



LOS ALAMOS

# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Agenda - Final County Council - Regular Session

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

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Tuesday, September 26, 2023

6:00 PM

Council Chambers - 1000 Central Avenue

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**NOTE: This meeting is in person and open to the public. However, for convenience, the following Zoom meeting link and/or telephone call in numbers may be used for public viewing and participation:**

<https://us02web.zoom.us/j/82683176848>

**Or Telephone:**

**Dial(for higher quality, dial a number based on your current location):**

**US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592  
or +1 312 626 6799 or +1 929 205 6099**

**Webinar ID: 826 8317 6848**

**1. OPENING/ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. STATEMENT REGARDING CLOSED SESSION**

September 26, 2023 Closed Session Motion

**4. PUBLIC COMMENT**

*This section of the agenda is reserved for comments from the public on items that do not require action by the Council or are not otherwise on the agenda.*

**5. APPROVAL OF AGENDA**

**6. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS**

**A. [17721-23](#)** Proclamation Designating October 2023 as "Arts & Humanities Month" In Los Alamos County. (Accepted by Los Alamos MainStreet & Creative District Executive Director Jacquelyn Connolly and Los Alamos Arts Council Director Brandi Engeman)

**Presenters:** Daniel Ungerleider, Economic Development Administrator

- B. [17799-23](#) Proclamation Designating October 2nd - 6th, 2023 as "Customer Service Week" in Los Alamos County. (Accepted by Representatives of the Customer Care Center)

**Presenters:** County Council

7. **PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA**

8. **CONSENT AGENDA**

*The following items are presented for Council approval under a single motion unless any item is withdrawn by a Councilor for further Council consideration in the agenda section entitled "Business."*

Approval of the Consent Agenda

**Consent Motion -**

*I move that Council approve the items on the Consent Agenda as presented and that the motions in the staff reports be included for the record; or,*

*I move that Council approve the items on the Consent Agenda and that the motions contained in the staff reports, as amended be included for the record.*

- A. [17680-23](#) Approval of Authorized Signers for County Bank and Investment Accounts

**Presenters:** Beatrice Odezulu, Account Operations Manager and Administrative Services Director Melissa Dadzie, Deputy Chief Financial Officer

**Attachments:** [A - Authorized Signers on Decom and Mine Rec Accounts](#)

- B. [17776-23](#) Vacation of Utility Easement Within Lot 273A, a Subdivision of Lot 273, Western Area No. 1 (1331A 46th Street)

**Presenters:** James Alarid, Deputy Utilities Manager - Engineering

**Attachments:** [A - Vacation of Utility Easement](#)  
[B - Vicinity Map](#)

- C. [17824-23](#) Approval of Budget Revision 2024-17, Carryover of Available Budget Amounts from FY 2023 to FY 2024

**Presenters:** Erika Thomas, Budget and Performance Manager and Administrative Services Director Melissa Dadzie, Deputy Chief Financial Officer

**Attachments:** [A - Budget Revision 2024-17 Summary](#)  
[B - Budget Revision 2024-17- Utilities](#)

- D. [17836-23](#) Approval of Amendment 2 to the Professional Services Agreement between the Center for Health Innovation and Incorporated County of Los Alamos

**Presenters:** Jessica Strong, Social Services Division Manager and Cory Stryon, Community Services Director

**Attachments:** [A - Los Alamos Health Council Amendment 2](#)  
[B - Budget Revision 2024-19](#)  
[C - Los Alamos Health Council Professional Services Agreement FY22](#)  
[D - Los Alamos Health Council Amendment 1](#)

## 9. PUBLIC HEARING(S)

- A. [CO671-23b](#) Incorporated County of Los Alamos Code Ordinance No. 02-351; An Ordinance Amending Chapter 40, Article III, Sections 40-121, 40-122, and 40-123 of the Code of the Incorporated County of Los Alamos Relating to Electric Rate Schedules, Customer Service Charges and Electric Energy Charges

**Presenters:** Philo Shelton, Utilities Manager and Karen Kendall, Deputy Utilities Manager - Finance

**Attachments:** [A - Code Ordinance 02-351 Electric Rates](#)  
[B - Rate Comparison History](#)  
[C - Electric Rates by Schedule](#)  
[D - Notice of Public Hearing](#)  
[E - GDS Presentation.pdf](#)

- B. [RE0559-23](#) Incorporated County of Los Alamos Resolution No. 23-31, a Resolution Authorizing the Utilities Manager and the Deputy Utilities Manager - Finance And Administration, to Execute Documents with the New Mexico Environment Department on Behalf of Los Alamos County Relating to a Water Production Pipeline Along New Mexico Highway 4 in Los Alamos, Special Appropriation Project Number SAP 22-G2352-STB

**Presenters:** Philo Shelton, Utilities Manager and Karen Kendall, Deputy Utilities Manager - Finance

**Attachments:** [A - Resolution No. 23-31](#)  
[B - NM-4 Waterline Map](#)  
[C - Publication Notice](#)

## 10. BUSINESS

- A. [17446-23](#) Presentation by Granicus OpenCities on the New County Government Website

**Presenters:** Public Information Officer Julie Williams-Hill, Public Information Officer

- B. [17533-23](#) Animal Shelter Update

**Presenters:** Dino Sgambellone, Police Chief

**Attachments:** [A - 2023 Animal Shelter Report](#)  
[B - 2023 Animal Shelter Presentation](#)

## 11. COUNCIL BUSINESS

- A. *General Council Business*

- B. *Appointments*

- 1) [17788-23](#) Board/Commission Appointments - Library Board

**Presenters:** Randall Ryti, Councilor and Gwen Kalavaza, Library Manager

**Attachments:** [A - Library Board Roster Sept 2023](#)  
[B - Interview Panel Recommendation FY24](#)  
[C - Application Packet for Frances Knudson](#)  
[D - Application Packet for Sarah Work](#)  
[E - Application Packet for Brian Reardon](#)

- C. *Boards and Commission Vacancy Report*

- D. *Board, Commission, Working Group and Committee Liaison Reports*

- E. *County Manager's Report*

- 1) [17750-23](#) County Manager's Report for August 2023

**Presenters:** Steven Lynne, County Manager

**Attachments:** [A - August County Manager's Update.pdf](#)

**F. Council Chair Report**

- 1) [17835-23](#) Council Working Group on LARES Recommendations

**Presenters:** Denise Derkacs, Council Chair

- 2) Trip Report, Washington DC

**G. Approval of Councilor Expenses****H. Preview of Upcoming Agenda Items**

*Note: This report shows tentative Council agenda items and is for planning purposes only. All items on the report are subject to changes such as item title, meeting date and/or being removed or not considered by Council.*

- 1) [17552-23](#) Tickler Report of Upcoming Agenda Items

**Presenters:** County Council - Regular Session

**Attachments:** [A - Tickler Report dated September 22, 2023.pdf](#)

**12. COUNCILOR COMMENTS****13. ADJOURNMENT**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Office of the County Manager at 663-1750 if a summary or other type of accessible format is needed.



# County of Los Alamos

## Staff Report

September 26, 2023

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:**

**Index (Council Goals):**

**Presenters:**

### **Title**

September 26, 2023 Closed Session Motion

### **Recommended Action**

The following statement should be included in the minutes:

**"The matters discussed in the Closed Session of County Council held on September 26, 2023 that began at 5:00 pm were limited only to the topics specified in the notice of the closed session, and no action was taken on any matter in the closed session. We request that this statement be included in the meeting minutes."**



# County of Los Alamos

Los Alamos, NM 87544  
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## Staff Report

September 26, 2023

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**Agenda No.:** A.  
**Index (Council Goals):** Quality of Life - Educational, Historical, and Cultural Amenities  
**Presenters:** Daniel Ungerleider, Economic Development Administrator  
**Legislative File:** 17721-23

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### Title

Proclamation Designating October 2023 as "Arts & Humanities Month" In Los Alamos County.  
(Accepted by Los Alamos MainStreet & Creative District Executive Director Jacquelyn Connolly and Los Alamos Arts Council Director Brandi Engeman)

### Body

**WHEREAS**, the month of October has been recognized as National Arts and Humanities Month by thousands of arts and cultural organizations and communities across the country for over 30 years; and

**WHEREAS**, the arts and humanities embody much of the accumulated wisdom, intellect, and imagination of humankind; and

**WHEREAS**, the arts and humanities enrich the lives of every American, including those of us living in Los Alamos County; and

**WHEREAS**, the creative industries and cultural organizations are major contributors to our economy and our quality of life; and

**WHEREAS**, Los Alamos is fortunate to have many thriving arts and culture organizations, some with over 80 years of contributions; and

**WHEREAS**, our community has hundreds of dedicated and talented individuals representing the arts and humanities including literary, visual, performance, and applied arts, as well as cultural sectors.

**NOW, THEREFORE**, on behalf of the Council of the Incorporated County of Los Alamos, I do hereby proclaim October 2023 as

### **"ARTS & HUMANITIES MONTH"**

in Los Alamos County, and call upon all citizens to celebrate and promote the arts, participate in cultural events, and take action for the arts and humanities.



# County of Los Alamos

Los Alamos, NM 87544  
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## Staff Report

September 26, 2023

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**Agenda No.:** B.

**Index (Council Goals):** Quality Excellence - Effective, Efficient, and Reliable Services; Quality Governance - Communication and Engagement

**Presenters:** County Council

**Legislative File:** 17799-23

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### Title

Proclamation Designating October 2nd - 6th, 2023 as "Customer Service Week" in Los Alamos County. (Accepted by Representatives of the Customer Care Center)

### Body

**WHEREAS**, Customer Service Week is an international celebration, and in 1992, the U.S. Congress proclaimed Customer Service Week be celebrated nationally during the first full week of October; and

**WHEREAS**, the theme for Customer Service Week this year is "TEAM SERVICE 2023"; and

**WHEREAS**, in Los Alamos County, thousands of residents and businesses access the services and programs offered by the Los Alamos County government; and

**WHEREAS**, for more than 20 years, the Customer Care Center representatives engage with community members, often as the first point of contact for the county because of their easy-to-access phone line, e-mail address, and walk-in services located in the lobby of the Municipal Building; and

**WHEREAS**, the Customer Care representatives and the 700-plus Los Alamos County employees routinely demonstrate their commitment to providing excellent services to citizens day-in and day-out; and

**WHEREAS**, the Customer Care representatives and the Los Alamos County employees will join the thousands of companies worldwide, representing more than 100,000 frontline representatives to celebrate Customer Service Week "TEAM SERVICE 2023."

**NOW, THEREFORE**, on behalf of the Council of the Incorporated County of Los Alamos, I do hereby designate October 2nd - 6th, 2023 as

### "CUSTOMER SERVICE WEEK"

in Los Alamos County, and extend our gratitude to our Customer Care representatives and Los Alamos County employees for their hard work and dedication in serving the citizens of our



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community;

**AND FURTHERMORE**, encourage community members to join the "TEAM SERVICE 2023" customer service fair scheduled for Thursday, October 5th, from 1 p.m. to 3 p.m. at the Municipal Building, 1000 Central Avenue.



# County of Los Alamos

## Staff Report

September 05, 2023

Los Alamos, NM 87544  
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**Agenda No.:**

**Index (Council Goals):**

**Presenters:**

**Title**

Approval of the Consent Agenda

**Recommended Action**

**I move that Council approve the items on the Consent Agenda as presented and that the motions in the staff reports be included for the record; or,**

**I move that Council approve the items on the Consent Agenda and that the motions contained in the staff reports, as amended, be included for the record.**



# County of Los Alamos

Los Alamos, NM 87544  
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## Staff Report

September 26, 2023

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**Agenda No.:** A.

**Index (Council Goals):**

**Presenters:** Beatrice Odezulu, Account Operations Manager and Administrative Services Director  
Melissa Dadzie, Deputy Chief Financial Officer

**Legislative File:** 17680-23

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### Title

Approval of Authorized Signers for County Bank and Investment Accounts

### Recommended Action

**I move that Council approve the individuals authorized to sign on the County of Los Alamos bank and investment accounts as presented in Attachment A, to be effective on September 26, 2023.**

### County Manager's Recommendation

The County Manager recommends that Council approve the motion as presented.

### Body

Article IV of the County Charter requires formal Council action to approve all individuals authorized to sign on County bank and investment accounts. The list of accounts and authorized signers is updated periodically to keep it current and to avoid potential audit findings. The following changes are proposed to update the listing that was approved on July 27, 2021.

This action removes Robert Westervelt, Deputy Utility Manager Finance and Administration from the LA County Reclamation Trust and the LA County Decommissioning Trust accounts due to his retirement.

This action removes Heather Garcia, Deputy Utility Manager Finance and Administration from the LA County Reclamation Trust and the LA County Decommissioning Trust accounts due to her resignation from the County.

This action adds Karen Kendall, Deputy Utility Manager Finance and Administration to the LA County Reclamation Trust and the LA County Decommissioning Trust accounts due to her recent appointment as Deputy Utility Manager.

### Alternatives

If this is not approved there could be a negative impact on internal customer service and the County's ability to perform routine banking operations.

### Fiscal and Staff Impact/Planned Item

There is no fiscal impact related to this action. There is minimal impact to accomplish the changes to signature cards on these accounts.

### Attachments

A - Authorized Signers on Bank and Investment Accounts September 26, 2023

**Incorporated County of Los Alamos  
Authorized Signers on Bank and Investment Accounts  
September 26, 2023**

A. The following individuals are authorized signers for the **Bank of Albuquerque Reclamation and Decommissioning Trust** accounts, which are used by the Department of Public Utilities for costs associated with the San Juan decommissioning and mine reclamation.

Steven Lynne, County Manager  
Helen M. Perraglio, ASD Director  
Melissa Dadzie, Deputy Chief Financial Officer  
Mauricia J. Chavarria-Quam, Accounting Operations Manager  
Beatrice N. Odezulu, Accounting Operations Manager  
Karen Kendall, Deputy Utility Manager Finance and Administration

	<b>Institution</b>	<b>Account Name/Purpose</b>	<b>Account # For Finance Use Only</b>
1	Bank of Albuquerque, N.A.	LA County Reclamation Trust	
2	Bank of Albuquerque, N.A.	LA County Decommissioning Trust	

This list of Authorized Signers was approved by County Council on September 26, 2023.

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Denise Derkacs, Council Chair



# County of Los Alamos

Los Alamos, NM 87544  
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## Staff Report

September 26, 2023

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**Agenda No.:** B.

**Index (Council Goals):** \* 2022 Council Goal - N/A; DPU FY2020 - 1.0 Provide Safe and Reliable Utility Services

**Presenters:** James Alarid, Deputy Utilities Manager - Engineering

**Legislative File:** 17776-23

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### Title

Vacation of Utility Easement Within Lot 273A, a Subdivision of Lot 273, Western Area No. 1 (1331A 46th Street)

### Recommended Action

**I move that Council Approve the Vacation of Utility Easement within Lot 273A, a subdivision of Lot 273, Western Area No. 1.**

### Utilities Manager Recommendation

The Utilities Manager recommends that Council approve this vacation of easement as requested.

### Body

The easement being vacated no longer has utilities in it. Vacation of the easement will allow the property owner to construct an addition to their home. The County Code grants Council the authority to sell, lease, exchange or otherwise transfer county-owned real property and interests in real property (Sec. 14-31 (4)).

### Alternatives

If the vacation of utility easement is not approved the encumbrance on the property will remain.

### Fiscal and Staff Impact

None

### Attachments

A - Vacation of Utility Easement

B - Vicinity Map 1331A 46th Street

**VACATION OF UTILITY EASEMENT**

NAME: Catherine Hammock

PROPERTY ADDRESS: 1331A 46th Street, Los Alamos, N.M. 87544

LOT: 273A, SUBDIVISION: Western Area No. 1


The Incorporated County of Los Alamos has determined that the County no longer requires and hereby vacates the utility easements described as follows:

**DESCRIPTION**

Those utility easements lying and being within Lot 273A, Subdivision of Lot 273, Western Area No. 1, Los Alamos County, New Mexico, the Plat thereof filed for record in the Office of the Clerk at Plat Book 6, Page 80 on January 25, 1996, as shown on that Plot Plan marked Exhibit "A", attached hereto and made a part hereof.

This Vacation of Utility Easement in no way effects, reduces or diminishes any other Easement or Usage, either Drainage or Utility, held by the Incorporated County of Los Alamos except as herein specifically provided. All other Grants of Easement, whether Drainage or Utility, shall be and remain in full force and effect.

**THIS VACATION OF UTILITY EASEMENT HAS BEEN REVIEWED BY ME AND IS ACCEPTABLE TO THE DEPARTMENT THAT I REPRESENT:**

  
\_\_\_\_\_  
COUNTY ENGINEER                      9/6/23  
DATE

  
\_\_\_\_\_  
COUNTY SURVEYOR                      9/6/23  
DATE

\_\_\_\_\_  
DEPARTMENT OF PUBLIC UTILITIES    DATE

ATTEST:  
Naomi Maestas

INCORPORATED COUNTY OF LOS ALAMOS

By: \_\_\_\_\_  
County Clerk  
Recorded pursuant  
to NMSA 1978,  
14-9-7.

\_\_\_\_\_  
COUNCIL CHAIRPERSON              DATE





# County of Los Alamos

Los Alamos, NM 87544  
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## Staff Report

September 26, 2023

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**Agenda No.:** C.

**Index (Council Goals):** Quality Governance - Fiscal Stewardship

**Presenters:** Erika Thomas, Budget and Performance Manager and Administrative Services  
Director Melissa Dadzie, Deputy Chief Financial Officer

**Legislative File:** 17824-23

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### Title

Approval of Budget Revision 2024-17, Carryover of Available Budget Amounts from FY 2023 to FY 2024

### Recommended Action

**I move that Council approve Budget Revision 2024-17 as summarized on Attachments A and B and that the attachments be made part of the minutes of this meeting.**

### County Manager's Recommendation

The County Manager recommends that Council approves budget revision 2024-17 as requested.

### Body

The purpose of this item is to consider requests to carry over certain unexpended and unencumbered budgets from FY 2023 to FY 2024. The items listed on Attachment A give a summary of the amount requested and items by each department and their respective directors and approved by the County Manager for consideration. Attachment B is a detail of the Department of Public Utilities (DPU) requests as submitted to their board for approval on September 20, 2023.

### Alternatives

Council could choose not to approve some or all of the attached carryovers. The impact would be that related projects or programs may not occur or existing operations may be negatively impacted.

### Fiscal and Staff Impact/Planned Item

The fiscal impact is detailed in Attachment A.

### Attachments

- A - Budget Revision 2024-17 Carryover Summary
- B - DPU Budget Revision 2024 -17



### Budget Revision Summary 2024-17

Department	Division	Carryover Amount	Summary of Expenditures
Administrative Services Department	Finance	\$ 50,000	Additional Support for Special Projects
Administrative Services Department	Information Management	\$ 489,600	Software and Equipment Purchases
Administrative Services Department	Records Management	\$ 150,000	Contract Services
Community Development Department	Economic Development	\$ 207,900	Advertising and Marketing
Community Services Department	Golf Course	\$ 14,300	Contract Services and Maintenance
Community Services Department	Library Operations/Collections	\$ 46,800	Furniture Replacement and Library Collections
Community Services Department	Open Space	\$ 100,000	Contract Services-Permaculture Barriers and Trail Maintenance
Community Services Department	Parks	\$ 157,000	Contract Services and Maintenance
Community Services Department	Recreation	\$ 69,300	Professional Services for instructors, repairs and maintenance, delayed purchases for equipment
County Attorney	County Attorney	\$ 133,000	Professional Services- Outside Council
County Clerk	County Clerk	\$ 12,900	Equipment
County Manager Office	Human Resources	\$ 83,000	Travel, Training and Advertising
County Manager Office	Risk Management	\$ 73,000	Training, Equipment and Software
Los Alamos Police Department	Animal Control	\$ 38,000	Shelter Upgrades
Los Alamos Police Department	Detention	\$ 48,200	Officer Vests and Intercoms
Los Alamos Police Department	Dispatch	\$ 217,300	Dispatch Software and Switchboard
Los Alamos Police Department	Emergency Management	\$ 6,100	Hazard Mitigation
Los Alamos Police Department	Operations	\$ 297,700	License Plate Reader, Taser Replacement, Skydo Drone
Public Works	Airport	\$ 80,000	Hangar Acquisition
Public Works	Fleet	\$ 321,000	Delayed Purchase of Fleet
Public Works	Capital Projects	\$ 150,000	Asset Management Software
Public Works	Traffic and Streets	\$ 237,000	Delayed Purchase-Snow Removal Equipment
Utilities	All Divisions	\$ 9,195,695	Continued Projects and Initiatives
<b>Grand Total</b>		<b>\$ 12,177,795</b>	

Fund	Carryover Total by Fund
General Fund	\$ 2,508,100
Fleet Fund	\$ 321,000
Risk Management Fund	\$ 73,000
Airport Fund	\$ 80,000
Utilities Fund	\$ 9,195,695
<b>Grand Total by Fund</b>	<b>\$ 12,177,795</b>

## Budget Revision 2024-17

BPU Meeting Date: Sep 20, 2023

Council Meeting Date: Sep 26, 2023

	Fund & Department	Org	Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	<b>Joint Utilities Fund - Electric Distribution</b> LASS Substation; Los Alamos URD Replacement (cables, jboxes, pedestals); Overhead System Replacement (poles, xarms, transformers); Upgrade primary conductors - Hills Subdivision; Replace Switches (SC1305A, SC1309, SC1309A, SC1401A2, SC1803) w/ new conductors; White Rock URD Replacement (cables, jboxes, pedestals); and Oppenheimer Trinity URD Replacements	51285299	8369		\$ 1,370,000		\$ (1,370,000)
2	<b>Joint Utilities Fund - Gas</b> SCADA Pressure Sensing Stations	53185399	8369		\$ 219,590		\$ (219,590)
3	<b>Joint Utilities Fund - Water Production</b> Mechanical and electrical upgrades; SCADA transition project; TA-50 water transmission line relocation; contingency for AGR22-68 design mechanical and electrical upgrades; contingency for AGR17-16a NM-4 16" waterline design; replace 14" transmission line Rose Street (FY2023 Profit Transfer Project)	54285699	8369		\$ 4,695,203		\$ (4,695,203)
4	<b>Joint Utilities Fund - Water Distribution</b> Replace 8" distribution line Rose Street (FY2023 Profit Transfer Project)	54185499	8369		\$ 188,199		\$ (188,199)
5	<b>Joint Utilities Fund - Wastewater</b> Bayo Canyon Lift Station Elimination Project; White Rock Water Reclamation Facility Construction; Contingency	55185599	8369		\$ 2,722,703		\$ (2,722,703)

**Description:** The purpose of the carryovers is to continue work to completion on specific projects and initiatives that were originally budgeted in FY2023.

**Fiscal Impact:** The net fiscal impact to the Joint Utilities Fund in FY2024 is to increase expenditures and decrease fund balance by \$9,195,695.



# County of Los Alamos

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## Staff Report

September 26, 2023

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**Agenda No.:** D.

**Index (Council Goals):** Quality of Life - Diversity, Equity, and Inclusivity; Quality of Life - Health, Wellbeing, and Social Services

**Presenters:** Jessica Strong, Social Services Division Manager and Cory Stryon, Community Services Director

**Legislative File:** 17836-23

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### Title

Approval of Amendment 2 to the Professional Services Agreement between the Center for Health Innovation and Incorporated County of Los Alamos

### Recommended Action

**I move that the Council approve Amendment 2 to the Professional Services Agreement between the Center for Health Innovation and Incorporated County of Los Alamos representing Los Alamos County Health Council as indicated on Attachment A; and I further move Council approve the related Budget Revision 2024-19 summarized in Attachment B and the attachment be made part of the minutes of the meeting.**

### County Manager's Recommendation

The County Manager recommends that Council approve the amendment as requested.

### Body

The purpose of this item is to review and approve Professional Services Agreement Amendment 2 which outlines changes to the scope of work and related deliverables and invoicing for year three of the CDC Vaccine Equity and Community Rebuilding project (also known as the Kellogg grant), which also includes a focus on the Community Health Improvement Plan (CHIP) and Comprehensive Health Plan (CHP).

Summary of amendment to the Scope of Work, deliverables, and invoicing requirements:

- Capacity action plan is developed, based on health council assessment and identified goals.
- Mandatory attendance at capacity assessment training and Annual Statewide Health Council meeting.
- Invoices are to be submitted monthly - if a health council falls more than 3 months behind, they will be contacted and offered assistance to resolve issues by the next invoicing period.
- Invoices for FY24 Year 3 will not be accepted nor paid if not received by June 5, 2024.

This amendment has been reviewed and approved for signature by the County Attorney Office. The original agreement is included as Attachment C and Amendment 1 as Attachment D for reference.

### Alternatives

Failure to approve the Amendment 2 to the Professional Services Agreement between the Center for Health Innovation and Incorporated County of Los Alamos will prevent continuation of

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the work of the Vaccine Equity and Community Building project (Kellogg grant) which is designed to assist County Health Councils in building their capacity to support recovery from the COVID19 pandemic and improve the health and well-being of their community members.

**Fiscal and Staff Impact/Unplanned Item**

This funding supports the limited term Comprehensive Health Plan Management Analyst position. Loss of this grant funding would require SSD to seek alternative sources of revenue.

**Attachments**

A - Los Alamos Health Council Amendment 2

B - Budget Revision 2024-19

C - Los Alamos Health Council Professional Services Agreement FY22

D - Los Alamos Health Council Amendment 1

## **PROFESSIONAL SERVICES AGREEMENT – AMENDMENT 2**

**issued by**

**Center for Health Innovation**

A Professional Services Agreement between the Center for Health Innovation, a 501c 3 non-profit organization and existing under the laws of New Mexico, with its principal office located in Silver City, New Mexico (“CHI”) and Incorporated County of Los Alamos (“Subcontractor”), representing Los Alamos Health Council is hereby amended to include the following additions. All other articles remain the same.

### **Article I – Statement of Work**

The Subcontractor will be responsible for the scope of work as presented in Attachment A (see below).

### **Article IV – Period of Performance**

The period of performance under this subcontract shall be for 3 state fiscal years (SFY) with SFY 2022 commencing October 18, 2021 through June 30, 2022, SFY 2023 commencing July 1, 2022 through June 30, 2023, and SFY 2024 commencing July 1, 2023 through May 31, 2024.

### **Article V – Maximum Reimbursement**

The total maximum reimbursement to the Subcontractor for the performance of this agreement is \$150,000 paid in the amount of \$50,000 per SFY. SFY2022 shall be for a 9-month period paid at \$5,555.55 per month; SFY2023 shall be for a 12-month period paid at \$4,166.66 per month; and SFY24 shall be for an 11-month period at \$4545.45 per month. These amounts will apply unless changed by written amendment to this agreement.

### **Article VI – Payment**

CHI shall reimburse the Subcontractor, upon receipt of all eligible invoice along with any required documents, up to the total maximum reimbursement set forth in Article V. Payment will be provided for items completed per Article I - Scope of Work of this agreement. All project-related staff, travel, benefits, materials, supplies and other administrative costs are the responsibility of the Subcontractor.

Eligible invoices should be submitted monthly. If a health council falls more than 2 months behind on their invoicing, they will be contacted by NMAHC for assistance and must resolve any issues and be caught up with their invoices by the next invoicing period. Health councils cannot go more than 3 months without invoicing. For example, if a health council has not invoiced for July and August, it must include all 3 months (July, Aug and Sept) in the September invoice. Anything prior to the current 3-month period cannot be billed. Future invoices will be allowed following the same principle. The exception is the final month of the contract, whereby all invoices for year 3 must be received by June 5, 2024.

Invoices for all activities for October 2021 through June 2022 will not be accepted or paid if not submitted by July 5th, 2022. Invoices for any activities for July 2022 through June 2023 will not

be accepted or paid if not submitted by July 5th, 2023. Invoices for any activities for July 2023 through May 2024 will not be accepted or paid if not submitted by June 5th, 2024.

All payments shall be based on the availability of funding. All payments must be allowable by the funding source and any restrictions defined by the funding source will be restricted under this agreement. All payments also will be considered provisional and subject to adjustment for compliance with the total maximum reimbursement established in Article V, in the event such adjustment is necessary as a result of an audit by CHI or the Federal Government.

Authorized Signature below is acknowledgement and acceptance of this modification.

\_\_\_\_\_  
Subcontractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Official

**NEW CDC/Kellogg Contracts**

In order to process FY24 contracts, all health councils must:

- Submit a new W-9 signed by the authorized official to the Center for Health Innovation.
- Return the contract signed by the authorized official to the Center for Health Innovation.

All health council coordinators, leaders and/or members must:

<b>Deliverable</b>	<b>Deliverable Detail/Milestones</b>	<b>Documentation</b>
1. Initial Start Up	1A. Hire a staff/contractor. 20-40 hours per week is suggested.	Contact information provided on Monthly Report. (1-time or if there are changes)
	1B. A leadership team is established to meet regularly and guide the development or capacity improvement process.	Health Council leadership team roster uploaded to Monthly Report. (1-time or if there are changes)
2. Improve Health Council capacity	2A. Attend capacity assessment training. Complete assessment of organizational core components.	Completed capacity assessment submitted with monthly report. (1-time)
	2B. Identify capacity components to establish or improve (see checklist) and develop an action plan.	Capacity priorities and action plan submitted with monthly report. (1-time)
	2C. Document progress on capacity action plan.	Capacity action plan progress report submitted with monthly report. (Quarterly)
3. Attend technical assistance (TA) meetings.	3A. TA will be provided to health councils by DOH Health Promotion Team and NMAHC. (AASTEC and/or other tribal support is available as needed).	3A. Report TA meetings attended, outcomes and TA needs on the Monthly Report. (Monthly)
4. Participate in peer learning opportunities.	4A. Real-time, remote, peer-led learning opportunities will be available monthly (1 <sup>st</sup> and 3 <sup>rd</sup> Mondays). Peer learning sessions are recorded and accessible to all health councils. The learning sessions and recordings, along with resource libraries, learning circles and other learning opportunities are available through NMAHC’s learning platform.	4A. Report trainings attended on the Monthly Report. (Monthly)
5. Attend Statewide Health Council meeting	5A. All health councils should plan to attend the Annual Statewide Health Council meeting to network with staff from other health councils, NMAHC and DOH; share experiences and accomplishments; and learn from others.	5A. Meeting registration and Sign In. NMAHC will have these documents on file. (1-time) Meeting evaluation. NMAHC will have these documents on file. (1-time)
6. Submit reports to support evaluation.	5A. Submit a completed invoice and Monthly Reports with back-up to NMAHC. One Monthly Report must be completed for each month invoiced.  5B. Complete a capacity assessment, capacity improvement action plan and report action plan progress. (See #1)	6A. <ul style="list-style-type: none"> <li>● Completed Invoice (cannot go more than 3 months without invoicing).</li> <li>● Monthly Report (one for each month invoiced) with back-up documentation listed in the report.</li> </ul>

		<ul style="list-style-type: none"> <li>Completed capacity assessment, capacity plan and progress reports (see #1)</li> </ul>
7. [Optional] Community Health Improvement Planning	7A, [Optional] Once a health council establishes core organizational capacity, it can begin a process to identify at least one health council priority where research and implementation of best practices is applied. This deliverable includes the Community Health Improvement Plan (CHIP) process and also meets deliverable #5 of the DOH traditional contract.	7A. [Optional] Submit CHIP form with monthly report (1-time) OR documentation provided to DOH for deliverable #5.



**Budget Office Revision 2024-19**

	<b>Fund &amp; Department</b>	<b>Org</b>	<b>Object</b>	<b>Revenue</b> (decrease)	<b>Expenditures</b> (decrease)	<b>Transfers</b> In(Out)	<b>Fund Balance</b> (decrease)
1	LACHC/CSD/Social Services	14650910	3479	50,000	\$0		\$ 50,000
2	LACHC/CSD/Social Services	14650910	8***		\$ 50,000		\$ (50,000)
3							\$ -
4							\$ -
5							\$ -
6							\$ -
7							\$ -
8							\$ -
9							\$ -
10							\$ -
<p><b>Description:</b> The purpose of this budget revision is to include ammendment two of the agreement from CHI and update the revenue and expenditure authority to the grant award.</p>							
<p><b>Fiscal Impact:</b> 0.00</p>							

**Center for Health Innovation  
Contract for Services**

This Contract for Services (herein referred to as the “agreement”) entered into as of 10/18/2021, by and between the Center for Health Innovation, a 501c 3 non-profit organization and existing under the laws of New Mexico, with its principal office located in Silver City, New Mexico (herein referred to as “CHI”) and Incorporated County of Los Alamos (herein referred to as “Subcontractor”) on behalf of Los Alamos Health Council.

