



# County of Los Alamos

## Minutes

### County Council – Regular Session

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

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Tuesday, September 5, 2023

6:00 PM

Council Chambers – 1000 Central Avenue

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#### 1. OPENING/ROLL CALL

The Council Chair, Denise Derkacs, called the meeting to order at 6:00 p.m.

Council Chair Derkacs made opening remarks regarding the procedure of the meeting.

Ms. Anne Laurent, Deputy County Manager, listed the county employees in attendance via Zoom.

Councilor Hand arrived at the meeting via Zoom after Item 5.A at 6:14 p.m.

#### The following Councilors were in attendance:

**Present: 5 – Councilor Derkacs, Councilor Cull, Councilor Havemann,  
Councilor Reagor, and Councilor Ryti**

**Absent: 1 – Councilor Lepsch**

**Remote: 1 – Councilor Hand**

#### 2. PLEDGE OF ALLEGIANCE

Led by: All.

#### 3. PUBLIC COMMENT

Mr. Michael Dempsey spoke about pathways to Net Zero emissions.

#### 4. APPROVAL OF AGENDA

A motion was made by Councilor Ryti, seconded by Councilor Cull, to approve the agenda as presented.

The motion passed with the following vote:

**Yes: 5 – Councilor Derkacs, Councilor Cull, Councilor Havemann,  
Councilor Reagor, and Councilor Ryti**

**Absent: 2 – Councilor Hand and Councilor Lepsch**

**5. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS**

- A.** Proclamation Declaring September 2023 as "National Suicide Prevention Month In Los Alamos"

Councilor Ryti read and presented the proclamation to Social Services Manager Jessica Strong.

Ms. Jessica Strong, Social Services Manager, spoke.  
Municipal Court Judge Elizabeth Allen spoke.

- B.** Proclamation Declaring September 17th through 23rd as "Constitution Week in Los Alamos"

Councilor Cull read and presented the proclamation to Linda Alt, Chapter Regent of the Valle Grande Chapter of the Daughters of the American Revolution.

Ms. Linda Alt, Chapter Regent of the Valle Grande Chapter of the Daughters of the American Revolution, spoke.

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

None.

**7. CONSENT AGENDA**

**Consent Motion:**

**A motion was made by Councilor Havemann, seconded by Councilor Cull, that Council approve items on the Consent Agenda as presented and that the motions in the staff reports be included for the record.**

**After further discussion, Councilor Havemann restated the motion. There were no objections.**

**A motion was made by Councilor Havemann, seconded by Councilor Cull, that Council approve the items on the Consent Agenda and that the motions contained in the staff reports as amended be included in the record, and the amendments referenced for Item Number C related to the property tax rates referenced as Attachments A, B, and C clarifying the property tax rates received from the State Finance and Administration Division.**

- A.** Approval of AGR 23-929 with Motorola Solutions, Inc. Body Worn Cameras, In Car Video Systems and Storage Solution Services in the Aggregate Amount Not to Exceed \$446,540 Excluding Applicable Gross Receipts Tax Over a 5 Year Period, and Related Budget Revision 2024-13

**I move that Council Approve Services Agreement No. AGR 23-929 Motorola Solutions for In Car Video Systems and Storage Solution Services in the Aggregate Amount Not to Exceed \$446,540 excluding Applicable Gross Receipts Tax Over a 5 Year Period, and Related Budget Revision 2024-13.**

B. Board/Commission Appointment- Transportation Board

**I nominate Karen Edwards and move that Council appoint her to fill one (1) vacancy on the Transportation Board for a term beginning on March 1, 2023, and ending on February 28, 2025.**

C. Adoption of Property Tax Rates for Calendar Year 2023 as Certified by the State Department of Finance and Administration

**I move that Council adopt the official 2023 Certificate of Property Tax Rates prepared by the State Department of Finance and Administration, Local Government Division shown in Attachment A, and forward notification of this adoption to the County Assessor.**

D. State of New Mexico Department of Finance and Administration Approval of the FY2024 Los Alamos County Budget

**Local budgets approved by the Local Government Division of the New Mexico Department of Finance and Administration (DFA) are required by State Statute to be made a part of the minutes of that local body. Therefore, the letter with the approved budget from DFA is being provided here so that it may be incorporated into the minutes. No further Council action is required.**

E. Approval of the revised FY24 Salary Plan Job Class Order

**I move that Council approve the revised FY24 Salary Plan Job Class Order schedule as shown in Attachment A.**

F. Board/Commission Appointments - Historic Preservation Advisory Board

**I move that Council appoint Steven Laurent to fill one vacancy on the Historic Preservation Advisory Board to fill a term beginning on May 01, 2023 and ending on April 30, 2026. I further move to reappoint Loretta Weiss to the Historic Preservation Advisory Board to a second term beginning May 01, 2023 and ending April 30, 2026.**

**Approval of the Consent Agenda:**

**The motion passed with the following vote:**

**Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Reagor, and Councilor Ryti**

**Absent: 1 – Councilor Lepsch**

## 8. INTRODUCTION OF ORDINANCE(S)

- A. Introduction of 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

**Councilor Cull introduced, without prejudice, 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 Outages, and Electric Energy Charges.**

## 9. PUBLIC HEARING(S)

- A. Incorporated County of Los Alamos Resolution No. 23-30, A Resolution Authorizing the County Council Chair or Los Alamos County Utilities Manager to Approve Submission of Completed Applications and Necessary Documents for 2024 Applications to the Water Trust Board for Funding Water System Projects

Mr. James Martinez, Senior Engineer, presented.  
Mr. Philo Shelton, Utilities Manager, spoke.

Public comment:  
Mr. Mike Dempsey spoke.

**A motion was made by Councilor Reagor, seconded by Councilor Ryti, that the Council approve Resolution No. 23-30 Authorizing Submission of an Application to the Water Trust Board for the 2024 Funding Cycle.**

**The motion passed with the following vote:**

**Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Reagor, and Councilor Ryti**

**Absent: 1 – Councilor Lepsch**

## 10. BUSINESS

- A. Update on the Los Alamos County Short-term Rental Program Process

Ms. Sobia Sayeda, Planning Manager, presented.  
Mr. Paul Andrus, Community Development Director, spoke.  
Ms. Desirae Lujan, Associate Planner, spoke.

**No action taken.**

## RECESS

**Councilor Derkacs called for a recess at 7:43 p.m. The meeting reconvened at 7:54 p.m.**

**B. Discussion and Possible Action on Los Alamos County Support for the Amendment of the Radiation Exposure Compensation Act (RECA)**

Ms. Danielle Duran, Intergovernmental Affairs Manager, presented.

Public comment:

None.

**A motion was made by Councilor Ryti, seconded by Councilor Cull, that Council authorize the Chair to sign a letter of support regarding the extension and expansion of the RECA as amended within the National Defense Authorization Act (NDAA) on behalf of the County of Los Alamos.**

**The motion passed with the following vote:**

**Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Reagor, and Councilor Ryti**

**Absent: 1 – Councilor Lepsch**

**11. BUSINESS**

**A. General Council Business**

1) Council Rules Committee Update

Councilor Cull presented.

**A motion was made by Councilor Cull that Council approve the proposed 2023 Procedural Rules as modified and discussed this evening with two exceptions: the section on Boards and Commissions referring to the Board of Public Utilities and Planning and Zoning will be tabled until more input is provided and the reference to the Utilities Manager and those changes in Attachment A will also be tabled until additional input is acquired. And finally, Attachment B will be removed until the committee has a chance to review that and update it.**

**Councilor Derkacs offered the following Friendly Amendment: to not eliminate Attachment B but to eliminate the references to the Utility Manager.**

**After further discussion, Councilor Cull restated the motion. There were no objections.**

**A motion was made by Councilor Cull that Council approve proposed 2023 Procedural Rules as presented and discussed with the exception of the changes under Boards and Commissions relating to the Board of Public Utilities and Planning and Zoning, the changes in Attachment A regarding the Utilities Manager, and the changes in Attachment B relating to the Utilities Manager. In addition, the Rules Committee will go back and review Attachment B, Attachment A, and the employment agreement of the Utilities Manager and come back with additional recommended changes.**

**Councilor Derkacs offered the following Friendly Amendment: to not make an exclusion for the text for vacancies on page 9 because Council came to an agreement on that section.**

**Councilor Cull asked to withdraw her motion. There were no objections.**

A motion was made by Councilor Ryti that Council approve the revised Rules as amended and discussed tonight with the exception of the changes to Attachment A regarding the Utility Manager and Attachment B regarding the Utility Manager. The Rules Committee will come back at a later date with revisions to these sections.

Councilor Derkacs offered the following Friendly Amendment: to simplify the motion to reference all of the attachments instead of calling out each one.

After further discussion, Councilor Ryti restated the motion. There were no objections.

A motion was made by Councilor Ryti, seconded by Councilor Cull, that Council approve the changes to the Council Procedural Rules discussed and amended through discussion tonight with the exception of the additions to the Utility Manager in the attachments. Rules Committee will come back with revisions to these sections at a later date.

The motion passed with the following vote:

**Yes: 5 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, and Councilor Ryti**

**No: 1 – Councilor Reagor**

**Absent: 1 – Councilor Lepsch**

**B. Appointments**

None.

**C. Board and Commission Vacancy Report**

1) Board, Commission, and Committee Vacancy Report

Councilor Derkacs noted that the Report is attached.

**D. Board and Commission Liaison Reports**

No reports.

**E. County Manager's Report**

County Manager Lynne reported on the food composting project. He also noted changes in the Salary Plan Job Class Order.

**F. Council Chair Report**

1) County Manager Recruitment Update

Chair Derkacs reported on the recruitment schedule and the scope of the consultant agreement.

**G. Approval of Councilor Expenses**

None.

**H. Preview of Upcoming Agenda Items**

- 1) Tickler Report of Upcoming Agenda Items

Councilor Derkacs noted that the Tickler Report is attached.

Councilor Ryti highlighted an upcoming item.

**12. COUNCILOR COMMENTS**

Councilor Cull thanked Council for its work during the Rules discussion.

Councilor Ryti thanked the Rules Working Group. He also suggested that making future reports on external groups available in writing would be helpful to the public and Council.

Councilor Hand reported on the New Mexico Municipal League Conference.

Councilor Reagor mentioned that the Council should have a printout of the final version of the new Council Rules. He also noted that he wants the County to look at Waste to Electric Power (WEP).

Councilor Derkacs thanked the Rules Working Group for its thorough review and for streamlining the text.

