



FY19 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2019: July 1, 2018 – June 30, 2019)

Board and Commission Name: Community Development Advisory Board (CDAB)

Date Approved by CDAB: TBD Date approved by Council: TBD, 2018

Prepared by: Paul Andrus, Staff Liaison, Catherine Ozment, CDAB, Chair

This work plan will be accomplished in the following time frame: July 1, 2018 to June 30, 2019

Chairperson: Catherine Ozment

Term: August 15, 2018 -August 14, 2020

Members and terms:

Denise Derkacs	August 15, 2018 – August 14, 2019
Andrea Pistone	August 15, 2018 – August 14, 2019
William Dai	August 15, 2018 – August 14, 2019
Cindy Hollabaugh	August 15, 2018 – August 14, 2020
Jaime Kennedy	August 15, 2018 – August 14, 2020
Catherine Ozment	August 15, 2018 – August 14, 2020
Aaron D. Walker	August 15, 2018 – August 14, 2020

Department Director: Paul Andrus, Director, Community Development Department

Work plan developed in collaboration with Department Director? (Y/N?) Y

Staff Liaison: Paul Andrus, Director, Community Development Department

Administrative Support provided by: Barbara Lai, Senior Management Analyst

Council Liaison: Antonio Maggiore

Reviewed by Council Liaison? TBD

1.0 Provide a brief Summary of your Board or Commission’s activities over the past twelve months. Please describe your Board or Commission’s accomplishments and identify constraints. List any “lessons learned” and identify the greatest challenges faced by the Board or Commission.

The Community Development Advisory Board was approved by County Council on June 12, 2018. This FY19 Work Plan is the first year of a Plan for the CDAB.

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: <i>(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)</i>
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2.1 List any special projects or assignments given to this Board or Commission by Council or the Department Director:
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- Review all monthly property maintenance code enforcement reports including courtesy letters, notices of violation, citations, and photographic evidence, and receive additional information on these reports, including quarterly summaries, from staff as requested.
- Review documentation of past notices of violation and courtesy letters, including summary data and additional information at the level of detail requested by Board members.
- Recommend policies for the development, implementation, and enforcement of the County property maintenance codes, including possible changes and definitions to the County Code and compliance efforts.
 - Review Chapter 18 of the County Code.
 - Review policies, procedures, and on-the-ground practices for County staff, and other elements of the Los Alamos County Code Compliance program as requested by Board members.
 - Review historical and current information related to public response, including but not limited to:
 - LAC Community Survey results from 2016 and 2018 related to code enforcement,
 - Citizens in Action presentation to the County Council from November 2017,
 - Other public feedback provided to CDD related to code enforcement.
 - Review Chapters 10 and 16, and any other applicable chapters of the County Code, as relevant to code enforcement efforts. (Other entities, such as Planning and Zoning, have direct input on these chapters, but CDAB may make recommendations to County Council as CDAB deems necessary for Council to make informed decisions about policies and ordinances.)
 - Review codes, policies, and procedures from other cities and counties of comparable size.
- Recommend programs to inform the community about property maintenance code requirements.
 - Review current and past County efforts to inform the community about code requirements.

- Recommend programs and policies for positive outreach activities, including but not limited to assistance programs, citizen volunteer groups, or county-sponsored clean-up activities.
 - Review current County outreach programs.
 - Review outreach programs in other communities.
- Report to County Council annually during the required B & C assigned Work Session.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.

Guiding documents include the County Boards and Commissions Ordinance; Chapter 18 (Environment) of the Los Alamos County Code of Ordinances; and Los Alamos Code Ordinance No. 02-285. In addition, portions of Chapter 10 (Buildings and Building Regulations), Chapter 16 (Development Code), and any other applicable Chapters of the County Code as they relate to property maintenance code enforcement and other purposes of this committee.

2.3 Other projects/assignments proposed by the Board or Commission: (*Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.*) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.

Other projects/assignments may be proposed by the Board.

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

Goals and tasks in this work plan will be coordinated with other County departments as indicated by the County Code, including, but not limited to: Environmental Sustainability Board Fire, Public Works, Public Utilities, as well as, the Community Development Building Safety and Planning Divisions.

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

Code Ordinance 02-285 specifically states the one of the primary duties and responsibilities of the CDAB will be to receive and provide citizen input to staff and County Council on ways and means for improving the County's property maintenance and code enforcement program. For this purpose, CDAB members shall gather public input in ways appropriate to the circumstances, which may include:

- Hold public meetings dedicated to specific topics.

- Use the County’s online resources for gathering public opinion.
- Recommend questions for future Community Surveys.

CDAB may also recommend additional activities, such as public forums or online/email communications, to inform the community about property maintenance requirements and issues related to the code compliance program.

5.0 List the current subcommittees for this Board or Commission.

Not Applicable.

5.1 For subcommittees with members that are not members of the parent board or commission: List the subcommittee members and their terms. Explain how sub- committee members are selected or appointed. Provide a description of each subcommittee’s charter or purpose. Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:
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- Working groups or subcommittees may be established to further develop these goals and tasks and bring information or recommendations for the Board’s consideration.

