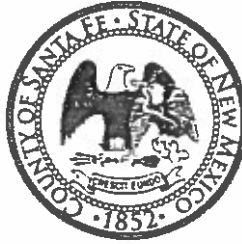


**Henry P. Roybal**  
*Commissioner, District 1*

**Miguel M. Chavez**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Kathy Holian**  
*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

**Date:** October 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 September 2016

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This report is a summary of projects for Growth Management with statistics from September 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 two families.

- The first family is a Tier One First Time Home Buyer and the assistance granted was in the amount of \$20,000. This home is located in the Oshara subdivision.
- The second family to receive assistance is a Tier Three family and the assistance granted was in the amount of \$10,000. This home is located in the Turquoise Trail subdivision.

Staff conducted a second focus group with affordable housing entities on September 16, 2016. The meeting was well attended and staff has developed proposed changes for the SLDC as part of the 6 month update.

Staff presented an Affordable Housing Agreement to the Board of County Commission at the September 30<sup>th</sup>, 2016 meeting. The agreement was approved and will create 12 additional affordable homes in the Tessera subdivision.

Staff received and completed two requests for mortgage subordinations.

## **Open Space**

Staff conducted four public input meetings for the Open Space, Trails, and Parks Strategic Management Plan. These meetings provided the initial opportunity for county residents to give input on the open space, trail and park strategic plan's draft focus areas and potential projects. The meetings were held in the following locations:

- Nancy Rodriguez Community Center, September 14, 2016
- Nambe Community Center, September 20, 2016
- Galisteo Community Center, September 22, 2016
- Edgewood Community Center, September 28, 2016

## **Food Policy Council**

Planning staff attended the Food Policy Council (FPC) Land Use Subcommittee meeting on September 7, 2016. Staff presented an update regarding the progress made on the Agriculture Resource Inventory.

## **Agriculture Resource Inventory**

Staff submitted an article to the Green Fire Times for the October edition, 'Building a Regional Food System'. The article is titled: Santa Fe County's Agriculture and Ranching Implementation Plan: Connecting a Thousand Points of Light.

Staff has been conducting outreach to agricultural stakeholders and community members regarding the first two Agriculture Resource Inventory roundtable discussions. The first roundtable is with Ag. Resource Providers, scheduled for October 13<sup>th</sup>, 2016 and the second roundtable is focused on Crop Production and Producers, scheduled on October 15<sup>th</sup> 2016.

Staff has also begun distributing questionnaires in order to learn more about the status of agriculture in various areas of the County and to better understand the County's current food production capacity.

## **Transportation**

Staff continued work on NMDOT TAP/RTP grant applications for the Avenida Del Sur Bike Lanes, Arroyo Hondo Trail, Phase IV, and Rail Trail Segment 5 projects.

## **SFMPO**

The SFMPO Technical Coordinating Committee and Policy Board meetings were canceled for September 2106.

## **NCRTD:**

Staff attended the September 9<sup>th</sup>, 2016 NCRTD Board of Directors Meeting. Items of interest include the following:

- The NCRTD approved the MOA formalizing the Santa Fe County funding match for the Mountain Trail Route. This MOA was subsequently approved by BCC at the Sept. 13<sup>th</sup>, 2016 meeting.
- The NCRTD approved a contract for construction of Phase 1 ADA improvements at various NCRTD transit stops.
- The Santa Fe Trails/NCRTD Consolidation study has begun. The consultant is in the process of conducting research and interviews with governmental agencies.

### Community Planning

Staff presented at the NMAPA conference in ABQ regarding the Agriculture Revitalization Initiative, and the Agriculture and Ranching Implementation Plan.

### Community Organizations and Registered Organizations

Staff continued implementation of the SGMP through outreach and coordination of the Community Organization and Registered Organization process. A new CO for the La Cienega and La Cieneguilla area was approved by the BCC on August 30<sup>th</sup>, 2106. Staff continues to meet with community groups and provide start-up assistance, as requested.

### Economic Development Division

Growth Management is currently interviewing for the Economic development manager position and hope to fill the position shortly.

The following economic development-related entities did not meet in September:

- 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.

### Building and Development Services Division

#### Permits and Development Review

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

	September 2016
New Residential Permits - Stick Built Homes	26
New Residential Permits - Manufactured Homes	5
Commercial Building Permits	3
Number of Lots Created – Major Subdivision	0 Lots
Minor Subdivisions	0 Lots
Exemptions	2 Lots
Commercial Business Licenses	1
Home Occupations No Impact	10
Home Occupations Low Impact	2
Film Permits	3

#### Code Enforcement

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

	September 2016
Number of Initial Notices of Violation Issued	15
Number of Final Notices of Violation Issued	4

Number of Notices of Violation resolved without court action	8
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## GIS Division

### E911 Addressing

In September Addressing staff inspected 347 addresses and replaced 115 rural address postings. Both GPS Technicians also successfully completed significant training and professional development classes.

The GIS Division prepared 61 development permit screening forms & maps which triggered 13 archeological screenings. The Division continued to develop and deploy a “versioned” editing environment for all Transportation GIS data sets (this includes all E-911 Addressing data sets). September’s efforts in this area focused on disconnected editing (AKA live data editing in the field) – a methodology that is being developed and tested by the GIS Division this fiscal year in anticipation of County-wide deployment in the future. A capital BAR was submitted to procure the field laptops needed to implement the disconnected editing methodology. Contractor work on the LiDAR Checkpoint Survey was also initiated and should be completed by end of October.





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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: October 25, 2016  
Re: SFC Public Safety Department Monthly Report for September 2016

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

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

### **Administration/Security**

- The Santa Fe County Adult Detention Facility had 708 intakes and 707 releases for the month of September 2016.
- Officer Benny Atencio was selected for the K-9 Handler Position. Officer Atencio and Captain Archuleta began the K-9 Handler course on Monday, September 19, 2016 and are scheduled to complete the course on November 1, 2016.
- ADF staff attended a Job Fair and UNM for Medical Professionals in efforts to obtain interest of potential employees.
- Corrections Emergency Response Team (CERT) conducted weapons training specifically, Night Fire Qualifications.

### **Compliance/Continuous Quality Improvement/New Hires/Staffing**

- Compliance and CQI continue to work on the New Mexico Association of Counties re-accreditation, reviewing files. An audit of the facility will be completed in October.

