



County of Los Alamos

Los Alamos, NM 87544
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Minutes

County Council – Regular Session

*Randall Ryti, Council Chair; Ryn Herrmann, Council Vice Chair;
Theresa Cull, Melanee Hand, Suzie Havemann,
Beverly Neal-Clinton, and David Reagor, Councilors*

Tuesday, March 31, 2026

6:00 PM

Council Chambers - 1000 Central Avenue

1. OPENING/ROLL CALL

The Council Chair, Randall Ryti, called the meeting to order at 6:04 p.m.

Chair Ryti made opening remarks regarding the meeting's procedure.

The following Councilors were in attendance:

**Present: 5 – Councilor Ryti, Councilor Herrmann, Councilor Hand, Councilor Havemann,
and Councilor Reagor**

Remote: 2 – Councilor Cull and Councilor Neal-Clinton

2. PLEDGE OF ALLEGIANCE

Led by: All.

3. PUBLIC COMMENT

None.

4. APPROVAL OF AGENDA

A motion was made by Councilor Havemann, seconded by Councilor Neal-Clinton, that Council approve the agenda as presented.

The motion passed with the following vote:

**Yes: 7 – Councilor Ryti, Councilor Herrmann, Councilor Cull, Councilor Hand,
Councilor Havemann, Councilor Neal-Clinton, and Councilor Reagor**

5. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

- A. Briefing to Council Regarding Atomic City Transit Saturday Service Pilot Program and Bandelier Service Update

Mr. Keith Wilson, Deputy Public Works Director, presented.
Ms. Anna Brunson, Senior Management Analyst, presented.
Mr. Eric Martinez, Public Works Director, spoke.
Mr. James Barela, Transit Manager, spoke.
Ms. Linda Matteson, Deputy County Manager, spoke.

Public Comment:
Mr. Michael Eibling spoke.

6. PUBLIC COMMENT FOR ITEMS ON THE CONSENT AGENDA

None.

7. CONSENT AGENDA

Consent Motion:

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

- A. Approval of County Council Minutes for the March 17, 2026, Work Session

I move that Council approve the Minutes for the March 17, 2026, Work Session.

- B. Approval of Services Agreement No. AGR26-36 with Loftin Equipment Company for a Mobile 560kW Generator and Maintenance Services for the Water Production Division in the amount of \$436,603.00 Plus Applicable Gross Receipts Tax for the term of Seven Years

I move that Council approve Services Agreement No. AGR26-36 with Loftin Equipment Company for a Mobile 560kW Generator and Maintenance Services for the Water Production Division in the amount of \$436,603.00 Plus Applicable Gross Receipts Tax for the term of Seven Years.

- C. Approval of Task Order No. 30 under Services Agreement No. AGR22-18a with All-Rite Construction, Inc. in the Amount of \$570,281.16 plus Applicable Gross Receipts Tax for Justice Center Computer Room Air Conditioning System Improvements and Establish a Project Budget in the Amount of \$790,000

I move that Council approve Task Order No. 30 under services agreement no. AGR22-18a with All-Rite Construction, Inc. in the amount of \$570,281.16 plus applicable Gross Receipts Tax for Justice Center computer room air conditioning system improvements and establish a project budget in the amount of \$790,000.

- D. Approval of Amendment No. 2 to Services Agreement AGR22-18a with All-Rite Construction, Inc.; AGR22-18c with GME General Building, LLC; AGR22-18d with Pluma, LLC; and AGR22-18e with R and M Construction LLC for On-Call Facility Construction Services in an Aggregate Amount Not to Exceed \$21,000,000 Plus Applicable Gross Receipts Tax

I move that Council approve Amendment No. 2. to Services Agreement No. AGR22-18a with All-Rite Construction, Inc.; AGR22-18c with GME General Building, LLC; AGR-22-18d with Pluma, LLC; and AGR22-18e with R and M Construction LLC for On-Call Facility Construction Services in an Aggregate Amount Not to Exceed \$21,000,000 Plus Applicable Gross Receipts Tax.

- E. Award of Bid No. IFB 26-23 for the Purpose of the San Ildefonso Waterline Replacement Project in the Amount of \$1,617,673.80 and a contingency in the amount of \$346,384.40, for a Total Project Amount of \$2,078,307, including NMGRT

I move that Council Award Bid No. 26-23 for the San Ildefonso 8" Waterline Replacement Project with the Base Bid Amount of \$1,617,673.80 and a contingency in the amount of \$346,384.40, for a Total Project Amount of \$2,078,307, including NMGRT.

- F. Approval of the Calculation of Revenue Transfer from Electric & Gas Funds for Operations during Fiscal Year 2025 and Approval of Budget Revision 2026-48

I move that Council approve the transfer of 5% from the Electric and Gas funds to the General Fund during fiscal year 2026, and that these amounts be redirected for use within the Joint Utility Fund for the purposes designated by Council in accordance with Incorporated County of Los Alamos Ordinance 02-324.

I further move that Council approve Budget Revision 2026-48 as summarized in Attachment D, and that the attachment be made a part of the minutes of this meeting.

I further move that Council extend the profit transfer redirection option per County Code Section 40-63(d) for an additional year to FY2031. I move that Council approve Budget Revision 2026-41 in the amount of \$185,441.00, for Task Order No. 4 with Souder Miller & Associates under AGR22-67b for Potable Water Storage Tank Inspection and Maintenance Services.

- G. Approval of Modification 26 to Extend the Contract Term by One-Hundred and Twenty-Days of the Electric Coordination Agreement (ECA) between the Incorporated County of Los Alamos and the United States Department of Energy (DOE)

I move that Council approve Modification 26 to the Electric Coordination Agreement (ECA) between the Incorporated County of Los Alamos and the Department of Energy (DOE). I further move that Council assign signature authority of Modification 26 to the Utilities Manager.

- H. Approval to Execute a Power Purchase Agreement in an Amount not to Exceed \$3,833,000 Plus Applicable Gross Receipts Tax, to Meet Forecasted Los Alamos Power Pool Load for the Months of April 2026 through June 2026

I move that Council approve a Power Purchase Agreement with Mercuria Energy America, LLC, in an amount not to exceed \$3,833,000.00 plus applicable gross receipts tax, to meet forecasted Los Alamos Power Pool load for the months of April 2026 through June 2026, for the purpose of buying power and energy to serve the Los Alamos Power Pool's electric load, and I further move that Council delegate the authority to implement the Power Purchase Agreement to the Utilities Manager.