Attachment A: Provide a copy of your Board or Commission’s “Purpose” and “Duties and Responsibilities” from Chapter 8 of the County Code:
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Attachment A

ARTICLE XV. - COMMUNITY DEVELOPMENT ADVISORY BOARD

Sec. 8-301. - Purpose.

A community development advisory board is established in order to make recommendations to county council regarding the development, implementation, and enforcement of county property maintenance codes within the corporate boundaries of the county.

(Ord. No. 02-285, § 2, 5-15-2018)

Sec. 8-302. - Membership, terms and qualifications.

- (1) The community development advisory board shall be composed of seven citizens with an attempt to provide equal representation from both the Los Alamos townsite and the White Rock community. No board member shall be appointed that is an employee of the county, either as staff or by contractor. Members shall be appointed by the county council for staggered terms of three years. Three initial appointments shall expire after one year. The determination of which initial expiring appointments will be decided by the council chairperson at the time of appointment. Vacant board positions will be appointed by the county council. The remaining four members on the board will expire their term after two years and rotation of appointments shall continue. Board members can be reappointed for no more than two terms.
- (2) Each member of the community development advisory board shall file a complete list of real estate interests in the county held by the member and, to the extent possible, a complete list of real estate interests in the county held by any person related to the member within the third degree of consanguinity or affinity (natural or adopted children, parents, brothers, sisters, aunts, uncles, nieces, nephews, grandchildren, grandparents, great-grandchildren, great-grandparents). The list shall include participation in partnerships, limited partnerships, syndications, joint ventures, etc., for the purpose of investment in real estate interests. The list shall be filed during the month of April of each year with the county manager and retained as required by the state Public Records Act, NMSA 1978, 14-3-1 et seq. A member of the community development advisory board is disqualified from participating or voting on any matter which would result in a substantial change, either increase or decrease, in the value of any real estate interests owned by the member or the real estate interests of any person related to the member within the third degree of consanguinity or affinity. Further, a member of the community development advisory board is disqualified from participating or voting on any matter which would result in a substantial change, either increase or decrease, in the values of real estate interests owned by others with whom the member has a business or professional relationship with respect to the matter under consideration.

(Ord. No. 02-285, § 2, 5-15-2018)

Sec. 8-303. - Duties and responsibilities.

The community development advisory board shall serve in an advisory capacity to the county council and shall have the following functions, responsibilities and duties:

- (1) Making of recommendations to the county council regarding:
 - a. Policies for the development, implementation and enforcement of county property maintenance codes;
 - b. Recommend possible changes and definitions to the county code relating to CDD and Code Enforcement efforts; and
 - c. Recommend programs and policies for community development with regard to positive outreach activities, such as assistance programs, citizen volunteer groups, and county sponsored clean-up activities.

- (2) Receive and provide citizen input to staff and county council on ways and means for improving the county's property maintenance and code enforcement program. For this purpose, the community development advisory board shall gather public input in ways appropriate to the circumstances, which may include public meetings dedicated to specific topics.
- (3) Recommend ways to involve and educate the community on property maintenance issues.
- (4) Receive all monthly property maintenance code enforcement reports including issued notices of violation and citations and photographic evidence, and review as appropriate.
- (5) Report to county council as requested by council on community development advisory board findings, activities, and recommendations.
- (6) Such other activities, duties and responsibilities related to community development department activities as may be assigned by the county council.

(Ord. No. 02-285, § 2, 5-15-2018)

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Community Development Advisory Board:

Mark all that apply

Economic Vitality		
<u>Economic Vitality:</u>		
• Priority Area – Build the local tourism economy		
• Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock		X
• Promote a strong and diverse economic base by encouraging new business growth		
• Collaborate with Los Alamos National Laboratory as the area's #1 employer		
<u>Financial Sustainability</u>		
• Encourage the retention of existing businesses and assist in their opportunities for growth		
• Support spinoff business opportunities from LANL		
• Significantly improve the quantity and quality of retail business		
Quality of Life		
<u>Housing:</u>		
• Priority Area -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate		
• Priority Area -- Support development of affordable workforce housing		
<u>Education:</u>		
• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation		
• Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards		
<u>Quality Cultural and Recreational Amenities:</u>		
• Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community		
<u>Environmental Stewardship:</u>		
• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities		
• Maintain and improve transportation and mobility		

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> • Priority Area – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning 	X
	<ul style="list-style-type: none"> • Priority Area – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants 	
	<ul style="list-style-type: none"> • Maintain quality essential services and supporting infrastructure 	
	<ul style="list-style-type: none"> • Invest in staff development to create a high performing organization 	
	<ul style="list-style-type: none"> • Manage commercial growth well following an updated, concise, and consistent comprehensive plan 	
	<ul style="list-style-type: none"> • Establish and implement a mechanism for effective Utility policy setting and review 	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> • Improve transparency in policy setting and implementation 	X
	<ul style="list-style-type: none"> • Create a communication process that provides measurable improvement in citizen trust in government 	X
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> • Strengthen coordination and cooperation between County government, LANL, and the regional and national partners 	
	<ul style="list-style-type: none"> • Actively pursue land transfer opportunities 	