### **Programs**

- New inmate class started, Building a Better Relationship With Your Children
- Programs Department staff, volunteers and inmates participated in making the labyrinth in the Bravo recreation yard to be used for stress management and meditation.
- Volunteer Appreciation Banquet was held on September 14, 2016 at the County Fair Grounds.

## **Electronic Monitoring Program**

- Providing services to 280 clients.
- There were 47 successful releases for July.

- Clients Financial Obligation – Paying - 25%, Waived - 0%, Unemployed - 69%, Out of County - 6%.

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

- On September 25, 2016, there was a special event at El Museo Cultural De Santa Fe. This event featured poetry from residents over the past couple of years. There was also a panel of workshop leaders who shared their remarks regarding their work here at Santa Fe County Youth Development Program. There were a total of 90 guests who attended this event.
- On September 25, 2016, The Santa Fe New Mexican featured an article called "Workshop helps incarcerated teens find voices through poetry."
- Annual 40 hour in-service training was completed on September 23, 2016. Topics added to this year's training calendar are Mental Health First Aid, Trauma Informed Responses for Those Working in Criminal Justice and Active Shooter.

<b>Intakes</b>	<b>26</b>
<b>Releases</b>	<b>31</b>
<b>Male Intakes</b>	<b>22</b>
<b>Female Intakes</b>	<b>4</b>
<b>Average Daily Population</b>	<b>13</b>

### **FIRE DEPARTMENT**

#### **Administration, Facilities, Fleet**

- Glorieta La Joya station construction completed. An opening ceremony will be planned for November.
- Ground work completed for the Agua Fria Training Tower and the structure has been delivered. Waiting on an erection permit from Construction Industries Division (CID).
- Galisteo apparatus bay addition passed muster with the Planning Commission.
- Filled our Senior Secretary and District Secretary positions. Both new hires have hit the ground running.
- Received a new ambulance to replace Medic 60/La Cienega. Fleet mechanics will place the ambulance into service in October.
- Received a new mobile fire pump tester purchased through a state grant. It will make our annual pump testing process much more efficient. Also a very effective tool for fire pumps training.
- Installation of a station generator underway at Rancho Viejo. Should be completed in October.

#### **Operations and Training**

Total Emergency Responses – 602

EMS – 481

Fire and other related calls – 121 (fires 19)

- Captain Mestas and training staff are working through the Emergency Medical Technician (EMT) refresher schedule. Required refresher/Continuing Education (CE) classes were held in



each region for all levels of certification. Excellent program with uniformly positive feedback from field staff.

- Modular Emergency Response Radiological Transportation Training (MERRTT) classes completed in preparation for the fire department's participation in the Waste Isolation Pilot Plant Transportation Emergency Exercise (WIPPTREX) scheduled for the end of October. 71 completion certificates issued.
- Participated in several search and rescue missions including Diablo Canyon Technical Rescue Support, Apache Canyon body recovery, and Glorieta Mesa search and patient extrication.
- Continue to work with Human Resources (HR) to schedule and coordinate required Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT) firefighter physicals, on-line training modules for HR topics, and performance appraisals.
- Pre-Insurance Services Office (ISO) survey meetings held for the Pojoaque and Agua Fria district inspections scheduled for October.

#### **Fire Prevention and Wildland**

- Business registrations – 4
- Development Reviews and Adjustments – 37
- Burn Permits – 11
- School and business inspections – 3
- Hydrant Inspections and testing - 691
- Pre-school/School fire and injury prevention presentations/Health Fair – 6
- Wildland fire suppression activities on 0.5 acres (381.5 acres to date).
- Fuel mitigation activities on 6 acres.
- 36 firefighters trained in wildland fire suppression.
- The Division participated in 3 community prevention events.

#### **Volunteer Recruitment and Retention**

- New member applications recruited and approved in July – 6 (YTD 66).
- Working on a Federal Emergency Management Agency (FEMA) grant application for new firefighter protective gear.
- Coordinating the Volunteer Fire Academy which started in August. The hazardous materials module has been completed and the students have begun the wildland fire suppression training module.

#### **Emergency Management**

- 25 Canberra Ultramini Gamma Radiation monitors have been calibrated with assistance from Department of Energy (DOE).
- Extensive planning for the 2016 WIPPTREX exercise.
- The draft Santa Fe County Mitigation Plan has been submitted to the State for review prior to submittal to FEMA for approval.
- Staffed the New Mexico Department of Homeland Security Preparedness Booth at the New Mexico State Fair. Provided two days of coverage provided by Santa Fe County.
- Presented Medical management of Hazardous Materials Exposure and Chemical Biological Radiological Nuclear Explosives (CBRNE) Operations during the EMT refreshers.
- Attended the Community Organizations Active in Disasters meeting.

- Presented two Point of Wounding Care classes to the NM Attorney General's Office staff.
- SFC will be a key player in the 2017 New Mexico Northern Command (NORTHCOM) full scale exercise planning team. This is a Department of Defense exercise.
- Detailed Inventory Process. Operational Readiness checks started with all Emergency Management Deployable Resources.
- Writing a large animal disaster plan annex.

## RECC

- **Operations**
  - Total Telephone Calls Handled (incoming and outgoing)
    - September – 25,555
  - Total calls Received via 911
    - September – 6,944
  - County calls requiring response agency dispatch
    - September – 6,676
  - City calls requiring response agency dispatch
    - September – 12,087
  - Town of Edgewood calls requiring response agency dispatch
    - September – 572
- **Staffing**
  - Currently awaiting approval from HR for 3 trainees to start.
  - Vacancies
    - 6 vacant Trainee positions not counting the recommended 3 for hire.