**Witnesses that:**

**Whereas**, CHI has received a contract from the New Mexico Department of Health to provide certain work to address vaccine equity and community rebuilding; and

**Whereas**, CHI desires to have the Subcontractor perform a certain portion of said work; and

**Whereas**, the Subcontractor has presented that it has the present ability to perform said work;

**Now therefore**, the parties hereto do hereby mutually agree as follows:

**Article I – Statement of Work**

The Subcontractor will be responsible for the scope of work as presented in Attachment A for Tier 1

**Article II – Project Contact**

The work to be performed under this subcontract will be under the direction of:

CHI Finance Contact: Marissa Tecca, Contracts Manager

Email: [mtecca@chi-phi.org](mailto:mtecca@chi-phi.org)

Phone Number: 595-597-0044

CHI Data (Profiles and Dashboards) Contact: Joan Goldsworthy

Email: [jgoldsworthy-appel@chi-phi.org](mailto:jgoldsworthy-appel@chi-phi.org)

Phone: (575) 597-0347

Monthly Invoices sent to:

Madeline Bremel, Executive Assistant, New Mexico Alliance of Health Councils

Email: [madeline@nmhealthcouncils.org](mailto:madeline@nmhealthcouncils.org)

Cell: 218-390-9968

Subcontractor Contact Information

Name: Katherine Hudspeth

Title: Acting Social Services Manager

Email: [Katherine.Hudspeth@lacnm.us](mailto:Katherine.Hudspeth@lacnm.us)

Phone Number: 505-662-8249

### **Article III – Invoicing and Reporting**

The subcontractor shall submit monthly invoices using the standard template provided by CHI, along with any documentation required for the reporting period. Invoices will be submitted to the New Mexico Alliance of Health Councils no later than the 5th of every month, to begin on 11/01/2021. Subcontractor shall report along with monthly invoices (or sooner, if necessary) any problems/barriers that may impede performance along with proposed corrective actions.

Completed and signed monthly invoices with documentation shall be emailed by the 5<sup>th</sup> of the month to:

Madeline Bremel, Executive Assistant  
New Mexico Alliance of Health Councils  
Email: madeline@nmhealthcouncils.org  
Cell: 218-390-9968

### **Article IV – Period of Performance**

The period of performance under this subcontract shall be for two state fiscal years (SFY) with SFY 2022 commencing October 18, 2021 through June 30, 2022, and SFY 2023 commencing July 1, 2022 through June 30, 2023

### **Article V – Maximum Reimbursement**

The total maximum reimbursement to the Subcontractor for the performance of this agreement is [\$100,000 paid in the amount of \$50,000 per SFY. SFY2022 shall be for a 9 month period paid at \$5,555.55 per month and SFY2023 shall be for a 12 month period paid at \$4,166.66 per month]. These amounts will apply unless changed by written amendment to this agreement.

### **Article VI – Payment**

CHI shall reimburse the Subcontractor, upon receipt of invoice along with any required documents, up to the total maximum reimbursement set forth in Article V. Payment will be provided for items completed per Article I - Scope of Work of this agreement. All project-related staff, travel, benefits, materials, supplies and other administrative costs are the responsibility of the Subcontractor.

All payments shall be based on the availability of funding. All payments must be allowable by the funding source and any restrictions defined by the funding source will be restricted under this agreement. All payments also will be considered provisional and subject to adjustment for compliance with the total maximum reimbursement established in Article V, in the event such adjustment is necessary as a result of an audit by CHI or the Federal Government.

### **Article VII - Independent Contractor Status**

Nothing contained in this Agreement shall be construed in any manner as creating an employer/employee relationship, agency, partnership, joint venture or any other relationship between CHI and Subcontractor. As an independent contractor, the following will apply:

- a. Subcontractor is independent performing professional services for CHI and is not an employee of CHI.
- b. CHI shall designate the results to be accomplished by Subcontractor, but Subcontractor shall have the sole right to determine the manner and method by which the results, as set forth in the Scope of Work, are attained.
- c. CHI is not required to provide unemployment insurance or any other employee benefits to Contractor as a result of this agreement.
- d. Subcontractor does not have, nor shall Subcontractor hold himself out as having any right, power, or authority to create any contract or obligation on behalf of, in the name of, or binding upon CHI, unless CHI shall consent thereto in writing.
- e. Subcontractor shall provide CHI with a completed IRS Form W-9 Request for Taxpayer Identification Number and Certification.
- f. [If Applicable] Subcontractor shall pay New Mexico gross receipts tax on applicable amounts payable under this agreement. Subcontractor will provide CHI with documentation of his/her New Mexico CRS Number and completed W-9.
- g. [If Applicable] Subcontractor recognizes and understands that he/she is responsible for all taxes and tax filings for Subcontractor earnings in accordance with all provisions of applicable Federal and State law, including making any

quarterly estimated tax payments during the calendar year and paying self-employment taxes (Social Security and Medicare).

- h. [If Applicable] CHI will provide Subcontractor with an IRS Form 1099 for the calendar year.
- i. The Subcontractor will be responsible for liability arising from the act or failure to act of the Subcontractor or of its officials, agents and employees pursuant to this Agreement. The liability of the Subcontractor shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1 et seq., N.M.S.A. 1978, and of any amendments thereto.

**Article VIII – Confidentiality**

Any and all confidential information provided to or developed by CHI in the performance of this agreement shall be kept confidential and shall not be made available to any individual or organization by the subcontractor without prior written approval of CHI, unless otherwise provided by law. The confidential nature of information shall be identified to the Subcontractor either in writing or verbally.

**Article IX – Termination**

This agreement may be terminated by any of the following:

- A. By written notice from either party that is delivered to the other party at least thirty (30) days prior to the intended date of termination.
- B. By decision of CHI with cause, which shall be effective immediately. Cause for termination shall include failure to perform duties and responsibilities under this agreement, such as substandard quality or not meeting agreed upon deadlines.
- C. By decision of a CHI funding source, effective immediately.

By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. Notwithstanding the foregoing, if Subcontractor is unable to carry out the work required under this agreement, the Subcontractor shall immediately notify CHI.

**Article X – Documents and Products**

All documents and products produced by Subcontractor for purposes of the work under this agreement shall be provided to CHI in an editable (if applicable) electronic format and shall become shared property of the Health Council and CHI at the conclusion of the work.

**Article XI – Changes**

The conditions of this agreement may be changed at any time by mutual agreement. Said changes shall be in the form of a duly executed amendment to this agreement. Any and all attempts to amend this agreement absent a duly executed amendment are explicitly unauthorized by CHI.

**In Witness Whereof**, the parties hereby execute, this agreement individually or by their duly authorized officer, on the dates indicated below.

**By an authorized official of  
Center for Health Innovation**

**Los Alamos County Health Council**

*Holley Hudgins*

Holley Hudgins, Executive Director

Steven Lynne, County Manager

12/14/2021

*Steven Lynne*

12/9/2021

Date

Signature

Date

**YEAR 1 – Tier 1**

Action	YEAR 1 Deliverables/Milestones	Documentation	Timeframe [Expected Start Date 2 <sup>nd</sup> Qtr of State FY]
1. Initial Start Up	1A. Hire staffer/contractor/s.	<ul style="list-style-type: none"> <li>• tact Info</li> </ul>	Con 2 <sup>nd</sup> Quarter
	1B. Vaccine Equity Committee is established to meet regularly and advise HC and state on equity-related issues.	<ul style="list-style-type: none"> <li>• in sheets</li> <li>• ting minutes</li> <li>• vaccine Equity Group Roster</li> </ul>	Sign Mee Vac 2 <sup>nd</sup> Quarter
2. Assess Health Council capacity to achieve deliverables, outcomes and impact associated with DOH Vaccine Equity Plan.	2A. HCs complete the initial capacity self-assessment.	<ul style="list-style-type: none"> <li>• acy Assessment</li> </ul>	Cap 2 <sup>nd</sup> Quarter
	2B. Create capacity action plan based on assessment and identified goals.	<ul style="list-style-type: none"> <li>• acy improvement goals &amp; action plan</li> </ul>	Cap 2 <sup>nd</sup> -3 <sup>rd</sup> Qtrs.
	2C. Document progress on capacity action plan.	<ul style="list-style-type: none"> <li>• acy Action Progress Report</li> </ul>	Cap Quarterly
	2D. Attend capacity improvement training(s) at a level appropriate to the tier and/or goals.	<ul style="list-style-type: none"> <li>• In/ Registration</li> <li>• -Training Skill Assessment (PTSA)</li> </ul>	Sign Post TBD
3. Attend Culture of Health (COH) training, using the CBPR and health equity framework to carry out Vaccine Equity Plan goals.	3A. COH and Community Based Participatory Research (CBPR) Training	<ul style="list-style-type: none"> <li>• In/ Registration</li> <li>• A</li> </ul>	Sign PTS TBD
	3B. Stakeholder Engagement Training	<ul style="list-style-type: none"> <li>• In/ Registration</li> <li>• A</li> </ul>	Sign PTS TBD
	3C. Data to Action Training	<ul style="list-style-type: none"> <li>• In/ Registration</li> <li>• A</li> </ul>	Sign PTS TBD
	3D. Vaccine Equity Action Training.	<ul style="list-style-type: none"> <li>• In/ Registration</li> <li>• A</li> </ul>	Sign PTS 3 <sup>rd</sup> – 4 <sup>th</sup> Qtrs.

	3E. Based on training and technical assistance (TA), develop a vaccine equity (VE) action plan and submit monthly progress reports.	<ul style="list-style-type: none"> <li>• VE Action Plan</li> <li>• Monthly VE Progress Report</li> </ul>	3 <sup>rd</sup> – 4 <sup>th</sup> Qtrs.
	3F. Tier 1 Organizational Development. Work with staff and consultants to develop HC policies, practices, systems.	HC organizational documents	TBD
4. Participate in COH monthly Technical Assistance (TA) meetings.	NMAHC staff and consultants to provide TA to all health councils based on individualized needs.	Not applicable	Monthly
5. Participate in COH peer learning meetings.	Peer learning meetings allow Health Council staff to share with and learn from other health councils	Not applicable	Quarterly
6. Attend the statewide Health Council meeting.	All health councils are required to attend an annual meeting.	Sign Ins	Annually
7. Attend one elective training	<p>Suggested topics:</p> <ul style="list-style-type: none"> <li>• Strategic Communications / Story Telling</li> <li>• Working with County Government</li> <li>• Sustainability Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Sign Ins</li> <li>• PTSA</li> </ul>	No later than 4 <sup>th</sup> Quarter

## YEAR 2 – Tier 1

Action	YEAR 2 Deliverables/Milestones	Documentation	Completion Target Date
1. Continue to improve Health Council capacity	1A. Complete annual capacity self-assessment (same tool used in Year 1). Revise Health Council capacity improvement goals and action plan as needed based on Year 2 results.	<ul style="list-style-type: none"> <li>• Capacity assessment</li> <li>• Updated capacity goals &amp; action plan.</li> </ul>	1 <sup>st</sup> Quarter
	1B. Document progress on capacity action plan.	<ul style="list-style-type: none"> <li>• Capacity action progress report</li> </ul>	1 <sup>st</sup> Quarter
2. Attend COH trainings and Meetings, using CBPR and Equity Lens, engage in group/regional discussions about goals, strategies and progress made with HB137-related community building goals.	2A. Regional and topical trainings and meetings for planning, mobilizing, implementing and showing progress with community building strategies. Based on trainings and TA, identify one community development capacity building goal to build on Year 1 COH CBPR framework, stakeholder engagement and data to action and include policy to action, with focus on community building goals.	<ul style="list-style-type: none"> <li>• Sign In/ Registration</li> <li>• Community Building Action Plan</li> <li>• Monthly Progress reports</li> </ul>	1 <sup>st</sup> -4 <sup>th</sup> Quarters

	2B. Tier 1- HC Organizational Development Work with staff and consultants to develop HC policies, practices, systems.	HC organizational documents	TBD
3. Attend COH monthly technical assistance meetings.	TA will be provided to all health councils by NMAHC staff and consultants based on individualized needs.	Not applicable	Monthly
4. Participate in COH peer learning meetings.	Peer learning meetings allow Health Council staff to share with and learn from other health councils	Not applicable	Quarterly
5. Share progress with community building around HB-137 at statewide Health Council meeting.	All health councils share progress in presentations and discussions.	• Sign In/ Registration	Annually

**SOW Deliverables and Timeline**

Anticipated start date is the 2<sup>nd</sup> Quarter of State Fiscal Year (October 1, 2021)

TIER	Y1- 2nd Qtr	Y1- 3 <sup>rd</sup> Qtr	Y1- 4 <sup>th</sup> Qtr	Y2- 1 <sup>st</sup> Qtr	Y2- 2 <sup>nd</sup> Qtr	Y2- 3 <sup>rd</sup> Qtr	Y2- 4 <sup>th</sup> Qtr
All Tiers (1,2,3)	<ul style="list-style-type: none"> <li>• Hire Staff</li> <li>• Capacity Assessment and goal(s)</li> <li>• Convene Vaccine Equity Committee; send meeting minutes and Roster</li> <li>• Attend COH Training &amp; TA. Submit Post Training Skill Assessment (PTSA)</li> </ul>	<ul style="list-style-type: none"> <li>• Attend COH Training &amp; TA. Submit PTSA</li> <li>• Vaccine Equity (VE) Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Attend COH Training &amp; TA. Submit PTSA</li> <li>• Monthly progress report</li> <li>• VE Action Plan update</li> <li>• Statewide meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity Assessment and action plan update</li> <li>• Attend COH Training &amp; TA. Submit PTSA</li> <li>• Monthly progress report</li> <li>• Community Building Action Plan (CBAP)</li> </ul>	<ul style="list-style-type: none"> <li>• Attend COH Training &amp; TA. Submit PTSA</li> <li>• Monthly progress report</li> </ul>	<ul style="list-style-type: none"> <li>• Attend COH Training &amp; TA. Submit PTSA</li> <li>• Monthly progress report</li> </ul>	<ul style="list-style-type: none"> <li>• Attend COH Training &amp; TA. Submit PTSA</li> <li>• Monthly progress report</li> <li>• Statewide Meeting</li> </ul>

**Certificate Of Completion**

Envelope Id: 72B10BA71BAA43B48E957C62190D1EDC Status: Completed  
 Subject: Please DocuSign: Professional Services Agreement Los Alamos County Health Council (2).pdf  
 Source Envelope:  
 Document Pages: 6 Signatures: 2 Envelope Originator:  
 Certificate Pages: 3 Initials: 0 Eloisa Sanchez  
 AutoNav: Enabled eloisa.sanchez@lacnm.us  
 Envelope Stamping: Enabled IP Address: 76.113.59.231  
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

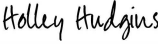
**Record Tracking**

Status: Original Holder: Eloisa Sanchez Location: DocuSign  
 11/29/2021 4:29:00 PM eloisa.sanchez@lacnm.us


**Signer Events**

Signer Events	Signature	Timestamp
Steven Lynne steven.lynne@lacnm.us County Manager Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 174.241.36.203	Sent: 11/29/2021 4:32:52 PM Viewed: 12/9/2021 4:38:05 AM Signed: 12/9/2021 4:38:16 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Holley Hudgins hhudgins@chi-phi.org Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 174.62.54.44	Sent: 12/9/2021 4:38:18 AM Resent: 12/13/2021 5:16:02 PM Viewed: 12/14/2021 10:33:51 AM Signed: 12/14/2021 10:35:18 AM
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**Electronic Record and Signature Disclosure:**  
 Accepted: 12/14/2021 10:33:51 AM  
 ID: 2b305fd3-32bd-4179-b5d9-a47954276d5b  
 Company Name: Carahsoft OBO County of Los Alamos

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Donna Casados donna.casados@lacnm.us Security Level: Email, Account Authentication (None)		Sent: 12/14/2021 10:35:20 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 5/28/2021 5:03:07 PM ID: f3747563-f139-46fd-b269-d5429b43e34b Company Name: Incorporated County of Los Alamos		



Carbon Copy Events	Status	Timestamp
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Lucinda ltecca@chi-phi.org Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 12/14/2021 10:35:20 AM
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Hudspeth, Katherine katherine.hudspeth@lacnm.us Sr. Management Analyst Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 6/3/2021 7:21:00 AM ID: d1dadf06-3ded-48f4-b9a3-92d18b0fa696 Company Name: Incorporated County of Los Alamos	<b>COPIED</b>	Sent: 12/14/2021 10:35:20 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	12/14/2021 10:33:51 AM
Signing Complete	Security Checked	12/14/2021 10:35:18 AM
Completed	Security Checked	12/14/2021 10:35:20 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **AGREEMENT TO USE DOCUSIGN FOR ELECTRONIC SIGNATURES**

### **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Los Alamos County (“County”) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, for this Electronic Record and Signature Disclosure (ERSD), and confirm your agreement by selecting the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session.

#### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

#### **Acknowledging your access and consent to receive and sign documents electronically**

Pursuant to the New Mexico Uniform Electronic Transactions Act, you hereby agree to conduct transactions with the County by electronic means through DocuSign. You agree that your electronic signature represents your intent to sign the electronic record and is the means by which you indicate an intent to bind yourself with the document in a manner that has legal significance; it constitutes legally-binding evidence of your intention with regard to the document. You further agree that your electronic signature as used through DocuSign is the legal equivalent of a handwritten signature. You confirm that you can access this information electronically, which will be similar to other electronic notices and disclosures that we may provide to you, that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, by selecting the check-box next to ‘I agree to use electronic records and signatures,’ you consent to receiving and signing documents as described herein; select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

**PROFESSIONAL SERVICES AGREEMENT – AMENDMENT 1**

**issued by**

**Center for Health Innovation**

A Professional Services Agreement between the Center for Health Innovation, a 501c 3 non-profit organization and existing under the laws of New Mexico, with its principal office located in Silver City, New Mexico (“CHI”) and Incorporated County of Los Alamos (“Subcontractor”), representing Los Alamos County Health Council is hereby amended to delete Articles I and VI, and Attachment A in their entirety and replace with the following as noted herein. All other articles remain the same.

**Article I – Statement of Work**

The Subcontractor will be responsible for the scope of work as presented in Attachment A-I as attached hereto and made a part hereof for all purposes.

**Article VI – Payment**

CHI shall reimburse the Subcontractor, upon receipt of invoice along with any required documents, up to the total maximum reimbursement set forth in Article V. Payment will be provided for items completed per Article I - Scope of Work of this agreement. All project-related staff, travel, benefits, materials, supplies and other administrative costs are the responsibility of the Subcontractor.

Invoices should be submitted monthly. If a Sub-Contractor falls more than 3 months behind on their invoicing, it will be contacted by NMAHC for assistance and must resolve any issues and be caught up with invoices by the next invoicing period.

Invoices for all activities for October 2021 through June 2022 will not be accepted or paid if not submitted by July 5th, 2022. Invoices for any activities for July 2022 through June 2023 will not be accepted or paid if not submitted by July 5th, 2023.

All payments shall be based on the availability of funding. All payments must be allowable by the funding source and any restrictions defined by the funding source will be restricted under this agreement. All payments also will be considered provisional and subject to adjustment for compliance with the total maximum reimbursement established in Article V, in the event such adjustment is necessary as a result of an audit by CHI or the Federal Government.

Authorized Signature’s below is acknowledgement and acceptance of this Amendment.

Authorized Official  
Center for Health Innovation

Incorporated County of Los Alamos

\_\_\_\_\_  
Charlie Alfero, Date  
Executive Director

\_\_\_\_\_  
Steven Lynne, Date  
County Manager

## ATTACHMENT A-1 – Scope of Work

YEAR 1	Deliverables/Milestones
1. <b>Initial Start Up</b>	1A. Hire staffer/contractor/s.
	1B. Health Equity Committee (HEC) is established to meet regularly and advise health council and state on equity-related issues.
2. <b>Assess Health Council capacity</b> to achieve deliverables, outcomes and impact associated with vaccine equity and program goals.	2A. Health councils complete the initial capacity self-assessment.
3. Attend <b>CDC Vaccine Equity and Community Rebuilding training</b> using the CBPR and health equity framework to carry out vaccine equity and program goals.	3A. Attend training based on the Community Based Participatory Research (CBPR) and health equity framework
	3B. Stakeholder Engagement Training
	3C. Data to Action Training
	3D. Vaccine Equity Action Training.
	3E. Based on training and technical assistance (TA), develop a vaccine equity (VE) action plan and submit monthly progress reports.
4. Participate in <b>Technical Assistance (TA)</b> meetings	4A. NMAHC staff and consultants to provide TA to all health councils based on individualized needs.
5. Participate in <b>peer learning</b> meetings.	5A. Peer learning meetings allow Health Council staff to share with and learn from other health councils. Meetings will be scheduled as appropriate.
6. Statewide Health Council Meeting	6A. All health councils are required to attend the New Mexico Alliance of Health Councils annual meeting.
7. Attend <b>one elective training</b>	7A. Topics will be based on health council feedback and needs
YEAR 2	Deliverables/Milestones
1. Continue to improve <b>Health Council capacity</b>	1A. Create health council capacity improvement goal(s) and an action plan to achieve the identified goals.
	1B. Document progress on capacity action plan.
2. Attend <b>trainings and meetings, using CBPR and Equity Lens,</b> engage in group/regional discussions about goals, strategies and progress made with HB137-related community building goals.	2A. Regional and topical trainings and meetings for planning, mobilizing, implementing and showing progress with community building strategies. Based on trainings and TA, <b>identify one community rebuilding/health priority goal, the plan to address this priority and progress</b> to build on Year 1 efforts . The goal and plan is part of the Community Health Improvement (CHIP) process
3. Attend <b>technical assistance meetings.</b>	3A. TA will be provided to all health councils by NMAHC staff and consultants based on individualized needs.
4. Participate in <b>peer learning meetings.</b>	4A. Peer learning meetings allow Health Council staff to share with and learn from other health councils. Meetings will be scheduled as appropriate.

5. Share community building progress at <b>statewide Health Council meeting</b>	5A. All Health councils share progress in their capacity goals and health improvement goal through presentations and discussions.
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# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Staff Report

September 26, 2023

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**Agenda No.:** A.

**Index (Council Goals):** \* 2022 Council Goal - Investing in Infrastructure; DPU FY2022 - 1.0 Provide Safe and Reliable Utility Services; DPU FY2022 - 2.0 Achieve and Maintain Excellence in Financial Performance

**Presenters:** Philo Shelton, Utilities Manager and Karen Kendall, Deputy Utilities Manager - Finance

**Legislative File:** CO671-23b

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### Title

Incorporated County of Los Alamos Code Ordinance No. 02-351; An Ordinance Amending Chapter 40, Article III, Sections 40-121, 40-122, and 40-123 of the Code of the Incorporated County of Los Alamos Relating to Electric Rate Schedules, Customer Service Charges and Electric Energy Charges

### Recommended Action

**I move that Council adopt Incorporated County of Los Alamos Code Ordinance No. 02-351; an ordinance amending Chapter 40, Article III, Sections 40-121, 40-122, 40-123 of the Code of the Incorporated County of Los Alamos Relating to Electric Rate Schedules, Customer Service Charges and Electric Energy Charges.**

### Utilities Manager Recommendation

The Utilities Manager recommends that the County Council approve this ordinance as presented.

### Board, Commission or Committee Recommendation

The Board of Public Utilities held a public hearing at their regular meeting of August 16, 2023 and unanimously recommended that County Council adopt this ordinance as presented.

### Body

The Department of Public Utilities has not raised electric rates since 2015. The adopted FY2024 budget includes an 8% increase in revenue anticipating an electric rate increase. DPU contracted for an electric rate study and cost of service study. The proposed rates are based on the results of the rate study portion of the contracted work. DPU is proposing rate increases for both FY2024 and FY2025. The cost-of-service study is ongoing and DPU anticipates those results to impact rates in FY2026. Staff is developing a work plan on improving the billing software to offer more flexible usage rates such as time of use and/or demand charges to the electric rates which is planned to be implemented in FY 2026.

### Background

Overview of Code Ordinance 02-351

- GDS Associates completed their rate study which is based on forecasting future revenue on a system-wide basis.
- GDS Associates and DPU are working together to complete the Cost-of-Service study which looks at the cost of providing services by customer classes including net metering

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customers. They will present the results of this study once concluded. This portion of the study is not part of the current two-year rate increase proposal.

- Our current billing system cannot produce either Time of Use or Residential Demand bills.
- We are currently researching and developing a work plan for a billing system to accommodate Time of Use and/or Residential Demand rate structures.

#### Green Power & Time of Use

- The proposed rate ordinance removes the option to purchase green power.
- DPU no longer purchases RECs to offset production of electric power due to DPU's clean power production and purchases.
- The total revenue from voluntary green power initiative for FY2023 was \$6,725.
- DPU currently doesn't have any customers in the existing Time of Use Rate Class. Since we cannot accommodate Time of Use rates in our current billing system, DPU is proposing removing the Time of Use rate classes.

#### **Alternatives**

If this ordinance is not approved, revenues will not be sufficient to match budgeted FY2024 revenue which will directly impact cash balances.

#### **Fiscal and Staff Impact/Planned Item**

The revenues for FY2024 assume a rate increase and will only be achieved if the new rates are approved.

#### **Attachments**

- A - Code Ordinance 02-351 Electric Rates
- B - Rate Comparison & History
- C - Electric Rates by Schedule
- D - Notice of Public Hearing
- E - GDS Presentation

**INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. 02-351**

**AN ORDINANCE AMENDING CHAPTER 40, ARTICLE III, SECTIONS 40-121, 40-122, AND 40-123 RELATING TO ELECTRIC RATE SCHEDULES, CUSTOMER SERVICE CHARGES, AND ELECTRIC ENERGY CHARGES**

**WHEREAS**, the Incorporated County of Los Alamos (“County”) is an incorporated county of the State of New Mexico as provided in Section 5, Article 10 of the New Mexico Constitution; and pursuant to Section 5, Article 10 of the State Constitution, is also granted all powers of a municipality; and

**WHEREAS**, pursuant to Article V of the County Charter, there is a Department of Public Utilities (“Department”) charged with the duty to operate a County owned electric, gas, water and sewer systems; and

**WHEREAS**, Section 504 of the County Charter requires the Department be operated on a compensatory basis, with rates being just, reasonable, and comparable to those in neighboring communities; and

**WHEREAS**, the Department and Utility Manager have identified the need to increase natural gas and water rates to meet the projected revenue requirements of the Department; and

**WHEREAS**, pursuant to Section 203.1.d. of the County Charter, any change in County utility rates must be done via ordinance; and

**WHEREAS**, pursuant to Section 4.6.a. of the *Board of Public Utilities Procedural Rules* (ed 7/20/22), the Utilities Manager is responsible for preparing and presenting proposed utility rate ordinances to the Board of Public Utilities; and

**WHEREAS**, pursuant to Section 504 of the County Charter, the rates to be paid for utility services shall then be proposed by the Board of Public Utilities to the County Council and shall become effective on the date of adoption by Council; and

**WHEREAS**, pursuant to Section 4.6.a. of the *Board of Public Utilities Procedural Rules*, the proposed rates must be presented at least one month prior to the Board of Public Utilities public hearing on a final proposed utility rate ordinance; and

**WHEREAS**, the Utilities Manager shall introduce the draft ordinance to the board of Public Utilities and present the budget and operational reasons for the proposed rate ordinance; and

**WHEREAS**, the Utilities Manager presented the proposed rate increases for natural gas to the Board of Public Utilities on July 19, 2023; and

**WHEREAS**, the Utilities Manager, after receiving comments from the Board of Public Utilities, presented the final rate ordinance on August 16, 2023; and



**WHEREAS**, the Board of Public Utilities [accepted and recommended/accepted and modified, etc.] the final rate ordinance and recommended forwarding it to Council for adoption; and

**WHEREAS**, on September 5, 2023 the County Council, pursuant to Section 203.2.1 of the County Charter introduced the proposed rate ordinance; and

**WHEREAS**, on September 26, 2023, the County Council, pursuant to Section 203.2.2 of the County Charter held a public hearing on the proposed rate ordinance.

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE INCORPORATED COUNTY OF LOS ALAMOS, as follows:**

**Section 1.** Sections 40-121, 40-122 and 40-123 of the Los Alamos County Code of Ordinances are amended to read as follows:

**Sec. 40-121. Schedules.**

(a) Residential rate service schedule 6-A is applicable only for normal domestic light and power use in individual residences, dwelling units, and individual apartments, where each unit is separately metered. All service shall be delivered through a single set of service wires at a single service location and measured by one meter.

(b) Small commercial (less than 50 kilowatts per month) rate service schedule 6-G is applicable for commercial lighting, small power and other commercial, business, professional and small industrial loads. All service shall be delivered through a single set of service wires at a single service location and measured by one meter. The customer's monthly demand shall be less than 50 kilowatts (kW), but excludes customers to whom service is applicable under another rate service schedule. When a customer under this schedule establishes a demand of 50 kilowatts or greater for two consecutive months, the large commercial (50 kilowatts per month or greater) rate schedule 6-K will be charged for the current billing month plus a minimum of 11 succeeding billing months.

(c) Large commercial (50 kilowatts per month or greater) rate service schedule 6-K is applicable to all customers with a demand over 50 kilowatts per month or greater. All service shall be delivered through a single set of service wires at a single service location and measured by one meter, but excludes those customers to whom service is applicable under another rate schedule.

(d) Small county (less than 50 kilowatts per month), schedule 6-L, and small public schools (less than 50 kilowatts per month), schedule 6-N, are applicable, respectively, to power used by the incorporated county and the public schools. All service shall be provided by single set of service wires at a single service location at one point of delivery, measured by one meter. The customer's demand for the month shall be less than 50 kilowatts, but excludes those customers to whom service is applicable under another rate schedule. When a customer under this schedule establishes a demand of 50 kilowatts or greater for two consecutive months, the large county (50 kilowatts per months or greater) schedule 6-M, or the large public schools (50 kilowatts per month or greater) schedule 6-R, rate schedule will be charged for the current billing month plus a minimum of 11 succeeding billing months.

(e) Large county (50 kilowatts per month or greater), schedule 6-M, and large public schools (50 kilowatts per month or greater) schedule 6-R, are applicable, respectively, to the incorporated county of Los Alamos and the public schools. All service shall be provided by a single set of service wires at a single service location supplied at one point of delivery, measured by one meter, and the customer's demand for the month shall be 50 kilowatts or greater, but excludes those customers to whom service is applicable under another rate schedule.

(f) Municipal street and traffic light service rate schedule 6-P is applicable to electric service provided to the incorporated county for street and traffic lights.

(g) Area lighting service schedule 6-Q is applicable to all customers for private area lighting service.

(h) Special electric service schedule 6-S is applicable to large power users with an annual load factor less than 20 percent and a connected load greater than 50 kilowatts. Annual load factor is calculated as average demand divided by peak demand to be calculated in January for the prior 12 months.

(i) Municipal water production system rate schedule 6-W is applicable to metered electric service provided to the incorporated county for bulk water pumping.

(j) Rate schedules 6-T, 6-U, 6-V and 6-Y are reserved.

