

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: February 10, 2016
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director *PEG*
Via: Katherine Miller, County Manager
Re: Growth Management Monthly Report January 2016

This report is a summary of projects for Growth Management with statistics from January 2016. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

Planning Division

Affordable Housing

Home Sales

Staff facilitated the closing of a home in the Valle Vista Subdivision, this home was sold to an income range 1 buyer with a family size of 4 people.

Happy Roofs

Staff finalized a Happy Roofs contract and completed a roof project in Santa Cruz.

Income Certifications

Staff received one request to certify individuals to qualify for the Affordable Housing Program.

Subordinations

Staff received and processed one new request for a mortgage subordination on a home.

Open Space

The open space planner continues to work on the management plans for Los Potreros Open Space, La Cieneguilla Open Space and San Pedro Open Space. Community meetings for these open spaces will be held in early February; the management plans should be complete by July 2016.

Food Policy Council

Staff participated in the Food Policy Council and Land Use Subcommittee meetings and presented the Resolution to develop an Implementation Plan for Agriculture and Ranching in Santa Fe County, which the Board heard and passed on January 12th. The Resolution was supported by the 102 Grant Avenue • P.O. Box 276 • Santa Fe, New Mexico 87504-0276 • 505-986-6200 • FAX: 505-995-2740 www.santafecountynm.gov

Food Policy Council and Land Use subcommittee. The Land Use subcommittee and Food Policy Council continue to advise on work being done for the Agriculture and Ranching Implementation Plan.

The Food Policy Council is in the process of completing the first annual update for Santa Fe County's Food Plan. This update will be presented to the Board at an upcoming BCC meeting and highlights work done in the 3 major goal areas of 'Getting Food' which relates to food access, 'Learning About Food' relating to nutrition education, and 'Growing Food' relating to agriculture and resource preservation.

Transportation

MPO

The MPO approved a FTA Section 5304 Grant award to the MPO to develop a Pre Teen and Teen Independent Transit and Mobility Plan. The plan will analyze pre-teen and teen travel attitudes, perceptions, and behaviors for use in developing policies and strategies to increase transit and active transportation.

NCRTD Update:

Staff attended the Jan. 8 NCRTD Board of Directors Meeting where the NCRTD 2016 Legislative agenda was approved. The legislative agenda includes support for capital appropriations for fleet replacement, bus stop and shelter solar lighting, ADA improvements, the design and construction of a fleet maintenance facility and legislation for state transit funding. Changes to NCRTD routes were approved. The Turquoise Trail Wednesday service to Golden was discontinued due to low ridership, effective Jan. 27. Current weekday service continues for Madrid and Cerrillos. Midday service to Edgewood was also discontinued due to low ridership, effective Jan. 25.

Staff participated in the Jan. 15 NCRTD trial run for the La Cienega Pilot Transit route. Service is anticipated to start March, 2016. Maps and traffic count data were forwarded to NCRTD for route planning. Staff coordinated with NCRTD on the set up for the Feb. 6 public outreach meeting at the La Cienega Community Center.

SLDC Update

The 2015 Sustainable Land Development Code (SLDC) became effective on January 15, 2016.

Staff has initiated outreach and coordination throughout the county to begin implementing the Community Organization and Registered Organization process. Staff has met with four community groups to date and is continuing to receiving requests for start-up assistance with additional communities.

Staff has initiated development of the Transfer of Development Rights (TDR) Program. Staff is consulting with experts, other municipalities and consultants on various elements for the program.

Staff has prepared final copies of the 2015 Sustainable Growth Management Plan (SGMP) and has had additional copies printed.

Staff has prepared final copies of the 2015 SLDC and 2015 Zoning Map to various County staff and is in the process of having additional copies printed.

Economic Development Division

North Central NM Economic Development District (NCNMEDD)

The next NCNMEDD board meeting will be March 11, 2016.

Building and Development Services Division

Permits and Development Review

The following statistics are provided for permits and approvals issued in January 2016:

	January 2016
New Residential Permits - Stick Built Homes	8
New Residential Permits - Manufactured Homes	2
Commercial Building Permits	4
Number of Lots Created – Subdivision Exemptions	0 Lots
Summary Review Subdivisions	53 Lots
Commercial Business Licenses	8 Lots
Home Occupations Business licenses	4
Film Permits	5
	1

Code Enforcement

The following statistics are provided for code enforcement actions in January 2016:

	January 2016
Number of Initial Notices of Violation Issued	9
Number of Final Notices of Violation Issued	2
Number of Notices of Violation resolved without court action	5

Attached is a report that covers 2014 and 2015 of projects that were given a timeframe for complying with a condition or approval.

GIS Division

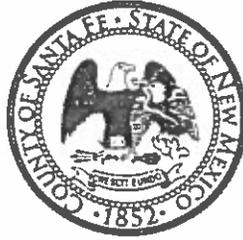
E911 Addressing

In January staff inspected 978 addresses and replaced 207 rural addressing signs.

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County Manager

Pablo Sedillo, III
Public Safety Director

To: Santa Fe County Board of County Commissioners
From: Pablo Sedillo, III
Public Safety Department Director
Via: Katherine Miller
County Manager
Date: February 23, 2016
Re: SFC Public Safety Department Monthly Report for January 2016

The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of January 2016.

CORRECTIONS DEPARTMENT Adult Detention Facility (ADF)

Administration/Security

- During the month of January 2016, the Santa Fe County Adult Detention had 740 intakes and 739 releases.
- Class 29 began the Santa Fe County Corrections Academy.
- Warden attended the New Mexico Association of Counties Legislative Conference.
- Warden attended the American Correctional Association Winter Conference in New Orleans. During the Conference he attended multiple relevant workshops.

Compliance

- Continue to collect data for the NMAC reaccreditation files from all departments.
- Continue the process of the annual review of SFC ADF policies and procedures.

Behavioral Health

- Dr. Merritt Ayad, and Director Pablo Sedillo III, presented on Mental Illness at the NMAC symposium on January 20, 2016.

Vacancy Rate/Staffing

- Vacancy Rate for Detention Officers was 31% during the month of January 2016.

Maintenance

- Construction continues on the ADF Server Room project.

Electronic Monitoring Program

- Providing services to 441 clients.
- There were 48 successful releases for November.
- Clients Financial Obligation – Paying - 28%, Waived - 0%, Unemployed - 71%, Out of County - 1%.

Youth Development Program (YDP)

Special Activities

- Display of art work completed by the youth is being displayed in the Santa Fe County Chambers, art work was completed was through the ARTsmart program.

Vacancy Rate/Staffing

- There are a total of six positions vacant at YDP. (4 - Life Skills Worker I, 1- Life Skill Worker II, 1 - Assistant Shift Supervisor).

Training/Seminars

- Nicole Deaderick, Day Reporting Supervisor, attended the New Mexico Edge program from January 18 through 20th.

Inspections/Audits

- Annual State of New Mexico Environment Department Inspection of Kitchen conducted on January 27, 2016.
- Received State of New Mexico Children, Youth and Families Department Juvenile Detention Facility Certification and report on January 29, 2016. Certification issued from January 7, 2016 through January 7, 2017.

Day Reporting

- Day Reporting Program resumed operations on August 31, 2015. Hours of Operation will be from 8:00 am until 2:00 pm.
- There were two resident referrals for the month of January and a total of five residents since August 31, 2015.
- Santa Fe Public Schools has not provided a teacher for the Day Reporting program since August 31, 2015.

Population

January 2016

○ Intakes	○ 35
○ Releases	○ 31
○ Male Intakes	○ 23
○ Female Intakes	○ 12
○ Average Daily Population	○ 16

FIRE DEPARTMENT

Total Emergency Responses – 410

EMS – 339

Fire and other related calls – 71

Operations and Administration

- Work with Human Resources on completing testing and entrance requirements for ten new career cadets. Academy scheduled to start February 8th.
- SFCC Paramedic class resumed after winter break, two paramedic students doing well.
- Ambulance billing revenue \$82,883 for the month. Annualized revenue approximately 1% under projected budget. Great job by the ambulance billing team, as they are short staffed.
- Contract negotiations with Fire Union on-going. Current contract has expired.
- Hazard Mitigation Plan work continues. Public meetings in February. Anticipated completion July 2016.
- Medical Director Contract completed, Dr. Ryan Hodnick is our new Medical Director for Emergency Medical Services.
- Accepted new Edgewood brush truck. Working on vehicle specifications for La Puebla and Pojoaque Districts. We should take delivery of a new Tesuque District fire engine in March.
- La Puebla Fire District ISO inspection completed. Expect results in approximately six months. Chimayo District inspection scheduled for April.
- Work on gaining Land Use approval for Agua Fria Training Tower. We met with the Agua Fria Community Association on this project.
- Work on EMS Fund Act applications for fourteen (14) Districts and EMT license renewal process.
- Forty-one (41) Apparatus Repair Orders processed.
- Met with Rio Arriba Fire Marshal on an updated mutual aid agreement between SFC and RAC.
- Galisteo District Chief Jean Moya is the 2016 President of the Santa Fe County Volunteer Chiefs Association.
- Fifty-two (52) repair orders processed by Fleet Section with twenty-two (22) purchase requisitions submitted.
- Fleet Mechanics responded to three structure fires countywide with SCBA Air Truck.
- Completed fourteen (14) of seventeen (17) annual ambulance inspections for 2016 NMPRC report.

Fire Prevention and Wildland

- Business registrations – 7
- Development Reviews – 11
- Burn Permits - 13
- School and business inspections – 29
- Hydrant testing - 0
- Pre-school/School fire and injury prevention presentations/Health Fair – 3
- Community meetings conducted - 1

- 13 training sessions conducted for 84 firefighters
- Residential property assessments – 3

Volunteer Recruitment and Retention

- New member applications received and approved – 5 (YTD 05).
- Extensive planning and preparing to lead the 2016 career cadet academy.

