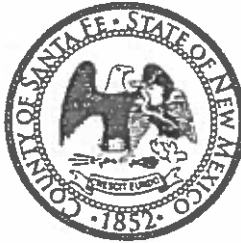


Henry P. Roybal
Commissioner, District 1

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: September 14, 2016
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director *PEG*
Via: Katherine Miller, County Manager
Re: Growth Management Monthly Report July and August 2016

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

Planning Division

Affordable Housing

The Down-Payment Committee granted assistance to a Tier Three First Time Home Buyer in the amount of \$5,000.00 and the sale closed. The home is located in the Rancho Viejo subdivision.

Staff held an Affordable Housing Focus Group meeting on August 18th, 2016 related to Chapter 13 changes to the SLDC. Staff will provide a presentation outlining recommendations and request direction at the September 13th, 2016 Board meeting

Open Space

Management plans for the Los Potreritos Open Space, La Cieneguilla Open Space, and San Pedro Open Space have been completed. These plans are scheduled to be presented for review and approval by the BCC in September.

Management plans for the Lamy Open Space and Park, Madrid Open Space and Ortiz Mountains Educational Preserve are in preliminary draft form. These plans are anticipated to be completed by end of the year.

Staff is scheduling four public meetings to gather community input on the Open Space, Trails and Parks Strategic Management Plan. The meetings are being scheduled for September and staff will provide the BCC with notices when the meeting dates and locations are finalized.

Food Policy Council

Planning staff attended the Food Policy Council (FPC) Land Use Subcommittee meeting on August 3, 2016. Staff presented an update regarding the adoption of the Agriculture and Ranching Implementation Plan, and progress made on the Agriculture Resource Inventory. Staff attended the monthly FPC meeting on August 18th, and updated the full Council on the adoption of the Agriculture and Ranching Implementation Plan. Staff also facilitated a discussion regarding opportunities on how to integrate the Agriculture Resource Inventory into the FPC's World Food Day event in October.

Agriculture Resource Inventory

Planning staff has completed the first phase of the Agriculture Resource Inventory, the Stakeholder Outreach Plan. We have identified stakeholders who are producing food and have also identified markets where local food is being purchased. Currently we are working with the consultants in the Outreach, Research & Analysis phase of the Inventory, and are designing a series of roundtable meetings, with specific themes designed to gather information from stakeholders and community partners regarding food production, ranching, markets, and ag resources/programs in the County.

The next phases of the Agriculture Resource Inventory include:

- Mapping the location of production sites and buyers
- Completing a 'Local Food System Analysis' about local food supply and demand

Transportation

Staff attended the 2017 ITE Western District meeting in Albuquerque July 11-12. Topics covered in the technical presentation and seminars included Safety Planning, Barriers to Mobility, Changing Travel Demand, and Sustainable Transportation Plans.

SFMPO

Staff attended the July 25, 2016 Technical Coordinating Committee (TCC) meetings in July and August and the Policy Board Meeting in August. Items discussed included:

- Paul Brasher, Acting Dist. 5 Engineer, said NMDOT is in conversation with the County and is preparing a new MOU on the funding, design, and construction of the NE Connector.
- Staff met with NMDOT, MPO, and City staff on July 15 to discuss the feasibility of proposed projects for TAP/RTP grant applications. NMDOT determined that 4 County projects are feasible for TAP/RTP grant applications. The projects were Avenida Del Sur Bike Lanes, Arroyo Hondo Trail, Phase 3 and Phase 4, and Rail Trail Segment 5.
- The Policy Board approved 2 amendments to the MPO TIP. These changes will: 1) delay the St. Michaels Drive pedestrian and ADA improvements to FY 2019, and 2) correct the termini of the 2017 Arroyo Hondo Bridge maintenance project.

NCRTD:

Staff attended the July and August NCRTD Board of Directors Meeting. The Board discussions and action included the following:

- The contract for the NCRTD/Santa Fe Trails Merger Study was approved. Transit Management and Design, Inc. will conduct the analysis and study with completion in April 2017. Study

documents will be posted on the Merger Study website, the project scope was modified during the meeting to include a presentation to the BCC on the analysis and recommendations.

- The NCRTD approved the FY 2017 service plans that were submitted by Santa Fe County, Los Alamos, and the City of Santa Fe. The Santa Fe County service plan was approved by the BCC at the May 31, 2016 meeting and forwarded to NCRTD with Commissioner comments from that meeting that included: the Turquoise Trail route be expanded to include morning and evening peak times; and the NCRTD consider providing transit service to the Glorieta/Canoncito area in the near term rather than the long term as listed in NCRTD Long Range Plan.
- NCRTD will start receiving FTA small urban area funds in FY 2017. Previously only Santa Fe Trails qualified for this funding. NCRTD is now operating the Mountain Trail and the La Cienega routes which are in the Santa Fe urban area, these routes are eligible for the FTA small urban area funds. Both entities will receive a funding allocation that is 24.76 % of their operating budget for urban area routes. For NCRTD this is \$38,629 for the Mountain Trail Route and \$34,321 for the La Cienega operations. NCRTD staff is having meetings with Ski Santa Fe about their match for the Mountain Trail Route but no agreement has been finalized at this date.

Community Planning

Staff continued implementation of the SGMP through outreach and coordination of the Community Organization and Registered Organization process.

- Staff continues to meet with community groups and provide start-up assistance, as requested.
- Staff has received a request for a new CO in La Cienega and is working with the applicants to help ensure the group includes broad representation of the entire community.

Economic Development Division

In July, the BCC authorized publishing Title and General Summary for a LEDA Ordinance for STAR Cryoelectronics, which will create 11 new jobs; the public hearing is scheduled for Sept. 13.

In August, SF County officially launched a new app for accessing trails information on Apple and Android mobile phones, available for free at the Apple app store and Google Play store by searching for "Santa Fe County trails." The app provides trail descriptions and a map of each individual trail.

Also in August, Santa Fe County co-sponsored BizMix, which is a yearly business plan competition for startups in Santa Fe County- 2 new businesses were awarded \$10k each for startup expenses, based on their business plans and presentations.

Also in August, Santa Fe County co-sponsored Venture Acceleration Fund (VAF), which is a regional accelerator program with financial support from Santa Fe County, City of Santa Fe, Los Alamos National Labs, Manufacturing Extension Partnership, and Los Alamos County; VAF provides early-stage financial support for startups and entrepreneurs, and 2 companies in Santa Fe were awarded a total of \$86,500.

REDI Net (fiber optic broadband) Board of Directors meets weekly/bi weekly.

The following economic development-related entities did not meet in July or August:

- The North Central NM Economic Development District (NCNMEDD) Board of Directors; the next meeting is scheduled for September 9.
- Estancia Valley Economic Development Association (EVEDA) Executive Committee; the next meeting date is September 1.
- SF Community College's Training Center Corporation; the next meeting date has not been set.
- Higher Education Center Advisory Board; the next meeting date has not been set.
- Estancia Valley Economic Development Association (EVEDA); the next meeting is not scheduled yet.
- The Northern Rio Grande National Heritage Area; the next meeting is September 17.

Building and Development Services Division

Permits and Development Review

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

	July 2016	August 2016
New Residential Permits - Stick Built Homes	17	24
New Residential Permits - Manufactured Homes	5	3
Commercial Building Permits	3	5
Number of Lots Created – Major Subdivision	0 Lots	0
Minor Subdivisions	1 Lots	0
Exemptions	1 Lots	2
Commercial Business Licenses	0	0
Home Occupations No Impact	1	5
Home Occupations Low Impact	0	1
Film Permits	2	5

Code Enforcement

The following statistics are provided for code enforcement actions in July and August 2016:

	July 2016	August 2016
Number of Initial Notices of Violation Issued	13	19
Number of Final Notices of Violation Issued	6	7
Number of Notices of Violation resolved without court action	8	8

GIS Division

E911 Addressing

In July staff inspected 787 addresses and replaced 312 rural addressing signs.

In August staff inspected 624 addresses and replaced 260 rural addressing signs.

GPS staff collaborated with open space staff for trails Inventory, as well as the pre and post-processing data work.

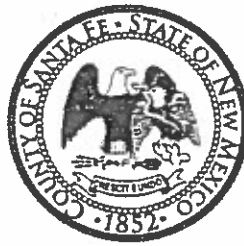
The GIS Division completed a significant software upgrade for all GIS users County-wide (48 individual PCs).

The GIS Division deployed a “versioned” editing environment for all Transportation GIS data sets (this included all E-911 Addressing data sets). This accomplishment is an important step forward towards disconnected editing (AKA live data editing in the field) being developed and tested by the GIS Division this fiscal year in anticipation of County-wide deployment in the future.

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Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
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: September 27, 2016
Re: SFC Public Safety Department Monthly Report for July and August 2016

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

CORRECTIONS DEPARTMENT

Adult Detention Facility (ADF)

July

Administration/Security

- The Santa Fe County Adult Detention Facility had 755 intakes and 722 releases for the month of July 2016.
- The United States Marshall Service conducted an unannounced annual inspection of the facility. Following the inspection we were advised we were in full compliance and no issues were identified
- Shift bidding process was completed and implemented on July 20, 2016.
- Detention Officer testing was held and 5 candidates passed the written and physical agility test.

Compliance/Continuous Quality Improvement (CQI)/New Hires/Staffing

- Compliance and CQI continue to work on the New Mexico Association of Counties (NMAC) re-accreditation, reviewing files. NMAC three year reaccreditation will be conducted this year, sometime in September 2016; therefore all files will need to be in compliance by the end of July, no later than the first or second week of August.

Programs

- Inmates participated in the Santa Fe County Fair Art Show where two inmates received purple ribbons for Best of Show

Maintenance

- Maintenance monitored the contractors and facilitated the reconfiguration of all of the downspouts on the building for proper draining.
- Service for annual maintenance on the generator was completed.
- Resealing and repair of the facility roof was completed in Electronic Monitoring, Medical, Property, and the Kitchen.
- Maintenance assisted with facility grounds keeping as well as all preventative maintenance throughout the facility.

August

Administration/Security

- The Santa Fe County Adult Detention Facility had 726 intakes and 708 releases for the month of August 2016.
- Bureau of Indian Affairs Representative, James Begaye, conducted the annual assessment and tour of the facility. The assessment and tour was met with positive results and there were no areas of concern.
- On 8-25-16, Psychiatrist Luigi Dulanto submitted his Letter of Resignation. His last day of employment with Santa Fe County will be September 8, 2016.
- Warden Caldwell sent three (3) personnel to the Job Fair in Grants, NM, regarding the Corrections Corporation of America (CCA) Prison that will be closing. They report multiple individuals were interested in not only security positions, but for Medical positions as well.
- Sgt. Rita Archuleta was promoted to the Captain position effective August 6, 2016. A pinning ceremony was held for Captain Archuleta on August 18, 2016.

Programs

- Yoga started in Bravo and Charlie Units.
- Physical Fitness in Bravo and Charlie.
- Increased Art Therapy.

Behavioral Health

- Behavioral Health taught two, 2.5 hour Suicide Prevention Classes

Electronic Monitoring Program

July

- Providing services to 285 clients.
- There were 38 successful releases for June.
- Clients Financial Obligation – Paying - 29%, Waived - 0%, Unemployed - 65%, Out of County - 6%.

August

- Providing services to 307 clients.
- There were 33 successful releases for June.
- Clients Financial Obligation – Paying - 27%, Waived - 0%, Unemployed - 69%, Out of County - 4%.

Youth Development Program (YDP)

July 2016

- On July 7, 2016, the Santa Fe Police Academy Cadets toured the Santa Fe County Youth Development Program. This is the first visit by this group in new collaborative efforts to work closer with those stakeholders that deal with youth who are housed within the facility.
- On July 12, 2016, Demetria Martinez, Author, spoke at St. Johns College. Mrs. Martinez read her work at this engagement regarding the poetry workshops she holds at Santa Fe County Youth Development Program. Mrs. Martinez has set up an exhibit with a panel discussion with workshop facilitators. Readings of poems will be presented at the exhibit. Exhibit is scheduled for September 25, 2016 from 2:00 pm-4:00 pm at El Museo Cultural. Exhibit is called "Youth Speak Out From Inside."

- On July 13, 2016, the Santa Fe Police Department Junior Police Academy visited the Santa Fe County Youth Development Program. Each cadet class will be presented with a certificate from Santa Fe County for their participation in this year's Junior Police Academy.
- United States Marshall Service conducted their Annual Site Inspection on July 21, 2016.

