

Henry Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

TO: Santa Fe Board of County Commissioners

FROM: K. Greg Smith, Division of Senior Services Program Director

THRU: Katherine Miller, County Manager
Rachel O'Connor, Department Director

DATE: October 1, 2015

RE: A Resolution authorizing the Chairperson of the Santa Fe County Commissioners to sign the four year plan proposal and enter into a contract for the approved four year area plan (2016-2020) for Senior Services in Santa Fe County.

Issue:

The Santa Fe County Division of Senior Services is in the processing of completing and submitting a Four Year Plan to the Non-Metro Area Agency on Aging. This will allow the County to continue as a beneficiary of funding from the State and Federal Government authorized under the terms of the Older American Act of 1965. With this operational grant, Santa Fe County will provide transportation services, home delivered meals, and congregate meals service at six county senior centers and one meal site that have been administered since July 1, 2011.

Background:

The grant award is related to services that will be provided in fiscal year 2017. The Four Year Plan will allow Santa Fe County to continue requesting state and federal grant funding, through the New Mexico Non-Metro Area Agency on Aging, on an annual basis for the next four years.

Highlights of the Four Year Plan will include the following:

- The County Senior Program will provide congregate meals in fiscal year 2017.
- The County Senior Program will provide home delivered meals throughout the greater county service area for fiscal year 2017.
- The County Senior Program will provide transportation rides to include Doctor's office visits, prescription pick-ups and errands for fiscal year 2017.

- Activities Program including a variety of classes and trips to museums and other destinations.
- Access to Health Screening and information and referrals services will continue for the county-wide program

In addition to the above mentioned services staff is committed to continue working with the grant providers to comply with the monthly summary reports, quarterly updates of services provided, and the annual contract for services and funding requests. These documents and reports reflect the daily services provided and meet requirements for reporting that are required by our Services Purchased Contract with the Non-Metro Area Agency on Aging.

Staff Recommendations:

Santa Fe County is required to submit a request for funding on an annual basis. The Resolution and memo that accompanies this summary are important items in the process of requesting a contract for operational funding for the program from the Non-Metro Area Agency on Aging. Therefore, the Community Services Department recommends that the four year plan proposal be signed and the contract for the four year area plan be approved.

**THE BOARD OF COUNTY COMMISSIONERS
SANTA FE COUNTY**

Resolution No. 2015-_____

A RESOLUTION DELEGATING SIGNATURE AUTHORITY TO THE CHAIR TO APPROVE AND EXECUTE SANTA FE COUNTY'S PROPOSAL AND FOUR-YEAR PLAN TO PROVIDE SENIOR SERVICES AND TO EXECUTE A CONTRACT BASED ON THE APPROVED PROPOSAL AND FOUR-YEAR PLAN

WHEREAS, Title III of the Older Americans Act of 1965, Public Law 89-73 (the "Act") provides for grants to state agencies for the purpose of developing and providing certain types of coordinated services to older individuals; and

WHEREAS, the New Mexico Non-Metro Area Agency on Aging ("NMAAA") is the state agency designated to receive federal and state funding in New Mexico pursuant to the Act; and

WHEREAS, the NMAAA administers and distributes the funds to entities that provide senior services based on the proposals that it receives and approves;

WHEREAS, proposals to the NMAAA must be based on a four-year plan; and

WHEREAS, the Santa Fe County ("County") Community Services Department operates the Senior Services Program ("Program"), which provides a variety of senior services at six senior centers and one meal site in the County; and

WHEREAS, the Program provides congregate meals at all six County senior centers and one meal site, hot home delivered meals, transportation, and other coordinated services to qualified senior residents in the County; and

WHEREAS, in order to receive continued state and federal funding for the Program, the County must submit to the NMAAA a proposal to provide senior services within the County along with its proposed four-year plan (2016-2020) ("Proposal"); and

WHEREAS, many senior County residents depend on or benefit from the Program, and therefore, it is in the best interest of the County to continue it; and

WHEREAS, County staff is in the process of completing the Proposal and requests that the Chair of the Board of County Commissioners ("BCC") be delegated the authority to sign the Proposal and to enter into a contract with the NMAAA based on the Proposal, if approved by the NMAAA.

NOW THEREFORE, BE IT RESOLVED that the Chair of the BCC is hereby authorized to approve and sign the Proposal on behalf of the County and to enter into a contract with the NMAAA based on the Proposal, if approved by the NMAAA.

