

FY 2024 Budget Hearings

Overview and Department Presentations

Budget Hearings

- Schedule
- Parking Lot
- Correction Pages
- Suggested Motions
- Summary of Changes

Overview

- Strategic Goals
- Budget targets
- New GRT
- CIP
- Summary of Major Changes

Overview

- Strategic Goals



Overview

- Budget targets
 - 5% Labor (includes 3% cost of labor and 2% merit pool)
 - Non-labor – flat, except for contractual and IDC requirements

Overview

- New GRT
 - Primary drivers
 - Increased labor costs
 - Increased capital costs
 - Projected major decline in GRT revenue in future years
 - Pros
 - Enables accelerated CIP, while minimizing new debt to support CIP
 - Improves County's fiscal position going into new bond issuance – better rating and lower rates
 - Provides additional financial flexibility as potentially large changes occur
 - GRT decline
 - Inflation
 - Costs not yet estimated

Overview

- New GRT
 - Cons
 - Increases tax burden on individuals
 - Increases costs to LANL
 - GRT Comparisons – Los Alamos current rate 7.1875%; proposed 7.5625%
 - Neighbors – current average – 8.14%
 - State-wide – current County seats average – 7.95%. Los Alamos is 30th lowest of 33 County seats. With proposed change, rate would be 25th lowest of 33.
 - Last GRT change was July 2007; CPI has increased ~45% since then and proposed GRT change is ~15%.

Overview

- CIP
 - Major changes
 - Inflation
 - Greater focus on existing assets
 - Proposing no new tennis courts and investing in existing Courts
 - Incorporating CSD IMP and ADA feedback – ball fields and other Recreation assets
 - Ice Rink
 - Broadband

Overview

- Summary of major Changes
 - Major changes
 - Inflation
 - Greater focus on existing assets
 - Proposing no new tennis courts and investing in existing Courts
 - Incorporating CSD IMP and ADA feedback – ball fields and other Recreation assets
 - Ice Rink

Department Presentations

Budget Options

Department Presentations

- COUNTY COUNCIL
- COUNTY ASSESSOR
- COUNTY CLERK
- COUNTY SHERIFF
- MUNICIPAL COURT
- PROBATE COURT
- COUNTY MANAGER
- COUNTY ATTORNEY
- ADMINISTRATIVE SERVICES
- COMMUNITY DEVELOPMENT
- COMMUNITY SERVICES
- FIRE
- POLICE
- PUBLIC WORKS
- UTILITIES
- NON-DEPARTMENTAL



County Council

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Type:					
Salaries	80,208	79,902	79,902	79,902	0%
Benefits	14,096	13,386	13,675	12,441	-9%
Professional / contractual services	308,082	323,130	305,992	305,221	0%
Materials / supplies	14,952	18,000	23,000	23,000	0%
Interfund charges	2,326	2,570	1,880	625	-67%
Capital Outlay	0	0	0	0	N/A
	<u>419,664</u>	<u>436,988</u>	<u>424,449</u>	<u>421,189</u>	-1%
FTE Summary:					
Regular (full & part time)	7.00	7.00	7.00	<u>7.00</u>	0%

County Assessor

Significant Accomplishments

- Met IAAO standards for sales ratio studies.
- Physically inspected 1,522 parcels as part of our 5-year inspection plan, which accounted for \$48,110 of omitted value
- Appraised 552 building permit improvements totaling \$7,648,840 of value
- Recorded 1,100 ownership changes resulting from property transfers, including mobile homes, stables, and hanger transfers
- The Los Alamos County Assessor's Office is evaluated annually by the New Mexico State Property Tax Division. The evaluation aims to assess the function of the Assessor's Office and identify deficiencies. The Los Alamos County Assessor's office has been recognized for its excellence in its overall operation and carrying out of the statutory requirements of the NM property tax code.

County Assessor

Significant Accomplishments

- Los Alamos County Assessor's Staff is actively involved in the statewide effort to provide educational opportunities and solutions for assessment uniformity through their involvement in the NM Tyler User Group and the NM Chapter of the International Association of Assessing Officers. Staff are also actively involved in the County Planning and Zoning's Interdepartmental Review Committee and other county-sponsored public relations activities.
- The Los Alamos County Assessor's Office now offers Electronic Notices of Value (E-Notices). Offering this optional service provides an eco-friendly, convenient, and easy-to-use way to receive notices of valuation and have easy access to those notices at any time, day or night. As an added benefit, E-Notices maintains a repository of all notices, which allows for future access by all property owners. Notices of Valuation, which are mailed out **by April 1st** of each year, are continually updated to provide transparency and a more comprehensive breakdown of all valuations and, exemptions and classifications.

County Assessor

Significant Accomplishments

- They also provide instructions for property owners to apply for tax-saving benefits or to protest valuations, classifications, or denials of exemption.
- The Los Alamos County Assessor's Office participated in several community events, including the Fair and Rodeo, Farmer's Market, and Los Alamos County's Customer Appreciation Day. Through these efforts, the Assessor's Office provided a considerable amount of helpful information and applied over 58 property owners for valuation exemptions.

County Assessor

Budget Highlights

- The FY24 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].
- Increases to the General Fund are attributed to Salaries, Employee Benefits, and Interfund Services (Vehicle maintenance and General Insurance).
- The Property Valuation Fund also experienced an increase, for the same reasons as the General Fund.

County Assessor

Budget Summary

General Fund Budget

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Type:					
Salaries	284,456	303,520	308,753	352,067	14%
Benefits	133,888	134,113	150,144	177,697	18%
Professional / contractual services	10,172	11,475	12,037	12,036	0%
Materials / supplies	993	1,193	1,061	1,061	0%
Interfund charges	6,530	7,191	7,650	8,783	15%
	<u>436,040</u>	<u>457,493</u>	<u>479,644</u>	<u>551,644</u>	15%

Property Tax Valuation Fund Budget

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Type:					
Salaries	93,745	109,381	111,193	151,873	37%
Benefits	34,508	38,941	38,945	61,226	57%
Professional / contractual services	12,548	22,685	53,976	64,976	20%
Materials / supplies	21,293	22,255	31,654	31,654	0%
Interfund charges	6,530	7,191	7,651	8,783	15%
Capital Outlay	0	5,276	0	0	N/A
	<u>168,624</u>	<u>205,729</u>	<u>243,419</u>	<u>318,512</u>	31%
FTE Summary:					
Regular (full & part time)	7.00	7.00	7.00	<u>7.00</u>	0%

County Assessor

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
A	17	ASSESSOR	Assessor	\$ 94,863	1 FTE (SOS)	<p>As we've experienced staff changes, we've focused on the operations within the Assessor's Office. While we continue to lead the state and country in assessment practices, we still look at ways to serve the taxpayers more efficiently. Working with HR as they prepare for a market study, we realized our Senior/Assessment Specialist positions have administrative duties that take away from the critical assessment duties. As we continue utilizing the newest technology practices, we want to ensure our assessment staff focuses on assessments. In doing so, it would meet the IAAO appraisal staff to parcels recommendation. The IAAO recommends one FTE (appraisal staff) for every 1,500 parcels for a small jurisdiction like ours (under 10,000 parcels). Using the IAAO recommendation, our office (9,500 parcels/1,500 parcels per FTE) should have 6.33 FTE (excluding the elected Assessor). Historically, we've had between 9,000 to 9,500 parcels since 2015. We request an FTE (full-time employee) Office Specialist to handle all the non-assessment administrative duties on a day-to-day basis. We can use our PVF (Property Valuation Fund) to make this work.</p>	Recurring	General

County Clerk

Significant Accomplishments

- As a result of on the ongoing Covid-19 pandemic, outreach efforts were conducted through increased print and online advertising, as well as Facebook, Twitter, and Instagram. The office virtually promoted National Voter Registration Month, with 62 registrations updated on National Voter Registration Day. In addition, the office promoted National Vote Early Day, with 123 votes cast on October 23, 2021 . The office participated in Los Alamos County Customer Service Day and conducted a voter registration drive at the Los Alamos High School. Clerk Maestas gave a presentation on Notary Public changes taking effect in 2022 and had the honor of providing oath services for fire cadets during the Los Alamos Fire Department Graduation Ceremony for Fire Cadet Academy #29.
- In FY2022, the Clerk's Office officially launched the implementation of a new Records Management System (RMS), following Council's approval of the RMS agreement in December 2021. Throughout FY2022 and FY 2023, the office continued progress, attending several project meetings, and went live in September 2022.