~~(j) Commercial time-of-use rate schedule 6-T is applicable to each commercial customer otherwise subject to rate service schedules 6-G or 6-K who has given at least 15 days' notice to the utilities department that it wishes to obtain electric service under this rate service schedule. Any customer requesting service under this schedule shall be required to remain on this schedule for no less than 12 consecutive months before notice is given to return to rate service schedule 6-G or 6-K.~~

~~(k) Residential time-of-use rate schedule 6-U is applicable to each residential customer otherwise subject to rate service schedules 6-A who has given at least 15 days' notice to the utilities department that it wishes to obtain electric service under this rate service schedule. Any customer requesting service under this schedule shall be required to remain on this schedule for no less than 12 consecutive months before notice is given to return to rate service schedule 6-A.~~

~~(l) County time-of-use rate schedule 6-V is applicable to each county customer otherwise subject to rate service schedules 6-L or 6-M; public schools time-of-use rate schedule 6-Y is applicable to each public school customer otherwise subject to rate service schedules 6-N or 6-R, who has given at least 15 days' notice to the utilities department that it wishes to obtain electric service under this rate service schedule. Any customer requesting service under schedule 6-V or 6-Y shall be required to remain on this schedule for no less than 12 consecutive months before notice is given to return to rate service schedule 6-L, 6-M, 6-N, 6-R.~~

## Sec. 40-122. Electric customer service charges.

Customer service charges are to be applied as follows:

- (1) To each customer billed under rate service schedule 6-A, \$12.00 per month per meter through June 30, 2024 and \$12.60 per month per meter beginning July 1, 2024.
- (2) To each customer billed under rate service schedules 6-G, 6-K, 6-L, 6-M, 6-N and 6-R, \$22.00 per month per meter through June 30, 2024 and \$23.10 per month per meter beginning July 1, 2024.
- (3) To each customer billed under rate service schedule 6-S, \$65.00 per month per meter through June 30, 2024 and \$68.25 per month per meter beginning July 1, 2024.
- (4) To each customer billed under rate service schedule 6-W, \$217.75 per month through June 30, 2024 plus charges for energy and demand and \$228.64 beginning July 1, 2024 plus charges for energy and demand.
- ~~(5) To each customer billed under rate service schedule 6-T, \$32.00; service schedule 6-U, \$17.00; service schedules 6-V and 6-Y, \$32.00 per month per meter.~~
- ~~(6)~~ (5) To each customer billed under rate service schedule 6-P, \$19.18 per month per meter through June 30, 2024 and \$20.14 per month per meter beginning July 1, 2024.

## Sec. 40-123. Electric energy charges.

In addition to applicable customer service charges, electric energy charges and demand charges are to be applied as follows:

- (1) *Schedule 6-A.* Each customer billed under rate service schedule 6-A shall be charged \$0.1152 \$0.1282 per kilowatt hour through June 30, 2024 and \$0.1413 per kilowatt hour beginning July 1, 2024. ~~In addition to the charge authorized by this subsection, the following optional charges are authorized subject to rules promulgated by the department necessary to carry out its provisions:~~
  - ~~a. *Fixed option.* Customers billed under rate service schedule 6-A may choose to subscribe monthly to 100 kWh blocks of green power at the additional rate of \$0.5000 per block. The total of the subscribed blocks shall not exceed 90 percent of that customer's minimum monthly electric consumption during the previous 12 months.~~
  - ~~b. *Variable option.* Customers billed under rate service schedule 6-A may choose to subscribe to green power for 90 percent of their monthly electric consumption. Such consumption shall be billed at the additional rate of \$0.0050 per kilowatt hour.~~
- (2) *Schedule 6-G.* Each customer billed under rate service schedule 6-G shall be charged \$0.1414 \$0.1229 per kilowatt hour through June 30, 2024 and \$0.1351 per kilowatt hour beginning July 1, 2024. ~~In addition to the charge authorized by this subsection, the following optional charges are authorized subject to rules promulgated by the department necessary to carry out its provisions:~~

- ~~a. *Fixed option.* Customers billed under rate service schedule 6-G, may choose to subscribe monthly to 100 kWh blocks of green power at the additional rate of \$0.5000 per block. The total of the subscribed blocks shall not exceed 90 percent of that customer's minimum monthly electric consumption during the previous 12 months.~~
- ~~b. *Variable option.* Customers billed under rate service schedule 6-G may choose to subscribe to green power for 90 percent of their monthly electric consumption. Such consumption shall be billed at the additional rate of \$0.0050 per kilowatt hour.~~
- (3) ~~*Schedule 6-L.* Each customer billed under rate service schedule 6-L shall be charged \$0.1442 \$0.1263 per kilowatt hour through June 30, 2024 and \$0.1388 per kilowatt hour beginning July 1, 2024. In addition to the charge authorized by this subsection, the following optional charges for rate service schedule 6-L are authorized subject to rules promulgated by the department necessary to carry out its provisions:~~
- ~~a. *Fixed option.* Customers billed under rate service schedule 6L may choose to subscribe monthly to 100 kWh blocks of green power at the additional rate of \$0.5000 per block. The total of subscribed blocks shall not exceed 90 percent of that customer's minimum monthly electric consumption during the previous 12 months.~~
- ~~b. *Variable option.* Customers billed under rate service schedule 6L may choose to subscribe to green power for 90 percent of their monthly electric consumption. Such consumption shall be billed at the additional rate of \$0.0050 per kilowatt hour.~~
- (4) ~~*Schedule 6-N.* Each customer billed under rate service schedule 6-N shall be charged \$0.1089 \$0.1205 per kilowatt hour through June 30, 2024 and \$0.1326 per kilowatt hour beginning July 1, 2024. In addition to the charge authorized by this subsection, the following optional charges for rate service schedule 6-N are authorized subject to rules promulgated by the department necessary to carry out its provisions:~~
- ~~a. *Fixed option.* Customers billed under rate service schedule 6-N may choose to subscribe monthly to 100 kWh blocks of green power at the additional rate of \$0.5000 per block. The total of subscribed blocks shall not exceed 90 percent of that customer's minimum monthly electric consumption during the previous 12 months.~~
- ~~b. *Variable option.* Customers billed under rate service schedule 6-N may choose to subscribe to green power for 90 percent of their monthly electric consumption. Such consumption shall be billed at the additional rate of \$0.0050 per kilowatt hour.~~
- (5) ~~*Schedule 6-P.* Each customer billed under rate service schedule 6-P shall be charged \$0.1034 \$0.1146 per kilowatt hour through June 30, 2024 and \$0.1264 per kilowatt hour beginning July 1, 2024. In addition to the charge authorized by this subsection, the following optional charges for rate service schedule 6-P are authorized subject to rules promulgated by the department necessary to carry out its provisions:~~

- a. ~~Fixed option.~~ Customers billed under rate service schedule 6-P may choose to subscribe monthly to 100 kWh blocks of green power at the additional rate of \$0.5000 per block. The total of subscribed blocks shall not exceed 90 percent of that customer's minimum monthly electric consumption during the previous 12 months.
- b. ~~Variable option.~~ Customers billed under rate service schedule 6-P may choose to subscribe to green power for 90 percent of their monthly electric consumption. Such consumption shall be billed at the additional rate of \$0.0050 per kilowatt hour.
- (6) ~~Schedule 6-K.~~ Each customer under rate service schedule 6-K shall be charged ~~\$11.00~~ \$12.05 per kW of peak demand ~~through June 30, 2024~~ and \$13.20 per kW of peak demand ~~beginning July 1, 2024,~~ plus ~~\$0.0824~~ \$0.0899 per kilowatt hour ~~through June 30, 2024~~ and \$0.0985 per kilowatt hour ~~beginning July 1, 2024.~~ In addition to the charge authorized by this subsection, the following optional charges are authorized subject to rules promulgated by the department necessary to carry out its provisions:
- ~~Customers billed under rate service schedule 6-K may choose to subscribe to green power for one percent, two percent, three percent, five percent, ten percent, 50 percent or 90 percent of their monthly energy electric consumption. Such consumption shall be billed at the additional rate of \$0.0050 per kilowatt hour.~~
- (7) ~~Schedule 6-M.~~ Each customer under rate service schedule 6-M shall be charged ~~\$10.50~~ \$11.50 per kW of peak demand ~~through June 30, 2024~~ and \$12.60 per kW of peak demand ~~beginning July 1, 2024,~~ plus ~~\$0.0834~~ \$0.0914 per kilowatt hour ~~through June 30, 2024~~ and \$0.1001 ~~beginning July 1, 2024.~~ In addition to the charge authorized by this subsection, the following optional charges for rate service schedule 6-M are authorized subject to rules promulgated by the department necessary to carry out its provisions:
- ~~Customers billed under rate service schedule 6-M may choose to subscribe to green power for one percent, two percent, three percent, five percent, ten percent, 50 percent or 90 percent of their monthly energy electric consumption. Such consumption shall be billed at the additional rate of \$0.0050 per kilowatt hour.~~
- (8) ~~Schedule 6-R.~~ Each customer under rate service schedule 6-R shall be charged ~~\$10.50~~ \$11.51 per kW of peak demand ~~through June 30, 2024~~ and \$12.60 per kW of peak demand ~~beginning July 1, 2024,~~ plus ~~\$0.0763~~ \$0.0836 per kilowatt hour ~~through June 30, 2024~~ and \$0.0916 per kilowatt hour ~~beginning July 1, 2024.~~ In addition to the charge authorized by this subsection, the following optional charges for rate service schedule 6-R are authorized subject to rules promulgated by the department necessary to carry out its provisions:
- ~~Customers billed under rate service schedule 6-R may choose to subscribe to green power for one percent, two percent, three percent, five percent, ten percent, 50 percent or 90 percent of their monthly energy electric consumption. Such consumption shall be billed at the additional rate of \$0.0050 per kilowatt hour.~~

(9) *Schedule 6-Q.*

- a. All metered customers under rate service schedule 6-Q shall be billed ~~\$1.20~~ \$1.31 per light per month through June 30, 2024 and \$1.43 per light per month beginning July 1, 2024, in addition to ~~\$0.128~~ \$0.140 per kilowatt hour through June 30, 2024 and \$0.1526 per kilowatt hour beginning July 1, 2024.
- b. Unmetered customers under rate service schedule 6-Q shall be billed:
  1. For each 70-watt high pressure sodium lamp which is privately owned and maintained, ~~\$3.44~~ \$3.77 per month through June 30, 2024 and \$4.13 per month beginning July 1, 2024.
  2. For each 70-watt high pressure sodium lamp for county or public school use, ~~\$4.46~~ \$4.88 per month through June 30, 2024 and \$5.34 per month beginning July 1, 2024.
  3. For each 70-watt high pressure sodium lamp for residential or commercial use, ~~\$4.50~~ \$4.93 per month through June 30, 2024 and \$5.40 per month beginning July 1, 2024.
  4. For each 100-watt high pressure sodium lamp which is privately owned and maintained, ~~\$4.84~~ \$5.30 per month through June 30, 2024 and \$5.80 per month beginning July 1, 2024.
  5. For each 100-watt high pressure sodium lamp for county or public school use, ~~\$5.80~~ \$6.35 per month through June 30, 2024 and \$6.95 per month beginning July 1, 2024.
  6. For each 100-watt high pressure sodium lamp for residential or commercial use, ~~\$6.06~~ \$6.64 per month through June 30, 2024 and \$7.27 per month beginning July 1, 2024.
  7. For each 175-watt mercury vapor lamp which is privately owned and maintained, ~~\$8.10~~ \$8.87 per month through June 30, 2024 and \$9.71 per month beginning July 1, 2024.
  8. For each 175-watt mercury vapor lamp for county or public school use, ~~\$8.86~~ \$9.70 per month through June 30, 2024 and \$10.62 per month beginning July 1, 2024.
  9. For each 175-watt mercury vapor lamp for residential or commercial use, ~~\$9.30~~ \$10.18 per month through June 30, 2024 and \$11.15 per month beginning July 1, 2024.
  10. For each 400-watt mercury vapor lamp which is privately owned and maintained, ~~\$17.14~~ \$18.77 per month through June 30, 2024 and \$20.55 per month beginning July 1, 2024.

11. For each 400-watt mercury vapor lamp for county or public school use, ~~\$17.45~~ \$19.11 per month through June 30, 2024 and \$20.93 per month beginning July 1, 2024.
12. For each 400-watt mercury vapor lamp for residential or commercial use, ~~\$18.34~~ \$20.08 per month through June 30, 2024 and \$21.99 per month beginning July 1, 2024.

(10) *Schedule 6-W.* Customers under rate service schedule 6-W shall be billed:

- a. A monthly energy charge equal to the sum of the actual LAC/DOE electric resource pool unit cost for the applicable month plus ~~\$0.016~~ \$0.018 per kilowatt hour through June 30, 2024 and \$0.020 per kilowatt hour beginning July 1, 2024 for the water production system; and
- b. A monthly demand charge equal to the actual LAC/DOE electric resource pool demand cost per kW times the water production system kW demand coincident with the LAC/DOE electric resource pool demand for the applicable month.

~~(11) *Schedule 6-T and 6-U.*~~

~~a. Customers under rate service schedule 6-T and 6-U shall be billed:~~

- ~~1. During the winter season beginning at 12:00 midnight on October 1 through 11:59 p.m. on April 30 of each year at an on-peak rate of \$0.1269 per kWh and an off-peak rate of \$0.0891 per kWh; and~~
- ~~2. During the summer season beginning at 12:00 midnight on May 1 through 11:59 p.m. on September 30 of each year at an on-peak rate of \$0.1232 per kWh and an off-peak rate of \$0.0808 per kWh.~~

~~b. For purposes of this rate service schedule 6-T and 6-U, on-peak hours are defined for the winter season as beginning at 9:00 a.m. and ending at 10:00 p.m. each weekday. On-peak hours are defined for the summer season as beginning at 9:00 a.m. and ending at 8:00 p.m. each weekday. Off-peak hours for winter and summer seasons are defined as any hours not otherwise defined as on-peak.~~

~~(12) *Schedule 6-V and 6-Y.*~~

~~a. Customers under rate service schedule 6-V and 6-Y shall be billed:~~

- ~~1. During the winter season beginning at 12:00 midnight on October 1 through 11:59 p.m. on April 30 of each year at an on-peak rate of \$0.1209 per kWh and an off-peak rate of \$0.0849 per kWh; and~~
- ~~2. During the summer season beginning at 12:00 midnight on May 1 through 11:59 p.m. on September 30 of each year at an on-peak rate of \$0.1174 per kWh and an off-peak rate of \$0.0770 per kWh.~~

b. ~~For purposes of this rate service schedule 6-V and 6-Y, on-peak hours are defined for the winter season as beginning at 9:00 a.m. and ending at 10:00 p.m. each weekday. On-peak hours are defined for the summer season as beginning at 9:00 a.m. and ending at 8:00 p.m. each weekday. Off-peak hours for winter and summer seasons are defined as any hours not otherwise defined as on-peak.~~

~~(13)~~ (12) Schedule 6-S. Each customer under rate service schedule 6-S shall be charged \$11.00 \$12.17 per kW of peak demand through June 30, 2024 and \$13.38 per kW of peak demand beginning July 1, 2024, plus \$0.0824 \$0.0908 per kilowatt through June 30, 2024 and \$0.0999 per kilowatt beginning July 1, 2024.

**Section 3. Effective Date.** This ordinance shall become effective upon adoption by the county Council and shall be implemented as soon as practical thereafter.

**Section 4. Severability.** Should any section, paragraph, clause or provision of this ordinance, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this ordinance.

**Section 5. Repealer.** All ordinances or resolutions, or parts thereof, inconsistent herewith are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution, or part thereof, heretofore repealed.

**ADOPTED** this XX day of September, 2023.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

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**Denise Derkacs  
Council Chair**

**ATTEST: (SEAL)**

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**Naomi D. Maestas  
Los Alamos County Clerk**



## ELECTRIC RATES IN LOS ALAMOS COUNTY: 1998 - 2024

Rate Status	Effective Date	Service Charge	Commodity Rate (per kwh)	Residential 500 kwh	% Increase	*CPI Change
Proposed	July 2024	\$ 12.60	0.1413	\$ 83.25	9.4%	
Proposed	Oct 2023	\$ 12.00	0.1282	\$ 76.10	9.3%	29.2%
<b>Current</b>	<b>Feb 2015</b>	<b>\$ 12.00</b>	<b>0.1152</b>	<b>\$ 69.60</b>	<b>20.4%</b>	<b>1.3%</b>
Historical	Dec 2013	\$ 6.43	0.1028	\$ 57.83	8.0%	5.3%
Historical	Feb 2011	\$ 5.95	0.0952	\$ 53.55	5.0%	1.2%
Historical	Sept 2008	\$ 5.67	0.0907	\$ 51.02	4.8%	5.0%
Historical	July 2007	\$ 5.67	0.0860	\$ 48.67	4.8%	27.1%
Historical	Dec 1998	\$ 5.67	0.0815	\$ 46.42		
<b>TOTAL</b>					<b>61.7%</b>	<b>69.1%</b>

*\*Consumer Price Index data by month goes through June 2023*

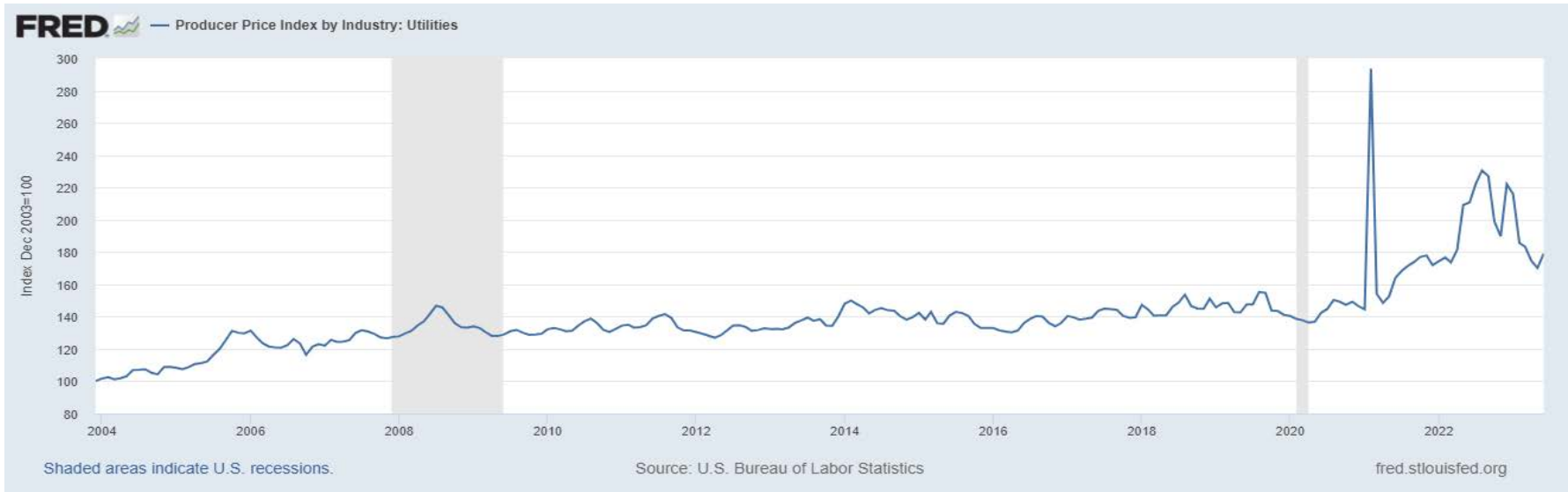
## Average Price: Electricity per kwh in U.S. City Average (Jan 1, 1980 - June 1, 2023)



Electricity prices are collected for the BLS for the same 75 areas on a monthly basis by the Department of Energy using mail questionnaires. All fuel prices include applicable Federal, State, and local taxes; prices for natural gas and electricity also include fuel and purchased gas adjustments.

Source: U.S. Bureau of Labor Statistics, Average Price: Electricity per Kilowatt-Hour in U.S. City Average [APU000072610], retrieved from FRED, Federal Reserve Bank of St. Louis; <https://fred.stlouisfed.org/series/APU000072610>, August 9, 2023.

## Producer Price Index by Industry: Utilities (January 2004 to June 2023)



U.S. Bureau of Labor Statistics, Producer Price Index by Industry: Utilities [PCU221221], retrieved from FRED, Federal Reserve Bank of St. Louis; <https://fred.stlouisfed.org/series/PCU221221>, August 9, 2023.

**ELECTRIC RATES**

		EXISTING			Effective 10/1/23 to 6/30/24		Effective July 1, 2024	
SCHED	CLASS	SERVICE CHARGE	COMMODITY	MEASURE	SERVICE CHARGE	COMMODITY	SERVICE CHARGE	COMMODITY
6-A	Residential	12.00	0.1152	per kwh	12.00	0.1282	12.60	0.1413
6-G	Small Commercial	22.00	0.1111	per kwh	22.00	0.1229	23.10	0.1351
6-K	Large Commercial	22.00	0.0821	per kwh	22.00	0.0899	23.10	0.0985
			11.00	per KW of peak demand		12.05		13.20
6-L	Small County	22.00	0.1142	per kwh	22.00	0.1263	23.10	0.1388
6-M	Large County	22.00	0.0834	per kwh	22.00	0.0914	23.10	0.1001
			10.50	per KW of peak demand		11.50		12.60
6-N	Small Public Schools	22.00	0.1089	per kwh	22.00	0.1205	23.10	0.1326
6-R	Large Public Schools	22.00	0.0763	per kwh	22.00	0.0836	23.10	0.0916
			10.50	per KW of peak demand		11.51		12.60
6-S	Winter Recreation Facility	65.00	0.0821	per kwh	65.00	0.0821	65.00	0.0821
6-S	Winter Recreation Facility		11.0000	per KW of peak demand		11.0000		11.0000
6-P	Street & Traffic Lights	19.18	0.1031	per kwh	19.18	0.1146	20.14	0.1264
6-Q	Private Area Lighting - Metered	1.20		per light + metered charges	1.31		1.43	
6-Q	Area Lighting - (Private)	3.44		per 70-watt	3.70		4.13	
6-Q	Area Lighting - (Private)	4.84		per 100-watt	5.30		5.80	
6-Q	Area Lighting - (Private)	8.10		per 175-watt	8.87		9.71	
6-Q	Area Lighting - (Private)	17.14		per 400-watt	18.77		20.55	
6-Q	County/School Area Lighting	4.46		per 70-watt	4.88		5.34	
6-Q	County/School Area Lighting	5.80		per 100-watt	6.35		6.92	
6-Q	County/School Area Lighting	8.86		per 175-watt	9.70		10.62	
6-Q	County/School Area Lighting	17.45		per 400-watt	19.11		20.93	
6-Q	Res'l/Comm'l Area Lighting	4.50		per 70-watt	4.93		5.40	
6-Q	Res'l/Comm'l Area Lighting	6.06		per 100-watt	6.64		7.27	
6-Q	Res'l/Comm'l Area Lighting	9.30		per 175-watt	10.18		11.15	
6-Q	Res'l/Comm'l Area Lighting	18.34		per 400-watt	20.08		21.99	

**NOTICE OF CODE ORDINANCE 02-351  
STATE OF NEW MEXICO, COUNTY OF LOS ALAMOS**

Notice is hereby given that the Council of the Incorporated County of Los Alamos, State of New Mexico, has directed publication of Los Alamos County Code Ordinance 02-351. This will be considered by the County Council at an open meeting on Tuesday, September 26, 2023, at 6:00 p.m., at the Los Alamos County Municipal Building: 1000 Central Avenue, Los Alamos, New Mexico 87544. The full copy is available for inspection or purchase, during regular business hours, in the County Clerk's Office: 1000 Central Avenue, Suite 240.

**INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE 02-351  
AN ORDINANCE AMENDING CHAPTER 40, ARTICLE III, SECTIONS 40-121, 40-122, AND 40-123 OF  
THE CODE OF THE INCORPORATED COUNTY OF LOS ALAMOS RELATING TO ELECTRIC RATE  
SCHEDULES, CUSTOMER SERVICE CHARGES AND ELECTRIC ENERGY CHARGES**

Council of the Incorporated County of Los Alamos

By: /s/ Denise Derkacs, Council Chair

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

LA DAILY POST

Publication Date: Thursday, September 7, 2023



PRESENTED BY GDS ASSOCIATES, INC.

# FY24/FY25 RATE INCREASE

*County Council*

**September 2023**

<b>Total Utility</b>	<b>October 2023</b> (\$ x 1,000,000)	<b>July 2024</b> (\$ x 1,000,000)
Current Revenues	\$ 14.51	\$ 14.51
Revenue Needs	\$ 17.08	\$ 16.11
Revenue Sufficiency/(Deficit)	(\$ 2.57)	(\$ 1.59)



<b>Effective Date</b>	<b>Target Retail Revenues</b> ( \$ x 1,000,000 )	<b>Target Increase Revenues</b> ( \$ x 1,000,000 )	<b>Estimated Increase Revenues</b> ( % )	<b>Estimated Total Revenues</b> ( \$ x 1,000,000 )
Current	\$ 14.19	\$ -	-	\$ 14.51
October 2023	\$ 15.44	\$ 1.25	9%	\$ 15.77
July 2024	\$ 16.81	\$ 1.37	9%	\$ 17.14





<b>Total Utility</b>	<b>October 2023</b> (\$ x 1,000,000)	<b>July 2024</b> (\$ x 1,000,000)
Proposed Revenue	\$ 15.77	\$ 17.14
Revenue Needs <sup>1</sup>	\$ 17.19	\$ 16.32
Revenue Sufficiency/(Deficit)	(\$ 1.42)	\$ 0.81

<sup>1</sup> Includes Franchise Fee and Revenue Transfer calculated on proposed revenues.



<b>All Classes</b>	<b>October 2023</b> (\$ x 1,000,000)	<b>July 2024</b> (\$ x 1,000,000)
Service Charge Increase	0.1%	5.0%
Commodity Rate Increase	10.2%	9.6%



# RATE AND BILL IMPACTS



**CURRENT BILL**

**\$12.00 Service Charge**

**\$0.1152 per kWh**

**OCT. 2023 BILL**

**\$12.00 Service Charge**

**\$0.1282 per kWh**

**JULY 2024 BILL**

**\$12.60 Service Charge**

**\$0.1413 per kWh**





**Current Bill**

**\$40.80**

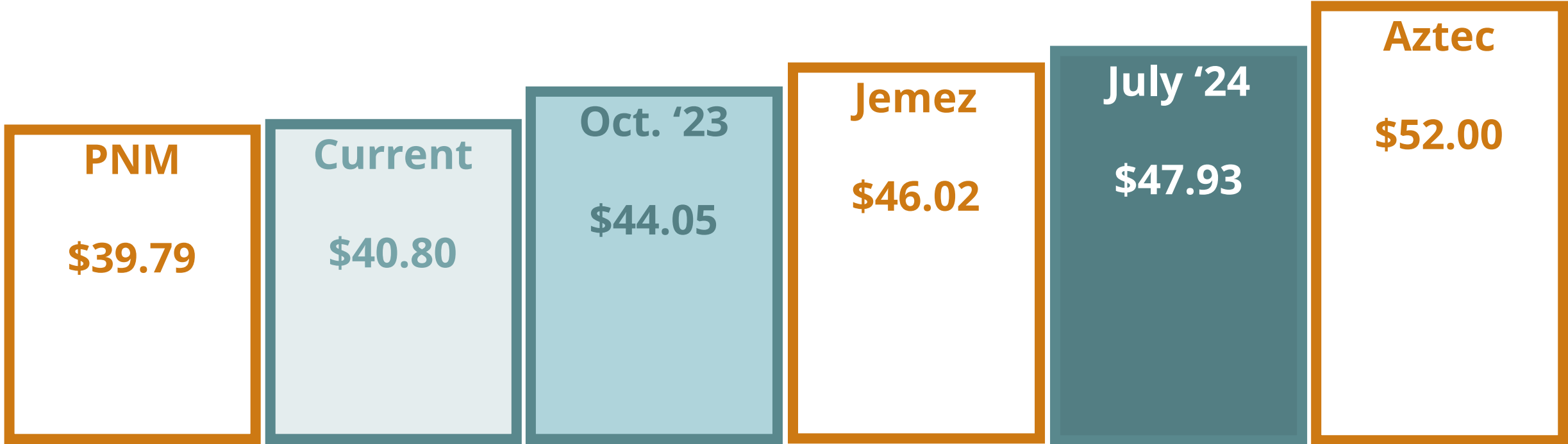
**October '23**

**\$44.05**

**July '24**

**\$47.93**







**Current**  
**\$69.60**

**Aztec**  
**\$74.00**

**Jemez**  
**\$74.04**

**Oct. '23**  
**\$76.10**

**PNM**  
**\$76.38**

**July '24**  
**\$83.25**



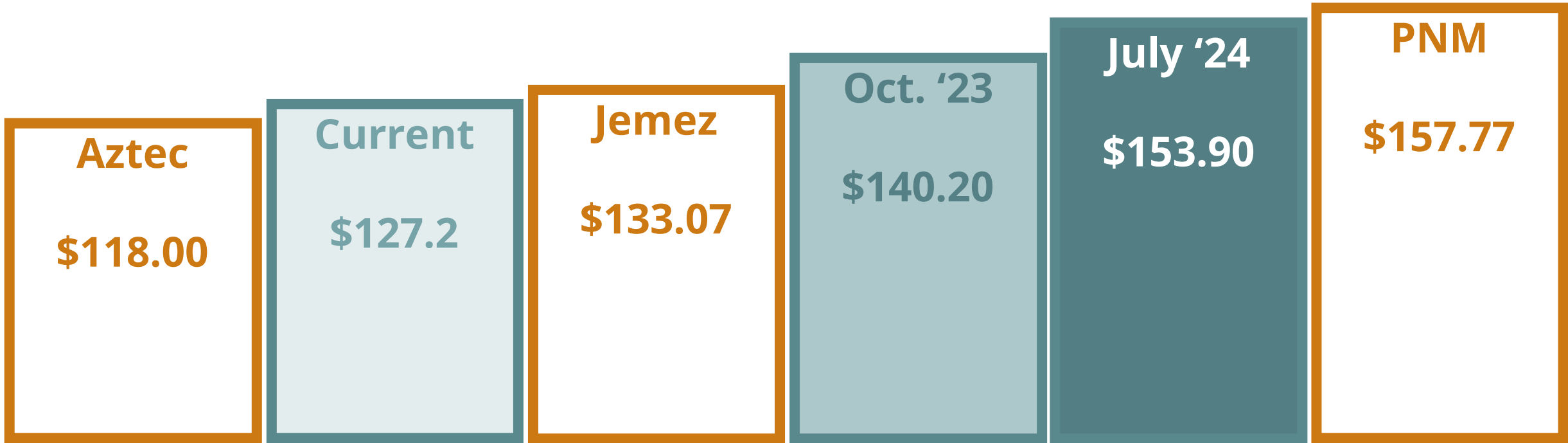




**Current Bill**  
**\$127.20**

**October '23**  
**\$140.20**

**July '24**  
**\$153.90**



**CURRENT BILL**

**\$22.00 Service Charge**

**\$0.1111 per kWh**

**OCT. 2023 BILL**

**\$22.00 Service Charge**

**\$0.1229 per kWh**

**JULY 2024 BILL**

**\$23.10 Service Charge**

**\$0.1351 per kWh**

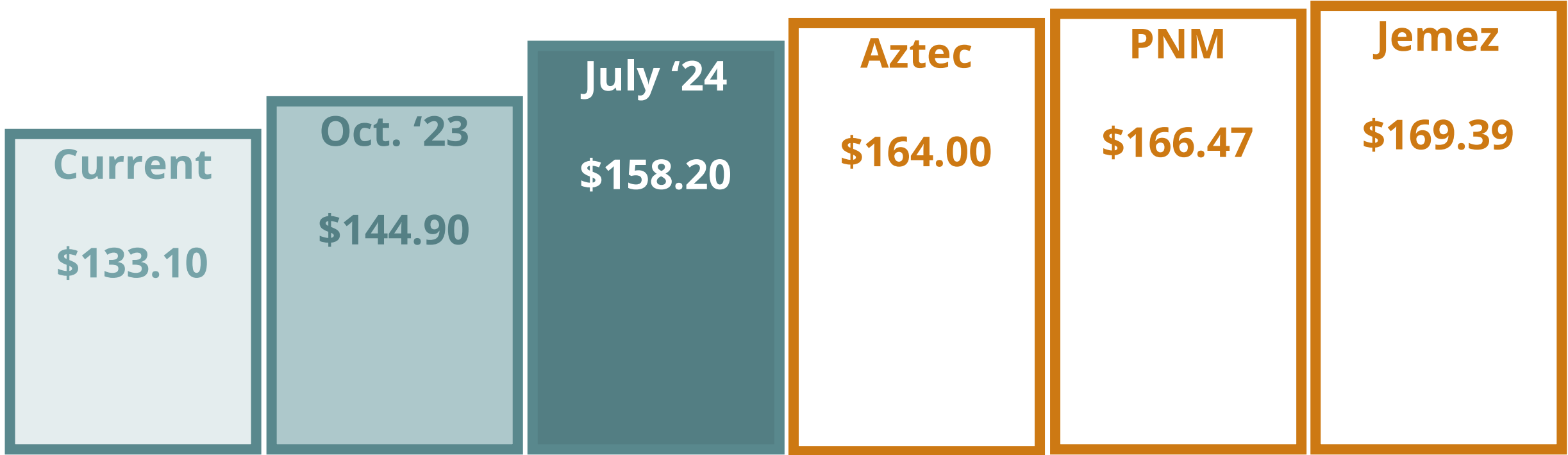




**Current Bill**  
**\$133.10**

**October '23**  
**\$144.90**

**July '24**  
**\$158.20**



As **THANKS!**

**Hi-Line  
Engineering**





# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Staff Report

September 26, 2023

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<b>Agenda No.:</b>	B.
<b>Index (Council Goals):</b>	* 2022 Council Goal - Investing in Infrastructure; DPU FY2020 - 1.0 Provide Safe and Reliable Utility Services; DPU FY2020 - 2.0 Achieve and Maintain Excellence in Financial Performance
<b>Presenters:</b>	Philo Shelton, Utilities Manager and Karen Kendall, Deputy Utilities Manager - Finance
<b>Legislative File:</b>	RE0559-23

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### Title

Incorporated County of Los Alamos Resolution No. 23-31, a Resolution Authorizing the Utilities Manager and the Deputy Utilities Manager - Finance And Administration, to Execute Documents with the New Mexico Environment Department on Behalf of Los Alamos County Relating to a Water Production Pipeline Along New Mexico Highway 4 in Los Alamos, Special Appropriation Project Number SAP 22-G2352-STB

### Recommended Action

**I move that Council approve Incorporated County of Los Alamos Resolution No. 23-31, a Resolution Authorizing the Utilities Manager and the Deputy Utilities Manager - Finance And Administration, to Execute Documents with the New Mexico Environment Department on Behalf of Los Alamos County Relating to a Water Production Pipeline Along New Mexico Highway 4 in Los Alamos, Special Appropriation Project Number SAP 22-G2352-STB.**

### ..Utilities Manager's Recommendation

The Utilities Manager recommends that the Board approve Incorporated County of Los Alamos Resolution No. 23-31.