Intakes	30
Releases	26
Male Intakes	23
Female Intakes	7
Average Daily Population	10

August 2016

- On August 3, 2016, the Junior Police Academy toured Santa Fe County Youth Development Program. This was the 5th cadet class to visit over the past two years. The cadet class consisted of 19 cadets. Santa Fe Police Department has expressed their appreciation of Santa Fe County's continued support for their outreach program.
- Press release went out on August 3, 2016 regarding the Indian Arts Research Center at the School for Advanced Research with Santa Fe County Youth Development Program regarding bringing in Native Artists and incarcerated youth together to promote Native American Art, Culture and Learning.
- Santa Fe Public Schools resumed classes on August 22, 2016. There are currently only two part time teachers for teaching and one Santa Fe Public School staff to review Individualized Education Programs and paperwork. Santa Fe Public Schools will only have one teacher each day to cover residents within the facility.

Intakes	30
Releases	21
Male Intakes	26
Female Intakes	4
Average Daily Population	14

FIRE DEPARTMENT

July

Administration, Facilities, Fleet

- Purchase and installation of a station generator for the Rancho Viejo facility underway.
- Glorieta La Joya station construction proceeding well; completion for September.
- Galisteo apparatus bay addition passed muster with the Hearing Officer.
- Laundry extractors purchased (grant funded) for each regional station as part of our effort to reduce the exposure of our staff to fire related toxins on uniform and protective clothing.
- New Fiscal Year requisitions underway for all operations.
- Our Emergency Records system is now integrated into the Dispatch CAD for better and more efficient records submittal.
- New vehicles placed into service: Squad 62 (Agua Fria), Medic 50 (Pojoaque).
- Fleet working on new vehicle purchases for fiscal year for several districts, including 3 rescues, 2 water tenders, 1 ambulance, and 2 prevention vehicles.
- Chief Vigil's EM response vehicle placed into service.
- 32 repair orders completed along with 7 pump tests.

- Compiled records to assist with State Fire Marshal grant application process.

Operations and Training

Total Emergency Responses – 495

EMS – 366

Fire and other related calls – 129

- Coordinated a county-wide patrol during the Fourth of July holiday to prevent and/or report firework related problems.
- 10 probationary firefighters continue station rotations to gain experience and exposure to each region, crew, and district.
- Interviewed 3 candidates for Fire Marshal to replace FM Patty who retired in May.
- On-line HR trainings initiated and well received by field crews.

Fire Prevention and Wildland

- Prevention has been very busy movie schedule throughout the County.
- Business registrations – 7
- Development Reviews and Adjustments –24
- Burn Permits – 6
- School and business inspections – 19
- Hydrant Inspections and testing - 103
- Pre-school/School fire and injury prevention presentations/Health Fair – 8
- Wildland fire suppression activities on 306 acres (378 acres to date).
- Assisted on 7 wildland fires outside the county limits at the request of State Forestry.
- Fuel mitigation activities on 3 acres

Volunteer Recruitment and Retention

- New member applications recruited and approved in July – 10 (YTD 51).
- Grant applications (12) for Fire Districts applying for the NM State Fire Council Grants.
- Completed volunteer firefighter physical exams through Presbyterian Healthcare Service contractor.
- Scheduling the upcoming Volunteer Fire Academy.
- Began testing the Volunteer Data Management Tool as part of the volunteer of the future program.

Emergency Management

- Conducted Mass Casualty Incident (MCI) response in Hostile Environments Class with Sheriff Deputies
- Community Outreach County Health Fair: MCI Response in Hostile Environments
- Participated in Joint Information Center (JIC) Tabletop Exercise (TTX) Waste Isolation Pilot Program Training Exercise (WIPPTREX). JIC Trailer deployed and held at NM Department of Homeland Security Emergency Management.
- Observed Unified Command Functional Exercise. National Park Service & Santa Fe Search and Rescue held at Pecos National Monument.
- Conducted Technical Rescue training: Over the Edge Vehicle Rescue

- Attended NM Local Emergency Planning Committee Region 6 Environmental Protection Agency Update in Albuquerque at Intel. Corp
- Conducted Large Animal Care TTX: Santa Fe Community Organizations Active in Disasters
- Director Attended Radiological Preparedness Emergency Planning course, Harvard TH Chan School of Public Health
- Completed final input for Santa Fe County Mitigation Plan
- Full Document Proof Santa Fe County Emergency Operations Plan
- NM Homeland Security Conference Workshop Prep
- Training classes for two new Emergency Management employees, David Elliott and Alicia Storer.

August

Administration, Facilities, Fleet

- Glorieta La Joya station construction proceeding well but the rains have slowed progress with final groundwork and paving.
- Galisteo apparatus bay addition passed muster with the Planning Commission. Pending final Commission report the project will be sent to bid.
- Ambulance billing revenue \$82,533 for the month. On track to meet budgeted revenue.
- 10 career firefighters assigned to permanent stations and counted as part of minimum staffing. 2 Paramedics, 4 Intermediate EMTs, and 4 Basic EMTs.
- 2 newly minted Paramedics from the SF Community College Paramedic Training Academy successfully completed all of their National and Santa Fe County Fire Department testing requirements and placed in station assignments. 3 new students enrolled and start on August 22nd.
- We continue to work with Advanced Communications to improve our countywide radio system. Clarity and range remain a problem. New antennas installed on Tesuque Peak.
- Pojoaque District pre-ISO meeting completed on August 16. Final inspection scheduled for October 6th, followed by Agua Fria on October 19th.
- Advertised District Secretary position. Current contractual service expires at the end of August.
- Captain Mestas attended the three day Behavioral Health Symposium at Albuquerque Fire Academy for first responders.
- Fleet processed 26 Requisitions.
- 68 repair orders completed along with 21 pump tests.
- Required Hydro testing underway for breathing air storage bottles throughout the County.

Operations and Training

Total Emergency Responses – 520

EMS – 377

Fire and other related calls – 143 (fires 45)

- Three Shift Training Captains began their new responsibilities at the end of the month, Captains Reed Shelton, Grant Lundquist, and Jacob Black.
- Agua Fria Fire Training Tower delivered. Site prep by contractor continues.
- MERRTT (Modular Emergency Radiological Response Training) classes for regional crews and volunteers continue countywide in preparation for WIPPTREX exercise in October.

- Captain Mestas continues to work on better integrating the services provided by Mobile Crises Team with our emergency responders.
- Completed Naloxone Training for southern region crews, including volunteers. Working with Health Department to obtain naloxone kits for volunteer responders.

Fire Prevention and Wildland

- Business registrations – 1
- Development Reviews and Adjustments – 45
- Burn Permits – 9
- School and business inspections – 24
- Hydrant Inspections and testing - 502
- Pre-school/School fire and injury prevention presentations/Health Fair – 1
- Wildland fire suppression activities on 2.5 acres (381 acres to date).
- Assisted on 4 wildland fires outside the county limits at the request of State Forestry.
- Fuel mitigation activities on 3 acres.

Volunteer Recruitment and Retention

- New member applications recruited and approved in July – 9 (YTD 60).
- Completed and submitted fire council grants for 14 Districts.
- Attended Fire-Rescue International Conference to discuss volunteer recruitment and retention initiatives as well as Company Officer career development initiatives.
- Prepared the Volunteer Fire Academy for 28 students to start in early September.

Emergency Management

- Participated in the New Mexico Healthcare Coalition Capability Review Conference Call.
- Attended monthly Santa Fe ARES meeting.
- Presented Disaster Medicine for Respiratory Therapists lecture, Santa Fe Community College Respiratory Therapy Program.
- Presented Community Outreach Wildfire Preparedness with Capt. Feulner, Hondo District.
- Participated in 2016 WIPPTREX Planning Meeting.
- Attended Christus St. Vincent Hospital/ WIPPTREX Hospital Objectives Meeting.
- Participated in Airport Emergency Response Plan Re-write Meeting.
- Conducted Technical Rescue Team Meeting.
- Participated in NM Statewide Workgroup Radiological Dispersal Device Initial Planning Meeting.
- Attended FEMA Flood Plain Outreach Meeting with Santa Fe County.
- Staffed Conference Display, MCI Response in Hostile Environments Project during NM Homeland Security Conference.
- Co-presented School Based Whole Community Preparedness Planning at the NM Homeland Security Conference.
- Detailed Inventory Process, Operational Readiness checks started with all Emergency Management Deployable Resources.
- Responded to several Swift Water Rescue/Flooding calls during Monsoon Storms.

RECC

July

- **Operations**

- Total Telephone Calls Handled (incoming and outgoing)
 - July – 35,828
- Total calls Received via 911
 - July – 8,163
- County calls requiring response agency dispatch
 - July – 6,884
- City calls requiring response agency dispatch
 - July – 12,838
- Town of Edgewood calls requiring response agency dispatch
 - July – 552
 -

- **Staffing**

- Currently awaiting approval from HR for 1 trainee to start.
- Vacancies
 - 9 vacant Trainee positions

August

- **Operations**

- Total Telephone Calls Handled (incoming and outgoing)
 - August – 36,343
- Total calls Received via 911
 - July – 8,154
- County calls requiring response agency dispatch
 - July – 6,813
- City calls requiring response agency dispatch
 - July – 11,589
- Town of Edgewood calls requiring response agency dispatch
 - July – 639

- **Staffing**

- Currently awaiting approval from HR for 4 trainees to start.
- Vacancies
 - 5 vacant Trainee positions not counting the recommended 4 for hire.

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

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: September 8, 2016

TO: Board of County Commissioners

VIA: Katherine Miller, County Manager

FROM: Michael Kelley, PE, Public Works Department Director

ITEM AND ISSUE: BCC Meeting September 27, 2016
Public Works Monthly Report for August 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 1: Monthly Work Order Completions

