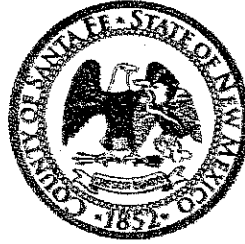


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*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

**Date:** November 15, 2017  
**To:** Board of County Commissioners  
**From:** Penny Ellis-Green, Growth Management Director *PEG*  
**Via:** Katherine Miller, County Manager  
**Re:** Growth Management Monthly Report October 2017

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This report is a summary of projects for Growth Management with statistics from October 2017. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

### **Planning Division**

#### **Affordable Housing**

Bids are being accepted for a Happy Roof project for a home located in the Santa Cruz area.

Down payment assistance was granted to a tier one individual in the amount of \$20,000.00 for a Habitat home located in the Oshara subdivision.

#### **Open Space**

Staff continued work on contracts including forest health evaluations for all open space properties; developing a riparian management plan for Los Potreros Open Space and La Cieneguilla Open Space; developing a grassland management plan for Los Potreros Open Space, La Cieneguilla Open Space, and San Pedro Open Space; and developing Best Management Practices for Open Space properties. This included going out to the properties with the consultants to learn and perform the riparian and grassland monitoring assessment methods at Los Potreros, La Cieneguilla and San Pedro Open Spaces, and evaluating conditions of forests at Ortiz Mountains Open Space.

A public meeting was held on October 17, 2017 at the Rancho Viejo Fire Station to gather input for Rail Trail Management and Stewardship Plan. Staff and consultants gave an overview of the plan, heard from users how and where they use the trail, and discussed how to get users more involved in the monitoring and minor maintenance of the trail. Stakeholder meetings were also held with specific user groups (walkers, runners, bicyclists, stewards and volunteers, and staff) to have a more detailed discussion of concerns and observations.

Staff monitored Ortiz Mountains Open Space on October 20, 2017 with the Santa Fe Conservation Trust to evaluate the conditions of the property.

### **Santa Fe Food Policy Council (SFPCC)**

Staff made a presentation at the Food Summit event held on October 18, 2017 to discuss work that the County is doing in relation to food, agriculture, and the TDR program.

### **Agriculture & Ranching Implementation Plan**

Staff conducted several site visits as part of the filming and visual documentation process for the development of the Agricultural Portal. Site visits included Agua Fria Community Farm, Chimayo family property, Pojoaque farm, Cerrillos Farmers Market and area to include a local restaurant, a La Cienega Farm and the Santa Fe Farmers Market.

### **Community Planning**

Staff conducted a community meeting in Galisteo on October 25, 2017 to discuss the proposed zoning map amendment for the Rural Commercial Overlay Zone which was identified in the adopted Galisteo Community Plan. Community members identified additional properties for consideration which the Galisteo Community Planning Committee will review.

Staff continued to work with the community on the development of the La Bajada Community Plan and conducted site visits in October.

The 20 year CIP and Impact Fee Structure project was initiated in October. Staff is coordinating with BHI in developing the study.

Staff participated in short term rental webinars.

### **Community Organizations and Registered Organizations**

There were no new applications submitted in August. Staff continues to receive and process Community Organization and Registered Organization applications when they are submitted.

### **Transportation**

Staff attended the Interchange Workshop meeting for the NMDOT reprioritization study for improvements on the NM 599 corridor on October 11, 2017. The consultant presented an overpass and frontage road connection design option for NM 599. Overpasses would be constructed at Via Veteranos/NM599 and Camino De Las Montoya/NM 599 corridor and frontage roads extended to provide a continuous frontage road system for NM 599.

- The over passes would not restrict through movements which has been a criticism of the proposed Interim Safety Improvements at Via Veteranos.
- The consultant will prioritize recommended improvements, including grade separated interchanges, overpasses, frontage road extensions/connections, and the Via Veteranos Interim Safety project in the final report due in December 2017. Meeting attendees recommended that the consultant contract be modified to include a public meeting on options and priorities.

County staff selected Architectural Research Consultants, Incorporated (ARC) as the consultant to develop the ADA Transitions Plan. The Roads Element of the ADA Transitional Plan is due to NMDOT by December 29, 2017, while the complete ADA Transition Plan is due to NMDOT in June 2018.

Staff attended the October 25, 2017 Rio Metro Mid Regional Transit District Positive Train Control (PTC) meeting. The revised estimate for PTC installation is \$55 million. Rio Metro staff submitted a risk assessment plan to the Federal Transit Administration. If approved the installation deadline would be delayed from December 31, 2018 to December 31, 2020. The project funding strategy is a loan from the State Infrastructure bank and the issuance of Grant Anticipation Revenue Vehicles (GARVEES) bonds. The debt repayment is to be from FTA 5337 and the Gross Receipt Tax (GRT). The funding strategy is based on current levels of GRT and there was no discussion of requesting GRT increases.