Emergency Management

- Conducted training in Rapidly Expanding Complex School Incidents for Pojoaque School District.
- Met with the SFCC President on re-establishing the campus CERT (Community Emergency Response Team). Work is underway.
- Attended Torrance County winter storm response after action report meeting.
- Presented Mass Care training for Santa Fe Community Organizations Active in Disasters.
- Participated in New Mexico 2016 WIPP exercise kickoff planning meeting.
- Attended SF Public Schools District Safety Meeting.
- Met with the new Rio Arriba Emergency Manager and conducted a tour of our program for the new Taos County EM.
- Facilitated Technical Rescue Team training throughout the month.
- Maintain operational readiness of Fire Department/Emergency Management equipment and apparatus.
- Activity related to the Mitigation Planning Team.

RECC

- **Operations**

- Total Telephone Calls Handled (incoming and outgoing)
 - January – 30,357
- Total calls Received via 911
 - January – 6,286
- County calls requiring response agency dispatch
 - January – 6,226
- City calls requiring response agency dispatch
 - January – 11,483
- Town of Edgewood calls requiring response agency dispatch
 - January - 500

- **Staffing**

- Currently awaiting approval from HR for 1 Call Taker to promote to ECS III.
- We are in the process of completing reference checks on 3 Trainees to submit to HR for approval
- Vacancies
 - 1 Trainee position
 - 3 Call Taker positions

If you have any questions, I can be contacted at 992-3092. Thank you.

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County Manager

MEMORANDUM

DATE: *February 4, 2016*
TO: *Board of County Commissioners*
VIA: *Katherine Miller, County Manager*
FROM: *Michael Kelley, Public Works Department Director*

ITEM AND ISSUE: *BCC Meeting February 23, 2016*
Public Works Monthly Report for January 2016

DISCUSSION

Operations and Maintenance

Charts 1 and 2 below show our monthly work order volume. A more detailed break-out can be seen in Table 1, attached.

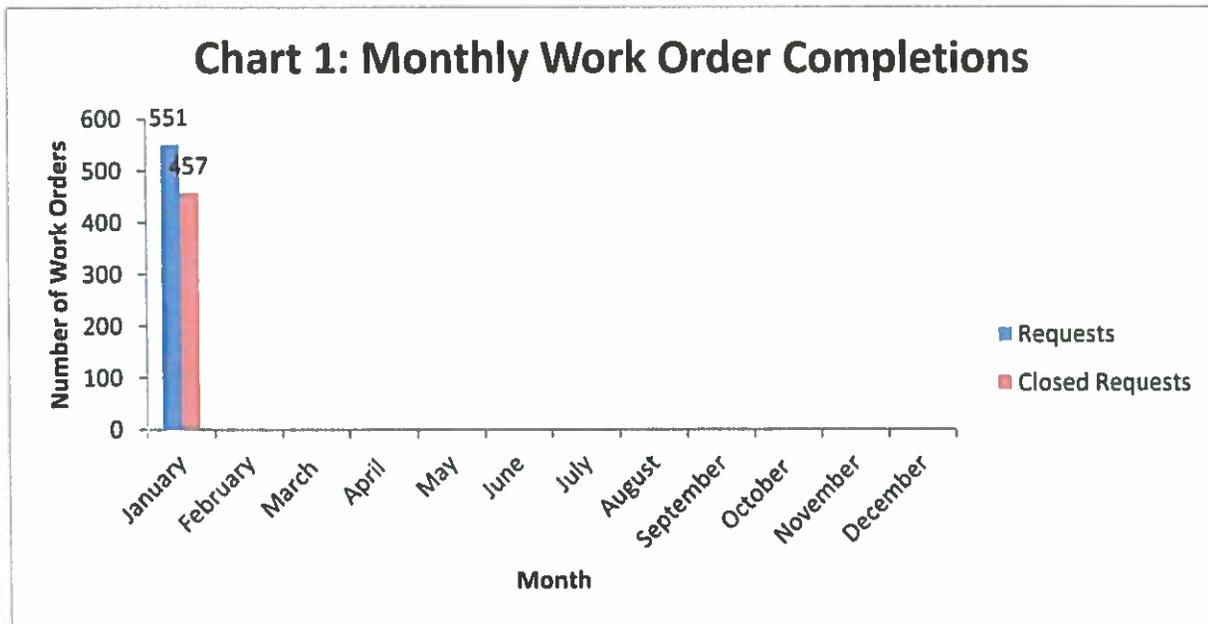
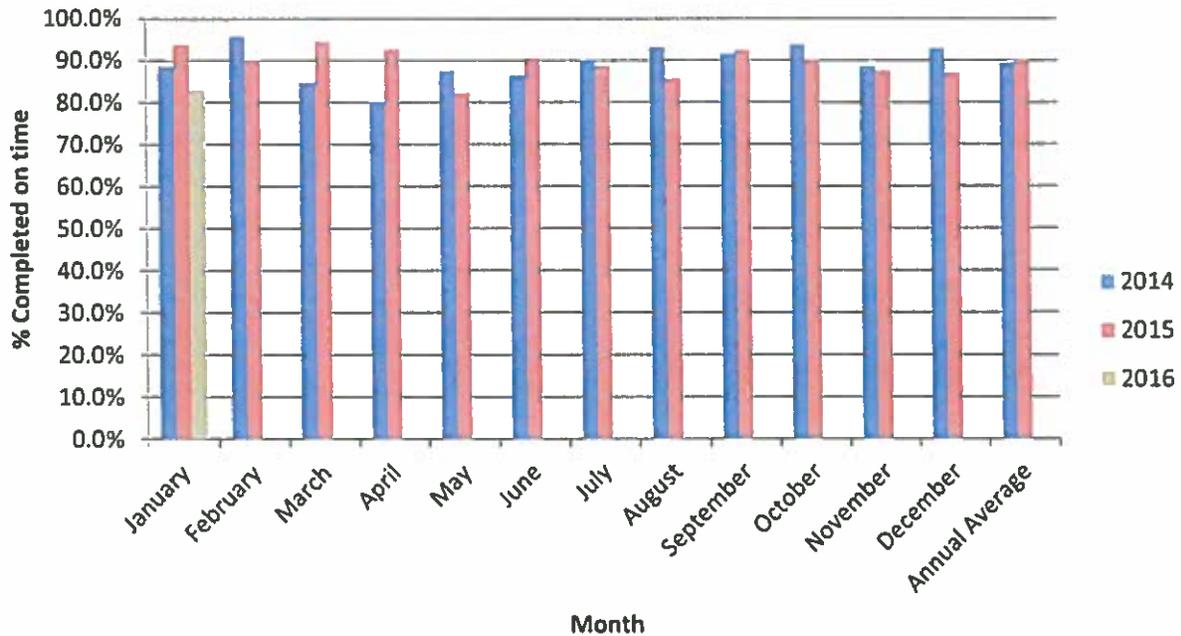
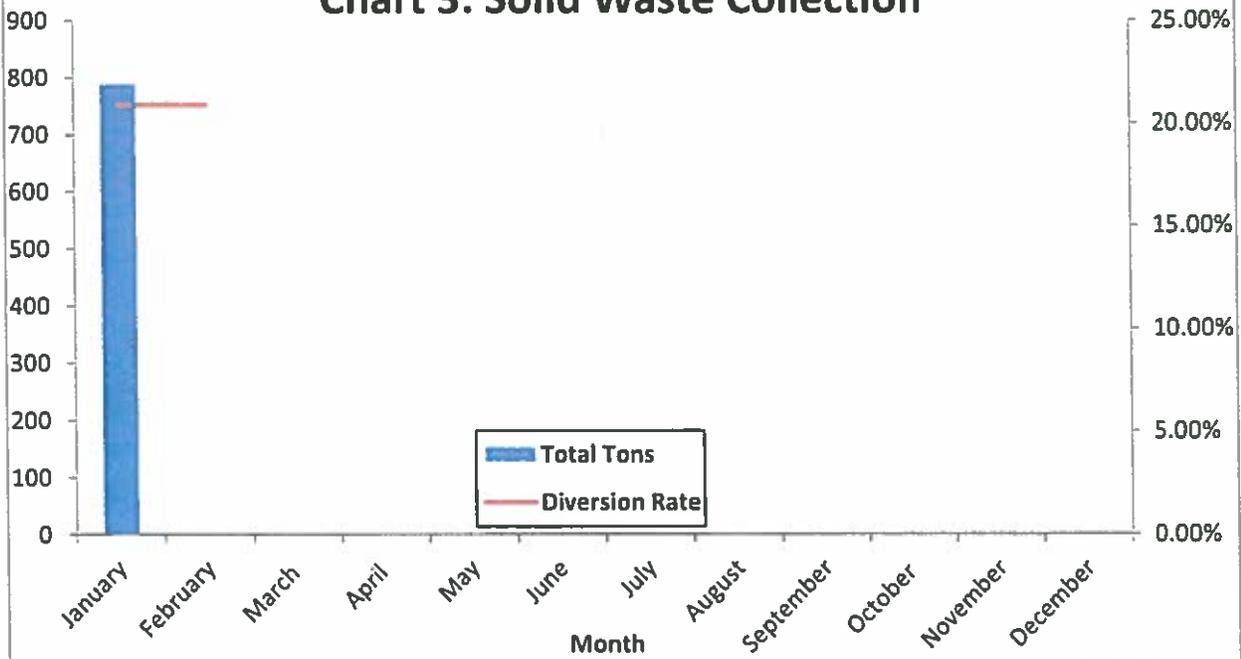


Chart 2: Year-to-Year Work Order Completion Rates



Solid Waste: The County average diversion rate was 14.45% in 2015. The month of January diversion rate was 20.91%, bringing the year-to-date average to 20.91%. See chart below.

Chart 3: Solid Waste Collection



Solid waste permits sales are shown below.