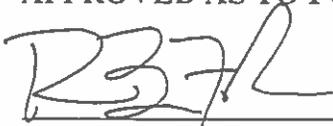
PASSED, APPROVED AND ADOPTED THIS _____ **day of** _____, 2015.
BOARD OF COUNTY COMMISSIONERS

Robert A. Anaya, Chair

ATTEST:

Geraldine Salazar, County Clerk

APPROVED AS TO FORM:



Gregory S. Shaffer, County Attorney

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

DATE: October 27, 2015

TO: Santa Fe County Board of County Commissioners

FROM: Bernadette Salazar, Human Resources Director

VIA: Katherine Miller, County Manager

RE: **Resolution No. 2015 - ____ , A Resolution Authorizing Holiday, Closing of County Offices and the 2016 Santa Fe County Employee Calendar**

Background and Summary

On an annual basis the Board of County Commission approves a holiday and employee calendar. Attached to this memorandum is the proposed 2016 Holiday and Employee Calendar for consideration.

Recommendation

Staff is recommending approval of the Resolution and the 2016 Santa Fe County Employee Calendar.

Exhibit A – Proposed 2016 Santa Fe County Employee Calendar

RESOLUTION NO. 2015-_____

**AUTHORIZING HOLIDAY, CLOSING OF COUNTY OFFICES AND THE
2016 SANTA FE COUNTY EMPLOYEE CALENDAR**

WHEREAS, the Board of County Commissioners of Santa Fe County (“the BCC”) proposes to allow certain legal holidays to be observed as non-working days for employees of Santa Fe County; and

WHEREAS, it is incumbent upon all employees to be allowed the opportunity to celebrate these historic events; and

WHEREAS, it is beneficial for employees to have an Employee Calendar that reflects observed holidays, dates that the pay period ends and pay days.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the following dates shall be observed as legal holidays and non-working days by the employees of Santa Fe County and the 2016 Santa Fe County Employee calendar attached as Exhibit A and made a part hereof by reference, shall be used as the official Santa Fe County Employee Calendar unless otherwise stated in collective bargaining agreements. Employees on the 207K partial exemption will observe holidays on the actual holiday.

<u>Holiday/Event</u>	<u>Actual Holiday</u>	<u>Observed Holiday</u>
New Year’s Day	Monday, January 1, 2016	Monday, January 1, 2016
Martin Luther King, Jr.’s Day	Monday, January 18, 2016	Monday, January 18, 2016
President’s Day	Monday, February 15, 2016	Friday, November 25, 2016
Memorial Day	Monday, May 30, 2016	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016	Monday, October 10, 2016
Veteran’s Day	Friday, November 11, 2016	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016	Thursday, November 24, 2016
Christmas Day	Sunday, December 25, 2016	Monday, December 26, 2016

BOARD OF COUNTY COMMISSIONERS

Commissioner Robert A. Anaya, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

APPROVED AS TO FORM:



Gregory S. Shaffer, County Attorney



2016 Santa Fe County Employee Calendar



January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Approved:

Pay Period Ending

Pay Day

Observed Holiday



RESOLUTION NO. 2015-_____

**AUTHORIZING HOLIDAY, CLOSING OF COUNTY OFFICES AND THE
2016 SANTA FE COUNTY EMPLOYEE CALENDAR**

WHEREAS, the Board of County Commissioners of Santa Fe County (“the BCC”) proposes to allow certain legal holidays to be observed as non-working days for employees of Santa Fe County; and

WHEREAS, it is incumbent upon all employees to be allowed the opportunity to celebrate these historic events; and

WHEREAS, it is beneficial for employees to have an Employee Calendar that reflects observed holidays, dates that the pay period ends and pay days.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the following dates shall be observed as legal holidays and non-working days by the employees of Santa Fe County and the 2016 Santa Fe County Employee calendar attached as Exhibit A and made a part hereof by reference, shall be used as the official Santa Fe County Employee Calendar unless otherwise stated in collective bargaining agreements. Employees on the 207K partial exemption will observe holidays on the actual holiday.