### Board, Commission or Committee Recommendation

The Board of Public Utilities approved Resolution No. 23-31 at their regular meeting of September 20, 2023 and recommends that Council approve as presented.

### Body

The 2022 New Mexico State Legislature granted the Incorporated County of Los Alamos \$400,000 for construction of a replacement 16" water transmission line along New Mexico State Road 4 (NM-4) between White Rock and the NM-4 / NM-502 intersection. The 58 year-old existing waterline has experienced a number of failures in recent years and the repairs are difficult, usually taking a few days to complete, due to the pipe being a concrete cylinder type. In addition, the NMDOT will be reconstructing NM-4 in this area in three years. The road will be widened resulting in some of the existing pipeline being under the new paved road and sections of the existing waterline will be in conflict with some of the new drainage structures. Replacing the pipeline ahead of the roadway improvements will eliminate the risk of waterline leaks damaging the new road and disruption of the water supply to resolve conflicts encountered during the road construction. The line will be replaced with a new 16" ductile iron pipe and placed outside of the new paved roadway and accommodate the new drainage structures.

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### **Alternatives**

If the resolution is not approved the \$400,000 grant will be lost.

### **Fiscal and Staff Impact/Unplanned Item**

The project is estimated to cost \$5.5 million dollars. DPU has secured this grant in the amount of \$400,000 and an additional loan/grant from the New Mexico Finance Authority Water Trust Board (WTB). The award from the WTB is a grant in the amount of \$2,600,000 and a loan in the amount of \$2,400,000 (20-year term, 0% interest rate, 0.25% administrative fee). The loan/grant agreement for the WTB award is expected to be presented to the Utility Board and County Council in early 2024.

### **Attachments**

A - Resolution No. 23-31

B - NM-4 Waterline Map

C - Publication Notice



**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 23-31**

**A RESOLUTION AUTHORIZING THE UTILITIES MANAGER AND THE DEPUTY UTILITIES MANAGER – FINANCE AND ADMINISTRATION, TO EXECUTE DOCUMENTS WITH THE NEW MEXICO ENVIRONMENT DEPARTMENT ON BEHALF OF LOS ALAMOS COUNTY RELATING TO A WATER PRODUCTION PIPELINE ALONG NEW MEXICO HIGHWAY 4 IN LOS ALAMOS, SPECIAL APPROPRIATION PROJECT NUMBER SAP 22-G2352-STB**

**WHEREAS**, a meeting of the Los Alamos County Council was held on this date to consider the appointment of the Los Alamos County Utilities Manager and the Deputy Utilities Manager – Finance and Administration, as grantee representatives and points of contact for the Incorporated County of Los Alamos (“County”) for the execution of all documents with the New Mexico Environment Department (“NMED”) concerning the Grant by the NMED for a Water Production Pipeline along New Mexico Highway 4 in Los Alamos, under Special Appropriation Project Number SAP 22-G2352-STB; and

**WHEREAS**, the New Mexico Legislature enacted Laws of 2022, Chapter 53, Section 22, Subsection 51, appropriating FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00) to the NMED for expenditure from the Severance Tax Bond Fund “to plan, design, construct and replace a water production pipeline along New Mexico Highway 4 in Los Alamos County” (the “Project”), and the NMED has agreed to provide a Grant of FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00) to County under this appropriation for the Project.

**NOW, THEREFORE BE IT RESOLVED** that the Utilities Manager and the Deputy Utilities Manager – Finance and Administration, for the Incorporated County of Los Alamos be and hereby are each appointed Grantee Representatives for the Project, and are authorized, empowered and directed in the name of County to negotiate and execute the Grant Agreement for a Water Production Pipeline along New Mexico Highway 4 in Los Alamos County under Special Appropriation Project Number SAP 22-G2352-STB. The Grant Agreement shall be in a form acceptable to the County Attorney; and

**BE IT FURTHER RESOLVED**, that the Utilities Manager and Deputy Utilities Manager – Finance and Administration, for the Incorporated County of Los Alamos are each appointed as a point of contact for the Project and are each authorized to sign reimbursement requests and other documents for submittal to the NMED for the Project.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of September 2023.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

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**Denise Derkacs,  
Council Chair**

**ATTEST:**

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**Naomi D. Maestas,  
Los Alamos County Clerk**

**Land Ownership**

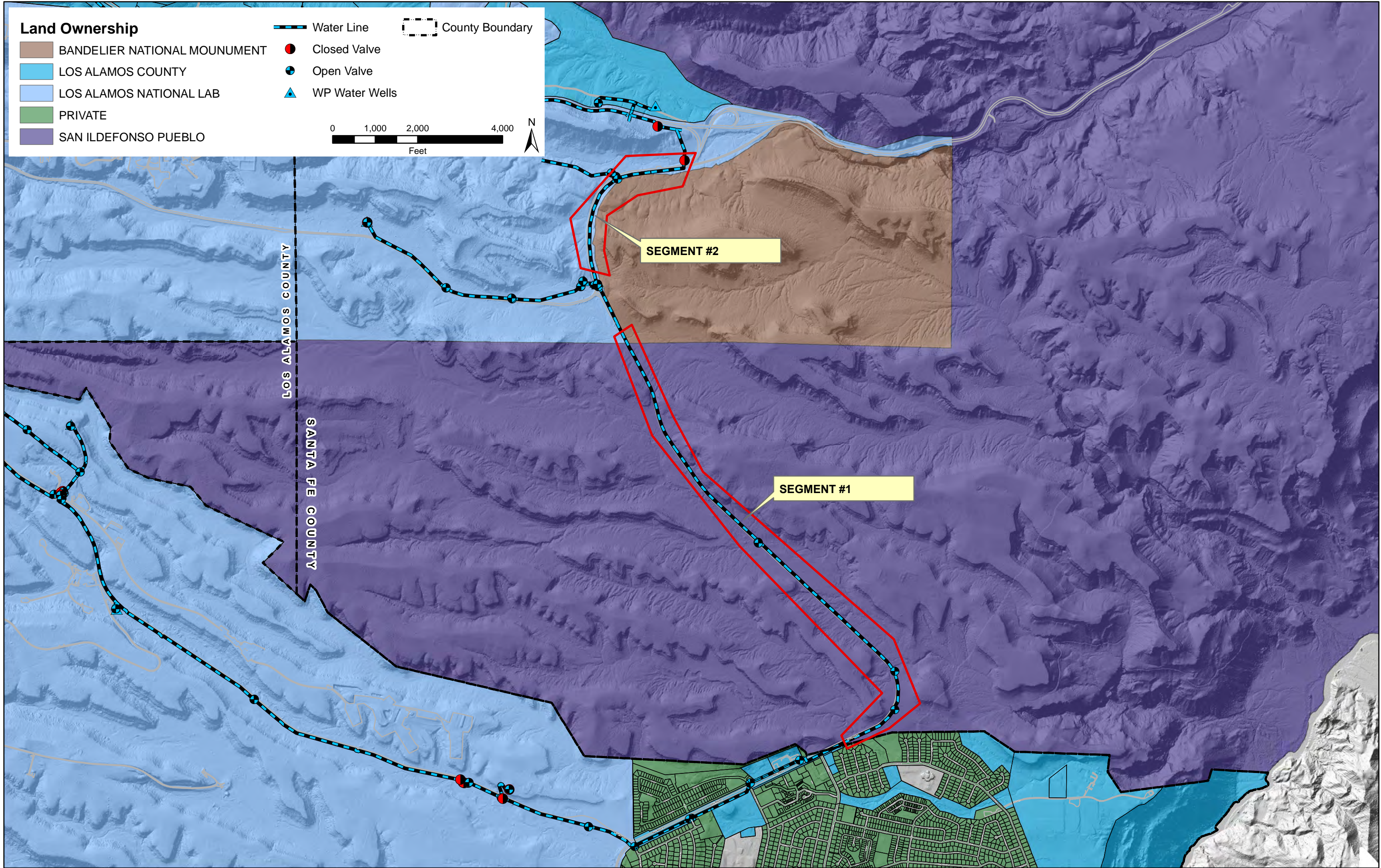
- BANDELIER NATIONAL MOUNUMENT
- LOS ALAMOS COUNTY
- LOS ALAMOS NATIONAL LAB
- PRIVATE
- SAN ILDEFONSO PUEBLO

Water Line  
Closed Valve  
Open Valve  
WP Water Wells

County Boundary

0 1,000 2,000 4,000  
Feet

N



**NOTICE OF RESOLUTION NO. 23-31**

**STATE OF NEW MEXICO, COUNTY OF LOS ALAMOS**

Notice is hereby given that the Council of the Incorporated County of Los Alamos, State of New Mexico, has directed publication of Los Alamos County Resolution No. 23-31. This will be considered by the County Council at an open meeting on Tuesday, September 26, 2023, at 6:00 p.m., at the Los Alamos County Municipal Building: 1000 Central Avenue, Los Alamos, New Mexico 87544. The full copy is available for inspection or purchase, during regular business hours, in the County Clerk's Office: 1000 Central Avenue, Suite 240.

**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 23-31**

**A RESOLUTION AUTHORIZING THE UTILITIES MANAGER AND THE DEPUTY UTILITIES MANAGER – FINANCE AND ADMINISTRATION, TO EXECUTE DOCUMENTS WITH THE NEW MEXICO ENVIRONMENT DEPARTMENT ON BEHALF OF LOS ALAMOS COUNTY RELATING TO A WATER PRODUCTION PIPELINE ALONG NEW MEXICO HIGHWAY 4 IN LOS ALAMOS, SPECIAL APPROPRIATION PROJECT NUMBER SAP 22-G2352-STB**

Council of the Incorporated County of Los Alamos

By: /s/Denise Derkacs, Council Chair

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

LA DAILY POST

Publication Date: Thursday, September 14, 2023



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Staff Report

September 26, 2023

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<b>Agenda No.:</b>	A.
<b>Index (Council Goals):</b>	Quality Governance - Communication and Engagement
<b>Presenters:</b>	Public Information Officer Julie Williams-Hill, Public Information Officer
<b>Legislative File:</b>	17446-23

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### Title

Presentation by Granicus OpenCities on the New County Government Website

### Body

Los Alamos County contracted with Granicus OpenCities to redesign, replace, and host the county's government website over the next seven years. The County/Granicus project team has been working to create a new website that is services-oriented and web user-friendly. While the anticipated go-live date is October 27, 2023, the project team is taking this opportunity to apprise the Council of how the project is proceeding and to provide a firsthand look at the website (still a work in progress) through a live demonstration. The following is offered as background as to the project team's approach:

- 1. Web User Focus:** The project team's primary objective was to ensure the new website was web user-friendly. Early on, the project team surveyed county web users to gather insights into their preferences and frustrations. We heard that finding information and navigating the existing website is difficult. As a result the project team is focused on making improvement in these two areas.
- 2. Improved Navigation:** Subsequent to the survey, the project team conducted a navigation test with citizen volunteers. The purpose was to understand how the county's web users expect to find information. Content on the new site is being organized (information architecture) and labeled according to this feedback. The intent is to make information and content easier to find.
- 3. Services-Oriented:** One of the changes in the information architecture is organizing information by services rather than by county departments.
- 4. Google Analytics:** Looking at Google Analytics data, the project team ascertained what content individuals searched most frequently so that the new layout could highlight this information up front on the home page.
- 5. Searchable Tools:** The project team is implementing improved search functionality to make it easier for users to locate the content they seek quickly.
- 6. Enhanced Look and Feel:** The project team has prioritized aesthetics while ensuring the design aligns with the county's branding standards.

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**7. Training for Web Administrators:** In addition to providing training to the county's web administrators on using the platform, the project team also wanted to ensure that the web administrators had additional training in web writing best practices and page design principles to improve navigation through visual cues. These training sessions were conducted and recorded so that future web administrators could watch and re-watch these at their convenience.



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Staff Report

September 26, 2023

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**Agenda No.:** B.

**Index (Council Goals):** Quality Excellence - Effective, Efficient, and Reliable Services; Quality of Life - Public Safety

**Presenters:** Dino Sgambellone, Police Chief

**Legislative File:** 17533-23

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### Title

Animal Shelter Update

### Body

In March 2023, Council held a discussion about recommendations that they had received from several advisory groups including the Animal Shelter Advisory Committee. At that meeting, Council took the following action:

**"A motion was made by Councilor Cull, seconded by Councilor Hand, that Council ask county staff to come back in May or June with a status report on the recommendations made by the Animal Control Advisory Committee.**

**Councilor Ryti offered the following Friendly Amendment to the motion: to acknowledge that county staff will be reaching out to concerned citizens. It was accepted."**

This item and presentation will provide the status report requested by Council. Attachments A and B are the report and presentation from Police Chief Dino Sgambellone respectively.

### Attachments

A - 2023 Animal Shelter Report

B - 2023 Animal Shelter Presentation

**COUNCIL REPORT**  
**LOS ALAMOS POLICE DEPARTMENT**  
**ANIMAL SHELTER**



**Chief D. Sgambellone**

A Comprehensive Report Submitted to the County Council

9/26/2023

LOS ALAMOS POLICE DEPARTMENT'S  
ANIMAL SHELTER

Los Alamos County Animal Shelter was established to meet the needs for local animal welfare seven days a week. The Los Alamos Police Department (LAPD) currently manages the Animal Shelter. There are five authorized full-time staff at the Animal Shelter who are employed by the County and managed by the Los Alamos Police Department. The Shelter is 4,000 square feet with 18 indoor/outdoor kennels, housing for 18 to 20 dogs and up to 25 cats, with quarantine or isolation areas, animal bathing, treatment areas, meet and greet rooms, and on-site office staff space. The Shelter allows residents to surrender, turn in stray animals, or adopt potential pets. The goal of the Animal Shelter is to provide a safe and secure environment for all animals under their care while ensuring they are treated humanely, allowing for a fast transition to a permanent home.

The Shelter provides all medical needs and testing along with conducting behavior tests on animals prior to adoption. To prevent adoption for breeding purposes and to reduce the animal population, the Animal Shelter only adopts spayed and neutered animals. The Shelter arranges the fostering animals for both short and long-term needs, socializing animals, advertising, and adopting animals from the Shelter as well as several off-site adoption events. Creative adoption efforts and programs provide support for animals to place homeless animals into loving homes.

**Staff**

The Los Alamos Animal Shelter has five authorized full-time staff positions which provide for the animals 7 days a week; the Shelter is open to the public Mon-Tue and Thu-Sun from 1100 to 1700 hours. Wednesdays, the Shelter closes to the public for a deep cleaning of all areas. The Animal Shelter Manager Position was established approximately four years ago and is currently filled by Paul Sena. Mr. Sena started in March of 2019 and was selected out of twenty-two applicants. Mr. Sena has extensive experience in supervision, veterinary care, and experience as assistant manager in surrounding Animal Shelters. Mr. Sena supervises four Animal Control Officers (ACO's) and utilizes daily checklists to ensure requirements are met.

The ACO's, who enforce the Animal Control laws within the County, also have duties within the Animal Shelter. These duties include cleaning the Shelter areas, transporting animals to medical appointments, ensuring animals are fed, enriched, and they manage surrendered, reclaimed, or adopted animals. ACO's respond to calls for service throughout the County to calls such as barking dogs, dog bites, roaming animals, or to investigate animal cruelty cases. ACO's work to solve problems through educational material, public outreach, mediation between parties, loaning of equipment such as bark collars, and enforcement of animal related ordinances. Currently, all of the four positions are filled.

All ACO's are required to have successful completion and maintenance of the National Animal Control Association Level I certification course within eighteen months of employment. Additional training obtained by current staff includes:

Paul Sena:

- NACA Level 1
- NACA Level 2



- Shelter Dog Training Mentorship

Jacob Hill:

- FEMA - IS-0010.a Animal in Disaster Awareness and Preparedness
- FEMA - IS-00011.a Animals in Disasters Community Planning
- FEMA - IS-00100.c Introduction to Incident Command System
- FEMA - IS-00111.a Livestock In Disasters
- FEMA - IS-00200.b ICS for Single Resources and Initial Action Incident
- FEMA - IS-00700.b An introduction to the National Incident management System
- FEMA - IS-00800.c National Response Framework, An Introduction
- Calibre Press- Implicit Bias
- NACA Level 1
- NACA Level 2
- National Animal Cruelty Investigation School – Animal Cruelty Level 1
- Diversity and Cultural Competency for Law Enforcement
- Blue to Gold University- Real World De-escalation
- Blue to Gold University- Warrantless Home Entries, Curtilage, and Open Fields
- Shelter Dog Training Mentorship

Theresa Phelan:

- FEMA - IS-00019.19 FEMA EEO Supervisor Course
- FEMA - IS -00011.a Animals in Disasters: Community Planning
- FEMA - IS-00010.a Animals in Disasters: Awareness and Preparedness
- FEMA -IS-00037.19 Managerial Safety and Health
- Santa Fe Animal Shelter – Humane Euthanasia Training Course
- State of New Mexico Animal Sheltering Board – Euthanasia Technician License\*  
\* (currently renewing due to expiration during COVID)\*
- NACA Level 1
- NACA Level 2
- NACHO – Module A
- NACHO – Module B
- NACHO – Module C
- The Humane Society of the United States – Animal Cruelty and Fighting
- Blue to Gold – Real World De-escalation
- Calibre Press – Implicit Bias
- NACA – Bite Stick Certification
- NACA – Training Conference Completion Certificate
- Code 3 and Colorado State University – Certified Animal Cruelty Investigator (National)
- TTCS – Interactions with Person having Mental Impairments
- TTCS – Instructor Development
- TTCS – First Line Supervision and Management
- ASPCA Webinar – Animal Enrichment Best Practices
- ACTS (Animal Control Training Services) – Field Training Officer Certification
- TASER International X/26 and M26 Certificate

Miki Moreno:

- NACA Level 1
- NACA Level 2
- NACHO – Module A
- NACHO – Module B
- NACHO – Module C
- Code 3 and Colorado State University – Certified Animal Cruelty Investigator (National)
- ACTS – Officer Safety for ACO
- ACTS – Training for Animal Control Professionals
- ASP Tactical Baton Certification
- AXON Academy Taser Certified

### **Animals as Evidence**

It has been brought up by the Animal Shelter Advisory Committee that animals from custody battles, or animals taken in as evidence are not treated humanely. As Chief, I have not heard of a single animal that has been taken in as evidence, unless it is already deceased. When speaking to employees who have worked in the animal Shelter, they remember very few incidents over the last 19 years. Regardless of who manages the Shelter, taking in an animal for evidentiary purposes will always remain a possibility. These animals, if taken into evidence are still treated humanely. They are given food and water each day and will continue receiving enrichment from the Shelter Employees. These animals do not have encounters with the public or other animals ready for adoption. The liability if the animal was injured by another animal is very high. This is the same as animals who are quarantined for bite cases. They are separated but still have human contact, food, and water.

### **Community Involvement**

The Animal Shelter works directly with community organizations such as LA Cares for a pet food distribution program, Smiths Market place for off-site adoption events, Paulina Gwaltney Photography to assist in showcasing our adoptable animals, and Pet Pangaea for dietary recommendations. A new 501(c)3 organization, entitled *For the Animals*, was established by Jib Bennett. *For the Animals* solicits and collects donations for the Los Alamos County Animal Shelter. This money is used to assist the Animal Shelter to fund medical care for animals in special situations or to purchase larger items to improve the welfare within the Shelter. Another community organization is the boy scouts, who built an outdoor Shelter for animals such as chickens or reptiles.

The Shelter volunteer program has expanded, and now younger children can participate in animal enrichment such as reading to the animals, giving treats, providing walks or other playful events. There are around 130 volunteers who participate at the Animal Shelter. However, there are between 25-30 volunteers that come in on a consistent basis. The volunteers are given training/ orientation to the Animal Shelter before they are allowed to work with any animal. They are given a handbook, trained on proper techniques, and sign training waivers to abide by County Policy. Volunteers are only asked to complete tasks they feel comfortable with. Some volunteers only desire to work with specific animals, want to complete enrichment, or prefer to clean or do laundry. The Animal Shelter attempts to ensure volunteers are utilized to the best of their ability, feel

comfortable, and are around only safe animals. Volunteers and public citizens are not authorized to handle aggressive animals or ones that are being quarantined.

The Animal Shelter also uses individuals who need to complete community service. The Animal Shelter works with the Judicial system to allow a place to help the community as well as complete community service.

### Statistics

The Los Alamos Animal Shelter has statistics that demonstrate the Animal welfare is very good. The following includes data from January 1, 2020 through December 31, 2022. If you compare this data to the data previously submitted to Council, you will notice it has remained very consistent.

Length of stay is especially important for overall animal welfare. The following statistics are based on Animal Shelter outcomes from January 1<sup>st</sup>, 2020, through December 31<sup>st</sup>, 2022. A total of 583 animals came into the Shelter during this time period. Of these, 54.03% or 315 animals stayed in the Shelter care for less than seven days. A total of 156 animals (27%) stayed between 8 and 31 days, 64 (11%) stayed between 32 to 60 days, and 48 (8%) stayed more than 60 days. Many of the long-term stay animals were placed into foster care homes due to an illness or being too young to adopt. Puppies and kittens can come into the Shelter at such a young age it is not safe to adopt them out. The foster care homes house these animals until it is safe for them to meet the public or once medical treatment has been completed.

Annual statistics show the Animal Shelter surpassed the national average in every category. In 2022, the Los Alamos Animal Shelter took in 137 dogs and 73 cats for a total of 210 animals. A total of 98.5% of dogs and 93.1% of cats were live releases or an average of 96.2% for all animals. This number includes return to owner, transfer to another agency, or adoptions. Returning stray animals back to owners is a priority of the Los Alamos Animal Shelter. The national average, according to the American Humane Society, is 15.8% for Dogs and 2% for cats. Los Alamos Animal Shelter surpassed this number by returning stray dogs 86% of the time and stray cats 27.5% of the time. Adoption is a very important component of any animal Shelter. Nationally, 25% of dogs, and 24% of cats are adopted once placed into a Shelter. Los Alamos Animal Shelter adopted 84% of dogs and 79% of cats which were brought into the Shelter.

Euthanasia of animals is a common topic when discussing Animal Shelters. Los Alamos Animal Shelter has never claimed to be a no-kill Shelter; however, it meets the statistical requirements to be considered one. To become a no-kill Shelter, less than 5% of the animal population can be euthanized. In 2022, the Los Alamos Animal Shelter had a total of 7 non-live releases of 210 animals, or 3%. The national average is 56% for dogs and 71% for cats according to the American Humane Society. Contrary to what the Ad hoc Committee presented to Council; we do have a policy on euthanasia. Our Policy is always to try and find the best home for an animal. Most euthanized animals are due to medical conditions. We have a policy on euthanasia and all animals under this consideration must get approval from the Chief of Police prior to the act. The Chief is briefed on the quality of life, background history of the animal, and veterinary recommendations prior to any decision. The only exception is if the animal is suffering, and time is of the essence.

From 2019 through April 18<sup>th</sup>, 2023, there have been a total of 21 citations issued by animal control officers; 10 of those were written warnings rather than citations forwarded to court. Of the remaining 11, 10 of those citations issued were for roaming dogs and 1 was for excessive barking. The Animal Control Officers continue to be more focused on education and providing resources rather than citing. Working with the County Utilities Department, Shelter staff have provided inserts to utility bills educating the public about animal welfare and safety.

### **Animal Behavior**

The Los Alamos Police department has recently gone to the Santa Fe Humane Society as well as the Albuquerque Animal Shelter to learn how they conduct behavioral assessments. It has been the practice of the Los Alamos Animal Shelter to conduct SAFER behavior assessments. We recently learned that American Society for the Prevention of Cruelty to Animals (ASPCA) is no longer standing behind SAFER testing as it is not a good predictor of animal behavior after adoption. ASPCA is no longer training or certifying personnel in SAFER. The Santa Fe Humane Society has made a new in-house system to adapt to these changes. Now, all current Shelter staff have been trained and conduct behavioral testing in-house prior to adoption.

### **Enrichment**

Enrichment provides outlets for normal animal behaviors and is crucial to the animal's welfare. Enrichment is an item that provides mental and physical stimulation to animals. Animals within the Shelter are enriched through the use of puzzle toys, flirt poles, fetch games, play groups, and walks. We offset the boredom that leads to behavior problems and issues once adopted. Enrichment is an integral part of any adoption program since Shelter animals can spend much of their time in kennels. Enrichment gives them the mental and physical stimulation they need to stay occupied, happy, and healthy. All of these things translate to faster adoptions.

The next revision of department policy is anticipated to be completed by October of this year and will include an enrichment policy. Although the policy has not been published yet, Shelter staff have been adhering to the following:

- The animals will have species specific enrichment.
- Enrichment will include rotation of senses including but not limited to:
  - Olfactory Stimulation: Novel scents or extractions mixed with water may be used with animals but must be checked prior to use to ensure it is safe for the species. Scents will be sprayed only in the air and never directly onto bedding. Essential oils will not be used with cats. Cat pheromone or cat nip may be used.
  - Auditory Stimulation: Books, music and biological significant sounds can be played for animals. Music and sounds will be turned off prior to staff leaving the facility for the night as to not have the sound disrupt the animals sleeping.
  - Visual Stimulation: Bubbles, lava lamps, mobiles and aquariums may be used to visually stimulate the animals.
  - Cognitive Stimulation: Feeding bowls, puzzle plates and lick mats may be used. This will provide animals with investigatory opportunities. Yard time for dogs will be provided. Dogs will be placed in a play group and staff will mark and document which animal can socialize with another based on their behavior and temperament. Cats will be provided opportunity to access the catio.

-Taste Stimulation: Kongs with peanut butter and other various dog treats will be provided, ice blocks with food and treats will be made and provided to dogs. Lick mats with various types of treats will be provided to cats.

### **Community Input**

The Animal Shelter Ad hoc Committee conducted a survey using an online platform in 2019. The survey was open from 23 January 2019 until 21 February 2019 and had a total of 324 visitors and 259 responses. The entire document report is 196 pages long and breaks down the statistics on each of the 13 questions. Question 13, on the survey, was a fill in response which 109 completed responses. The following is a statistical analysis of the responses:

- Within the survey, 32 out of the 259 had never visited the Animal Shelter, meaning 87.6% of the respondents had time within the Shelter. 33.6% of the respondents had been in the Shelter over 5 times within the last 5 years.
- Within the survey, 86 or 33.2 % of the respondents have never adopted an animal from the Los Alamos Animal Shelter. 58.3% or 151 of the respondents had adopted in the past 10 years, and 8.9% or 23 had adopted in the past but it was over 10 years ago.
- Within the survey, 205 or 79.2% of the respondents had a positive response to if the Animal Shelter was a good place to adopt pets; Agreed (92 total) or strongly agreed (113 total). 11 respondents or 4.2% disagreed and 1 strongly disagreed.
- Within the survey, 210 or 81.1% of the respondents had a positive response to if they believed the animal were being taken care of in a humane manner. 98 strongly agreed, 112 agreed. 14 or 5.4% of the respondents had a negative response with 12 disagreeing and 2 strongly disagreeing.
- Within the survey, 72.6% or 188 of the respondents had a positive response regarding the Shelter staff being courteous; 83 strongly agreed, 105 agreed. A total of 32 or 12.4% of the respondents had a negative response with 28 disagreeing, and 4 strongly disagreeing.
- Within the survey, 196 or 75.7% of the respondents had a positive response in regard to the facility being clean and well organized; 87 strongly agreed, 109 agreed. A total of 23 or 8.9% of the respondents had a negative response to having a clean facility.
- Within the survey, 154 or 59.5% of the respondents had a positive response in regard to the hours of operations. 41 strongly agreed, 113 agreed. 58 or 22.8% of the respondents had a negative response to the hours of operation; 51 disagreed, 8 strongly disagreed.
- Within the survey, 97 or 37.5% of the respondents had a positive response regarding the Shelter has a great volunteer program. A total of 35 strongly agreed, 62 agreed and a total of 9 or 15.1% of the respondents had a negative response to the volunteer program; 24 disagreed, 15 strongly disagreed. A total of 123 or 47.5% had no opinion.

- Within the survey, 188 or 72.6% of the respondents had a positive response in regard if the Shelter was meeting the community needs. 61 strongly agreed, 127 agreed. A total of 27 or 10.4% of the respondents had a negative response to the Shelter meeting the community needs; 23 disagreed, 4 strongly disagreed.
- Within the survey, 226 or 87.3% of the respondents had a positive response in regard if the Shelter was a place they would recommend to adopt a pet. A total of 148 strongly agreed, 78 agreed. A total of 17 or 6.6% of the respondents had a negative response to recommending the Shelter as a place to adopt a pet; 13 disagreed, 4 strongly disagreed.
- Within the survey, 188 or 72.6% of the respondents had a positive response in regard if the Shelter was meeting the community needs. A total of 61 strongly agreed, 127 agreed. A total of 17 or 6.6% of the respondents had a negative response to the Shelter meeting the community needs; 13 disagreed, 4 strongly disagreed.

The overall response was positive from the community; positive leaning responses outnumbered negative ones 10 to 1. There are some areas which the community brought to light, which may need more attention. The Shelter staff are always trying to improve, and community comments are always welcomed.

Additionally, the National Community survey commissioned by Los Alamos County in 2022 indicated a rating of 81% for the overall quality of Animal Control service. A historical review of the survey shows a positive rating above 80% for Animal Control in each survey conducted since 2004. In 2022, there were no external complaints on Shelter staff and four external compliments.

### **Self-Evaluation**

All facets of Police Department operations are continuously examined and improved upon as staffing and resources permit. Most notably within the Animal Shelter, the following areas have been identified as needing improvement or implemented. First, a draft re-write of Chapter 6 has been completed. Staff anticipates holding a public meeting to gather input on this draft in October, with an introduction of an updated draft ordinance planned for November. Second, we continue to evaluate potential options for a dog socialization area. While funding exists, there has been delay with respect to the location and size of the run. Additional changes that have been implemented include:

- Cat patio- outdoor play enrichment for cats, allows fresh air to animals
- Dog kennel- improved cages by placing opaque plexiglass to allow animals to be out of sight from other dogs, in case they are aggressive or want to hide. Lowers overall anxiety of animals
- Dog kennel- placed rubber flooring to reduce sound bounce off of cement floor. Lowered overall noise disturbance to animals.
- Sounds boards- to reduce sound bounce off cement walls. Will lower overall noise disturbance to animals

### **Oversight Board**

The State of New Mexico already has an oversight committee that looks over all Shelters, provides advice, and ensures Animal Shelters are keeping up with the proper standards or protocols. The New Mexico Animal Sheltering Committee has been reformed and may be able to conduct an evaluation of the Los Alamos Animal Shelter in the future; the Police Department has reached out to representatives for guidance and have spoken to them about an inspection in the future. The New Mexico Animal Sheltering Committee does publish minimum standards for Animal Shelters. Los Alamos Animal Shelter meets and exceeds all these standards. It should be noted that the previous Animal Shelter Manager assisted in writing the standards for all New Mexico Shelters.