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





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Commissioner, District 1

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Commissioner, District 3



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Commissioner, District 5

**Katherine Miller**  
County Manager

## **MEMORANDUM**

**DATE:** *October 7, 2016*

**TO:** *Board of County Commissioners*

**VIA:** *Katherine Miller, County Manager*

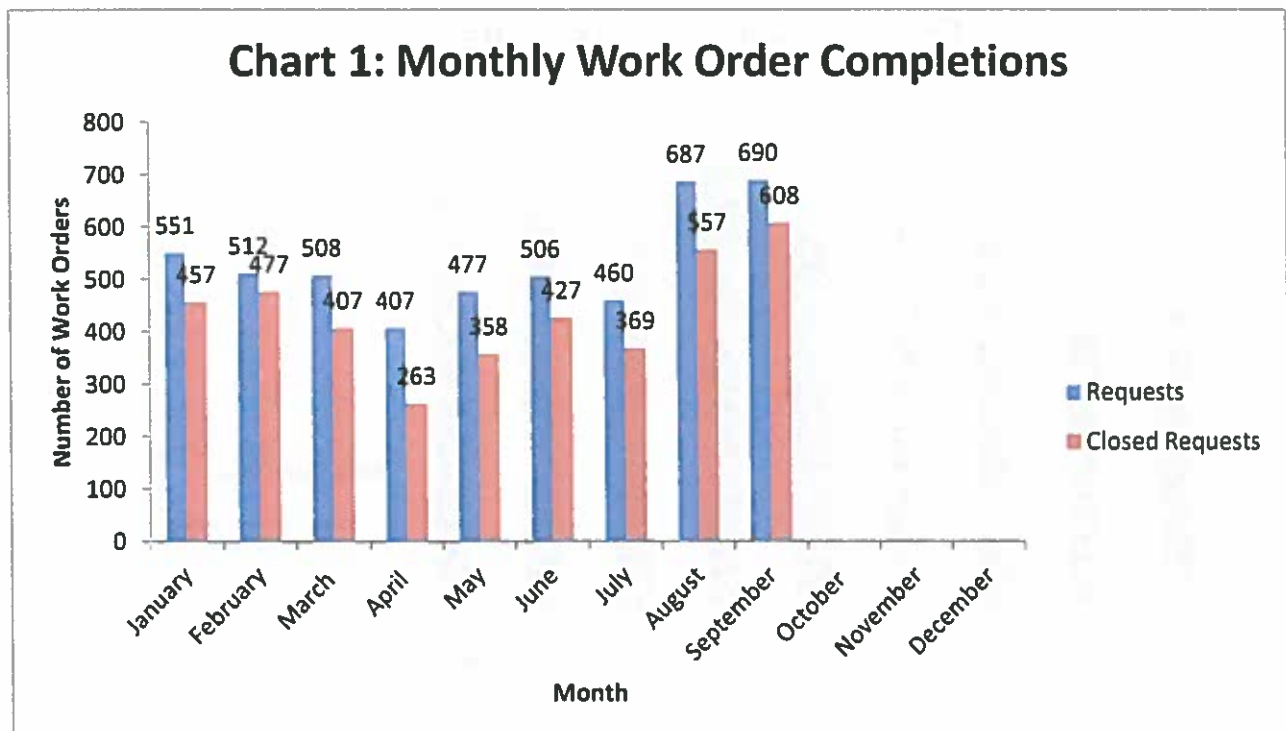
**FROM:** *Michael Kelley, Public Works Department Director*