<u>Holiday/Event</u>	<u>Actual Holiday</u>	<u>Observed Holiday</u>
New Year’s Day	Monday, January 1, 2016	Monday, January 1, 2016
Martin Luther King, Jr.’s Day	Monday, January 18, 2016	Monday, January 18, 2016
President’s Day	Monday, February 15, 2016	Friday, November 25, 2016
Memorial Day	Monday, May 30, 2016	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016	Monday, October 10, 2016
Veteran’s Day	Friday, November 11, 2016	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016	Thursday, November 24, 2016
Christmas Day	Sunday, December 25, 2016	Monday, December 26, 2016

BOARD OF COUNTY COMMISSIONERS

Commissioner Robert A. Anaya, Chairperson

ATTEST:

Geraldine Salazar, County Clerk

APPROVED AS TO FORM:

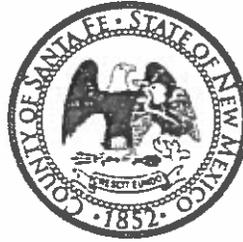


Gregory S. Shaffer, County Attorney

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

DATE: October 27, 2015

TO: Santa Fe County Board of County Commissioners

FROM: Bernadette Salazar, Human Resources Director

VIA: Katherine Miller, County Manager

RE: **Resolution No. 2015 - ____ , A Resolution Governing Incentive Pay for Appraisers Employed in the County Assessor's Office**

Background and Summary

In accordance with §4-39-5, NMSA 1978, Santa Fe county has provided cumulative increments to the salary of appraisers employed in the County Assessor's Office. In 2015, the New Mexico Legislature amended §4-39-5, NMSA 1978, (HB348), increasing the cumulative increments available to qualifying County Assessor employees holding appraiser certificates as follows:

"...

- A. an additional five hundred dollars (\$500) a year for holding an "Appraiser 1" certificate;
- B. an additional one thousand dollars (\$1,000) a year for holding an "Appraiser 2" certificate;
- C. an additional two thousand five hundred dollars (\$2,500) a year for holding an "Appraiser 3" certificate; and,
- D. an additional three thousand dollars (\$3,000) a year for holding an "Appraiser 4" certificate..."

Recognizing the value in continuing education and based upon the changes in the statutes, the County Assessor and Human Resources staff have developed the following eligibility criteria for the appraisal staff:

1. Employees in the County Assessor's Office who are qualifying appraisers and who complete thirty (30) hours of continuing education credits every three (3) years that conform to the recommendations set forth in 3.6.3.16(G) NMSA shall be paid the maximum cumulative increment to their salary for obtaining relevant certifications as set forth in Section 4-39-5, NMSA 1978, as amended.

It is important to note that the changes in the statutes and the attached Resolution do not apply to the County Assessor, since the statute providing for cumulative increments for county assessors who hold appraiser certificates, §4-39-4, NMSA 1978, has not been amended to provide for cumulative increments.

Recommendation

The County Assessor and the County Manager's Office is recommending approval of the attached Resolution.

- Exhibit A– Procedures and Requirements for Cumulative Increments
- Exhibit B – MOA between Santa Fe County and the American Federation of State, County and Municipal Employees – Local 1782
- Exhibit C – House Bill 348 / 52nd Legislature, State of New Mexico

SANTA FE COUNTY
RESOLUTION NO. 2015-_____

**A RESOLUTION
GOVERNING INCENTIVE PAY FOR APPRAISERS EMPLOYED IN THE COUNTY
ASSESSOR'S OFFICE WHO OBTAIN APPRAISER CERTIFICATES AND COMPLY
WITH CONTINUING EDUCATION REQUIREMENTS**

WHEREAS, the Board of County Commissioners ("Board") of Santa Fe County ("County") recognizes that employing certified appraisers benefits the County as well as property owners by increasing the professional competency of appraisal staff; and

WHEREAS, the County recognizes the effort put forth by appraisers employed in the County Assessor's Office to expand their knowledge and experience by obtaining appraiser certificates; and

WHEREAS, the County has historically provided cumulative increments to the salary of appraisers employed in the County Assessor's Office who have obtained advanced appraiser certificates in accordance with Section 4-39-5, NMSA 1978; and

WHEREAS, in 2015, the New Mexico legislature amended that statutory provision to increase the cumulative increments available to qualifying County Assessor employees holding appraiser certificates; and

WHEREAS, Section 4-39-5, NMSA 1978 now provides that a "[a] board of county commissioners may provide additional cumulative increments to the salary of any qualifying appraiser employed in the office of the assessor as an incentive for obtaining greater qualification levels up to the following amounts:

- A. an additional five hundred dollars (\$500) a year for holding an 'Appraiser 1' certificate;
- B. an additional one thousand five hundred dollars (\$1,500) a year for holding an 'Appraiser 2' certificate;
- C. an additional two thousand five hundred dollars (\$2,500) a year for holding an 'Appraiser 3' certificate; and
- D. an additional three thousand dollars (\$3,000) a year for holding an 'Appraiser 4' certificate"; and

WHEREAS, continuing education is necessary to ensure that appraisers stay current with developments in the field and that the benefits associated with increasing the professional competency of certificate holders are realized; and

WHEREAS, the County desires to authorize payment of the maximum allowable cumulative increments set forth above in accordance with the associated administrative

regulations, including 3.6.3.16 NMAC, for those qualifying appraisers who maintain qualifying continuing education credits at the recommended levels identified in 3.6.3.16(G) NMAC.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. Employees in the County Assessor's Office who are qualifying appraisers and who complete thirty (30) hours of continuing educational credits every three (3) years that conform to the recommendations set forth in 3.6.3.16(G) NMAC shall be paid the maximum cumulative increment to their salary for obtaining relevant certifications as set forth in Section 4-39-5, NMSA 1978, as amended in 2015.
2. In order to receive and continue to receive the relevant cumulative increment, employees seeking the statutorily established cumulative increments to their salary must comply with the Procedures and Requirements for Cumulative Increments to the Salaries of Qualifying Appraisers Employed in the County Assessor's Office for Holding Appraiser Certificates attached hereto as Exhibit A, which are hereby adopted.
3. The increases provided for by this Resolution do not apply to the County Assessor, since the statute providing for cumulative increments for county assessors who hold appraiser certificates, Section 4-39-4, NMSA 1978, has not been amended to provide for increased cumulative increments.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2015.

BOARD OF COUNTY COMMISSIONERS

Robert A. Anaya, Chairman

Attest:

Geraldine Salazar, County Clerk

Approved as to form:

Gregory S. Shaffer, County Attorney

**PROCEDURES AND REQUIREMENTS FOR CUMULATIVE INCREMENTS TO THE
SALARIES OF QUALIFYING APPRAISERS EMPLOYED IN THE COUNTY
ASSESSOR'S OFFICE FOR HOLDING APPRAISER CERTIFICATES**

1. For employees who currently hold one or more appraiser certificates and currently receive one or more additional cumulative salary increments, the increment(s) will, effective the first full pay period that begins after adoption of the Resolution authorizing the increased increments, automatically be increased to the maximum amount allowed for the applicable certificate(s).
2. Employees who do not currently receive an increased salary increment for holding an appraiser certificate but who desire to do so must submit to the County Assessor and the Human Resources Division a copy of the appraiser certificate(s). Unless the Director of Human Resources determines that the certificate(s) are invalid, the associated increment will be effective the first full pay period that begins after submission of the certificate(s).
3. Employees receiving an increased salary increment for holding one or more appraiser certificates and who desire to receive an additional cumulative increment for holding a higher level certificate must submit to the County Assessor and the Human Resources Division a copy of the higher level certificate(s). Unless the Director of Human Resources determines that the certificate(s) are invalid, the associated increment will be effective the first full pay period that begins after submission of the certificate(s).
4. Employees receiving one or more additional cumulative increments must complete thirty hours of continuing education every three years.
 - a. For those receiving one or more cumulative increments on the date the Resolution adopting these procedures is adopted, the three year continuing education cycle shall begin on the date the increase(s) provided by the Resolution go into effect. For example, if the increase is effective October 31, 2015, recipients of the increased increment(s) will be required to have completed the thirty hours of continuing education by no later than October 31, 2018.
 - b. For all other employees, the three year continuing education cycle shall begin on the date the employee first receives an increased increment.
5. Employees shall provide the Human Resources Division with proof of continuing education upon completion of each course. Employees are required to submit proof of continuing education to the Human Resources Division no later than two weeks after the deadline for completing the continuing education. For example, if the employee's deadline is October 31, 2018, the deadline to submit proof for all continuing education is no later than November 14, 2018. If the continuing education requirement is not met or



proof of compliance is not timely submitted, all cumulative increments shall be automatically removed effective the first full pay period that begins after the deadline for submission of continuing education compliance.