Permit Type	Number of Solid Waste Permits Sold	
	Jan 16	CY16
1-trip	11	11
6-trip	26	26
6-trip/senior	8	8
6-trip/low income	1	1
6-trip/veteran	1	1
12-trip	169	169
12-trip/senior	121	121
12-trip/low income	0	0
12-trip/veteran	29	29
Bag tags	60	60

Utilities:

Jerry Schoeppner, County hydrogeologist, recently converted a water quality monitoring well at the decommissioned Valle Vista wastewater treatment facility to an Office of the State Engineer designated monitoring well RG-95799-POD1. The new designation of this well as a water level monitoring well allows Utilities to terminate DP-93, thus ending the costs and staff time associated with quarterly monitoring and reporting requirements.

Three Utilities employees attended water loss and non-revenue water training in Albuquerque on February 5, 2016. The training, together with the American Water Works Association (AWWA) water loss calculator and manual, will assist Utilities in identifying and tracking unauthorized consumption, apparent losses, and real losses.

Buckman Direct Diversion Board (BDDDB) appointed Denise Fort as the new “at-large” member of the BDDDB, with Mr. JC Helms serving as the alternate. The terms for the new members will begin in March. At the February 4, 2016 meeting, Conci Bokum was honored for her ten and one-half years of service on the board as the “at-large” member.

Project Delivery:

Road Projects:

- **CR67F, La Barbaria Drainage and Road Improvement Project:** Consultant team is currently waiting for better weather conditions to begin topographic surveying. On February 3, 2016, a project update was presented to Tina Salazar, Constituent Services for District 4, Robert Martinez, Assistant Public Works Director and six (6) residents that live along CR67F.
- **NE/SE Connector Alignments:** Amendment No. 2 for the MOU between NMDOT and Santa Fe County for design and construction of the NE Connector was approved on December 8, 2015

and delivered to NMDOT on December 11, 2011 for final signatures. Meeting held with Purchasing on January 26, 2016 to discuss format of RFP for SE Connector. Meeting held with NMDOT on January 27, 2016 to discuss incorporating all NMDOT requirements into the County's RFP for Design Services.

- **CR55A General Goodwin Drainage and Road Improvements:** Santa Fe Conservancy Trust scheduled to present proposed design for the retention pond on Mr. Hyatt's property to the Santa Fe Conservancy Land Committee on December 1, 2015. Mr. Richard Hughes, Chair of the Santa Fe Conservancy Trust, provided his response to SFC on December 15, 2015 and Mr. Mike Hyatt provided his response on December 22, 2015 in favor of the Retention Pond preliminary design and moving forward with the project. Prior to moving forward with further design, Santa Fe County will meet with Mr. Hyatt and Santa Fe Conservancy Trust to discuss construction and acquisition of maintenance easements.
- **CR54 Los Pinos All Weather Water Crossing:** IFB review is 90% complete. Amendment to Bohannon Huston's contract to add Inspection Services has been approved and executed. The court hearing for the Las Estrellas structure scheduled for December, 2015 was postponed. This project is on HOLD pending legal resolution of issues with removing the existing bridge.
- **Old Santa Fe Tail Multi-Modal Road Improvements:** Projects staff is working with Salls Brothers Construction on the third submittal of new fencing specifications required for the Ortiz Property. On February 4, 2016, a meeting was held with Century Link, Salls Brothers Construction and MolzenCorbin to discuss utility relocates in anticipation for road work that is scheduled to begin at the end of March 2016.
- **Vista Redonda Drainage and Road Improvements:** Santa Fe County Legal Department completed and mailed response on January 21, 2016 to AAC Construction attorney. Response from AAC Construction forthcoming. A meeting is scheduled for February 8, 2016 to review Santa Fe Engineering's submittal requesting amending their contract for additional services.
- **CR50A San Jose Road Drainage and Road Improvements:** Discussions from the meeting to obtain drainage easement reflect a lack of commitment from all four parties. Projects staff met with County Commissioner liaison Chris Barela on January 14, 2016 to see if a decision as to how to proceed with this project has been determined. Staff is recommending the BCC review current circumstances and cancels this project until such time when easement issues are resolved.
- **CR89C Calle Catalina:** Environmental Assessment Phase 1 reporting began on December 7, 2015. Land acquisition appraisals began December 14, 2015. Individual meetings with property owners occurred January 14, 2016 and January 16, 2016. Completed all coordination with residents along CR89C for the Phase I Environmental Assessment report on January 27, 2016. Draft report is expected on February 5, 2016. An advance copy has been sent to appraiser in order to complete property appraisals.

2016 ANNEXATION PHASE 2C ROAD PROJECTS – Will be meeting with Eric Aaboe to ensure funding is budgeted for these projects.

- **Remuda Ridge Subdivision:** Completed road measurements on October 28, 2015. Estimates and bid sheets are being developed. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services.
- **Rancho de la Luna Subdivision:** Completed road measurements on November 10, 2015. Estimates and bid sheets are being developed. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services.

2015 Bond Road Project

- **Race Track Subdivision:** Met with Santa Fe Engineering on December 3, 2015 to discuss drainage study and review drainage easement requirements, drainage flows within this subdivision and preliminary easements widths for affected properties. Final drainage report will be submitted on December 14, 2015. Meeting with SFC upper management and District 1 liaison will be scheduled week of February 5, 2016 to review the drainage study. Meeting with affected property owners are being scheduled.

2016 Bond Road Projects

- **1st Street Improvements for Cerrillos:** Completed road measurements and road cores on October 19, 2015. Developing estimates for paving and chip sealing to ensure that there is sufficient funding, 100% complete. Funding is budgeted. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services.
- **Pinon Hills Subdivision:** Completed road measurements on November 16, 2015. Estimates and bid sheets are being developed. Funding is budgeted. Meeting scheduled for February 11, 2016, with Purchasing to discuss moving forward with On-Call Construction Services.
- **County Administrative Office Campus (A/E RFP):** Purchasing is in continuing contract negotiations with the selected Design Firm.
- **County Administrative Office Campus (Commissioning Agent RFP):** The RFP Selection Committee met Wednesday, January 27 and selected 3 Commissioning Firms for Short-list Oral presentations to be held February 12, 2016
- **County Fairgrounds Ag Extension Office:** The pre-RFP proposal meeting was held Feb 3 – 10am to 12pm at the Projects conference room. Site visit was conducted directly after the meeting. Proposals are due Friday, February 26, 2016
- **Public Works Expansion Phase II:** Purchasing is working to advertise the RFP. The schedule of procurement events is pending.
- **Nancy Rodriguez Community Center:** The LOI is being finalized and will be advertised within the next 2 weeks. Karen Emery will prepare the schedule – Pending.
- **PW Fleet Maintenance Doors:** This will be procured at mid-year budget adjustment and will be under Fleet maintenance budget.

- **PW Admin, HVAC:** A Draft Scope of work for a LOI to procure Mechanical Engineering Design Services in order to assess and recommend improvements to the existing HVAC systems at the Public Works building. Scope includes cost estimates for proposed alternate recommendations. The Scope of Work is being finalized and will be sent to Purchasing by Wednesday, February 10, 2016.
- **Adult Detention Facility Master Plan:** Projects staff to meet with Pablo Sedillo and Erika Lovato February 15, 2016 to confirm the Scope of Work prior to conducting the full stakeholder meeting to gather input and to make final revisions to the SOW. Five A/E firms with strong detention facility experience have been identified and contacted for interest.
- **Stanley Cyclone Center-Phase 2:** Sub-Contractor has completed most of the dirt work. The contractor has completed pouring the footings and the stem wall, concrete is about 80% complete. Subs are installing utilities that go under the concrete floors. Fire line is about 70% complete. Power has been completed to the property. Secondary power is needed for the Fire Pumps this will be on the North East side of the property. The contractor had weather interruptions but and was recently able to resume work. The concrete subcontractor will be onsite Friday 5 to check forms in prep for next week's pours.
- **Women's Health/Senior Services Renovation:** Senior Services has requested additional furniture from Creative Interiors. They are waiting on a cost proposal.

Adult Detention Facility / Youth Development Program Projects

- **Server Rooms:** Change Order No. 1 was submitted to purchasing on January 26, 2016 for processing and was returned to meet a Purchasing request that all three change orders be combined into one change order. The combined/revised change order No. 1 will be re-submitted to purchasing. The date of substantial completion will be revised to April 6, 2016. The project is progressing smoothly and is approximately 80% complete.
- **Replace Storm Water Catchment Structures:** Blueline Construction will return to the ADF on February 8, 2016 to complete the work for the drain line extension requested as part of Change Order No. 2.
- **Jacona Transfer Station:** The project will be rebid as an RFP. The date to advertise the re-bid has not yet been established.

Utilities Projects

- **Quill Wastewater Treatment Facility Sludge Disposal Plan–Construction Phase:** Project Manager has submitted documentation to hire Waste Hauler/Contractor to remove and dispose of sludge in compliance with NMED requirements. Completion projected for March 2016.
- **Vista Aurora Subdivision Sewer Line Upgrade–Design Phase:** Project Manager is proceeding with the procurement of Engineering Design Services.

- **La Cienega Water Line Improvements–Construction Phase:** County Attorney has placed the contract award for this project on hold based on legal concerns.
- **UDV Temple Cost Estimate Verification–Construction Phase:** Construction schedule completion date has been extended to March 1, 2016.
- **Old Santa Fe Trail TL2N Waterline Extension–Construction Phase:** Contractor is continuing work on Old Santa Fe Trail. Issues of City/County coordination are being discussed as work continues.
- **Madrid Fire Station Fire Protection System–Design Phase:** Project Manager is proceeding with Design Phase of project.
- **Lamy Junction Waterline Extension–Design Phase:** Project Manager is obtaining a Cultural Resource Survey of waterline alignment. Recent snows have delayed the start of field work.
- **TL6S Waterline Extension–Design Phase:** Project Manager is obtaining a Cultural Resource Survey of waterline alignment prior to completion of bid documents for the bidding of the work. Plans are at 95% complete.
- **ADF Kitchen Floor Removal – Project Support:** Pre bid conference is scheduled for February 10, 2016.
- **Agua Fria Utilities Plan–Design Phase:** Project Manager is proceeding with the procurement of Engineering Design Services.
- **Chupadero Hydrologic Survey Planning Phase:** Scope of work for this project needs clarification. The Project Manager will obtain additional information regarding the basis for a new well for the Chupadero Community.