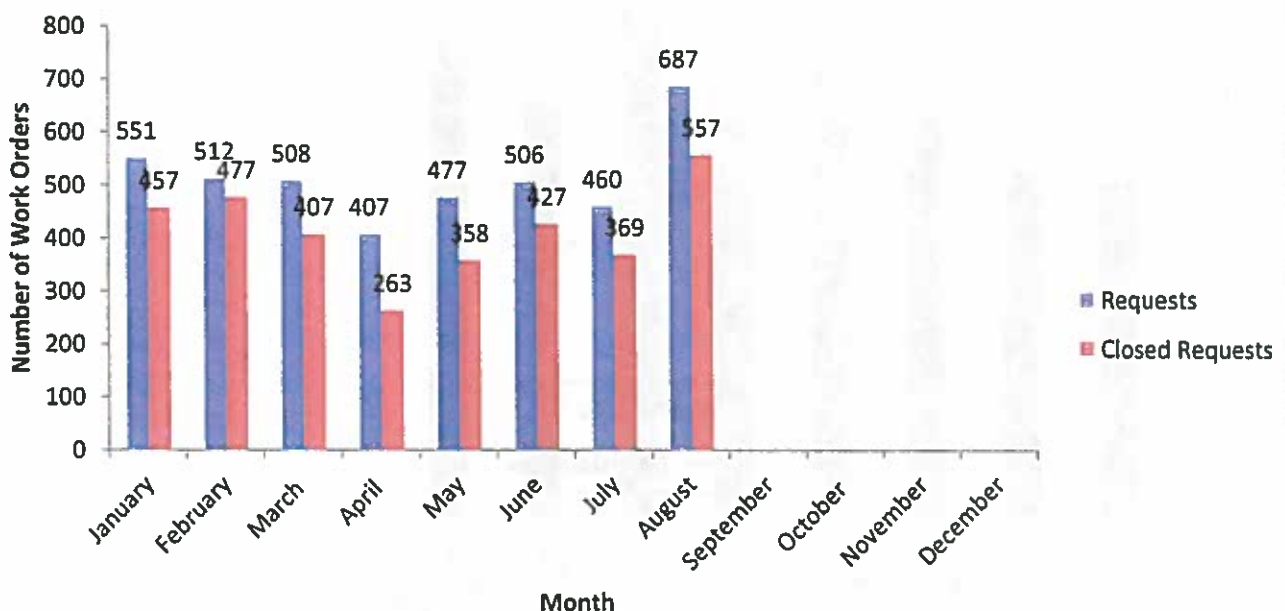
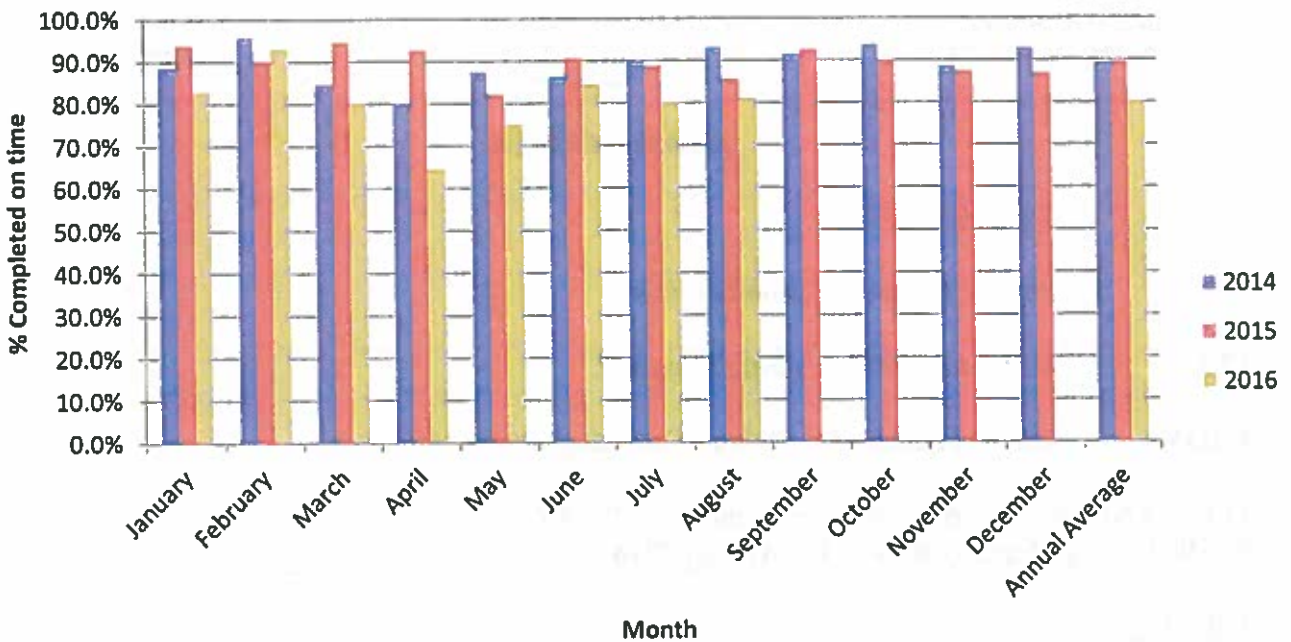
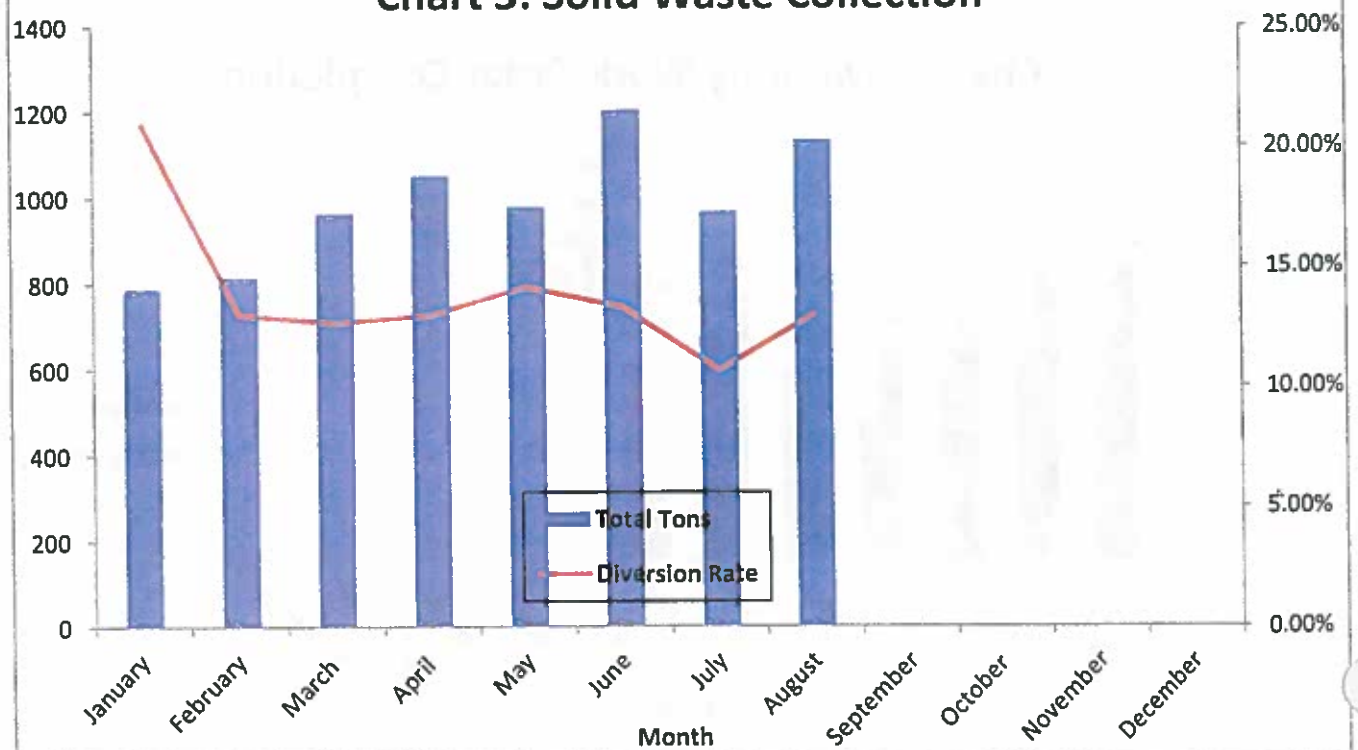


Chart 2: Year-to-year Work Order Completion Rates



Solid Waste: The County average diversion rate was 14.45% in 2015. The month of August diversion rate was 12.96%, bringing the year-to-date average to 13.81%. See chart below.

Chart 3: Solid Waste Collection



Solid waste permits sales are shown below.

Permit Type	Number of Solid Waste Permits Sold	
	August 16	CY16
1-trip	14	172
6-trip	29	314
6-trip/senior	23	149
6-trip/low income	1	6
6-trip/veteran	1	13
12-trip	161	1,372
12-trip/senior	143	1,060
12-trip/low income	3	18
12-trip/veteran	8	149
Bag tags	58	509

Utilities Division:

- **Quill wastewater treatment facility:** Utility operators and maintenance workers completed renovations of the secondary lagoon chlorine treatment system at the Quill wastewater treatment facility. The renovations include installation of a liquid chlorine dispenser, cleaning sediment out of the basin, out-building improvements, and the construction of a retaining wall. The switch from chlorine tablets to liquid has resulted in increased and steadier chlorine residuals (e.g. better treatment) and a reduction in chemical costs.
- **Buckman Direct Diversion treatment facility:** A contractor installed a coffer dam and dewatered the intake structure, allowing operators to install a missing screen and remove sediment and debris. The Board approved a \$1+M contract with Alpha Southwest to replace 8 booster station pumps over the next year. Tesuque, Pojoaque and Nambe Pueblo Partners from the Pojoaque Regional Water System toured the facilities.
- **The geohydrologic report** for the Chupadero area was completed and indicated that the areas in the valley farthest from the mountain front are more likely to result in productive wells.
- **La Cienega waterline:** Two water line extensions have been completed. The La Cienega loop has 14 customers signed up for water service and the extension on Wildlife Way off Caja del Rio Road brings water service to NM Department of Game and Fish.
- **Aamodt Settlement:** Staff is reviewing the Draft Environmental Impact Statement for the Regional Water System; comments are due September 15. Judge Johnson held a status conference September 13th, asking for progress updates and determining a schedule to meet the July 2017 deadline in the Congressional Act. The hearing for the water right transfers from the Top of the World will be held October 6th and 7th. US district judge denied the motion objector's motion that the settlement needed to be approved by the State legislature in order to be valid.

Project Delivery Division:

- **Arroyo Hondo Trail:** The Engineer submitted 30% plans for review on July 1, 2016. Staff has reviewed the 30% design and gave the Engineer approval to proceed to 60%.
- **Mt. Chal:** Advertised the RFP for Mineral Appraisal Services June 19-20, 2016. Received revised cost proposal from the top ranked firm on August 26, 2016. Staff has reviewed the cost proposal and recommends approval of the contract.
- **Pojoaque Sports Fields:** Staff plans to submit a Development Plan to Land Use at the beginning of September. Plan to bid the project for construction in September, award the contract in October and begin construction in November. Working with surveyor to prepare a lot line adjustment plat with the neighboring landowner to provide room behind the softball field to address drainage and build a walking path.
- **Rio Quemado Watershed Restoration:** The Contractor will begin clearing vegetation and chipping on September 1, 2016. Expect substantial completion by November 30, 2016.
- **Thornton Ranch Open Space:** Sent out invitations to the Commissioners for site visits on August 11, 2016. The Site visits are scheduled on September 9 and 16. Sent summaries of the plans to the All Pueblo Council of Governors, Eight Northern Indian Pueblos Council and the Ten Southern Pueblo Governor's Council as requested by the tribal representatives that have participated in the tribal meetings. Plan to present the draft GBASPA Site Management Plan at the GBASPA Working Group on September 13, 2016. Plan to submit the CR report to BLM and NMSLO in September. Plan to present an update to BCC in September. Plan to present the Master Plan, Management Plan, GBASPA Site Management Plan, and Interpretive Plan at the October 5, 2016 COLTPAC Meeting. Plan to hold a Public Meeting on October 20, 2016.
- **Agua Fria Monument Sign 2:** Received the draft easement exhibit from the surveyor on August 25, 2016. Staff sent the exhibit to the landowner for review on September 1, 2016.
- **Santa Fe Rail Trail Segment 4:** The construction contract was awarded May 26, 2016. Pre-construction conference was held June 15, 2016. NTP was issued for July 5, 2016. The contract time is 100 calendar days. Expect Substantial Completion by November 29, 2016. The contractor is working on the unclassified excavation for the engineered section of the trail. The Cooperative Project Agreement Expires September 30, 2016. NMDOT executed the agreement 9 months after the County signed the agreement. Staff received the Amendment to the Cooperative Project Agreement from NMDOT on August 31, 2016. The Amendment is on the BCC Agenda for September 13, 2016.
- **Santa Fe Rail Trail Segment 6:** Received the exhibits from the surveyor on August 18, 2016. Staff has forwarded them to Terry Lease to prepare easement documents.
- **El Camino Real Retracement Trail FLAP project:** Received the executed MOU for the maintenance of the trail from BLM on August 24, 2016. Received executed R-28832 Amendment dated August 2, 2016. Staff submitted amendment to Development Plan for MRC patent to BLM for approval on June 17, 2016. We received the revised MOU between the County, BLM and Forest Service for the maintenance of the trail from the Forest Service on July 15, 2016. Staff sent County and BLM comments to Forest Service on August 31, 2016. The scheduled National Park Service Centennial Event to unveil the plans for the trail for October 22, 2016.
- **CR67F, La Barbaria Drainage and Road Improvement Project:** LBG has completed the changes to the Preliminary design (elimination of 1-B, road section to Happy Trails & addition of ribbon curb to road sections). LBG has finalized exhibits for the public meeting

and for the Utility coordination meeting. Exhibits have been provided to SF County for our review. A review was conducted on 8-8-2016, and redlines were created. A meeting was held with LBG for 8-15-16 to correct the Redlines. Dates are being looked at as to when to have a community meeting.