**13. PUBLIC COMMENT**

None.

**14. ADJOURNMENT**

The meeting adjourned at 10:00 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

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Denise Derkacs, Council Chair

Attest:

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Naomi D. Maestas, County Clerk

Meeting Transcribed by: Allison Collins, Deputy Clerk

**September 5, 2023, County Council – Regular Session For DAIS**

**7. Consent**

**C. Adoption of Property Tax Rates for Calendar Year 2023 as  
Certified by the State Department of Finance and Administration**

**Attachments A, B, & C as promised at the time of publication on  
Friday, September 1, 2023**





State of New Mexico  
Department of Finance & Administration  
180 Bataan Memorial Building  
Santa Fe, New Mexico 87501  
Phone: (505) 827-4985  
Fax: (505) 827-4984  
www.nmdfa.state.nm.us

Los Alamos County Council  
Regular Session  
September 5, 2023  
Item 7.A Attachment A

Michelle Lujan Grisham  
GOVERNOR

Wayne Propst  
Cabinet Secretary

September 1, 2023

The Honorable Denise Derkas  
Los Alamos County  
1000 Central Ave. Suite 300  
Los Alamos, NM 87544

Order Setting Property Tax Rates - 2023 Property Tax Year

Dear Commissioner Derkacs,

Pursuant to NMSA 1978, Sections 7-37-7(A) and 7-38-33(A), I issue this order setting the 2023 tax rates in the attached Certificate of Property Tax Rates (Certificate) for all governmental units imposing rates in your county.

NMSA 1978, Section 7-38-34 requires the Board of County Commissioners (Board) to issue and deliver to the County Assessor its own written order imposing these rates within five days of its receipt of this rate-setting order. **Before the Board issues its order, the county is responsible for ensuring that the rates are correct and must notify the Local Government Division of the Department of Finance and Administration of any errors, in accordance with 3.6.50.11 (D) NMAC.** To further those efforts, please immediately share the Certificate with all governmental units (other than the State) that have rates included in the Certificate, so that they may also check the accuracy of their rates. In addition, please note that the "percentage change I" used as specified in NMSA 1978, Section 7-37-7.1 (A) for yield control calculations this year was the statutory maximum of 5% due to inflation and typically calculates higher mill rates.

Any questions concerning or suspected errors in the rates should be immediately brought to the attention of the Local Government Division's Budget and Finance Bureau Chief, Cordelia Chavez, at 505-231-7246; or Special Projects Analyst, Catrina Chavez, at 505-479-1247.

Sincerely,  
DocuSigned by:  
  
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9/1/2023

Wayne Propst  
Secretary of Finance & Administration

cc: Property Tax Division, Taxation & Revenue Department (via email)  
County Assessor (via email)  
County Treasurer (via email)

Enclosure(s): Certificate of Property Tax Rates

Certificate of Property Tax Rates in Mills  
 Los Alamos County  
 Tax Year 2023

Los Alamos County Council Regular Session September 5, 2023 Item 7.A Attachment A
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OVERALL COUNTY NET TAXABLE VALUE: \$990,764,592

Property Classification	Residential	Non-Residential
<b>Tax District</b>	<b>1 R</b>	<b>1 NR</b>
Municipality	Los Alamos County (Incorporated)	Los Alamos County (Incorporated)
Public School District	Los Alamos	Los Alamos
College District	UNM Los Alamos	UNM Los Alamos
Taxable Value	868,981,400	121,783,192
<b>Mill Levies for State, County, Municipality, and School District</b>		
State Debt Service	1.360	1.360
<b>Total State</b>	<b>1.360</b>	<b>1.360</b>
County Operational	5.250	8.850
<b>Total County</b>	<b>5.250</b>	<b>8.850</b>
Municipal Operational	3.531	3.998
<b>Total Municipal</b>	<b>3.531</b>	<b>3.998</b>
School Building (House Bill 33 Levy)	2.997	3.246
School Capital Improvement (Senate Bill 9 Levy)	-	-
School District Debt Service	8.760	8.760
School District Ed. Tech. Debt Service	-	-
School District Operational	0.310	0.500
<b>Total School District</b>	<b>12.067</b>	<b>12.506</b>
<b>Total State, County, Municipal and School District</b>	<b>22.208</b>	<b>26.714</b>

<b>Tax District</b>	<b>1 R</b>	<b>1 NR</b>
<b>Mill Levies for College and Hospital</b>		
College District Operational	1.795	2.000
<b>Total Higher Education</b>	<b>1.795</b>	<b>2.000</b>
<b>Total Hospital</b>	<b>0.000</b>	<b>0.000</b>
<b>Total College and Hospital</b>	<b>1.795</b>	<b>2.000</b>
<b>Grand Total State, County, Municipal, Public School, College, Hospital</b>	<b>24.003</b>	<b>28.714</b>
<b>Mill Levies for Other Taxing Entities</b>		
<b>Total Other</b>	<b>0.000</b>	<b>0.000</b>
<b>Grand Total</b>	<b>24.003</b>	<b>28.714</b>

Los Alamos County Council  
 Regular Session  
 September 5, 2023  
 Item 7.A Attachment A

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**Livestock Mill Levies**

Category	Rate	Applicable Tax Districts
Cattle Indemnity	10.000	1,1
Sheep/Goats/Swine/Alpaca	9.151	1,1,1,1,1,1,1,1
Horses/Asses/Mules	8.608	1,1
Dairy Cattle	5.000	
Bison/Camelids/Ratite	8.558	

**Other Assessments**

Category	Taxing Entity	Description
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**Footnotes**

Tax District	Classification	Assessment	Footnote
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**Amendments**

Date	Description
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**LOS ALAMOS COUNTY  
PROPERTY TAXES  
COMPARISON of RATES, VALUES and  
REVENUES  
TAX YEARS 2022 AND 2023**

Los Alamos County Council Regular Session September 5, 2023 Item 7.A Attachment B
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Purpose	RESIDENTIAL			NON-RESIDENTIAL		
	2022	2023	Increase (Decrease)	2022	2023	Increase (Decrease)
<b>STATE DEBT SERVICE</b>	1.360	1.360	0.000	1.360	1.360	0.000
<b>OPERATING LEVY:</b>						
County	5.308	5.250	(0.058)	8.850	8.850	0.000
Municipal	3.570	3.531	(0.039)	3.998	3.998	0.000
Subtotal County Ops	8.878	8.781	(0.097)	12.848	12.848	0.000
<b>DEBT SERVICE</b>						
County	0.000	0.000	0.000	0.000	0.000	0.000
Municipal	0.000	0.000	0.000	0.000	0.000	0.000
<b>OTHER ENTITIES:</b>						
School Dist Op	0.314	0.310	(0.004)	0.500	0.500	0.000
School Dist. Debt Service	8.760	8.760	0.000	8.760	8.760	0.000
HB33 Schl Bldg	3.030	2.997	(0.033)	3.246	3.246	0.000
LA Community College	1.815	1.795	(0.020)	2.000	2.000	0.000
UNMLA--Debt Service			0.000	0.000	0.000	0.000
<b>Grand Total</b>	<b>24.157</b>	<b>24.003</b>	<b>(0.154)</b> -0.64%	<b>28.714</b>	<b>28.714</b>	<b>0.000</b> 0.00%
<b>Net Taxable Value</b>	808,282,870	868,981,400	60,698,530	113,117,962	121,783,192	8,665,230
<b>County Revenue at 99.55% Collections</b>	7,143,644	7,596,188	452,544	1,446,800	1,557,629	110,829
<b>Total (Res. &amp; non-Res.) County Revenue - Est.</b>	<b>921,400,832</b>	<b>990,764,592</b>	69,363,760			
<b>Sample Total Taxes Due: (at various levels of full assessed value - note that taxes are based upon taxable value)</b>						
\$100,000 Property	805.23	800.10	-0.64%	957.13	957.13	0.00%
\$150,000 Property	1,207.85	1,200.15	-0.64%	1,435.70	1,435.70	0.00%
\$200,000 Property	1,610.47	1,600.20	-0.64%	1,914.27	1,914.27	0.00%
\$250,000 Property	2,013.08	2,000.25	-0.64%	2,392.83	2,392.83	0.00%
\$300,000 Property	2,415.70	2,400.30	-0.64%	2,871.40	2,871.40	0.00%
Individual taxpayers should not assume that their tax bills will change by the same percentage shown on attachment B, because changes in individual property valuation are not constant and will affect individual tax bills.						

**Incorporated County of Los Alamos - Property Tax Rates - Operating Mills  
 Maximum Allowed vs. Imposed Mill Rates**

	<u>Residential</u>			<u>Non-Residential</u>		
	Maximum Allowed by State Law	Imposed	Remaining Unimposed Authority	Maximum Allowed by State Law	Imposed	Remaining Unimposed Authority
County	11.850	8.850	3.000	11.850	8.850	3.000
Municipal	7.650	3.998	3.652	7.650	3.998	3.652
<b>Total</b>	<b>19.500</b>	<b>12.848</b>	<b>6.652</b>	<b>19.500</b>	<b>12.848</b>	<b>6.652</b>

**Incorporated County of Los Alamos - Property Tax Rates - Operating Mills  
 Imposed Mill Rates vs. Levied Mill Rates  
 (based upon 2023 rates certified from DFA)**

	<u>Residential</u>			<u>Non-Residential</u>		
	Imposed	Levied	Difference	Imposed	Levied	Difference
County	8.850	5.250	3.600	8.850	8.850	0.000
Municipal	3.998	3.531	0.467	3.998	3.998	0.000
<b>Total</b>	<b>12.848</b>	<b>8.781</b>	<b>4.067</b>	<b>12.848</b>	<b>12.848</b>	<b>0.000</b>



**New Mexico**  
**Department of Finance**  
**and Administration**

Los Alamos County Council  
Regular Session  
September 5, 2023  
Item 7.D Attachment A

**407 Galisteo St,**  
**Santa Fe, NM 87501**  
**(505) 827-4985**

**Governor Michelle Lujan Grisham**  
**Cabinet Secretary Wayne Propst**

**Local Government Division**  
**Wesley Billingsley, Division Director**

August 19, 2023

The Honorable Denise Derkacs  
Los Alamos County  
1000 Central Ave. Suite 300  
Los Alamos, NM 87544

Dear Honorable Chairman Derkacs:

The final budget for your local government entity for Fiscal Year 2023-2024, as approved by your governing body, has been examined and reviewed. The Department of Finance and Administration, Local Government Division (LGD) finds it has been developed in accordance with applicable statutes and budgeting guidelines, and sufficient resources appear to be available to cover budgeted expenditures. In addition, the *Budget Certification of Local Public Bodies* rule, 2.2.3 NMAC, requires that your entity's audit or "Agreed Upon Procedures" (per the *Tier System Reporting* rule, 2.2.2.16 NMAC) for Fiscal Year 2022 should have been submitted to the Office of the State Auditor as of this time. LGD's information indicates that you are in compliance with this requirement. Therefore, in accordance with Section 6-6-2E NMSA 1978, the LGD certifies your entity's final Fiscal Year 2023-2024 budget.