Park and Open Space Projects

- **Romero Park:** The Landscape Contractor's work is suspended until the spring. The Landscape Contractor will remobilize in April to complete the irrigation, landscaping and installation of the sod. Ordered playground equipment on December 28, 2015. The first shipment of the playground equipment was delivered on January 6, 2016. The rest of the equipment is scheduled to arrive in mid-April. Received purchase order for playground installation on January 29, 2016. Coordinating installation with equipment supplier and Landscape Contractor.
- **Arroyo Hondo Trail:** Received executed ROE with Century Bank on February 3, 2016. Followed up with CCAA on January 14, 2016. They are having their attorney review the ROE. Sent ROE forms to La Pradera to review on January 26, 2016. Followed up with Warren Thompson on February 1, 2016. Scheduled meeting with the engineer to review the design schedule on February 10, 2016.
- **Mt. Chal:** Tierra ROW spoke with Mr. Aitken on January 12, 2016. He is not willing to sell the whole parcel to the County. He is having his attorney review the Purchase

Agreement for the access easement and cap area. I spoke with Mack Dickerson on February 4, 2016. He is talking with Mr. Aitken on a weekly basis to negotiate the purchase.

- **Pojoaque Sports Fields:** Staff submitted the PPR for the additional services request from the Landscape Architect for the Phase II design to Purchasing on January, 7 2016. Approved contract amendment is pending.
- **Rio Quemado Watershed Restoration:** The certificate of substantial completion for the structures on the Rio Santa Cruz was issued on December 16, 2015. The contractor will remobilize in the spring to complete construction of the structures on the Rio Quemado. Completion is expected in March 2016.
- **Thornton Ranch Open Space:** Submitted the State Land Office Business Lease Application on January 6, 2016. Planning to hold a follow up tribal consultation meeting March 8-9, 2016. Meeting with adjacent landowners to notify them of the Master Plan process.
- **Agua Fria Monument Sign:** Sent request to Finance to close the purchase order on January 21, 2016.
- **Santa Fe Rail Trail Section 4:** The IFB was advertised January 11, 2016. The Pre-Bid Conference was held February 4, 2016. The bids are due February 29, 2016. Plan to award the construction contract at the March 29, 2016 meeting. Final walkthrough for Segments 2-3 with NMDOT was held on January 28, 2016. NMDOT is auditing the files.
- **El Camino Real Retracement Trail FLAP project:** The next conference call is scheduled for February 9, 2016. A Public Meeting is planned for February 17, 2016. Tribal Consultation Letter and Public Scoping Letter is scheduled to be sent out by February 5, 2016.
- **Santa Fe River Property Acquisition:** Nix's Closing Date is scheduled for February 11th and Hilgendorf's February 22nd. Staff and Tierra ROW Consultants met with Dawson Survey and BLM to discuss strategy for acquiring parcels accreted to Small Holding Claims in Section C (Caja Del Oro Grant to Cottonwood Drive).
- **Santa Fe River-Frenchy's to Siler Design Update:** Weston's attorney and County Legal are in negotiations over indemnification Clause.

Action Items and Updates on the Santa Fe River Greenway Property Acquisitions

Priority A (Frenchy's to Siler) Updates:

- **MOA:** The MOA was approved by the BCC on 1/12/16.
- **Nix, Zaporah:** **MB will call Kay Jones** and ask her to begin preparing estimated closing statements with the closing date set for 30 days from the MOA being approved. **MD and MB will review** the statements and then send to SK to prepare the purchase orders. After they have been reviewed, **KA will set up appointments** with Nix and Zaporah to review the closing statements with the property owners and verify their schedules for signing documents.

- Romero: **KA will contact Anthony Romero** to touch base on the offer presented to him. SK recommended letting him know that we need to move forward; he is welcome to present documentation supporting a higher valuation, but he needs to do so quickly; SK recommended giving him a deadline to make a decision before the County proceeds to condemnation.
- Costello: KA prepared a ROW commitment for the County to construct the wall as part of the project and sent it to SK. **SK will determine who needs to sign it at the County.** The offer package needs to be revised to subtract the value of the wall. SK advised that because it is only a change in the value; the revised offer package does not need to be reviewed by Roberta Joe before Kelly presents it.
- Boylan: KA has received no response from Karl Sommer to his numerous phone calls/emails. **MD will email Karl** and advise that the project needs to move forward now that the BCC has approved the MOA.
- Krause: MD advised that the next communication should be by letter. **KA will draft the letter for MD's review.** The letter will reiterate the offer to purchase an easement and the offer of just compensation. CB advised that the letter will need to be written carefully to make it clear to Krause that the County will maintain full possession of the easement area; Krause will be fenced out of the easement area and will not have use of this portion of the property. CB wants to ensure that future management and maintenance of the easement by the County and City is made clear to Krause so that there aren't conflicts in the future. **MD will send the letter to the entire group for review and comment after he has reviewed it.**
- Hilgendorf: Acquisition package is being submitted to Purchasing today for final County signatures.
- Lewis Cowell: KA is trying to get a hold of Susan Montoya to present answers to her questions; **KA will set up an appointment** for SK to present answers in person to avoid further back and forth with questions/answers regarding engineering plans.
- Paul Padilla: SK is waiting for offer package to return from Purchasing.
- Rivera: KA was unable to reach her by phone this week; **KA will call her again** and let her know he needs to move forward with presenting offer to her son.
- Castillo, Sandoval: **KA will schedule offer presentations.**
- Prajna: Waiting for appraisal; **MB will email Travis to request delivery date.**
- **Priority B (Siler Road to San Isidro Crossing) Updates:**
- Teng: SK is routing through County for final signatures.
- Lemus: Michael Rabb is working on the application for partial release and hopes to have it completed this month.

- Appraisals: Visser and Haggard are outstanding from Travis. SK reported that the Visser redraw is delayed because the engineer misunderstood which parcel was affected; the surveyor will need to receive permission from the engineer for the correct parcel. **MB will email Travis regarding a delivery date for Haggard.**
- Review appraisals: Montoya, Maes, Paul and Johnson are outstanding from Kris. MD called Kris during the call and reported that Kris will work on these next week and they should be completed quickly because he has already had several discussions with Travis. MB and SK met with Vicki Lucero, SFC Floodplain administrator, who supported our reasoning for developable/undevelopable land. Vicki reported that the new Sustainable Development Land Code went into effect 1/8/15; Kris is concerned that the date of this law is after the effective date of the appraisal. CB reported that she thinks the SDLC incorporates the old floodplain ordinance and that the 75' setback was in effect before as well. **CB will check the floodplain ordinance and report back. MB will send the SLDC citation and floodplain ordinance citation to Travis and Kris.**
- Maes: SK will set up appointment with Mark Hogan and Eric Aaboe.
- Priority C (County Road 62 South to Hwy 599) Updates:
- MB will set up appointment with Sarah N. from BLM.

ACTION REQUESTED:

None; for information only.

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

MEMORANDUM

To: Santa Fe County Board of County Commissioners

From: Bernadette Salazar, Human Resources Director

Via: Katherine Miller, County Manager

Date: February 9, 2016

Re: HR Monthly Report for January 2016

Topic:

The HR Division provides the Santa Fe County Board of County Commission with a monthly report regarding highlighted HR information and events. The purpose of this memo is to provide you with information for the month of January.

Training and Employee Development

Throughout the month of January, Human Resources conducted eighteen training sessions. Two hundred seventy-one employees attended these training sessions. Human Resources supported ninety-three New Mexico Edge classes for thirty-three Santa Fe County employees. This resulted in a total of \$4,350 of financial support for the NM Edge courses not inclusive of per diem costs. This is a great opportunity for employees to attend courses specifically related to their jobs as local government employees and also provides them with the resources to obtain nationally recognized certifications. Five County employees graduated with NM Edge certifications in January. Additionally, three tuition assistance applications were processed and approved for the total amount of \$486.00. Tuition assistance provides financial support for employees to obtain a job related degree.

Employee Benefits and Wellness

Important Insurance Changes:

Effective January 1, 2016, there were many insurance changes. The life insurance carrier was changed to Minnesota Life instead of Standard and with this change, employees were required to pay Minnesota Life directly for their supplemental and dependent life premiums. Submitting premiums via payroll deduction for supplemental life and dependent life is no longer an option.