- I. Approval of Budget Revision 2026-47 to Budget Funds Received From the New Mexico Department of Public Safety for Law Enforcement Retention Fund (LERF)

I move that Council approve Budget Revision 2026-47 as summarized in Attachment A and that the attachment be made part of the minutes of this meeting.

- J. Grant of Waiver from Any Potential, Actual, or Perceived Conflict of Interest of Public Relations Manager Catherine D'Anna for the Purpose of Los Alamos County Obtaining On-Call Photography and Videography Services from Samantha D'Anna Photography as part of a Multiple Award Contract, in an Aggregate Not to Exceed Amount of \$280,000

I move, pursuant to County Ordinance §31-285 and §10-16-7, NMSA 1978, that Council grant a waiver from any potential, actual, or perceived conflict of interest of Catherine D'Anna, who is related to Samantha D'Anna, so the County can procure services from Samantha D'Anna. As grounds for this motion, Council finds:

- 1. The County solicited for On-Call Photography and Videography Services via a competitively solicited Request for Proposals (RFP) through RFP26-42.**
- 2. Prior to Samantha D'Anna submitting her proposal to RFP26-42, Catherine D'Anna disclosed the familial relationship to her supervisor, Utilities Manager Philo S. Shelton, III.**
- 3. Samantha D'Anna is a responsible offeror and potential Awardee of an Agreement as a result of the evaluation of the response received.**
- 4. Catherine D'Anna has recused herself from any future involvement in the management of the Agreement, if so awarded to Samantha D'Anna, including requests to utilize the services or review of any invoices related to an awarded Agreement.**
- 5. The award of the Procurement Consulting Services Agreement(s) is in the best interest of the County.**

- K. Approval of the Revised FY26 Salary Plan Job Class Order

I move that Council approve the revised FY26 Salary Plan Job Class Order schedule as shown in Attachment A.

- L. Boards/Commission Appointments - Parks & Recreation

I move that Council nominate Jasmine Stephens to fill one vacancy on the Parks & Recreation Board, term beginning on December 1, 2025 and ending November 30, 2027.

I further move that Council acknowledge that Jasmine Stephens is currently serving on the Art in Public Places Board. Council finds these positions compatible, Council approves of Ms. Stephens serving concurrently on these boards, and hereby appoints her to the Parks & Recreation Board.

- M. Board/Commission Appointments - Library Board

I move that Council nominate and appoint Katy Jones-Gulsby to fill one vacancy on the Library Board for a partial term beginning April 1, 2026 and ending on August 31, 2026.

- N. Approval of Task Order #14 under Services Agreement No. AGR 22-18e with R and M Construction, LLC, in the Amount \$501,443.60 plus applicable Gross Receipts Tax (GRT) for the Installation of Electric Vehicle Charging Stations at the Mesa Public Library, and Establish a Project Budget in the Amount of \$1,184,000 including GRT and Contingency

I move that Council approve Task Order #14 under services agreement no. AGR 22-18e with R and M Construction, LLC, in the amount \$501,443.60 plus applicable Gross Receipts Tax (GRT) for the installation of electric vehicle charging stations at Mesa Public Library and establish a project budget in the amount of \$1,184,000 including GRT and contingency.

- O. Approval of Budget Revision 2026-52 for an Increase to the Municipal Court Budget for Software Integration

I move that Council approve Budget Revision 2026-52 as summarized in Attachment A and that the attachment be made part of the minutes of this meeting.

- P. Board/Commission Appointment - Planning & Zoning Commission

I move that Council nominate and appoint Katherine Bruell [D] and Rachel Grimm [D] to the Planning & Zoning Commission for the term April 01, 2026 and ends on March 31, 2029.

Approval of the Consent Agenda:

The motion passed with the following vote:

Yes: 7 – Councilor Ryti, Councilor Herrmann, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Neal-Clinton, and Councilor Reagor

8. PUBLIC HEARING(S)

- A. Incorporated County of Los Alamos Ordinance No. 753; An Ordinance Authorizing the Lease of Restaurant Space at the Golf Course to the 19th Hole Sports Pub LLC, a New Mexico Limited Liability Company, to Provide Food and Beverage Services

Mr. Cory Styron, Community Services Director, presented.
Mr. Alvin Leaphart, County Attorney, presented.

Public Comment:
None.

A motion was made by Councilor Herrmann, seconded by Councilor Cull, that Council adopt Incorporated County of Los Alamos Ordinance No. 753; An Ordinance Authorizing the Lease of Restaurant Space at the Golf Course to 19th Hole Sports Pub LLC, a New Mexico Limited Liability Company, to Provide Food and Beverage Services, and she asked staff to assure that it is published as provided in the County Charter.

The motion passed with the following vote:

Yes: 7 – Councilor Ryti, Councilor Herrmann, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Neal-Clinton, and Councilor Reagor

- B. New Liquor License Application, Special Independent Theater Liquor License with on Premises Consumption Only With No Patio Service, filed by Applicant, SALA Los Alamos Event Center, LLC, DBA SALA Event Center, Los Alamos, NM 87544

Mr. Alvin Leaphart, County Attorney, presented.

Public Comment:
None.

A motion was made by Councilor Havemann, seconded by Councilor Herrmann, that Council approve New Liquor License Application, Special Independent Theater Liquor License with on Premises Consumption Only with no patio service, filed by Applicant, SALA Los Alamos Event Center, LLC, DBA SALA Event Center Los Alamos, NM 87544.

The motion passed with the following vote:

Yes: 7 – Councilor Ryti, Councilor Herrmann, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Neal-Clinton, and Councilor Reagor

9. BUSINESS

- A. Quarterly Update on Small/Local Business Action Items

Mr. Elias Isaacson, Community Development Director, presented.
Ms. Anne Laurent, County Manager, spoke.

Public Comment:
None.

No action taken.

- B. Amendment No. 1 to the Purchase, Sale, and Development Agreement for Real Property Located in the Incorporated County of Los Alamos Commonly Referred to as A-8-A

Mr. Dan Osborn, Housing and Special Projects Manager, presented.