### **Conclusion**

Additional oversight is not warranted. The Los Alamos Animal Shelter consistently exceeds national animal welfare standards and has received positive community feedback and support since at least 2004 as evidenced by a statistically valid community survey instrument.

There is always room for improvement, and the goal of the Los Alamos Animal Shelter is to provide the best care for the Animals and the best service to the community. As outlined above, the Los Alamos Animal Shelter has adopted recommendations from others including the Ad-Hoc Committee and has improved its service. The Los Alamos Animal Shelter strives to improve with each and every experience and looks forward to serving the citizens of Los Alamos to the best of our ability.

# 2023 Shelter Report to Council

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September 2023



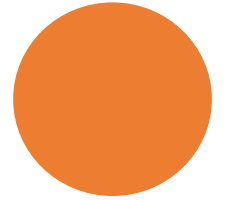


# Brief Background

- July 2018: Council formed Animal Shelter Advisory Committee (ASAC)
- June 2019: Committee presented findings to Council
  - ❖ Identified issues with organizational structure
  - ❖ Recommended moving of Shelter operations to Community Services Department
  - ❖ Recommended staff of four and increased budget
- Nov. 2019: Council discussion on Animal Shelter Path Forward
  - ❖ Directed budget options for an additional 1.5 dedicated animal shelter FTE and \$10,000 additional training
  - ❖ Directed ASAC to identify infrastructure needs, draft a Best Practice Guide and Animal Shelter ordinance.
- Dec. 2020: ASAC presented to Council an Animal Shelter Best Practices Guide
- Nov. 2021: Update to Council on changes made at the shelter as a result of ASAC recommendation, Council action, and Shelter's goal of continuous improvement
- Aug. 2022, Jan. 2023, and Mar. 2023: Council discussed recommendation to create new advisory board for the animal shelter but asked for staff to return with status report on ASAC recommendations.

# Shelter Improvements Since 2016

- On-going staff training and development with increased budget
- Public awareness/education campaign regarding feeding wildlife
- New Shelter Manager and Animal Control Officer
- Policy and Ordinance development
- Cat patio installation and new cat kennels
- Dog kennel improvements



# Remaining ASAC items and on-going initiatives

- Chapter 6 revisions:
  - Ordinance drafted
  - Community discussion on proposed Ordinance changes planned
  - Introduction and Public Hearing to follow
- Dog Run in design
- Formal enrichment policy revision and publication
- Exceptional animal welfare operations resulting in positive statistical outcomes and service to community
- Self-assessment and continuous improvement
- Departmental restructuring and addition of advisory board not recommended





# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Staff Report

September 26, 2023

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**Agenda No.:** 1)  
**Index (Council Goals):**  
**Presenters:** Randall Ryti, Councilor and Gwen Kalavaza, Library Manager  
**Legislative File:** 17788-23

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### Title

Board/Commission Appointments - Library Board

### Recommended Action

I nominate and appoint Frances Knudson, Sarah Work and Brian Reardon to fill appointments on the Library Board with *[insert applicant name]* and *[insert applicant name]* for terms beginning September 1, 2023 and ending August 31, 2025 and *[insert applicant name]* for a term beginning September 1, 2022 and ending August 31, 2024.

### Body

The purpose of this item is to fill three vacancies on the Library Board.

Three applicants were interviewed. The eligible applicants for this position are: Frances Knudson [D], Sarah Work [I], and Brian Reardon [I].

Party affiliations are noted as [D] Democrat, [R] Republican, [I] Independent, [G] Green, [L] Libertarian, [DTS] Declined to State, and [N] Not Registered to Vote.

This five member board has two two-year terms with one vacancy term beginning September 1, 2023 and ending August 31, 2025 and the other vacancy term beginning September 1, 2022 and ending on August 31, 2024. It is currently composed as follows: John Nash [D] and Elizabeth Stelle [D].

After careful consideration, the interview committee recommends Frances Knudson, Sarah Work for the terms beginning September 1, 2023 and Brian Reardon for the term beginning September 1, 2022 to fill the vacancies on the Library Board.

Appointing this nominee will not violate the County Charter restriction concerning political party majorities on Boards and Commissions.

### Attachments

- A - Board Member Roster
- B - Interview Panel Recommendations
- C - Application Packet for Frances Knudson
- D - Application Packet for Sarah Work
- E - Application Packet for Brian Reardon

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Los Alamos County,  
NM

# Library

## Board Roster



**Elizabeth Stelle**

1st Term Sep 01, 2022 - Aug 31, 2024

Email [Redacted]

Position LIB5

Home Phone Home: [Redacted]

Category D

Address

[Redacted]  
LOS ALAMOS, NM 87544



**John Nash**

2nd Term Sep 01, 2022 - Aug 31, 2024

Email [Redacted]

Position LIB1

Home Phone Mobile: [Redacted]

Office/Role Chair

Address

Category D

[Redacted]  
Los Alamos, NM 87544



**Vacancy**



**Vacancy**



**Vacancy**

Date: Sept 19, 2023

**Board or Commission:** Library Board

**Interview Panel:**

Name : John Nash (Board Chair)

Name : Randall Ryti (Council Liaison)

Name: Gwen Kalavaza (Staff Liaison)

**Applicants Interviewed:**

Name: Frances Knudson

Date of Interview: Aug 29, 2023

Name: Sarah Work

Date of Interview: Aug 29, 2023

Name: Brian Reardon

Date of Interview: Aug 29, 2023

**Interview Panel Recommendations:**

The interview panel for the Library Board would like to recommend the following applicants for appointment:

Name : Frances Knudson

(circle one: incumbent or new applicant)

Name : Sarah Work

(circle one: incumbent or new applicant)

Name : Brian Reardon

(circle one: incumbent or new applicant)

The interview panel for the Library Board or Commission would like to recommend the following applicants to terms:

Name : Frances Knudson

to term ending Aug 31, 2025

Name : Sarah Work

to term ending Aug 31, 2025

Name : Brian Reardon

to term ending Aug 31, 2024

**Other information for Council:**

Two 2-year terms are being filled as well as the remaining term for Linda Walter who resigned last month.

**General Information**

All County Board and Commission members must be residents of Los Alamos County. Lodgers' Tax Advisory Board members, except the at-large community member, do not need to be residents if they are employed/represent an attraction or hotel.

Once a resident fills out and submits this application, an interview is scheduled with the B&C's County Council liaison, the relevant staff liaison, and the B&C Chair. After the interviews, the applicants' names are presented to the full Council during a regularly scheduled Council meeting, where a vote is taken regarding the appointment of each applicant. Each applicant will be notified if they are appointed or not.

Only on-line applications will be considered.

*If you are interested in applying for Labor Relations Board, please contact Mary Tapia at 505-662-8040.*

**Profile**

Board and Commission Application

Note: Please be aware that as a public entity, the County of Los Alamos, is obligated to furnish this information to the public if requested. Note also that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 form.

Frances \_\_\_\_\_ L \_\_\_\_\_ Knudson \_\_\_\_\_  
First Name Middle Initial Last Name

Street Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

**Party affiliation as registered: (Select one of the following) \***

Democrat

**Registered to vote in Los Alamos?**

Yes  No

**How did you learn of this Board/Commission vacancy?**

Current member of board



**Do you currently serve on any County Board or Commission?**

Yes  No

**If yes, which one? (Los Alamos County law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)**

Library Board

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**Interests & Experiences**

**Which Boards would you like to apply for?**

Library: Submitted

**Why would you like to serve on this particular Board or Commission?**

I would like to serve a second term on the Library Board. Libraries are essential to modern life. Libraries are an integral part of a community.

**What volunteer or professional activities have you participated in that could apply to this appointment?**

I am a retired librarian. I have worked in public, university and the laboratory libraries.

**The time involved may be 10-15 hours per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?**

Yes

**What would you like to accomplish during your tenure on this Board or Commission? (Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)**

During the second term, I would like to focus on policy reviews - especially responding to book removal requests and the handling of email comments to the library board.

**Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.**

Yes - currently serving on the Library Board.

**Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?**

No

If you have any questions, please contact Adrienne Lovato at 505-662-8293 or Victoria Pacheco at 505-663-3483

C - Application Packet for Frances Knudson

Frances I. Knudson

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS FOR B&C MEMBERS APPLYING FOR A SECOND TERM

Frances Knudson  
Applicant's Name

Library Board  
Board or Commission

Randall Ryti  
Interviewer Name

Aug 29, 2023, 1p  
Date/Time of Interview

Interview Conducted:  
 Personally  
 Telephone

**NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.**

#	Question/Documented Response
1	<p>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>Positive. Working with different board members; making a difference in reading; exposing people to literature is essential for democracy. it's fun and I have background in library science Unexpected - book discussion about the drag queen, however, should not have been surprised</p>
2	<p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>During zoom it was difficult keeping everyone engaged. Interviewing customers is fun; getting different viewpoints always fun. Enjoyed judging the costumes at AtomicCon</p>
3	<p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</i></p> <p>The Board has good goals. Getting customer feedback; this is working well Board should be more prepared for book content discussions Working well as a board</p>
4	<p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>Board operates fine Make recommendation and suggestions Need for testing, would to see the board involved in that system testing Get more hands on experience</p>

5	<p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>Having own designated council member, cannot improve on that, especially when they attend</p>
6	<p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>No training received Overview of Robert's Rule could be a plus for all B&amp;C</p>
7	<p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>Nothing else that already mentioned</p>
8	<p>The purpose of this question is to make sure you are aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to continue serving on this Board?</p> <p>No</p>
9	<p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p>No</p>
10	<p>Do you have any questions of the interview panel?</p> <p>Asked Gwen how the LB should operate, would like the staff to know the board and vice versa, develop and orientation John, how would you improve the LB? More face to face with staff and the community, more face to face from community and staff</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</i></p>

Notes

Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS FOR B&C MEMBERS APPLYING FOR A SECOND TERM

FRANCES KNUDSON  
Applicant's Name

LIBRARY  
Board or Commission

BOW NASH  
Interviewer Name

8/29 @ 1pm  
Date/Time of Interview

Interview Conducted:  
 Personally  
 Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p><i>positive working w/ board members or employees trying to make a difference in reading or experience, assisted to democracy - more fun live than zone - background in library science - book challenge - unexpected not negative</i></p>
2	<p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p><i>keeping the board together &amp; trying to figure it out talking w/ patrons in four different viewpoints volunteering at a museum &amp; being asked to help w/ costumes</i></p>
3	<p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p><i>good goals - getting out &amp; getting feedback - challenges for that is less be more prepared for book content discussion - pressing issue</i></p>
4	<p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p><i>board operate fine - need for testing of new things - use board members to do that work - more hands on work</i></p>

5	<p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p><i>Having non-designated council member - attending is satisfactory strong point of the system</i></p>
6	<p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p><i>no training - general overview of public's roles</i></p>
7	<p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p><i>nothing other than mentioned</i></p>
8	<p>The purpose of this question is to make sure you are aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to continue serving on this Board?</p> <p><i>NO</i></p>
9	<p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p><i>NO</i></p>
10	<p>Do you have any questions of the interview panel?</p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</p> <p><i>continue clear at beginning allow a way to hear all voices</i></p>

Notes

Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.

# LOS ALAMOS

## County Manager's Office

### BOARD & COMMISSION INTERVIEW QUESTIONS FOR B&C MEMBERS APPLYING FOR A SECOND TERM

Frances Knudson  
Applicant's Name

Lib Board  
Board or Commission

Gunn Kalavaza  
Interviewer Name

8/29/23 1pm  
Date/Time of Interview

Interview Conducted:

Personally

Telephone

**NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.**

#	Question/Documented Response
1	<p>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>positive - welcoming members + employees making a difference at reading + exposing community to literature is essential for democracy has background in lib. science</p> <p>negative - book discussion/challenge @ diag story hour surprised her but is a nationwide trend</p>
2	<p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>2007 years - was keeping board together + figuring out ways to communicate</p> <p>likes to speak at meetings + public</p> <p>volunteering at Alamosan was interesting she enjoyed</p>
3	<p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p>Board has good goals i.e. getting feedback is less challenging</p> <p>be more prepared for lower content discussions in future</p> <p>feels it working well</p>
4	<p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>would like for Board have involvement in testing new services + vetting that service.</p> <p>duty boards on work in the library</p> <p>my all heads</p>

5	<p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p><i>great that have a council liaison that attends mtgs is a strong point to system</i></p>
6	<p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p><i>no training received general overview of Roberts Rules good for all Boards</i></p>
7	<p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p><i>nothing else to add</i></p>
8	<p>The purpose of this question is to make sure you are aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to continue serving on this Board?</p> <p><i>No</i></p>
9	<p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p><i>No</i></p>
10	<p>Do you have any questions of the interview panel?</p> <p><i>Allow for all voices in any challenges</i></p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</p>

Notes

Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.

**General Information**

All County Board and Commission members must be residents of Los Alamos County. Lodgers' Tax Advisory Board members, except the at-large community member, do not need to be residents if they are employed/represent an attraction or hotel.

Once a resident fills out and submits this application, an interview is scheduled with the B&C's County Council liaison, the relevant staff liaison, and the B&C Chair. After the interviews, the applicants' names are presented to the full Council during a regularly scheduled Council meeting, where a vote is taken regarding the appointment of each applicant. Each applicant will be notified if they are appointed or not.

Only on-line applications will be considered.

*If you are interested in applying for Labor Relations Board, please contact Mary Tapia at 505-662-8040.*

**Profile**

Board and Commission Application

Note: Please be aware that as a public entity, the County of Los Alamos, is obligated to furnish this information to the public if requested. Note also that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 form.

Sarah \_\_\_\_\_ N \_\_\_\_\_ Work \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

**Party affiliation as registered: (Select one of the following) \***

Independent

**Registered to vote in Los Alamos?**

Yes  No

**How did you learn of this Board/Commission vacancy?**

A friend had served on this board



**Do you currently serve on any County Board or Commission?**

Yes  No

**If yes, which one? (Los Alamos County law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)**

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## **Interests & Experiences**

**Which Boards would you like to apply for?**

Library: Submitted

**Why would you like to serve on this particular Board or Commission?**

I am interested in the library and what programs are offered to patrons.

**What volunteer or professional activities have you participated in that could apply to this appointment?**

I have experience serving on a board, I have been on Barranca Pool Board for some years.

**The time involved may be 10-15 hours per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?**

Yes.

**What would you like to accomplish during your tenure on this Board or Commission? (Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)**

I would like to get to know the staff and decision makers at the library to participate in the conversation about services/programs the library offers.

**Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.**

No.

**Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?**

No.

If you have any questions, please contact Adrienne Lovato at 505-662-8293 or Victoria Pacheco at 505-663-3483

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS

Sarah Work  
Applicant's Name

Library Board  
Board or Commission

Randall Ryti  
Interviewer Name

Aug 29, 2023, 145p  
Date/Time of Interview

Interview Conducted:  
 Personally  
 Telephone

**NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.**

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission()</p> <p>I love the library. Mom of four children 2nd-8th grade. Do a lot of reading, know Melissa. From Los Alamos originally, 2003 LAHS grad. Went to grad school at Rice, left job and a full time mom, children attending Barranca Elementary and Middle School.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>County - amount of people, lab bringing so many new people, meeting the needs of the diverse population, similar issues facing Library Growing needs with growing population</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Great to have involvement, community relations and connectedness</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Interpersonal, being connected and tied to the community, bring those perspectives, yes very connected, belong to lots of groups Barranca pool, employment manager</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Facilitate communication and see what important to them and to other community members, open communication</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Never on County boards, not at church, been on Barranca pool board, served as Secretary. Greatest contribution - optimist, great communicator. Handled social media and emails for the Pool.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>No</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p> <p>N/A</p>

Notes()

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS

SARAH WONG  
Applicant's Name

LIBRARY  
Board or Commission

SONU NASH  
Interviewer Name

8/29 1:45  
Date/Time of Interview

Interview Conducted:  
 Personally  
 Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p><i>Love the library, 4 books, 2-8th grade, here often from for Alamos RMSO - Environment Science, Ph.D. - oil industry - full time mom - home schooled 3 years</i></p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p><i>new people - meeting their needs &amp; diverse population same pressure for the library growing population</i></p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p><i>great to have involvement - unexpectedness for feedback from ordinary citizens</i></p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p><i>interpersonal skills, being connected w/ different groups to get different feedback secretary of pool board</i></p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p><i>facilitate communication - what's important to staff &amp; what's important to other stake holder &amp; open communication</i></p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><i>no to county involved in church - on parish council Barrowe pool board - optimistic - need to give positive spin</i></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><i>NO</i></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><i>Yes</i></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><i>NO</i></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><i>NO</i></p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS

Sarah Work  
Applicant's Name

Lib Board  
Board or Commission

Gwyn Kalavaz  
Interviewer Name

8/29/23 1:45 pm  
Date/Time of Interview

Interview Conducted:  
 Personally  
 Telephone

**NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.**

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>loves being, so a mom + use being all the time frank A. originally, degree in science Phd in m. engineering, worked in oil industry was home schooled but back in school now</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>County - number of new people coming in, meet needs of diverse people coming into town growing needs of same answer to library same pressure growing pop.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>involvement of community members connectedness is important</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>interpersonal, tried to stay local groups + keep so can bring thoughts + comments to the table is very connected w/ many groups</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>facilitate comm. think about what says to staff as well as other stakeholders open communication</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><i>no county board no church boards - faith council Banana Pool Board</i></p> <p><i>is an optimist - a great communicator - draft email, social media etc.</i></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><i>no</i></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><i>yes</i></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><i>No</i></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><i>No</i></p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p>
12	<p>Do you have any questions for the interview panel?</p> <p><i>nothing</i></p>

Notes:





**Do you currently serve on any County Board or Commission?**

Yes  No

**If yes, which one? (Los Alamos County law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)**

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**Interests & Experiences**

**Which Boards would you like to apply for?**

Library: Submitted

**Why would you like to serve on this particular Board or Commission?**

I believe the Library is a crucial part of our community and its services provide everyone the ability to learn, stay informed, and grow to be better citizens and human beings. Thus, I want to help ensure that the library always has the best interest of the community at heart.

**What volunteer or professional activities have you participated in that could apply to this appointment?**

I was treasurer for my home owners association. Further, I have been an avid user of the library services.

**The time involved may be 10-15 hours per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?**

Yes.

**What would you like to accomplish during your tenure on this Board or Commission? (Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)**

I would like to see an expansion of online services, more guest Authors, and greater outreach and engagement with younger readers. The story times and music and movement are wonderful for young children but I believe more could be done for the older kids.

**Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.**

no

**Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?**

no

If you have any questions, please contact Adrienne Lovato at 505-662-8293 or Victoria Pacheco at 505-663-3483

E - Application Packet for Brian Reardon

Brian Reardon



**County Manager's Office  
BOARD & COMMISSION INTERVIEW QUESTIONS**

Brian Reardon  
Applicant's Name

Library Board  
Board or Commission

Randall Ryti  
Interviewer Name

Aug 29, 2023, 230p  
Date/Time of Interview

Interview Conducted:  
  X   Personally  
       Telephone

***NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.***

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Came to Los Alamos in 1997, worked 1 yr software company, otherwise worked for LANL. Broad spectrum of experience, graduate degree material science ceramic engineering, attended Alfred University. Also attended by Dewey. Regular user of LANL library. Married and moved to Los Alamos 13 yrs ago, used the Saturday programs, personally use the online resources [audiobooks]. Big fan of library, went to the library growing in New York. In Los Alamos, saw lots of people using the library resources. Den leaders for lions club and this years for tigers club, likes helping children grow and develop.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [<i>Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.</i>]</p> <p>Library - open on Sunday, waiting for online books, continuing to make sure it is a safe place for disadvantaged people.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Present a fair and balance assessment of issues, present solutions, pros/cons of solutions. If boards become politicized then lose that perspective. Need to provide the resources needed for an educated populace</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Be able to listen to arguments or issues and be unbiased, ask open ended questions to get pros/cons</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Get to know the board and second know the library staff, understanding those perspectives can advocate appropriately, also the community writ large and see how all are aligned. Been successful in doing this at work.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Working with scouts groups, all 7 kindergarteners have proceeded, was the Treasurer for the HOA in the Jemez and keeping all of those records, responsible for roads and water, fix immediate water leak and plan for how to keep leaks at a minimum.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>Not a deterrent</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p> <p>How much time? About an hour for the board meeting. Plus an hour for volunteering. What are some of the bigger issues? challenge to book content. Characterize relationship of staff and board? Need to work on this. MPL and WRPL challenges the same? Basically</p>

Notes:

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS

BRIAN REARDON  
Applicant's Name

CFEDAMY  
Board or Commission

SON NASH  
Interviewer Name

8/29 2:30  
Date/Time of Interview

Interview Conducted:  
 Personally  
 Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

*being involved in community impact*

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p><i>1997 - work for lab, material science, ceramic engineering, happy w/ techology</i></p> <p><i>in LA for 13 years</i></p> <p><i>multimedia - high use library</i></p> <p><i>audio book - digitally - may be connected to the world</i></p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p><i>waiting for books to be available - Sunday hours</i></p> <p><i>safe place for teenagers to be able to learn &amp; connect</i></p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p><i>to present fair &amp; balanced assessment of issues</i></p> <p><i>pros &amp; cons of each so that govt can then make best decisions possible</i></p> <p><i>create educated voting populace</i></p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p><i>to be able to listen to issues being presented &amp; then to ask questions that will help bring forth pros &amp; cons, how do we try &amp; get past our own bias</i></p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p><i>get to know board &amp; then know staff</i></p> <p><i>understanding each point view to build bridge or advocate for each side</i></p> <p><i>community input as well to help bring things into alignment</i></p>

*what at the lab getting different needs & want to sleep*

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><i>reports - all 7 moved into tiger club          Homeowner association treasurer - worked w/          community to fix immediate problem but handed w/          to Strategic to fix future problems</i></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><i>NO</i></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><i>YES</i></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><i>NO</i></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><i>YES</i></p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS

Brian Reardon  
Applicant's Name

Lib Board  
Board or Commission

Gwen Kalavaza  
Interviewer Name

8/29/23 2:30pm  
Date/Time of Interview

Interview Conducted:  
 Personally  
 Telephone

**NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.**

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>business 1997 works at lab. broad jobs, heavy user of lab library grad deg in engineering in town / 3 yrs heavy Microsoft user w/ kids personally user of online resources ex. audio</p> <p>associated with a big lib. user impressed w/ the library</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>open m p on Sunday, book licenses for digital titles safe place for disadvantaged esp to learn + connect w/ comm. + others outside of community</p> <p>Imp. that libraries offer something for every one so don't get left behind wants to be more involved in connecting</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>need to present facts + balanced assessment of issues, sometimes people + assessment so gov. can make decisions going forward boards should not become politicized lib. provide comm. w/ resources to be educated</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>to be able to listen to all arguments w/ open mind + no bias ask open ended questions to suss out all issues + sides in practical capacity - taught to examine own bias + min. it how ask minimize that bias to get good info.</p> <p>unique skill + bring this to Board + respect minutes</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>get to know Board + then staff understand two perspectives than can advocate for resources as well what can do to bring comm, lib, board into alignment</p> <p>make sure all stakeholders at align</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><i>Boy Scout groups → all 7 moved on to higher levels</i>  <i>Beador Dir for homeowners assoc. - was the treasurer &amp; handled all financials</i>  <i>resp for roads &amp; water - prevented Ackman's ID what he did contributed</i></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><i>No</i></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><i>yes</i></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><i>No</i></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><i>No - not mention what do</i></p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Staff Report

September 26, 2023

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**Agenda No.:** 1)  
**Index (Council Goals):** Quality Governance - Communication and Engagement  
**Presenters:** Steven Lynne, County Manager  
**Legislative File:** 17750-23

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### **Title**

County Manager's Report for August 2023

### **Body**

The County Manager's Office compiles a monthly report of activities conducted by County staff and publishes this report for the benefit of our citizens. Highlights of this report will be emphasized for Council as a means to increase the distribution of this information.

### **Attachments**

A - August County Manager's Update



## STATS Update

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As of September 19, 2023:

Facebook:

**Rating: 4.3 out of 5**

**(42 reviews)**

**Followers: 7,615**

**Reach: 11,138**

**Clicks: 175**

**Shares: 53**

Top performing post: [LAPD responds to gunshots \(Sep. 6, 2023\)](#)

**Post Impression: 5,712**

**Post Reach: 5,542**

**Post Engagement: 1,763**

Instagram

**Followers: 1,940**

NextDoor

**Community Members: 4,407**

County Line Newsletter

**Subscribers: 2,234**

**Open Rate: 54%**

Cone Zone Newsletter  
(seasonal)

**Subscribers: 1,547**

**Open Rate: 47%**

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## Meeting Our Goals

This past August, county councilors and county official engaged with the public at the County Fair and Rodeo, held a town hall regarding human-wildlife interactions in partnership with the New Mexico Department of Game and Fish and Pajarito Environmental Education Center (PEEC), and hosted the Energy Communities Alliance (ECA) in Los Alamos.

## News & Updates

**Intergovernmental Affairs:** The ICIP list was prioritized and submitted to DFA. Los Alamos County hosted peer exchanges with Savannah River Site communities and DOE/NNSA on topics relating to the ramp up toward pit production, Hanford and Oak Ridge on topics relating to the Manhattan Project National Historic Park, and a DOE/NNSA/N3B discussion on workforce development – all of which included an evening event at Ashley Pond and one at SALA for a viewing of *Oppenheimer*. DOE, NNSA N3B, and our peer communities continue to laud the meetings and events. Discussions with the Pueblo de San Ildefonso on various potential projects continued to gain momentum. The New Mexico Municipal League Annual Conference in Farmington included topics such as Outdoor Recreation, Housing, Crisis Response, etc.

**Sustainability:** Cascadia Consulting Group and the sustainability manager presented an overview to council and the public on August 22<sup>nd</sup> of their process to develop a greenhouse gas emission study and climate action plan. They also launched an employee commuter survey (seeking the commuting habits of county employees in 2022). More than 300 employees responded, providing significant data to apply to the GHG study. The Environmental Sustainability Board (ESB) and Los Alamos Sustainability Alliance (LASA) continue engaging with the public at various events to ascertain what Los Alamos citizens envision a climate action plan would look like. ESB and LASA hosted an environmental film screening of 2040 at PEEC in August.

**Broadband:** The solicitation for the Community Broadband Network "last mile" fiber-to-the-premise project is published, with vendor responses for Phase 1 being due September 21st. Conversations continued with San Ildefonso Pueblo to explore potential opportunities to collaborate on their project to install new conduit and "middle mile" fiber from White Rock to Pojoaque along NM4 and NM502. This meeting occurred in mid-August.

## Connecting with the Public

Councilors and county officials answered citizen questions related to county projects and initiatives at the Los Alamos County Fair on August 12th. Additionally, Councilors Theresa Cull and Randall Ryti held an educational session on August 21<sup>st</sup>, on the do's and don'ts of human-wildlife interactions in partnership with the New Mexico Department of Game and Fish and hosted by the Pajarito Environmental Education Center (PEEC). To view the power point presentation visit <https://lacnm.com/Council-TownHall>.

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## STATS

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### Info Management:

**645** service desk requests processed  
**341** DocuSign Envelopes completed  
**615** records requested  
**4205** records pulled  
**7** internal requests with  
**8** incoming record boxes for processing and storage

### Finance:

**330** Disbursements  
**1331** P-Card transactions  
**37** Electronic payments received (\$4.9M)  
**GRT** received (\$8.3M)  
**Property Tax** received (\$58K)  
**Lodgers Tax** received (\$42K)

### Procurement:

**FY23 YTD**  
**326** purchase orders  
**231** change orders  
**28** agreements  
**5** amendments  
**68** solicitations/AGRs in process + 57 anticipated  
**675** inventory pick tickets processed & delivered

## News & Updates

### Finance

Accounts Payable closed FY23 invoice processing on August 2nd. During the month of August, the Accounts Payable and Procurement Team worked closely to review and validate all remaining encumbrance balances. Approximately 280 Purchase Orders were reviewed, totaling \$31.4 million. Next steps include completion of the final encumbrance budget carryover report, which will be available in early September.

### Budget

Budget has received the approval letter from New Mexico Department of Finance and Administration that the FY2024 Council adopted budget has been approved. By state statute the approval letter must be included in the minutes and is part of the September 5, 2023, Council agenda. The adopted budget books are available on the County's [website](#). Budget is currently working with the Assessor's office to assist with the property tax rate approval which will also go to Council on September 5<sup>th</sup>. All Carryover requests have been received and the budget office is currently working to consolidate and review with the County Manager's office to take to Council on September 26<sup>th</sup>.

### Munis

The testing for the Munis (Enterprise ERP) upgrade to version 2021.9 is progressing very well. Based on the status of testing, we have moved forward with getting Tyler resources assigned to assist in the deploy of Munis 2021. Currently, the deploy is scheduled for September 25. Testing staff will have another meeting to decide on a go/no-go status in the week before then. Staff is also testing ExecuTime version 2023. There are workflow enhancements that will streamline the review and approval processes.

### Information Management Applications

*DocuSign* subscription was successfully renewed to include 6500 envelopes for the period from 8/23 to 8/24.  
*CAD Server Migration:* Test instance of new CAD was set up in Dispatch station 6 for user testing purposes. No major issues were identified. Work in progress to complete remaining application configuration and server backup setup. Targeting last week of September for cutover to the new environment.

*Munis / EnerGov 2021 Upgrade:* Production deployment is planned for September 25<sup>th</sup>.

*Eagle Assessor and Recorder* applications were successfully upgraded to 2023 version of the software.

*SharePoint Migration:* Successfully migrated the PD's shared drive folders to the SharePoint department site.

*Attorney's LegalTrack application:* Demonstrated a trial version of the legacy application functionality in SharePoint and obtained approval from users to decommission legacy LegalTrack application upon successful conversion of data to SharePoint.

*In-Place OS upgrade* was successfully conducted on the Litmos API virtual server to upgrade from Windows 2012R2 to 2019 without impacting the API functionality. Kudos to Marlana Sanchez for successfully executing this in-place upgrade!

*County Website Implementation* team is working with individual departments on the page setup and content cleanup. Core team is also working with the vendor on finalizing pages for council presentation.

### Information Management Projects

*Cohesity Enterprise Backup Solution*, which is the new enterprise backup solution for the county.

Equipment was received and installation for Phase 1- Municipal Building, took place on 8/29/23.

Installation of the DR site equipment in ABQ to follow later this fall.

*Rainbird Golf Course CirrusPro* software is now online and available to Golf Course maintenance staff to be able to securely adjust their irrigation settings from any smart device.

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## Staffing Report August 2023



*Teo Ortega*

## New Staff

### Teo Ortega

At the beginning of August Teo Ortega accepted the Systems Administrator position in the Information Management Division. He comes to us from Isleta Casino and is studying for his Cisco CCNA certification and a bachelor's degree in Cybersecurity from Southern New Hampshire University. He brings a wide breadth of experience to his new role here at the county and is grateful for this opportunity.

## Staff Highlight of the Month

Melissa Dadzie, Deputy CFO, led her revenue team in Finance including Accounting Operations Manager, Beatrice Odezulu and Financial & Budget Analyst, Zhengyan (Zhen) Liu on an extensive and collaborative effort with all County Divisions on a DFA-mandated Credit Card policy over the last 15 months to finalize.

The County has never had an official policy for accepting these payments, and last year DFA announced that all local governing bodies need to have a policy in place (among other requirements) and especially to receive budget approval. Beatrice and Zhen received kudos for their assistance and hard work on the new Credit/Debit Card and Electronic Payments Policy and did much of the groundwork with stakeholders to understand the unique needs of each business within the County who interface with the public. Melissa showed excellent leadership in drafting, and implementing the policy and the team continues to look for ways to help customers continue the convenience of electronic payments with use of credit cards under stricter mandates. Great job, and great customer service from this team!