County Clerk

Significant Accomplishments

- In preparation for the November 2021 Regular Local Election and the June 2022 Primary Election, the office worked closely with the NM Secretary of State and other stakeholders, attending numerous meetings and training sessions. The Governors Commission on Disability performed site inspections at each Vote Center to verify ADA compliance. Secure drive-thru ballot drop boxes were installed at both libraries. The County Council acted on an election related resolution adjusting precinct boundaries resulting from statewide redistricting efforts, with new 2022/2023 precinct maps created to enhance and aid in public outreach efforts. With the Cerro Pelado Wildfire active, the office informed voters to make their “Ready, Set, Go” Voting Plans for the 2022 Primary Election, detailing how voting would continue in the event of evacuation orders.
- Los Alamos had a 34% voter turnout for the November 2021 Regular Local Election, the third highest in the state, with 5,051 voters casting a ballot. The final count of ballots cast in the June 2022 Primary Election totaled 3,301, representing a turnout of 30% among the 11,035 eligible Los Alamos County registered voters.

County Clerk

Budget Highlights

- In FY2023, the County Clerk's Office will continue the many statutorily required services offered to both external and internal customers, such as: document recording and filing, data management and record retrieval, County Council support, issuing of marriage licenses, support service to the Probate Court, voter registration services, and preparation/administration of the November 2023 Regular Local Election and the June 2024 Primary Election.
- **Salaries** show a slight increase, attributed to temp/causal wages for election poll workers associated with two (2) elections scheduled in FY2023, some of which is reimbursed to the County pursuant to the NM Election Code. There is an increase in Salary and **Benefits**, attributed to staff and compensation changes in FY2023.
- Professional / Contractual Services show a slight increase attributed to a new procurement related to the transportation of election voting machines to vote centers. These funds also cover election, software/hardware maintenance, technical assistance, records retention services, and marketing / outreach / printing services.

County Clerk

Budget Highlights

- Materials / Supplies remained flat. Interfund Charges show an increase in the rates provided by the Finance Department. Continued implementation of the remaining RMS agreement in FY2024 has resulted in a decrease in Capital Outlay.
- Fiscal Charges show an increase, with anticipation of increased sales with the Self-Service Web Portal and the Clerk's Office Kiosk implemented as part of the RMS project.
- During FY2023, the Clerk's Office will continue ongoing efforts to add microfiche data to the electronic records database, making it easier for customers to access and review records. The FY2024 budget continues to include outreach programs, educating the public in all of the major focus areas of the office, in addition to voter registration and election information. As part of continued succession planning, the County Clerk also plans to invest in staff development and strategic planning within the Clerk's Office.

County Clerk

Budget Highlights

- As part of the RMS implementation project, in FY2024 the Clerk's Office will add a vast amount of microfiche and digital data to the new electronic records database, making it easier for customers to access and review records. The FY2024 budget continues to include outreach programs, educating the public in all the major focus areas of the office, in addition to voter registration and election information. As part of continued succession planning, the County Clerk also plans to invest in staff development and strategic planning within the Clerk's Office.

County Clerk

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Fund:					
General Fund	672,865	782,337	794,057	958,394	21%
Recording Equip. Fund	12,137	26,700	26,700	26,700	0%
	<u>685,001</u>	<u>809,037</u>	<u>820,757</u>	<u>985,094</u>	20%
Expenditures by Type:					
Salaries *	452,920	508,045	488,502	622,636	27%
Benefits	139,224	174,498	175,349	201,281	15%
Professional / contractual services	53,840	67,700	87,760	90,960	4%
Materials / supplies	28,803	30,240	33,440	33,440	0%
Interfund charges	9,285	13,754	12,320	14,777	20%
Capital outlay	0	14,000	22,386	20,000	-11%
Fiscal charges	929	800	1,000	2,000	100%
	<u>685,001</u>	<u>809,037</u>	<u>820,757</u>	<u>985,094</u>	20%
FTE Summary:					
Regular (full & part time)	5.00	6.00	6.00	6.00	0%
Casual, Student,& Temp. **	2.27	1.78	2.61	4.79	47%
	<u>7.27</u>	<u>7.78</u>	<u>8.61</u>	<u>10.79</u>	11%

* Salaries figure includes wages for Election Poll workers and other Casual workers

**Casual, Student, & Temp. FTE figure includes Election Poll workers Attachment E

County Clerk

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	1	Clerk	Clerk	\$ 106,741	Deputy Clerk FTE	<p>Additional FTE will allow the office to fulfill the needs of the office and the public, resulting in more effective and efficient operations. This additional FTE will allow the office to better handle the increase workload and complexities relating to elections, IPRA's and other statutorily required duties of the office. (\$67,092 Salary / \$39649 Benefits)</p> <p>Council Goal: Employee Recruitment and Retention</p>	Recurring	General

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County Sheriff

Significant Accomplishments

- 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
- Currently, Los Alamos County has 9 registered sex offenders living within county limits and one working in the County
- All 9 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

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Type:					
Salaries	6,915	6,915	6,889	7,922	15%
Benefits	716	718	712	15,599	2091%
Professional / contractual services		952	4,620	4,620	0%
Materials / supplies	627	103	3,800	3,800	0%
Interfund charges	103	115	115	55	-52%
	<u>8,361</u>	<u>8,804</u>	<u>16,136</u>	<u>31,996</u>	98%
FTE Summary:					
Regular (full & part time)	1.00	1.00	1.00	1.00	0%
Temp	0.00	0.00	0.00	0.00	0%
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	0%

Municipal Court

Significant Accomplishments

COURT CLERKS

- The Courtroom maintains hybrid access to court, both online and in-person options. This allows greater access to justice. Also, forms were adapted to online with DocuSign. More compliance is met when defendants can be reached via email or phone.
- The New Mexico Supreme Court maintained the emergency response team that required courts to adapt to continued COVID protocols. The Los Alamos Municipal Court maintained standards with ever changing requirements from the State. The plans consisted of safety procedures, signage, temperature checks, questions before entry, air filters and contact tracing.

PROBATION/PRE-TRIAL SERVICES

- Probation served 61 clients.
- Pre-trial release served 74 clients.
- 33 Clients received electronic monitoring.

Municipal Court

Significant Accomplishments

TEEN COURT

- Served 124 youth in the community.
- Teen Court is a diversionary sentencing option that provides a dismissal upon successful completion.
- 35 misdemeanor cases were referred to Restorative Justice with JJAB

COMMUNITY SERVICE

- 3,004 hours of community service completed.
- 247 Defensive Driving courses were completed.
- 19 Weddings were officiated at Ashley Pond.

Municipal Court

Budget Highlights

- The increase over the prior year's budget is based on the increases in salary and benefits.
- Additionally, by using a vacant court clerk position to create a new program coordinator position, the DWI grant and Teen Court will be handled by one new position that is pending. This will allow a previous FTE to be utilized in a more efficient matter.
- 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.

Municipal Court

Budget Highlights

- Continue support of the community with Teen Court, Probation and Pre-trial Release programming that serves Municipal, Magistrate and District Courts.
- Reduces jail expenses by offering Electronic Monitoring, Alcohol Monitoring and Drug Testing. New technology in drug testing was adapted to include fentanyl testing.
- By updating contracts for youth supports, Municipal Court has been able to expand harm reduction options by funding SMART recovery for juveniles and increased Grow Your Mind, a life skills program for 12–18-year-old students.

