



LOS ALAMOS  
where discoveries are made

## **Charter for the 2023 Nuisance Code Implementation Review (NCIR) Task Force**

### **I. Purpose**

The Nuisance Code Implementation Review Task Force (“Task Force”) was initiated through an action of the County Council on February 7, 2023. The Task Force will serve as an advisory body to the County Council for the purpose of reviewing the implementation and interpretation of the requirements of the new Chapter 18 Nuisance Code that went into effect on January 7, 2023. This will be a working committee; members will be responsible for collaborating with each other, the community, and County staff.

### **II. Scope of Work**

The scope of work for this task force will include:

1. Independently reviewing the implementation and interpretation by staff of requirements in the new Code;
2. Reviewing one year of data and reports (from January 7, 2023, to January 6, 2024) including monthly property maintenance code enforcement reports, courtesy letters, notices of violation, citations, and photographic evidence;
3. Engaging with directly impacted members of the public as well as relevant Community Development Department (CDD) staff;
4. Reviewing the communication of programs that support implementation of Code requirements, including assistance programs;
5. Preparing and presenting a report on any identified issues and associated recommendations to County Council for consideration of future actions.

The Task Force will present to Council a mid-year status update for the first two quarters by September 1, 2023, with final recommendations, including public commentary and input, by March 31, 2024.

Note: This Task Force will not direct CDD staff nor have oversight of County staff. The scope does not include recommending changes to Chapter 18 except to address issues identified as part of the implementation review.

### **III. Task Force Representation**

The Task Force will be composed of volunteers and will be open to all County residents. The ideal representation will include residents from a diversity of geographical areas. One member of the County Council and the CDD Director, or designee, will serve as liaisons to the Task Force. The total number of members will equal five (5) persons. Task Force members will be individually appointed by the County Council after having submitted letters of interest.

### **IV. Charter and Member Term**

The term of this Charter will be from April 3, 2023 to April 2, 2024 and the term of each member will run until the term of the Charter expires. If during the term of the Charter a member resigns or is otherwise unable to serve, Council will appoint a new member to fill that member's remaining term.

### **V. Quorum**

A quorum of the Task Force is defined as a simple majority of the appointed Task Force members. Task Force actions may be taken and considered valid only if a quorum has been established at the meeting.

### **VI. Resources**

The County will provide staff responsible for coordinating the Task Force meeting logistics and other needs. Other County staff may be available based upon identified needs or specific topics of discussion.

### **VII. Meetings**

This Task Force will meet at least quarterly. All meetings of the Task Force are subject to and will comply with the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1 to 10-15-4, and will adhere to the requirements outlined in the County's Resolution adopted annually pursuant to Section 10-15-1(D) of the New Mexico Open Meetings Act.

This Task Force will utilize the County's Orientation Manual for the Members of Boards and Commissions as guidance for roles, responsibilities, and procedural rules.