Please take note that state statute requires all revenue sources be expended only for public purposes, and if applicable, in accordance with the Procurement Code, Chapter 13, Article 1, NMSA 1978. Use of public revenue is governed by Article 9, Section 14 of the Constitution of the State of New Mexico, commonly referred to as the anti-donation clause.

Budgets approved by the LGD are required to be made a part of the minutes of your governing body according to Section 6-6-5 NMSA 1978. In addition, Section 6-6-6 NMSA 1978 provides that the approved budget is binding on local officials and governing authorities; and any official or governing authority approving claims or paying warrants in excess of the approved budget or available funds will be liable for the excess amounts.

**Finally, as required by Section 6-6-2H NMSA 1978, LGD is required to approve all budget increases and transfers between funds not included in the final approved budget via submission on the Local Government Budget Management System (LGBMS).**

If you have questions regarding this matter, please call Kathleen Coates of my staff at 505-487-3907, or via email at [Kathleen.coates@dfa.nm.gov](mailto:Kathleen.coates@dfa.nm.gov).

Sincerely,

DocuSigned by:

*Wesley Billingsley*

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Wesley Billingsley, Division Director  
Local Government Division

xc: file

**State of New Mexico  
 Local Government Budget Management System (LGBMS)**

**Budget Recap - Fiscal Year 2023-2024  
 Los Alamos County (Incorporated) - Final - Analyst**

Printed from LGBMS on 2023-08-15 14:17:34

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	78,488,805.00	1,294,802.00	114,841,574.00	-20,558,673.00	88,723,641.00	85,342,867.00	7,393,636.75	77,949,230.25
20300 County Property Valuation	471,555.00	0.00	235,000.00	0.00	327,512.00	379,043.00	0.00	379,043.00
20400 County Road	131,212.00	0.00	450,000.00	0.00	500,000.00	81,212.00	0.00	81,212.00
20600 Emergency Medical Services	369.00	0.00	10,150.00	0.00	10,150.00	369.00	0.00	369.00
20900 Fire Protection	2,140,102.00	0.00	986,697.00	0.00	2,971,530.00	155,269.00	0.00	155,269.00
21100 Law Enforcement Protection	77,728.00	0.00	152,000.00	0.00	229,728.00	0.00	0.00	0.00
21200 Laws of 2022	0.00	0.00	12,000.00	0.00	12,000.00	0.00	0.00	0.00
21400 Lodgers' Tax	284,988.00	0.00	404,000.00	0.00	494,849.00	194,139.00	0.00	194,139.00
22000 Indigent Fund	2,148,535.00	0.00	3,309,115.00	650,000.00	3,283,466.00	2,824,184.00	0.00	2,824,184.00
22300 DWI Fund	81,925.00	0.00	115,344.00	11,700.00	135,175.00	73,794.00	0.00	73,794.00
22500 Clerks Recording & Filing Fund	209,832.00	0.00	29,000.00	0.00	26,700.00	212,132.00	0.00	212,132.00
26000 American Rescue Plan Act	1,863,647.00	0.00	50,000.00	0.00	1,434,833.00	478,814.00	0.00	478,814.00
27000 LG Abatement Opioid Fund	0.00	0.00	30,000.00	0.00	30,000.00	0.00	0.00	0.00
29900 Other Special Revenue	5,514,403.00	0.00	284,881.00	-370,000.00	5,429,284.00	0.00	0.00	0.00
39900 Other Capital Projects	50,424,924.00	35,895,454.00	77,749,380.00	16,006,422.00	74,553,922.00	105,522,258.00	0.00	105,522,258.00
40200 GRT Revenue Bond Debt Service	4,372,928.00	47,427.00	1,020.00	5,250,159.00	5,250,159.00	4,421,375.00	0.00	4,421,375.00
50200 Solid Waste Enterprise	3,552,202.00	914,159.00	9,748,438.00	0.00	9,999,735.00	4,215,064.00	0.00	4,215,064.00
50400 Airport Enterprise	2,033,678.00	0.00	94,598.00	657,326.00	785,327.00	2,000,275.00	0.00	2,000,275.00



<b>51600 Fire Enterprise</b>	0.00	0.00	48,494,007.00	-3,263,000.00	44,707,436.00	523,571.00	0.00	523,571.00
<b>52100 Joint Utility</b>	4,559,123.00	5,543,150.00	113,365,193.00	416,066.00	117,125,005.00	6,758,527.00	0.00	6,758,527.00
<b>53200 Transit Enterprise</b>	2,405,867.00	0.00	4,996,120.00	1,200,000.00	7,081,910.00	1,520,077.00	0.00	1,520,077.00
<b>69900 Other Internal Service</b>	13,807,489.00	9,371.00	19,955,372.00	0.00	19,059,129.00	14,713,103.00	0.00	14,713,103.00
<b>79900 Other Trust &amp; Agency</b>	241,440.00	28,274.00	0.00	0.00	0.00	269,714.00	0.00	269,714.00
<b>Totals</b>	<b>172,810,752.00</b>	<b>43,732,637.00</b>	<b>395,313,889.00</b>	<b>0.00</b>	<b>382,171,491.00</b>	<b>229,685,787.00</b>	<b>7,393,636.75</b>	<b>222,292,150.25</b>

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	Approved					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterix=benchmarked job, red=new change									
<b>Executive Management/At-Will Series</b>									
101	*	Deputy County Manager	308	308	\$157,673	\$207,210	\$256,747		EX
400	*	Police Chief	306	306	\$143,014	\$187,945	\$232,877		EX
460	*	Fire Chief	306	306	\$143,014	\$187,945	\$232,877		EX
500	*	Public Works Director	304	305	\$136,204	\$178,996	\$221,788	1	EX
299	*	Administrative Services Director		305	\$136,204	\$178,996	\$221,788		EX
300	*	Community Services Director	304	304	\$129,718	\$170,472	\$211,226		EX
170	*	Community Development Director	304	304	\$129,718	\$170,472	\$211,226		EX
<b>Elected Office Series</b>									
<b>Assessor's Office</b>									
771	*	Chief Deputy Assessor	207	209	\$83,617	\$109,887	\$136,158	2	EX
773		Chief Appraiser	203	205	\$68,791	\$90,403	\$112,016	2	EX
774	*	Appraiser	121	121	\$52,584	\$69,105	\$85,625		NE
776		Sr. Assessment Specialist	120	119	\$47,695	\$62,680	\$77,665	-1	NE
777	*	Assessment Specialist	118	117	\$43,261	\$56,853	\$70,444	-1	NE
779		Apprentice Appraiser	115	115	\$39,239	\$51,567	\$63,895		NE
<b>Attorney's Office</b>									
701	*	Deputy County Attorney	302	303	\$123,541	\$162,354	\$201,168	1	EX
702	*	Assistant County Attorney	301	301	\$112,055	\$147,260	\$182,465		EX
703		Associate County Attorney	211	212	\$96,797	\$127,208	\$157,619	1	EX
710		Sr. Paralegal		208	\$79,635	\$104,654	\$129,674		EX
712	*	Paralegal		206	\$72,231	\$94,924	\$117,617		EX
707		Sr. Legal Assistant	124	124	\$60,873	\$79,997	\$99,122		NE
708	*	Legal Assistant	122	122	\$55,213	\$72,560	\$89,906		NE
<b>Clerk's Office</b>									
751	*	Chief Deputy Clerk	207	209	\$83,617	\$109,887	\$136,158	2	EX
755	*	Elections Manager	123	125	\$63,916	\$83,997	\$104,078	2	NE
752		Sr. Deputy Clerk	121	123	\$57,974	\$76,188	\$94,402	2	NE
753	*	Deputy Clerk	119	121	\$52,584	\$69,105	\$85,625	2	NE
<b>Municipal Court</b>									
761	*	Court Administrator	207	207	\$75,843	\$99,671	\$123,499		EX
765	*	Probation Officer	122	122	\$55,213	\$72,560	\$89,906		NE
762		Sr. Court Clerk	122	122	\$55,213	\$72,560	\$89,906		NE
763	*	Court Clerk	118	118	\$45,424	\$59,695	\$73,966		NE
766		Program Coordinator		122	\$53,605	\$70,447	\$87,288		NE
<b>Administrative Services Series</b>									
<b>Public Information</b>									
111	*	Public Information Officer	212	212	\$96,797	\$127,208	\$157,619		EX
112		Assistant Public Information Officer		208	\$79,635	\$104,654	\$129,674		EX
604		Public Relations Manager	210	210	\$87,798	\$115,382	\$142,966		EX
113		Sr. Visual Information Specialist		124	\$60,873	\$79,997	\$99,122		NE
114	*	Visual Information Specialist	122	122	\$55,213	\$72,560	\$89,906		NE
116	*	Social Media Coordinator		122	\$55,213	\$72,560	\$89,906		NE
<b>Management Support</b>									
203	*	Broadband Manager		302	\$117,658	\$154,623	\$191,588		EX
109	*	Sustainability Manager		211	\$92,188	\$121,151	\$150,114		EX
105		Intergovernmental Affairs Manager		301	\$112,055	\$147,260	\$182,465		EX
107	*	Business & ERP Manager	213	213	\$101,637	\$133,569	\$165,500		EX
261	*	Budget & Performance Manager	212	212	\$96,797	\$127,208	\$157,619		EX
903		Sr. Management Analyst	210	210	\$87,798	\$115,382	\$142,966		EX
904	*	Management Analyst	207	207	\$75,843	\$99,671	\$123,499		EX
<b>Administrative Support</b>									
906	*	Office Manager	203	203	\$62,395	\$81,998	\$101,601		EX
907	*	Sr. Office Specialist	120	120	\$50,080	\$65,814	\$81,548		NE
908		Office Specialist	117	117	\$43,261	\$56,853	\$70,444		NE
905	*	Executive Assistant	124	124	\$60,873	\$79,997	\$99,122		NE
909		Payroll & Administrative Specialist		121	\$52,584	\$69,105	\$85,625		NE