**ITEM AND ISSUE:** *BCC Meeting October 25, 2016*  
*Public Works Monthly Report for September 2016*

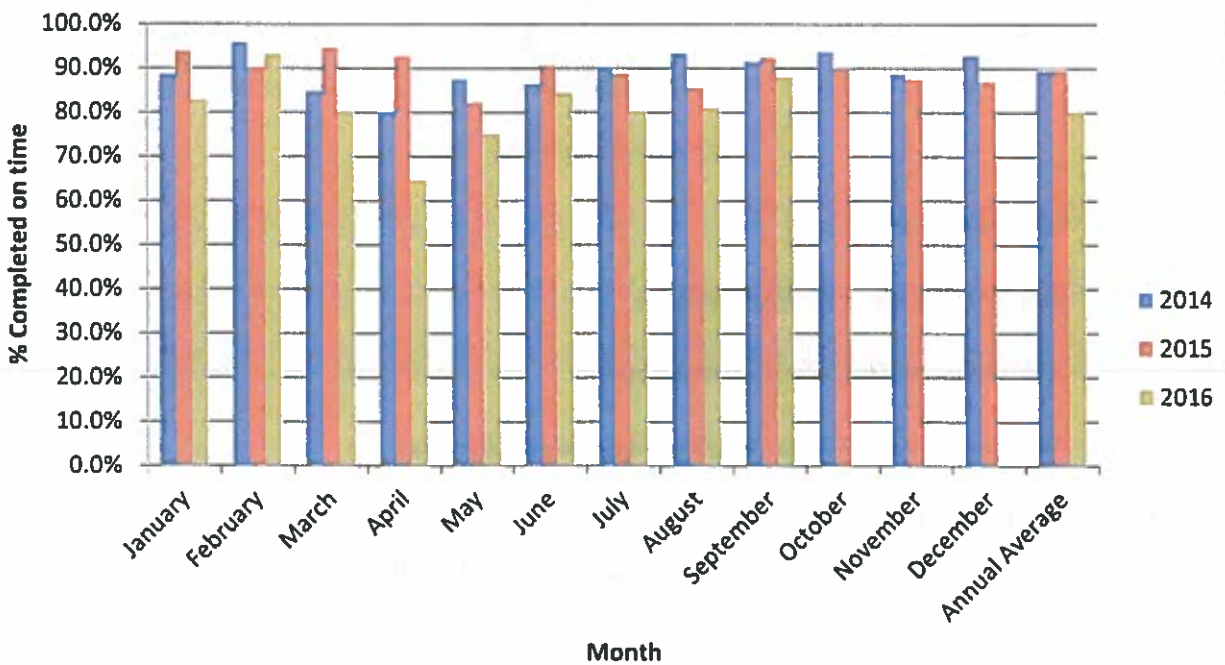
### **DISCUSSION**

#### **Operations and Maintenance**

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

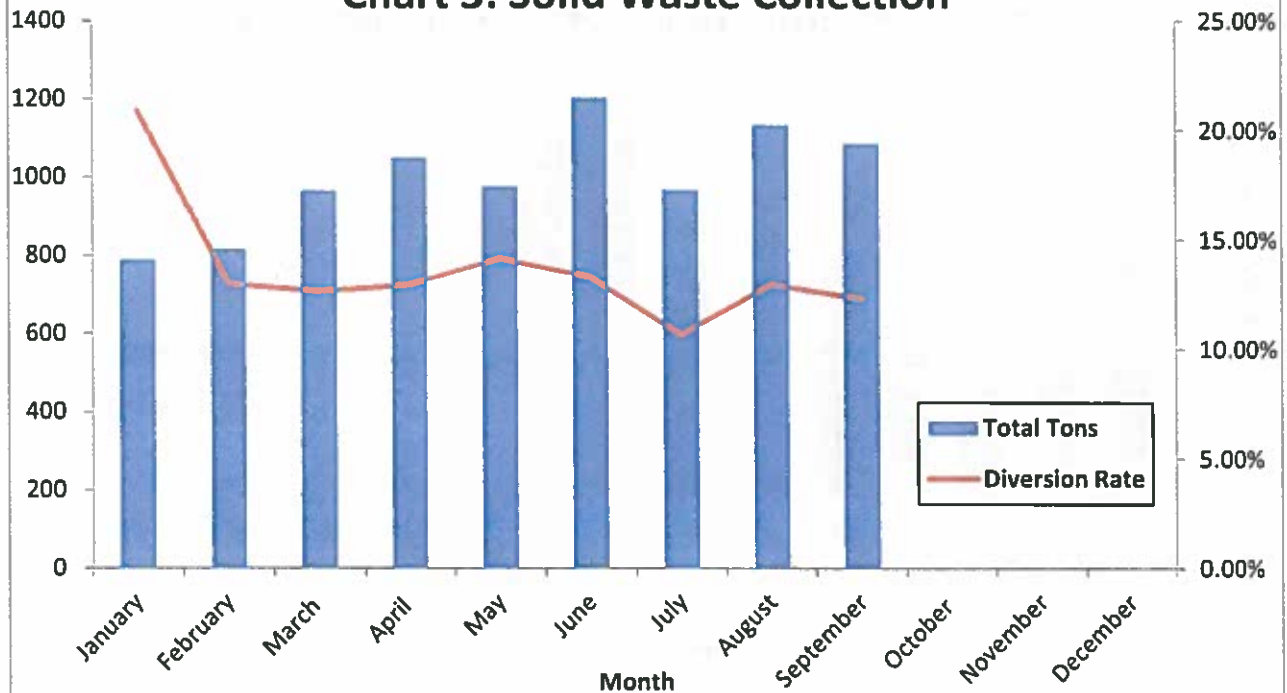


### Chart 2: Year-to-year Work Order Completion Rates



**Solid Waste:** The County average diversion rate was 14.45% in 2015. The month of September the diversion rate was 12.31%, bringing the year-to-date average to 13.64%. See chart below.

### Chart 3: Solid Waste Collection



Solid waste permits sales are shown below.

Permit Type	Number of Solid Waste Permits Sold	
	Sept. 16	CY16
1-trip	18	190
6-trip	37	351
6-trip/senior	11	160
6-trip/low income	0	6
6-trip/veteran	0	13
12-trip	158	1,530
12-trip/senior	128	1,188
12-trip/low income	3	21
12-trip/veteran	29	178
Bag tags	55	564

**Utilities Division:**

- Commissioner Roybal, County Manager Katherine Miller, County Attorney Greg Shaffer, other Santa Fe County staff, together with our Pojoaque Valley regional water system partners, hosted a successful meeting with interested state and federal elected officials and/or their staff. Attendees included staff from Senator Heinrich Martin, Senator Tom Udall, Congressman Ben Ray Lujan, State Senator Carlos Cisneros, and State Representative Carl Trujillo. Sandra Ely delivered an insightful summary PowerPoint presentation on the ongoing efforts to implement the Aamodt settlement and design and construct the regional water system followed by questions and discussion regarding the Settlement Agreement, the regional water system, and Regional Water Authority Joint Powers Agreement (JPA).
- Co-applicants BIA, Pueblos of Tesuque, Nambe, San Idelfonso and Pojoaque, and Santa Fe County defended the transfer of 1,752.4 acre-feet of water right from the Top of the World farm at a hearing was held before State Engineer hearing examiners on October 6 and 7, 2016. The water rights are part of the 4,000 acre-feet needed to supply the Pojoaque Basin regional water system. The co-applicants brought forward five witnesses including Chris Banet (BIA), Chairman and former Governor of Tesuque Pueblo Charlie Dorme, former Gov Richardson staff advisor Bill Hume, and Claudia Borchert. Following extensive preparation with the help of Sandra Ely and Jerry Schoeppner, Claudia Borchert provided fact testimony on the County's need and plans for 611.4 acre feet that the County owns and is contributing to the regional water system. The County's contract water attorney, John Utton, did an outstanding job of positioning the County and cross-examining the only witness of the only Protestant, Taos County.
- Per the County Manager, the County will request that the BDD return all credits due to the County from fiscal years 2011-2015 pre-billing. The credit will be return to the Utilities

cash balance. SFCU was holding the payment of the last quarter FY15 pending this decision and will now approve and process the invoice.

#### **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.
- **Santa Fe River Property Acquisition:** The County is closing on Parcel 16 with Mr. Boylan and Paul Padilla and on Mr. Boylan's interest in Parcel 14 on October 13th. Staff had requested a response from Peter Padilla regarding their interest in Parcel 14 by October 12th. Jason Krause is supposed to sign the Purchase Agreement this week. Purchasing posted the Sole Source Procurement for Tierra Right of Way Services 2 year contract on October 4th, it will be presented at the November 8th BCC for approval.
- **Santa Fe River-Frenchy's to Siler Design Update:** Weston is preparing a revised Budget for adding services not in the original Scope of Work to allow the County to realize \$110,000 in cost savings.
- **CR67F, La Barbaria Drainage and Road Improvement Project:** LBG has completed the changes 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 proposed date for a Community meeting of October 26, is being requested and confirmation by the CMO.
- **NE/SE Connector Alignments:** The Cooperative Agreement S100120 was extended to 2017. Phase C completion is schedule prior to the end of December. 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 10-2-16.
- **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:** Project is complete.
- **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:** The LOI for design services was issued on October 3, 2016.