Municipal Court

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Fund:					
General Fund	533,238	577,305	593,766	710,164	20%
Bench Warrant Sub-Fund	28,400	28,400	32,486	33,588	3%
**State Grants - DWI Fund	0	0	0	132,175	0%
	<u>561,638</u>	<u>605,705</u>	<u>626,252</u>	<u>875,927</u>	40%
Expenditures by Type:					
Salaries	343,339	369,896	367,802	469,413	28%
Benefits	141,438	136,371	138,422	201,058	45%
Professional / contractual services	47,534	74,682	91,217	165,913	82%
Materials / supplies	17,827	11,654	19,073	29,773	56%
Interfund charges	9,831	11,489	8,238	8,269	0%
Debt / Fiscal Charges	1,668	1,613	1,500	1,500	0%
	<u>561,638</u>	<u>605,705</u>	<u>626,252</u>	<u>875,927</u>	40%
FTE Summary:					
Regular (full & part time)	5.30	5.30	5.80	6.00	3%
Limited Term	0.00	0.00	0.00	0.00	0%
	<u>5.30</u>	<u>5.30</u>	<u>5.80</u>	<u>6.00</u>	3%

Probate Court

Significant Accomplishments & Budget Highlights

- Throughout FY2023, 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.
- In FY2023, continued adjustments were made to the Probate Court webpage layout for better viewing, with an overall revamp of content, and incorporation of new capabilities.
- In FY2023, 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

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Type:					
Salaries	4,824	4,171	4,031	4,637	15%
Benefits	133	868	852	1,232	45%
Professional / contractual services	0	220	900	220	-76%
Materials / supplies	47	294	294	294	0%
Interfund charges	0	53	36	53	47%
	<u>5,004</u>	<u>5,606</u>	<u>6,113</u>	<u>6,436</u>	5%
FTE Summary:					
Regular (full & part time)	1.00	1.00	1.00	<u>1.00</u>	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.*

County Manager's Office

Significant Accomplishments

- The MOU between LAC, the City of Espanola, and Rio Arriba County for a strategic partnership was approved by all parties' governing bodies.
- Agreement with broadband consultant to identify broadband needs and update community broadband plan.
- For the third year in a row, Los Alamos County is ranked #1 as the healthiest community in the nation by U.S. News & World Report.
- Request for Proposals (RFP) was released for execution of community greenhouse gas emissions study and climate action plan.
- County staff responded to the Cerro Pelado fire with wide ranging activities including firefighting, community briefings, relocating residents of Sombrillo and Aspen Ridge, and providing alternate shelters for large animals.

County Manager's Office

Significant Accomplishments

- Recruitment and hiring of Deputy County Managers, Broadband Manager, Intergovernmental Affairs Manager, and Public Information Officer.
- Through education and communication, decreased the number of Workers' Compensation claims.
- Maintained and grew the three weekly newsletters: The County Line, Cone Zone and the COVID-19 Community Newsletter
- Updated Council and approved the new Communications Plan
- Continued website replacement project: awarded contract to redesign and host a new public website

County Manager's Office

Significant Accomplishments

COVID Related

- Started the COVID newsletter to inform community.
- Established an agreement with retired epidemiologist Will Athas, Ph.D., to assist the County in interpreting COVID-19 data.
- Began participating in the Centers for Disease Control (CDC) National Wastewater Surveillance Program to monitor the COVID-19 virus trends in municipal sewage systems.
- Held COVID Community Briefings.
- Reacted to Omicron surge with maximized teleworking, virtual meetings, and no shutdown of services.
- Provided free rapid COVID tests to both individuals and local businesses.

County Manager's Office

Budget Highlights

- Continue funding, through the Progress through Partnership (PTP) program, for regional programs including North Central Regional Transit District (NCRTD), and the Regional Economic Development Initiative (REDI).
- Continue development of new program areas: Intergovernmental Affairs, Broadband, and Sustainability.
- Supports staff time, advertising, promotion and outreach activities for events and meeting that are related to the community goals and general promotion of County services including County Line e-newsletter, Cone Zone and visitor materials.
- The Human Resource Program will be able to accomplish the basic deliverables for recruitments, employee benefits, employee development and mandated trainings, employee recognition, workers compensation, risk compliance and safety trainings based on the proposed budget.

County Manager's Office

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Program:					
County Manager	1,245,258	1,584,094	1,543,139	1,861,485	21%
Progress Through Partnering	542,350	357,205	1,500,000	1,500,000	0%
Comm & Public Relations	426,021	383,059	611,759	740,183	21%
Human Resources	1,352,183	1,364,236	1,819,112	2,082,912	15%
Risk Management	10,347,011	9,950,445	11,706,934	12,246,301	5%
CIP-CMO - Projects	0	0	0	35,000,000	0%
	<u>13,912,823</u>	<u>13,639,039</u>	<u>17,180,944</u>	<u>53,430,881</u>	211%
Expenditures by Fund:					
General	3,565,812	3,688,594	5,474,010	6,184,580	13%
Risk Management	10,347,011	9,950,445	11,706,934	12,246,301	5%
Capital Improvement Projects	-	-	-	35,000,000	0%
	<u>13,912,823</u>	<u>13,639,039</u>	<u>17,180,944</u>	<u>53,430,881</u>	211%
FTEs By Program:					
County Manager	5.00	6.00	7.00	7.00	0%
Comm & Public Relations	3.00	3.00	4.00	4.00	0%
Human Resources	11.00	11.00	11.00	13.46	22%
Risk Management	3.00	3.00	3.00	3.00	0%
	<u>22.00</u>	<u>23.00</u>	<u>25.00</u>	<u>27.46</u>	10%

County Manager's Office

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/One-Time	Fund
A	2	CMO	Admin	\$ 250,000		Regional Workforce Development Initiative utilizing the Communities of Excellence framework	One Time	General
B	4	CMO	Human Resources	\$106,741	1 FTE (HR Analyst 1)	+1 FTE for Recruitment - Based on the turnover in the Recruitment position, and the Council's Strategic Plan Goal for Recruitment & Retention, an additional FTE for Recruitment which would also allow HR staff to improve the level of service and do additional recruitment outreach.	Recurring	General
B	5	CMO	Sustainability	\$ 50,000		Contractual Services for Grant Writing	Recurring	General
B	6	CMO	Sustainability	\$ 100,000		Funding set aside for potential Grant Match requirements	Recurring	General

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

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Type:					
Salaries	526,453	613,874	664,738	809,181	22%
Benefits	182,886	208,761	236,200	333,034	41%
Professional / contractual services	184,038	990,580	223,659	223,659	0%
Materials / supplies	10,126	12,940	16,236	16,236	0%
Interfund charges	6,589	7,616	5,688	7,567	33%
	<u>910,092</u>	<u>1,833,771</u>	<u>1,146,521</u>	<u>1,389,677</u>	21%
FTE Summary:					
Regular (full & part time)	5.00	6.00	6.00	6.00	0%

Administrative Services Department

Significant Accomplishments

- Successfully implemented Government Accounting Standards Board (GASB) Statement 87, "Leases", which requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract.
- Received the Certificate of Achievement for Excellence in Financial Reporting for the FY2021 Annual Comprehensive Financial Report (ACFR) from the Government Finance Officers Association of the United States and Canada. The award for the FY2021 ACFR marks the 30th consecutive year the County has received this award.
- Received the Award for Outstanding Achievement in Popular Annual Reporting for the FY2021 Popular Annual Financial Report (PAFR) from the Government Finance Officers Association of the United States and Canada. The award for the FY2021 PAFR marks the 6th year the County has received this award.

Administrative Services Department

Significant Accomplishments

- Received the Award for Distinguished Budget Presentation for the FY2021 Budget Book from the Government Finance Officers Association of the United States and Canada. The award for the FY2021 Budget marks the 29th year the County has received this award. With all three awards, the GFOA announced the County was awarded its Triple Crown Honor.
- In FY2022, the County received a clean single audit on its major federal programs. The Grants selected for audit in FY2022 were the DOE/NNSA Cooperative Agreement, USDOT Transit 5311 grants, and EPA Safe Drinking Water State Revolving Fund. The County has received no single audit findings for at least 10 consecutive years and continues to be designated as a “low risk” auditee.

