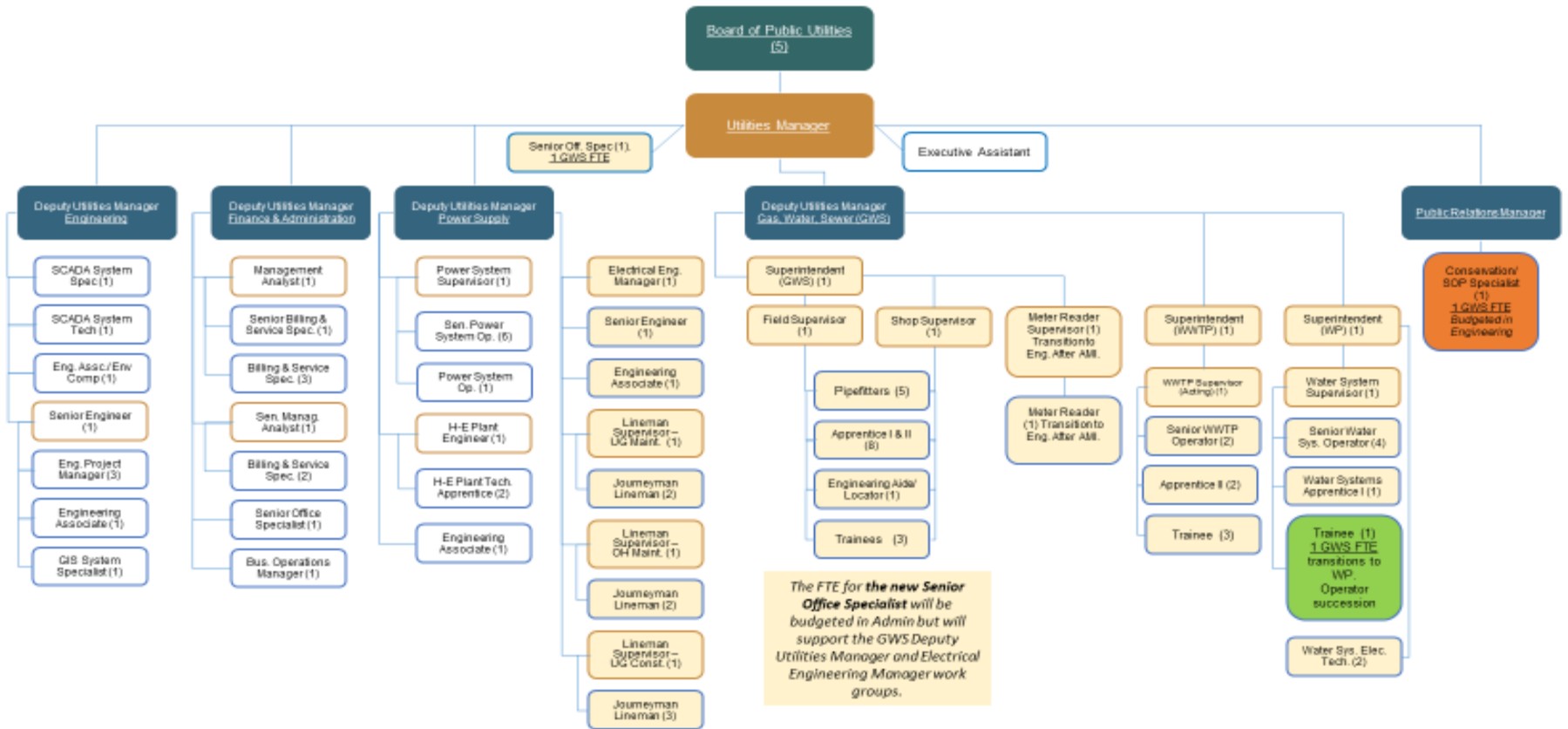
1. Budgeting in FY2021 for the postponed reconfiguration of the customer care interface.
2. A new electric vehicle is proposed in the FY 21 budget to replace the admin vehicle given up in FY2017. To emphasize our commitment to a carbon free utility and also to gain experience to better understand our customer's needs as more EVs come into the community, a Chevy Bolt is planned.
3. Increase in contractual services for a customer portal acquisition and implementation is planned in FY21.
4. An additional limited term engineering associate position is planned for the Engineering division.
5. \$250,000 is included in the Engineering Division FY2021 budget for a systems wide condition assessment of all utilities.