- **Bennie J. Chavez Center Septic system:** Site visit meeting to solicit quotes was held on September 27, 2016, quotes were due back on Monday, October 3, 2016. Received one quote and staff has forwarded procurement packet to purchasing for processing. Staff will schedule the kick-off meeting and issue the NTP and PO once the PO is received from purchasing.
- **Edgewood Senior Center ADA Upgrades:** Negotiations were held on August 16, 2016 with Lloyd & Associates Architects and purchasing is currently finalizing the contract. Received PO from purchasing on September 28, 2016 and Notice to Proceed was issued on October 4, 2016. Site visit with Architect is scheduled for October 12, 2016.
- **Edgewood Fire Station #2 / Cedar Grove:** Negotiations were held with Autotroph on August 15, 2016. Purchasing is currently finalizing contract for Autotroph. PSA has been forwarded to Autotroph for review and signature, once received back from Autotroph the PSA will be routed internally for County signatures needed. Staff will schedule the kick-off meeting and issue the NTP and PO once the PO is received from Purchasing.
- **Ken and Patty Adam Senior Center/County Community Center:** The contractor continues working on completing the punch list. Window shades in the community room are being hung, door to satellite office has been switch, flooring in the Community Room has been removed with new floor application scheduled for Wednesday, October 12, 2016. The audit of the HVAC continues with corrective measures scheduled after the election, November 8, 2016. All work is scheduled to be complete by October 15, 2016 when the building will be turned over to the Election Bureau for the upcoming election.
- **Glorieta Fire Station #2:** A Certificate of Occupancy was received on Tuesday, October 4, 2016. The contractor is completing site grooming and final landscaping. The PM will begin working on the solicitation for the installation of an additional 16,000 gallon water holding tank to meet the State Fire Marshal requirements. Fire stations require 30,000 gallons for a draft hydrant. Due to critical path damages requested by the contractor it was determined best to go out to bid on the additional tanks. Additional split rail fence has been requested by fire staff that will encompass the perimeter of the paved area providing a safety barrier to protect underground utilities.
- **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 contractor continues working on grading for exterior sidewalks with forming and pouring scheduled to begin on Monday, October 10, 2016. Final grade has been applied on inside of arena. Railing installation is rescheduled to begin on Tuesday, October 11, 2016. Security screens around arena will be removed from the scope of work with focus on securing windows in office and storage room along with front doors. The PM spoke to a NMED representative providing the new scope to address the flooding concerns over the septic system which will include the extension of 6 inch pipe to the retention pond. The PM is working on making arrangement for phone service that is required for the fire suppression system. The contractor is working on pricing for the new

kitchen. Delay in pricing of kitchen was due to a requirement by the Electric Coop to install a ground mounted transformer. This will take additional design work.

- **Agua Fria Fire Station Training Center Site Improvements:** Permits for the assembly are pending CID. All material are on site.
- **Hwy 14 Senior/Community Center:** A presentation to the Board of County Commissioners is scheduled for Tuesday, October 11, 2016. The contract for the design team is waiting on final signatures. A meeting will be scheduled with the design team once the contract is complete.
- **Glorieta Fire Station #1 - Insulation Installation:** The PM is working with the Purchasing Division for the solicitation of a contractor.
- **Nancy Rodriguez Community Center:** The plans are complete and the Invitation for Bids is in process to go to purchasing.
- **Design Improvements at County Fairgrounds Ag Extension Office:** The final program review with the stakeholders occurred Friday, October 07, 2016. Asbestos/Lead abatement procurement package is at purchasing for processing. Sewer/Water line design is proceeding. The Ag Office staff will be moved to the Exhibition Annex by the end of this month (October).
- **County Administrative Offices:** The schematic design process has commenced. The proposed contract for the Archaeological testing and monitoring is in process. Eric Blinman is reviewing the final contract document that was sent to him with comments.
- **District Attorney Office Remodel:** Mark Hogan and Wayne Lloyd met with the DA's office to review the current project design requirements on Tuesday, October 4, 2016. Wayne has scheduled a walkthrough with his project, consulting engineers for Friday, October 7, 2016 at 11am.
- **Adult Detention Facility Youth Detention Facility Master Plan:** The selection committee identified the high scoring A/E firm on Thursday, September 29, 2016. The A/E firm has been identified and their proposal due on Friday, October 14, 2016.
- **PW Expansion Phase II:** 60% program deliverable review/presentation by Allan Baer and team is scheduled for October 14, 2016 at PW conference room.
- **PW Admin. HVAC Upgrades:** 100% complete Design drawings will be submitted on Tuesday, October 11, 2016.
- **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 revised cost estimate was requested from the highest rated engineering on October 5, 2016 and has not yet been received.

- **Lamy Junction Waterline Extension–Design Phase:** The Ellis Easement Purchase Agreement has been approved and the Easement Agreement is also in process. The Project Manager has scheduled a meeting with Molzen Corbin for October 11, 2016 to restart the design for this project and precede to a 90% Design Submittal.
- **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. Project Manager has received a draft Right of Way License for Pipeline from the NMDOT and is coordinating with Bruce Frederick from the County Attorney’s Office and Procurement Manager Bill Taylor in obtaining approval from the Board of County Commissioners on October 25, 2016.
- **Agua Fria Utilities - Planning Phase:** The Project Manager received approval of Santa Fe Engineering contract from NMED to provide preliminary engineering report. The Second County Project Team Coordination Meeting was held on October 5, 2016. Next County Project Team Coordination Meeting is scheduled for October 19, 2016.
- **La Cienega Waterline:** Work is being completed and closed out. Final inspection is anticipated for the week of October 17<sup>th</sup>.

**ACTION REQUESTED:**

None; for information only.



Table 1: Sept 2016 Work Order Report

## Property Control

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	16	16	14	16
2	1	1	1	1
3	4	4	2	4
4	16	16	14	15
5	16	16	14	16
All	57	57	53	57
TOTAL	110	110	98	109
		100.00%	89.09%	99.09%

## 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	16	16	5	12	5
2	2	2	0	2	0
3	49	49	47	4	4
4	40	40	38	10	8
5	19	19	13	10	4
All	4	4	2	3	1
TOTAL	130	130	105	41	22
		100.00%	80.77%		53.66%

## Building Services

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	5	5	5	4
2	4	4	3	3
3	2	2	2	2
4	0	0	0	0
5	2	2	2	2
All	25	24	23	12
TOTAL	38	37	35	23
		97.37%	92.11%	60.53%

## Open Space

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	26	26	24	23
2	17	15	12	12
3	16	15	13	8
4	11	10	8	8
5	9	9	8	8
All	28	21	17	16
TOTAL	107	96	82	75
		89.72%	76.64%	70.09%

## Public

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	26	26	17	1	1
2	4	4	4	0	0
3	11	11	10	0	0
4	5	5	5	0	0
5	9	9	6	4	0
All	4	4	0	0	0
TOTAL	59	59	42	5	1
		100.00%	71.19%		20.00%





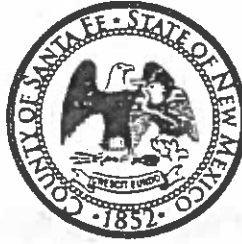




Henry P. Roybal  
Commissioner, District 1

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Commissioner, District 2

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Commissioner, District 3




Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## **MEMORANDUM**

To: Board of County Commissioners

From: Bernadette Salazar, Human Resource Director 

Via: Katherine Miller, County Manager

Date: October 7, 2016

Re: HR Monthly Report for September 2016

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### **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 September.