Administrative Services Department

Significant Accomplishments

- Provided direct user support to incorporate DocuSign into internal and external processes
- Developed a process for migrating files from departmental shared (mapped) drives to SharePoint storage made available through the County's Microsoft M365 subscription
- Performed numerous application upgrades and end user device updates to keep on supported software versions and server platforms
- Upgraded and integrated County's ERP system (Munis) with DUO Two-Factor Authentication applying enhanced cybersecurity to LAC core systems
- Implemented fiber infrastructure documentation software used to document County Communication's Infrastructure Assets
- Relocation of Social Service Office and included Wi-Fi/cable plant and fiber installation
- Cybersecurity initiative: Rolled out Cisco DUO Two-factor Authentication (2FA) for VPN and Office365 Countywide

Administrative Services Department

Significant Accomplishments

- Received 3,421 IPRA Requests and released for inspection 884,738 records under the Inspection of Public Records Act
- Received 264 Internal Requests, accepted and inventoried 125 new boxes, drawings, digital formats, which added approximately 250,000 additional pages of data to the physical inventory; RIM dispositioned 180 boxes of redundant, obsolete, trivial (ROT) materials from County Departments
- Assisted in the Migration Project from the N: Drive over to SharePoint, starting with LAFD: This shared drive included 139,108 Files (304 GB), dispositioned 27,673 ROT files (39.7 GB), IT moved 111,435 files (264.3 GB) over to SharePoint
- Implemented Digital WarRoom, an eDiscovery software launched in June 2021, that has provided the ability for RIM to search large volumes of records saving a significant amount of time in processing IPRA requests

Administrative Services Department

Budget Highlights

- Finance division 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.
- Information Management division will continue to fulfill its role of supporting all County Information Technology (IT) and records management needs. 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 Highlights

- Addition of 1 FTE for the Administrative Services Department Director – has been an unfilled position for over a decade, and with the growth in the County's budget and staffing over the last three years, including grant oversight, CIP projects, IPRA requests and volume of procurements are requiring more administrative oversight and leadership
- Addition of a centralized fund of \$1M for special pay items that may be required by contract and to maintain a budget for succession planning with retirements and recruitment initiatives; this replaces the need to have individual budget requests in each department/division as these may occur

Administrative Services Department

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Program:					
ASD - Administration	0	0	0	1,242,997	0%
Finance	2,954,772	3,336,578	3,652,054	4,244,794	16%
Information Management	4,990,035	6,641,768	6,602,870	7,694,275	17%
CIP-IT Projects	352,776	713,000	734,000	756,422	3%
	<u>8,297,583</u>	<u>11,891,346</u>	<u>10,988,924</u>	<u>13,938,488</u>	27%
Expenditures by Fund:					
General	7,944,807	9,978,346	10,254,924	13,182,066	29%
Capital Improvement Projects	352,776	1,913,000	734,000	756,422	3%
	<u>8,297,583</u>	<u>11,891,346</u>	<u>10,988,924</u>	<u>13,938,488</u>	27%
FTE Summary:					
Regular (full & part time)	48.00	50.00	53.00	54.00	2%
Casual, Student & Temp.	0.34	0.34	0.34	0.23	-32%
	<u>48.34</u>	<u>50.34</u>	<u>53.34</u>	<u>54.23</u>	2%

Community Development Department

Significant Accomplishments

- Comprehensive update of County's Development Code (Chapter 16)
- Complete update of Nuisance Code (Chapter 18)
- Initiated rollout of ARPA relief funding to small businesses
- Established County's first Metropolitan Redevelopment Area (MRA) for the White Rock Town Center
- Updated County Code expanding opportunities for supporting food trucks
- Participated in the planning and convening of a regional transit summit

Community Development Department

Significant Accomplishments

- Filled Economic Development Program Manager – expanding comprehensive business outreach and support efforts
- Re-engaged with LANL partners Texas A&M and University of California on a variety of quality of life and economic development initiatives
- Provided technical support, planning and building inspection services to on-going and planned housing projects representing 327 completed or under construction and 290 planned

Community Development Department

Budget Highlights

The FY2023 budget provides funding to enable the Community Development Department to effectively respond to customer demand for day to day services while working on long term strategic needs of the County, including:

- Continuing to resourcefully identify and pursue opportunities to address the acute housing crises in Los Alamos County
- Complete the distribution of ARPA funding resources to businesses impacted by the Covid pandemic
- Managing a visioning process for the redevelopment of the 20th Street parcels
- Updating the County's Affordable Housing Plan to include strategies for the County to address housing needs of the "missing middle"

Community Development Department

Budget Highlights

- Developing County-owned parcels via competitive solicitations to address housing and economic development priorities as put forth in the adopted downtown master plans
- Working collaboratively with our regional, federal and state partners in addressing regional housing, workforce and childcare needs
- Participating in local and regional efforts to improve public transit serving local business, residents and the LANL workforce

Community Development Department

Budget Summary

					%
	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	Variance FY2024 vs FY2023
Expenditures by Program:					
Administration	711,542	569,746	950,647	841,839	-11%
Housing	135,824	216,859	0	0	N/A
Building	537,194	592,603	355,556	416,461	17%
Planning	556,205	573,169	674,324	788,978	17%
Lodger's Tax	345,738	413,707	493,953	494,849	0%
Economic Development	1,793,319	3,177,630	7,420,276	7,938,086	7%
Economic Development Capital Projects	1,003,632	908,471	6,500,000	10,000,000	54%
	5,083,454	6,452,185	16,394,756	20,480,213	25%
Expenditures by Type:					
Salaries	1,214,747	1,398,239	1,641,890	1,827,470	11%
Benefits	442,197	494,992	653,247	752,380	15%
Professional / contractual services	2,348,603	3,371,924	7,504,380	3,251,301	-57%
Materials / supplies	36,852	47,951	38,285	49,035	28%
Interfund charges-Other	37,423	53,374	43,954	53,277	21%
Fiscal charges	0	0	13,000	13,000	0%
Capital Outlay	1,003,632	1,085,705	6,500,000	14,533,750	124%
	5,083,454	6,452,185	16,394,756	20,480,213	25%
Expenditures by Fund:					
General	2,309,139	3,139,454	4,967,053	5,451,614	10%
Lodgers Tax	345,738	413,707	493,953	494,849	0%
Economic Development Fund	1,424,945	1,990,553	4,433,750	4,533,750	2%
Capital Improvement Projects	1,003,632	908,471	6,500,000	10,000,000	54%
	5,083,454	6,452,185	16,394,756	20,480,213	25%
FTE Summary:					
Regular (full & part time)	18.00	18.00	18.00	0.00	N/A

Community Services Department

Significant Accomplishments

- On September 6, 2022, the Americans with Disabilities (ADA) Audit was finalized, and a Transition Plan was approved.
- On March 28, 2023, an Integrated Master Plan was approved. This plan supports operational excellence through better community communications, providing complimentary services at all offerings, developing a long-term maintenance plan, studying the level of service, and aligning programming with community needs and trends.
- The Community Services Department worked closely with Sancre Productions to provide a Summer Concert Series returning to fully in-person concert following the COVID-19 pandemic. Attendance continued to grow throughout the fifteen (15) summer concerts, with the largest concert estimated at 8,500 attendees.
- The Leisure Lagoon was completed in the winter of 2022 and has been open to the public since December 20, 2022.

Community Services Department

Significant Accomplishments

- The Los Alamos County Ice Rink internet received an upgrade to fiber optic to ensure a more steady and stable internet connection during business hours.
- The Los Alamos County Ice Rink hosted the first ever Outdoor Winter Classic weekend, that included clinics for young skaters with NAHL players, as well as an NAHL regulation game with the New Mexico Ice Wolves and the El Paso Rhinos; the event was also televised.
- The Library held the first Atomicon comic con event that drew over 1500 people.
- The circulation of the physical and digital library materials increased by 17% over last year surpassing pre-COVID levels.
- Procured an outdoor locker system that allows patrons to retrieve library holds 24/7

Community Services Department

Significant Accomplishments

- Parks and Open Space staff worked in conjunction with Bixby Electric to complete the North Mesa Brewer Outdoor Arena Lighting project. The outdated system was replaced with LED lighting and PA system for the rodeo arena.
- Awarded a contract for up to (7) years for the Purpose of Feral Cattle Capture.
- Executed an agreement and secured a vendor for On-Call Trail Maintenance.
- Pine Street Tot Lot was finished, creating a fun environment for kids to enjoy.
- Executed contract for tennis court renovation.

Community Services Department

Significant Accomplishments

- Social Services Division staff brought on an additional limited term staff person for the completion of the Community Health Plan.
- Collaborated with various stakeholders to provide Youth Mental First Aid Health Trainings.
- Oversaw growth in HCAP and service provider contracts.
- Provided case coordination and referrals for community members in need.

Community Services Department

Budget Highlights

- The contracts with Sancre Productions for the Summer Concert Series and the 4th of July event coordination were moved from Cultural Services to the Recreation Division.
- Budget for the customer service staff at the Aquatic Center has been moved back under Recreation from Centralized Services.
- DWI Program will be moved to Municipal Court.
- Proposed funding in CIP and Small Cap for implementing recommendations from the ADA Audit and Transition Plan and the Integrated CSD Master Plan.
- Development of Trails and Open Space Management Plan.

Community Services Department

Budget Highlights

- Proposal of Asset Management Software to assist with daily preventative Parks, Trails and Open Space Maintenance.
- Renovation and Improvements for Athletic Fields.
- Offering additional technical training for staff
- Proposed FTE to insist and ensure that Social Services Contracts are meeting deliverables and to work with Providers to ensure community needs are being met.
- Proposed funds to improve access to Library Digital Media Collection. Community use and charges for digital media has increased.
- Increased funding for Hawk Hangout. This is the middle school program that is a collaboration of a variety of community members.