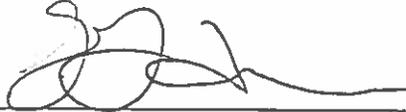
6. If an employee does not complete the continuing education requirement or timely submit proof of compliance and the cumulative increment(s) are removed, the employee may thereafter provide proof of certification and continuing education credits to the Human Resources Division. Unless the Human Resources Director determines the continuing education credits and/or certification(s) are invalid, the increment(s) will be effective the first full pay period after submission. The employee will then begin a new three year cycle based upon the date on which the increment(s) are effective.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SANTA FE COUNTY AND THE AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES/LOCAL 1782**

The parties to this Memorandum of Understanding ("MOU"), Santa Fe County ("County") and the American Federation of State, County, and Municipal Employees Local 1782 ("Union"), agree that Santa Fe County may increase the compensation available to certified appraisers as allowed by Section 4-39-5, NMSA 1978, as set forth in the draft Resolution Governing Incentive Pay for Appraisers Employed in the County Assessor's Office who Obtain Appraiser Certificates and Comply With Continuing Education Requirements (Resolution) attached hereto and subject to the Procedures and Requirements for Cumulative Increments to the Salaries of Qualifying Appraisers Employed in the County Assessor's Office for Holding Appraiser Certificates (Procedures and Requirements) attached to the Resolution as Exhibit A.

This MOU will be effective upon execution by the Union and the Board of County Commissioners (Board) of the County and Adoption of the Resolution and Procedures and Requirements by the Board.

AFSCME LOCAL 1782

 10-12-15

Lucas Herrera, AFSCME Local 1782 President

SANTA FE COUNTY BOARD OF COUNTY COMMISSIONERS

Robert A. Anaya, Chair

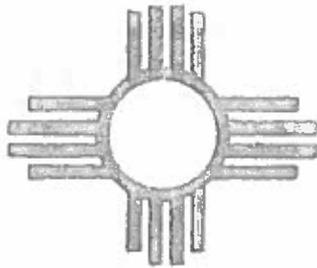
Attest:

Geraldine Salazar, County Clerk

Approved as to Legal Form:

Gregory S. Shaffer, County Attorney





The Legislature
of the
State of New Mexico

52nd Legislature, 1st Session

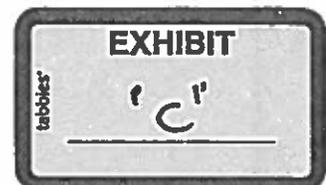
LAWS 2015

CHAPTER 78

HOUSE BILL 348

Introduced by

REPRESENTATIVE BOB WOOLEY AND REPRESENTATIVE DAVID M. GALLEGOS AND
REPRESENTATIVE GEORGE DODGE, JR.



CHAPTER 78

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

AN ACT

RELATING TO COUNTY EMPLOYEES; ADJUSTING THE QUALIFICATION
INCENTIVE PAY FOR APPRAISERS.

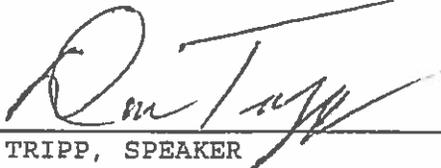
BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

SECTION 1. Section 4-39-5 NMSA 1978 (being Laws 1977,
Chapter 138, Section 2) is amended to read:

"4-39-5. ADDITIONAL COMPENSATION TO APPRAISERS.--A
board of county commissioners may provide additional
cumulative increments to the salary of any qualifying
appraiser employed in the office of the assessor as an
incentive for obtaining greater qualification levels up to the
following amounts:

- A. an additional five hundred dollars (\$500) a
year for holding an "Appraiser 1" certificate;
- B. an additional one thousand five hundred dollars
(\$1,500) a year for holding an "Appraiser 2" certificate;
- C. an additional two thousand five hundred dollars
(\$2,500) a year for holding an "Appraiser 3" certificate; and
- D. an additional three thousand dollars (\$3,000) a
year for holding an "Appraiser 4" certificate."