- **NE/SE Connector Alignments:** NMDOT held an intermeeting regarding discussions on the MOU and Cooperative Agreement S100120 week of February 15, 2015. SFC is proceeding with the release of the RFP for design of the SE Connector. A Public Meeting will be scheduled to provide an update to the community regarding progress on the NE and SE Connectors.
- **CR55A General Goodwin Drainage and Road Improvements:** Prior to moving forward with further design, On February 19, 2016, Santa Fe County provided Mr. Hyatt and Ms. Melissa Houser with the Santa Fe Conservancy with an aerial photo of the proposed detention pond location with three road alternatives to reach the project location. Currently awaiting response from Ms. Houser. On March 2, 2016, Santa Fe County contacted Mr. Verlyn Miller and asked to provide cost comparisons for the road design improvements along NM 14 versus the initial design for the first segment of road on CR55A. On March 8, 2016, Miller Engineering was given direction, as per approval of Robert Martinez, to proceed to incorporate the design along NM14 into the final design for the road improvements. This should be the last item to complete the road design. No change as of 9-2-16.
- **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. Staff has coordinated with Robert Martinez in regards the removal of the crossing on Estrellas, It is scheduled to be removed in October. A meeting with Bohannon Huston is scheduled to finalizing the plans and getting out a bid package.
- **Vista Redonda Drainage and Road Improvements** A walkthrough was conducted on May 17, 2016, a final walk through was conducted June 1, 2016 and a few punch list items remain to be corrected. As-built drawings and final invoicing is has been submitted to Santa Fe County, however it was determined that the Totals for the OVER and UNDERS exceeded the remaining budget amount, therefore a change-order has been created and is awaiting BCC approval is scheduled for September 13, 2016.
- **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. 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. Mr. Barela will get back with me. As of On February 26, 2016 conducted a project site visit with Public Works Director and updated him on the ROW, drainage and drainage easement issues in all three segments of Morris Engineering's priority plan. Mr. Kelley will be discussing this with management to determine is this is a viable project to move forward with. **No change as of 9-9-2016.**
- **CR89C Calle Catalina:** EA Phase 1 reporting began on December 7, 2015. Land acquisition appraisals began December 14, 2015. Individual meetings with property owners scheduled for January 14, 2016 and January 16, 2016. Completed all coordination with residents along CR89C for the Phase I EA report on January 27, 2016. Draft of appraisals received on January 30, 2016. Forward appraisals to Mr. Terry Lease to review. Meeting with individual property owners will have to be scheduled to review the road design and discuss the impacts to their properties. Determination will be made to include the costs for replacing private property in the appraisals or design drawings. Santa Fe Engineering

developed exhibits to provide the affected property owners a clear understanding as to how the drainage and road design impact their property. Legal descriptions for the Right-Of-Way take and the TCP (Temporary Construction Permits) were provided to Terry Lease on 4-26-16, to start the process of Land Acquisitions.

- **Race Track Subdivision:** The final drainage report was reviewed on February 5, 2016 with comments provided by Mr. Kelley and Robert Martinez. Received Santa Fe Engineering's proposed costs to complete the required engineering services, drainage/road construction, donated easement surveys, ESA Phase I Survey and cultural survey, monitoring and mitigation costs. Current project budget is \$ 317,134.87. Proposed engineer's project cost is \$770,233.93. Cultural survey, monitoring and mitigation costs alone equals \$120,000.00 (not including NMGR) based on what information is known to exist in this project's cultural area identified as LA-16. A meeting was held on May 4, 2016, with the residents, to determine what action will be taken. Site visits with effected property owners have taken place. As of July 8, 2016 seven property owners have been shown the extent of the easements. Two property owners will not provide a drainage easement for the project. A decision will now need to be made if we continue with improvements on Camino Largo only. No Change as of 9-9-16.
- **Leo Gurule Basketball / Tennis Courts:** Recent cost estimates for the work indicate that there is insufficient budget to renovate even one of the two courts at the park. Review of Hold Harmless budget availability needs to be reviewed to determine if other funding can be brought to this project.
- **Santa Fe Mountain Center:** Request for design services was sent to purchasing on August 24, 2016.
- **Bennie J. Chavez Center Septic system:** Request for quotes was sent out on September 7, 2016. Pre-bid meeting is scheduled for September 12, 2016. Quotes are due on September 16, 2016.
- **Edgewood Senior Center ADA Upgrades:** Negotiations were held on August 16, 2016 with Lloyd & Associates Architects and purchasing is currently finalizing the contract.
- **Edgewood Fire Station #2 / Cedar Grove:** Negotiations were held with Autotroph on August 15, 2016. Purchasing is currently finalizing contract for Autotroph.
- **Ken and Patty Adam Senior Center/County Community Center:** The contractor hired to take over the completion of items left unfinished by Southwest CM was issued the Notice to Proceed on Thursday, September 8, 2016. A meeting is tentatively scheduled for next week to coordinate the work needed with the PM and contractor. The PM received a cost proposal of \$3,195.22 for hardware required to secure inner double doors for upcoming general election.
- **Glorieta Fire Station #2:** A new completion date has been issued for September 20, 2016. The contractor provided a cost proposal for the completion of the draft hydrant for the underground storage tanks in the amount of \$19,903.98. Due to recent rainfall the exterior site prep and landscaping including installation of fence has been delayed. The contractor is completing final issues and cleaning the facility. Both electrical and water connections are complete.
- **Galisteo Fire Station #2:** County Staff is waiting on the investigation report of the septic system and leach field that is being required by NMED. The individual hired to perform this work is scheduled to be at the site on Wednesday, September 14, 2016 to begin the investigation. Once the report is available and the septic system is determined to be intact the Land Use Division can forward the construction drawings to CID for permitting.

- **Stanley Cyclone Center:** The project was turned over to Ron Sandoval as PM on August 22, 2016. The PM met with the contractor on Wednesday, September 7, 2016. A few issues that need to be addressed are – runoff onto the septic system/infiltrators, dirt for inside the arena, damaged to neighboring electrical pole and electrical panel for fire suppression system. Staff will forward a Change Directive to keep the contractor working while CO #3 is waiting ratification on September 27, 2016.
- **Agua Fria Fire Station Training Center Site Improvements:** The contractor completed the concrete pads and installation of stubs for utilities. The PM met with CID officials to discuss the requirements needed for receiving a permit for this type of installation. Due to the structure being fabricated in Arizona, New Mexico (NM) laws require a NM Licensed Engineer to stamp the drawings prior to receiving the approval for permits. The PM is waiting on a response from Engineers that he contacted that could provide this service and provide a cost estimate. The PM is waiting on cost proposals from propane suppliers for the purchase of a 1,000 gallon propane tank with a vaporizer.
- **Hwy 14 Senior/Community Center:** The Purchasing Division has completed negotiations with the design team and awaits a completed contract and PO to authorize work to begin.
- **Glorieta Fire Station #1 - Insulation Installation:** The PM is working with the Purchasing Division for the solicitation of a contractor.
- **Vista Aurora Subdivision Sewer Line Upgrade–Design Phase:** Procurement Division held a negotiation meeting with the highest rated engineering on August 15, 2016. A revised cost estimate was requested. An internal review meeting to discuss the revised cost estimate was held on August 30, 2016 with Michael Kelley. A second revised cost estimate was requested. A Budget Adjustment Request (BAR) is required in order to establish sufficient project funding for the Design Development Phase of this project.
- **Lamy Junction Waterline Extension–Design Phase:** The project has been on hold at 60% by design Engineer until Ellis Easement is obtained. Staff has acquired a signed purchase agreement and a closing on the acquisition is pending final coordination with the escrow company. A revised schedule is pending.
- **TL6S Transmission Line–Design Phase:** Project Manager is coordinating Right of Way Easements with the New Mexico Department of Transportation and Right of Way Easements from the New Mexico State Land Office.
- **Agua Fria Utilities - Planning Phase:** The Project Manager received approval of Santa Fe Engineering contract from NMED to provide preliminary engineering report. Project Kickoff Meeting with Santa Fe Engineering is scheduled for Thursday September 8, 2016.

ACTION REQUESTED:

None; for information only.

Table 1: August 2016 Work Order Report
Property Control

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	21	21	17	16
2	10	10	4	9
3	8	7	3	5
4	14	13	12	11
5	24	23	17	21
All	102	102	87	87
TOTAL	179	176	140	149
		98.32%	78.21%	83.24%

Roads

COMM. DIST.	Overall WO's from public & staff	Overall WO Issued from public & staff	Overall WO Closed from public & staff	Request from public only	On-time request from public only
1	35	35	27	23	16
2	9	9	9	4	4
3	81	81	78	13	12
4	56	56	56	11	11
5	56	56	53	12	9
All	7	7	7	2	2
TOTAL	244	244	230	65	54
		100.00%	94.26%		83.08%

Building Services

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	5	5	5	5
2	5	5	5	4
3	4	4	3	3
4	9	8	6	5
5	8	8	8	5
All	42	39	35	39
TOTAL	73	69	62	61
		94.52%	84.93%	83.56%

Open Space

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	28	18	15	15
2	19	14	12	14
3	19	12	11	10
4	9	8	7	8
5	10	8	7	8
All	33	33	12	16
TOTAL	118	93	64	71
		78.81%	54.24%	60.17%

ific

COMM. DIST.	Overall WO's from public & staff	Overall WO Issued from public & staff	Overall WO Closed from public & staff	Request from public only	On-time request from public only
1	24	24	14	1	1
2	4	4	3	1	0
3	10	10	10	3	3
4	13	13	13	2	2
5	7	7	7	4	4
All	15	15	14	0	0
TOTAL	73	73	61	11	10
		100.00%	83.56%		90.91%

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: Board of County Commissioners

Via: Katherine Miller, County Manager
Bernadette Salazar, Human Resources Director

Date: September 15, 2016

Re: HR Monthly Report for August 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 August.

Training and Employee Development

Throughout the month of August, Human Resources conducted seventy training sessions. Seven hundred and two employees attended these training sessions. Human Resources processed 56 Tuition Assistance Applications and 9 NM Edge applications.

Santa Fe County has been working with the Santa Fe Community College to offer Certificate Programs in Business Administration, Facilities Technology and Criminal Investigations. These classes can be taken for the SFCC certification programs only; or, if an employee wishes to continue with their education, can be utilized towards an Associate Degree program with Santa Fe Community College and transitioned through SFCC towards a Bachelor of Arts program with Highlands University. As a part of these efforts, Human Resources coordinated the first courses to begin in the Fall 2016. 56 employees registered to take courses through this program.

Employee Benefits and Wellness

The state of New Mexico has also announced that an open enrollment will be held in October. This enrollment is not mandatory for all employees, only those who would like to pick up or change health insurance benefits. The Open/Switch Enrollment event is scheduled for fall, 2016 with live presentations as well as interactive webinars. These webinars will be archived for your convenience. This enrollment is **not** mandatory for medical, dental, vision, or disability; submissions are only

necessary if you wish to make any changes to your benefits. The open/switch enrollment period through the State of New Mexico and for Santa Fe County is October 01, 2016 through October 31, 2016.

The 3rd Annual Manager's Commit to Be Fit Challenge ended on August 14, 2016. 11 teams and 66 employees completed the Challenge. Each of these teams were challenged in four areas: Exercise, Healthy Eating Habits, Community Service and Pictures for Points. At the end of the Challenge, Waist Removal, The Unpackers and Flab-U-Less were the highest scoring teams. All participants in the challenge received commemorative T-shirts, fitness journals, water bottles, arm bands and headphones. Most importantly, all participants worked towards building healthy habits!

Promotions and Recruitment

In August, the County Manager's office had two (2) promotions. Sean T. Di Palma began employment with Santa Fe County on April 6, 2015 and progressed from Accountant to Accountant Senior. Tessa Jo Mascareñas began working for Santa Fe County on December 10, 2014 and was promoted from Constituent Services Liaison to Human Resources Supervisor.

During the month of August, Public Safety had four (4) promotions. Rita Archuleta began her employment with Santa Fe County on October 12, 2005 and was promoted from Adult Detention Officer Sergeant to Adult Detention Officer Captain. Gregory Bobick started with Santa Fe County on August 1, 2011 and progressed from Firefighter/EMT-1 to Firefighter/Paramedic. Garrett Grantham-Phillips began working for Santa Fe County on March 17, 2014 and advanced from Firefighter/EMT-1 to Firefighter/Paramedic. Vanessa Ulibarri, who began her employment with Santa Fe County on August 10, 2015, was promoted from Emergency Communications Specialist Trainee to Emergency Communications Specialist I.

The Public Works Department had five (5) promotions during August. Clarissa Barela began employment with Santa Fe County in February of 2016 and was promoted from Recording Clerk to Secretary Senior. Kimberly Martinez began working for Santa Fe County on November 14, 2011. She was promoted from Administrative Assistant to Department Administrator. Darren Martinez, employed by Santa Fe County since June 1, 2015, progressed from Solid Waste Maintenance Worker to Equipment Operator. Michael Martinez, who started with Santa Fe County on January 28, 2012, advanced from a Utilities Maintenance Worker to a Utility Systems Operator I. Phillip Montañó began employment with Santa Fe County on October 1, 2002 and was promoted from Property Control Section Supervisor to Facility Operations Maintenance Manager.

There were three (3) promotions in the Sheriff's Office in August. Jared Mosher began working for Santa Fe County on March 10, 2014 and was promoted from Sheriff Deputy III to Sheriff Corporal. Nathan Segura began working for Santa Fe County on March 29, 1999 and progressed from Sheriff Corporal to Sheriff Sergeant. Ronaldo Ulibarri, who began employment with Santa Fe County on November 30, 2009, was promoted from Sheriff Deputy III to Sheriff Corporal.