*Melissa Dadzie*



*Beatrice Odezulu*



*Zhen Liu*



Finance Statistics

August 2023					
Accounts Receivable		Number of Transactions	% of total	Dollar Amount	% of total
	Gross Receipts Tax Received	4		\$ 8,303,697.61	
	Electronic Payments Received (EPAY)	37		\$ 4,925,256.19	
	Property Tax Received			\$ 58,267.94	100.00%
	Property Tax Distributed to LA Public School			\$ 27,560.48	47.30%
	Property Tax Distributed to LA County			\$ 22,838.44	39.20%
	Property Tax Distributed to UNM-LA			\$ 4,221.84	7.25%
	Property Tax Distributed to State of New Mexico			\$ 3,064.52	5.26%
	Property Tax Distributed to Mirador PID			\$ -	0.00%
	Property Tax Admin Fee			\$ 582.66	1.00%
	Lodgers Tax Received			\$ 42,240.47	
Accounts Payable					
	Number of Invoices Paid	608		\$ 17,465,041.23	
	Wire Payments Processed	55	16.7%	\$ 10,938,532.23	62.6%
	Electronic Fund Transfers (EFT) Processed	100	30.3%	\$ 2,468,659.83	14.1%
	Normal Print Checks Processed	175	53.0%	\$ 4,057,849.20	23.2%
	<b>Total Disbursements</b>	<b>330</b>		<b>\$ 17,465,041.26</b>	
	P-Card Transactions	1,331		\$ 510,287.62	

Service Desk Tickets Closed by Type

Ticket summary

645

Number of Tickets

0

Open Tickets

645

Closed Tickets

Category distribution



- Desktop and Mobile Computing (200)
- Systems (155)
- Enterprise Application (95)
- Printing/Scanning and Media Services (76)
- Telephone and Cellular Devices (23)
- Audio Visual (22)
- Network and Wireless (17)
- Web Services (13)
- MUNIS (9)
- IT Procurement and Strategic Sourcing (6)
- GIS (6)
- Applications/Infrastructure Server Decomm. (6)
- Getac (5)
- Request for Review (3)
- DocuSign (3)
- Public Safety (3)
- -No Category- (2)
- One Drive External Sharing Request (1)

# Envelope Status Report

Totals based on envelope status for this account.

**Filtered by:** Date (Custom), Envelope Date Type (Sent Date), Envelope Status (Any), and Sent By (Any)

**Time Zone:** (UTC-07:00) Mountain Time (US & Canada)

Date Range      From      To

Custom      08/01/2023      08/31/2023       Current Date

[Run report](#)    [Save As](#)

Total Results: 6

Status ▲	Total Envelopes	Unique Senders	Total Recipients
Voided	28	15	138
Sent	36	13	144
Delivered	1	1	2
Completed	341	62	954
Declined	2	2	9
Corrected	1	1	2

## STATS Update

*13 Commercial Building permits were issued in August with a total valuation of \$318,131.00.*

*70 Residential Building permits were issued in August with a total valuation of \$2,801,602.00.*

*5 Certificates of Occupancy were issued in August 2023.*

*204 Building Inspections took place in August 2023.*

## News & Updates

The State of New Mexico Construction Industries Division, as well as all jurisdictions throughout New Mexico, have now adopted the 2021 International Building Codes. The 2021 IRC and IBC have been in effect as of July 14, 2023, however there is a “grace period” of six months which allows plans to be submitted either under the new 2021 International Codes or the 2015 International Codes which are still in effect until January 1, 2024. Plans cannot be submitted under a combination of the two codes, it is one or the other. Come January 1, 2024, the 2015 International Codes will be rescinded, and the 2021 International Codes will come into full effect. Staff will be working diligently to provide training on the significant changes to the new codes. We are hoping to get NM Construction Industries Division or the International Code Council to come and conduct the training. Announcements will be made when a date has been set.

A grading and excavation permit was issued for the Arbolada subdivision at 659 San Ildefonso. This subdivision will consist of 85 single family units. Building permits will be applied for as soon as all site preparations have been finalized. The Building Safety Division will be working closely with the developer, contractor and architect to ensure that the permitting process runs smoothly.

Exterior demolition and asbestos remediation have been completed on four buildings at 3500 Trinity Drive. The Bilingual Montessori School in White Rock is heading this project to bring much needed daycare to the community. The daycare will provide care for children ranging in age from infants to four years of age. The maximum capacity for this daycare will be anywhere from 100 to 120 children. Project completion is projected for Spring 2024.

## Connecting with the Public

The Building Safety Division continues to provide support to contractors, homeowners, and design professionals throughout the permitting process by being available for pre-app meetings before they apply for a permit and offering to meet with them throughout the project stages if they have questions or concerns.

## STATS Update

**Visit Los Alamos @ Facebook:**  
15,390 followers to date  
4,299 reached this month.  
732 engagements this month

**@VisitLosAlamos Instagram:**  
1,038 followers to date  
743 reached this month.  
113 engagements this month

**Welcome Center Visitation Los Alamos:** 2,153 this month  
**White Rock:** 9,624 this month

**Home Renovation Assistance Program:**  
0 App Received this month.  
0 Applications Approved  
1 Applications Pending  
0 Projects Closed  
1 Application Withdrawn

**Homebuyers Assistance Program:**  
1 Applications Received  
2 Applications Pending  
1 Applications Approved  
0 Projects Closed

**Event Permits**  
10 Event Permits issued this month.

## Meeting Our Goals

The Community Development Department Economic Development Division (CDD-ED) continues to support local businesses while also focusing on enhancing the economic vitality and increasing housing in Los Alamos County following the council-adopted 2023 Strategic Leadership Plan and 2019 Economic Vitality Strategic Plan. References to these planning initiatives are noted with each of the activities reported below.

## News & Updates

**Kelly Stewart.** On August 9, after 19 years of service, Marketing Analyst Kelly Stewart celebrated her retirement at the Long Pour with friends, peers, and county partners. She positively impacted her community, its volunteers, and many who've visited the County over the past 19 + years. We wish her the best.

**Anita Barela.** In August, we welcomed, with excitement, Anita Barela to the ED team.

**Energy Communities Alliance Conference.** On August 18, EDD participated in the Energy Communities Alliance discussions regarding workforce needs in the County. Discussion included hiring and recruitment practices, regional education opportunities, and the impacts of the local housing crisis on our local business community [*Goals: Housing; Local Business; Employee Retention; and Intergovernmental and Regional Relations.*]

**Economic Development Regional Collaboration.** In August, EDD continued to pursue entering memos of understanding with our regional neighbors: Rio Arriba County, Santa Fe County, and the City of Santa Fe. These MOUs establish our joint commitment to collaborate on regional economic initiatives. Topics may include joint pursuit for funding, workforce development, and addressing transit and housing needs for the region [*Goals: Intergovernmental and Regional Relations.*]

**Housing Website Resources.** In August, Housing Program Coordinator Dan Osborn began revising the County's website housing resource page in preparation for the County's new website later this fall. The updated housing pages will include information about local market rates, section 8 and LIHTC (low-income) housing resources, and proposed and upcoming housing opportunities [*Goals: Housing; and Communication and Engagement.*]

**Affordable Housing Plan Update.** In August, Housing Program Coordinator Dan Osborn began preparations for a request for proposals seeking consultant services to update the County's Affordable Housing Plan. This timely update will address updated New Mexico Mortgage Finance Authority requirements and expand the definition of affordable housing to include "missing-middle" housing. The revised Plan, when completed, will be an additional tool supporting county efforts to attract housing developers specializing in attainable workforce housing [*Goals: Housing.*]

## Connecting with the Public

**2023 Community Vitality Update (CVU).** On August 10th, the annual CVU was distributed to the community in the Los Alamos Daily Post. This year's CVU featured the County's efforts in planning for smart growth, expanding and diversifying housing, and collaborating with local partners. The CVU is posted on its website on the County's economic development page at [www.lacnm.com/ed](http://www.lacnm.com/ed) [*Goals: Communications and Engagement.*]

## **Looking Ahead**

Lodgers' Tax Advisory Board – September 19, 2023



## STATS Update

*Planning staff reviewed and acted on 52 Building permits, and 11 Business License applications.*

Code Compliance Officers opened 92 new code cases and closed 20 cases

## Meeting Our Goals

The Community Development Planning Division has been focused on the Chapter 16 cleanup & updates, Short Term Rental Program, and 20<sup>th</sup> Street Concept Plans. Division Staff continue to maintain a high level of customer service with ongoing planning and code compliance cases.

## News & Updates

Planning Division staff continue to work with the County Consultant Wilson & Company to create Short Term Rental Program. Staff is compiling information from public input process and guidance from the Steering Committee in formulating a draft STR Ordinance.

Planning Division staff began work with the County Consultant Wilson & Company to create 20<sup>th</sup> Street Concept Plans. Staff presented scope of work to the Council during their scheduled Work Session on May 16, 2023. Staff presented scope of work to the public during a public open house on June 21, 2023. Staff continue to work on evaluating public input and finalizing the concept plans.

Planning Division staff began work with the County Consultant D.P.S. to evaluate possible easements or setbacks along the Los Alamos Canyon edge in DTLA. Staff plans on presenting scope of work to the Council in September 2023.

Planning Division staff began work with the County Consultant DPS to review various Code Clean-up items and formulate a plan to work on these items at the end of this year.

The Planning & Zoning Commission had a meeting where training for Commissioners regarding Planning related items was provided by staff.

The Historic Preservation Advisory Board had a public hearing in the month of August to bring forward an application to establish Historic Overlay District in Los Alamos County.

## Connecting with the Public

CDD staff will follow directions from Short Term Rental Program Steering Committee in review of public input received May 17 through June 18, 2023. A draft of the STR Program will be presented to the County Council on September 5, 2023.

## Looking Ahead

September 6, 2023 – Historic Preservation Advisory Board meeting.

September 13, 2023 – Planning & Zoning Commission meeting.

## STATS Update

265 Recordings & Filings

77 eRecordings

10 Marriage Licenses

5 Probate Cases

3 County Council / Board Meetings

65 New Voters Registered

15,710 Total Registered Voters

321 Voter Record Transactions

32 Social Media Posts

588 Facebook Followers

321 Instagram Followers

131 X/Twitter Followers

42 Customer Visits

## Meeting Our Goals



### Operational Excellence:

Senior Deputy Clerk Victoria Montoya, Elections Manager Victoria Martinez, and Deputy Clerk Allison Collins continue to work on the Clerk's portion of the new Los Alamos County website to make it more user-friendly and accessible.

The new site is currently anticipated to release in October 2023.

Election season doesn't mean that the work of the Office doesn't continue. County Clerk Naomi Maestas and Senior Deputy Clerk Montoya met with our partners at US Imaging to continue our work converting microfiche images into searchable records accessible to the public. Scanning thousands of documents — then indexing them to be useful in searches — is a monumental task that contributes to the Clerk's Office goal of providing excellent customer service to our constituents.

On August 17<sup>th</sup>, Elections Manager Martinez, Senior Deputy Clerk Montoya, and Deputy Clerk Ubaldo Barela attended Tabletop the Vote, an event presented by the New Mexico Secretary of State's Office and SafeElections.org. During this event, participants considered various security scenarios that might affect elections, including threats to officials and voter intimidation. Elections Manager Martinez reported that this exercise provided Staff with time to consider how they can create contingency plans to ensure that elections run smoothly.

To complement our other work in Election operational excellence, Clerk Maestas met with some members of the County Council to discuss Ranked Choice Voting and whether it might work well for us.

Let the races begin! On August 29<sup>th</sup>, local prospective officials started the process of partaking in the most patriotic of all activities – running for office. Nine total candidates filed to become candidates in five total seats in the Los Alamos Public Schools' Board and UNM-LA's Advisory Board. For a complete listing of candidates, visit our Facebook page at <https://www.facebook.com/LACClerk>.



### Intergovernmental Relations:

During the August 2-4 New Mexico Counties Board of Directors Meeting, Clerk Maestas worked with the Board to approve recent minutes, discuss action items, and review Board and Committee reports. The Board also heard a presentation on the future of nuclear power.

On August 16<sup>th</sup> the Directors of the iGo Delegation held a leadership meeting during which they approved minutes and prepared for iGo's upcoming projects.

The New Mexico Clerk's Affiliate met on August 24<sup>th</sup> and addressed legislative priorities for the coming session.



**Education:**

From August 14 - 16, the County Clerk’s Office attended the 2023 Regular Local Election School to learn about the upcoming election, voting machine certification, and how to best execute this year’s elections. This year, the state focused on improving the safety and security of elections, from maintaining safety during the election to increasing security around election results. The office is ready and committed to making Los Alamos’ elections as seamless and safe as possible!



**Communication:**

On August 17<sup>th</sup>, Clerk Maestas spoke about the upcoming Regular Local Election to the League of Women Voters. Her talk included the seats up for election, the election timeline, and other information that LWV uses for the preparation of its Voter Guide. The League’s guide has long been a trusted, non-partisan source of candidate information given in the candidates’ own words.

September is Voter Registration Month in Los Alamos! On August 1<sup>st</sup>, Clerk Maestas attended a meeting with the National Voter Registration Day (NVRD) organization to learn best practices for holding events and outreach on NVRD September 19<sup>th</sup>. During the August 29<sup>th</sup> Council meeting, Clerk Maestas and Elections Manager Martinez received a formal proclamation presented by Councilor Susie Havemann and signed by Council Chair Denise Derkacs.

During the 2023 Regular Local Election (RLE), voters will choose members of the Los Alamos Public School Board and the UNM-LA Advisory Board. The ballot will also contain a bond question submitted by the Los Alamos Public Schools. Sample ballots will be available on the Clerk’s site in mid-September. Don’t know your school board district? You can also find a current district map on our site.

Reminder: The County’s new fraud detection system has arrived! Fraud Notify sends an automated email alert any time a document is recorded using your name or your property’s parcel number. Property owners in Los Alamos County are urged to sign up\* for alerts on the Clerk’s site at losalamoscountynm.us/clerk.



**ONLINE SERVICES:**

- [Apply for a Marriage License Online](#)
- [Schedule an Appointment to Obtain a Marriage License](#)
- [Register to Vote or Update Voter Registration info](#)
- [Register for Fraud Notify](#)

\*If you were formerly signed up for Fraud Sleuth, please re-enroll. This program is provided via a different vendor.

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## Upcoming Project Updates

*Tyler's Fraud Notify module is live and replaces the decommissioned FraudSleuth component included with the CountyFusion system. It allows constituents to track potential property fraud.*

*The new credit card processing system that will allow constituents to not only search for documents online but also to purchase and download directly from the County website is in the procurement phase.*

*The Clerk's Office microfiche project with US Imaging has completed phase 1 and now moves into a full-scale conversion of microfiche cards into electronic records.*

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## Connecting with the Public

On August 12<sup>th</sup>, the Clerk's Office enjoyed a day of meeting constituents at the Los Alamos County Fair. Residents registered as voters in Los Alamos County, and Voters learned about this year's Regular Local Election and how to become Election Workers. Best of all, visitors got to challenge each other to a game of cornhole!

On September 19<sup>th</sup>, the Clerk's Office will hold meet-and-greet sessions across town to recognize National Voter Registration Day. If you miss us on NVRD, stop by the Farmer's Market on September 21<sup>st</sup>. We hope to see you and answer your questions about voting, absentee ballots, the election process, and document recording. As always, we welcome your calls and visits to our office: 505.662.8010 | 1000 Central Avenue, Suite 240.

## Looking Ahead

### Upcoming Important 2023 Regular Local Election Dates:

September 12, 2023	Election Worker Training
October 3, 2023	Tabulator Certification
October 10, 2023	Last day to change Voter Registration online. Same-Day Voter Registration Begins
October 10, 2023	Early Voting opens at the Municipal Building
October 18, 2023	Election Worker Training (make-up)
October 21, 2023	Early Voting opens at White Rock Town Hall
October 24, 2023	Last Day to Request an Absentee Ballot
November 7, 2023	Election Day
November 14, 2023	Canvass of Election Results (tentative)

### Upcoming Events / Project Milestones / Seasonal Changes / New Initiatives:

September 2023	National Voter Registration Month
September 19, 2023	National Voter Registration Day
Thursdays, Sept – Oct 2023	Los Alamos Farmers' Markets
October 2023	Revised external-facing Los Alamos County website launch
TBD 2023	Implementation of self-service module for public record purchases





**Naomi D.  
Maestas**  
County  
Clerk



**Victoria  
Martinez**  
Elections  
Manager

## Staff Highlight

Marie Pruitt has accepted a regular part-time Deputy Clerk position with our office starting at the beginning of September. We're delighted to get to keep her on board in a more permanent manner.

## Kudos

It's onward and upward for Ashley Atencio, formerly a casual Deputy Clerk with our office. Ashley has accepted a full-time position as a Senior Office Specialist with the Assessor's office. We're proud of Ashley (and not surprised they snapped her up) but will miss her contributions to both the work and energy of the Clerk's Office. Congratulations, Ashley!



**Tori  
Montoya**  
Senior Deputy  
Clerk



**Ubaldo  
Barela**  
Deputy Clerk



**Allison  
Collins,**  
Deputy Clerk



**Anna  
Archuleta**  
Deputy Clerk



**Marie  
Pruitt**  
Deputy Clerk



**Katelyn  
Alarid**  
Student Clerk



**Olivia  
Koo**  
Student Clerk

# Los Alamos County Fair



*At the County Fair, Clerk Maestas greets voters and provides information about the upcoming election.*



*Clerk Maestas welcomes a new County resident who registers to vote.*



*There's a wealth of information available at the Clerk's booth.*



*Kids find stickers, airplanes, frisbees, and more at the Future Voters' table.*



*A future voter shows her skills with the Clerk's Office's new cornhole game.*



*It's a Clerk's Office wedding! On August 24<sup>th</sup>, Katherine Nicole Saliba and Ring Emery Blake celebrated the official beginning of their lives together. Judge Michael Redondo officiated. Not pictured: witnesses Student Clerk Olivia Koo and Deputy Clerk Collins.*

## 2023 Regular Local Election School



*Clerk Maestas with NM Secretary of State Maggie Toulouse-Oliver and other New Mexico Clerks at Election School*



*Mandy Vigil, State Elections Director, instructs attendees on the Administration of the 2023 Local Regular Election.*



*Los Alamos County Clerk's Office staff soak up the knowledge needed to run a smooth election.*

## Election Assistance Commission Local Leadership Council



*Clerk Naomi Maestas recently attended the Election Assistance Commission (EAC) Local Leadership Council's annual meeting as one of two appointed representatives from New Mexico. During the meeting, members discussed EAC updates and upcoming programs, such as election technology and security. This included moderated discussion on topics such as training and workforce development, looking ahead to 2024, and making the Local Leadership Council an effective Advisory Board.*

# Candidate Filing Day

**2023 Regular Local Election CANDIDATE**

**Christine Ann Bernstein**  
Running for:  
**LAPS School Board District 3**  
2023 Regular Local Election  
Tuesday, Nov. 7, 2023



Christine filed today for the position.

505-662-8010 elections@lacnm.us www.losalamosnm.us/clerk

**2023 Regular Local Election CANDIDATE**

**Lauren R. Coupland**  
Filed for:  
**LAPS School Board District 3**  
2023 Regular Local Election  
Tuesday, Nov. 7, 2023



505-662-8010 elections@lacnm.us www.losalamosnm.us/clerk

**2023 Regular Local Election CANDIDATE**

**Chris Luchini**  
Filed for:  
**UNM-LA Advisory Board**  
2023 Regular Local Election  
Tuesday, Nov. 7, 2023



505-662-8010 elections@lacnm.us www.losalamosnm.us/clerk

**2023 Regular Local Election CANDIDATE**

**Sondra L. Wyman**  
Filed for:  
**LAPS School Board District 5**  
2023 Regular Local Election  
Tuesday, Nov. 7, 2023



505-662-8010 elections@lacnm.us www.losalamosnm.us/clerk

**2023 Regular Local Election CANDIDATE**

**Sean B. Stanfield**  
Filed for:  
**LAPS School Board District 3**  
2023 Regular Local Election  
Tuesday, Nov. 7, 2023



505-662-8010 elections@lacnm.us www.losalamosnm.us/clerk

**2023 Regular Local Election CANDIDATE**

**Melanie A. Colgan**  
Filed for:  
**LAPS School Board District 4**  
2023 Regular Local Election  
Tuesday, Nov. 7, 2023



505-662-8010 elections@lacnm.us www.losalamosnm.us/clerk

**2023 Regular Local Election CANDIDATE**

**Jose Luis Carreno**  
Filed for:  
**UNM-LA Advisory Board**  
2023 Regular Local Election  
Tuesday, Nov. 7, 2023



505-662-8010 elections@lacnm.us www.losalamosnm.us/clerk

**2023 Regular Local Election CANDIDATE**

**Kristin M. Henderson**  
Filed for:  
**UNM-LA Advisory Board**  
2023 Regular Local Election  
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**2023 Regular Local Election CANDIDATE**

**John R. Pawlak**  
Filed for:  
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# Voter Registration Month/Day Proclamation



Councilor Susie Havemann presented the proclamation of Voter Registration Month/Day. Pictured (left to right): League of Women Voters (LWV) President Felicia Orth, Elections Manager Martinez, Clerk Maestas, Councilor Havemann, and LWV representative Jodi Benson



September 2023 is Voter Registration Month, and the 19<sup>th</sup> is Voter Registration Day. Clerk Maestas and Staff will be available at locations across town to assist with registration and answer questions about the upcoming election.

## STATS Update

*5 Press Releases*

*13 New Social Media  
Followers*

*52 Social Media Posts*

*5 Alcohol Permits Processed*

*1,055 Total Summer  
E-Activity Guide Views*

*105 Total Fall  
E-Activity Guide Views*

*4 Contract Public Programs &  
Events*

*1,341 People Attended  
Contracted Programs &  
Events*

## Meeting Our Goals

### Quality Governance

**Communication and Engagement** The Community Services Department continues with community outreach through videos, and social media posts for Facebook and Instagram, and submitting press releases to local news outlets, to keep the public informed.

### Connecting with the Public

**Community Services Corner** was published in the Los Alamos Daily Post this month's focus was on the Parks Division.

## News & Updates

### August 4 – Mushrooms of Northern New Mexico

In-person program about the different varieties of mushrooms found in our region and basic mushroom identification from members of the New Mexico Mycological Society.

### August 8 – Oppenheimer and Black Holes

In-person astronomy presentation about Oppenheimer's pre-Los Alamos work on black holes and common misconceptions about energetic astrophysical objects.

### August 25 – Bear Dinner

In-person annual dinner party and presentation about black bears. Wildlife rehabilitation expert, Dr. Kathleen Ramsay, began the evening with a presentation about black bears. Then, the buffet-style dinner was catered by Secret City Kitchen. This included foods that make up a black bear's diet, herbal tea, and a cash bar provided by Bathtub Row Brewing Co Op. The Bear Dinner is presented in partnership with Land of Enchantment Wildlife Foundation.

### August 26 – Bear Festival, sponsored by Century Bank

In-person annual festival where participants learn about the amazing black bears and other wildlife with which we share our home. The festival featured informational booths from local, regional, and state-wide organizations, as well as crafts, games, food truck, a scavenger hunt, and more.

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## Looking Ahead

### Some PEEC events to look forward to, past late September:

- ❖ 10/01/2023, 7AM Bird Walk (In-person at Los Luceros)
- ❖ 10/05/2023, 7 PM "Before the Flood" Film Screening and Discussion (in-person)
- ❖ 10/21/2023, 7 AM Nambe Badlands Hike (in-person)
- ❖ Geology Field Trip to Plaza Blanca and Ghost Ranch (In-person)
- ❖ 10/21/2023, 1 PM PEECnic (In-person)
- ❖ 10/24/2023 7 PM Rail Diaries: Snowdonia (In-person and Live-streamed)
- ❖ 10/27/2023 4 PM Halloweekend Fun with PEEC (In-person)
- ❖ 10/28/2023 time TBD October Full Moon Walk (In-person)



## STATS for August

40 Public Programs & Events

1536 Total Program  
Attendance

26041 Physical Items  
Circulated

7257 Digital Items Circulated

33298 Total Items Circulated

## Meeting Our Goals

The library continues to offer varied programming and services for all ages in support of the County's Quality-of-Life goal.

The Library hosted the second annual *Atomicon* on Saturday, August 5<sup>th</sup>. The event is a Comic-Con inspired event for all ages. This year, the event expanded its footprint and was hosted at Mesa Public Library, Betty Ehart Senior Center, Fuller Lodge and at several outdoor locations. Some highlights included a costume contest, a life drawing session with costumed models, caricature drawing, and a full vendor floor with comic inspired art, books, games, jewelry and more.

The Library presented a living history portrayal of Aldo Leopold on Saturday 12<sup>th</sup>. 52 participants enjoyed a beautiful evening at Ashley Pond in the company of the actor, in and out of character as the famed conservationist. The event was sponsored by the New Mexico Humanities Council and the Friends of the Library.

The Youth Services Team took a partial programming break to recharge and plan after a busy summer of programming and the annual summer reading programming.

## News & Updates

The Library is celebrating National Hispanic Heritage Month from Sept. 15<sup>th</sup> to Oct. 15<sup>th</sup>. The month pays tribute to generations of Hispanic Americans and Hispanic culture. The Library celebrates at both library locations with displays, scavenger hunts and two book clubs. The first book club, a discussion of *Signs Preceding the End of the World* by Yuri Herrera is held on September 21<sup>st</sup>. The second book club is on October 5<sup>th</sup>. The second book club will be held in Spanish and is an open topic discussion of any book participants have read.

Currently, *Step Up Gallery* has the gallery show *Guns in America* by artist Jeff Corwin on exhibit. The show runs through October 5<sup>th</sup>.

The Library has announced changes to the popular digital content platform, Hoopla. The changes are made to ensure that content is accessible to the widest cross-section of patrons possible. Patron borrows will return to their pre-COVID number of six per month (during COVID, this had been increased to eight); and funding to our Hoopla budget will be increased. Together, these changes should help prevent the library from "using up" its daily borrow limit so early each day.

## Looking Ahead

The Library has announced a free 6-week business incubator program for all patrons with a business idea. The class is the result of a collaboration with projectY and Santa Fe based non-profit *Creative Startups*. Registration is open now and with a program start date of October 11<sup>th</sup>. The class is intended for people who are interested in taking the very first steps from the business idea stage to doing market research and thinking about how a product or service would appeal to potential customers.

The Library is one of many collaborators for the big community wide solar eclipse event at the Highschool on October 14<sup>th</sup>. The library received a grant of 2000 eclipse glasses from the STAR Library Network. The glasses that will be handed out during the event.

## **Kudos**

A local, full-time science teacher who is pursuing a masters in science, wanted to thank the whole staff for making it easy for her to take a proctored exam. She is also grateful for the air conditioning and study rooms.

A patron said she really enjoyed the picture book display with staff's favorite childhood books.

A patron said they are "thrilled" that the library is open on Sundays again.

A patron said that the book cartridge refill station from the State Library has been a "miracle" for her mother. She was very appreciative of the service and anyone who assisted with getting new accessible options into the library.

Patron said that they had visited all areas of Atomicon and that the event was very well organized. She wanted staff to know.

## STATS Update

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*17 Programs and Events*

*~20,300 People Attended  
Programs and Events*

*3,331 Rounds of Golf*

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## Meeting Our Goals

### Quality of Life

**Recreation:** The Recreation Division continues to offer a variety of programs for community engagement and family entertainment.

## News & Updates

### New Full-time Lifeguards

Three of our Lifeguard Trainees have received certifications in Lifeguard with Professional Rescuers First Aid/CPR/AED this month. Welcome to the crew Gabriella, Mike, and Julian.

### August 3 – Los Alamos County Adult Pool Party

CSD held an adult pool party night at the Leisure Lagoon with non-alcoholic adult beverages, snacks, and fun.

### August 4 – Lagoon Closure for Concrete Repour

The Leisure Lagoon closed to add trench drains and concrete resurfacing.

### August 4 – JJ & the Hooligans Concert (estimated attendance 7,000)

The band JJ & the Hooligans traveled to Los Alamos to perform in the Los Alamos Summer Concert Series.

### August 5 – Roller Skate Night

The Ice Rink hosted another open roller-skating night.

### August 5 & 6 – 76th City Championship Golf Tournament

The 76th Los Alamos City Championship was played on August 5 and 6. Local golfers enjoyed nice weather and solid competition over the weekend. Henry Poston took top honors in the men's championship flight, while Anna Swertfeger earned first place in the women's championship flight. Other flight winners were: Pat Metzger, Gabe Cole, Dave Apel and Eddie Sanchez. The shootout winners were, in order 1st to 4th place, Eddie Sanchez, Henry Poston, Cale Jones and Anna Swertfeger.

Congratulations to all our winners of the 76th City Championship.

### August 11 – Brandon Saiz Concert (estimated attendance 5,000)

Brandon Saiz, a New Mexican country artist, was brought in to kick off Rodeo weekend with a performance. Eighteen (18) vendors set up for the night serving customers.

### August 11 – YMCA Golf Classic

The Los Alamos YMCA held their annual benefit tournament on August 11. The event saw a huge turn-out with 100 participants in the event. The weather was very accommodating, and much fun was had by all. The event held its post tourney dinner and awards ceremony at Bathtub Row Brewing.

## News & Updates, continued...

### **August 12 – Los Alamos Derby Dames Bout**

The Los Alamos Derby Dames used the Ice Rink to host El Paso for a Bout (game.)

### **August 12 & 13 – Los Alamos County Fair & Rodeo/Parade**

Recreation staff walked in the parade with the Grand Marshall Dr. Kurt Steinhaus. The Northern New Mexico Rodeo Court Queen and Princess, Aspen Jaramillo and Jewel Jaramillo, also participated in the parade alongside the very first woman who held the title of Los Alamos Rodeo Queen, Barbara Jean Wilson.

At the Fair, along with 36 other vendors, staff worked a booth providing information about future events taking place within the county and giving out free items to members of the public. Grandstands were packed at Brewer Arena for the Rodeo; spectators began to occupy the space between the grandstands and the arena gates.

The watermelon eating contest drew so much attention spectators began crowding the contestants' tables. Older participants were not allowed to use their hands during their contest.

### **August 17 – Hawk Hangout**

The Los Alamos Middle School came down to the Ice Rink for Hawk Hangout, where they had the opportunity to roller skate, build birdhouses, and go on a little birdwatching hike led by some employees of PEEC, and feast on varying snacks.

### **August 18 – Dusty Low Concert** (estimated attendance 4,000)

The band Dusty Low traveled to Los Alamos to perform. Fifteen (15) vendors set up for the event and had a constant flow of customers.

### **August 25 – ZIA Credit Union “Chip In For Kids” Tournament**

ZIA Credit union held its annual “Chip in for Kids” tourney on August 25. The tourney saw excellent participation. A thunderstorm jumped into the mix delaying the event for an hour, but the tournament had nice weather after the storm, and was able to finish. ZIA tourney participants enjoyed and after dinner meal, and awards, at Bathtub Row Brewing.

### **August 25 – Those Crazy Nights Concert** (estimated attendance 4,000)

The band Those Crazy Nights (a Journey Tribute band) traveled to Los Alamos for a performance. Twenty-one (21) vendors were set up and ready to go for an expectedly very large crowd attendance, unfortunately the weather ultimately caused the cancellation of the show.

### **August 26 – Los Alamos County Horse Show**

The Los Alamos County Horse Exhibition had participants of all ages, demonstrating their abilities of horse control in multiple events. Many spectators were in attendance supporting contestants as they traversed through obstacle courses.

### **Aug. 28 – Annual Aquatic Center Maintenance and Lifeguard Staff Team Building**

This year's Annual Maintenance month was filled with first-time staff learning the ins and outs of what keeps the Walkup Aquatic Center operational. Senior staff walked the rookies through the process to ensure that they understood all the hard work that this facility requires. During this time, Aquatic Staff take a ½ day to do a team-building activity. This year, the lifeguard staff relaxed with a game of golf on Aug. 28th.

## News & Updates, continued...

### **August 28 – 31: Training**

Recreation staff attended a US Ice Rinks sponsored training regarding ice making and painting for an ice arena. Attendees were also given the opportunity to tour the US Olympic Training Site.