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	Approved			Change In Grade	Exempt/ Non-Exempt	
			Current Grade	New Grade	Minimum			Midpoint
asterix=benchmarked job, red=new change								
<b>Information Technology</b>								
200	*	Chief Information Officer	303	303	\$123,541	\$162,354	\$201,168	EX
201	*	IT Program Manager	214	214	\$106,719	\$140,247	\$173,776	EX
204		IT Project Manager	213	213	\$101,637	\$133,569	\$165,500	EX
219	*	Database Administrator	212	212	\$96,797	\$127,208	\$157,619	EX
211		Sr. Systems Administrator	211	211	\$92,188	\$121,151	\$150,114	EX
215		Sr. Application Analyst/Developer	210	210	\$87,798	\$115,382	\$142,966	EX
212	*	Systems Administrator	209	209	\$83,617	\$109,887	\$136,158	EX
235	*	Technical Services Manager	209	209	\$83,617	\$109,887	\$136,158	EX
230	*	Security Analyst	209	209	\$83,617	\$109,887	\$136,158	EX
216	*	Application Analyst/Developer	207	207	\$75,843	\$99,671	\$123,499	EX
224		Sr. IT Infrastructure Coordinator	125	125	\$63,916	\$83,997	\$104,078	NE
236		Sr. Technical Support Specialist	125	126	\$67,112	\$88,197	\$109,282	1 NE
237	*	Technical Support Specialist	122	123	\$57,974	\$76,188	\$94,402	1 NE
238		Technical Support Specialist Trainee	121	121	\$52,584	\$69,105	\$85,625	NE
225	*	IT Infrastructure Coordinator	120	120	\$50,080	\$65,814	\$81,548	NE
239		IT Intern	115	115	\$39,239	\$51,567	\$63,895	NE
<b>Records Management</b>								
202	*	RIM Program Manager	211	211	\$92,188	\$121,151	\$150,114	EX
227		Sr. RIM Specialist	120	121	\$52,584	\$69,105	\$85,625	1 NE
229	*	RIM Specialist	117	118	\$45,424	\$59,695	\$73,966	1 NE
<b>Financial Management</b>								
240	*	Chief Financial Officer	303	303	\$123,541	\$162,354	\$201,168	EX
241	*	Deputy Chief Financial Officer	214	214	\$106,719	\$140,247	\$173,776	EX
242	*	Accounting Operations Manager	212	212	\$96,797	\$127,208	\$157,619	EX
258	*	Payroll Manager	209	209	\$83,617	\$109,887	\$136,158	EX
255		Payroll Coordinator	207	206	\$72,231	\$94,924	\$117,617	-1 EX
256	*	Payroll Specialist	124	124	\$60,873	\$79,997	\$99,122	NE
245		Sr. Accountant	206	206	\$72,231	\$94,924	\$117,617	EX
246	*	Accountant	204	203	\$62,395	\$81,998	\$101,601	-1 EX
251	*	P Card Administrator	124	124	\$60,873	\$79,997	\$99,122	NE
252	*	Accounts Payable Coordinator	121	121	\$52,584	\$69,105	\$85,625	NE
253		Sr. AP Coordinator	123	123	\$57,974	\$76,188	\$94,402	NE
263	*	Finance & Budget Analyst	207	207	\$75,843	\$99,671	\$123,499	EX
262		Sr. Finance & Budget Analyst	210	210	\$87,798	\$115,382	\$142,966	EX
<b>Procurement &amp; Supply Management</b>								
275		Sr. Supply Specialist	118	118	\$45,424	\$59,695	\$73,966	NE
276	*	Supply Specialist	116	116	\$41,201	\$54,145	\$67,090	NE
270	*	Chief Purchasing Officer	211	212	\$96,797	\$127,208	\$157,619	1 EX
272		Sr. Buyer	204	204	\$65,515	\$86,098	\$106,681	EX
271		Deputy Chief Purchasing Officer	210	210	\$87,798	\$115,382	\$142,966	EX
273	*	Buyer	123	123	\$57,974	\$76,188	\$94,402	NE
278	*	Procurement Contract Manager	208	208	\$79,635	\$104,654	\$129,674	EX
281	*	Procurement Operations Manager	207	207	\$75,843	\$99,671	\$123,499	EX
<b>Human Resources &amp; Risk Management</b>								
130	*	Human Resources Manager	303	303	\$123,541	\$162,354	\$201,168	EX
131	<b>TITLE</b>	<b>Deputy Human Resources Manager</b>	211	212	\$96,797	\$127,208	\$157,619	1 EX
132	<b>TITLE</b>	<b>Compensation Manager</b>	210	210	\$87,798	\$115,382	\$142,966	EX
133	*	Benefits & Pension Manager	210	210	\$87,798	\$115,382	\$142,966	EX
135	*	Risk Manager	210	210	\$87,798	\$115,382	\$142,966	EX
134	*	Organizational Development Manager	208	210	\$87,798	\$115,382	\$142,966	2 EX
146	<b>NEW</b>	<b>Recruitment Manager</b>	210	210	<b>\$87,798</b>	<b>\$115,382</b>	<b>\$142,966</b>	EX
141		Safety Coordinator	207	208	\$79,635	\$104,654	\$129,674	EX
143		HR Analyst 3		127	\$70,468	\$92,607	\$114,746	NE
144		HR Analyst 2	124	124	\$60,873	\$79,997	\$99,122	NE
145	*	HR Analyst 1	121	121	\$52,584	\$69,105	\$85,625	NE
136		Sr. Risk Management Specialist	124	124	\$60,873	\$79,997	\$99,122	NE
137	*	Risk Management Specialist		121	\$52,584	\$69,105	\$85,625	NE

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	Approved					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		

asterisk=benchmarked job, red=new change

**Community & Economic Development Series**

**Community Development**

181	*	Housing Program Coordinator	211	207	\$75,843	\$99,671	\$123,499	-4	EX
182	*	Chief Building Official		212	\$96,797	\$127,208	\$157,619		EX
185		Building Safety Manager	209	208	\$79,635	\$104,654	\$129,674	-1	EX
172	*	Planning Manager	209	210	\$87,798	\$115,382	\$142,966	1	EX
173		Principal Planner	209	209	\$83,617	\$109,887	\$136,158		EX
174	*	Sr. Planner	207	207	\$75,843	\$99,671	\$123,499		EX
175	*	Associate Planner	204	203	\$62,395	\$81,998	\$101,601	-1	EX
183		Sr. Building Inspector	124	125	\$63,916	\$83,997	\$104,078	1	NE
189		Sr. Plans Examiner		125	\$63,916	\$83,997	\$104,078		NE
177		Sr. Permit Technician	123	122	\$55,213	\$72,560	\$89,906	-1	NE
188	*	Plans Examiner		122	\$55,213	\$72,560	\$89,906		NE
184	*	Building Inspector	122	122	\$55,213	\$72,560	\$89,906		NE
187	*	Code Compliance Officer	122	122	\$55,213	\$72,560	\$89,906		NE
176		Assistant Planner	121	120	\$50,080	\$65,814	\$81,548	-1	NE
179	*	Permit Technician	121	120	\$50,080	\$65,814	\$81,548	-1	NE

**Economic Development**

121	*	Economic Development Administrator	214	214	\$106,719	\$140,247	\$173,776		EX
122	*	Economic Development Program Mgr		208	\$79,635	\$104,654	\$129,674		EX
124	*	Marketing Specialist	205	205	\$68,791	\$90,403	\$112,016		EX

**Community Services Series**

**Library**

311	*	Library Manager	212	212	\$96,797	\$127,208	\$157,619		EX
315		Sr. Librarian	206	206	\$72,231	\$94,924	\$117,617		EX
316	*	Librarian	204	204	\$65,515	\$86,098	\$106,681		EX
325		Program Specialist	122	122	\$55,213	\$72,560	\$89,906		NE
317		Sr. Library Specialist	119	119	\$47,695	\$62,680	\$77,665		NE
319	*	Library Specialist	117	117	\$43,261	\$56,853	\$70,444		NE
321	*	Library Associate	114	115	\$39,239	\$51,567	\$63,895	1	NE
327		Community Services Monitor	114	115	\$39,239	\$51,567	\$63,895	1	NE

**Parks & Recreation**

330	*	Recreation Superintendent		210	\$87,798	\$115,382	\$142,966		EX
332	*	Recreation Program Manager	208	208	\$79,635	\$104,654	\$129,674		EX
362	*	Head Golf Professional	203	203	\$62,395	\$81,998	\$101,601		EX
352	*	Aquatics Coordinator	122	122	\$55,213	\$72,560	\$89,906		NE
363		Asst Golf/Ice Rink Professional	121	121	\$52,584	\$69,105	\$85,625		NE
341	*	Customer Service Supervisor	120	120	\$50,080	\$65,814	\$81,548		NE
354		Lifeguard Supervisor	120	120	\$50,080	\$65,814	\$81,548		NE
334	*	Recreation Specialist	120	120	\$50,080	\$65,814	\$81,548		NE
337		Sr. Recreation Leader	118	118	\$45,424	\$59,695	\$73,966		NE
344		Customer Service Associate 3		118	\$45,424	\$59,695	\$73,966		NE
338	*	Recreation Leader	117	117	\$43,261	\$56,853	\$70,444		NE
355		Sr. Lifeguard	117	117	\$43,261	\$56,853	\$70,444		NE
342		Customer Service Associate 2	115	116	\$41,201	\$54,145	\$67,090	1	NE
356	*	Lifeguard	115	115	\$39,239	\$51,567	\$63,895		NE
343	*	Customer Service Associate 1	113	114	\$37,371	\$49,111	\$60,852	1	NE
358		Lifeguard Trainee		114	\$37,371	\$49,111	\$60,852		NE

**Parks & Recreation Maintenance**

371	*	Parks Superintendent	208	210	\$87,798	\$115,382	\$142,966	2	EX
379		Open Space Specialist	206	206	\$72,231	\$94,924	\$117,617		EX
365	*	GC/Ice Maintenance Superintendent	204	204	\$65,515	\$86,098	\$106,681		EX
372		Assistant Parks Superintendent	124	206	\$72,231	\$94,924	\$117,617		EX
366		GC/Ice Maintenance Asst Superintendent	120	120	\$50,080	\$65,814	\$81,548		NE
367	*	GC Maintenance Mechanic	118	118	\$45,424	\$59,695	\$73,966		NE
357	*	Aquatics Maintenance Specialist	118	118	\$45,424	\$59,695	\$73,966		NE
375		Parks Maintenance & Trails Specialist 3	119	119	\$47,695	\$62,680	\$77,665		NE
376	*	Parks Maintenance & Trails Specialist 2	116	116	\$41,201	\$54,145	\$67,090		NE
377		Parks Maintenance & Trails Specialist 1	114	114	\$37,371	\$49,111	\$60,852		NE
380	*	Arborist		121	\$52,584	\$69,105	\$85,625		NE
378	*	Irrigation Specialist		118	\$45,424	\$59,695	\$73,966		NE
373		Parks District Supervisor		126	\$67,112	\$88,197	\$109,282		NE