Public Comment:
None.

A motion was made by Councilor Havemann, seconded by Councilor Hand, that Council approve Amendment No. 1 to the Purchase, Sale, and Development Agreement for Real Property Located in the Incorporated County of Los Alamos Commonly Referred to as A-8-A.

The motion passed with the following vote:

Yes: 7 – Councilor Ryti, Councilor Herrmann, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Neal-Clinton, and Councilor Reagor

RECESS

Councilor Ryti called for a recess at 07:58 p.m. The meeting reconvened at 08:08 p.m.

10. COUNCIL BUSINESS

A. General Council Business

- 1) Discussion and Possible Action to Authorize the Council Chair to Sign a Letter To New Mexico Environment Department Secretary on DOE Cleanup Priorities

Councilor Ryti spoke.

Public Comment:
None.

A motion was made by Councilor Hand, seconded by Councilor Herrmann, that Council authorize the Council Chair to sign and send a letter on behalf of the County Council to the New Mexico Environment Department Secretary regarding the County's perspective on the DOE's cleanup priorities as amended as discussed tonight.

The motion passed with the following vote:

Yes: 7 – Councilor Ryti, Councilor Herrmann, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Neal-Clinton, and Councilor Reagor

B. Appointments

None.

C. Board and Commission Vacancy Report

No report.

D. Board and Commission Reports

Councilor Havemann reported on the Planning and Zoning Commission.

Councilor Reagor reported on the Arts in Public Places Board.

E. County Manager's Report

- 1) County Manager's Report for February 2026

Ms. Anne Laurent County Manager, highlighted items on the report.

Mr. Eric Martinez, Public Works Director, spoke.

F. Council Chair Report

Chair Ryti reported on:

- Advocacy Trips
- Voice Management Trip with Energy Community Alliance (ECA)
- NMED / EMNRD / Resource Protection Division Meeting
- Congressional Delegation Meetings
- National Association of Counties (NACo) Meeting
- Combating Antisemitism Meeting

G. Approval of Councilor Expenses

None.

H. Preview of Upcoming Agenda Items

1) Tickler Report of Upcoming Agenda Items

Councilor Ryti highlighted items on the report.

11. COUNCILOR COMMENTS

None.

12. ADJOURNMENT

The meeting adjourned at 8:42 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

Randall Ryti, Council Chair

Attest:

Michael D. Redondo, County Clerk

Meeting Transcribed by: Victoria Montoya, Sr. Deputy Clerk

Budget Revision 2026 - 47

Council Meeting Date: 03/31/2026

	Fund & Department	Org	Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	LAW ENFORCEMENT RETENTION FUND (LERF) PG4001 BENEFITS	14765547	8119		\$ 4,661.00		\$ (4,661)
2	LAW ENFORCEMENT RETENTION FUND (LERF) PG4001 LABOR	14765547	8211		\$ 67.00		\$ (67)
3	LAW ENFORCEMENT RETENTION FUND (LERF) - PG4001 NON-LABOR	14765547	3455	\$ 4,728			\$ -
4							\$ -
5							\$ -
6							\$ -
7							\$ -
8							\$ -
9							\$ -
10							\$ -

Description: LERF GRANT RECEIVED IN THE AMOUNT OF \$49,118.24, WHICH WAS ALREADY BUDGETED. THIS BUDGET ADJUSTMENT BRINGS THE TOTAL INTO ALIGNMENT WITH THE GRANT AGREEMENT PAYMENT.

Fiscal Impact: There is no fiscal impact as revenues equal expenditures.