Community Services Department

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Program:					
Centralized Services	685,385	1,040,725	1,611,029	988,324	-39%
Library	2,314,574	2,548,481	2,999,048	3,293,799	10%
Parks	7,634,487	3,054,806	17,284,512	13,144,641	-24%
Cemetery	27,149	24,884	59,200	59,200	0%
Open Space	190,040	203,929	516,173	572,233	11%
Aquatic Center	1,090,641	1,068,748	1,680,002	1,926,535	15%
Golf	1,081,568	1,212,401	1,174,752	1,310,863	12%
Rink	119,599	151,123	210,226	251,970	20%
Recreation Programming	342,480	508,124	345,190	1,197,793	247%
Social Services	4,883,590	5,347,004	5,978,705	6,277,084	5%
Cultural Services	600,152	571,167	618,992	626,502	1%
	<u>18,969,665</u>	<u>15,731,392</u>	<u>32,477,829</u>	<u>29,648,944</u>	-9%
Expenditures by Fund:					
General	10,609,514	11,980,214	14,386,324	16,112,986	12%
Health Care Assistance	2,637,623	2,637,623	3,257,144	3,276,466	1%
State Grants-DWI Fund	78,312	78,312	128,700	0	0%
Community Health Council	0	0	9,461	108,292	1045%
Capital Improvement Fund	5,643,973	1,035,000	14,690,000	10,115,000	-31%
Aquatic Center Gift Sub-Fund	243	243	3,000	3,000	0%
Library Gift Sub-Fund	0	0	3,200	3,200	0%
National Opioid Settlement	0	0	0	30,000	
	<u>18,969,665</u>	<u>15,731,392</u>	<u>32,477,829</u>	<u>29,648,944</u>	-9%
FTE Summary:					
Regular (full & part time)	82.45	86.45	89.95	88.50	-2%
Limited Term	0.00	0.00	0.75	1.00	33%
Casual, Student & Temp.	14.53	14.53	14.53	14.30	-2%
	<u>96.98</u>	<u>100.98</u>	<u>105.23</u>	<u>103.80</u>	-1%

Community Services Department

Budget Summary

PARKS SMALL CAPITAL PROJECTS - CIP FUND				
	FY 2022 Adopted Budget	FY2023 Proposed Budget	FY2024 Projected Budget	FY2025 Projected Budget
<i>New Funding</i>	-	690,000	500,000	515,000
<i>Carryover from prior years</i>	-	162,194	72,194	(77,806)
TOTAL	655,194	852,194	572,194	437,194
BMX Track Improvements	\$ 50,000	\$ -	\$ 100,000	
Brewer Arena Lights	\$ -			
Safety Netting at Overlook Park	\$ 75,000			
Tennis Court Resurfacing at Barrance	\$ 45,000			
Open Space dump trailer	\$ 8,000			
Repurpose Basket ball Courts for Pickle Ball	\$ 25,000			
New light fixtures at Urban Park Tennis Courts	\$ 120,000			
Canyon and Mesa Top Restoration	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Pinon Park Tennis Court Resurfacing	\$ 50,000			
Sport Court Improvements	\$ 20,000	\$ 20,000	\$ -	
Playground Improvements	\$ 20,000	\$ 20,000	\$ -	
Sign package		\$ 75,000		
Shade at Ashley Pond		\$ 100,000		
Columbarium		\$ 40,000		
Skate Park - White Rock		\$ 250,000		
Ice rink upper parking lot renovation		\$ 35,000		
Parking lighting at Aquatic Center		\$ 15,000		
Grand Canyon Tot Lot		\$ 90,000		
Rover Park Tennis Courts		\$ 60,000		
New Scoreboards at North Mesa Ball Fields		\$ 25,000		
Ice Rink Improvements - Sound and Bleachers	\$ 30,000			
Contrucrion			\$ 30,000	
Conceptual Master Plan for North Mesa Park			\$ 100,000	
Trail and Open Space Management Plan- Update, Combine and Develop			\$ 50,000	
Kinnikinnik Accessible Trail			\$ 100,000	
Shore Power for Trinity Parking Lot			\$ 200,000	
Bayo Canyon Equestrian Trail Access			\$ 20,000	
Open space trails improvement plan				\$ 30,000
TOTALS BY YEAR	\$ 493,000	\$ 780,000	\$ 650,000	\$ 80,000

Attachment 5

Community Services Department

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	3	CSD	Recreation	\$ 25,000	Change 3/4 time office specialist to Senior Office Specialist	Increase the current 0.75 FTE Office Specialist to a 1.0 FTE Senior Office Specialist for service to Parks and Recreation This would move to Parks - removing the full time position request - Line 4. This change would provide support for the install, maintenance, input, data management for the Asset Management Software	Recurring	General
B	7	CSD	Social Services	\$ 110,947	New position to support the program and contract management	Program Specialist position to lead and facilities contract management of social services vendors and to assist the Health Council Strategy Implementations	Recurring	General
B	8	CSD	Parks and Open Space	\$ 130,000	Asset Management Software Implementation Cost	Implementation fees for hosted solution for parks asset management system. The asset management system allows for work orders, predictive maintenance, cost of assets, and stronger management of parks, open space and recreational assets in the community. <u>Initial install \$80,000 est annual maintenance \$50,000</u>	Recurring	General
B	9	CSD	Library	\$ 20,000	Collections	Expand access to digital titles through Hoopla and Overdrive. 10% increase for Overdrive products, Increase budget to accommodate avg of 543 downloads per month blocked due to budget caps; expand additional media items such as cameras, telescopes, microscopes, etc.	R Recurring	General

Fire Department

Significant Accomplishments

- The department responded locally to the Cerro Pelado Fire, where multiple shifts Fire Department Personnel supplemented the national response.
- The department graduated LAFD Academy 29 with ten Recruits on January 21, 2022
- The department graduated LAFD Academy 30 with five Recruits on October 14, 2022
- Recruit Academy 31 started with 23 Recruits on November 28, 2022
- The department's wildland division assisted both in-state and nationally by deploying to ten (10) fire deployments. The department has filled requests for wildland engines, Fireline paramedics, fire investigators, and planning section chief during the past year.
- The department received \$68,000 in funding from the Fire Marshal Grant program to update compressors.
- A groundbreaking at the site of the new Fire Station 5 located on State Road 501. The current fire station was built in 1952.

Fire Department

Budget Highlights

- The budget as proposed will allow LAFD to deliver emergency services at the level required by our Cooperative Agreement 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 fifth successful accreditation through the Commission on Fire Accreditation International.
- The budget will facilitate ongoing radio system updates, the purchase of personal protective equipment (PPE) for firefighter safety, continue efforts to mitigate 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.

Fire Department

Budget Highlights

- The budget is developed in correlation with the 10-year cooperative agreement with DOE/NNSA and the county and department are currently in negotiations with DOE-NNSA for a new 10-year agreement to start on July 1, 2023. The current staffing levels are the initial request based on the new Baseline Needs Assessment (BNA) and the request for DOE-NNSA.