In the month of August 2016, Santa Fe County Human Resources administered Sheriff Cadet testing. Fourteen (14) applicants participated in the testing and six (6) applicants successfully completed both the written and physical tests and will move forward through the hiring process.

SANTA FE COUNTY

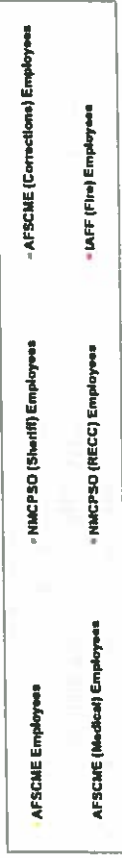
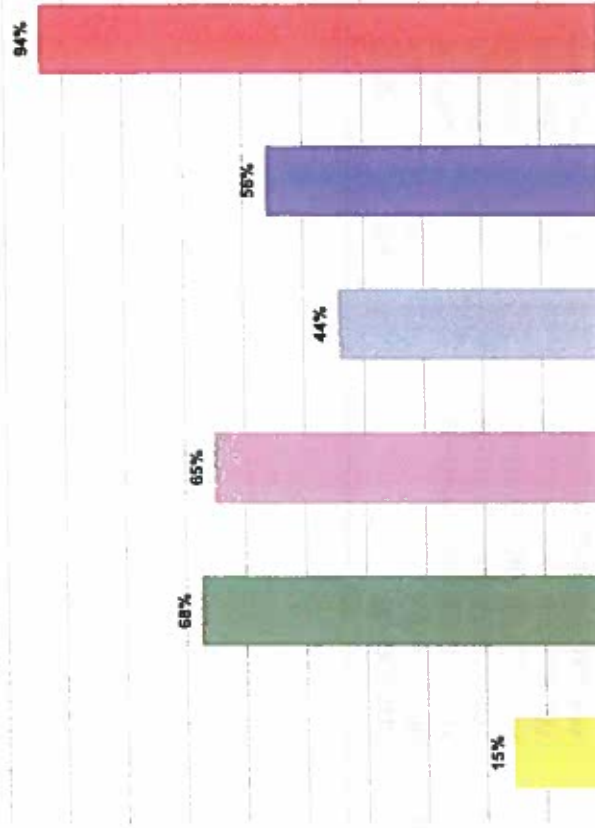
Human Resource - New Hires Report (8/1/2016 - 8/31/2016)

LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
ARMJO	MARTHA		COUNTY MANAGER	ACCOUNTING TECH. SENIOR	PB	8/8/2016
KIRKPATRICK	ANDREA		COUNTY MANAGER	ADMINISTRATIVE ASSISTANT	TB	8/8/2016
CARROLL	ALISON	M	CORRECTIONS	CASE MANAGER EM/BAIL BONDS	PB	8/22/2016
GONZALES	ROSE	M	CORRECTIONS	SECRETARY SENIOR	PB	8/22/2016
LUBA	WALTER	A	FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	8/6/2016
MARQUEZ	EDGAR	A	FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	8/6/2016
MONTTOYA	MIKE	J	FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	8/6/2016
RODRIGUEZ	ALEXIZ	A	FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	8/6/2016
SHAH	EMILJO	G	FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	8/6/2016
SHORT	JOSHWAY	I	FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	8/6/2016
MARTINEZ	ERICA		HEALTH & HUMAN SVCS DEPT	SECRETARY	PB	8/8/2016
RODRIGUEZ	JOHN		PROJECT & FACILITIES MGT	CUSTODIAN	PB	8/8/2016

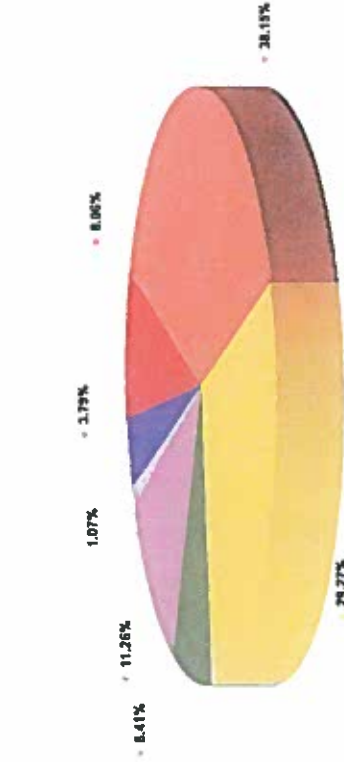
LABOR STATISTICS FOR AUGUST 2016

Number of Employees			Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	247		AFSCME Employees	29.27%	AFSCME Employees	38	AFSCME Employees	15%
NMCPSO (Sheriff) Employees	71		NMCPSO (Sheriff) Employees	8.41%	NMCPSO (Sheriff) Employees	48	NMCPSO (Sheriff) Employees	68%
AFSCME (Corrections) Employees	05		AFSCME (Corrections) Employees	11.26%	AFSCME (Corrections) Employees	62	AFSCME (Corrections) Employees	65%
AFSCME (Medical) Employees	9		AFSCME (Medical) Employees	1.07%	AFSCME (Medical) Employees	4	AFSCME (Medical) Employees	44%
NMCPSO (RECC) Employees	32		NMCPSO (RECC) Employees	3.79%	NMCPSO (RECC) Employees	18	NMCPSO (RECC) Employees	56%
IAFF (Fire) Employees	68		IAFF (Fire) Employees	8.06%	IAFF (Fire) Employees	64	IAFF (Fire) Employees	94%
Total Number of Union Employees	522		Total Percentage of Union Employees	61.85%	Total Number of Employees Paying Dues	234		
Non-Union Employees	322		Non-Union Employees	38.15%				
Total Number of Employees	844							

Number Paying Dues Members



Number of Employees



SANTA FE COUNTY
Human Resources Division New Hires Report
July 2016

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	HIRE DATE
WITT	ERIC	CMO	FILM OFFICE EXECUTIVE DIRECTOR	7/2/2016
GONZALES	JOSEPH	CMO/FINANCE	ACCOUNTANT SENIOR	7/11/2016
GONZALES	ABRIL	CMO/FINANCE	PAYROLL SUPERVISOR	7/25/2016
FOMA	LUCY	GMD/PLANNING	COMMUNITY PLANNER	7/25/2016
FLORES	BRYAN	PSD/CORRECTIONS	ADULT DET OFFICER SERGEANT	7/11/2016
MARTINEZ	JOHN	PSD/CORRECTIONS	DETENTION OFFICER	7/25/2016
ROMERO	MARY	PSD/CORRECTIONS	PHARMACY TECHNICIAN	7/26/2016
MONTGOMERY	ROGER	PSD/CORRECTIONS	REGISTERED NURSE	7/25/2016
QUINTANA	ALYSIA	PSD/RECC	EMERGENCY COMM SPEC TRAINEE	7/11/2016
MALDONADO	JOSUE	PWD/BUILDING MAINTENANCE	MAINTENANCE TECHNICIAN	7/25/2016
ONTIVEROS	SHELDON	PWD/SOLID WASTE	SOLID WASTE MAINTENANCE WORKER	7/25/2016

Santa Fe County
Human Resources Statistics
July 2016

Department	Division	Reg	Part Time	Full Time	Temp	Vac	Total Positions
COUNTY MANAGER'S OFFICE	01-COUNTY MANAGER ADMINIS.	7		7			7
	02-COMMISSION	5		5			5
	15-HUMAN RESOURCES	11		11	12	1	12
	21-FINANCE	24		24		1	26
	22-PUBLIC INFORMATION OFFICE	1		1			1
	23-SANTA FE FILM OFFICE	1		1			1
COUNTY MANAGER'S OFFICE TOTAL		49		49	12	2	52
ADMINISTRATIVE SERVICES DEPARTMENT	00-ADMINISTRATION	2		2		1	3
	02-INFORMATION TECHNOLOGY	15		15		3	18
	12-PURCHASING	7		7			7
	16-MAIL ROOM	1		1			1
	17-RISK MANAGEMENT	3		3			3
ADMINISTRATIVE SERVICES TOTAL		28		28		4	32
COMMUNITY SERVICES DEPARTMENT	04-DWI LOCAL	7		7			7
	09-DWI TEEN COURT	3		3			3
	20-INDIGENT HOSPITAL FUND	3		3			3
	21-EMS-HEALTH CARE	2		2			3
	74-MOBILE HEALTH FAIR VAN	3	1	2		2	5
	89-SENIOR PROGRAMS - ADMIN.	12		12			12
	90-SR SVCS-CONGREGATE MEALS	7		7	1		7
	92-SR SVCS - HOME DELIVERED	8		8			8
	93-SR SVCS - TRANSPORTATION	2		2			2
	94-DWI COMPLIANCE EXPAN.-TSB	1		1			1
	01-ADMINISTRATION	4		4			4
	01-POJOAQUE SATELLITE OFFICE				1		
	02-EDGEWOOD SATELLITE OFFICE				1		
COMMUNITY SERVICES DEPARTMENT TOTAL		52	1	51	3	2	55
GROWTH MANAGEMENT DEPARTMENT	01-LAND USE ADMINISTRATION	4		4			4
	02-PLANNING	8		8			8
	14-GIS	8		8		1	9
	15-AFFORDABLE HOUSING-COUNTY	1		1			1
	16-BUILDING & DEVELOPMENT	15		15			15
	17-ECONOMIC DEVELOPMENT	1		1			1
GROWTH MANAGEMENT DEPARTMENT TOTAL		37		37		1	38
19-HOUSING DEPARTMENT	30-ADMINISTRATION	9		9		4	13
	49-HOUSING SECTION 8 VOUCHER	2		2	1		2
	84-HOUSING CFP - 2014	1		1			1
HOUSING DEPARTMENT Total		12		12	1	4	16
02-LEGAL DEPARTMENT	01-LEGAL ADMINISTRATION	8		8	1	1	9
LEGAL DEPARTMENT Total		8		8	1	1	9
PUBLIC SAFETY DEPARTMENT	01-FIRE ADMINISTRATION	27		27	1	4	31
	11-FIRE REGIONS	74		74	2	2	76
	15-WILDLAND PROGRAM	2		2	8	1	3
	01-ADMINISTRATION CORRECTIONS	6		6			6

Santa Fe County
Human Resources Statistics
July 2016

	60-ADULT FACILITY	123		123		33	156
	62-MAINTENANCE DIVISION	5		5		2	7
	63-MEDICAL SERVICES	21		21	2	10	32
	65-ELECTRONIC MONITORING	6		6		4	10
	70-YOUTH DEVELOPMENT FAC.	22		22		6	28
	01-RECC	38		38		9	47
PUBLIC SAFETY DEPARTMENT TOTAL		324	0	324	13	71	396
PUBLIC WORKS DEPARTMENT	01-PUBLIC WORKS ADMIN.	13		13			13
	02-FLEET SERVICE	9		9		1	10
	03-TRAFFIC ENGINEERING	6		6		1	7
	05-SOLID WASTE	19	1	18		4	23
	11-ROAD MAINTENANCE	28		28		12	41
	02-PROPERTY CONTROL	10		10		4	14
	03-BUILDING SERVICES	16	1	15		1	18
	18-PROJECT DEVELOPMENT DIV	7		7		3	10
	26-OPEN SPACE	4		4		1	5
	10-WATER	16		16		3	19
	15-AAMODT	1		1			1
	20-WASTEWATER	1		1			1
	51-OFFICE OF SUSTAINABILITY	1	1			1	2
	08-SANTA FE RIVER GREENWAY	1		1			1
PUBLIC WORKS DEPARTMENT TOTAL		132	3	129	0	31	165
COUNTY ASSESSOR'S OFFICE	01-COUNTY ASSESSOR ADMIN.	28		28		1	29
	11-PROPERTY VALUATION	13		13			13
COUNTY ASSESSOR OFFICE TOTAL		41		41		1	42
COUNTY CLERK'S OFFICE	01-REPORTING & RECORDING	16		16		6	21
	02-BUREAU OF ELECTIONS	11		11	11	2	13
COUNTY CLERK'S OFFICE TOTAL		27		27	11	8	34
13-COUNTY PROBATE JUDGE	01-COUNTY PROBATE JUDGE						
SHERIFF'S OFFICE	01-ADMIN/ANIMAL CNTRL/ENFORC	115		115		7	120
	33-DWI SEIZURE GRANT	1		1			1
SHERIFF'S OFFICE TOTAL		116		116		7	123
COUNTY TREASURER'S OFFICE	01-COUNTY TREASURER ADMIN.	12		12		2	14
COUNTY TREASURER'S OFFICE TOTAL		12		12		2	14
TOTAL		838	4	834	41	134	976