Desiree Miranda-Mendonca 2/23/2026
 Preparer Date

County Manager Approval if Required

Dino Sgambellone 2/23/2026
 Department Director Signature

Erika Thomas 2/23/2026
 Budget Manager/Analyst Signature

Los Alamos County
FY26 Salary Plan Job Class Order
Effective March 31, 2026

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterix=benchmarked job, red=new change									
Executive Management/At-Will Series									
101		Deputy County Manager	308	308	\$164,027	\$215,560	\$267,094	EX	
400		Police Chief	306	306	\$148,778	\$195,520	\$242,262	EX	
460		Fire Chief	306	306	\$148,778	\$195,520	\$242,262	EX	
500		Public Works Director	305	305	\$141,693	\$186,209	\$230,726	EX	
299		Administrative Services Director	305	305	\$141,693	\$186,209	\$230,726	EX	
300		Community Services Director	304	304	\$134,946	\$177,342	\$219,738	EX	
170		Community Development Director	304	304	\$134,946	\$177,342	\$219,738	EX	
Elected Office Series									
Assessor's Office									
771		Chief Deputy Assessor	211	211	\$95,903	\$126,033	\$156,164	EX	
773		Chief Appraiser	206	206	\$75,142	\$98,750	\$122,357	EX	
774		Appraiser	122	122	\$57,438	\$75,484	\$93,530	NE	
776		Sr. Assessment Specialist	120	120	\$52,098	\$68,466	\$84,834	NE	
777		Assessment Specialist	118	118	\$47,255	\$62,101	\$76,947	NE	
779		Apprentice Appraiser	116	116	\$42,862	\$56,327	\$69,793	NE	
Attorney's Office									
701		Deputy County Attorney	303	303	\$128,520	\$168,897	\$209,275	EX	
702		Assistant County Attorney	301	301	\$116,571	\$153,194	\$189,818	EX	
703		Associate County Attorney	212	212	\$100,698	\$132,335	\$163,971	EX	
710		Sr. Paralegal	208	208	\$82,844	\$108,872	\$134,899	EX	
712		Paralegal	206	206	\$75,142	\$98,750	\$122,357	EX	
707		Sr. Legal Assistant	124	124	\$63,326	\$83,221	\$103,117	NE	
708		Legal Assistant	122	122	\$57,438	\$75,484	\$93,530	NE	
Clerk's Office									
751		Chief Deputy Clerk	211	211	\$95,903	\$126,033	\$156,164	EX	
755		Elections Manager	126	126	\$69,817	\$91,751	\$113,686	NE	
752		Sr. Deputy Clerk	124	124	\$63,326	\$83,221	\$103,117	NE	
753		Deputy Clerk	122	122	\$57,438	\$75,484	\$93,530	NE	
Municipal Court									
761		Court Administrator	207	207	\$78,900	\$103,688	\$128,476	EX	
765		Probation Officer	123	123	\$60,310	\$79,258	\$98,206	NE	
762		Sr. Court Clerk	122	122	\$57,438	\$75,484	\$93,530	NE	
763		Court Clerk	118	118	\$47,255	\$62,101	\$76,947	NE	
766		Court Program Coordinator	122	122	\$57,438	\$75,484	\$93,530	NE	
767		Compliance Coordination Specialist	202	202	\$61,819	\$81,241	\$100,662	EX	
Administrative Services Series									
Public Information									
111		Public Information Officer	212	212	\$100,698	\$132,335	\$163,971	EX	
112		Assistant Public Information Officer	208	208	\$82,844	\$108,872	\$134,899	EX	
604		Public Relations Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
113		Sr. Visual Information Specialist	124	124	\$63,326	\$83,221	\$103,117	NE	
114		Visual Information Specialist	122	122	\$57,438	\$75,484	\$93,530	NE	
116		Social Media Coordinator	124	124	\$63,326	\$83,221	\$103,117	NE	
Management Support									
104		Assistant to County Manager	213	213	\$105,733	\$138,952	\$172,170	EX	
203		Broadband Manager	302	302	\$122,400	\$160,855	\$199,309	EX	
109		Sustainability Manager	211	211	\$95,903	\$126,033	\$156,164	EX	
105		Intergovernmental Affairs Manager	301	301	\$116,571	\$153,194	\$189,818	EX	
107		Business & ERP Manager	213	213	\$105,733	\$138,952	\$172,170	EX	
261		Budget & Performance Manager	212	212	\$100,698	\$132,335	\$163,971	EX	
903		Sr. Management Analyst	210	210	\$91,336	\$120,032	\$148,727	EX	
904		Management Analyst	207	207	\$78,900	\$103,688	\$128,476	EX	
Administrative Support									
906		Office Manager	203	203	\$64,910	\$85,302	\$105,695	EX	
907		Sr. Office Specialist	120	120	\$52,098	\$68,466	\$84,834	NE	
908		Office Specialist	117	117	\$45,004	\$59,144	\$73,283	NE	
905		Executive Assistant	124	124	\$63,326	\$83,221	\$103,117	NE	
909		Payroll & Administrative Specialist	122	122	\$57,438	\$75,484	\$93,530	NE	
910		Sr. Payroll & Administrative Specialist	123	123	\$60,310	\$79,258	\$98,206	NE	

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterisk=benchmarked job, red=new change									
Information Technology									
200		Chief Information Officer	303	303	\$128,520	\$168,897	\$209,275	EX	
201		IT Program Manager	214	214	\$111,020	\$145,899	\$180,779	EX	
204		IT Project Manager	213	213	\$105,733	\$138,952	\$172,170	EX	
219		Database Administrator	212	212	\$100,698	\$132,335	\$163,971	EX	
211		Sr. Systems Administrator	211	211	\$95,903	\$126,033	\$156,164	EX	
215		Sr. Application Analyst/Developer	210	210	\$91,336	\$120,032	\$148,727	EX	
212		Systems Administrator	209	209	\$86,987	\$114,316	\$141,645	EX	
213		IM Business Manager	212	212	\$100,698	\$132,335	\$163,971	EX	
214		Network Architect	211	211	\$95,903	\$126,033	\$156,164	EX	
217		Sr. Network Architect	213	213	\$105,733	\$138,952	\$172,170	EX	
235		Technical Services Manager	209	209	\$86,987	\$114,316	\$141,645	EX	
230		Security Analyst	209	209	\$86,987	\$114,316	\$141,645	EX	
216		Application Analyst/Developer	207	207	\$78,900	\$103,688	\$128,476	EX	
224		Sr. IT Infrastructure Coordinator	127	127	\$73,308	\$96,339	\$119,370	NE	
236		Sr. Technical Support Specialist	126	126	\$69,817	\$91,751	\$113,686	NE	
237		Technical Support Specialist	123	123	\$60,310	\$79,258	\$98,206	NE	
238		Technical Support Specialist Trainee	121	121	\$54,703	\$71,890	\$89,076	NE	
225		IT Infrastructure Coordinator	122	122	\$57,438	\$75,484	\$93,530	NE	
239		IT Intern	115	115	\$40,820	\$53,645	\$66,470	NE	
Records Management									
202		RIM Program Manager	212	212	\$100,698	\$132,335	\$163,971	EX	
227		Sr. RIM Specialist	123	123	\$60,310	\$79,258	\$98,206	NE	
229		RIM Specialist	120	120	\$52,098	\$68,466	\$84,834	NE	
Financial Management									
240		Chief Financial Officer	303	303	\$128,520	\$168,897	\$209,275	EX	
241		Deputy Chief Financial Officer	214	214	\$111,020	\$145,899	\$180,779	EX	
242		Accounting Operations Manager	212	212	\$100,698	\$132,335	\$163,971	EX	
258		Payroll Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
255		Payroll Coordinator	206	206	\$75,142	\$98,750	\$122,357	EX	
256		Payroll Specialist	124	124	\$63,326	\$83,221	\$103,117	NE	
245		Sr. Accountant	206	206	\$75,142	\$98,750	\$122,357	EX	
246		Accountant	203	203	\$64,910	\$85,302	\$105,695	EX	
251		P Card Administrator	124	124	\$63,326	\$83,221	\$103,117	NE	
252		Accounts Payable Coordinator	121	121	\$54,703	\$71,890	\$89,076	NE	
253		Sr. Accounts Payable Coordinator	123	123	\$60,310	\$79,258	\$98,206	NE	
263		Financial & Budget Analyst	208	208	\$82,844	\$108,872	\$134,899	EX	
262		Sr. Financial & Budget Analyst	210	210	\$91,336	\$120,032	\$148,727	EX	
Procurement & Supply Management									
275		Sr. Supply Specialist	118	118	\$47,255	\$62,101	\$76,947	NE	
276		Supply Specialist	116	116	\$42,862	\$56,327	\$69,793	NE	
270		Chief Purchasing Officer	213	213	\$105,733	\$138,952	\$172,170	EX	
272		Sr. Buyer	204	204	\$68,155	\$89,568	\$110,980	EX	
271		Deputy Chief Purchasing Officer	211	211	\$95,903	\$126,033	\$156,164	EX	
273		Buyer	123	123	\$60,310	\$79,258	\$98,206	NE	
278		Procurement Contract Manager	209	209	\$86,987	\$114,316	\$141,645	EX	
281		Procurement Operations Manager	208	208	\$82,844	\$108,872	\$134,899	EX	
Human Resources & Risk Management									
130		Human Resources Manager	303	303	\$128,520	\$168,897	\$209,275	EX	
131		Deputy Human Resources Manager	212	212	\$100,698	\$132,335	\$163,971	EX	
132		Compensation Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
133		Benefits & Pension Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
135		Risk Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
134		Organizational Development Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
146		Recruitment Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
141		Safety Coordinator	208	208	\$82,844	\$108,872	\$134,899	EX	
143		HR Analyst 3	127	127	\$73,308	\$96,339	\$119,370	NE	
144		HR Analyst 2	124	124	\$63,326	\$83,221	\$103,117	NE	
145		HR Analyst 1	121	121	\$54,703	\$71,890	\$89,076	NE	
138	NEW	Risk Management Analyst 3		128	\$76,973	\$101,156	\$125,339	NE	
136	RENAME	Risk Management Analyst 2	125	125	\$66,492	\$87,382	\$108,272	NE	
137	RENAME	Risk Management Analyst 1	122	122	\$57,438	\$75,484	\$93,530	NE	