**Social Services**

391	*	Social Services Manager	210	209	\$83,617	\$109,887	\$136,158	-1	EX
393	*	Case Coordination Specialist	203	202	\$59,424	\$78,093	\$96,763	-1	EX
396		Health Care Specialist	120	119	\$47,695	\$62,680	\$77,665	-1	NE

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	Approved			Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum		

asterisk=benchmarked job, red=new change

**Public Safety Series**

**Police Command**

401	<b>GRADE</b>	Deputy Police Chief	302	303	\$123,541	\$162,354	\$201,168		EX
402	<b>GRADE</b>	Police Commander	214	215	\$112,055	\$147,260	\$182,465	1	EX
441	<b>GRADE</b>	Emergency Services Commander	214	215	\$112,055	\$147,260	\$182,465	1	EX

**Police Administration**

409	*	Victim Assistant	118	118	\$45,424	\$59,695	\$73,966		NE
443		Deputy Emergency Manager		210	\$87,798	\$115,382	\$142,966		EX
444	*	Emergency Management Coordinator		207	\$75,843	\$99,671	\$123,499		EX
442	*	Emergency Management Specialist	121	203	\$62,395	\$81,998	\$101,601		EX

**Emergency Communications**

421	*	CDC Manager	207	208	\$79,635	\$104,654	\$129,674	1	EX
423	*	Emergency Communications Shift Supervisor	123	124	\$60,873	\$79,997	\$99,122	1	NE
422		Deputy Emergency Communications Center Mgr		206	\$72,231	\$94,924	\$117,617		EX
423		Emergency Communications Shift Supervisor	123	124	\$60,873	\$79,997	\$99,122	1	NE
426		Emergency Communications Specialist 3		122	\$55,213	\$72,560	\$89,906		NE
424	*	Emergency Communications Specialist 2	120	120	\$50,080	\$65,814	\$81,548		NE
425		Emergency Communications Specialist 1	118	118	\$45,424	\$59,695	\$73,966		NE

**Detention**

431	*	Detention Administrator	211	212	\$96,797	\$127,208	\$157,619	1	EX
433		Detention Sergeant	127	128	\$73,991	\$97,237	\$120,483	1	NE
434	*	Detention Corporal	124	124	\$60,873	\$79,997	\$99,122		NE
435		Detention Officer	118	119	\$47,695	\$62,680	\$77,665	1	NE

**Animal Control**

445	*	Animal Shelter Manager	121	121	\$52,584	\$69,105	\$85,625		NE
448		Sr. Animal Control Officer	117	117	\$43,261	\$56,853	\$70,444		NE
449	*	Animal Control Officer	115	115	\$39,239	\$51,567	\$63,895		NE

**Fire Command**

461	<b>GRADE</b>	Deputy Fire Chief	302	303	\$123,541	\$162,354	\$201,168		EX
462	<b>GRADE</b>	Fire Battalion Chief	214	215	\$112,055	\$147,260	\$182,465	1	EX

**Fire Administration**

485		Security/Administrative Services Mgr	212	212	\$96,797	\$127,208	\$157,619		EX
480		Fire Technology Manager		211	\$92,188	\$121,151	\$150,114		EX
484		F&LS Technology Specialist	121	121	\$52,584	\$69,105	\$85,625		NE

**Public Works Series**

**Airport**

509	*	Airport Manager	209	209	\$83,617	\$109,887	\$136,158		EX
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**Public Works Engineering**

501		Deputy Public Works Director	302	303	\$123,541	\$162,354	\$201,168	1	EX
505	*	County Engineer	214	215	\$112,055	\$147,260	\$182,465	1	EX
506		County Surveyor	210	210	\$87,798	\$115,382	\$142,966		EX

**Capital Projects**

503	*	Capital Projects & Facilities Manager		213	\$101,637	\$133,569	\$165,500		EX
511	*	Facilities Manager	209	209	\$83,617	\$109,887	\$136,158		EX
512	*	Facilities Maintenance Superintendent		204	\$65,515	\$86,098	\$106,681		EX
514		Construction Foreman	123	122	\$55,213	\$72,560	\$89,906	-1	NE
515	*	Sr. Construction Specialist	120	119	\$47,695	\$62,680	\$77,665	-1	NE
516		Construction Specialist	117	116	\$41,201	\$54,145	\$67,090	-1	NE
517		Mechanical & Plumbing Apprentice		116	\$41,201	\$54,145	\$67,090		NE
518	*	Mechanical & Plumbing Journeyman		119	\$47,695	\$62,680	\$77,665		NE
519		Mechanical & Plumbing Foreman		122	\$55,213	\$72,560	\$89,906		NE
590		Electrical Apprentice		116	\$41,201	\$54,145	\$67,090		NE
591	*	Electrical Journeyman		119	\$47,695	\$62,680	\$77,665		NE
592		Electrical Foreman		122	\$55,213	\$72,560	\$89,906		NE

**Facilities Management**

521	*	Facilities Services Manager	206	206	\$72,231	\$94,924	\$117,617		EX
523		Lead Custodian	113	117	\$43,261	\$56,853	\$70,444	4	NE
526	*	Custodian	111	114	\$37,371	\$49,111	\$60,852	3	NE
527		Custodian Trainee	113	113	\$35,591	\$46,773	\$57,955		NE

**Environmental Services**

531	*	Environmental Services Manager	209	209	\$83,617	\$109,887	\$136,158		EX
532		Environmental Services Superintendent	206	206	\$72,231	\$94,924	\$117,617		EX
537	*	Environmental Services Specialist	202	202	\$59,424	\$78,093	\$96,763		EX
535		Administrative Scale Operator	119	118	\$45,424	\$59,695	\$73,966	-1	NE
539	*	Environmental Services Technician	112	114	\$37,371	\$49,111	\$60,852	2	NE
538		Sr. Environmental Services Technician		116	\$41,201	\$54,145	\$67,090		NE

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			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterisk=benchmarked job, red=new change									
<b>Fleet</b>									
541	*	Fleet Manager	210	210	\$87,798	\$115,382	\$142,966		EX
542		Fleet Supervisor	205	205	\$68,791	\$90,403	\$112,016		EX
544	*	Fleet Shop Foreman	122	124	\$60,873	\$79,997	\$99,122	2	NE
546		Fleet Mechanic 3		122	\$55,213	\$72,560	\$89,906		NE
547	*	Fleet Mechanic 2	120	120	\$50,080	\$65,814	\$81,548		NE
548		Fleet Mechanic 1	114	116	\$41,201	\$54,145	\$67,090	2	NE
<b>Traffic &amp; Streets</b>									
571	*	Traffic & Streets Mgr/Traffic Engineer	213	213	\$101,637	\$133,569	\$165,500		EX
572	*	Traffic Manager	208	208	\$79,635	\$104,654	\$129,674		EX
574	*	Street Maintenance Superintendent	206	207	\$75,843	\$99,671	\$123,499	1	EX
575		Asst Street Maintenance Superintend	125	126	\$67,112	\$88,197	\$109,282	1	NE
577	*	Transportation Safety Specialist	122	123	\$57,974	\$76,188	\$94,402	1	NE
581		Traffic Electrician 3	124	125	\$63,916	\$83,997	\$104,078	1	NE
582	*	Traffic Electrician 2	122	123	\$57,974	\$76,188	\$94,402	1	NE
583		Traffic Electrician 1	120	121	\$52,584	\$69,105	\$85,625	1	NE
586		Sign/Marking Tech 3	118	118	\$45,424	\$59,695	\$73,966		NE
587		Sign/Marking Tech 2	116	116	\$41,201	\$54,145	\$67,090		NE
588	*	Sign/Marking Tech 1	114	114	\$37,371	\$49,111	\$60,852		NE
<b>Transit</b>									
551	*	Transit Manager	209	210	\$87,798	\$115,382	\$142,966	1	EX
552	*	Transit Supervisor	204	205	\$68,791	\$90,403	\$112,016	1	EX
561		Sr. Transit CS Rep/Dispatcher	119	119	\$47,695	\$62,680	\$77,665		NE
562	*	Transit CS Rep/Dispatcher	117	117	\$43,261	\$56,853	\$70,444		NE
555		Transit Operator Lead	118	119	\$47,695	\$62,680	\$77,665	1	NE
556		Transit Operator 2	116	117	\$43,261	\$56,853	\$70,444	1	NE
557	*	Transit Operator 1	114	115	\$39,239	\$51,567	\$63,895	1	NE
558		Transit Operator Trainee	112	113	\$35,591	\$46,773	\$57,955	1	NE
<b>Labor &amp; Equipment</b>									
922	*	Lead Equipment Operator	123	123	\$57,974	\$76,188	\$94,402		NE
923		Sr. Equipment Operator	121	121	\$52,584	\$69,105	\$85,625		NE
924	*	Equipment Operator	118	118	\$45,424	\$59,695	\$73,966		NE
925		Equipment Operator Trainee		116	\$41,201	\$54,145	\$67,090		NE
927	*	Laborer	111	114	\$37,371	\$49,111	\$60,852	3	NE
929	*	Student (Casual)		810	\$13,041	\$15,758	\$19,266		EX
<b>Engineering &amp; Projects</b>									
931	*	Sr. Engineer	213	214	\$106,719	\$140,247	\$173,776	1	EX
932	*	Engineering Project Manager	211	212	\$96,797	\$127,208	\$157,619	1	EX
507	*	Project Manager	211	210	\$87,798	\$115,382	\$142,966	-1	EX
933	*	Engineering Associate	208	208	\$79,635	\$104,654	\$129,674		EX
934		Engineering Assistant	204	204	\$65,515	\$86,098	\$106,681		EX
937		Sr. Engineering Aide	122	122	\$55,213	\$72,560	\$89,906		NE
938	*	Engineering Aide	120	120	\$50,080	\$65,814	\$81,548		NE
939		Engineering Intern	115	115	\$39,239	\$51,567	\$63,895		NE
<b>Utilities Series</b>									
<b>Utility Management</b>									
641	*	Deputy Utility Mgr - GWS	303	303	\$123,541	\$162,354	\$201,168		EX
621	*	Deputy Utility Mgr - Power Supply	303	303	\$123,541	\$162,354	\$201,168		EX
601	*	Deputy Utility Mgr - Finance and Admn	303	303	\$123,541	\$162,354	\$201,168		EX
611		Deputy Utility Mgr - Engineering	302	303	\$123,541	\$162,354	\$201,168	1	EX
631	*	Deputy Utility Mgr - Electrical	302	303	\$123,541	\$162,354	\$201,168	1	EX
<b>Operations Support</b>									
603	*	Business Operations Manager	212	212	\$96,797	\$127,208	\$157,619		EX
605		Water & Energy Conservation Coord	206	206	\$72,231	\$94,924	\$117,617		EX
609	*	Data Analyst	124	124	\$60,873	\$79,997	\$99,122		NE
612		SCADA Superintendent		212	\$96,797	\$127,208	\$157,619		EX
608		Sr. Data Analyst	127	127	\$70,468	\$92,607	\$114,746		NE
613	*	SCADA System Specialist	131	131	\$85,654	\$112,564	\$139,474		NE
614		SCADA System Technician	130	130	\$81,575	\$107,204	\$132,833		NE
615	*	GIS System Specialist	207	207	\$75,843	\$99,671	\$123,499		EX
657	*	Meter Reader Supervisor	121	122	\$55,213	\$72,560	\$89,906	1	NE
610	*	Billing & Customer Service Supervisor	122	122	\$55,213	\$72,560	\$89,906		NE
606		Sr. Billing & Service Specialist	119	119	\$47,695	\$62,680	\$77,665		NE
607	*	Billing & Service Specialist	117	117	\$43,261	\$56,853	\$70,444		NE