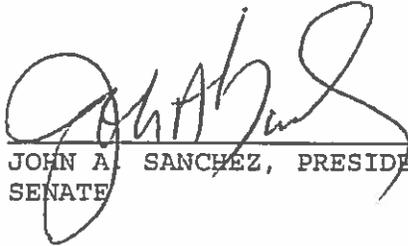
SECTION 2. EFFECTIVE DATE.--The effective date of the
provisions of this act is July 1, 2015. _____



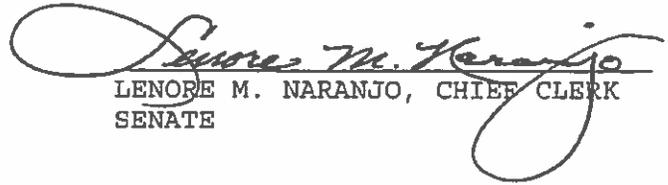
DON TRIPP, SPEAKER
HOUSE OF REPRESENTATIVES



DENISE RAMONAS, CHIEF CLERK
HOUSE OF REPRESENTATIVES

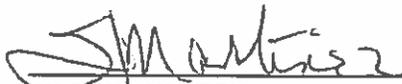


JOHN A. SANCHEZ, PRESIDENT
SENATE



LENORE M. NARANJO, CHIEF CLERK
SENATE

Approved by me this 8th day of April, 2015



SUSANA MARTINEZ, GOVERNOR
STATE OF NEW MEXICO

SANTA FE COUNTY
RESOLUTION NO. 2015-_____

**A RESOLUTION
GOVERNING INCENTIVE PAY FOR APPRAISERS EMPLOYED IN THE COUNTY
ASSESSOR'S OFFICE WHO OBTAIN APPRAISER CERTIFICATES AND COMPLY
WITH CONTINUING EDUCATION REQUIREMENTS**

WHEREAS, the Board of County Commissioners ("Board") of Santa Fe County ("County") recognizes that employing certified appraisers benefits the County as well as property owners by increasing the professional competency of appraisal staff; and

WHEREAS, the County recognizes the effort put forth by appraisers employed in the County Assessor's Office to expand their knowledge and experience by obtaining appraiser certificates; and

WHEREAS, the County has historically provided cumulative increments to the salary of appraisers employed in the County Assessor's Office who have obtained advanced appraiser certificates in accordance with Section 4-39-5, NMSA 1978; and

WHEREAS, in 2015, the New Mexico legislature amended that statutory provision to increase the cumulative increments available to qualifying County Assessor employees holding appraiser certificates; and

WHEREAS, Section 4-39-5, NMSA 1978 now provides that a "[a] board of county commissioners may provide additional cumulative increments to the salary of any qualifying appraiser employed in the office of the assessor as an incentive for obtaining greater qualification levels up to the following amounts:

- A. an additional five hundred dollars (\$500) a year for holding an 'Appraiser 1' certificate;
- B. an additional one thousand five hundred dollars (\$1,500) a year for holding an 'Appraiser 2' certificate;
- C. an additional two thousand five hundred dollars (\$2,500) a year for holding an 'Appraiser 3' certificate; and
- D. an additional three thousand dollars (\$3,000) a year for holding an 'Appraiser 4' certificate"; and

WHEREAS, continuing education is necessary to ensure that appraisers stay current with developments in the field and that the benefits associated with increasing the professional competency of certificate holders are realized; and

WHEREAS, the County desires to authorize payment of the maximum allowable cumulative increments set forth above in accordance with the associated administrative

regulations, including 3.6.3.16 NMAC, for those qualifying appraisers who maintain qualifying continuing education credits at the recommended levels identified in 3.6.3.16(G) NMAC.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. Employees in the County Assessor's Office who are qualifying appraisers and who complete thirty (30) hours of continuing educational credits every three (3) years that conform to the recommendations set forth in 3.6.3.16(G) NMAC shall be paid the maximum cumulative increment to their salary for obtaining relevant certifications as set forth in Section 4-39-5, NMSA 1978, as amended in 2015.
2. In order to receive and continue to receive the relevant cumulative increment, employees seeking the statutorily established cumulative increments to their salary must comply with the Procedures and Requirements for Cumulative Increments to the Salaries of Qualifying Appraisers Employed in the County Assessor's Office for Holding Appraiser Certificates attached hereto as Exhibit A, which are hereby adopted.
3. The increases provided for by this Resolution do not apply to the County Assessor, since the statute providing for cumulative increments for county assessors who hold appraiser certificates, Section 4-39-4, NMSA 1978, has not been amended to provide for increased cumulative increments.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2015.