### ***Training and Employee Development***

Throughout the month of September, Human Resources conducted twenty six training sessions. Three hundred and thirty employees attended these training sessions. Human Resources also processed 45 NM EDGE applications for employees and 3 tuition reimbursement requests.

In September, the Public Safety Youth Development Program employees attended an eight (8) hour certification training on Mental Health. The training was conducted through Mental Health First Aid USA, in coordination through the National Council for Behavioral Health. This certification provided training to employees to enhance their skillset in helping people who experience mental health problems such as depression, anxiety disorders, psychosis, and substance use disorders.

### ***Employee Benefits and Wellness***

In September, Santa Fe County decided to separate from the State of New Mexico Insurance plan and move forward as a self-insurance provider. As a self-insured provider, Santa Fe County will have more control and flexibility of our plan designs which can be tailored specifically to County employee needs. Part of evaluating plan designs was to ensure we are providing the best benefits possible to employees and hopefully reduce benefit costs for Santa Fe County and its employees in the future. The benefits offered by the County will be comparable to the benefits offered by the State of New Mexico. There will not be a lapse in insurance coverage so benefits with the State of

New Mexico will end on December 31, 2016 and benefits with Santa Fe County will begin on January 1, 2017. Due to this change, Human Resources will need to have a complete open enrollment process and every employee will need to re-enroll in benefits. Human Resources is working with all Departments to ensure we provide Open Enrollment at the various locations and in conjunction with the various schedules and locations for all County employees.

### ***Employee & Community Outreach***

On Thursday, September 15, 2016, the Human Resources Division participated in New Mexico True and Gathering of Counties Day at the New Mexico State Fair. Employees communicated the benefits of working for and in Santa Fe County. In addition, information about the many job opportunities that were available was disseminated to the public.

### ***Promotions and Recruitment***

During the month of September there were a total of (6) promotions County-wide.

The Sheriff's Office had two (2) promotions in September. Dayton Bell who has been employed by Santa Fe County since August of 2015, was promoted to Sheriff Deputy Cadet. Christopher Zook, who began employment with Santa Fe on August 27, 2012 advanced to Sheriff Deputy III.

In September 2016, Fire had three (3) promotions. Jacob Black began employment with Santa Fe County on January 21, 2006. Grant Lundquist started working for Santa Fe County in April 2009. Reed Shelton became employed by Santa Fe County on July 15, 2000. All three (3) employees were promoted to Fire Training Shift Captain.

Within the Public Works Department, Seferino Houston, an employee since December 27, 2005, advanced to Heavy Equipment Operator Lead.

The Human Resources Division conducted Sheriff Cadet testing on Saturday, September 17<sup>th</sup>. Out of a list of thirty (30) applicants, fifteen (15) appeared for testing. We are moving forward in the hiring process with four (4) new hires.

Human Resources employees also administered testing for Sergeant and Corporal at Corrections. One (1) individual tested for Sergeant and nine (9) tested for Corporal.

We look forward to the new hires that will begin employment with Santa Fe County.

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Report for September 2016 and the list of Years of Service for Santa Fe County Employees for October 2016. If you have any questions, I can be contacted at 992-9886. Thank you.

**SANTA FE COUNTY**  
Human Resources Statistics  
September 2016

Department	Division	Reg	Part Time	Full Time	Temp	Vac	Total Positions
COUNTY MANAGER'S OFFICE	COUNTY MANAGER ADMINIS.	7		7	1		7
	COMMISSION	4		4		1	5
	HUMAN RESOURCES	12		12			12
	FINANCE	25		25		1	26
	PUBLIC INFORMATION OFFICE	1		1			1
	SANTA FE FILM OFFICE	1		1			1
<b>COUNTY MANAGER'S OFFICE TOTAL</b>		<b>50</b>		<b>50</b>	<b>1</b>	<b>2</b>	<b>52</b>
ADMINISTRATIVE SERVICES	ADMINISTRATION	2		2		1	3
	INFORMATION TECHNOLOGY	15		15		3	18
	PURCHASING	7		7			7
	MAIL ROOM	1		1			1
	RISK MANAGEMENT	3		3			3
<b>ADMINISTRATIVE SERVICES DEPARTMENT TOTAL</b>		<b>28</b>		<b>28</b>		<b>4</b>	<b>32</b>
COMMUNITY SERVICES DEPARTMENT	DWI LOCAL	8		8			8
	DWI TEEN COURT	1		1			1
	INDIGENT HOSPITAL FUND	3		3			3
	EMS-HEALTH CARE	3		3			3
	HOME FOR GOOD PROGRAM '06						
	MOBILE HEALTH FAIR VAN	3	1	2		2	5
	TEEN COURT JUVENILE ADJUD	1		1			1
	SENIOR PROGRAMS	29		29			29
	DWI COMPLIANCE EXPAN.-TSB	1		1			1
	ADMINISTRATION	4		4			4
	POJOAQUE SATELLITE OFFICE				1		
	EDGEWOOD SATELLITE OFFICE				1		
<b>COMMUNITY SERVICES DEPARTMENT TOTAL</b>		<b>53</b>	<b>1</b>	<b>52</b>	<b>2</b>	<b>2</b>	<b>55</b>
GROWTH MANAGEMENT DEPARTMENT	LAND USE ADMINISTRATION	4		4			4
	PLANNING	8		8			8
	REGIONAL PLANNING AUTHRTY						
	GIS	8		8		1	9
	AFFORDABLE HOUSING-COUNTY	1		1			1
	BUILDING & DEVELOPMENT	14		14		1	15
	ECONOMIC DEVELOPMENT	1		1			1
<b>GROWTH MANAGEMENT DEPARTMENT TOTAL</b>		<b>36</b>		<b>36</b>		<b>2</b>	<b>38</b>
HOUSING DEPARTMENT	ADMINISTRATION	9		9		3	12
	HOUSING SECTION 8 VOUCHER	1		1	1	1	2
	HOUSING CFP - 2014	1		1			1
<b>HOUSING AUTHORITY TOTAL</b>		<b>11</b>		<b>11</b>	<b>1</b>	<b>4</b>	<b>15</b>
LEGAL DEPARTMENT	LEGAL ADMINISTRATION	8		8		1	9
<b>LEGAL DEPARTMENT TOTAL</b>		<b>8</b>		<b>8</b>		<b>1</b>	<b>9</b>
PUBLIC SAFETY DEPARTMENT	FIRE ADMINISTRATION	29		29	1	3	32
	FIRE REGIONS	71		69	2	5	76
	WILDLAND PROGRAM	2		2	9	1	3
	ADMINISTRATION CORRECTIONS	6		6			6
	ADULT FACILITY	123		123		32	155
	MAINTENANCE DIVISION	5		5		2	7
	MEDICAL SERVICES	20		20	1	11	31