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: August 11, 2016

Re: Recognition of Years of Service for Santa Fe County Employees for August 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 August 2016, the following employees will be recognized:

Employee Name	Department/Office	Title	Years of Service	Hire Date
Ernest Alderete	Sheriff's Office	Sheriff Deputy II	5	08/01/2011
Roy Arndt	Sheriff's Office	Sheriff Deputy II	5	08/01/2011
Jacob Black	PSD / Fire	Firefighter / Paramedic	5	08/01/2011
Gregory Bobick	PSD / Fire	Firefighter / EMT-I	5	08/01/2011
Jonathon Hall	PSD / Fire	Firefighter / EMT-B	5	08/01/2011
Mark Hogan	PWD / Administration	Project & Facilities Division Director	5	08/01/2011
William Van Herpe	PSD / Fire	Firefighter / EMT-I	5	08/01/2011
Lula Yount	CSD / Health & Human Services	Activity Program Coordinator	5	08/08/2011

Michelle Mascarenas-Jackson	ASD / Information Technology	Systems Analyst Supervisor	5	08/24/2011
Andrew Armijo	CSD / Health & Human Services	Driver / Cook's Assistant	5	08/25/2011
Rosemary Bailey	Land Use Department	Affordable Housing Specialist	10	08/07/2006
Ronald Bransford	Assessor's Office	Appraiser	10	08/07/2006
Eugene Brommer	PSD / Fire	Emergency Vehicle Technician	10	08/21/2006
Patricia Flores	Sheriff's Office	Executive Assistant	10	08/21/2006
Erika Quintana	Clerk's Office	Clerk's Office Manager	10	08/21/2006
Phillip Martinez	PSD / Adult Facility	Adult Detention Officer FAC Corporal	10	08/29/2006
John M. Salazar	Land Use Department	Development Review Specialist Sr.	15	08/01/2001
Jeffrey Trujillo	ASD / Administration	Administrative Services & Legal Department Director	25	08/19/1991

Henry P. Roybal
Commissioner, District 1

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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: September 27, 2016

To: Board of County Commissioners

From: Jeffrey Trujillo, ASD Director *457*

Via: Katherine Miller, County Manager

Subject: Administrative Services Monthly Report – July 2016

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

Information Technology

Work Orders/Technical Support														
All IT requests are captured using a work order tracking system located on SharePoint.		407 work orders were completed/resolved in July 2016.												
Systems and Network Uptime														
<table><tr><th colspan="3">Unscheduled Downtime</th></tr><tr><th>Date</th><th>Description</th><th>Hours</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td>Total</td><td>N/A</td></tr></table>		Unscheduled Downtime			Date	Description	Hours					Total	N/A	Q1 FY 2017 Actual: TBD Q2 FY 2017 Actual: TBD Q3 FY 2017 Actual: TBD Q4 FY2017 Actual : TBD FY 2017 YTD: TBD
Unscheduled Downtime														
Date	Description	Hours												
	Total	N/A												

Legal

Legal has processed 126 contracts, 11 resolutions, and reviewed or drafted (or participated in drafting) 0 ordinances this fiscal year.

Mailroom

Name	Items
Co. Manager	1
Human Resources	78
Fire Department	804
Finance/Payroll	1143
Utilities (Water Resources)	159
Public Works	31
Land Use	13
Housing	61
Indigent/HAP	0
DWI	42
MCH	0
PFMD	0
Clerks	1242
Elections	2358
Assessors	334
Treasurers	242
Probate Judge	4
Attorney or Legal	33
Sheriff	144
Corrections Admin	1
Home for Good Program	0
Purchasing	28
PW-Solid Waste	0
Care Connection	0
HHS Admin	21
Sobering Center	0
Adult Jail	0
Teen Court	59
ASD	1
E-911	0
RECC	6
Senior Services	0
YDF	22
Natural Resources	0
Affordable Housing	0
Section 8	110
COMMISSION	0
Comm. Services Admin.	34

Purchasing

August 2016 Activity

816 Purchase Orders were processed in August totaling \$4,584,525.44 encumbered and \$2,010,964.91 invoiced or expended.

The following procurement activities were performed by 4 Procurement Specialist Seniors, 2 Procurement Specialist in July & August together:

65 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: decrease in activity due to Fiscal Year 16 Deadlines. Division is fully staffed.

Current Solicitations to Date (Sept 9, 2016):

IFB's

Road Maintenance/Construction Material
Drug Testing Kits/Lab Services
Pest & Rodent Control
Solid Waste Disposal
Fire Hose & Ladder Testing
Tree Trimming Removal
Breathing Apparatus
Uniforms for SO
Janitorial Supplies

RFP's

Printing/Mailing Services for NOV's
Stanley Cyclone-Mgt & Maintenance Services
Health Care Management Services
Drug & Alcohol Testing
Pre-employment Physicals
Internal Audit Services
Master Planning- ADF/YDP
Mineral Appraisal Mt. Chalchihitl
Third Party Reviews
SLDC Facilitation Services

Three Sole Source Determinations

Yardi Softare – Housing Authority
Pictometry – Assessors Office
Manatron Software Maint. Assessor

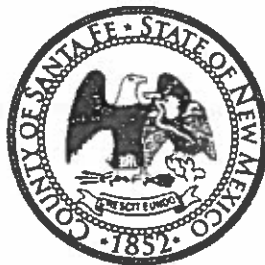
Risk Management

Number of Fire Safety Inspections	55
Number of Facility Inspections	11
Number of Road Inspections	0
Number of Worker's Compensation Processed	2
Number of Employees out on Worker's Comp	4
Number of RAP Lessons	4
Number of County Involved Auto Accidents	2
Number of Century Link Cut Cables	0
Number of Safety Trainings	10
Number of Evacuation Drills	3
Number of New Employee Orientations	2

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathleen Holian
Commissioner, District 4

Elizabeth Stefanics
Commissioner District 5

Katherine Miller
County Manager

Memorandum

To: *Santa Fe County Board of County Commissioners*

From: *Katherine Miller, County Manager, SFC*
Rachel O'Connor, Director, Community Services Department, SFC

Date: *September 14, 2016*

Subject: *Community Services Monthly Report*

Health Services

The Community Services Department is currently working on a MOU with the City to fund Homework Diner, a program that partners after school tutoring with a fresh, nutritious meal for the student and family members. The County will be providing \$20,000 for meals for family members at the Zona Del Sol location.

The CSD finalized a partnership with Santa Fe Public Schools to provide Narcan and Narcan training for the SFPS and first responders in our County. The agreement also provided funding to coordinate countywide efforts to reduce drug overdose.

The Health Services Division is moving forward with several RFPs as work began on becoming an Accountable Health Community. Currently we have RFP's in process for Project Management, a Gap Analysis, Medicaid Enrollment and Outreach and an IT Consultant.

We are moving forward with plans to start a Crisis Triage Center. We presented the concept to the Santa Fe County Health Policy and Planning Commission and they voted to support the Santa Fe County planning process to outline the implementation of a behavioral health crisis facility and program that would provide the following services to clients and families: quick triage, assessment, stabilization, transportation, case management, navigation, peer services,

information hub and respite services. There were many community members in attendance who expressed their support.

CSD has funded La Familia for a third year of the Medication Assisted Treatment for Pregnant Women.

Staff attended a meeting with the Association of Counties, the state Behavioral Health Division and several select counties to discuss behavioral health services. It was interesting, and we learned a few things that might assist us in taking the Mobile Crisis Team to the next level. It does appear that the fall conference will contain some sort of discussion, perhaps at the County Manager level, about the County's role in behavioral health services.

Community Safety

In August the DWI program met with Prevention Coordinators from the Santa Fe Community College (SFCC) and the Institute of American Indian Arts (IAIA). Both Colleges are interested in collaborating with the DWI program to create awareness around binge drinking, drunk driving and substance abuse. The DWI program is looking into the possibility of providing a version of Right Turns designed specifically for college students. IAIA and SFCC are interested in the web based program and would be willing to start a pilot project.

The DWI Program released a Letter of Interest this week. The DWI program is seeking a provider that is certified by the New Mexico Children Youth and Families department to provide Domestic Violence counseling for offenders.

CSD partnered with Whole Foods for a "Meet the Artist" event involving the Teen Court mural. The Teen Court mural kickoff was lovely and included a band and food provided by Whole Foods. It was attended by community members as well as Commissioners.

We are currently planning our annual Teen Attorney Training which will be held on September 28th. The training is a requirement for any youth (grade 9-12) who is interested in participating as a volunteer with our program throughout the school year.

Community Operations

Fair Week is now over and it went very well. We have received a lot of positive feedback from Fair Board Members, Extension Staff, Other County Employees, and the general public. We had fewer animals this year but saw an increase in adult exhibits. People were very impressed with our new quilt displays and peg board displays that Property Control Staff made. We also received numerous compliments on how nice the grounds looked (another thank you to Property Control). We had a lot of collaboration with Extension Staff, Fair Board, County Staff, and many volunteers. Without them, the Fair would not go as well as it does.

The RFP for the Stanley Cyclone Event Coordinator was sent out to several potential bidders. The pre-proposal conference (site visit) is scheduled for Wednesday, September 14th at 2 p.m.

We are in the process of finalizing the work for the upgrades of the Nancy Rodriguez Community Center. The next step is the contractor bidding.

This fall begins the third year of the partnership with the Master's Program-a charter high school, and Santa Fe County volunteer program along with crew leaders from The Trails Alliance of Santa Fe. Last Friday we had our first work day in Little Tesuque working on the trail. We did significant trail maintenance including trimming a lot of overgrown brush and trees, fixing some washouts and constructing water erosion features using rocks and dirt. We worked for 3.5 hours, which adds up to 73.5 hours in total.

We held the ribbon cutting for the La Cienega library, fire bay and playground. It was well attended and organized.

Senior Services

For the month of August the Senior Services Division prepared 3,649 congregate meals, 5293 home delivered meals and provided 662 units of transportation for seniors.

The Senior Services Division has ordered two Ford Transit Handicapped Accessible 10-passenger vans. They should be here by the end of the calendar year.

We are conducting interviews in an attempt to determine if contracting out for meal service would be more efficient and less costly than providing this service in house.

MINUTES OF THE
SANTA FE COUNTY
HEALTH POLICY & PLANNING COMMISSION

August 4, 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. A quorum was achieved with the following members present:

Members Present:

Reena Szczepanski, Chair
Vivian Heye
Kim Straus
Don Reece
Carolyn Roberts
Anna Voltura
Judith Williams

Member(s) Absent:

John Abrams
Bonnie Keene

County Staff Present:

Patricia Boies, Director, Health Services Division
Rachel O'Connor, Director, Community Services Department
Kyra Ochoa, Health Care Assistance Program Manager
Erin Ortigoza, Planning Division, Growth Management Department

Others Present:

Desiree Valdez, NMDOH, Health Promotion
Tom Starke, Santa Fe Behavioral Health Alliance
Bernie Lieving, Santa Fe Opiate Safe
Shelley Mann-Lev, Santa Fe Prevention Alliance

III. **Introductions**

Those present introduced themselves.

VI. Matters of Public Concern

Ms. Mann-Lev announced:

- Santa Fe Public Schools has a new director of Wellness, Sue Lujan O'Brien
- The alcohol tax issue will be presented to the State Health & Human Services Interim Committee August 23rd. The initiative will be introduced to the BCC at its September 27th meeting

Mr. Starke announced that:

- At a recent Santa Fe Behavioral Health Alliance team meeting several people raised concern regarding the jail's lack of equipment and the fact providers were non-local and from a medical staffing agency
- The Alliance is very interested in the \$5 million GO bond issue approved by the BCC that may provide funding for a crisis triage/stabilization center

Ms. Boies said at the last BCC meeting the Board approved five broad questions for a general obligation bond issue in November. The ballot question regarding health facilities, "Shall Santa Fe County issue up to \$5 million in general obligation bonds to acquire, construct, design, equip and improve community health facilities within the County?" is very general and does not itself speak to any particular project. However, the County is interested in two projects: the Edgewood Health Commons and a behavioral health crisis triage center.

IV. Approval of Agenda

Commissioner Williams moved to approve the agenda as published. Her motion was seconded by Commissioner Roberts and passed by unanimous voice vote.

V. Approval of Minutes

A correction was noted in the spelling of Betty Sisneros Shover, NAMI.

Commissioner Roberts moved approval as corrected. Commissioner Williams seconded and the motion passed without opposition.