Performance Measures

Priority	Strategic Focus Area	Goal	Performance Measures	2020 Actual	2021 Actual	2022 Actual
Quality Governance	Operational Excellence	Maintain Quality Essential Services and Supporting Infrastructure	Number of Public Education Events Conducted.	135	105	84
			Fire Response Time. % of Calls Responded to Within the Benchmark for Response Time.	95%	95%	99%
			EMS Response Time. % of Calls Responded to Within the Benchmark for Response Time.	98%	93%	94%

Fire Department

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Fund:					
Fire - Cooperative Agmt (CA)	26,880,712	27,731,450	28,523,841	44,003,816	54%
Fire (Non-CA)	477,214	371,050	514,838	504,620	-2%
Fire (General Fund)	6,603,913	7,309,429	7,516,199	9,507,440	26%
Fire Marshal (State Grants)	670,353	355,484	850,000	2,971,530	250%
EMS (State Grants)	10,248	-	10,000	10,150	2%
	<u>34,642,440</u>	<u>35,767,413</u>	<u>37,414,878</u>	<u>56,997,556</u>	52%
Expenditures by Program:					
LANL Fire Cooperative Agreement	26,880,712	27,731,450	28,523,841	44,003,816	54%
Mutual Aid Deployments	477,214	371,050	474,838	464,620	-2%
Other Non-Cooperative Agreement	0	-	40,000	40,000	0%
Other General Fund & State Grants	7,284,515	7,664,913	8,376,199	12,489,120	49%
	<u>34,642,441</u>	<u>35,767,413</u>	<u>37,414,878</u>	<u>56,997,556</u>	52%
Expenditures by Type:					
Salaries	13,454,603	14,895,333	14,798,319	22,711,548	53%
Benefits	5,687,063	6,012,114	6,703,708	10,352,353	54%
Professional / contractual services	902,173	928,018	1,538,312	1,163,610	-24%
Materials / supplies	2,285,104	1,447,458	1,013,696	4,147,678	309%
Interfund charges	11,905,063	12,449,560	12,750,843	18,622,367	46%
Capital Outlay	408,434	24,147	610,000	0	0%
	0	10,784	0	0	0%
	<u>34,642,442</u>	<u>35,767,413</u>	<u>37,414,878</u>	<u>56,997,556</u>	52%
FTE Summary:					
Regular (full & part time)	150.00	150.00	150.00	188.00	25%

Police Department

Significant Accomplishments

- The Department earned National re-accreditation in March of 2022 with 100% compliance to applicable standards.
- The Consolidated Dispatch Center earned State-level accreditation for the first time.
- Historically low crime remained with 66 Crimes Against Persons, 120 Crimes Against Property, and 18 Crimes Against Society reported through NIBRS.

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.
- In 2021, the Department transitioned to a broader view of crime in the community through a shift from the Uniform Crime Report (UCR) to the National Incident Based Reporting System (NIBRS). This system categorizes crime by Crimes Against Persons, Crimes Against Property, and Crimes Against Society for all calls reported to the police. In our first full year of NIBRS reporting we recorded 66 Crimes Against Persons, 120 Crimes Against Property, and 18 Crimes Against Society. NIBRS presents data about 23 offense categories comprised of 52 offenses versus the standard 9 presented by UCR.

Police Department

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Program:					
Animal Control	323,251	421,473	468,418	500,486	7%
Detention	1,756,459	1,738,021	2,007,126	2,350,972	17%
Consolidated Dispatch	1,417,519	1,495,354	1,754,862	1,941,473	11%
Operations	5,017,506	5,010,219	6,147,935	6,473,611	5%
Emergency Management	317,862	653,704	336,980	865,676	157%
Records / Administration	765,840	1,144,373	1,224,540	1,706,771	39%
	<u>9,598,437</u>	<u>10,463,144</u>	<u>11,939,861</u>	<u>13,838,989</u>	16%
Expenditures by Fund:					
General	9,564,256	10,421,744	11,894,861	13,674,989	15%
State Grants	34,181	41,400	45,000	164,000	264%
	<u>9,598,437</u>	<u>10,463,144</u>	<u>11,939,861</u>	<u>13,838,989</u>	16%
Expenditures by Type:					
Salaries	5,443,644	5,870,118	6,439,505	7,509,832	17%
Benefits	2,460,317	2,487,200	3,197,808	3,943,102	23%
Professional / contractual services	507,899	650,647	822,537	1,257,821	53%
Materials / supplies	392,470	446,531	395,649	336,749	-15%
Interfund charges-Other	521,432	629,482	769,362	791,485	3%
Capital outlay	271,781	378,192	315,000	0	N/A
Fiscal charges	894	975	0	0	N/A
	<u>9,598,437</u>	<u>10,463,144</u>	<u>11,939,861</u>	<u>13,838,989</u>	16%
FTE Summary:					
Regular (full & part time)	78.00	79.00	83.00	83.00	0%
Limited Term	0.75	0.00	0.00	0.00	N/A
	<u>78.75</u>	<u>79.00</u>	<u>83.00</u>	<u>83.00</u>	0%

Police Department

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
B	10	POLICE	Emergency Ops	\$ 100,000	Design Plans for Emergency Operations Center	Design plans needed for new EOC in FS #3.	One Time	CIP
B	11	POLICE	Ops	\$ 31,050	Crash Data Retrieval System	Specialist equipment to "retrieve" a vehicles event data recorder (EDR) for our Crash Team	One Time	General
C	12	POLICE	Ops	\$ 35,000	Canine Program	One dual purpose canine with handler training course. Vehicle and Housing equipment. Food, veterinary, training, etc.	One Time	General

Public Works Department

Addressing Council's Priorities

Public Works informs, educates, and engages community members on County projects and collaborates with our regional partners to program projects and capitalize on funding opportunities that benefit the community.

Public Works is a leader in waste reduction and landfill diversion programs through recycling and composting while also seeking more sustainable fleet options and methods of building and maintaining infrastructure.

Public Works improves mobility through improvements to infrastructure and expanding access to alternative modes of travel including public transit, cycling, and walking amenities and services.



Public Works fosters exceptional customer service, seeks process improvements, and values and develops its employees to reliably deliver services, effectively maintain public assets, and to continuously improve to anticipate and meet future needs.

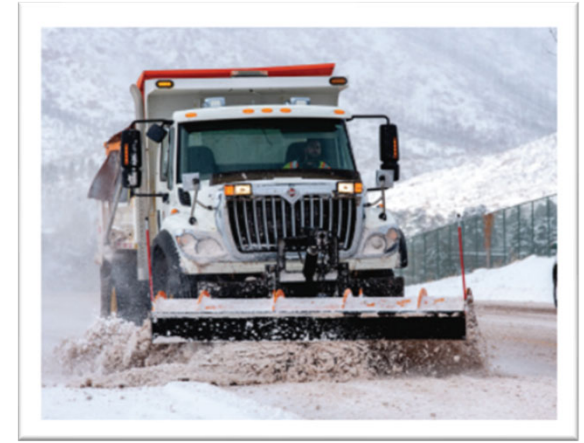
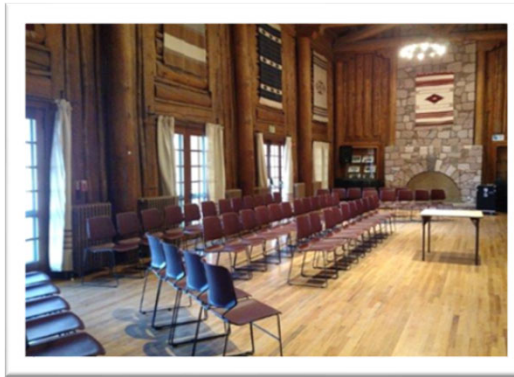
Public Works provides leadership with the planning, development, and technical review of housing, tourism and economic development initiatives.

Public Works Department

“9 Divisions Working as 1 for the Community”

General Fund Divisions

- Administration
- Engineering
- Capital Projects & Facilities
- Traffic & Streets
- Custodial



Enterprise Fund Divisions

- Transit
- Airport
- Environmental Services

Internal Service Fund Division

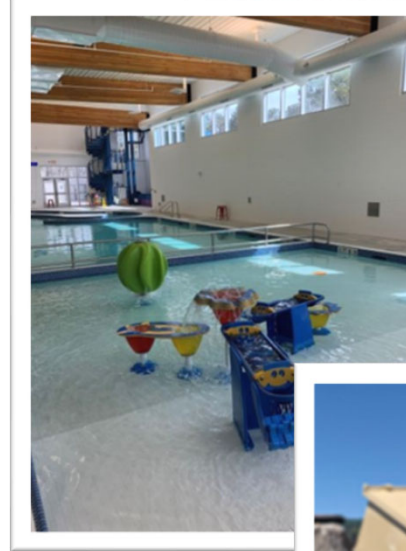
- Fleet



Public Works Department

Significant Accomplishments

- Assistance with Cerro Pelado fire, including evacuations using transit
- Canyon Rd. utility and road project
- Sherwood Blvd. road project
- Leisure Lagoon addition to the Aquatic Center
- Demolition of the Hilltop House
- Distributed all new bear-resistant dumpsters and initiated residential roll cart program
- Continuing to look for and make improvements in all our service operations
- Promoted several of our internal staff to new positions, including four to Division Managers



Public Works - Budget Highlights

General Fund Budget:

- Administrative support for public meetings in conjunction with the Transportation Board
- Capital Projects & Facilities Division support of multiple capital and Major Facilities Maintenance projects, & facility maintenance and repair of the County's 47 buildings (roughly 600,000 SF)
- Custodial services and event coordination
- Engineering Division to manage capital transportation projects including bicycle and pedestrian improvements
- Fleet Division to support other County departments with vehicle maintenance and replacement
- Traffic & Streets Division to support roadway and right-of-way maintenance, lane striping, street lighting, vegetation control and snow removal



Public Works - Budget Highlights

Enterprise Fund Budget:

- Airport Division to continue to maintain the existing infrastructure (runway, taxiways, terminal building) that meets or exceeds the FAA Standards for General Aviation airports
- Environmental Services to offer programs that promote environmental stewardship resulting in a more sustainable community, economy, and environment
- Transit Division to provide weekday bus service on seven neighborhood routes and Dial-a-Ride service. Transit also provides seasonal service between White Rock and Bandelier National Monument along with support for community events



Attachment E



Public Works Department

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Program:					
Administration	459,550	493,634	482,140	636,312	32%
Airport	296,151	711,766	12,654,826	777,326	-94%
Fleet	5,385,885	4,020,920	5,635,010	6,727,828	19%
Transit	6,088,163	4,965,356	6,252,281	6,914,910	11%
Traffic & Streets	3,990,092	3,673,960	5,363,681	6,002,469	12%
Environmental Services	4,535,430	4,356,533	5,201,929	9,905,735	90%
Facilities Maintenance	3,147,481	2,970,137	3,601,498	4,376,214	22%
Custodial Maintenance	1,237,332	1,285,226	1,586,939	1,831,436	15%
Engineering & Project Management	1,693,958	1,734,930	1,896,089	1,564,719	-17%
Major Facilities Maint Proj	2,100,000	2,257,000	3,049,087	2,991,767	-2%
Capital Projects	8,172,000	11,063,000	10,836,000	19,182,500	77%
	<u>37,106,042</u>	<u>37,532,462</u>	<u>56,559,480</u>	<u>60,911,216</u>	8%
Expenditures by Fund:					
General	8,834,455	14,107,598	15,979,434	17,402,917	9%
Fleet	5,385,885	5,041,979	5,635,010	6,727,828	19%
Transit	6,088,163	4,998,356	6,252,281	6,914,910	11%
Environmental Services	4,535,430	7,280,995	5,201,929	9,905,735	90%
Airport	296,151	4,199,247	12,654,826	777,326	-94%
State Shared Revenues	580,000	580,000	510,000	500,000	-2%
Capital Improvement Projects	7,592,000	10,483,000	10,326,000	18,682,500	81%
	<u>33,312,084</u>	<u>46,691,175</u>	<u>56,559,480</u>	<u>60,911,216</u>	8%
FTE Summary:					
Regular (full & part time)	140.00	140.00	144.00	144.00	0%
Limited Term	4.55	4.55	4.55	6.55	0%
	<u>144.55</u>	<u>144.55</u>	<u>148.55</u>	<u>150.55</u>	0%

Public Works Department

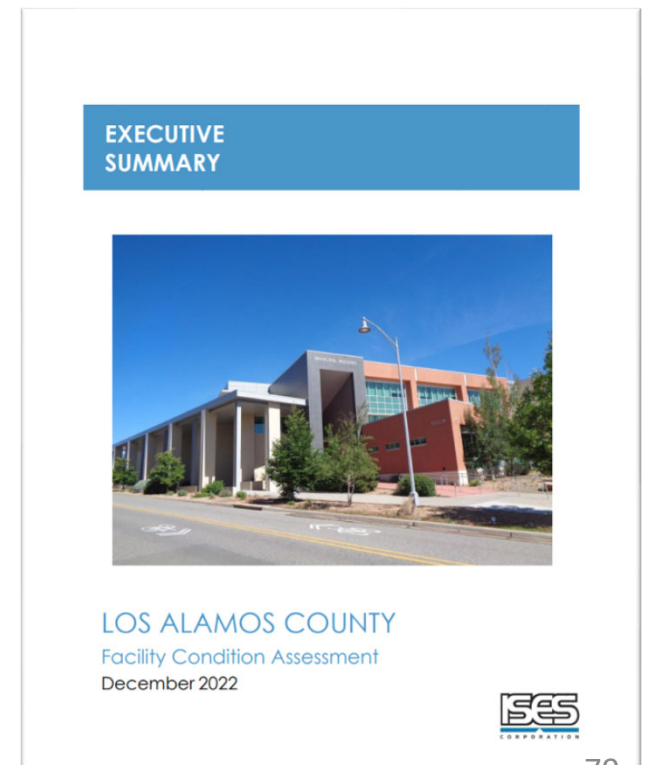
Conclusion

Budget Options

- Public Works does not have any Budget Option requests for FY 24

Looking Towards FY 25

- Build upon the recently completed ***Facilities Condition Assessment***, the *Capital Projects and Facilities Division* will be evaluating cost data and planning for future repair and maintenance of the County's facility asset portfolio



Department of Public Utilities

Significant Accomplishments – Electric Production

- DPU helped to extend production at the San Juan Generating Station by three months to reduce high summer demand costs prior to its shutdown.
- Wind from Eastern New Mexico began supplying the Power Pool on January 1, 2022. 29,524 megawatt hours (MWh) were supplied in 2022.
- Settled a gas transportation rate case with significant savings to DPU's customers. The increase to transportation costs was reduced by 16.3% to 9.7%, 26% originally proposed.
- Added a Senior Data Analyst to its staff to fulfill recurring responsibilities related to the Energy Imbalance Market.
- There were no findings in the FY2021 Power Pool Audit performed in FY2022.
- Completed IRP and delivered an Implementation Plan to Board and Council.
- Ordered two High Speed EV charging stations with plans to install by the end of FY2023.

Department of Public Utilities

Budget Highlights – Electric Distribution

- Electric staff created a microgrid to power the Guaje Water Well Field and ensure there would be sufficient water pumping for DPU's customers as well as for potential firefighting efforts during the Cerro Pelado fire.
- Electric staff have been replacing open secondary overhead lines with insulated conductors to prevent line contacts and outages.
- The utility acquired a new cable pulling machine for installing electric cable on projects.
- The RNI dashboard went live in FY2022 allowing staff to check on meter activity remotely and on demand. This has improved communication to customers during outages.
- In tandem with a large roadway project under Public Works, utility improvements on Canyon and DP Roads included upgrades to electric systems.
- Under DPU's contract with the Pajarito Environmental Education Center, 9,500+ people learned about energy and water conservations through presentations, activities and exhibits as well as public school presentations.

Department of Public Utilities

Significant Accomplishments – Gas

- DPU had 0.00 gas leaks/100 miles of pipeline, the lowest number since DPU began tracking this metric in 2013. The national standard is 9.22 leaks/100 miles.
- The average monthly gas bill was \$15 lower than that of its neighbor: New Mexico Gas Company (NMGC).
- Completed the two large gas border station projects, with increased capacity and monitoring capabilities.
- Supported the Sherwood drainage project and assisted with several gas line reroutes to accommodate the project.
- In tandem with a large roadway project under Public Works, utility improvements on Canyon and DP Roads included upgrades to gas systems.

Department of Public Utilities

Significant Accomplishments – Water Production

- Otowi Well #1 was put back into service after a 15-year shutdown.
- The RNI dashboard went live in FY2022 allowing staff to check on meter activity remotely and on demand.
- Completed construction of the Overlook Park Booster Station for the non-potable system.
- The Water & Energy Conservation Plan was updated in full for the first time since 2015.
- Increased Preventative Maintenance tasks on the electrical components, as well as the mechanical components. This will increase the lifespan of many items in the system.

Department of Public Utilities

Budget Highlights – Water Distribution

- DPU joined Water Reuse Association, the country's only trade association solely dedicated to advancing laws, policy, funding, and public acceptance of recycled water.
- Many old/failing residential water meters have been replaced with modern types, helping to account for non-revenue water.
- Rehabilitated two PRV installations by in-house staff.
- In tandem with a large roadway project under Public Works, utility improvements on Canyon and DP Roads included upgrades to water systems.
- Reinstated the Water and Energy Conservation Coordinator position after it was vacated in lieu of other strategic staffing priorities in 2015.

Department of Public Utilities

Significant Accomplishments – Wastewater

- Sewer Overflow Events per 100 Miles of Main Pipeline were 0.00, which was the lowest result since DPU began tracking this measure in FY2013.
- DPU provided nearly 104 million gallons of effluent for irrigation purposes.
- Installed remote monitoring devices in select stations for system functionality characteristics.
- Repaired , replaced and upgraded old pumps and control panels at lift stations.
- In tandem with a large roadway project under Public Works, utility improvements on Canyon and DP Roads included a sewer service for the area.