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

asterix=benchmarked job, red=new change

Community & Economic I

Community Development

180		Housing and Special Projects Manager	212	212	\$100,698	\$132,335	\$163,971	EX
181		Housing Program Coordinator	207	207	\$78,900	\$103,688	\$128,476	EX
182		Chief Building Official	212	212	\$100,698	\$132,335	\$163,971	EX
185		Building Safety Manager	208	208	\$82,844	\$108,872	\$134,899	EX
172		Planning Manager	210	210	\$91,336	\$120,032	\$148,727	EX
173		Principal Planner	209	209	\$86,987	\$114,316	\$141,645	EX
174		Sr. Planner	207	207	\$78,900	\$103,688	\$128,476	EX
175		Associate Planner	203	203	\$64,910	\$85,302	\$105,695	EX
171		Housing Specialist	203	203	\$64,910	\$85,302	\$105,695	EX
183		Sr. Building Inspector	125	125	\$66,492	\$87,382	\$108,272	NE
189		Sr. Plans Examiner	125	125	\$66,492	\$87,382	\$108,272	NE
177		Sr. Permit Technician	122	122	\$57,438	\$75,484	\$93,530	NE
188		Plans Examiner	122	122	\$57,438	\$75,484	\$93,530	NE
184		Building Inspector	122	122	\$57,438	\$75,484	\$93,530	NE
187		Code Compliance Officer	122	122	\$57,438	\$75,484	\$93,530	NE
176		Assistant Planner	120	120	\$52,098	\$68,466	\$84,834	NE
179		Permit Technician	120	120	\$52,098	\$68,466	\$84,834	NE

Economic Development

121		Economic Development Administrator	214	214	\$111,020	\$145,899	\$180,779	EX
122		Economic Development Program Mgr	208	208	\$82,844	\$108,872	\$134,899	EX
123	NEW	Tourism and Marketing Program Manager	208	208	\$82,844	\$108,872	\$134,899	EX
124		Marketing Specialist	205	205	\$71,563	\$94,047	\$116,530	EX

Community Services Series

Library

311		Library Manager	212	212	\$100,698	\$132,335	\$163,971	EX
315		Sr. Librarian	207	207	\$78,900	\$103,688	\$128,476	EX
316		Librarian	205	205	\$71,563	\$94,047	\$116,530	EX
325		Program Specialist	122	122	\$57,438	\$75,484	\$93,530	NE
317		Sr. Library Specialist	121	121	\$54,703	\$71,890	\$89,076	NE
319		Library Specialist	119	119	\$49,617	\$65,206	\$80,794	NE
321		Library Associate	117	117	\$45,004	\$59,144	\$73,283	NE
327		Community Services Monitor	115	115	\$40,820	\$53,645	\$66,470	NE

Parks & Recreation

330		Recreation Superintendent	210	210	\$91,336	\$120,032	\$148,727	EX
332		Recreation Program Manager	208	208	\$82,844	\$108,872	\$134,899	EX
362		Head Golf Professional	203	203	\$64,910	\$85,302	\$105,695	EX
352		Aquatics Coordinator	122	122	\$57,438	\$75,484	\$93,530	NE
363		Asst Golf/Ice Rink Professional	121	121	\$54,703	\$71,890	\$89,076	NE
341		Customer Service Supervisor	120	120	\$52,098	\$68,466	\$84,834	NE
344		Customer Service Associate 3	118	118	\$47,255	\$62,101	\$76,947	NE
342		Customer Service Associate 2	116	116	\$42,862	\$56,327	\$69,793	NE
343		Customer Service Associate 1	114	114	\$38,877	\$51,091	\$63,305	NE
334		Recreation Specialist	120	120	\$52,098	\$68,466	\$84,834	NE
337		Sr. Recreation Leader	118	118	\$47,255	\$62,101	\$76,947	NE
338		Recreation Leader	117	117	\$45,004	\$59,144	\$73,283	NE
354		Lifeguard Supervisor	120	120	\$52,098	\$68,466	\$84,834	NE
355		Sr. Lifeguard	117	117	\$45,004	\$59,144	\$73,283	NE
356		Lifeguard	115	115	\$40,820	\$53,645	\$66,470	NE
358		Lifeguard Trainee	114	114	\$38,877	\$51,091	\$63,305	NE
353	NEW	Instructor	115	115	\$40,820	\$53,645	\$66,470	NE