#### **SFMPO**

Staff attended the October 23, 2017 Technical Coordinating Committee (TCC) meeting, Issues discussed at the TCC meeting included:

- The TCC approved proposed Transportation Improvement Program (TIP) amendments. All proposed amendments were for NMDOT lead projects: funding was increased for three I-25 Interstate Maintenance projects in FY 2019 and FY 2021; funding for ADA pedestrian improvements on St. Michaels drive was moved from FY 2019 to FY 2020; and a new project, ADA and Bus stop improvements for NM 14, Cerrillos Road & 2nd St. area, for FY 2019. There is a 14 day public comment period for the proposed amendments. The proposed TIP amendments will be considered for approval at the November TCC and Policy board meetings.
- Via Vetranos/NM 599 Interim Safety Improvements: Design is 60 % complete.
- NMDOT staff gave a presentation on the development of the NMDOT Bike Plan. The Plan will include a prioritization process and bicycle facility guidelines to establish a safe and connected statewide bicycle network. Additional information, an interactive map, and survey are available at the project website: [www.nmbikeplan.bhinc.com](http://www.nmbikeplan.bhinc.com)

There was no MPO Policy Board meeting in October.

#### **NCRTD:**

Staff attended the October NCRTD Board of Directors Meeting. Removal of the Sunset provision for the Transit Tax GRT is the #1 NCRTD priority. The main topic of discussion was the Consolidation Study report and presentation:

- The NCRTD Board approved the staff recommendations on the Consolidation Study which included not to pursue any of the three options for consolidation at this time.
- NCRTD Staff will continue to work with Santa Fe Trails for service coordination and improvements. This will be done as part of the 5 year NCRTD Service Plan update in this fiscal year and will also be coordinated with the Santa Fe Trails Service Evaluation Study which starts in December 2017.

## Economic Development Division

The Northern Rio Grande National Heritage Area (NRGNHA) held its first conference October 12-14, 2017, regarding the Hispano and Native American Experiences of the Manhattan Project – the conference title was Histories of New Mexico. It was very well attended with approximately 200 people registered. There was not a board meeting in October; the next board meeting is Thursday, December 14, 2017.

The North Central New Mexico Economic Development District (NCNMEDD) held a board meeting on October 20<sup>th</sup> the RFP for a new Department of Energy/Nuclear National Security Management company, the company that runs the national laboratory, was presented and discussed. Much concern is whether the new managing company will be for-profit or a non-profit as LANL's budget is \$2.3 billion per year, this is significant as the Gross Receipts Taxes that are collected is around \$150 million, which goes into the local economy. A lot of the tax revenue collected by local governments is fed into education, economic development and community activities. Another significant piece will be what fee is offered to the managing company per year. It could be as high as \$40 million/year, or the fee could be scaled back to \$15 million/year. The significance in the fee amount may include for profit companies on the high end, or not for profit companies on the low end. A decision of who the winning managing company will be made next summer. The next meeting for the board is December 15, 2017.

Economic Development staff met with the Los Alamos National Labs Community Outreach Department and discussion revolved around lab spin-offs, lab contracts with suppliers and procurement from small New Mexico businesses. The Community Outreach Department is mandated by Congress to make 52% of \$5 million and below purchases from small businesses. There are bonuses to companies that can prove things like women owned, historic location, minority owned, etc. Additional opportunity for this sort of activity in Santa Fe County will be researched.

The REDI Net board met on October 18<sup>th</sup> and 26<sup>th</sup> and discussed topics concerning the audit of the time period that NCNMEDD was the fiscal agent (2011 – April 2016). A presentation from the auditor occurred at the latter meeting and it was discussed that the audit process is slowed down while waiting for additional documentation is requested.

Santa Fe County has entered into a sublease with Black Mesa Wireless (10/26/2017) to provide broadband service to customers in the Pojoaque Valley using available REDI Net fiber optic lines at the Pojoaque Fire Station.

Economic Development Staff attended:

- Training in Orlando, FL, regarding the management of an economic development organization;
- The Food Forum at the convention center;
- The Education & Economic Development Summit hosted by CB Technologies;
- Training on the SLDC.

The Estancia Valley Economic Development Association (EVEDA) did not meet in October, the next meeting will be held in December.