VII. Presentations

A. Opioid Policy and Overdose Prevention in Santa Fe County

Ms. Mann-Lev said the epidemic/crisis of opioid use disorders has led to many overdose deaths in the County. Santa Fe Prevention Alliance has been working with Santa Fe Opiate Safe (SOS) which was started by Rachel O'Connor, to coordinate efforts of individuals in a wide variety of capacities -- nurses, physicians, treatment providers, community members, harm reduction providers, educators, and law enforcement, as well as prevention staff. SOS is one of three standing committees of SFPA. Bernie Lieving and Ms. Mann-Lev serve as co-facilitators and are interested in strengthening and continuing its accomplishments.

Ms. Mann-Lev reported on a recent conference, attended by 235 individuals, whose goal was to increase responsible opioid prescribing practices and encourage the integration of the CDC guidelines as a standard of care.

The following points were noted:

- The USA, with five percent of the world's population, uses 80 percent of the world's opioids
- New Zealand and the USA are the only two nations that allow advertisement of prescription drugs
- The AMA recently came out against prescription drug advertisement
- New Mexico's death rate for opioid overdose is double that of the national average – Northern New Mexico is much higher and has historically had opioid challenges
- Prescribing practices need to be addressed
- Of the 235 participants at the conference approximately 110 were prescribers of opioids. A survey was distributed. The conference alone was worth the effort for the mine of information
- SOS is exploring how to expand on learning support
- Another conference is being considered in a couple of years
- A nonjudgmental, qualitative clinic assessment is underway to understand the systems that impact the goal of increasing responsible opioid prescribing practices

Mr. Lieving said SOS has become the resource for the entire community across disciplines. He mentioned that SOS assisted NM Pain & Spine Center in a Naloxone (Narcan) overdose prevention co-prescription program in May and to date they have done 25 co-prescriptions for people with chronic pain.

In response to the SOS training program, a physician said it was the first time in his career where he felt connected to the community and resources.

The Dose of Reality program, funded through HSD, educates and engages pharmacists about Naloxone and a co-prescribing program has been developed. It has been successful and people are requesting it.

Additional clinic surveys are anticipated to foster relationship building around the issues for greater awareness in prescribing benzodiazepines and opioids, especially to people who use alcohol. He said he feels SOS has hit the ground running and is a resource for physicians, public safety personnel and community-based organizations.

Ms. Mann-Lev said work is done in the trenches as it increases access to Narcan and overdose prevention education. Mr. Lieving said SOS is looking for ways to facilitate physician-to-physician, provider-to-provider opportunities for engagement beyond the professional learning communities.

Commissioner Roberts recommended developing a professional support group with physicians, PAs and NPs to work with those less familiar with the range of services needed.

Commissioner Voltura recalled a state required six-hour course she took for her pain management CME medical license in New Mexico that she found to be very helpful. The course

included many issues but clearly had a focus on the physician's responsibilities. While the course can be taken online she strongly recommended attendance.

Ms. Ochoa said Christus was a key partner in the SOS conference which made it more successful and points for CME requirements were offered.

Commissioner Heye said additional education is needed for doctors who treat current heroin users. There appears to be a disconnect with how to handle the heroin user. In northern Santa Fe County and Rio Arriba County heroin overdoses tend to be higher than those from prescription medication. Mr. Lieving said they are discussing heroin use. He said they are hearing from people on the street and law enforcement that there is a spike in methamphetamines for which there is no field antidote.

Ms. O'Connor said a contract is being developed with the Prevention Alliance to increase the availability of Narcan in the community and to support Mr. Lieving's position at the Alliance.

Ms. Mann-Lev said there is a strong commitment to increase the availability of Narcan and prevention education in Santa Fe County. Mr. Lieving trained law enforcement trainers to train the force. There have been nine reversals of overdose this year through Narcan. Ms. Mann-Lev pointed out that the training teaches people how to treat and respect people who are involved in using drugs.

Mentioning a recent experience with an individual in an overdose reversal situation, Commissioner Heye, in her capacity as an acudetox specialist, was present where the Santa Fe County Sheriff's officers were humane and approached the patient without judgment and administered Narcan.

Mr. Lieving said the word "humanity" has come up during Narcan training for law enforcement. Law enforcement wants to incorporate within their culture recognition of officers that assist in a reversal.

Ms. Mann-Lev said SOS is making progress with Christus with a training for trainers next week. She highlighted that County funding began in May for this program and in three months there has been incredible progress. The Sobering Center has seen opioid users increase to 60 percent from 10 percent in 2011. Medicaid provides full coverage for Naloxone.

Ms. O'Connor reminded the HPPC that a re-entry position was funded at the jail to conduct Medicaid enrollment upon release and distribute Narcan for those at high risk. The jail continues distribution of Narcan upon release. Once the third re-entry position is hired, a presentation at HPPC with jail representation will be planned for fall.

Mr. Lieving said community first responders are usually lay people who live with people who use drugs. One of the priorities is to get Narcan to the community lay person. It could be seen as a home medicine or safety measure like a fire extinguisher.

Commissioner Roberts brought the issue up that the County jail does not provide Methadone to its inmates. Missing a few days of Methadone treatment reverts that individual

back to step one. Ms. O'Connor said there have been preliminary conversations about this around Suboxone at the jail.

Commissioner Williams complimented the SOS notes and information that is circulated.

Ms. Boies added that the County mobile health care van nurse Kati Schwartz is trained in harm reduction and carries Narcan on the van. Ms. Schwartz will be working with DOH and applying to receive Naloxone for distribution to families.

Chair Szczepanski lauded the progress being made on the harm reduction front. The County should be recognized for making the community stronger through its foresight with the Mobile Crisis Response Team and its leadership in addressing opioid addiction.

B. County Agriculture & Ranching Implementation Plan
[Plan available @ <http://www.co.santa-fe.nm.us>]

Ms. Boies said this plan meshes with HPPC's priority of increasing consumption of healthy food. She introduced Erin Ortigoza, senior planner in the County's Growth Management Department. Both Ms. Ortigoza and Ms. Boies sit on the joint City/County Food Policy Council.

Ms. Ortigoza said the BCC unanimously passed the implementation plan for agriculture and ranching in Santa Fe County. The plan represents decades of work accomplished through community planning efforts and partnerships with active agriculture support organizations. The County's Sustainable Growth Management Plan supports agriculture and ranching. This plan is a comprehensive action-oriented approach to the food system. The plan goes through the policy framework, which includes the County Health Action Plan, the food plan, and the economic development plan, all with components that speak to agriculture and food access. The County will continue to develop relationships with local organizations that work on food, including Farm to Table, Soil and Water Conservation Districts, Quivira Coalition, the NM Cattlemen Association, and others.

She discussed a series of meetings that occurred throughout the County to discuss the status of agriculture – the underlining point of the plan is to build relationships and establish an ongoing dialogue to understand the challenges regarding the production of food, access to resources for food distribution and awareness of market opportunities. The information was distilled into four focus areas: protecting land and natural resources, supporting agricultural operations, promotion of innovative approaches to agricultural use on County properties, and understanding the capacity of our local food system.

Ms. Ortigoza said there are opportunities that can be tapped to get equipment, technical and/or conservation support to farmers and ranchers. The County's open space can be used to integrate agriculture and ranching in a manner that would help the overall integrity of the property. The County has retained a contractor to conduct an agricultural resource inventory.

With an increasing demand for local fresh food, Ms. Ortigoza said they are determining how much can be grown in the region to meet the demand. In the next few months roundtable discussions with markets and growers will begin in order to develop maps to better identify the areas which may serve to inform infrastructural investments, such as storage and distribution hubs.

Chair Szczepanski said she has received many communications with concerns that the State Department of Agriculture the organic certification program because of funding issues, which could put organic farmers out of business. Ms. Ortigoza said the Santa Fe Food Policy Council has discussed this and will be drafting a letter addressing this situation.

Commissioner Reece said certification issues vary by state but he advocated using the Federal USDA organic definition which is broad-based and even-handed. New Mexico organic certified beef is problematic because the state lacks an organic certified processing plant (slaughter house).

The state primarily grows chili, pecans and alfalfa.

Ms. Ortigoza mentioned that SFCC has a program in greenhouse management with aquaponics and hydroponics and the graduates of the program are working in technical greenhouses with great results, providing another perspective of where and how food can be grown.

VIII. Matters from the Commission and Staff

A. Director's Report

Ms. Boies reported on the following:

- The mobile health van is at the County Fair
- The RFP for the gap analysis on health care needs and service delivery within the County is moving through the County procurement process
- Santa Fe County Resolution 2016-70 ensures that the balance of indigent health care funds will be protected through a transfer to the Corrections Department; however, there is a commitment from the County that the three-year plan for the Health Care Assistance Program that was presented to HPPC continue
- Dental care therapist legislation coming up in 2017 Legislative Session reportedly has the support of the NM Dental Association and should be brought to HPPC at meeting this fall

Ms. Boies spoke of the funding from DOH for health council deliverables and the desire to work with the surrounding Northern counties on the same deliverables. Ms. Ochoa discussed RHANE (Regional Health Alliance Northeast) that was formed to apply for the CMS grant and is supported by the DOH health promotion team. The concept is to develop better health care delivery and incorporate social determinants of health. She commented that there was tremendous benefit in having someone with Mr. Lieving's skills working within RHANE on the SOS issues.

Commissioner Straus encouraged staff to consider including San Miguel County, which uses Santa Fe as its health care source. The Las Vegas hospital is not delivering babies and those people are traveling to Santa Fe for services. Ms. Ochoa said San Miguel is in DOH's Region 2 and discussions to include them are ongoing. While the grant doesn't include San Miguel, RHANE can grow to include them.

Ms. O'Connor noted that Santa Fe County is funding an initiative called Homework Diners through an MOA with the City. This program provides a free family meal when school children are provided tutoring services.

B. Other Matters from the Commission

Commissioner Williams said the policy director of the Treatment Advocacy Center in Washington, DC was in Albuquerque and she attended a meeting with him and Betty Shover of NAMI. The meeting was about SB 113, which is New Mexico's Assistant Outpatient Treatment Act. If an individual is not adhering to their mental health treatment and is deemed potentially harmful to self or others the court may institute a process for treatment compliance. It is not a criminal process. Treatment Advocacy is seeking SAMHSA money; there was no money within SB 113.

IX. Future Agenda Items

- CSV Community Health - presentation of Implementation Plan
- Presentation on dental therapist legislation
- Discuss San Miguel maternity care issues – DOH to investigate
- Presentation of Teen Court program
- SB 113 – Assistant Outpatient Treatment Act and Las Cruces and Albuquerque progress
- Long-acting reversible contraceptives (LARC)
- Re-entry program at the jail

X. Announcements

A. Next HPPC meeting Friday, September 2, 2016 @ 9 a.m.

XI. Adjournment

This meeting was declared adjourned at approximately 11:05 a.m.

Approved by:

Reena Szczepanski, Chair
Health Policy & Planning Commission

Respectfully submitted by:

Karen Farrell, Wordswork

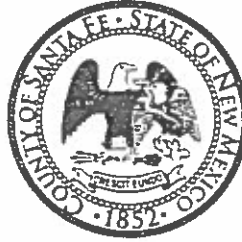
DRAFT

SUBJECT TO APPROVAL

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: September 15, 2016

Re: *Financial report for the month ending 8/31/2016*

ISSUE:

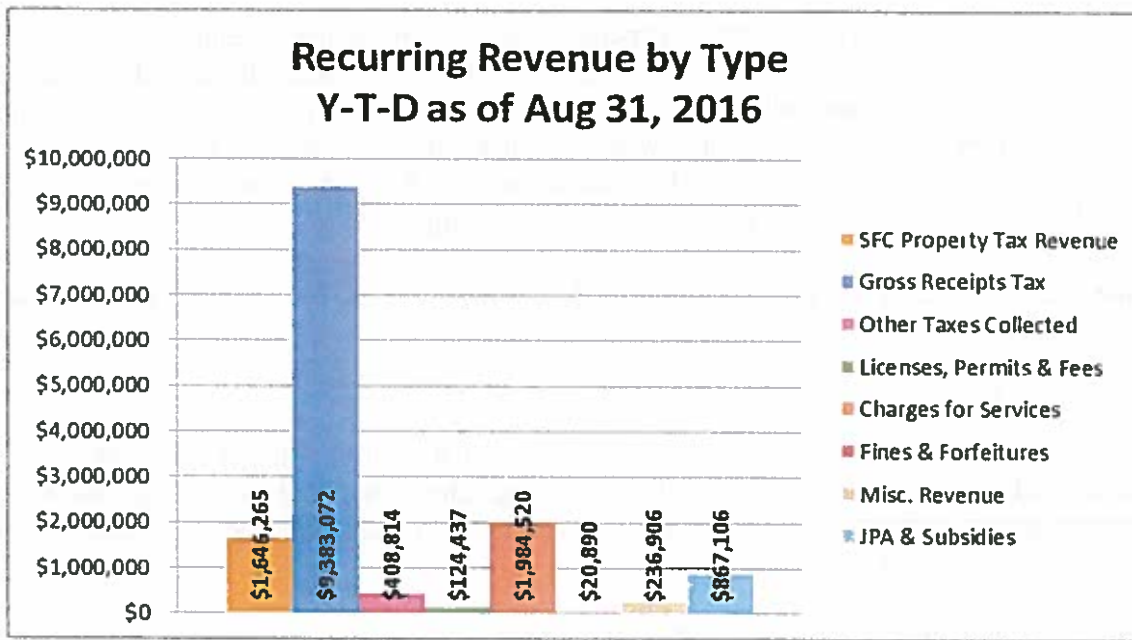
Presented herein, is a report summarizing the financial activities of the County through the month ending August 31, 2016.