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	Approved			Change In Grade	Exempt/ Non-Exempt		
			Current Grade	New Grade	Minimum			Midpoint	Maximum
asterix=benchmarked job, red=new change									
<b><u>Electric Production</u></b>									
622	*	Power System Supervisor	214	214	\$106,719	\$140,247	\$173,776		EX
626		H-E Plant Supervisor	214	214	\$106,719	\$140,247	\$173,776		EX
623		Sr. Power System Operator	132	132	\$89,937	\$118,192	\$146,448		NE
624	*	Power System Operator	130	130	\$81,575	\$107,204	\$132,833		NE
627		Sr. H-E Maintenance Technician	129	129	\$77,691	\$102,099	\$126,507		NE
628	*	H-E Maintenance Technician	126	126	\$67,112	\$88,197	\$109,282		NE
625		Power System Operator Apprentice	122	122	\$55,213	\$72,560	\$89,906		NE
629		H-E Maintenance Tech Apprentice	119	119	\$47,695	\$62,680	\$77,665		NE
<b><u>Electric Distribution</u></b>									
632		Electrical Engineering Manager	213	214	\$106,719	\$140,247	\$173,776	1	EX
633	*	Lineman Supervisor	131	131	\$85,654	\$112,564	\$139,474		NE
<b><u>Gas, Water &amp; Sewer</u></b>									
642	*	GWS Superintendent	210	210	\$87,798	\$115,382	\$142,966		EX
645		GWS Supervisor		126	\$65,157	\$85,628	\$106,099		NE
<b><u>Wastewater</u></b>									
681	*	WWTP Superintendent	210	210	\$87,798	\$115,382	\$142,966		EX
682	*	WWTP Supervisor	124	126	\$67,112	\$88,197	\$109,282	2	NE
<b><u>Water Supply</u></b>									
661	*	Water Systems Superintendent	210	210	\$87,798	\$115,382	\$142,966		EX
675	*	Water Systems Supervisor	124	126	\$67,112	\$88,197	\$109,282	2	NE

## LOS ALAMOS COUNTY COUNCIL PROCEDURAL RULES

September 5, 2023 UPDATE

### PREAMBLE

The Council of the Incorporated County of Los Alamos is the governing body of Los Alamos County and was created by the Los Alamos County Charter. The Charter is relatively undemanding with respect to Council procedure, format, and operating methods, so the Council is, to a large extent, self-regulating. The following rules, therefore, are adopted as a set of operating procedures to which the Council voluntarily binds itself, except as otherwise provided herein. The current edition of Robert's Rules of Order is used as a guide where Council rules are silent. If any of these rules are found to conflict with the Los Alamos County Charter, the Charter shall take precedence. The County Charter, along with the Los Alamos County Code of Ordinances can be found on the Los Alamos County webpage.

### ETHICS

The Council adopts, by reference, the provisions of the Governmental Conduct Act, NMSA 1978 § 10-16-1 et seq. as well as Sections 30-1 thru 30-30 of the Code of Ordinances of the Incorporated County of Los Alamos, which is commonly referred to as the Code of Conduct, in their entirety and affirmatively supports Council's and individual Councilor's adherence to their provisions.

### OFFICERS AND MEMBERS

**Election.** The Council shall elect a Chair and Vice-Chair from among its members at its first regular meeting after January 1 of each year. The Chair and Vice-Chair will serve at the pleasure of the Council and be eligible for election to subsequent terms.

**Chair.** The Chair shall preside at Council meetings and shall:

- Keep Councilors informed of events, meetings, or other occasions where the Chair acted or will act as the official spokesperson for the Council. The Chair acknowledges that he or she does not have additional authorities above and beyond those identified in this document or the Charter.
- Ensure that all other Councilors are informed, within a reasonable time, of significant communications directed to the Chair, in the Chair's official capacity representing the Council.
- When the Chair and Vice-Chair are temporarily unable to perform their duties, appoint a Councilor to serve as Chair.
- Oversee the agendas for County Council Meetings and run Council Meetings. The Chair manages the agendas for County Council Meetings with fair and equitable treatment of the agenda requests from all other Councilors.
- Make Council liaison assignments to each of the boards or commissions.
- Respond to emails from the public on behalf of Council as a whole.
- Present the annual state of county message no later than before the end of the Chair's term.



- Apply the rules of parliamentary procedure during meetings. The Chair should be well versed in those rules because the Chair, for all intents and purposes, makes the final ruling on the rules.
- All decisions by the Chair are final unless overruled by the majority of Council by a Point of Order. The Chair has discretion, subject to override by Council, to deviate from the letter of these rules. The Chair may make or second motions and participate in discussion as any other Councilor. However, as a matter of decorum, the Chair should normally defer to another Councilor to make the motion.

**Vice-Chair.** The Vice-Chair shall assist the Chair in the performance of the duties of the Chair, and act in the Chair's place when the Chair is unable to perform the duties of the Chair.

**Council Members.** Councilors, including the Chair and Vice-Chair, have equal powers and duties except as otherwise specified in the Charter and these rules. In addition to their duties specified in the County Charter or Code or in other County ordinances, Councilors shall:

- Speak for themselves, unless authorized by Council to speak for Council. When speaking for Council, the Councilor shall represent the policies and positions adopted by Council.
- When pursuing State or Federal legislative priorities established by Council, report substantive information from that endeavor to the Council, as applicable, during a public meeting.
- Serve as Council liaison to assigned advisory boards or commissions. As a liaison, Councilors shall report the key activities of the Board or Commission to Council during the County Council regular meeting designated agenda item. Other Councilor reports should be included during the Councilor Comments agenda item.
- Maintain the confidentiality of applicable County records, closed session discussions, and other confidential information as required by Section 30-10 of the Los Alamos Code of Ordinances.
- Comply with the requirements of the Open Meetings Act and the Inspection of Public Records Act. Councilors shall report in a timely manner to all records requests made by the Records Custodian.
- Evaluate the performance of the County Manager, Utilities Manager, and the County Attorney according to the schedule and template adopted as shown in Attachment A.
- Hire the County Manager, Utilities Manager, and County Attorney according to the process outlined in Attachment B.
- Respond to emails, phone calls, and texts from other Councilors, if permissible under the Open Meetings Act, within a reasonable time frame; ideally within 3 days. If allowed by the Open Meetings Act, Councilors should meet with another Councilor as requested within a reasonable time frame, ideally within a week.
- If an individual Councilor wants to respond to emails from the public that are addressed to the Council as a whole, respond without a copy to all Councilors.
- Use a Los Alamos County provided email account for all Council business. If a Councilor receives any email communications regarding Council business in a non-County email account, the Councilor shall forward such email communications to their County email account and only respond to, reply, or forward such email communications from the County email account.
- Submit a completed Disclosure of Outside Employment, Membership and Financial Interest form each calendar year. Councilors shall promptly update the disclosure form if material changes occur.

## VACANCIES

**Elected Officials.** Should a vacancy arise in the office of an elected official, Council shall appoint a successor in accordance with appropriate New Mexico statutes. Council will utilize the procedure specified in Attachment C for selecting among candidates to fill the vacancy.

## COUNCIL MEETINGS

**Regular Meetings.** Regular meetings of Council will be set under the requirements of the annual Open Meetings Resolution adopted by Council. Public comment will be taken at the beginning of the meeting for items that are not on the agenda or do not require action by Council. Comments on action items will be taken at the time the action is considered, as described below under Basic Format for Agenda Item Discussion. Comments will be limited to three minutes unless a different parameter is established by the Chair before public comment begins on any given agenda item.

**Work Sessions.** The Council may schedule work sessions on a regular basis under the requirements of the annual Open Meetings Resolution. Council meetings designated as work sessions will be held for the primary purpose of discussing issues at length with staff in an informal setting without taking formal action, except for required procedural actions such as approving minutes from a prior council meeting or adopting a statement for inclusion in the minutes regarding a closed session. Public comment will be taken at the beginning and after each agenda item.

**Closed Meetings.** The Chair may call a closed meeting to discuss issues (such as pending litigation, personnel matters, collective bargaining strategy) pursuant to NMSA 1978, 10-15-1 (H). In the next Council meeting following the closed meeting, the Chair will call for a motion that is substantially similar to the following:

“I move that Council approve the following statement for inclusion in the minutes: ‘The matters discussed in the closed session held on (MONTH)(DAY)(YEAR) that began at (TIME) were limited only to those topics specified in the (NOTICE)(MOTION) of the closed session.’”

**Special Meetings.** The Chair may call a special meeting or at an open meeting, the Council may set a special meeting for the purpose of conducting County business. Notice of a special meeting will follow the requirements of the annual Open Meetings Resolution.