SANTA FE COUNTY
Human Resources - Statistics - JANUARY 2016

Department	Division	Regular	Part Time	Full Time	Elected Officials	Temp	Vacancies	Total Positions
01-COUNTY MANAGER	COUNTY MANAGER ADMINISTRATION	8		8			1	9
	COMMISSION	5		5	5			5
	HUMAN RESOURCES DIVISION	12		12				12
	FINANCE DIVISION	22		22			3	25
01-COUNTY MANAGER Total		47		47	5		4	51
02-LEGAL DEPARTMENT	LEGAL ADMINISTRATION	8		8			1	9
02-LEGAL DEPARTMENT Total		8		8			1	9
15-ADMINISTRATIVE SERVICES DEPARTMENT	ADMINISTRATION	3		3				3
	INFORMATION TECHNOLOGY	16		16			1	17
	PURCHASING	5		5			3	8
	MAIL ROOM	1		1				1
	RISK MANAGEMENT	3		3				3
15-ADMINISTRATIVE SERVICES DEPARTMENT Total		28		28		1	4	32
04-COMMUNITY SERVICES DEPARTMENT	DWI LOCAL	7		7				7
	DWI TEEN COURT	2		2				2
	DWI COMPLIANCE	1		1				1
	INDIGENT HOSPITAL FUND	3		3				3
	EMS-HEALTH CARE	3		3				3
	MOBILE HEALTH FAIR VAN	3	1	2			2	5
	SENIOR PROGRAMS - ADMIN.	29		29		2		29
	ADMINISTRATION	4		4				4
	POJOAQUE SATELLITE OFFICE					1		0
	EDGEWOOD SATELLITE OFFICE					1		0
04-COMMUNITY SERVICES DEPARTMENT Total		52	1	51		4	2	54
05-GROWTH MANAGEMENT DEPARTMENT	LAND USE ADMINISTRATION	4		4				4
	PLANNING	9		9				9
	GIS	9		9				9
	AFFORDABLE HOUSING-COUNTY	1		1				1
	BUILDING & DEVELOPMENT	15		15				15
05-GROWTH MANAGEMENT DEPARTMENT Total		38		38				38
19-HOUSING DEPARTMENT	ADMINISTRATION	9		9			3	12
	HOUSING SECTION & VOUCHER	2		2				2
	HOUSING CFP - 2013	1		1				1
19-HOUSING DEPARTMENT Total		12		12			3	15
06-PUBLIC WORKS DEPARTMENT	PUBLIC WORKS ADMIN.	13	1	12				13
	FLEET SERVICE	7		7			2	9
	TRAFFIC ENGINEERING	6		6			1	7
	SOLID WASTE	21	1	20			2	23
	ROAD MAINTENANCE	33		33			9	42
	PROPERTY CONTROL	12		12			3	15
	BUILDING SERVICES	17	1	16			1	18
	PROJECT DEVELOPMENT DIV	8		8			2	10
	OPEN SPACE	4		4			2	6
	AAMODT	1		1				1
	WATER	15		15			4	19
	WASTEWATER	1		1				1
06-PUBLIC WORKS DEPARTMENT Total		138	3	135			26	164
08-PUBLIC SAFETY DEPARTMENT / FIRE	FIRE ADMINISTRATION	24		24			7	31
	FIRE REGIONS	68		68			8	76
	WILDLAND PROGRAM	3		3				3
08-FIRE Total		95		95			15	110
18-PUBLIC SAFETY DEPARTMENT / CORRECTIONS	01-ADMINISTRATION	6		6				6
	60-ADULT FACILITY	120		120			35	155
	62-MAINTENANCE DIVISION	5		5			2	7
	63-MEDICAL SERVICES	21		21		1	9	30
	65-ELECTRONIC MONITORING	6		6			4	10
	70-YOUTH DEVELOPMENT FAC.	23		23			7	30
18-CORRECTIONS Total		181		181		1	57	238

SANTA FE COUNTY
Human Resources - Statistics - JANUARY 2016

Department	Division	Regular	Part Time	Full Time	Elected Officials	Temp	Vacancies	Total Positions
21-PUBLIC SAFETY DEPARTMENT / RECC	01-ADMINISTRATION	40		40			8	48
21-RECC Total		40		40			8	48
PUBLIC SAFETY DEPARTMENT Total		316		316			80	396
09-COUNTY CLERK'S OFFICE	REPORTING & RECORDING	13	2	11	1		8	21
	BUREAU OF ELECTIONS	12		12			1	13
09-COUNTY CLERK'S OFFICE Total		25	2	23	1		9	34
10-COUNTY TREASURER'S OFFICE	COUNTY TREASURER ADMIN.	14	1	13	1			14
10-COUNTY TREASURER'S OFFICE Total		14	1	13	1			14
11-COUNTY ASSESSOR'S OFFICE	COUNTY ASSESSOR ADMIN.	28		28	1		1	29
	PROPERTY VALUATION	10		10			3	13
11-COUNTY ASSESSOR'S OFFICE Total		38		38	1		4	42
12-COUNTY SHERIFF'S OFFICE	ADMIN/ANIMAL CNTRL/ENFORC	117		117	1		3	120
	REG.III DRUG ENF GRANT-A	1		1				1
	REG III-HIDTA GRANT	1		1				1
	DWI SEIZURE	1		1				1
12-COUNTY SHERIFF'S OFFICE Total		120		120	1		3	123
13-COUNTY PROBATE OFFICE	COUNTY PROBATE JUDGE				1			1
13-COUNTY PROBATE OFFICE Total					1			1
TOTAL		836	7	829	10	6	136	972

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
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Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director *BS*

Via: Katherine Miller, County Manager

Date: February 9, 2016

Re: Recognition of Years of Service for Santa Fe County Employees for February 2016

Santa Fe County initiated a years of service recognition program in July of 2014. This program recognizes employees on a monthly basis who have completed years of service in five year increments. Santa Fe County recognizes the value of employee retention. It is important that we express our appreciation to those employees who contribute to the County and choose to make their career with us. Employees receive a service pen with the years of service listed.

For the month of February 2016, the following employees will be recognized:

Employee Name	Department/Office	Title	Years of Service	Hire Date
Heber Garcia	PSD / Youth Development Facility	Life Skills Worker II	10	02/16/2006
Mathew Martinez	GMD/Building & Development	Development Review Specialist	15	02/12/2001
Paul Kavanaugh	PWD/Project & Facilities Mgt.	Project Manager II	20	02/29/1996
Johnny Gonzales	PWD/ Road Maintenance	Heavy Equipment Operator	25	02/19/1991

SANTA FE COUNTY

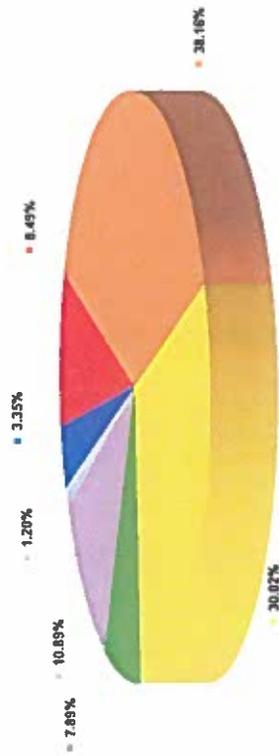
Human Resources New Hires Report
JANUARY 2016

LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
EMERY	KAREN	K	ASD / PURCHASING	PROCUREMENT SPECIALIST SENIOR	PB	1/11/2016
ADAMS	WALTER	G	PSD / CORRECTIONS	CASE MANAGER	PB	1/11/2016
ORTIZ	EDWARD	H	PSD / FIRE	VOLUNTEER FIRE FIGHTER	VF	1/9/2016
BUSHWAY	KERRIE	M	GMD / GIS	G.P.S. TECHNICIAN	PB	1/11/2016
ZAMORA	JOAQUIN		GMD / LAND USE	CODE ENFORCEMENT INSPECTOR	PB	1/11/2016
ARRIETTA	DANIEL	E	PWD / ROADS	HEAVY EQUIPMENT OPERATOR	PB	1/25/2016
JOHNSON	JACOB	C	PWD / FLEET	AUTOMOBILE BODY REPAIRER	PB	1/11/2016
HILL	RYAN	S	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	PB	1/25/2016
SPOONHOWARD	TRACE	A	SHERIFF'S OFFICE	SHERIFF DEPUTY II	PB	1/25/2016
WOODMAN	SARAH	S	SHERIFF'S OFFICE	SECRETARY SENIOR	PB	1/11/2016

LABOR STATISTICS FOR JANUARY 2016

Union Status		Percentage of Union Status		Percentage Of Employees Paying Union Dues	
AFSCME Employees	251	AFSCME Employees	30.02%	AFSCME Employees	42
NMCP SO (Sheriff) Employees	66	NMCP SO (Sheriff) Employees	7.89%	NMCP SO (Sheriff) Employees	49
AFSCME (Corrections) Employees	91	AFSCME (Corrections) Employees	10.89%	AFSCME (Corrections) Employees	48
AFSCME (Medical) Employees	10	AFSCME (Medical) Employees	1.20%	AFSCME (Medical) Employees	4
NMCP SO (RECC) Employees	28	NMCP SO (RECC) Employees	3.35%	NMCP SO (RECC) Employees	14
IAFF (Fire) Employees	71	IAFF (Fire) Employees	8.49%	IAFF (Fire) Employees	68
Total Number of Union Employees	517	Total Percentage of Union Employees	61.84%	Total Number of Employees Paying Dues	225
Non-Union Employees	319	Non-Union Employees	38.16%		
Total Number of Employees	836	100%			

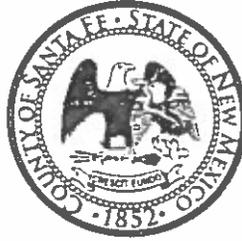
Paying Members



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

MEMORANDUM

Date: February 9, 2016
To: Board of County Commissioners
From: Jeffery Trujillo, ASD Director *JST*
Via: Katherine Miller, County Manager
Subject: Administrative Services Monthly Report – January 2016

Below is an informational report in regards to the Administrative Services Department for the month of January 2016.

Information Technology

Work Orders/Technical Support		
All IT requests are captured using a work order tracking system located on SharePoint.		309 work orders were completed/resolved in January 2016.
Systems and Network Uptime		
Unscheduled Downtime		Q1 FY 2016 Actual: 100%
Date	Description	Hours
	Total	N/A
		Q2 FY 2016 Actual: 100%
		FY 2016 YTD: 100%

Legal

Legal has processed 299 contracts, 67 resolutions, and reviewed or drafted (or participated in drafting) 7 ordinances this fiscal year.