Parks & Recreation Maintenance

371		Parks Superintendent	210	210	\$91,336	\$120,032	\$148,727	EX
372		Assistant Parks Superintendent	207	207	\$78,900	\$103,688	\$128,476	EX
379		Open Space Specialist	206	206	\$75,142	\$98,750	\$122,357	EX
365		GC/Ice Maintenance Superintendent	204	204	\$68,155	\$89,568	\$110,980	EX
366		GC/Ice Maintenance Asst Superintendent	123	123	\$60,310	\$79,258	\$98,206	NE
367		GC Maintenance Mechanic	119	119	\$49,617	\$65,206	\$80,794	NE
357		Aquatics Maintenance Specialist 2	116	116	\$42,862	\$56,327	\$69,793	NE
359		Aquatics Maintenance Specialist 1	118	118	\$47,255	\$62,101	\$76,947	NE
360		Aquatics Maintenance Specialist 3	120	120	\$52,098	\$68,466	\$84,834	NE
375		Parks Maintenance Construction Specialist 3	121	121	\$54,703	\$71,890	\$89,076	NE
376		Parks Maintenance Construction Specialist 2	118	118	\$47,255	\$62,101	\$76,947	NE
377		Parks Maintenance Construction Specialist 1	116	116	\$42,862	\$56,327	\$69,793	NE
380		Arborist	121	121	\$54,703	\$71,890	\$89,076	NE
378		Irrigation Specialist	118	118	\$47,255	\$62,101	\$76,947	NE
373		Parks District Supervisor	126	126	\$69,817	\$91,751	\$113,686	NE

Social Services

391		Social Services Manager	209	209	\$86,987	\$114,316	\$141,645	EX
393		Case Coordination Specialist	202	202	\$61,819	\$81,241	\$100,662	EX
396		Health Care Specialist	119	119	\$49,617	\$65,206	\$80,794	NE

Los Alamos County
FY26 Salary Plan Job Class Order
Effective March 31, 2026

Los Alamos County Council
Regular Session
March 31, 2026
Item 7.K

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
*asterix=benchmarked job, red=new change									
Public Safety Series									
Police Command									
401		Deputy Police Chief	303	303	\$128,520	\$168,897	\$209,275		EX
402		Police Commander	215	215	\$116,571	\$153,194	\$189,818		EX
441		Emergency Services Commander	215	215	\$116,571	\$153,194	\$189,818		EX
Police Administration									
443		Deputy Emergency Manager	210	210	\$91,336	\$120,032	\$148,727	5	EX
444		Emergency Management Coordinator	207	207	\$78,900	\$103,688	\$128,476		EX
442		Emergency Management Specialist	203	203	\$64,910	\$85,302	\$105,695		EX
409		Victim Assistant	118	118	\$47,255	\$62,101	\$76,947		NE
410		Records Specialist 1	120	120	\$52,098	\$68,466	\$84,834		NE
411		Records Specialist 2	121	121	\$54,703	\$71,890	\$89,076		NE
412		Records Specialist 3	122	122	\$57,438	\$75,484	\$93,530		NE
Emergency Communications									
421		Emergency Communications Center Manager	212	212	\$100,698	\$132,335	\$163,971		EX
423		Dipatch Shift Supervisor	126	126	\$69,817	\$91,751	\$113,686		NE
422		Deputy Emergency Communications Center Mgr	208	208	\$82,844	\$108,872	\$134,899		EX
423		Dipatch Shift Supervisor	126	126	\$69,817	\$91,751	\$113,686		NE
426		Emergency Communications Specialist 3	124	124	\$63,326	\$83,221	\$103,117		NE
424		Emergency Communications Specialist 2	122	122	\$57,438	\$75,484	\$93,530		NE
425		Emergency Communications Specialist 1	120	120	\$52,098	\$68,466	\$84,834		NE
Detention									
431		Detention Administrator	212	212	\$100,698	\$132,335	\$163,971		EX
432	NEW	Deputy Detention Administrator		210	\$91,336	\$120,032	\$148,727		EX
433		Detention Sergeant	128	128	\$76,973	\$101,156	\$125,339		NE
434		Detention Corporal	124	124	\$63,326	\$83,221	\$103,117		NE
435		Detention Officer	119	119	\$49,617	\$65,206	\$80,794		NE
Animal Control									
445		Animal Shelter Manager	123	123	\$60,310	\$79,258	\$98,206		NE
448		Sr. Animal Control Officer	119	119	\$49,617	\$65,206	\$80,794		NE
447		Animal Control Supervisor	123	123	\$60,310	\$79,258	\$98,206		NE
449		Animal Control Officer	117	117	\$45,004	\$59,144	\$73,283		NE
Fire Command									
461		Deputy Fire Chief	303	303	\$128,520	\$168,897	\$209,275		EX
462		Fire Battalion Chief	215	215	\$116,571	\$153,194	\$189,818		EX
Fire Administration									
485		Security/Administrative Services Mgr	212	212	\$100,698	\$132,335	\$163,971		EX
480		Fire Technology Manager	211	211	\$95,903	\$126,033	\$156,164		EX
484		Fire Technology Specialist	123	123	\$60,310	\$79,258	\$98,206		NE
488		Sr. Fire Technology Specialist	125	125	\$66,492	\$87,382	\$108,272		NE
490		Fire Program Specialist 1	121	121	\$54,703	\$71,890	\$89,076		NE
491		Fire Program Specialist 2	123	123	\$60,310	\$79,258	\$98,206		NE
492		Fire Program Specialist 3	125	125	\$66,492	\$87,382	\$108,272		NE
Public Works Series									
Airpoort									
509		Airport Manager	210	210	\$91,336	\$120,032	\$148,727		EX
510		Deputy Airport Manager	208	208	\$82,844	\$108,872	\$134,899		EX
Public Works Engineering									
501		Deputy Public Works Director	303	303	\$128,520	\$168,897	\$209,275		EX
505		County Engineer	215	215	\$116,571	\$153,194	\$189,818		EX
506		County Surveyor	210	210	\$91,336	\$120,032	\$148,727		EX
Capital Projects									
503		Capital Projects & Facilities Manager	213	213	\$105,733	\$138,952	\$172,170		EX
511		Facilities Manager	209	209	\$86,987	\$114,316	\$141,645		EX
512		Facilities Maintenance Superintendent	206	206	\$75,142	\$98,750	\$122,357		EX
514		Facilities Maintenance Specialist Foreman	124	124	\$63,326	\$83,221	\$103,117		NE
515		Sr. Facilities Maintenance Specialist	121	121	\$54,703	\$71,890	\$89,076		NE
516		Facilities Maintenance Specialist Apprentice	118	118	\$47,255	\$62,101	\$76,947		NE
517		Mechanical & Plumbing Apprentice	119	119	\$49,617	\$65,206	\$80,794		NE
518		Mechanical & Plumbing Journeyman	122	122	\$57,438	\$75,484	\$93,530		NE
519		Mechanical & Plumbing Foreman	125	125	\$66,492	\$87,382	\$108,272		NE
Facilities Management									
521		Facilities Services Manager	206	206	\$75,142	\$98,750	\$122,357		EX
523		Lead Custodian	117	117	\$45,004	\$59,144	\$73,283		NE
526		Custodian	114	114	\$38,877	\$51,091	\$63,305		NE
527		Custodian Trainee	113	113	\$37,025	\$48,658	\$60,290		NE