**Emergency Meetings.** The Chair may call an emergency meeting in accordance with the annual Open Meetings Resolution.

**Meeting Agendas.** The Chair and Vice-Chair will, in consultation with the County Manager, develop the Council meeting agenda. The Chair will schedule another Councilor to participate in each agenda development meeting. A list of proposed agenda items will be provided to Council at each Council meeting and may be reviewed during Council Business at a Council meeting.

Any Councilor may request to have an item placed on a future Council meeting agenda. The item will be placed on the agenda as soon as practicable. If the Chair is uncertain about the appropriate timing for placement of specific agenda items, the Chair will raise the issue in a timely manner with the Councilor who requested the item.

The agenda for any regular meeting may include a consent agenda. The purpose of the consent agenda is to expedite Council consideration and approval of routine, ordinary, or other items that do not require discussion and for which a public hearing is not required by law. Any item on the consent agenda that a Councilor asks to be considered separately will be pulled

from the consent agenda for separate consideration. As a matter of courtesy and notice to the public, other Councilors, staff, and interested parties, any Councilor wishing to remove an item from the consent agenda shall notify the Chair and the County Manager as soon as possible, but no later than close of business the day before the Council meeting. Consent items that have been pulled shall be considered in the Business section of the agenda or tabled by motion. Public comment on items on the consent agenda will be accepted prior to considering those items collectively.

**Citizen Petitions.** When a subject appears on an agenda as a result of a properly presented citizen petition, the Council may:

- Acknowledge receipt of the petition and take no further action; or
- Acknowledge receipt of the petition and take the requested action or a different action addressing the subject; or
- Refer the matter to an appropriate Board or Commission or Council Working Group; or
- Decide to investigate the subject and discuss further, in which case a future date may be set for the presentation of additional information, Council discussion and possible action.

**Introduction of Ordinances.** When a proposed ordinance is introduced, a Councilor may propose that the introduction is followed by discussion to clarify the purpose of the ordinance, notify the community about the ordinance, allow initial Councilor questions, and describe the process leading up to the public hearing on the ordinance.

## **BASIC FORMAT FOR AN AGENDA ITEM DISCUSSION**

Council meetings have a written, published agenda. Each agenda item should be handled by the Chair in the following basic format.

***First,*** the Chair should clearly announce the agenda item number and clearly state what the subject is.

\*Should the item be one which could generate a concern about the Code of Conduct or a real or perceived conflict of interest, the affected Councilor should make inquiry about the existence of a conflict at this point.

***Second,*** the Chair should invite the appropriate individuals or parties to report on the item.

***Third,*** the Chair should ask Councilors if they have any technical questions for clarification. At this point, Councilors may ask clarifying questions to the parties or individuals who reported on the item, and those questioned should be given time to respond. If no motion will be considered, additional discussion may occur. This is the final step for a discussion item.

***Fourth,*** the Chair should invite public comments as specified above under Regular Meetings and under Work Sessions. At the conclusion of public comments, the Chair should announce that public input has concluded. For quasi-judicial proceedings, the Chair will be provided with detailed instructions designed solely for the conduct of that type of meeting.

***Fifth,*** the Chair should invite a motion from a member of Council. The Chair should announce the name of the Councilor who makes the motion.

***Sixth,*** the Chair should determine if any Councilor wishes to second the motion. The Chair should announce the name of the Councilor who seconds the motion. It is compulsory practice

for a motion to require a second before proceeding with it to ensure that it is not just one Councilor who is interested in a particular approach.

**Seventh**, the Chair should ensure the motion is clearly understood before the discussion or vote. This can be done in one of three ways:

The Chair can ask the maker of the motion to repeat it; or

The Chair can repeat the motion; or

The Chair can ask the clerk to repeat the motion.

**Eighth**, the Chair should invite discussion of the motion by the members of Council. If there has been no discussion or a very brief discussion, the Chair will announce that a vote will proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

If the issue is one that is likely to engender a great deal of Councilor comment, the Chair may limit each Councilor's comments to an agreed-upon number of minutes. As a matter of courtesy and fairness, Councilors are expected to terminate their comments immediately after being advised that their time has expired.

**Ninth**, the Chair takes a vote by asking the clerk to call the roll of Councilors present. A majority of at least four Councilors determines whether the motion passes or is defeated.

**Tenth**, the Chair should announce the result of the vote and should announce what action (if any) the Council has taken. In announcing the result, the Chair should indicate the names of the Councilors, if any, who voted in the minority on the motion. This announcement may take the following form: "The motion passes by a vote of 4-2, with Councilors Smith and Jones dissenting. We have passed a motion requiring 10 days' notice for all future meetings of the Los Alamos County Council."

## **MOTIONS IN GENERAL**

Motions are vehicles for decision-making. It is usually best to have a motion before the Council prior to starting discussions. A motion helps focus the discussion.

As noted, the Chair has every right as a member of Council to make a motion, but normally should do so only if he or she wishes a motion be made but no other Councilor seems willing to do so.

## **THREE COMMON MOTIONS**

Three motions are the most common:

- **The main motion.** The main motion is the one that puts forward a decision for consideration. A main motion might be: "I move that Council create a five-member committee to plan and put on an annual fundraiser."
- **The friendly amendment.** A friendly amendment seeks to amend a motion under debate in a manner acceptable to the motioner and the seconder. A friendly amendment cannot be proposed by the motioner or seconder. If the proposed amendment is accepted by the motioner and the seconder then the motion under debate is amended as proposed.
- **The substitute motion.** A substitute motion seeks to throw out the basic motion on the

floor and substitute a new and different motion for it. A vote on a motion to substitute should occur before the vote on the main motion. If the motion to substitute passes then, and only then, should a vote be taken on the substance of the substitute motion. If the motion to substitute does not pass, then the main motion as originally stated remains before Council. If a Councilor wants to completely do away with the main motion under discussion and put a new motion before Council, he or she would make a substitute motion. A substitute motion might be: "I move to substitute the main motion before Council with a motion to cancel the annual fundraiser this year."

Motions to amend and substitute motions essentially serve the same purpose which is to change the main motion that is before the Council. A majority vote of the Council is required to change the main motion that is before the Council regardless of whether the motion is to amend or substitute. As these motions are procedural motions, a roll call vote of the entire Council is not required for their passage.

## **TO DEBATE OR NOT DEBATE**

The basic rule of motions is that they are subject to debate and discussion. Accordingly, basic motions, motions to suspend the rules, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the Council. The debate can continue as long as Councilors wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the Council to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the Council without debate on the motion):

- **A motion to adjourn.** The Chair may announce the adjournment of a meeting unless a Councilor objects, in which case a motion to adjourn must be passed before the meeting is adjourned. Once passed, this motion requires the Council to immediately adjourn to its next regularly scheduled meeting.
- **A motion to recess.** This motion, if passed, requires the Council to immediately take a recess. Normally, the Chair determines and states the time or date at which the meeting will reconvene.
- **A motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn the meeting at midnight."
- **A motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on hold. The motion may contain a specific time in which the item can come back to Council. Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to Council will have to be taken at a future meeting.
- **A motion to limit debate.** The most common form of this motion is to say: "I move the previous question" or "I call for the question." When a Councilor makes such a motion, the Councilor is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the Chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the Council from even considering an item on the agenda.

- **A motion to close nominations.** When choosing officers of the Council, such as the Chair and Vice-Chair, nominations are in order from the floor of the Council. A motion to close nominations effectively cuts off the right of Councilors to nominate others for consideration.
- **A motion to suspend the rules.** This motion suspends a particular adopted procedural rule, or, if the parliamentary procedural rule is not specifically addressed in the adopted procedural rules, then the motion can be deployed to suspend a particular rule from Robert's Rules of Order. This motion should be deployed sparingly in the rare circumstance when the aforementioned rules of parliamentary procedure unduly burden the substantive work at hand. Robert's Rules of Order provides that this motion requires a TWO-THIRDS majority; the motion is neither debatable nor subject to a motion to reconsider.

## **THE MOTION TO RECONSIDER**

A tenet of parliamentary procedure is bringing finality to an agenda item. After vigorous discussion, debate and vote, there must be closure to an agenda item. So, after a vote is taken, the agenda item is deemed closed. The agenda item can only be reconsidered if a proper motion for reconsideration is made and approved.

A motion for reconsideration can only be made at either the meeting where the agenda item was first voted upon, or at the next regular meeting after the agenda item was voted upon, otherwise the motion for reconsideration is untimely. If a Councilor wishes to revisit an agenda item from a past meeting where a motion for reconsideration would be untimely, a motion to suspend the rule regarding the timeliness of a motion for reconsideration can be made. If the motion to suspend the timeliness rule is approved by a two-thirds majority of Council, the Council can then proceed with a motion to reconsider a previous agenda item.

A motion for reconsideration only applies to a particular agenda item, and not the subject matter of the agenda item. For example, if the Council approves Ordinance A that soon proves in need of revision or repeal, Council may bring forth Ordinance B repealing or modifying Ordinance A without a motion for reconsideration. Ordinance B addresses the same subject matter as Ordinance A but is a new agenda item. As such, a motion for reconsideration should be viewed merely as a tool to reconsider a recently voted upon specific agenda item.

Only a Councilor who voted in the prevailing faction on the previously addressed agenda item may make a motion to reconsider. In addition, only a Councilor who voted in the prevailing faction on the previously addressed agenda item may make a motion to suspend the rules if the motion is untimely.

Once an appropriate motion for reconsideration is made and approved by a majority vote of Council, the previously addressed agenda item may be discussed and debated as if it were on the floor for the first time.

Certain motions are not subject to a motion for reconsideration. Typical motions not subject to a motion for reconsideration include, but are not limited to, motions to adjourn, to suspend the rules, to close nominations, for a point of order, to take from the table, to take up a question out of its proper order, to recess, and, of course, a motion for reconsideration is not subject to a motion for reconsideration.

## **COURTESY AND DECORUM**

The rules of order are meant to create an atmosphere where members of the Council and members of the public can attend to business efficiently, fairly, and with full participation. And

at the same time, it is up to the Chair and the Council to maintain common courtesy and decorum. Only one person can have the floor at a time; each speaker shall be first recognized by the Chair before speaking.

The Chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not the personalities of the Councilors, staff or the public. Debate on policy is healthy; debate on personalities is not. The Chair has the right to cut off discussion amongst Councilors that is too personal, too loud, too unprofessional, or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers. Generally, Councilors should not interrupt a speaker. There are, however, exceptions. A speaker may be interrupted for the following reasons:

- **Privilege.** The proper interruption would be: "Point of Privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.
- **Order.** The proper interruption would be "Point of Order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.
- **Appeal.** If the Chair makes a ruling that a Councilor disagrees with, the Councilor may appeal the ruling of the Chair by motion. If the motion is seconded and after debate, it passes by a majority vote, then the ruling of the Chair is reversed.
- **Call for orders of the day.** This is simply another way of saying, "Let's return to the agenda." If a Councilor believes the Council has drifted from the agreed upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers the agenda has not been followed, the Chair simply reminds the Council to return to the agenda item before them. If the Chair fails to do so, the Chair's determination may be appealed by motion.
- **Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the same motion, or any other Councilor may make the motion if properly recognized.

## **SPECIAL NOTES ON INFORMING THE PUBLIC ABOUT COUNCIL PROTOCOL**

The rules outlined here help keep the public informed about how Council business is conducted. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the Council will be doing.

**Rule Two:** Keep the public informed while the Council is deliberating.

**Rule Three:** When the Council has acted, tell the public exactly what the Council did.

Public input is essential to a healthy democracy, and community participation is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate

public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a Council meeting are offered as tools for effective leadership and as a means of developing sound policy.

## **COUNCIL WORKING GROUPS**

Council working groups shall be composed of less than a quorum of the County Council and may include members from the community or other advisors or experts. Council working groups may only engage in fact finding; only make non-binding recommendations to the County Council; and may represent the County in outside matters to ensure that the adopted policies of the County Council are voiced and/or executed. A current list of the Council's working groups is maintained by the County Manager.

**Establishment of Council Working Groups.** The Chair may create a new working group or staff an existing working group by requesting that less than four (4) County Councilors and as appropriate, community members and other advisors or experts, participate when advice on a subject or range of subjects is needed, or when County representation is needed on outside matters to gather facts and/or to ensure the adopted policies of the County Council are voiced and/or executed. The Chair may request that the County Manager assign staff to assist these working groups.

**Non-Binding Recommendations.** Any policy recommendations made by a Council working group to the County Council are not binding on the County in any legal or practical way. Any policy recommendations made by a Council working group to the County Council are only binding on the County if adopted by the County Council at a public meeting of the County Council.

**Participation in Working Groups.** Requests for participation in working groups will be made annually by the Chair on a rotational basis so other Councilors and/or community members will have the opportunity to participate unless the Chair determines that there is good reason for the existing members of the working group to continue participating in the working group.

**Councilor Responsibilities.** Councilors who agree to participate in a Council working group shall make reasonable efforts to attend meetings of the working group, and if the Councilor is unable to attend meetings on a regular basis, the Councilor shall notify the Chair and request another Councilor be asked to participate in the working group. Councilors participating in a working group should work to assure that the working group appropriately focuses its fact-finding to the matter assigned, provide recommendations to Council on the matter assigned, and when working on outside matters, ensure that the policies of the County Council are voiced and executed. Councilors other than the Councilors participating in a working group may not attend meetings of the working group. Councilors participating in a working group may not discuss the working group's business with other councilors outside of a public meeting of the County Council.

## **COUNCILOR EXPENSES**

**Expense Reimbursement.** A Councilor shall be reimbursed for expenses incurred for work and travel on County business and for participation with organizations or associations of which the County is a member, including special work assignments, under the following conditions:

- The travel participation in meetings or other work assignment has been approved by the Council in advance, or if advance approval was not possible, with permission of the Chair, followed by Council approval at the earliest possible time after the expense was incurred.



- The reimbursement for expenses complies with all applicable law, rules and regulations and policies.
- The Chair (or Vice-Chair for the Chair's expenses) acknowledges the application for reimbursement of Councilor expenses.
- Councilors are expected to respect budget limitations and will limit overall expenditures of public money to the extent practical.

**Expense Approval.** Reimbursement for Councilor expenses not exceeding \$250.00 in a calendar month made in accordance with these rules does not need specific Council action. The Council must approve reimbursement of Councilor expenses exceeding \$250.00 in any calendar month.

**ADOPTED** this 5<sup>th</sup> day of September, 2023

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

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Denise Derkacs  
**Council Chair**

ATTACHMENTS A-D

**Attachment A**

**County Manager, Utilities Manager, and County Attorney  
 Performance Appraisal Process**

Performance Period April 1-March 31		
Due Date*	Action	Comments
Mid May	<p>Employee self-assessment due to County Council, to include:</p> <ul style="list-style-type: none"> <li>• Current performance</li> <li>• Future performance objectives</li> <li>• Career Development Goals</li> </ul> <p>Note: Utilities Manager self-assessment is submitted to the Board of Public Utilities (BPU).</p>	<p>Employee to use Contract Employee Performance Self-Evaluation Form.</p> <p>Identify 4-6 performance objectives for the County Manager from areas such as: Operational (1)            Fiscal (1)            Communication (1)            Strategic (2-3)</p> <p>Identify 4-6 performance objectives for the County Attorney from areas such as: Office operations (1)            Legal support (Council, Boards and Commission Members) (1) Reduction of legal vulnerability (1) Professional conduct (2-3)</p>
End of May	<p>Council closed session with employee to discuss:</p> <ul style="list-style-type: none"> <li>• Performance</li> <li>• Future performance objectives</li> <li>• Career development goals</li> </ul> <p>Note: BPU holds closed session with the Utilities Manager first and sends draft recommended performance evaluation to Council.</p>	<p>Each employee meeting anticipated to last ~45 minutes.</p>
End of May	<p>Council closed session to determine:</p> <ul style="list-style-type: none"> <li>• Final performance overall evaluation rating</li> <li>• Proposed salary adjustment</li> <li>• Support needed for achieving career development goals</li> </ul> <p>Each Councilor will provide written feedback for each performance objective using the Contract Employee Performance Council Evaluation Form; this feedback will be integrated by the Council Chair to prepare the written feedback for each performance objective. (The individual evaluation forms will be attached to the final integrated feedback.)</p>	<p>Final performance evaluation will include written feedback for each of the performance objectives and overall rating using the County- wide rating system of unsatisfactory, development needed, meets, exceeds, or far exceeds for each performance objective and overall rating.</p> <p>Performance rating and salary increase range (merit + CPI) for County-wide personnel will be used as parameters for salary adjustment in accordance with the applicable employment contract and other considerations as deemed necessary and agreed to by Council.</p>

<p>Mid June</p>	<p>Council closed session with employee to provide final performance evaluation.          Note: Any changes to the BPU-recommended evaluation of the Utilities Manager should be communicated to the BPU prior to the meeting.</p>	<p>Each employee meeting anticipated to last ~15 minutes.           Final integrated Council evaluation sent to HR with overall score along with the salary adjustment allocated as agreed to in an open meeting vote by Council.</p>
<p>Mid December</p>	<p>Council closed session with employee to discuss interim performance.          Note: BPU holds closed session with the Utilities Manager first and sends draft recommended interim performance to Council.</p>	<p>Each employee discussion anticipated to last ~45 minutes.           Significant comments will be documented and provided to the employee and available for the May year-end performance review as required and/or appropriate.</p>

NOTE: It is understood that modifications to the timeline and process may need to be made based on competing County and/or Councilor commitments and County Calendar

**County Manager, Utilities Manager, and County Attorney Performance  
Self-Evaluation Form**

Name and Date:

Position:

Performance Objective #1:

Performance Objective #2:

Performance Objective #3:

Performance Objective #4:

Performance Objective #5:

Performance Objective #6:

Proposed Future Performance Objectives:

Proposed Career Development Goals:

Overall Assessment:

**County Manager, Utilities Manager, and County Attorney Performance  
Council Evaluation Form**

Councilor Name. and Date:

Employee Name and Position:

Performance Objective #1:

Performance Objective #2:

Performance Objective #3:

Performance Objective #4:

Performance Objective #5:

Performance Objective #6:

Proposed Future Performance Objectives:

Proposed Career Development Goals:

Overall Assessment:

## **Attachment B**

### **Hiring Process for Los Alamos County Manager, Utilities Manager, and County Attorney**

1. The Chair shall appoint a search committee comprised of up to three County Councilors, one of which to be the Chair and the other two to be appointed by the Chair. The search committee may also include the outgoing incumbent, and if the search involves a Utilities Manager, one or more members of the BPU. The search committee responsibilities include clarification of the job requirements, timeline, development of needed recruiting materials and development of job advertisements as well as communicating key elements to County Staff, Council, and the community as appropriate. The search committee will be led by the Human Resources Division.
2. The hiring process will include both local and national recruitment efforts for the position.
3. Once the job advertisement has been closed and the applications qualified by the Human Resources Division, the search committee will screen the applicants. If a down-select of the applicants is required, this will be performed by the search committee in a closed session.
4. The candidate interview process will include mechanisms for obtaining input from the County Manager's Office, the Department of Public Utilities, County Attorney's Office, County Council, Board of Public Utilities, County staff and the community. It will provide opportunities to evaluate leadership and management skills, communication skills (both within the County and with the public), fiscal management skills, and specific technical skills as applicable to the position.
5. The final selection of the employee will be made by County Council. Final negotiations to conclude a contract with the employee will be led by the Human Resources Division working with the appropriate legal department representative and Council Chair. The final contract will be approved by the Council during a public meeting as proscribed by the Open Meetings Act.

## Attachment C

### Los Alamos County Council Appointment Process for Selection of Elected Officials

1. When there is a vacancy in the office of an elected official, the County Council will solicit letters of interest and applications from the public.
2. When the recruiting process is complete, the County Council will appoint a committee to develop a set of interview questions specific to the elected office and that appropriately demonstrates the applicants' skills, knowledge, and interest in the position; they may also address issues relevant to the Community.
3. At the appointed Council meeting, the draft set of interview questions will be reviewed, discussed, and agreed on by Council prior to initiating the interview process. The applicants will attend and present their application to the Council using the following process:
  - Each applicant will make a three-minute statement to share their interest and qualifications for the office.
  - Applicants will then answer interview questions from the County Council. Each applicant will answer each question. Follow-up questions will be allowed if further clarification is needed.
  - There will be an opportunity for public comment after applicants have made their statements and answered questions. Public comment will be limited to three minutes per citizen.
  - After public comment, the Council will take a roll call vote. The applicant with the most votes will be appointed to fill the vacancy.
  - In order to be selected, an applicant must receive a minimum of 4 votes. If no applicant receives 4 votes after the first roll call vote, the applicant with the fewest votes will be eliminated and the Council will take additional roll call votes until a final selection is made.