Mailroom

The Mailroom processed the following in the month of January

Name	Items
Co. Manager	19
Human Resources	36
Fire Department	630
Finance/Payroll	795
Utilities (Water Resources)	164
Public Works	111
Land Use	27
Housing	34
Indigent/HAP	4
DWI	35
MCH	0
PFMD	1
Clerks	105
Elections	6164
Assessors	259
Treasurers	1151
Probate Judge	0
Attorney or Legal	33
Sheriff	96
Corrections Admin	0
Home for Good Program	0
Purchasing	9
PW-Solid Waste	0
Care Connection	0
HHS Admin	38
Sobering Center	0
Adult Jail	0
Teen Court	24
ASD	0
E-911	0
RECC	8
Senior Services	1
YDF	7
Natural Resources	0
Affordable Housing	0
Section 8	51
COMMISSION	0

Purchasing

January 2016 Activity

401 Purchase Orders were processed in January totaling \$1,795,911.64 encumbered and \$659,133.91 invoiced or expended.

The following procurement activities were performed by 3 Procurement Specialists, Senior, 1 Procurement Specialist and the Procurement Manager in January:

21 Active Procurements, Solicitations or Contract Processes, Including, but not limited to RFP's, LOI's, IFB's, Quotes, Grants, Leases, Price Agreements, On-Call Services, Easements, MOU's, Amendments and Change Orders. NOTE: Beginning in July, the Purchasing Division experienced a 50% reduction in force. The Division is currently at 15% reduction in force. Two positions have been filled to date and we are anticipating filling our final vacancy on February 22, 2016.

Current Solicitations to Date (February 8, 2016):

IFB's	5
RFP's	13
DOE's	0
Sole Source	2
LOI's	3

Risk Management

Number of Fire Safety Inspections	55
Number of Facility Inspections	0
Number of Road Inspections	4
Number of Worker's Compensation Processed	4
Number of Employees out on Worker's Comp	1
Number of RAP Lessons	4
Number of County Involved Auto Accidents	1
Number of Century Link Cut Cables	1
Number of Safety Trainings	8
Number of Evacuation Drills	0
Number of New Employee Orientations	2

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Commissioner, District 1

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Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners

Through: Katherine Miller, County Manager

From: Patricia Boies, Health Services Division Director, Community Services Department

Date: February 9, 2016

Re: Community Services Department Report

Health Services

As directed by the BCC, we are pursuing an application for an Accountable Health Communities Grant from Centers for Medicaid and Medicare Innovation. The grant would allow Santa Fe County to act as a fiscal agent for CMS funding of up to \$4.5 million for a five-year period to test the Accountable Health Communities model in our region. The model would build on programs and initiatives the County is already piloting and implementing, particularly around care coordination and expanded roles for emergency medical services. Santa Fe County will apply as the fiscal agent and bridge organization to align counties' health agencies and providers in our region, in order to provide more accountable health care delivery to our residents. The application, due March 31, 2016, requires memoranda of understanding with Rio Arriba, Los Alamos, and Taos Counties, as well as with the hospitals and community providers and with the NM Human Services Department.

The low birth weight prevention initiative continues to serve women at risk of giving birth to low birth weight babies in Santa Fe County. A total of 187 women have been served by La Familia's program since it began in May of 2015. The average birth weight is a little over seven pounds, and only one baby was low birth weight (below 2500 grams). Nutrition and pre-pregnancy classes have been well attended. Las Cumbres has enrolled its target of 15 women in the Que Cute program, which features intensive case management and navigation of social needs. Of the five babies born to women in the program, none have been low birth weight despite their mothers facing significant risks, including homelessness.

On the Mobile Crisis Response Team project, we convened a meeting of the PMS team and the medical directors of the City Fire and Police Department and the County Fire Medical Director, Dr. Hodnick, along with Ken Martinez of RECC and City Fire/EMS lead Andres Mercado and County Chief Sperling. The meeting was facilitated by Tom Starke. The purpose was to clarify and agree on simple protocols, which are now being drafted, for calling in, interacting with, and handing off care to the Mobile Crisis Response Team.

The Mobile Health Van now has an automated external defibrillator, which will be kept onboard. In addition, both van nurses have been recertified in harm reduction and the administration of Narcan. The van will be participating in the Nambe Heart Wellness Festival on February 11th.

Senior Services

Senior Services has moved from Camino Jacobo to the Solana Center on West Alameda, next to Public Works/Projects.

Staff continues to follow the allocation of Aging and Long Term Services capital funding during this Legislative Session. Santa Fe County has applied for \$200,000 for vehicle replacement.

The Area Agency on Aging has rescheduled their assessment of the Santa Fe County senior program until March 22-24. Originally scheduled for January 26-28, AAA staff did not attend that day due to snow, although all County staff were ready to proceed.

During the month of January, Senior Services provided 3,371 congregate meals and 5,569 home-delivered meals, as well as 503 units of transportation.

Community Safety

The DWI program has issued a request for proposals to conduct a program evaluation, focusing on the compliance/tracking/monitoring and prevention components. The deadline to respond to the RFP is February 19, 2016.

In collaboration with the Santa Fe Magistrate Court, Santa Fe Safe and Esperanza Shelter, we are developing a pilot program focusing on domestic violence offenders. The pilot will consist of Esperanza providing all necessary treatment to 12 domestic violence offenders sentenced in Magistrate Court. The DWI program will work closely with Esperanza and the sentencing judges, providing compliance monitoring for the 12 offenders sentenced to the program. We are eager to assist with this pilot, which represents a new service to the Magistrate Court.

Teen Court of Santa Fe County is hosting the New Mexico Teen Court Association meeting for Teen Courts across the state on February 9th to coincide with DWI Affiliates Day on February 10th. We are expecting 20 Teen Court Directors and approximately 40 youth.

The Santa Fe Police Department and the Sheriff's Office are now alternating staffing for Teen Court on Wednesday evenings at District Court. SFPD is well versed in the Teen Court process from their support over the past several years. The Sheriff's Office staff have been learning the process over the past three weeks. We appreciate the willingness of both to serve.

Community Operations

The contract to continue with a second year of the Imagination Library Program, once again with United Way of Santa Fe County, has been finalized for \$75,000. Imagination Library has 850 children enrolled to receive the free monthly books in English and Spanish, and the new contract targets up to 1200 children.

The Fair Board and Fair Association meeting will be held on February 15th. Three vacancies need to be filled, and officers need to be chosen.

For the month of January, there were 28 community center rentals, 18 at Nancy Rodriguez, six at La Cienega, two at Rio en Medio, and one each at El Rancho and Nambe.

DRAFT MINUTES OF THE

SANTA FE COUNTY

HEALTH POLICY & PLANNING COMMISSION

January 8, 2016

Santa Fe, New Mexico

I. This regular meeting of the Santa Fe County Health Policy & Planning Commission (HPPC) was called to order by Chair Reena Szczepanski at approximately 9:00 a.m. on the above-cited date at the Santa Fe County Community Services Department conference Room, 2052 Galisteo Street, Santa Fe.

II. The following members were present:

Members Present:

Reena Szczepanski, Chair
AnnaMaria Cardinalli
Vivian Heye
Bonnie Keene
Don Reece
Carolyn Roberts
Kim Straus
Anna Voltura

Member(s) Absent:

Judith Williams [excused]
John Abrams [excused]
[Three Vacancies]

County Staff Present:

Patricia Boies, Director, Health Services Division
Rachel O'Connor, Director, Community Services Department
Kyra Ochoa, Health Care Assistance Program Manager
Kati Schwartz, RN, Mobile Health Van
Dave Sperling, Fire Chief

Others Present:

Mark Boschelli, PMS	Dede Feldman, Consultant
Laurel Carraher, PMS	Barak Wolff, Consultant
Desiree Valdez, NMDOH	Jim Breland, PMS
Julian Duran, Blue Cross/Blue Shield	Amy Cost, RN
Prisma Orozco, BCBS Outreach	Kerry Clear, BCBS
Amy Fisher, BCBS Outreach	Kristy Trujillo, BCBS CSS
Gayle Bland, BCBS CSS	Nicole Morgan, SF Mountain Center

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Commissioner Reece moved to approve the agenda and Commissioner Roberts seconded. The motion to approve the agenda passed without opposition.

V. Approval of Minutes: November and December 2015

Upon motion by Commissioner Reece and second by Commissioner Voltura the minutes of the November 2015 and December 2015 meetings were unanimously approved as submitted.

VI. Matters of Public Concern

Desiree Valdez announced that the Health System Innovation project's application deadline was extended. The stakeholders meeting that was postponed is now tentatively scheduled for March 2016. They continue to work on the proposal.

VII. Presentations

Report on Santa Fe County's Mobile Crisis Response Team (Mark Boschelli, LPPC, LADC, and Laurel Carraher, MA, LPCC, Presbyterian Medical Services)

Mr. Boschelli indicated this was a report on the first six months of the Mobile Crisis Response Team (MCRT). He distributed handouts, which included interim statistics on the project which began on July 1, 2015. He gave a history of the situation starting with deinstitutionalization of the mentally ill in 1963 and 1984. The community outpatient facilities meant to take up the slack did not materialize, resulting in the current situation. First responders are now the contact point for this population and those with co-occurring disorders.

The purpose of the MCRT, in addition to responding to people with a behavioral health crisis, is to be proactive in linking these individuals to services. The federal government is looking into similar programs and SAMHSA has provided some funding, having noted drops in suicide rates. There is evidence supporting efficacy and savings.

Mr. Boschelli provided statistics and mentioned other innovative programs throughout the country. PMS had a crisis response unit from 1997 to 2002, funded through a grant. He stressed the importance of face-to-face encounters and substantial follow-up with multiple contacts. They have learned a great deal from this and similar programs in the past. Successful linkage appears to be key, particular with high utilizers.

The current MCRT program uses credentialed, licensed personnel, two of whom are generally sent on calls. Partnership with first responders is essential and presents "teachable moments." Mr. Boschelli summarized how encounters are dispatched and gave scenarios of how they proceed. He listed the trainings and presentations, held and planned. They are seeking funding beyond Centennial Care and the County of Santa Fe.

The MRCT has responded since July 1, 2015 to 147 calls. Additional numbers include walk-ins: 25; phone call crises, 11; clients referred: 174; 911 calls: 130; non-911 calls: 21; indigents: 65; follow-ups from first responders: 32; insufficient information: 10; cancellations: 12; wellness checks: 8; referral to psychiatric housing: 18; respite housing: 18. The overall total is 245 clients. He stressed there have been no deaths since inception.