## Building and Development Services Division

### Permits and Development Review

The following statistics are provided for permits and approvals issued in October 2017:

	October 2017
New Residential Permits - Stick Built Homes	13
New Residential Permits - Manufactured Homes	6
Commercial Building Permits	5
Number of Lots Created – Major Subdivision	0 Lots
Minor Subdivisions	8 Lots
Exemptions	2 Lots
Commercial Business Licenses	2
Home Occupations No Impact	3
Home Occupations Low Impact	0
Film Permits	3

### Code Enforcement

The following statistics are provided for code enforcement actions in October 2017:

	October 2017
Number of Initial Notices of Violation Issued	18
Number of Final Notices of Violation Issued	5
Number of Notices of Violation resolved without court action	13

## GIS Division

### E911 Addressing

In preparation for the intensive SLDC review conducted by the Department during October, the GPS Field Technicians researched and identified potential conflicts between the addressing ordinance and the SLDC.

The Technicians also continued the detailed data analysis of Transportation GIS database. This GIS database is the foundation of our 911 addressing system. The goal of this thorough data analysis is to achieve data normalization and optimization prior to beginning the next full sweep of countywide addressing targeted for 2018.

The Addressing staff continued to handle ongoing constituent requests for address and road sign postings as well as conducting extensive historical plat research on several complex addressing situations in need of resolution.

### GIS Division

During the month, provided 77 Address Verifications to County residents and prepared 66 development permit screening forms & maps which triggered 10 archeological screenings.

The Division continues to be on hold for the major upgrade to the RECC GIS data services until the physical server environment at RECC is ready for GIS software and data loading, testing, and REST service deployment.

The GIS staff has continued to develop and build interactive map applications to populate both the new internal and external mapping portals. Priority applications under development include GMD Permits and Slope/Terrain for Development Review Staff. Map applications were also completed for Utilities staff and the Fire Department staff.

The Division also stood up a web service monitoring application that will not only provide alerts and warnings when web services and/or systems are in danger of failing; but also provide key statistical data as to how, when and to what extent these new services are being utilized and accessed both internally and externally.



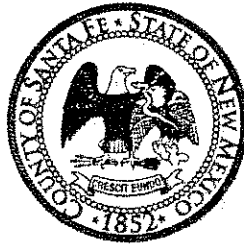




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**Katherine Miller**  
County Manager

**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:** November 28, 2017  
**Re:** SFC Public Safety Department Monthly Report for October 2017

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The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of October 2017.

## **CORRECTIONS DEPARTMENT**

### **Adult Detention Facility (ADF)**

- The Facility had 738 intakes and 717 releases for the month of October.
- Santa Fe County Adult Facility received 40 inmates from Torrance County. 23 inmates arrived on Friday, October 13<sup>th</sup> and 17 inmates arrived on Saturday, October 14<sup>th</sup>. The transports, classification and intake process all ran smooth with no incidents.
- Graduation for Cadet Classes #31 and #32 was conducted on October 13, 2017 at the NM Corrections Department Academy Gymnasium. The graduating classes consisted of 31 cadets. The turnout was great, and we are thankful that Commissioner Roybal, Director Sedillo, and Margie Romero were able to participate in the ceremony.
- Inmate life skills, inpatient/outpatient substance abuse, and parenting classes rolled out to inmate population.

### **Electronic Monitoring Program**

- Providing services to 354 clients.
- There were 45 successful releases for October.
- Clients Financial Obligation – Paying - 22%, Waived - 0%, Unemployed - 69%, Out of County - 9%.

### **Youth Development Program (YDP)**

- Molly Archuleta, RN and Bernie Leiving conducted PREA and Blood Borne Pathogen training for YDP Shifts.
- Training conducted for YDP's A and B shifts on Security Procedures, Safety and Emergency Procedures, Fire Safety, Key & Tool Control, Supervision of Residents, Resident Disciplinary Process, and Juvenile Rights and Responsibilities.

- Training conducted for YDP's A and B shifts on Ethics and Workplace Harassment, Restraint Training, Report Writing, and De-escalation Techniques.
- On October 25, 2017 the School of Advanced Research gave a guitar performance for the juveniles, provided art supplies and did an art project with them.

### October 2017

<b>Intakes</b>	<b>30</b>
<b>Releases</b>	<b>22</b>
<b>Male Intakes</b>	<b>26</b>
<b>Female Intakes</b>	<b>4</b>
<b>Average Daily Population</b>	<b>23</b>

## FIRE DEPARTMENT

### Administration, Facilities, Fleet

- Construction on the Galisteo station apparatus bay addition underway.
- Architect solicitation for the Madrid Station Training Room addition was unsuccessful. We're working with the Projects Division to reissue the solicitation.
- Volunteer Fire Academy completed the Hazardous Materials module. 14 Cadets remain in the program, several having dropped out due to the time commitment and testing requirements.
- Two career cadets completed all certification requirements and are rotating through field assignments. Two additional career cadets scheduled to retest on November 3<sup>rd</sup> at the NM Fire Training Academy.
- New Turquoise Trail District Brush Truck placed into service.
- District Hose and Ladder testing scheduled for all 14 Districts, and breathing air bottle testing underway throughout the County.
- District Chiefs monthly meeting completed and the Districts are preparing for Officer Elections.