BOARD OF COUNTY COMMISSIONERS

Robert A. Anaya, Chairman

Attest:

Geraldine Salazar, County Clerk

Approved as to form:

Gregory S. Shaffer, County Attorney

**PROCEDURES AND REQUIREMENTS FOR CUMULATIVE INCREMENTS TO THE
SALARIES OF QUALIFYING APPRAISERS EMPLOYED IN THE COUNTY
ASSESSOR'S OFFICE FOR HOLDING APPRAISER CERTIFICATES**

1. For employees who currently hold one or more appraiser certificates and currently receive one or more additional cumulative salary increments, the increment(s) will be effective the first full pay period that begins after adoption of the Resolution authorizing the increased increments, automatically be increased to the maximum amount allowed for the applicable certificate(s).
2. Employees who do not currently receive an increased salary increment for holding an appraiser certificate but who desire to do so must submit to the County Assessor and the Human Resources Division a copy of the appraiser certificate(s). Unless the Director of Human Resources determines that the certificate(s) are invalid, the associated increment will be effective the first full pay period that begins after submission of the certificate(s).
3. Employees receiving an increased salary increment for holding one or more appraiser certificates and who desire to receive an additional cumulative increment for holding a higher level certificate must submit to the County Assessor and the Human Resources Division a copy of the higher level certificate(s). Unless the Director of Human Resources determines that the certificate(s) are invalid, the associated increment will be effective the first full pay period that begins after submission of the certificate(s).
4. Employees receiving one or more additional cumulative increments must complete thirty hours of continuing education every three years.
 - a. For those receiving one or more cumulative increments on the date the Resolution adopting these procedures is adopted, the three year continuing education cycle shall begin on the date the increase(s) provided by the Resolution go into effect. For example, if the increase is effective October 31, 2015, recipients of the increased increment(s) will be required to have completed the thirty hours of continuing education by no later than October 31, 2018.
 - b. For all other employees, the three year continuing education cycle shall begin on the date the employee first receives an increased increment.
5. Employees shall provide the Human Resources Division with proof of continuing education upon completion of each course. Employees are required to submit proof of continuing education to the Human Resources Division no later than two weeks after the deadline for completing the continuing education. For example, if the employee's deadline is October 31, 2018, the deadline to submit proof for all continuing education is no later than November 14, 2018. If the continuing education requirement is not met or

proof of compliance is not timely submitted, all cumulative increments shall be automatically removed effective the first full pay period that begins after the deadline for submission of continuing education compliance.

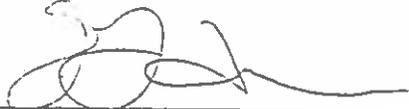
6. If an employee does not complete the continuing education requirement or timely submit proof of compliance and the cumulative increment(s) are removed, the employee may thereafter provide proof of certification and continuing education credits to the Human Resources Division. Unless the Human Resources Director determines the continuing education credits and/or certification(s) are invalid, the increment(s) will be effective the first full pay period after submission. The employee will then begin a new three year cycle based upon the date on which the increment(s) are effective.

MEMORANDUM OF UNDERSTANDING
BETWEEN
SANTA FE COUNTY AND THE AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES/LOCAL 1782

The parties to this Memorandum of Understanding ("MOU"), Santa Fe County ("County") and the American Federation of State, County, and Municipal Employees Local 1782 ("Union"), agree that Santa Fe County may increase the compensation available to certified appraisers as allowed by Section 4-39-5, NMSA 1978, as set forth in the draft Resolution Governing Incentive Pay for Appraisers Employed in the County Assessor's Office who Obtain Appraiser Certificates and Comply With Continuing Education Requirements (Resolution) attached hereto and subject to the Procedures and Requirements for Cumulative Increments to the Salaries of Qualifying Appraisers Employed in the County Assessor's Office for Holding Appraiser Certificates (Procedures and Requirements) attached to the Resolution as Exhibit A.

This MOU will be effective upon execution by the Union and the Board of County Commissioners (Board) of the County and Adoption of the Resolution and Procedures and Requirements by the Board.

AFSCME LOCAL 1782



Lucas Herrera, AFSCME Local 1782 President

10-12-15

SANTA FE COUNTY BOARD OF COUNTY COMMISSIONERS

Robert A. Anaya, Chair

Attest:

Geraldine Salazar, County Clerk

Approved as to Legal Form:



Gregory S. Shaffer, County Attorney