Commissioner Reece asked about the effects of the Affordable Care Act. Mr. Boschelli said there is increased Medicaid coverage. Regarding substance abuse, Ms. Carraher said, "We're used to working with that kind of client." They do not carry Narcan, given that many first responders are now provided with and trained in Narcan administration.

Commissioner Voltura asked what would happen if someone showed up at the office experiencing overdose. Mr. Boschelli said Narcan is available at the clinic.

Commissioner Straus asked if they serve the tribal communities and Mr. Boschelli said they do.

Asked whether this was the only service of its kind in the state, Mr. Boschelli said Doña Ana County had something similar but a changeover has taken place; he was not sure if it has continued. There are few communities throughout the country that have crisis response teams, which are expensive although cost-effective in the long run.

Ms. Boies pointed out the County Community Services Department funds the project at \$350,000 for the first year, under a contract that is renewable for up to a total of four years.

Commissioner Cardinalli asked about veterans and interfacing with the VA. Mr. Boschelli said they do determine veteran status; about eight percent of the clients are vets, and they try to link them back to that system.

Commissioner Straus asked about the possibility of a SAMHSA grant. Mr. Boschelli has indicated SAMHSA wants to fund through federally qualified health centers, and PMS falls in that category. The problem is dollar siloing which makes it more difficult to compare ultimate costs.

Ms. Ochoa noted CMS is coming up with opportunities to apply for funds, emphasizing accountability and medical home models.

Commissioner Voltura mentioned PCORI grants as a possibility for additional funding.

Commissioner Keene asked how many staff were on call. Mr. Boschelli said there are always two people on call, and the program is busy. The State's Behavioral Services Division has inquired about replicating a program in Rio Arriba County.

Ms. Boies referred to a meeting earlier in the week chaired by Tom Starke with first responders and members of the Mobile Crisis Response Team, which Kyra Ochoa attended. Ms. Ochoa said the response from the first responders using the MRCT was overwhelmingly positive.

Chair Szczepanski asked if any of the clients were under 18, and Ms. Carraher said there was a surprising number and they were generally able to hook them up with children's therapists. Mr. Boschelli spoke of the teen health centers at high schools featuring same-day suicide assessment.

There was discussion of the reimbursement issue.

Commissioner Straus asked about collection of data on such things as children in the home. Mr. Boschelli said they are on the scene and through follow-ups come to understand the family dynamics.

VII. B. Ongoing Evaluation of Prospects for Community Paramedicine in Santa Fe County (Dede Feldman, and Barak Wolff, MPH)

Ms. Feldman said they would be giving a preliminary progress report on how the County EMS can be used to help the health care needs of county residents and how to meet the goals in the Health Action Plan, especially as it relates to the frail elderly population. There are interventions that can be done that speak to social determinants – safe housing, adequate food, access to primary care and behavioral health services. Health literacy is also an issue.

Fire Chief Sperling stated this is a collaboration with the County's Community Services Department. He said the County's Fire Department is not traditional, being diverse with a mix of rural and urban and spread out. He said the partnership is an incredible opportunity to determine best practices and build something sustainable.

Mr. Wolff spoke of his roots in emergency medical services, and the newest iteration – community paramedicine, also called mobile integrated healthcare. Over time, the focus has changed from basic elements to expanded services beyond transportation to the hospital. He read a 1996 vision statement looking at the future of EMS. He stressed the importance of assessing the needs of a community.

Ms. Feldman spoke of the National Association of Emergency Medical Technicians which mentions post-hospitalization follow-ups, chronic disease management, alternate destinations other than strictly hospitals, telemedicine and telephone advice at the dispatch center for non-urgent situations. She gave examples nationwide that are on the cutting edge of this movement. She said Albuquerque has a pilot program with Blue Cross Blue Shield and Mr. Clear from that program said they saw 20 people in the initial phase. There was an 80 percent decrease in emergency room visits and a 95 percent drop in ambulance transports in the first 30 days.

Ms. Feldman said this partnership also backs up hospice patients and does linkage to social services and even food services. She said the City of Santa Fe is set to begin with 20 patients/frequent callers. The goal is to find partners, identify barriers and find funding. The goal is not to increase the scope of practice but to fill in any gaps in the safety net. Additional training may be required. They are speaking with EMTs and firefighters and looking into potential grants and CMS funding.

Ms. O'Connor said this research project is being funded by the Community Services Department.

Commissioner Straus asked how savings from reduced hospitalizations could be funneled back to the program. Mr. Wolff stated that the philosophy behind the Affordable Care Act is emphasis on positive outcomes and accountability.

Ms. Ochoa said the indigent fund program has had no claims for ambulance services this year, and savings will go to intensive case management.

Chief Sperling pointed out fewer ambulance trips actually results in less money for firefighter budget. Ms. Feldman said incentives are not always aligned, and getting cooperation is a big undertaking.

VIII. Matters from the Commission and Staff

A. Director's Report (Rachel O'Connor & Patricia Boies)

Ms. Boies gave the following updates:

- January 27th will be Public Health Day at the Roundhouse. Community Services will have a table to showcase its programs.
- New Mexico Alliance for Health Councils is requesting \$700,000 from the legislature
- The BCC passed a resolution supporting funding for New Mexico Grown Fruits and Vegetables for school meals for \$1.4 million
- Food Day at the Roundhouse will be February 3rd
- January 19th is the first day of the Legislative session and also Children and Youth Day
- The online report card is to be unveiled soon
- The Network of Care being launched by the state will have resources on behavioral health and for veterans

Ms. Boies stated she testified at a Human Services Department hearing regarding proposed increased work requirements for SNAP recipients. The HPPC had opposed those increases during hearings held over the summer, and this was a second round of hearings. The work requirements have since moved forward for parents of children 13 and older.

Ms. O'Connor stated the jail's first re-entry specialist position has been filled and they are funding a second position. She added she is on a LEAD steering committee aimed at reducing drug overdose through increased availability of Narcan.

B. Other Matters from the Commission

None were offered.

IX. Future Agenda Items

A. Possible Agenda Items for Future Meetings

The following topics were mentioned:

- Update on low birth weight initiatives
- A report on the lower teen birth rate, possibly something from the teen health clinic
- Colorado has an effective program to delay parenting in teens using awareness and long-acting reversible contraceptives; money would have to be raised from private sources

X. Announcements

A. Next HPPC meeting Friday, February 5, 2016, 9 a.m., Santa Fe County Community Services Department Conference Room, 2052 Galisteo Street, Santa Fe

XI. Adjournment

This meeting was declared adjourned at approximately 10:50 a.m.

Approved by:

Reena Szczepanski, Chair
Health Policy & Planning Commission

Respectfully submitted by:

Debbie Doyle, Wordswork

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

Memorandum

To: Santa Fe Board of County Commissioners

From: Carole H. Jaramillo, Finance Division Director

Via: Katherine Miller, County Manager

Date: February 10, 2016

Re: *Financial report for the month ending 1/31/2016*

ISSUE:

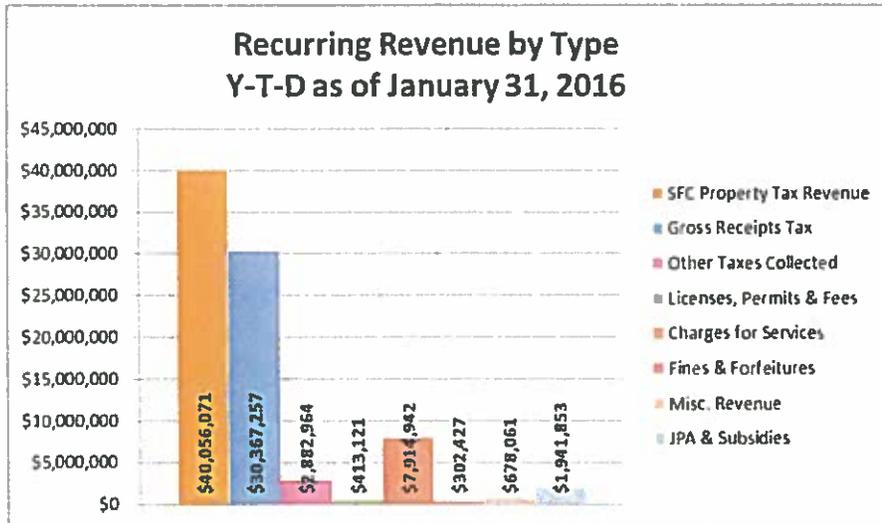
Presented herein, is a report summarizing the financial activities of the County fiscal year-to-date through the month ending January 31, 2016.

BACKGROUND:

This report presents a comparison of recurring revenues and expenditures and highlights various capital expenditures which are non-recurring. Also highlighted are major sources of revenue: property taxes and gross receipts taxes, with year over year comparisons to fiscal year 2015.