Department of Public Utilities

Budget Summary

	FY2018	FY2019	FY2020	FY2021	%	FY2022	%
	Actual	Actual	Adopted	Proposed	Variance	Projected	Variance
			Budget	Budget	FY2021 vs	Budget	FY2022 vs
					FY2020		FY2021
Expenditures by Program:							
Electric Production	35,092,654	37,183,748	40,482,804	38,228,532	-6%	35,538,109	-7%
Electric Distribution	6,517,400	6,659,170	6,571,378	6,553,470	0%	6,136,264	-6%
Gas	3,876,097	4,654,801	4,043,560	4,542,702	12%	4,867,051	7%
Water Production	5,436,210	6,844,474	5,559,044	13,863,652	149%	5,763,944	-58%
Water Distribution	1,662,356	1,822,994	2,269,313	2,805,269	24%	3,253,240	16%
Wastewater	6,801,910	3,905,191	4,609,805	19,507,627	323%	6,133,698	-69%
	<u>59,386,627</u>	<u>61,070,378</u>	<u>63,535,905</u>	<u>85,501,252</u>	35%	<u>61,692,306</u>	-28%
Expenditures by Type:							
Salaries	5,676,822	7,056,123	7,277,727	7,614,391	5%	7,832,181	3%
Benefits	3,724,388	2,537,636	2,800,796	2,936,685	5%	3,081,047	5%
Professional & Contractual services	33,709,176	41,285,623	39,605,430	37,647,897	-5%	35,755,578	-5%
Materials / supplies	995,088	1,826,394	1,525,000	2,103,866	38%	2,011,866	-4%
Interfund charges	3,107,737	3,420,617	4,046,880	3,810,708	-6%	4,042,593	6%
Capital outlay	4,575,140	131,544	3,295,474	26,382,640	701%	5,075,867	-81%
Advances to other funds					N/A		#DIV/0!
Fiscal charges	7,598,277	4,812,440	4,984,879	5,005,065	0%	3,893,174	-22%
	<u>59,386,628</u>	<u>61,070,378</u>	<u>63,536,186</u>	<u>85,501,252</u>	35%	<u>61,692,306</u>	-28%
FTE Summary:							
Regular (full & part time)	93.00	93.00	94.00	94.00	0%	94.00	0%
Casual, Student, & Temp.	5.30	4.60	4.60	5.65	23%	5.65	0%
	<u>98.30</u>	<u>97.60</u>	<u>98.60</u>	<u>99.65</u>	1%	<u>99.65</u>	0%
FTEs By Division:							
Electric Production	12.00	13.00	12.80	12.83	0%	12.83	0%
Electric Distribution	38.56	37.30	39.50	42.82	8%	42.82	0%
Gas	30.49	27.91	26.79	23.72	-11%	23.72	0%
Water	9.25	9.49	9.49	10.75	13%	10.75	0%
Wastewater	8.00	9.90	10.02	9.53	-5%	9.53	0%
	<u>98.30</u>	<u>97.60</u>	<u>98.60</u>	<u>99.65</u>	1%	<u>99.65</u>	0%

FY2021 DEPARTMENT PROPOSED ORGANIZATIONAL CHART



REG. FTE COUNT	ENG	ADMIN/PR/UM/EA	EP	ED	GWS	MR	WWTP	WP	TOTAL
STAFF	10	11	12	13	21	2	9	10	88
MGT	1	3	.83	.17	.45	0	.30	.25	6
TOTAL	11	14	12.83	13.17	21.45	2	9.30	10.25	94

Department of Public Utilities

Budget Summary

	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed	FY 2022 Proposed	
Electric Production	37,183,748	40,482,804	38,228,532	35,538,109	
Electric Distribution	14,389,287	13,207,141	13,047,009	11,650,722	
Less Interdivision Electric Sales	(7,162,868)	(6,025,028)	(5,876,301)	(4,881,285)	
Total Electric Fund	\$ 44,410,167	\$ 47,664,917	\$ 45,399,240	\$ 42,307,546	
Gas	\$ 4,849,314	\$ 4,322,694	\$ 4,744,661	\$ 5,069,724	
Water Production	6,844,474	5,559,044	13,863,652	5,763,944	
Water Distribution	4,913,813	5,254,339	5,882,019	6,453,990	
Less Interdivision Water Sales	(3,090,819)	(2,985,026)	(3,076,750)	(3,200,750)	
Total Water Fund	\$ 8,667,468	\$ 7,828,357	\$ 16,668,921	\$ 9,017,184	
Wastewater	\$ 3,905,191	\$ 4,609,805	\$ 19,507,627	\$ 6,133,698	
Total Expenditure Budget	\$ 61,832,140	\$ 64,425,773	\$ 86,320,449	62,528,152	33.98%
OTHER FINANCING					
WP			\$ 6,831,060	\$ 900,000	
WT			\$ 14,800,856		
Total Expenditure Budget less Other Financing	\$ 61,832,140	\$ 64,425,773	\$ 64,688,532	61,628,152	0.41%

Above is a summary from the FY 2021-22 proposed budget presented to BPU in March 2020. This shows other funding sources as compared to our normal operating budget. If budget for the WR WWTP and the WP projects funded by WTB and other outside sources are taken out of the budget, DPU only shows an increase of .41% over FY 2020 adopted budget.