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 2016.

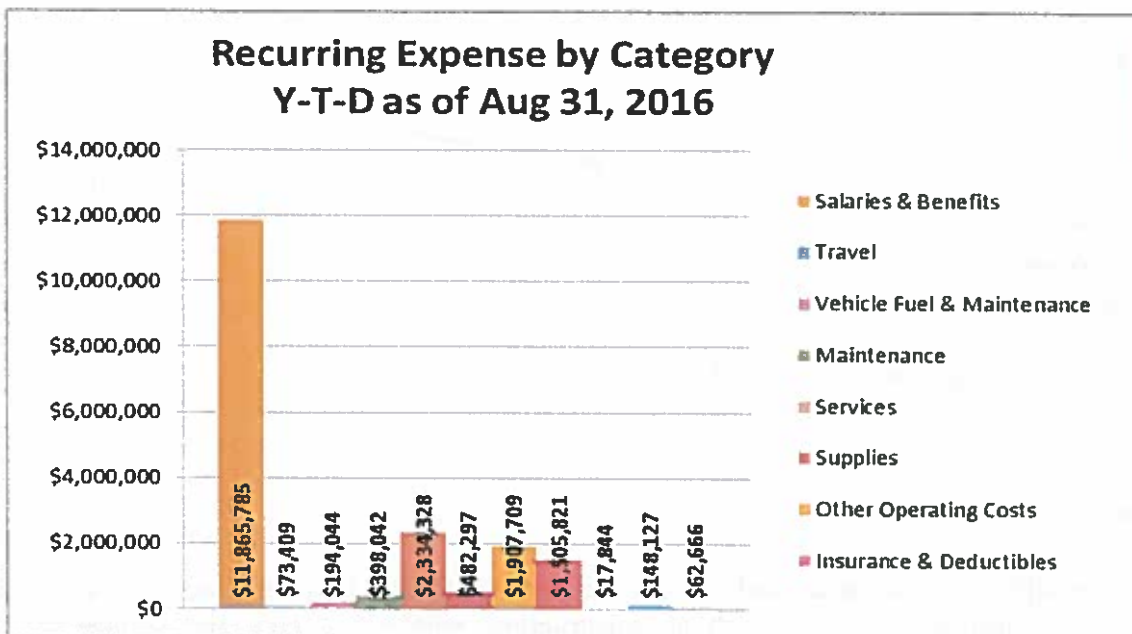
Recurring Revenue

Through the month of August, the recurring revenues collected totaled \$14.7 million. The revenue collections were \$1.3 million higher than the prior year's collections for the same period. Although total recurring revenue is higher there are differences within the various categories of recurring revenue. Collections of gross receipts taxes are higher than in FY 2016 by \$826K, JPAs and subsidies were higher by \$513K and miscellaneous revenue was higher by \$180K while there was a decrease in property tax collections by \$286K. The remaining difference is the net of minor increases and decreases in other recurring sources. While gross receipts tax revenues are significantly higher than the same period in FY 2016 it should be noted that this is attributable to the new Hold Harmless GRT which was not reflected in the County's revenue until September 2015. The Hold Harmless GRT accounts for \$772K of the year over year increase in GRT revenue. Absent that GRT, collections to date for FY17 and the same period in FY16 would be essentially flat.



Recurring Expenses

Through the month of August, the recurring expenditures total \$19.0 million. This exceeds the prior year expenditures of \$17.8 million for the same period by \$1.2 million or 6.7%. This increase is due to a large increase in insurance premiums and deductibles of \$1.2 million over FY16. There were also small increases in travel, services, supplies and other operating costs and decreases in salaries and benefits, vehicle fuel and maintenance, and subsidies. The chart below represents the amounts expended for the various categories of recurring expenses through August 31, 2016.



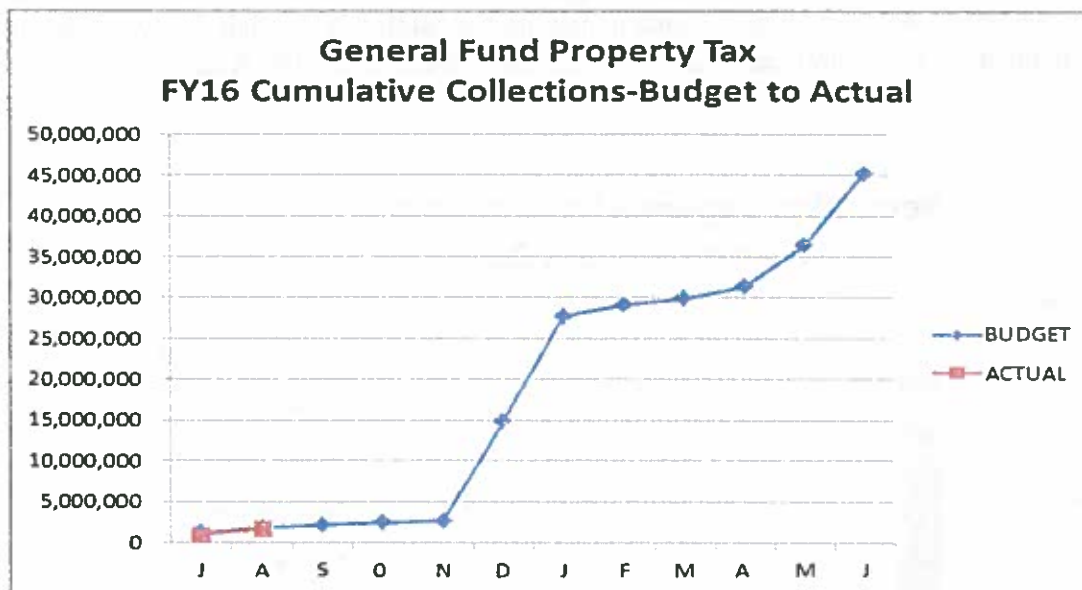
In the month of August, 2016, recurring expenses exceeded recurring revenue by \$4.3 million. Typically expenditures will exceed revenue collections at the start of each fiscal and equalize later in the year as property taxes are collected. This condition is caused by the cyclic nature of property tax collections where the months following when 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.

Below are charts reflecting the primary sources of recurring revenue for Santa Fe County year-to-date through August 31, 2015.

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 significant 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 \$1.4 million through the end of August were less than the budget of \$1.5 million by \$114K (operational only). The collections are \$261K less than the prior year's collections for the same time period. The trend for the last four years has been for collections to shrink year over year during the early part of the year and the December and January collections have been much larger than in previous years. This year over year decline is not alarming but will be monitored closely. It is anticipated that the first several months of the fiscal year will have very low property tax collections and then the months of December and January collections will be significantly higher as illustrated in by the blue line in the chart below.

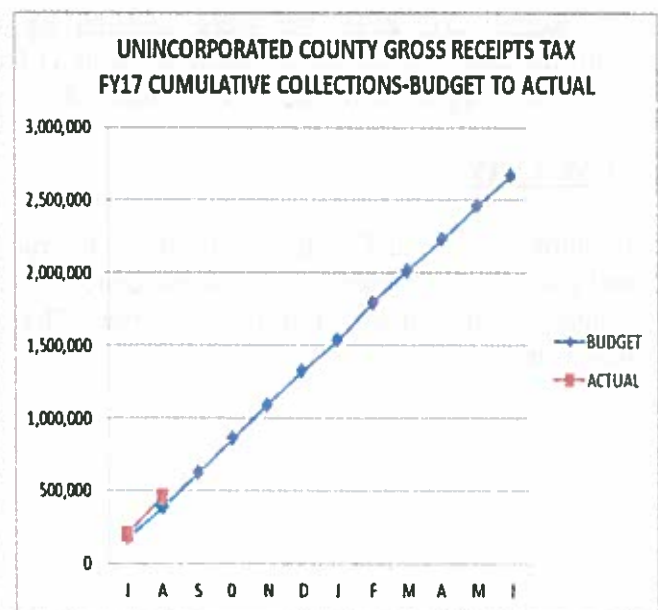
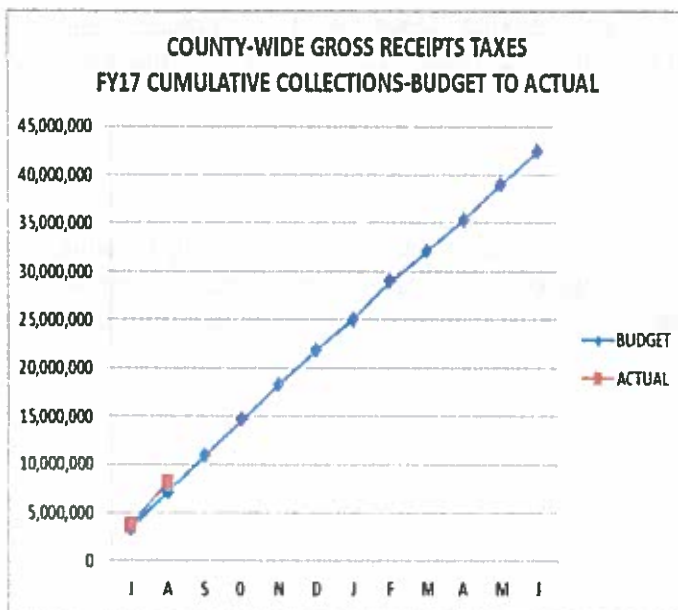


Gross Receipts Tax Revenue

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 August

total \$8.6 million and is \$1.0 million more than the budgeted amount of \$7.6 million. Total year-to-date collections were above the collections of the prior year by \$0.8 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 \$797K.

The unincorporated GRT collections total \$455K through the month of August and are \$69K above the budgeted amount of \$386K. The collections are \$42K below the prior year collections. Combined Countywide and unincorporated GRT revenue is 10% above the same period in FY 2016, primarily attributable to the collection of Hold Harmless GRT in July and August 2016. This tax was new in FY 2016 and the County did not receive revenue from it during those months. Excluding the Hold Harmless GRT collections would be essentially flat year over year.



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 during the month of August:

Pinon Hills Subdivision Roads	\$507,241	Glorieta Fire Station	\$457,615
Phase II Road Annexation	\$416,400	Fire Vehicles/Apparatus	\$249,638
Santa Fe River Greenway	\$214,093	Old Santa Fe Trail Multi	\$205,250
RECC Equipment	\$157,506	Stanley Cyclone Center	\$131,924
Quill Plant Improvements	\$119,951	La Cienega Waterline Ext.	\$105,256
Romero Park Improvements	\$101,329		

Finance Division Activities

The Finance Division continues to work with the County's independent auditors on the FY 2016 audit and preparing the Comprehensive Annual Financial Report (CAFR). Staff coordinated and carried out a successful effort to deliver obsolete and non-serviceable vehicles, equipment, computers and other items to the surplus auction which was held on August 20th. The Budget Office is working on preparation of a citizen survey. More information will be provided on this project in the future. Finally, the Payroll Office is moving forward with a major upgrade of the Kronos timekeeping software and the completion of countywide implementation of the electronic timekeeping system. A project team, which includes staff from Finance, Human Resources and Information Technology has been assembled and is working on the scope of work for contracts with the software vendor.

On August 31, 2016 we were notified by the New Mexico Department of Finance and Administration Local Government Division (LGD) that the final fiscal year 2017 budget has been certified as approved by the BCC on June 28, 2016.

SUMMARY:

In summary, Santa Fe County continues to enjoy a healthy financial position. Recurring revenue 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 in the financial outlook at this time.