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
asterix=benchmark job, red=new change									
Environmental Services									
531		Environmental Services Manager	209	209	\$86,987	\$114,316	\$141,645	EX	
532		Environmental Services Superintendent	206	206	\$75,142	\$98,750	\$122,357	EX	
535		Administrative Scale Operator	118	118	\$47,255	\$62,101	\$76,947	NE	
539		Environmental Services Technician	114	114	\$38,877	\$51,091	\$63,305	NE	
538		Sr. Environmental Services Technician	116	116	\$42,862	\$56,327	\$69,793	NE	
Fleet									
541		Fleet Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
542		Fleet Supervisor	206	206	\$75,142	\$98,750	\$122,357	EX	
544		Fleet Shop Foreman	125	125	\$66,492	\$87,382	\$108,272	NE	
546		Fleet Mechanic 3	123	123	\$60,310	\$79,258	\$98,206	NE	
547		Fleet Mechanic 2	121	121	\$54,703	\$71,890	\$89,076	NE	
548		Fleet Mechanic 1	117	117	\$45,004	\$59,144	\$73,283	NE	
Traffic & Streets									
571		Traffic & Streets Mgr/Traffic Engineer	213	213	\$105,733	\$138,952	\$172,170	EX	
572		Traffic Manager	208	208	\$82,844	\$108,872	\$134,899	EX	
574		Street Maintenance Superintendent	207	207	\$78,900	\$103,688	\$128,476	EX	
575		Asst Street Maintenance Superintend	126	126	\$69,817	\$91,751	\$113,686	NE	
577		Transportation Safety Specialist	123	123	\$60,310	\$79,258	\$98,206	NE	
586		Sign/Marking Tech 3	119	119	\$49,617	\$65,206	\$80,794	NE	
587		Sign/Marking Tech 2	117	117	\$45,004	\$59,144	\$73,283	NE	
588		Sign/Marking Tech 1	115	115	\$40,820	\$53,645	\$66,470	NE	
Transit									
551		Transit Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
552		Transit Supervisor	207	207	\$78,900	\$103,688	\$128,476	EX	
561		Sr. Transit CS Rep/Dispatcher	123	123	\$60,310	\$79,258	\$98,206	NE	
562		Transit CS Rep/Dispatcher	121	121	\$54,703	\$71,890	\$89,076	NE	
555		Transit Operator Lead	123	123	\$60,310	\$79,258	\$98,206	NE	
556		Transit Operator 2	121	121	\$54,703	\$71,890	\$89,076	NE	
557		Transit Operator 1	119	119	\$49,617	\$65,206	\$80,794	NE	
558		Transit Operator Trainee	117	117	\$45,004	\$59,144	\$73,283	NE	
Labor & Equipment									
922		Lead Equipment Operator	124	124	\$63,326	\$83,221	\$103,117	NE	
923		Sr. Equipment Operator	122	122	\$57,438	\$75,484	\$93,530	NE	
924		Equipment Operator	119	119	\$49,617	\$65,206	\$80,794	NE	
925		Equipment Operator Trainee	117	117	\$45,004	\$59,144	\$73,283	NE	
927		Laborer	114	114	\$38,877	\$51,091	\$63,305	NE	
929		Student (Casual)	810	810	\$35,174	\$35,174	\$35,174	NE	
Engineering & Projects									
931		Sr. Engineer	214	214	\$111,020	\$145,899	\$180,779	EX	
932		Engineering Project Manager	212	212	\$100,698	\$132,335	\$163,971	EX	
508		Sr. Project Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
507		Project Manager	210	210	\$91,336	\$120,032	\$148,727	EX	
933		Engineering Associate	208	208	\$82,844	\$108,872	\$134,899	EX	
934		Engineering Assistant	204	204	\$68,155	\$89,568	\$110,980	EX	
937		Sr. Engineering Aide	122	122	\$57,438	\$75,484	\$93,530	NE	
938		Engineering Aide	120	120	\$52,098	\$68,466	\$84,834	NE	
939		Engineering Intern	115	115	\$40,820	\$53,645	\$66,470	NE	
Utilities Series									
Utility Management									
641		Deputy Utility Mgr - GWS	303	303	\$128,520	\$168,897	\$209,275	EX	
621		Deputy Utility Mgr - Power Supply	303	303	\$128,520	\$168,897	\$209,275	EX	
601		Deputy Utility Mgr - Finance and Admn	303	303	\$128,520	\$168,897	\$209,275	EX	
611		Deputy Utility Mgr - Engineering	303	303	\$128,520	\$168,897	\$209,275	EX	
631		Deputy Utility Mgr - Electrical	303	303	\$128,520	\$168,897	\$209,275	EX	
Operations Support									
603		Business Operations Manager	212	212	\$100,698	\$132,335	\$163,971	EX	
605		Water & Energy Conservation Coord	206	206	\$75,142	\$98,750	\$122,357	EX	
609		Data Analyst	124	124	\$63,326	\$83,221	\$103,117	NE	
612		SCADA Superintendent	212	212	\$100,698	\$132,335	\$163,971	EX	
608		Sr. Data Analyst	127	127	\$73,308	\$96,339	\$119,370	NE	
613		SCADA System Specialist	132	132	\$93,561	\$122,956	\$152,350	NE	
614		SCADA System Technician	130	130	\$84,862	\$111,524	\$138,186	NE	
615		GIS System Specialist	207	207	\$78,900	\$103,688	\$128,476	EX	
656	NEW	AMI-MDMS Utilities Supervisor		126	\$69,817	\$91,751	\$113,686	NE	
657		Meter Reader Supervisor	122	122	\$57,438	\$75,484	\$93,530	NE	
610		Billing & Customer Service Supervisor	122	122	\$57,438	\$75,484	\$93,530	NE	
606		Sr. Billing & Service Specialist	119	119	\$49,617	\$65,206	\$80,794	NE	
607		Billing & Service Specialist	117	117	\$45,004	\$59,144	\$73,283	NE	