Department of Public Utilities

Significant Accomplishments – Finance and Administration

- Received a portion of County ARPA funds for water and sewer projects to offset cost escalations and burden to DPU's rate payers.
- Broke large projects into phases and acquired financing at a one percent interest rate in response to waning bids and significant increases both caused by supply chain issues, and inflation.
- DPU increased social media presence to reach more people. In comparison to FY2021, Facebook reach increased 330%, visits increased 526%, new page likes were up 1207% and 144% more posts were made.
- CCC processed \$64,000 in utility assistance payments for programs administered through LIHEAP, that state of NM and DPU.
- DPU's transactional survey began in January 2022. Survey results showed 89% of customers calling the Customer Care Center found resolution within two contacts.
- CCC assisted Emergency Management in gathering information for evacuations of livestock and vulnerable populations during the Cerro Pelado Fire.

Department of Public Utilities

Budget Summary

	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2024 Proposed Budget	% Variance FY2024 vs FY2023
Expenditures by Program:					
Electric Production	38,228,532	39,232,261	46,516,762	59,803,922	29%
Electric Distribution	6,572,161	6,211,588	6,745,899	8,768,285	30%
Gas	4,554,939	7,712,171	7,892,217	16,705,060	112%
Water Production	14,326,066	8,054,864	15,709,730	19,119,771	22%
Water Distribution	2,808,608	3,099,642	2,957,265	3,034,740	3%
Wastewater	19,511,811	9,322,577	7,872,866	7,936,113	1%
	<u>86,002,117</u>	<u>73,633,105</u>	<u>87,694,740</u>	<u>115,367,890</u>	32%
Expenditures by Type:					
Salaries	7,650,724	5,796,882	8,501,954	7,300,115	-14%
Benefits	2,936,685	1,994,440	3,268,048	2,912,080	-11%
Professional & Contractual Services	47,304,824	52,305,422	51,462,225	88,628,164	72%
Materials / Supplies	2,103,866	1,786,493	1,937,275	2,005,700	4%
Interfund Charges	3,825,239	8,185,435	4,750,814	11,324,435	138%
Capital Outlay	17,175,714	108,013	14,837,270	95,000	-99%
Fiscal Charges	5,005,065	2,826,417	2,937,154	3,063,397	4%
Miscellaneous / Other Charges	0	630,003	0	39,000	100%
	<u>86,002,117</u>	<u>73,633,105</u>	<u>87,694,740</u>	<u>115,367,890</u>	32%
FTE Summary:					
Regular (full & part time)	94.00	95.00	96.00	98.00	2%
Limited Term	2.00	1.00	4.00	2.00	-50%
Casual, Student, & Temp.	3.65	4.65	3.65	3.65	0%
	<u>99.65</u>	<u>100.65</u>	<u>103.65</u>	<u>103.65</u>	0%

Department of Public Utilities

Budget Summary

	FY 2021 Actual	FY 2022 Actual	FY 2023 Revised	FY2023 Projected	FY 2024 Proposed
Electric Production	40,420,167	39,232,261	48,282,201	48,236,908	59,803,922
Electric Distribution	14,222,620	14,385,228	18,376,372	16,397,929	18,928,856
Less Interdivision Electric Sales	(7,583,989)	(7,536,886)	(8,074,789)	(8,074,789)	(9,516,802)
Total Electric Fund	\$ 47,058,798	\$ 46,080,603	\$ 58,583,784	\$ 56,560,047	\$ 69,215,976
Gas	\$ 6,612,444	\$ 7,976,792	\$ 20,560,999	\$ 17,926,861	\$ 17,633,303
Water Production	5,551,425	8,054,864	25,547,720	24,757,158	19,119,771
Water Distribution	6,520,363	6,853,689	7,932,771	7,095,966	6,963,990
Less Interdivision Water Sales	(3,887,029)	(3,754,046)	(3,363,500)	(3,363,500)	(3,929,250)
Total Water Fund	\$ 8,184,759	\$ 11,154,507	\$ 30,116,991	\$ 28,489,624	\$ 22,154,511
Wastewater	\$ 4,953,484	\$ 9,322,577	\$ 38,351,772	\$ 36,816,750	\$ 7,936,113
Total Expenditure Budget	\$ 66,809,485	74,534,480	147,613,546	139,793,281	116,939,902

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

Department of Public Utilities

Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
DPU	13	DPU	Water Distribution	\$ 421,816	Rose Street (Public Works Road Project)	Joint DPU/PW project to re-pave the roadway and replace utility infrastructure beneath the new road. The project will be from Central Avenue to Peach Street. 1950's vintage sections of waterlines will be replaced.	One Time	Revenue Transfer
DPU	14	DPU	Water Production	\$ 411,980	Rose Street (Public Works Road Project)	Joint DPU/PW project to re-pave the roadway and replace utility infrastructure beneath the new road. The project will be from Central Avenue to Peach Street. 1950's vintage sections of waterlines will be replaced.	One Time	Revenue Transfer
DPU	15	DPU	Gas Distribution	\$ 191,000	Rose Street (Public Works Road Project)	Joint DPU/PW project to re-pave the roadway and replace utility infrastructure beneath the new road. The project will be from Central Avenue to Peach Street. 1950's vintage sections of gas lines will be replaced.	One Time	Revenue Transfer
DPU	16	DPU	Water Distribution	\$ 255,000	Rose Street (Public Works Road Project)	Install valves and upgrades in the Fuller Lodge area to support Rose Street.	One Time	Revenue Transfer

Department of Public Utilities

Profit Transfer Motion

I further move that per Code Ordinance 02-302, Section 40-63 (c)(12), Council approves redirecting the FY2020 DPU profit transfer in the amount of \$898,500 within the Department of Public Utilities from Electric Distribution and Gas to Water Distribution. I further move to approve Budget Revision 2023-37.

Non-Departmental Budget Summary

					%
			FY2023 Adopted Budget	FY2024 Proposed Budget	Variance FY2024 vs FY2023
	FY2021 Actual	FY2022 Actual			
Expenditures by Program:					
Other non-specific program	5,052,159	4,771,409	4,552,409	5,250,159	15%
	<u>5,052,159</u>	<u>4,771,409</u>	<u>4,552,409</u>	<u>5,250,159</u>	15%
Expenditures by Program:					
Emergency Declarations Fund	500,000	215,000	0	0	0%
Debt Service	4,552,159	4,556,409	4,552,409	5,250,159	15%
	<u>5,052,159</u>	<u>4,771,409</u>	<u>4,552,409</u>	<u>5,250,159</u>	15%

Non-Departmental Budget Options

CMO Rank	Item #	Dept	Division	Amount	Short Description	Detailed Notes	Recurring/ One-Time	Fund
A	18	Various		\$ 3,400,000	Salary Plan	Placeholder for additional recruitment/retention adjustments including market study and compression impacts.	Recurring	Various

Capital Improvement Projects (CIP)

Fund Statement

See pages 72 – 75 in the Budget Book

Capital Improvements

GOVERNMENTAL FUNDS	CIP Fund	State Shared Revenue Fund
<u>Ongoing Infrastructure Capital & Maintenance</u>		
Road Reconstruction Projects	\$ 5,250,000	\$ 500,000
Major Facilities Maintenance	\$ 2,991,767	
Information Technology Capital	\$ 756,422	
Parks Small Capital	\$ 500,000	
<u>Economic Development Projects</u>		
Housing Infrastructure	\$ 2,000,000	
Finch Street - Road Extension	\$ 3,000,000	
TOTAL	\$ 14,498,189	\$ 500,000

Capital Improvements

ENTERPRISE FUNDS		Airport Fund	Joint Utilities System Fund
<u>Airport</u>			
Hangar Acquisition		\$ 120,000	
TOTAL		\$ 120,000	
<u>Department of Public Utilities</u> (see page 274)			
Electric Production			\$ 1,755,000.00
Electric Distribution			\$ 1,650,000.00
Gas Distribution			\$ 300,000.00
Water Distribution			\$ -
Water Production			\$13,650,000.00
Wastewater			\$ 2,029,000.00
TOTAL			\$ 19,384,000

FY 2024 Budget Hearings

Overview and Department Presentations

CONCLUSION