**SANTA FE COUNTY**  
**Human Resources Statistics**  
**September 2016**

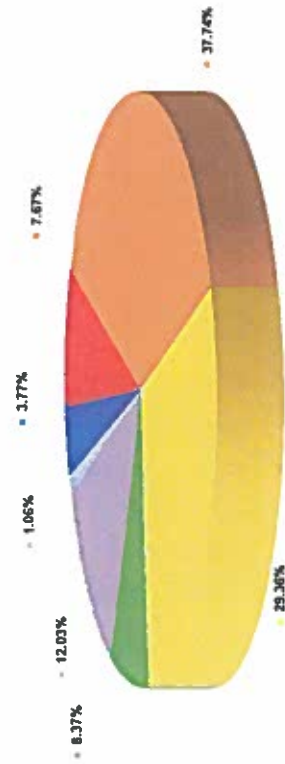
	ELECTRONIC MONITORING	9		9		1	10
	YOUTH DEVELOPMENT FAC.	23		23		5	28
	RECC	38		38		9	47
<b>PUBLIC SAFETY DEPARTMENT TOTAL</b>		<b>326</b>		<b>324</b>	<b>13</b>	<b>69</b>	<b>395</b>
PUBLIC WORKS DEPARTMENT	PUBLIC WORKS ADMIN.	13		13			13
	FLEET SERVICE	10		9			10
	TRAFFIC ENGINEERING	6		6		1	7
	SOLID WASTE	18		18		4	22
	ROAD MAINTENANCE	31		30		10	41
	PROPERTY CONTROL	10		10		4	14
	BUILDING SERVICES	16	1	15		2	18
	PROJECT DEVELOPMENT DIV	6		6		4	10
	OPEN SPACE	5		5			5
	WATER	16		16		3	19
	AAMODT	1		1			1
	WASTEWATER	1		1			1
	OFFICE OF SUSTAINABILITY	1	1			2	3
	SANTA FE RIVER GREENWAY	1		1			1
<b>PUBLIC WORKS DEPARTMENT TOTAL</b>		<b>135</b>	<b>2</b>	<b>131</b>		<b>30</b>	<b>165</b>
COUNTY ASSESSOR 'S OFFICE	COUNTY ASSESSOR ADMIN.	28		28		1	29
	PROPERTY VALUATION	13		13			13
<b>COUNTY ASSESSOR'S OFFICE TOTAL</b>		<b>41</b>		<b>41</b>		<b>1</b>	<b>42</b>
COUNTY CLERK'S OFFICE	REPORTING & RECORDING	15		15		6	21
	BUREAU OF ELECTIONS	11		11	12	2	13
<b>COUNTY CLERK'S OFFICE TOTAL</b>		<b>26</b>		<b>26</b>	<b>12</b>	<b>8</b>	<b>34</b>
COUNTY PROBATE JUDGE	COUNTY PROBATE JUDGE						
<b>COUNTY PROBATE JUDGE</b>							
SHERIFF'S OFFICE	ADMIN/ANIMAL CNTRL/ENFORC	115		115		7	120
	DWI SEIZURE GRANT	1		1			1
<b>SHERIFF'S OFFICE TOTAL</b>		<b>116</b>		<b>116</b>		<b>7</b>	<b>123</b>
COUNTY TREASURER DEPT.	COUNTY TREASURER ADMIN.	13		12		1	14
<b>COUNTY TREASURER'S OFFICE TOTAL</b>		<b>13</b>		<b>12</b>		<b>1</b>	<b>14</b>
<b>COUNTYWIDE TOTAL</b>		<b>843</b>	<b>3</b>	<b>835</b>	<b>29</b>	<b>131</b>	<b>974</b>



# LABOR STATISTICS FOR SEPTEMBER 2016

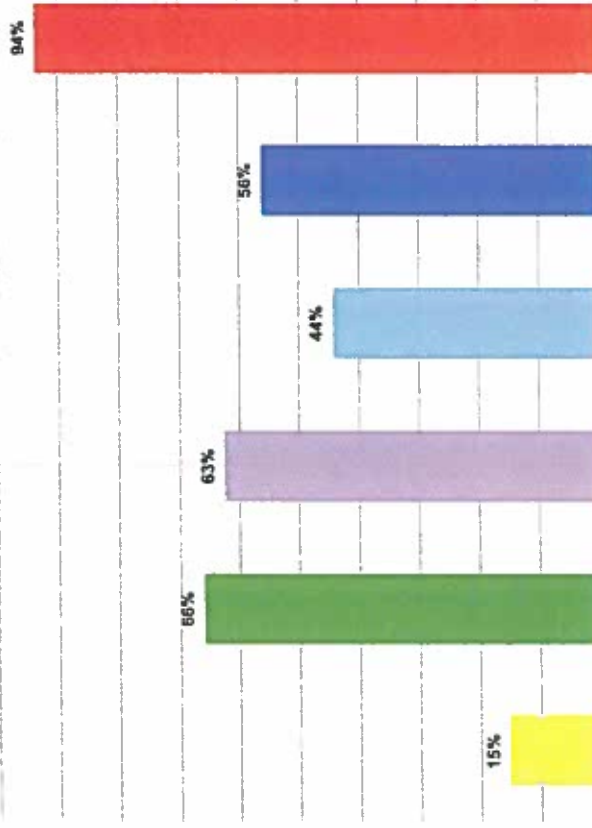
Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	249	AFSCME Employees	29.36%	AFSCME Employees	38	AFSCME Employees	15%
NMCPD (Sheriff) Employees	71	NMCPD (Sheriff) Employees	8.37%	NMCPD (Sheriff) Employees	47	NMCPD (Sheriff) Employees	56%
AFSCME (Corrections) Employees	102	AFSCME (Corrections) Employees	12.03%	AFSCME (Corrections) Employees	64	AFSCME (Corrections) Employees	63%
AFSCME (Medical) Employees	9	AFSCME (Medical) Employees	1.06%	AFSCME (Medical) Employees	4	AFSCME (Medical) Employees	44%
NMCPD (RECC) Employees	32	NMCPD (RECC) Employees	3.77%	NMCPD (RECC) Employees	18	NMCPD (RECC) Employees	56%
IAFF (Fire) Employees	65	IAFF (Fire) Employees	7.67%	IAFF (Fire) Employees	61	IAFF (Fire) Employees	94%
Total Number of Union Employees	528	Total Percentage of Union Employees	62.26%	Total Number of Employees Paying Dues	232		
Non-Union Employees	320	Non-Union Employees	37.74%				
Total Number of Employees	848						