Los Alamos County
 FY26 Salary Plan Job Class Order
 Effective March 31, 2026

Job Code	FY24 Benchmark Job	Occupational Job Families and Job Classes	PROPOSED					Change In Grade	Exempt/ Non-Exempt
			Current Grade	New Grade	Minimum	Midpoint	Maximum		
			asterix=benchmarked job, red=new change						
Electric Production									
622		Power System Supervisor	214	214	\$111,020	\$145,899	\$180,779		EX
626		H-E Plant Supervisor	214	214	\$111,020	\$145,899	\$180,779		EX
623		Sr. Power System Operator	132	132	\$93,561	\$122,956	\$152,350		NE
624		Power System Operator	130	130	\$84,862	\$111,524	\$138,186		NE
627		Sr. H-E Maintenance Technician	130	130	\$84,862	\$111,524	\$138,186		NE
628		H-E Maintenance Technician	127	127	\$73,308	\$96,339	\$119,370		NE
625		Power System Operator Apprentice	122	122	\$57,438	\$75,484	\$93,530		NE
629		H-E Maintenance Tech Apprentice	120	120	\$52,098	\$68,466	\$84,834		NE
630		Electric Production Resource Coordinator	212	212	\$100,698	\$132,335	\$163,971		EX
Electric Distribution									
634		Electric Distribution Superintendent	210	210	\$91,336	\$120,032	\$148,727		
632		Electrical Engineering Manager	214	214	\$111,020	\$145,899	\$180,779		EX
633		Lineman Supervisor	131	131	\$89,106	\$117,100	\$145,095		NE
Gas, Water & Sewer									
642		GWS Superintendent	210	210	\$91,336	\$120,032	\$148,727		EX
645		GWS Supervisor	126	126	\$69,817	\$91,751	\$113,686		NE
Wastewater									
681		WWTP Superintendent	210	210	\$91,336	\$120,032	\$148,727		EX
682		WWTP Supervisor	126	126	\$69,817	\$91,751	\$113,686		NE
Water Supply									
661		Water Systems Superintendent	210	210	\$91,336	\$120,032	\$148,727		EX
675		Water Systems Supervisor	126	126	\$69,817	\$91,751	\$113,686		NE

Budget Revision 2026 - 52

Council Meeting Date: 03/31/2026

Fund & Department	Org	Object	Revenue (decrease)	Expenditures (decrease)	Transfers In	Transfers Out	Fund Balance (decrease)
Municipal Court	01118010	8369		\$ 110,000			\$ (110,000)
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -

New Software Quicket cotract awarded

Fiscal Impact: Increase in expenditures of \$110k resulting in a decrease in fund balance of \$110k

Juanita Mcniel 2/25/2026

Preparer Date

[Handwritten Signature]

Department Director Signature

Tara Mariano 2/26/2026

Budget Manager/Analyst Signature

County Manager Approval if Required

Local and Small Business Engagement

Q1 2026 Update

03.31.2026

LOS ALAMOS

1

LEDA & MRA Application Tracking

LEDA Retail

- Launched September 2, 2025
- 20 Businesses have submitted Part 1 Questionnaire
- 3 Part 2 Applications
 - 1 Active
 - 1 Active, waiting on additional financial information
 - 1 Pending, waiting for resolution of an outstanding financial issue

LEDA and MRA

- 1 LEDA Award
- 3 additional LEDA applications under review, with one PPA being drafted
- 2 LEDA applicants are also pursuing MRA funds

LOS ALAMOS

2

1

Cities Work

- Last met with representatives of Cities Work on January 30th, 2026
- Discussed some of the topics likely to be included in their report
 - Better communication and visibility of performance metrics
 - More online services
 - Areas of leadership, such as drone inspections
- Not included in the topics discussed was the need for in house Mechanical/Electrical/Plumbing plans examiners and inspectors
 - Potentially very costly (at least two new FTEs), and the current arrangement with NM CID is largely working well
 - Cause for some inconvenience, but not the source of major project delays

Online Business Directory

- Launched February 2, 2026, trainings held February 4 and 18,
- Feb 18 training was recorded and is available on the web
- 57 Businesses and 10 Non-profits listed
- 72 Special Events Advertised, several are recurring events
- Staff initially focused on populating the directory
- Starting in April, Staff will focus on promoting the directory to residents and visitors

Online Development Guide

- New webpage went live on December 3, 2025
- Provides information on who to contact
- Staff is working on adding more detailed information and process flowcharts for several common application types
 - New Development requiring Site Plan Approval
 - Change of Use
 - Tenant Improvement
- Staff will host a focus group with several commercial applicants to continue to improve the information available on the website in Spring/Summer 2026

Online Data Dashboard

- CDD working with others to provide performance metrics online
 - Business Licenses: Newly Issued and Renewals
 - Building Permit Turnaround Times for both Commercial and Residential
 - Consistently averaging 3-days or less turnarounds for Residential applications
 - 5-day turnarounds for Commercial applications

Online Data Dashboard

Permit Volume

- 2023, issued 90 commercial permits, and 770 residential permits
- 2024, issued 82 commercial permits, and 729 residential permits
- 2025, issued 64 commercial permits, and 831 residential permits

Inspection Volume

- 2023, completed 2416 total inspections
- 2024, completed 2260 total inspections
- 2025, completed 2227 total inspections

Additional Online Resources To Come

- CDD working with Communications Team to develop a series of Rep'd videos in the coming months
- Topics will include:
 - Introduction of the Department and services we provide
 - Starting a New Business
 - Permit Turnaround Times
 - Things to Know When Scheduling Pre-Application Meetings