### **Northern New Mexico Senior Men's Golf Association**

The NNMSGGA is one of 4 state association tournaments held at LAGC each year. NNMSGGA members playing tournaments all over New Mexico throughout the year, raising funds for scholarships that are awarded state-wide annually.

### **Maintenance News**

#### **Los Alamos Golf Course Improvement Project**

The golf course improvements project team reposted the RFI on September 4, 2023, due to the first post being non-responsive. There is no pre-bid meeting for the repost. September 15 is the deadline for bids to be submitted.

#### **Los Alamos Golf Car Fleet RFP**

Los Alamos Golf Course is in its 5th year of the current golf car fleet lease, with the lease coming to an end early next spring. The golf car RFP review panel is currently going through a demo process with golf cars from the respective companies who successfully responded to the RFP. A decision on a new lease agreement is expected to be made in the new future.

The golf course continues to flourish this season with Jason Tomko and his team working hard to keep the course well-manicured. With our late summer fertilization application, and a few subsequent rains, the grass is growing faster than staff can keep it mowed...almost.

## Looking Ahead

### **Golf Course**

LAHS Alumni Event

October 2, 2023, 9:00 a.m. shotgun start



## STATS Update

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*248 Park acres maintained*

*4 Repairs due to vandalism*

*7 Funeral services*

*31 Volunteer hours worked in parks*

*8 Headstone/Niche installations*

*98 Customer Calls*

*2 Memorial Bench Installation*

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## Meeting Our Goals

### Quality of Life - Parks and Open Space

The Parks and Open Space Division provides services to the community in Los Alamos and White Rock through the maintenance of parks, facilities, open space, trails, and the support of special events throughout the county.

## News & Updates

The Parks and Open Space team is working on the following items.

- Request for Proposal (RFP) for Asset Management Software.
- Revising the Guaje Pines Cemetery Ordinance
- White Rock Skate Park – Procurement is working on creating a contract.
- Request for bid on Sport Field Renovations – FY24

## Connecting with the Public

Open Space staff Jessica Morgan alongside five volunteers installed cleaned up Rendija Canyon on Saturday, August 19.

Committee meeting with ELAS and OSAC.

## Looking Ahead

Public Lands Day / September 23 / 9am-1pm – Volunteer groups will work together to repair trails and remove debris.

### Volunteer Opportunities

Staff is looking for volunteers to assist with trail maintenance this summer and fall. A complete list of volunteer opportunities may be found here: <https://www.volunteerlosalamos.org>

## Kudos

## STATS Update

*3 Contractor Public Programs  
& Events*

*742 People Attended Programs  
and Events*

## Meeting Our Goals

### Quality of Life

#### Health, Wellbeing, and Social Services

Staff at the Social Services Division office continue to meet with clients in need, both in the office and through outreach at the Farmers Market. We were recently awarded a grant from the New Mexico Department of Health and the Coalition to End Homelessness totaling \$165,000 to allow us to more proactively help people who are experiencing homelessness in our community, or those who may be at-risk of eviction. We are in the process of setting up the program and will have more details to share soon.

Social Services staff have led two additional opioid prevention training courses in August, for Parks and Recreation employees. Boxes of naloxone (brand name: Narcan) are available at the Social Services table at the Thursday's Farmers Markets, as well as at the Mesa and White Rock libraries. Narcan will also be available in the "Stop the Bleed" first aid kits that are being installed around the county.

## News & Updates

### Los Alamos Retired & Senior Organization (LARSO)

This month the Senior Activity Centers celebrated National Senior Day (August 21) with a "Senior Week," with well over 100 participants throughout the week. Activities included:

- Free Luau Hawaiian Burger lunch with a serenade from the LARSO Ukelele Players and Hula Dancing by Emma Sanchez. We had over 75 people in attendance all wearing leis and Hawaiian garb.
- Tuesday the Director hosted a Chair Yoga class with 12 participants and the Day Out Program folks came to play as well.
- Wednesday members had "Dessert with the Director" with 9 people in attendance. We all enjoyed the Chef's famous apple crisp with ice cream.
- Friday LARSO celebrated White Rock Senior Center's Birthday with cake and the members.

### Los Alamos Public Schools Prevention Program (LAPS)

#### August 28 – LAMS Social Emotional Learning Activities Wheel

Middle School Students rotated through a series of topics including digital citizenship, bullying prevention, being an upstander, the anonymous reporting app, and the effects of technology on anxiety, stress and depression, relationships, sleep, and overall wellbeing. Sessions were facilitated by the school librarian, school counseling staff, and the district Prevention Support Specialist and included engaging videos and clips from the film Screenagers NEXT CHAPTER.

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## News & Updates continued...

### YMCA Teen Center

#### **August 8 – Welcome Back to School Event**

The Los Alamos Teen Center held its annual Welcome Back to School event the day before the official first day of school. Giant lawn games were set up along with karaoke and virtual reality games for the teens to enjoy. The main draw, as is always the case with teenagers, is food - the hotdogs and hamburgers we grilled up all afternoon.

## Connecting with the Public

The Social Services Case Coordination Specialist continues to meet with the public at the weekly Farmers Markets on Thursdays at Ashley Pond. She has helped connect people to various resources in our community like JJAB and Las Clinicas del Norte.

Social Services staff attended the “Building a Statewide Model for Housing Stability Services Summit” hosted by Governor Michele Lujan Grisham at the Santa Fe Convention Center. More than 100 social services-related staff from agencies and County departments around the state were in attendance.

Emily Piltch volunteered at the August Hawk Hangout, helping launch the first Hangout of the 2023-24 school year. With more than 100 middle schoolers in attendance, it was a huge success.

## Looking Ahead

Social Services is collaborating with community partners to host a series of events highlighting “Mental Health Matters” throughout September. These events will place at SALA and will focus on overcoming mental health challenges, understanding stress and anxiety, learning about substance use disorders, and more. For more information about dates, times, and specifics for each event, please go [here](#).

# Community Services



## New Staff

### Larissa Aguilar

In August, Larissa Aguilar accepted the position of Library Specialist at Mesa Public Library. Larissa Aguilar is from Santa Clara and San Ildefonso Pueblo. She has a 16-year-old daughter and an 8-year-old son. She enjoys going camping, fishing, hunting with her family, and participating in her Pueblos traditions. She brings with her 7 years of experience in librarianship and 6 years in elementary education.



### Ying Meng

In August, Ying started in her new position as Senior Office Specialist. Previously, Ying worked as a Library Associate in the White Rock Branch Library team for 3 years and most recently as a Library Specialist in Technical Services for four years.



## Retirement

### Johneva Martinez

In August, Library staff congratulated Johneva Martinez on her retirement and acknowledged her hard work and many achievements. Johneva has served the County with integrity and kindness for 24 years. She held the job as Senior Office Specialist for 22 years. Library staff will miss Johneva's expertise and support.

Johneva is looking forward to spending time with family, including her young grandson. Happy retirement, Johneva!



*Aldo Leopold event*



*Summer Reading program winner, Elizabeth Allen*



*Atomicon jam panel*



*Atomicon life drawing*



*Atomicon workshop*



*National Senior Day*



*New Full-time Lifeguards*



*Los Alamos County Adult Pool Party*



*New Dasher Board*



*Lagoon Closure for Concrete Repour*



*Concrete Repour*



*Team Building*



*Bear Festival*



*Roller Skate Night*

*Los Alamos Derby Dames Bout*

*Hawk Hangout*



*Los Alamos County Fair & Rodeo*



*Los Alamos County Horse Show*



## Meeting Our Goals

Our mission: To provide responsive, professional, and courteous service to the public.

## News & Updates

Staff manages customer feedback, addresses customer inquiries, and concerns and provides information to stakeholders and the media on all Public Works Projects.

## Connecting with the Public

Staff continues to provide project updates for the Cone Zone newsletter for ongoing projects.

The Transportation Board held a regular meeting on August 3, 2023. The Board discussed and evaluated the Road Diet.

## Looking Ahead

The next Transportation Board meeting will be held on September 7, 2023.

## Meeting Our Goals

The airport assists in supporting the Council's strategic goals of Operational Excellence and Quality of Life by maintaining airport infrastructure and conducting operations safely and efficiently. Staff is committed to the future growth of the airport by supporting the economic, environmental, and recreational needs of the community as well as providing the highest service level to travelers coming into and out of LAM.

## News & Updates

Delta Consultants, along with airport staff, presented the Taxiway F relocation and West Area Development layout options to City Council at the work session meeting on August 22<sup>nd</sup>. The 5-year CIP plan was submitted to the Federal Aviation Administration (FAA), as well as New Mexico Department of Transportation Aviation Division for future funding consideration. Airport staff will be notified by the end of September how much funding will be given towards the project. Typically, FAA funds up to 90%, with State Aviation chipping in 5% and local government matching with 5%.

## Connecting with the Public

Earlier this month, LAM had a full week of daily visits of medical fixed wing aircraft; LAM hosted a few firefighting aircraft and their support personnel. On August 6<sup>th</sup>, a Chinook helicopter came in; while on August 11<sup>th</sup>, a Blackhawk helicopter was positioned here as well. After both units were pulled back from Black Feather Fire, they departed for Northern California/Oregon area for fires that erupted in that area. The crews were gracious to allow people to learn and see their aircraft up close by giving tours to anyone who stopped by.



## STATS Update

*Preventive maintenance  
workorders – 58*

*Maintenance/Repair  
workorders – 170*

*New workorders – 144*

*Completed workorders – 145*

*Immediate response during  
normal hour – 27*

*Emergency callouts – 8*

## Meeting Our Goals

Capital Projects & Facilities (CPF) four Project Managers continue to work on 40 of 55 projects in Fiscal Year 24. CPF Facilities Crews continue to exhibit their skills throughout County facilities for maintenance, repairs, and response to emergencies. Together, CPF staff work to meet the goals of Operational Excellence to protect, maintain, and enhance infrastructure, Quality of Life by managing and supporting recreational and public safety projects, and Environmental Stewardship by working to establish a baseline for utility consumption by County buildings.

## News & Updates

In the last month, CPF Facilities Crews responded to an electrical issue at Pajarito Cliff Sites 3 where Procurement and Fleet are housed, replaced fluorescent bulbs for LED bulbs for greater energy efficiency in the bay at Fire Station 3, repaired a water line leak at Mesa Public Library, employed new innovative tools to fix a persistent water leak at Fire Station 3, respond to a sprinkler head accidentally broken at the Betty Ehart Senior Center, and secure windows at the Women’s Dormitory building where many of the windows were broken by rocks thrown.

CPF had the privilege of welcoming Ethan Mondragon as their 2023 summer intern. Ethan is a Junior at Los Alamos High School. During his internship, Ethan worked with Miguel Jimenez, CPF Project Manager, to prepare for the study of utility consumption for County buildings using the EPA Star Portfolio Manager tool. Utility data must be formatted in a particular manner to use the EPA tool. Ethan and Miguel developed an automation tool by programming in Visual Basic for Applications (VBA) to format utility data for input into EPA Star. EPA Star will be used to establish baseline utility usage for County buildings and compare building performance against other similar buildings across the U.S.

New Project Manager, Russell Naranjo, kicked off the Emergency Operation Center (EOC) project with County stakeholders from the Police Department and Fire Department. The EOC is planned to be co-located at Fire Station 3 in White Rock. The project is funded with County Fiscal Year (FY24) Capital Improvement Projects (CIP) funds issued to the Police Department for planning and design phases of the project. The immediate project goal is to complete project planning by developing and selecting the layout for the EOC with budgetary cost estimates to support FY25 budget requests for final design and construction funds.

## Connecting with the Public

Bids for the Golf Course renovations of holes 1-6 and 9-18 project and the netting project are due on August 31, 2023. A Pre-Bid meeting, held on August 15, 2023, for the netting project was well attended. The projects are being bid separately due to the differing requirements of each effort and the specialized structural requirements of the netting project. Staff anticipate contractors will submit bids in response to one or both Invitation for Bids (IFBs). Bids will be reviewed for responsiveness to ensure all requirements of the IFB solicitation are met. Possible consideration of award of construction contracts is tentatively scheduled for Council consideration September 22, 2023.

# Capital Projects & Facilities

## Capital Improvement Project Updates

Los Alamos County is working on a variety of projects that support quality of life, infrastructure, and economic development initiatives. A summary of the project and additional information can be found on our website – <https://lacnm.com/PW-Projects>.

Project Name	Dept	Update
<b>Betty Ehart Senior Center: Kitchen Equipment Upgrade</b>	PW	The new kitchen hood was delivered and is being installed. Construction is proceeding according to schedule with completion anticipated in September 2023.
<b>Golf Course Site Improvements</b>	PW, CSD	Solicitation for Invitation for Bids (IBF) for the Golf Course renovations of holes 1-6, and 9-18 is open. The IFB is also open for the Pole / Netting project with a pre-bid held on August 15 that was well-attended. Bids for both projects are due August 31, 2023.
<b>Leisure Lagoon</b>	PW, CSD	Work to improve drainage and safety for all users around the Leisure Lagoon started in August. The work was scheduled during the annual maintenance to minimize impacts to facility use.
<b>Ice Rink Temporary Chiller</b>	PW	Council approved entering into a service agreement with American Arena LLC for the temporary use of a chiller for ice production. This temporary arrangement will allow ice skating for 2023-2024 season. A more permanent solution for the next 30 years is under evaluation.
<b>White Rock Visitors Center Complex: Restrooms and Food Truck Pad: Design</b>	PW, CDD	A draft Invitation for Bids (IBF) is under review for the project to construct standalone restrooms by the bus shelter pickup area with a covered pavilion. Staff anticipate advertising the IFB in September.
<b>Women's Dormitory Building Renovations</b>	PW	The State Historic Preservation Office (SHPO) suggested conducting an archeological study of the location outside the building for a new standalone restroom. Staff are reviewing the project budget to determine if the study can be accommodated. The building was vandalized with several windows broken. Windows have since been boarded and additional security measures implemented.
<b>LAC/LAPS White Rock Recreation Space: Design</b>	PW	A State grant along with County funds are being used to support expanded spaces to be constructed at the replacement project for the White Rock Elementary to allow for shared-use between the schools and community. Construction started in June 2023 at the Piñon Elementary school.
<b>Emergency Operations Center (EOC)</b>	PD, FD	Staff kicked off the EOC project with internal stakeholders of the Police and Fire Departments. Project planning and budgeting efforts will be undertaken to support funding requests for construction.

## STATS Update

*Supported events: 138*

## Meeting Our Goals

The Custodial Division continues to promote innovative approaches, conscientious stewardship and outstanding customer service while delivering clean and safe results to the County.

## News & Updates

The month of August saw a decrease in reservations from the previous month, but bookings continue to be up compared to this time last year.

## Connecting with the Public

Custodial staff supported the following public events:

Fuller Lodge – 25

White Rock Activity Center – 41

WR Fire Station #3 – 2

BESC – 22

WR Town Hall – 0

Municipal Building – 43

## Looking Ahead

The Green Seal Certification process was restarted after a year and a half delay due to Covid. The goal is to have this “green cleaning” certification by the fourth quarter of 2023.

We have one vacant position and will conduct interviews in September.

## Meeting Our Goals

Consistent with the Council strategic priority to invest in infrastructure, improve mobility, and support economic vitality, the Engineering Division has been actively managing multiple design and construction projects, providing county-wide support for existing infrastructure, and providing engineering reviews and inspections of new developments.

## News & Updates

Construction of the Loma Linda Improvements project began mobilization on August 15<sup>th</sup>. Construction continues on La Tierra Road with concrete demolition and replacement. The project will be placed on a winter suspension later in the year and will be scheduled to be fully completed in June 2024.

The Barranca Mill and Overlay project was completed on August 2<sup>nd</sup>.

The 33<sup>rd</sup>/34<sup>th</sup> Street and Arkansas project was completed on August 7<sup>th</sup>. Approval to enter into an agreement with the Los Alamos Medical Center for the transfer of land for the construction of the Finch Street project was made at a County Council meeting on August 8<sup>th</sup>.

The Rose Street Reconstruction project design was completed and was advertised for construction on August 25<sup>th</sup> with bids due on September 12<sup>th</sup>. The Wayfinding Pole procurement Invitation for Bids was advertised on August 22<sup>nd</sup>.

## Connecting with the Public

Construction projects such as the Barranca Mill and Overlay, and the 33<sup>rd</sup>/34<sup>th</sup> Street and Arkansas projects provided outreach to the public, local residents and coordination with Los Alamos Public Schools. This coordination is critical to a successful project and helps minimize impacts to the public.

## Looking Ahead

The Engineering Division is coordinating with Department of Public Utilities and an engineering consultant to revise the DP Road Phase II design for re-advertisement. The project was bid earlier in the year with no award made due to the single bid received being over available budget. The scope of work for this re-advertisement will help reduce the price of bids received. The Canyon Rim Trail Phase III project is preparing to begin final design with easement and land acquisitions moving forward. Staff continues to be involved with multiple development inspections, permit reviews, and design reviews. Some recent project reviews include Buena Caza (Mirador Mix-Use development) in White Rock, Arbolada Subdivision on North Mesa, Arkansas Townhomes, Hills Apartments/35<sup>th</sup> Street Realignment project, Cañada Bonita, Century Bank, and the development at Meri Mac.

# Engineering

## Capital Improvement Project Updates

Los Alamos County is working on a variety of projects that support quality of life, infrastructure, and economic development initiatives. A summary of the project and additional information can be found on our website – <https://lacnm.com/PW-Projects>.

Project Name	Dept	Update
<b>Barranca Mill and Overlay Project</b>	PW	This project was advertised in April with award recommended at Council on May 23 <sup>rd</sup> . The scope of work included a partial depth asphalt removal followed by an overlay of new asphalt on Barranca Mesa beginning on San Ildefonso Road just north of the roundabout, continuing to Navajo Road. Construction was completed on August 2 <sup>nd</sup> .
<b>33rd/34th Street and Arkansas Project</b>	PW	The project scope included new water lines and storm drain, upgrading existing sewer lines, isolated concrete replacement, and full reconstruction of roadway. Construction was completed on August 7 <sup>th</sup> .
<b>Urban Trail Phase I and II</b>	PW	Scope of work includes construction of a 10-ft wide concrete multi-use trail from Trinity Drive northwards to Canyon Road and ending near the Aquatic Center. The design package was advertised on July 6 <sup>th</sup> with no bids received. It was re-advertised on August 15 <sup>th</sup> with bids due on September 7 <sup>th</sup> .
<b>DP Road Phase II</b>	PW	A single bid received on January 25 <sup>th</sup> which was over available budget. The project will be readvertised later in the year with some modifications to the design underway. The current project scope includes new sewer and gas lines, electric conduit, storm drain, concrete replacement, and full reconstruction of roadway.
<b>Loma Linda Road Improvements</b>	PW	The scope of work involves full reconstruction of the Loma Linda subdivision roadway and installation of new lighting. Construction began on August 15 <sup>th</sup> on La Tierra Road. The project will be placed on a winter suspension later in the year and will be scheduled to be fully completed in June 2024.
<b>Rose Street</b>	PW	The scope of work for this project involves full reconstruction of Rose Street from Central to Peach. This is a joint project with the Department of Public Utilities and includes full road reconstruction along with utility upgrades. The design was completed and was advertised for construction on August 25 <sup>th</sup> with bids due on September 12 <sup>th</sup> .
<b>Trinity Safety and ADA</b>	PW	The study phase design alternatives are nearing completion by Wilson & Company, with a public input meeting anticipated in August 2023. The scope of work for this includes a study phase followed by design and construction. This project is the result of a 2016 road safety audit and has been awarded Federal Highway Safety Improvement Program (HSIP) by NMDOT. Construction is anticipated in 2025.
<b>Finch Street</b>	PW	This project design is nearing completion by an engineering on-call. Approval to enter into an agreement with the Los Alamos Medical Center for the transfer of land for the construction of the Finch Street project was made at a County Council meeting on August 8 <sup>th</sup> .
<b>Canyon Rim Trail Phase III</b>	PW	This final project design is underway by an engineering on-call with right-of-way acquisitions in progress.

## STATS Update

*Customer Service Emails - 53*

*Roll Cart Requests – 153*

*Household Hazardous Waste  
Customers - 93*

*Recycle Coach App Users –  
2,978*

*Recycle Coach App Interactions  
– 19,182*

*Overlook Visitors - 205*

*Transfer Station Visitors –2,266*

*Yard Trimming Participants –  
5,206*

*Social Media Followers – 1.3K*

## Meeting Our Goals

SCS Engineers has provided two initial site plans for the area where the food waste composting windrow system is proposed to be operated in Bayo Canyon near the existing biosolids facility. Environmental Services continues to look at other locations and technologies for composting systems. The program is estimated to divert 4,500 tons of food and yard trimming materials from the landfill and transform it into valuable compost material.

Operation Save the Bears - 260 dumpsters have been delivered to the business community; 480 bear resistant roll carts were delivered to North Community 3 (NC3) in August 2022. A bear cart survey of NC3 was conducted to understand the effectiveness of the carts and overall customer satisfaction. This data was presented to County Council on February 28, 2023, and staff were directed to offer bear carts upon request only. An additional 360 bear resistant roll carts have been received and staff have delivered 50% of the carts to residents that have requested one. The remainder will be delivered in the coming weeks.

## News & Updates

On February 3, 2023, Environmental Services transitioned from a weekly Household Hazardous Waste (HHW) drop off schedule to a monthly schedule. A collection was held on August 4, 2023. Los Alamos County's contractor ACT Enviro had trained personnel on site to characterize and properly sort the material from 93 residents that was then transported to the proper disposal facilities. The next event will be held on Friday September 1, 2023.

On August 2, 2023, Environmental Services had an all-staff training day. Operations at the Eco Station were suspended for the day to provide staff with everyday safety and equipment training.

## Looking Ahead

Environmental Services and the Zero Waste Los Alamos Team have a Zero Waste Party Kit available that you may reserve for your next event! The kit includes approximately fifteen (15) table settings, including: large plate, cup, fork, spoon, butter knife and napkin.



# Residential Sustainability Report

Service Period: July 2023

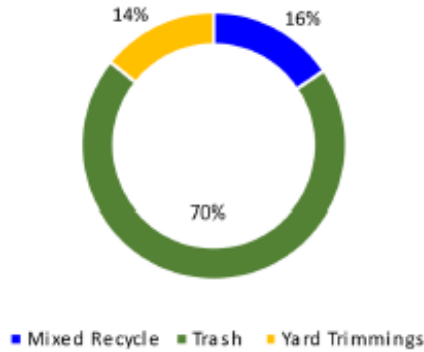


LOS ALAMOS

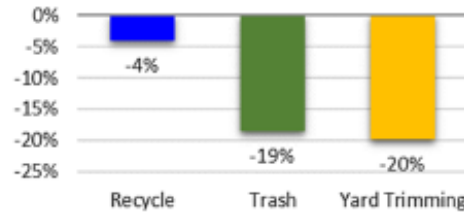
July Diversion Rate: 30%

The *diversion rate* is the percent of recyclable and compostable material diverted from the landfill.

## Monthly Collection Report

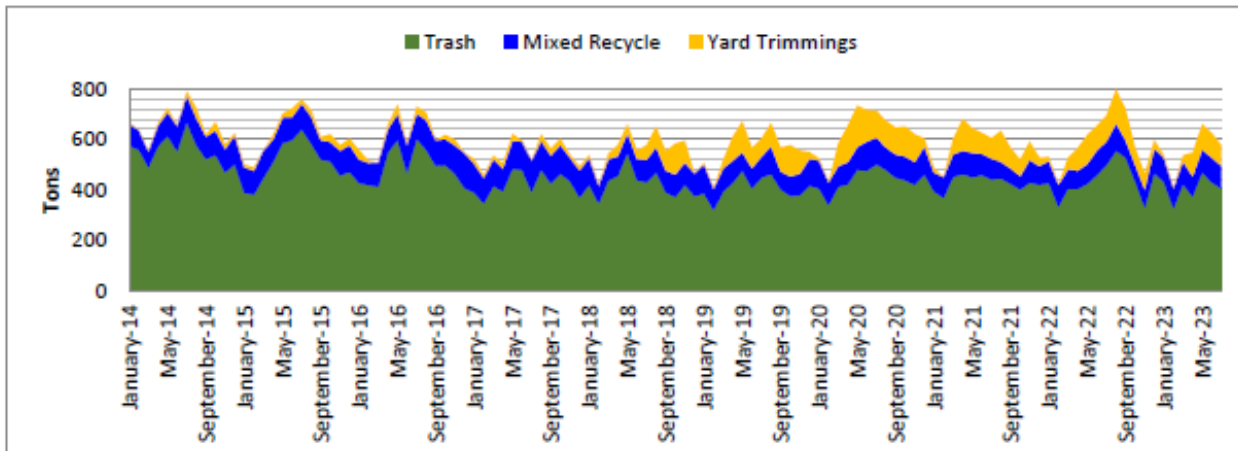


## % Change Previous Year

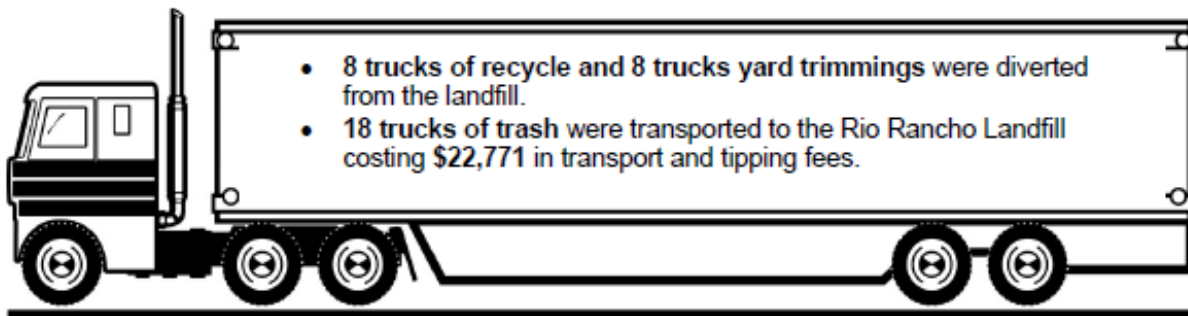


	Jul-22	Jul-23
Yard Trimming	102.84	82.45
Recycle	93.83	90.07
Trash	497.50	405.19

**In June by recycling and composting Los Alamos County reduced GHG emissions by ~471 tons\***



**In 2023 by recycling and composting Los Alamos County reduced GHG emissions by ~2,953 tons\***



For more information contact Environmental Services Division at 505.662.8163 or email [solidwaste@lacnm.us](mailto:solidwaste@lacnm.us)

\*GHG emissions calculated using <https://www.stopwaste.co/calculator>

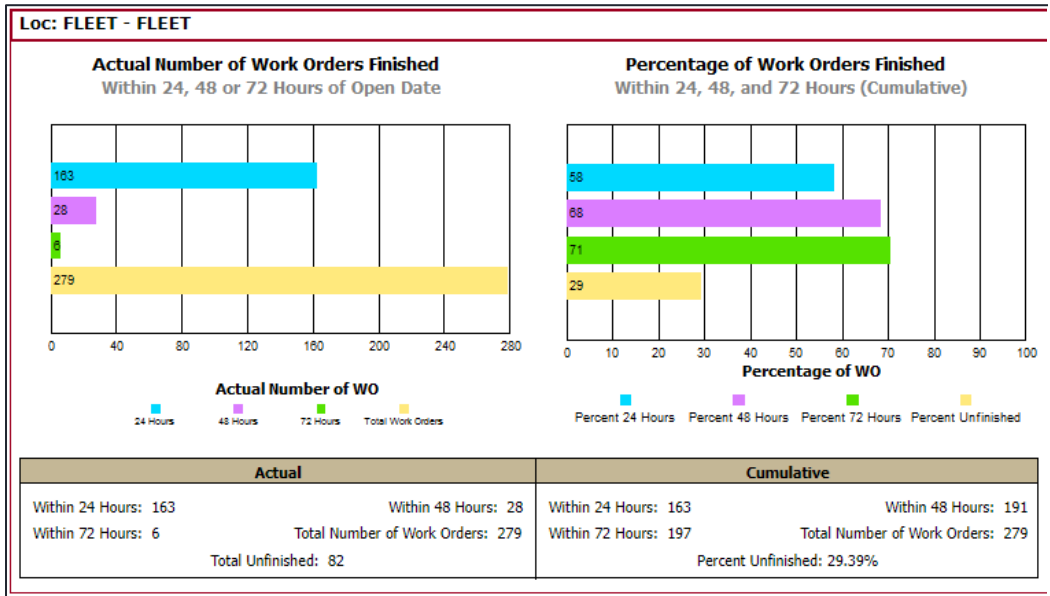
## STATS Update

- Work orders entered -279*
- Work orders completed within 72 hours -197*
- Work orders remain open -25*
- Work orders are preventive maintenance – 88*
- Work orders are repairs –181*
- Work orders for recalls -10*

## Meeting Our Goals

Fleet is focused on keeping vehicles and equipment in top shape so internal customers can provide quality services to the residents of Los Alamos and White Rock. Fleet also provides a Motor Pool service that is located at the Municipal building available to County staff.

## News & Updates





## STATS Update

*Customer Calls – 87*

*Permits Processed - 24*

*Asphalt for repairs – 145 tons*

*Miles swept – 829*

*Locates - 176*

*Signs installed - 13*

*Miles striped – 12.5*

## Meeting Our Goals

We met county council goals by providing service to the community during the month of August by continuing vegetation control, streetlight bulb replacement, and pothole & concrete repairs, as well as countywide curb, parking lot and road striping.

## News & Updates

Traffic and Streets worked with Albuquerque Asphalt Inc., Franco's Builders, and EMCO of Santa Fe to repave and repair sidewalks, curb and gutter, and patch sections of asphalt on Barranca Rd, San Ildefonso Rd (North and South) in the month of July. The signs and markings crew are beginning to layout the markings to paint stripes and curbs in this location.

## Connecting with the Public

Crews have been patching sections of asphalt county wide.

GM Emulsion crack sealed Grand Canyon Rd. west of Sherwood Blvd. to NM4 while Traffic and Streets Crews patched sections of asphalt. They will return to fog seal the same location.

Crews cleaned roadways and assisted with traffic control for the County Fair and Rodeo. They also assisted with the 2023 Annual Triathlon.

Traffic electricians replaced old LED fixtures with new fixtures South San Ildefonso and turned down light spectrum to ordinance level and configured the schoolzone flashers for the new school year.

Crews bladed and compacted millings at Flint Soccer Field, North Mesa Dog Park, Parking area across Sheriffs Posse, North Mesa Ballfields, and North Mesa Picnic Grounds.

Streets crews repaired a driveway utility cut on North Road, milled asphalt at the airport, responded to an open trench and abandoned traffic control left by a utility contractor, and they cleaned and repaired a drainage ditch at 925 Estates Drive.

Employees attended Fall Protection Training where they assembled 2 Sky Orb anchor systems.

## STATS Update

*Unlinked Passenger Trips (UPT): 17,794*

*Fixed-Route UPT: 17,487*

*Demand-Response UPT: 307*

*Service Days:23*

*UPT per Service Day:774*

*UPT per Service Mile: 0.39*

*Service Disruptions: 0*

*On-time Timepoint Departures: 89.0%*

*On-time Paratransit Trips: 85.0%*

*Buses with Defective ITS Systems: 68%*

*Customer Complaints: 0*

## Meeting Our Goals

Atomic City Transit (ACT) Staff is in the planning stages on implementing recommendations of their five-year service plan. The Final Plan was presented to and approved by the County Council on June 13, 2023.

## News & Updates

Purchase of the two electric buses and charging stations continue to undergo contract negotiations. As these contract negotiations are completed and the order gets placed, we can expect the new buses in about 12 to 18 months from the date of order. With the increase interest of electric powered buses throughout the United States, work production has been delayed.