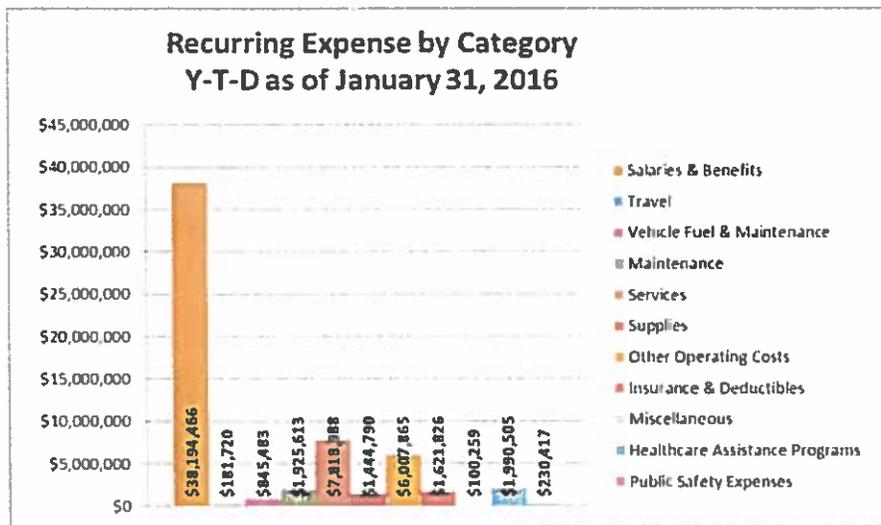
Recurring Revenue

Through the month of January, the recurring revenues collected totaled \$84.6 million. The recurring revenue collections were \$4.4 million greater than the same period in fiscal year 2015. Collections of gross receipts taxes, in total, are higher than FY 2015 collections through January 31, 2015, by \$2.8 million and other taxes are higher by \$0.2 million for that period. There were decreases in miscellaneous revenue (\$0.9 million) and JPAs and subsidies (\$0.2 million) during the same period. The remaining difference is primarily attributable to increases in charges for services (\$0.8 million). While gross receipts tax revenues are significantly higher than the same period in FY 2015 it should be noted that \$1.8 million of that amount is attributable to Hold Harmless GRT, collection of which began in September 2015. The remaining increase in gross receipts tax collections is for business activity in the months of May 2015 through November 2015.



Recurring Expenses

Through the month of January, the recurring expenditures total \$60.4 million. This exceeds the prior year expenditures of \$57.4 million for the same period by \$2.9 million or 5.1%. This increase is primarily due to increases in salaries and benefits (\$0.4 million), maintenance (\$0.1 million), services (\$1.6 million), supplies (\$0.1 million), other operating costs (\$0.7 million), healthcare assistance (\$0.2 million) and insurance and deductibles (\$0.2 million). There were also offsetting decreases in, vehicle fuel (\$0.3 million) and miscellaneous expenses (\$0.1 million). The chart below represents the amounts expended for the various categories of recurring expenses through January 31, 2016.

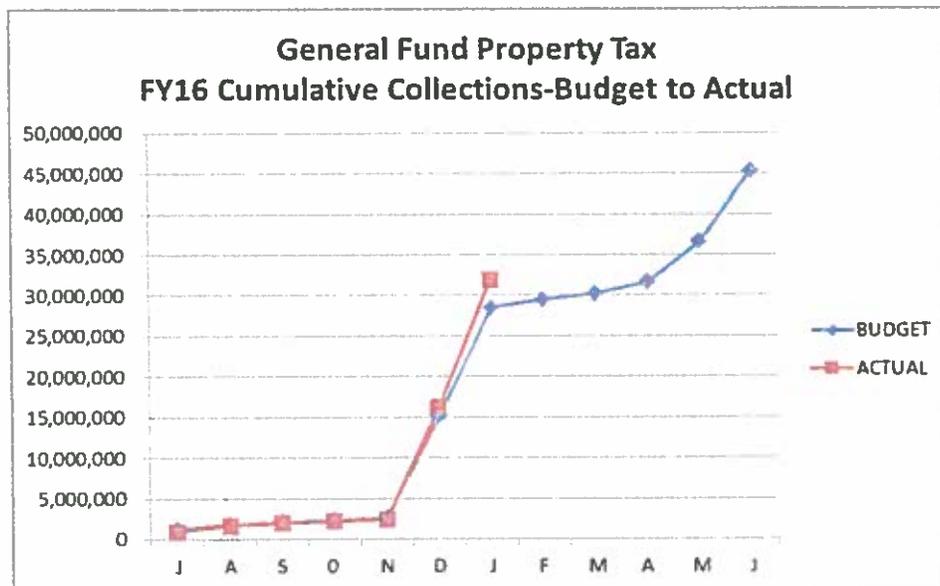


Through the month of January, 2016, recurring revenue exceeded recurring expenses by \$24.2 million. Typically expenditures will exceed revenue collections at the start of each fiscal and equalize mid-year as property taxes are collected. This condition is caused by the cyclic nature of property tax collections where the months following when tax bills are sent, and when payments are due, see the highest revenues. These are the months of December, January, May and June. In the early months of the fiscal year, it is the budgeted cash that balances the budget.

Property Tax Revenue

Property tax is recorded monthly and compared to the actual monthly budget forecasts. Property tax revenue budget estimates are conservative, as a budget shortfall in property tax receipts would have a serious impact on various County operations. Property taxes are the primary source of revenue for the County’s General Fund.

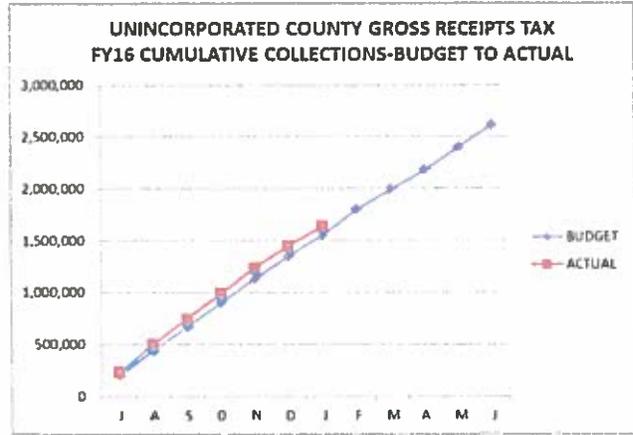
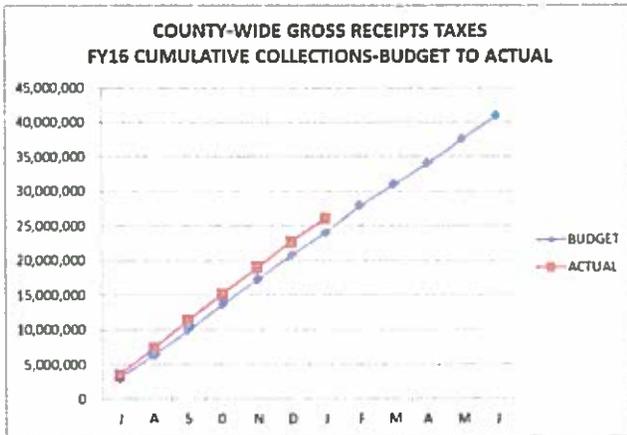
Actual property tax collections of \$31.9 million through the end of January were greater than the budget of \$28.5 million by \$3.4 (operational only). The collections are \$0.6 million greater than the prior year’s collections for the same time period. It was anticipated that the first several months of the fiscal year would have fairly low property tax collections and then the months of December and January collections would be significantly higher. This prediction held true and is illustrated in the chart below. Property tax revenue for the months of July through October has declined over the last three fiscal years, while total property tax revenue overall has increased for those fiscal years.



Gross Receipts Tax Revenue

The gross receipts taxes are estimated from trend data taking into account economic factors that impact various business activities such as construction, wholesale, retail and service sectors. Combined, both the county-wide and the unincorporated gross receipt tax revenue through January total \$27.7 million and is \$2.1 million more than the budgeted amount of \$25.6 million. Total year-to-date collections were above the collections of the prior year by \$2.6 million for the same time period. These amounts exclude the Regional Transit District GRT which is passed through in its entirety to the North Central Regional Transit District. Fiscal year to date that tax has raised \$2.7 million.

The unincorporated GRT collections total \$1.64 million through the month of January and are \$87.6K above the budgeted amount of \$1.55 million. The collections are \$65.8K above the prior year collections. Combined Countywide and unincorporated GRT revenue is 11% above the same period in FY 2015.



Non-Recurring Expenditures

Capital expenditures are considered non-recurring expenditures and may be funded by recurring or non-recurring sources. Non-recurring sources include bond proceeds, special appropriations, grants and cash balances from excess revenues of prior years. Recurring sources used for capital include the capital outlay gross receipts tax.

The following is a listing of some of the major capital expenditures incurred year-to-date through the month of January:

Pojoaque Little League Fields	\$517,004	Phase II Road Annexation	\$662,827
Romero Park Improvements	\$638,583	Quill Plant Improvements	\$184,590
Spruce Street	\$179,209	ECIA Trail Project	\$118,755
Ken & Patty Adams Sr. Ctr.	\$719,097	Rancho Alegre	\$222,367
Solid Waste Vehicles	\$292,406	Stanley Cyclone Center	\$624,373
Vista Redonda	\$354,287	Orthophotography Project	\$263,669
Thornton Ranch	\$197,819	Santa Fe River Greenway	\$180,662

Finance Division Activities

The Finance Division received approval from the Office of the State Auditor for the County’s FY 2015 audit and Comprehensive Annual Financial Report (CAFR). The CAFR was submitted to the Government Finance Officers Association (GFOA) for review for the Certificate of Excellence for Achievement in Finance Reporting Award. The Budget Office has been meeting weekly with the staff working group to move forward the transition to performance management and the performance budgeting process for next fiscal year (FY17). This working group is comprised of staff from each department and elected office Countywide. The Budget Office also completed the FY 2016 Public Budget Document and submitted it the GFOA for review for the Distinguished Budget Presentation Award. The Budget Office and County Manager’s Office held FY 2016 mid-year budget reviews with each department and elected office and the FY 2017 budget kick-off is scheduled for Monday, February 22, 2016. The Finance Division created a new section, the Capital and Grants Section, which is tasked with coordinating and managing financing of the County’s capital projects, overseeing the County’s fixed assets and financially monitoring and overseeing all grants that come in to any of the County’s departments or elected offices. Finally, the Payroll

Office is preparing for a major upgrade of the Kronos timekeeping software and the completion of countywide implementation of the electronic timekeeping system.

SUMMARY:

In summary, Santa Fe County continues to enjoy a healthy financial position. Recurring revenue is above budget and recurring expenses are at anticipated levels for this stage of the fiscal year and there is adequate funding to support capital project priorities. There are no areas of concern for the fiscal year 2016 financial performance.