**Note the budget totals include the Profit Transfer to the general fund where the budget book does not.

Department of Public Utilities

Budget Options

Los Alamos County Department of Public Utilities
Fiscal Years 2021-2030
10-Year Profit Transfer Budget Option Cash Analysis

	BUDGET 2020	FORECAST 2021	FORECAST 2022	FORECAST 2023	FORECAST 2024	FORECAST 2025	FORECAST 2026	FORECAST 2027	FORECAST 2028	FORECAST 2029	FORECAST 2030	FORECAST 2031
Utilities Profit Transfer Reserves												
Electric Distribution	based on FY19 act											
Gas	575,620	587,786	610,735	617,238	633,173	659,030	675,383	687,019	693,889	700,828	707,836	714,914
Total Profit Transfer	254,014	279,133	279,133	201,959	202,673	207,317	209,818	210,533	211,605	212,676	214,820	215,534
	829,634	866,919	889,868	819,197	835,846	866,348	885,202	897,551	905,493	913,504	922,656	930,449
Total Budget Options	-	450,000	2,000,000	450,000	1,365,000	674,000	694,000	720,000	735,000	725,000	1,225,000	795,000
Annual Net Cash Flow	829,634	416,919	(1,110,132)	369,197	(529,154)	192,348	191,202	177,551	170,493	188,504	(302,344)	135,449
Cumulative Cash Flow	829,634	1,246,553	136,421	505,618	(23,536)	168,812	360,013	537,565	708,058	896,562	594,218	729,667
Utility Budget Option Expenditures												
Electric Production Projects												
Electric Distribution Projects												
Gas Projects												
Water Distribution Projects				450,000	465,000	500,000	515,000	535,000	550,000	615,000	1,110,000	675,000
Water Production Projects		450,000	2,000,000									
Wastewater Projects					900,000	174,000	179,000	185,000	185,000	110,000	115,000	120,000

Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
DPU	Water Production	\$450,000	Pajarito Water Trans Line	Reroute Pajarito water transmission line on LANL property along roadway	One Time	Transfer from Electric Dist & Gas to Water Production

Non-Departmental Budget Summary

Other Funds Budget

	FY2018 Actual	FY2019 Adopted Budget	FY2020 Adopted Budget	FY2021 Proposed Budget	% Variance FY2021 vs FY2020	FY2022 Projected Budget	% Variance FY2022 vs FY2021
Expenditures by Program:							
Other non-specific program	6,506,880	6,317,426	4,550,759	4,552,159	0%	4,556,409	0%
	<u>6,506,880</u>	<u>6,317,426</u>	<u>4,550,759</u>	4,552,159	0%	4,556,409	0%
Expenditures by Program:							
Emergency Declarations Fund	238,283	48,829	0	0	0%	0	0%
Debt Service	6,268,597	6,268,597	4,550,759	4,552,159	0%	4,556,409	0%
	<u>6,506,880</u>	<u>6,317,426</u>	<u>4,550,759</u>	4,552,159	0%	4,556,409	0%

Capital Improvement Projects (CIP) Fund Statement

See pages 64 – 65 in the Budget Book

Capital Improvements

GOVERNMENTAL FUNDS	CIP Fund Fund Stmt pg 68	General Fund Fund Stmt pg 54	State Shared Revenue Fund Fund Stmt pg 58
<u>Ongoing Infrastructure Capital & Maintenance</u>			
Road Reconstruction Projects (see page 247)	\$ 6,692,000		\$ 580,000
Major Facilities Maintenance (see page 248)		2,000,000	
Parks Small Capital (see page 249)	60,000		
Information Technology Capital (see page 250)	304,000		
Los Alamos Public Schools Projects	1,000,000		
<u>Economic Development Projects</u>			
Deacon Street	200,000		
North Mesa Infrastructure (see page 247)	\$ 1,500,000		-
TOTAL	\$ 9,756,000	\$ 2,000,000	\$ 580,000

Capital Improvements

ENTERPRISE FUNDS	Airport Fund	Joint Utilities System Fund
	Fund Stmt pg 81	Fund Stmt pg 72
<u>Airport</u>		
Fuel Farm	\$ 810,000	
Runway Rehab Design	\$ 50,000	
Air Service Study	60,000	
Annual Pavement Repairs	72,222	
Hangar Acquisition	60,000	
TOTAL	\$ 1,052,222	
<u>Department of Public Utilities</u> (see page 325)		
Electric Production		800,000
Electric Distribution		750,000
Gas Distribution		350,000
Water Distribution		150,000
Water Production		9,656,926
Wastewater		14,850,856
TOTAL		\$ 26,557,782