## Connecting with the Public

**Final July 4 event numbers. Demand-response adds 13 UPT for a total of 2163.**

Route	Inbound	Outbound	Post-event	Total
Los Alamos	551	19	672	1,242
White Rock	438	85	385	908
<b>Total</b>	<b>989</b>	<b>104</b>	<b>1,057</b>	<b>2,150</b>



### August 2023 Ridership Report



Route	August Trips					% Chg				Aug Rev. Miles					Aug Rev. Hours					YTD Trips
	2019	2020	2021	2022	2023	(from 2019)	(from 2020)	(from 2021)	(from 2022)	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023	
1 Downtown	6,819	594	3,851	5,363	7,501	10.0%	1162.8%	94.8%	39.9%	3,965	2,814	3,847	4,096	5,626	328.5	213.5	286.0	307.0	299.0	43,573
2M White Rock - Main Hill	3,324	504	1,608	2,225	-	0.0%	0.0%	0.0%	0.0%	7,895	5,849	7,870	8,210	-	297.7	221.2	297.7	311.3	-	5,281
2T White Rock - Truck Rt	1,778	286	1,029	1,479	2,409	35.5%	742.3%	134.1%	62.9%	7,285	5,374	7,356	7,655	7,678	287.1	205.1	287.1	300.5	300.2	13,921
2P White Rock - Peak	669	-	-	-	-	0.0%	0.0%	0.0%	0.0%	3,098	-	-	-	-	114.4	-	-	-	-	-
3 Central / Canyon	3,260	-	1,790	1,947	-	0.0%	0.0%	0.0%	0.0%	5,591	-	5,550	5,790	-	279.4	-	279.4	292.1	-	-
4 North Community	3,755	-	1,919	1,691	3,977	5.9%	0.0%	107.2%	135.2%	4,051	-	4,273	4,457	4,460	286.0	-	286.0	299.0	299.0	23,123
5 Barranca Mesa	1,986	-	1,004	909	1,524	-23.3%	0.0%	51.8%	67.7%	4,451	-	4,452	4,640	4,662	283.4	-	283.4	296.3	296.3	8,324
6 North Mesa	7,171	-	2,989	4,397	3,655	-48.5%	0.0%	23.6%	-16.0%	6,306	-	4,103	4,637	4,259	426.4	-	286.4	324.9	299.4	20,666
<b>Fixed-route subtotal</b>	<b>28,762</b>	<b>1,384</b>	<b>14,190</b>	<b>18,011</b>	<b>19,106</b>	<b>-33.6%</b>	<b>1280.5%</b>	<b>34.6%</b>	<b>6.1%</b>	<b>42,643</b>	<b>14,036</b>	<b>37,451</b>	<b>39,484</b>	<b>26,684</b>	<b>2,303.0</b>	<b>639.8</b>	<b>2,006.0</b>	<b>2,131.0</b>	<b>1,499.9</b>	<b>114,888</b>
7 North Mesa Expr	870	-	740	558	767	-11.8%	0.0%	3.6%	37.5%	215	-	243	233	234	13.0	-	24.8	15.6	15.8	4,441
8 North Community Expr	472	-	161	383	588	24.6%	0.0%	265.2%	53.5%	77	-	90	110	109	5.2	-	5.4	6.5	7.4	4,043
9 Aspen Expr	551	-	233	220	255	-53.7%	0.0%	9.4%	15.9%	59	-	72	167	166	4.2	-	4.2	7.7	19.1	1,290
10 Barranca Expr	691	-	319	385	425	-38.5%	0.0%	33.2%	10.4%	99	-	118	144	143	6.2	-	6.5	7.9	8.8	3,090
11 White Rock Expr	461	-	367	422	330	-28.4%	0.0%	-10.1%	-21.8%	202	-	238	285	289	8.0	-	9.3	11.3	11.3	2,432
<b>Express route subtotal</b>	<b>3,045</b>	<b>-</b>	<b>1,820</b>	<b>1,968</b>	<b>2,365</b>	<b>-22.3%</b>	<b>0.0%</b>	<b>29.9%</b>	<b>20.2%</b>	<b>662</b>	<b>-</b>	<b>762</b>	<b>997</b>	<b>943</b>	<b>36.6</b>	<b>-</b>	<b>50.3</b>	<b>49.0</b>	<b>62.3</b>	<b>15,296</b>
12 Bandelier	18,928	-	251	14,042	13,577	-28.3%	0.0%	5309.2%	-3.3%	14,551	-	3,852	12,967	14,160	563.3	-	150.7	555.3	555.3	41,148
Dial-a-Ride	205	-	79	76	129	-37.1%	0.0%	63.3%	69.7%	1,160	-	319	203	708	61.7	-	16.2	11.1	43.9	959
ACT Assist	350	73	176	298	279	-20.3%	282.2%	58.5%	-6.4%	2,411	603	3,442	2,552	2,195	164.2	24.9	168.9	175.3	175.5	2,064
Special Services	362	289	-	238	395	9.1%	36.7%	0.0%	66.0%	1,248	2,287	-	1,039	1,081	56.3	224.6	-	45.1	48.4	3,844
<b>System total</b>	<b>51,652</b>	<b>1,746</b>	<b>16,516</b>	<b>34,693</b>	<b>35,851</b>	<b>-30.6%</b>	<b>1953.3%</b>	<b>117.1%</b>	<b>3.5%</b>	<b>62,665</b>	<b>16,926</b>	<b>45,826</b>	<b>57,182</b>	<b>45,770</b>	<b>3,185</b>	<b>889</b>	<b>2,392</b>	<b>2,967</b>	<b>2,379</b>	<b>178,199</b>



#### Significant Service Adjustments and Special Events

- **All Month:** Due to staffing shortages, **Route 2P** did not operate
- **All Month:** Due to staffing shortages, **Rt 3** did not operate. **Rt 1** provided service to Camino Entrada area.
- **All Month:** Due to staffing shortages, **Rt 2M** did not operate.
- **Friday Nights:** Extended service for Summer Concert Series. 181 passenger trips provided.
- **August 24:** Leadership NM Shuttles (not grant funded). 214 passenger trips provided.

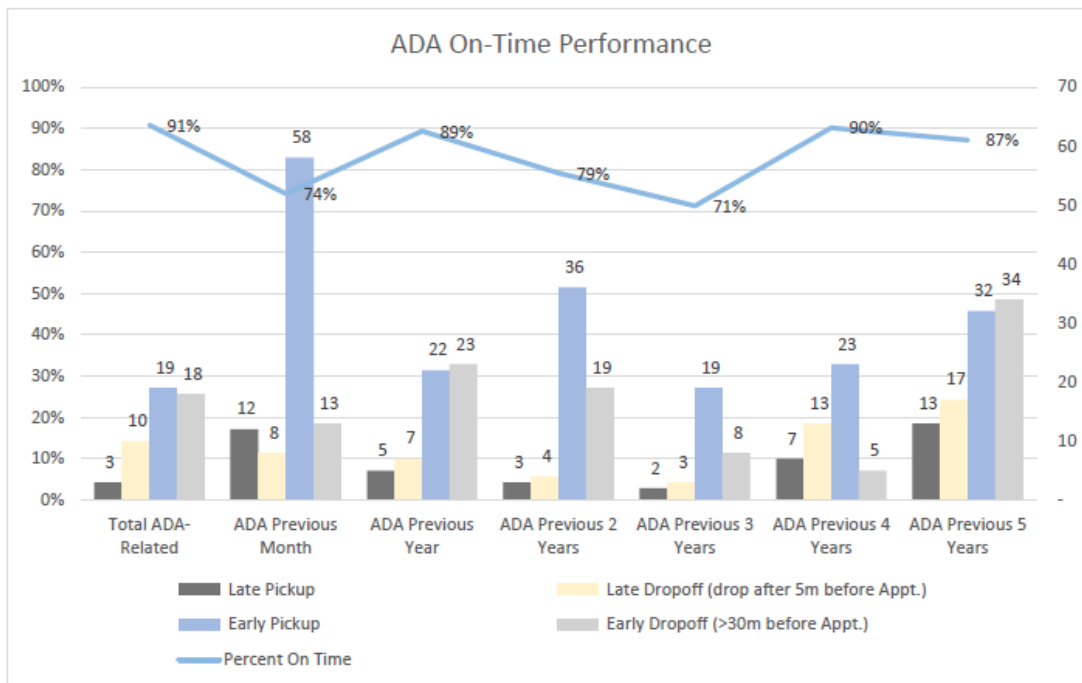
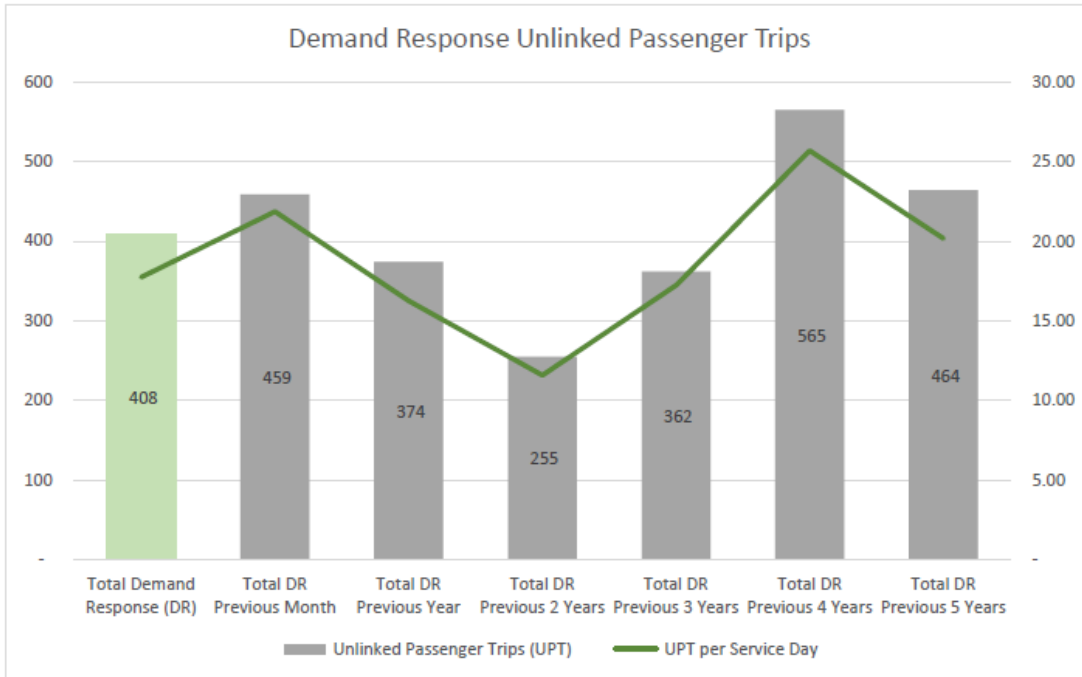
### Atomic City Transit - Demand Response Ridership and Statistics

**August 2023**

	Total Demand Response (DR)	Total DR Previous Month	Total DR Previous Year	Total ADA-Related	Total DAR	Total DAR-Special
<b>NTD Service Information</b>						
Vehicles Operated in Max Service	2	3	2	2	1	-
Unlinked Passenger Trips (UPT)	408	459	374	279	129	-
UPT Ambulatory	363	397	353	238	125	-
UPT Non-Ambulatory	45	62	21	41	4	-
UPT Evening DAR	79	72	26	1	78	-
UPT Daytime DAR	45	36	27	-	45	-
UPT Regional-Linked	144	216	189	117	27	-
Companions	8	38	39	3	5	-
PCAs	37	36	29	37	-	-
Total Vehicle Miles (VM)	4,065	4,447	3,799	3,124	941	-
Total Vehicle Hours (VH)	375	340	260	298	77	-
Total Revenue Miles (RM)	2,903	3,264	2,755	2,195	708	-
Total Revenue Hours (RH)	219	200	186	176	44	-
Regional-linked Miles	1,574	1,899	1,695	1,262	311	-
Regional-linked Hours	65	77	63	55	10	-
Passenger Miles	2,399	3,344	2,674	1,762	637	-
Passenger Hours	121	159	123	91	30	-
Service Days	23	21	23	23	23	-
Weekdays	23	21	23	23	23	-
UPT per RM	0.1	0.1	0.1	0.1	0.2	-
UPT per RH	1.9	2.3	2.0	1.6	2.9	-
UPT per Service Day	17.7	21.9	16.3	12.1	5.6	-
UPT per Weekday	17.7	21.9	16.3	12.1	5.6	-

Scheduling Stats						
Subscription	128	153	160	128	-	-
One Way Trips Requested	572	566	447	408	164	-
One Way Trips Performed	363	385	306	239	124	-
Advance Reservation	239	274	253	239	-	-
Same Day Reservation	123	107	53	-	123	-
Avg. Minutes to board	3	47	4	2	1	-
Avg. Minutes to Disembark	1	45	3	1	0	-

Capacity Metrics						
Missed Trip (Due to Vehicle Late)	-	-	-	-	-	-
Trips On Time	313	271	265	217	96	-
Percent On Time	86%	70%	87%	91%	77%	-
Early Offer	14	9	13	14	-	-
Late Offer	7	9	6	7	-	-
Late Pickup	4	17	6	3	1	-
Excessively Late Pickup (>15m after window)	-	3	-	-	-	-
Late Dropoff (drop after 5m before Appt.)	10	9	7	10	-	-
Excessively Late Dropoff (>10m after Appt.)	1	-	3	1	-	-
Early Pickup	46	97	35	19	27	-
Excessively Early Pickup (>15m before window)	6	7	1	4	2	-
Early Dropoff (>30m before Appt.)	18	13	23	18	-	-
Excessively Early Dropoff (>45m before Appt.)	-	-	-	-	-	-
Trip Over 45 min	13	11	4	12	1	-
Trip Over 60 min	3	3	2	3	-	-
Over Fixed-Route Duration Est.	17	18	11	13	4	-
>15m Over Fixed-Route Duration Est.	3	4	1	3	-	-



## Staff Member Highlight of the Month



Atomic City Transit would like to acknowledge Mekelis Talachy, Transit Operator I. Mekelis started with Atomic City Transit in May of 2022 and is currently assigned to perform evening fixed route driving which includes Bandelier Service for Atomic City Transit.

## Welcome to Public Works



Capital Project & Facilities is pleased to welcome Russell Naranjo as a new Project Manager. Russell brings 10 years of project management experience to the County. Holding a bachelor's degree in planning from New Mexico State University, Russell has served many New Mexico communities from North to South and back working as a planner as well as managing projects such as roof replacement for a jail, and new construction for Santa Fe County Administration building. Ask Russell sometime about his garden.



Atomic City Transit would like to welcome Julian Padilla, Transit Operator II. Julian is a resident of Velarde and will be working fulltime for Atomic City Transit. He's completed all his training and you find on route providing service to the community. Help us welcome Julian on your next bus ride.

# News



*Blackhawk and Chinook helicopters positioned at the airport.*



*Classic Air and UNMU fixed wing aircraft.*

# Projects

## Municipal Building Remodel



Supplies were delivered to the Municipal Building on August 23rd for the CMO and Finance remodel.



**33<sup>rd</sup>/34<sup>th</sup> Streets Improvements Project has been completed.**



North Mesa crosswalk painting.

The signs and markings crew continued striping roads, curbs, crosswalks, and county owned parking lots, including the PEEC Nature Center parking lot.



Crushed Concrete at Eco Station

GM Emulsion has been busy crushing the asphalt and concrete that is located at the Eco Station. Once the pile is reduced to a more manageable size Environmental Services will again start accepting material. The anticipated date to start accepting asphalt and concrete is October 1, 2023.



# Training



Fleet and Eco Station participated in operator and maintenance training on the new loader.



Fleet and Traffic and Streets Divisions attended fall protection training.



Atomic City Staff participated in the first of two First Aid/CPR trainings required by NM Department of Transportation and Los Alamos County designed for Atomic City Transit staff. Drivers received instructions on common procedures to assist passengers as well as creative ways to work with customer concerns.



## Kudos

Greetings Chris Sanchez

I live at 2360 33rd Street (I've meet you quite a bit.....I'm the on always on my bike) I just wanted to say that I think you guys did a fantastic job! Yes, it was a lot of hassle at times, loud, dusty, inconvenient, but the final product is just awesome. You and Johnathon (man in the blue hat, as we fondly called him!) were always so pleasant, answered any questions, concerns, etc. The crews were absolutely as friendly as can be, and they did a wonderful job. I was especially thrilled to see that you came through and raked a lot of the bigger rocks out of the fill dirt you put in the yards. TLC rocked it, as did you as the project manager. Please pass on my kudos to all.

Debbi Miller (and Reba, who got a lot of treats from the man in the blue hat!)

From: Lisa Reader

Sent: Monday, August 28, 2023 3:00 PM

To: LACPW <lacpw@lacnm.us>

Subject: Stable Assistance

Dear Mr Rael,

Today Mr Gabaldon went above and beyond his job description in handling a difficult situation at the North Mesa Stables today. His professionalism and compassion in dealing with this particular situation were very much appreciated. Our small community out there is very grateful.

Sincerely,  
Lisa Reader





# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Staff Report

September 26, 2023

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**Agenda No.:** 1)

**Index (Council Goals):** Environmental Stewardship - Carbon-Neutral Energy Supply; Environmental Stewardship - Greenhouse Gas Reduction ; Environmental Stewardship - Natural Resource Protection; Environmental Stewardship - Waste Management; Environmental Stewardship - Water Conservation

**Presenters:** Denise Derkacs, Council Chair

**Legislative File:** 17835-23

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### **Title**

Council Working Group on LARES Recommendations

### **Body**

A new subquorum working group of Councilors is proposed to facilitate implementation of the Los Alamos Resiliency, Energy, and Sustainability (LARES) Task Force recommendations. The purpose of this working group would be to provide recommendations to the full Council identifying strategies and setting priorities for implementing the Task Force recommendations.



# County of Los Alamos

## Staff Report

September 26, 2023

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** 1)

**Index (Council Goals):**

**Presenters:** County Council - Regular Session

**Legislative File:** 17552-23

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### **Title**

Tickler Report of Upcoming Agenda Items

### **Body**

Attachment A is a report of the upcoming Council agenda items as of September 22, 2023.

Note: This report shows tentative Council agenda items and is for planning purposes only. All items on the report are subject to changes such as item title, meeting date and/or being removed or not considered by Council.

### **Attachments**

A - Tickler Report dated September 23, 2023



LOS ALAMOS

# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Tickler

**Note: This report shows tentative Council agenda items and is for planning purposes only. All items on the report are subject to changes such as item title, meeting date and/or being removed or not considered by Council.**

Criteria: Agenda Begin Date: 10/10/2023, Agenda End Date: 11/14/2023

File Number	Title	
<b>Agenda Date: 10/10/2023</b>		
17711-23	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Approval of Memorandum of Understanding with Rio Arriba County to Cooperate in Economic and Community Development Projects <b>Department Name:</b> CDD <b>Drop Dead Date:</b>	<b>Business</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Daniel Ungerleider, Economic Development Administrator
AGR0974-23	<b>General Services Agreement</b> Award of Agreement No. XX-XX in the Amount of \$AMOUNT plus Applicable Gross Receipts Tax to CONTRACTOR for the Golf Course Site Improvements Project; Establish a Project Budget in the Amount of \$AMOUNT for SERVICES; (IF REQUIRED and Consideration of Related Budget Revision XXXX-XX.) <b>Department Name:</b> PW <b>Drop Dead Date:</b>	<b>Business</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Sara Rhoton, Capital Projects & Facilities Manager and Eric Martinez, Deputy Public Works Director
AGR0975-23	<b>General Services Agreement</b> Award of Agreement No. 24-25 in the Amount of \$AMOUNT plus Applicable Gross Receipts Tax to CONTRACTOR for the Golf Course Practice Range Pole and Netting Containment Project; Establish a Project Budget in the Amount of \$AMOUNT for SERVICES; (IF REQUIRED and Consideration of Related Budget Revision XXXX-XX.) <b>Department Name:</b> PW <b>Drop Dead Date:</b>	<b>Business</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Sara Rhoton, Capital Projects & Facilities Manager and Eric Martinez, Deputy Public Works Director
17815-23	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Approval of AGR16-701 Amendment Three (3) for ERP, Previously Referred to as Munis, with Tyler Technologies, Inc. <b>Department Name:</b> ASD <b>Drop Dead Date:</b> 10/10/2023	<b>Consent</b> <b>Length of Presentation:</b> 5 <b>Sponsors:</b> Helen Perraglio, Administrative Services Director
17817-23	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Approval of AGR17-944 Amendment Two (2) for Tyler Executime with Tyler Technologies, Inc. <b>Department Name:</b> ASD <b>Drop Dead Date:</b> 10/10/2023	<b>Consent</b> <b>Length of Presentation:</b> 5 <b>Sponsors:</b> Helen Perraglio, Administrative Services Director

File Number	Title	
17826-23	<b>Appointment</b> Board/Commission Appointment - Transportation Board <b>Department Name:</b> PW <b>Drop Dead Date:</b>	<b>Consent</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Keith Lepsch, Councilor and Juan Rael, Public Works Director
AGR0993-23	<b>General Services Agreement</b> Award of Bid No. 24-27 in the Amount of \$AMOUNT plus Applicable Gross Receipts Tax to CONTRACTOR for the Urban Trail Phase 1 and II Project; Establish a Project Budget in the Amount of \$AMOUNT for SERVICES; (IF REQUIRED and Consideration of Related Budget Revision XXXX-XX.) <b>Department Name:</b> PW <b>Drop Dead Date:</b>	<b>Consent</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Eric Ulibarri, County Engineer and Juan Rael, Public Works Director
17175-23	<b>Briefing/Report (Dept, BCC) - No action requested</b> Board and Commission Vacancy Report <b>Department Name:</b> CC <b>Drop Dead Date:</b>	<b>Council Business</b> <b>Length of Presentation:</b> <b>Sponsors:</b> County Council - Regular Session
<b>Agenda Date: 10/17/2023</b>		
AGR0982-23	<b>General Services Agreement</b> Amendment No. 1 to General Services Agreement AGR20-04 with Delta Dental of New Mexico for the Purpose of Providing Dental Insurance Benefits for Los Alamos County Employees <b>Department Name:</b> CMO - HR <b>Drop Dead Date:</b>	<b>Consent</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Bernadette Martinez, Benefits & Pension Manager
AGR0983-23	<b>General Services Agreement</b> Amendment No. 1 to Existing General Services, Agreement No. AGR 20-05 with Vision Service Plan in the Amount of \$xxx, plus Applicable Gross Receipts Tax, for the Purpose of Providing Vision Insurance Benefits for Los Alamos County Employees Over a Four Year Term <b>Department Name:</b> CMO - HR <b>Drop Dead Date:</b>	<b>Consent</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Bernadette Martinez, Benefits & Pension Manager
AGR098	<b>General Services Agreement</b> Amendment No. 2 to Existing General Services, Agreement No. AGR20-06 with Unum Life Insurance Company of America, in an Amount Not To Exceed \$xxx, plus Applicable Gross Receipts Tax, for the Initial Term Plus the Second Renewal Term, for the Purpose of Providing Long Term Disability (LTD) Insurance Benefits to Eligible Los Alamos County Employees <b>Department Name:</b> CMO - HR <b>Drop Dead Date:</b>	<b>Consent</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Bernadette Martinez, Benefits & Pension Manager
AGR0986-23	<b>General Services Agreement</b> Approval of Amendment No. 6 to Existing General Services, Agreement No. AGR18-704 with Blue Cross Blue Shield of New Mexico, A Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue	<b>Consent</b>

File Number	Title	
	Shield Association, in an Amount Not To Exceed \$xxx, for the Initial Term Plus First, Second, Third and Fourth Renewal Terms, for the Purpose of Providing Medical Insurance Benefits to Eligible Los Alamos County Employees and Authorize the Use of Approximately \$xxx in Accumulated Reserve Funding Towards Expenses Covered by the Amendment	
	<b>Department Name:</b> CMO - HR	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> Bernadette Martinez, Benefits & Pension Manager
17247-23	<b>Briefing/Report (Dept,BCC) - Action Requested</b>	<b>Consent</b>
	Approval of County Council Minutes for the for the September 19, 2023 Work Session and the September 26, 2023 Regular Session	
	<b>Department Name:</b> Clerks	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> Naomi Maestas, County Clerk
17751-23	<b>Briefing/Report (Dept, BCC) - No action requested</b>	<b>Council Business</b>
	County Manager's Report for September 2023	
	<b>Department Name:</b> CMO	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> Steven Lynne, County Manager
17553-23	<b>Briefing/Report (Dept, BCC) - No action requested</b>	<b>Council Business</b>
	Tickler Report of Upcoming Agenda Items	
	<b>Department Name:</b> CC	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> County Council - Regular Session
17732-23	<b>Presentation</b>	<b>Presentation</b>
	Place Holder - Waste to Electric Production (WEP)	
	<b>Department Name:</b> PW	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> Armando Gabaldon, Environmental Manager and Eric Martinez, Deputy Public Works Director
RE0565-23	<b>Resolution</b>	<b>Public Hearing</b>
	Approval of Incorporated County of Los Alamos Resolution No. 23-29. A Resolution Removing The Unsecured And Uncollectible Consolidated Omnibus Budget Reconciliation Act (Cobra) And Environmental Services Accounts From The Accounts Receivable List Of The Incorporated County Of Los Alamos	
	<b>Department Name:</b> ASD-Fin	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> Administrative Services Director Melissa Dadzie, Acting Chief Financial Officer, Bernadette Martinez, Benefits & Pension Manager and Armando Gabaldon
RE0566-23	<b>Resolution</b>	<b>Public Hearing</b>
	Approval of Incorporated County of Los Alamos Resolution No. 23-36, Resolution of Support to amend New Mexico Department of Transportation Local Government Road Fund Cooperative Agreement (County Arterial Program) Project No. L500509, extending the term of the agreement for the Loma Linda Road Improvements project in Los Alamos, New Mexico.	
	<b>Department Name:</b> PW	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> Eric Ulibarri, County Engineer and Juan Rael, Public Works Director

<b>File Number</b>	<b>Title</b>	
<b>RE0567-23</b>	<b>Resolution</b> Approval of Incorporated County of Los Alamos Resolution No. 23-35, Resolution of Support to amend New Mexico Department of Transportation Local Government Road Fund Cooperative Agreement Project No. L500478, extending the term of the agreement for the Loma Linda Road Improvements project in Los Alamos, New Mexico. <b>Department Name:</b> PW <b>Drop Dead Date:</b>	<b>Public Hearing</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Eric Ulibarri, County Engineer and Juan Rael, Public Works Director
<b>RE0554-23</b>	<b>Resolution</b> Adoption of Incorporated County of Los Alamos Resolution No. 23-xx, A Resolution Removing Uncollectible Utility Accounts from the Incorporated County of Los Alamos Accounts Receivables List for - Fiscal Year 2019 <b>Department Name:</b> DPU <b>Drop Dead Date:</b>	<b>Public Hearing</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Karen Kendall, Deputy Utilities Manager - Finance
<b>RE0564-23</b>	<b>Resolution</b> Approval of Incorporated County of Los Alamos Resolution No. 23-32. A Resolution Removing Uncollectible Environmental Services Accounts from the Incorporated County of Los Alamos Accounts Receivable List for Fiscal Year 2019 <b>Department Name:</b> PW <b>Drop Dead Date:</b>	<b>Public Hearing</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Armando Gabaldon, Environmental Services Manager and Juan Rael, Public Works Director
<b>RE0561-23</b>	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Approval of Incorporated County of Los Alamos Resolution No. 23-34. Resolution of Support for a Bee City Certification <b>Department Name:</b> CC <b>Drop Dead Date:</b>	<b>Public Hearing</b> <b>Length of Presentation:</b> <b>Sponsors:</b> County Council - Regular Session
<b>Agenda Date: 10/19/2023</b>		
<b>17749-23</b>	<b>Briefing/Report (Dept, BCC) - No action requested</b> Strategic Planning Discussion <b>Department Name:</b> CC <b>Drop Dead Date:</b>	<b>Business</b> <b>Length of Presentation:</b> <b>Sponsors:</b> County Council - Special Session
<b>Agenda Date: 10/24/2023</b>		
<b>17769-23</b>	<b>Briefing/Report (Dept, BCC) - No action requested</b> Community Development Department Update: Permitting, Process Development, and Business Updates <b>Department Name:</b> CDD <b>Drop Dead Date:</b>	<b>Business</b> <b>Length of Presentation:</b> <b>Sponsors:</b> Paul Andrus, Community Development Director
<b>17798-23</b>	<b>Presentation</b> Presentation from Ted Wyka, NNSA Los Alamos Field Office Manager	<b>Presentation</b>



File Number	Title	
	Department Name: CC Drop Dead Date:	Length of Presentation: Sponsors: County Council - Work Session
17825-23	<b>Briefing/Report (Dept, BCC) - No action requested</b> Briefing to Council by Jen Olsen, Chair of the Lodgers' Tax Advisory Board Department Name: CDD Drop Dead Date:	<b>Presentation</b> Length of Presentation: Sponsors: Jennifer Olsen
16834-23	<b>Presentation</b> Briefing to Council by Rachel Adler, Chair of the Planning And Zoning Commission Department Name: CDD Drop Dead Date:	<b>Presentation</b> Length of Presentation: Sponsors: Rachel Adler, Chair of the Planning and Zoning Commission
16837-23	<b>Presentation</b> Briefing to Council by Abigayle Cutting-Smith, Chair of the Arts in Public Places Board Department Name: CSD Drop Dead Date:	<b>Presentation</b> Length of Presentation: Sponsors: Abigayle Cutting-Smith, Chair of the Arts in Public Places Board and Cory Stryon, Community Services Director
16840-23	<b>Presentation</b> Briefing to Council by Bernadine Goldman, Chair of the Personnel Board Department Name: HR Drop Dead Date:	<b>Presentation</b> Length of Presentation: Sponsors: Bernadine Goldman, Chair of the Personnel Board
17748-23	<b>Presentation</b> LANL: Regional Strategy for Meeting Operation Challenges Department Name: CC Drop Dead Date:	<b>Presentation</b> Length of Presentation: Sponsors: County Council - Work Session
<b>Agenda Date: 11/14/2023</b>		
17248-23	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Approval of County Council Minutes for the October 10, 2023 Special Session, the October 17, 2023 Regular Session, and the October 24, 2023 Work Session Department Name: Clerks Drop Dead Date:	<b>Consent</b> Length of Presentation: Sponsors: Naomi Maestas
AGR0992-23	<b>General Services Agreement</b> Award of Bid No. 24-10 in the Amount of \$AMOUNT plus Applicable Gross Receipts Tax to CONTRACTOR for Rose Street Improvements Project; Establish a Project Budget in the Amount of \$AMOUNT for SERVICES; (IF REQUIRED and Consideration of Related Budget Revision XXXX-XX.) Department Name: PW Drop Dead Date:	<b>Consent</b> Length of Presentation: Sponsors: Eric Ulibarri, County Engineer and Juan Rael, Public Works Director
AGR0990-23	<b>General Services Agreement</b>	<b>Consent</b>

<b>File Number</b>	<b>Title</b>	
	Approval of Services Agreement No. AGR__ - ____ with [vendor] in the amount of \$[amount], plus Applicable Gross Receipts Tax, for the Purpose of On-Call Contractor Services	
	<b>Department Name:</b> DPU	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> Stephen Marez, Deputy Utilities Manager - Electric Distribution
<b>17176-23</b>	<b>Briefing/Report (Dept,BCC) - Action Requested</b>	<b>Council Business</b>
	Board, Commission and Committee Vacancy Report	
	<b>Department Name:</b> CC	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> County Council - Regular Session
<b>17554-23</b>	<b>Briefing/Report (Dept,BCC) - Action Requested</b>	<b>Council Business</b>
	Tickler Report of Upcoming Agenda Items	
	<b>Department Name:</b> CC	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> County Council - Regular Session
<b>17819-23</b>	<b>Briefing/Report (Dept, BCC) - No action requested</b>	<b>Proclamation</b>
	Proclamation Designating October 9, 2023 as Indigenous Peoples' Day In Los Alamos County (Accepted by ???)	
	<b>Department Name:</b> C&PR	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> County Council
<b>RE0562-23</b>	<b>Resolution</b>	<b>Public Hearing</b>
	Incorporated County of Los Alamos Resolution No. 23-33: A Resolution Authorizing the Utilities Manager and The Deputy Utilities Manager - Finance and Administration, to Execute Documents with the New Mexico Environment Department on Behalf of the Incorporated County of Los Alamos Relating to the Jemez Mountain Fire Protection Project Pipeline Construction, Special Appropriation Project SAP 23-H2437-GF	
	<b>Department Name:</b> DPU	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> James Alarid, Deputy Utilities Manager - Engineering