### Operations and Training

Emergency Responses/469 total - 87 Fire Incidents and 382 EMS Incidents

- Cadet Sedillo has been assigned to A Shift and Cadet Alley to C Shift.
- EMT Refresher classes continued in October for career and volunteer staff. Additional Paramedic Refreshers scheduled for November and December.
- Hiring process continues for 25 cadets and several alternates. The Department managed several hundred written examinations, physical ability testing scenarios, and interviews to complete the selection process. The Academy is on track to start December 4<sup>th</sup>.
- 50 career and volunteer crews battled a significant residential structure fire in Jacona. This scene was worked from 0500 to 1600 hours. No injuries reported.
- The Northern Region crews handled a Multi-casualty incident Motor Vehicle Accident involving 6 patients, three evaluated as critical. The career and volunteer responders did an excellent job under difficult circumstances getting patients triaged and rapidly transported to St. Vincent's Hospital and UNM Hospital.
- Contract negotiations completed and ratified by the Union. The Contract will go to the BCC in November for approval.
- Lieutenant Promotional process completed to include a written exam, tactical assignment assessments, panel interview and Chief's interview completed. 7 candidates passed and have been moved onto a list for promotional purposes and Acting in Capacity.

## **Fire Prevention and Wildland**

- Development Reviews, Adjustments and Variances – 62
- Plan review site visits and inspections- 14
- Burn Permits – 6
- Movie permits and site work – 9
- Annual Inspections - 11
- Fire Protection Systems Review – 25
- ISO Requests - 2
- Pre-school/School fire and injury prevention presentations/Health Fair – 9
- Prevention trainings – 15
- The Prevention Division is currently evaluating the 2015 International Fire Code in order to propose to change to the 2015 Code from our current 1997 Uniform Fire Code. A proposal will be forthcoming to the Commission in early 2018.
- The Division is also updating the Department's Fire Hydrant Record Program, as well as updating the submittal process for Fire Protection Systems Plan Review.
- RX and RMP fires – 2
- Hazardous Fuels acres mitigated – 0.5
- The temporary employment (6 months) for the County funded Black Canyon Crew ended and the transition is underway to the Youth Conservation Corp (YCC) funded crew. 5 YCC members added during the month, and the Division advertised for an additional five members to be added in November.

## **Volunteer Recruitment and Retention**

- New member applications recruited and approved this month - 4 (YTD 71)
- Lead instructor/Coordinator for the Volunteer Fire Academy. Classes are held two evenings a week and every Saturday until mid-December.
- Conducted the first Volunteer New Member Orientation class for 17 new members from various Districts. The plan is to conduct the Program once every two months in order to better orient new volunteers to Santa Fe County Fire Department.
- Completed teaching the Fire Officer 1 program for volunteer Fire Officers. 7 out of 9 attendees passed the final exam.
- Met with the International Association of Fire Chiefs to review progress on the Volunteer Workforce Solutions Grant.

## **Emergency Management (EM)**

- EM staff, along with members of the City of Santa Fe and BCC, attended an Emergency Planning for Water and Wastewater Utilities course.
- Staff also attended a Critical Infrastructure Resource Awareness course at the Albuquerque Emergency Operations Center.
- Conducted Technical Rescue Training – Preparing for Cold Weather Operations – with the Technical Rescue Team.
- Chief Vigil presented a Point of Wounding Care class for teachers at the NM Non-Public Schools Association Annual Conference.
- Addressed the Vigilant Guard After Action Report with the Volunteer District Chiefs Association. Equipment and resource gaps discussed.

- Participated in the Northern Region Healthcare Coalition meeting to provide insights and expertise on Emergency Management issues.
- Implemented a National Incident Management Systems (NIMS) Resource Directory update for SFC.
- Distributed Cyanide Poisoning Antidote kits to all SFCFD ambulances and provided training on their use.
- Operational Readiness checks continued as well as addressing equipment gaps identified during the Vigilant Guard exercise.

## RECC

- **Operations**

- Total Telephone Calls Handled (incoming and outgoing)
  - October – 30,800
- Total calls Received via 911
  - October – 6,374
- County calls requiring response agency dispatch
  - October – 7,230
- City calls requiring response agency dispatch
  - October – 10,983
- Town of Edgewood calls requiring response agency dispatch
  - October - 923

- **Staffing**

- Vacancies
  - 6 Trainee positions

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