## Number of Employees



- AFSCME Employees
- NMCPD (Sheriff) Employees
- AFSCME (Corrections) Employees
- AFSCME (Medical) Employees
- NMCPD (RECC) Employees
- IAFF (Fire) Employees
- Non-Union Employees

## Number Paying Dues Members



- AFSCME Employees
- NMCPD (Sheriff) Employees
- AFSCME (Corrections) Employees
- AFSCME (Medical) Employees
- NMCPD (RECC) Employees
- IAFF (Fire) Employees

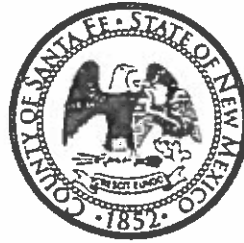




**Henry P. Roybal**  
Commissioner, District 1

**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

From: Bernadette Salazar, Human Resource Director *BS*

Via: Katherine Miller, County Manager

Date: October 12, 2016

Re: Recognition of Santa Fe County Employee of the Quarter, 3rd Quarter of 2016 Awards

The purpose of the Employee of the Quarter Program is to recognize employees who make a significant contribution to Santa Fe County during the previous three (3) month period. The significant contribution may include providing excellent service to our constituents, developing and implementing new programs which will benefit our organization, for providing exemplary performance to Santa Fe County in their daily job performance, demonstrating a willingness to work above and beyond the call of duty or another contribution which the nominator believes to be important to recognize. The process for selecting the Countywide Employee of the Quarter begins with the designated Recognition Teams selecting one (1) Department/Elected Office Employee of the Quarter for their group. These six (6) Department/Elected Office Employees of the Quarter are then considered for the countywide Employee of the Quarter.

The six employees selected for the Department/Elected Office Employee of the Quarter for the third quarter of calendar year 2016 are as follows:

Group	Employee Name & Dept./Off.	Title	Hire Date	Comments
Public Safety/ Corrections, Fire, RECC	Glenda Ortiz	Emergency Communications Specialist III	07/01/2007	Glenda Ortiz continuously provides proficient and valuable service for the members of Santa Fe County. Glenda is proficient, professional, and extremely helpful in the most stressful situations. She is well respected by her peers within the communications center, and the members of the Santa Fe County community.

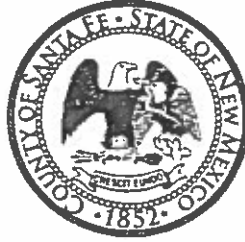
Sheriff's Office	Yvonne Cordova	Secretary	12/06/1999	Ms. Cordova displays exemplary performance in regards to her duties and ensures the Court Services Division runs smoothly on a day to day basis. It was noted that her personal commitment to quality is obvious in everything she does.
Public Works	Colleen Baker	Project Manager II	10/06/2003	Ms. Baker has continuously been improving Santa Fe County's Open Space program, recently she received recognition from the National Park Service for the Retracement Trail project. The success of Santa Fe County's Open Space projects and national recognition speaks tremendously of Colleen's abilities.
Support Services/ CMO, Legal, HR, Finance, ASD	Dolores Olivas	Accountant Tech Senior	10/07/1996	Ms. Olivas' customer service skills and professionalism is top notch. It was noted that she is meticulous in her responsibilities and follow through, and is always a motivator to her co-workers.
Elected Offices/ Assessor, Treasurer, Clerk, Probate	No Nominations	-	-	-
Community Services/ Health, Growth Management, Housing	Adrianna Velasquez	Accounting Tech Senior	12/28/2015	Ms. Velasquez has gone above and beyond her normal obligations to keep the general office operations functioning. Her dedication during a crucial transition period aided the Santa Fe County Housing Authority immeasurably. It was noted that without her attentiveness, the Housing Authority would have faced countless operational issues.

The winner will be announced during the Board of County Commission Meeting.

**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: October 12, 2016

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

Employee Name	Department/Office	Title	Years of Service	Hire Date
Anita Lucero	Assessor's Office	Assessment Specialist II	5	10/08/2011
Gloria Vigil	Assessor's Office	Appraisal Assessment Manager	5	10/08/2011
Travis Darnell	CSD / Health & Human Services	Driver / Cook's Assistant	5	10/20/2011
Lucas Herrera	PWD / Utilities	Utilities Systems Operator II	5	10/24/2011
Diane Salazar	CMO / Finance	Accountant	5	10/27/2011
James Salazar	PWD / Road Maintenance	Heavy Equipment Operator	10	10/02/2006
Tommy Garcia	Assessor's Office	Appraiser Sr.	10	10/30/2006
Andres Garcia	PWD / Road Maintenance	Heavy Equipment Operator Lead	15	10/20/2001

Richard Chang	PWD / Road Maintenance	Road Maintenance Foreman	20	10/07/1996
Dolores Olivas	CMO / Finance	Accounting Tech. Sr.	20	10/07/1996
Andrew Armijo	PWD / Road Maintenance	Heavy Equipment Operator Lead	25	10/14/1991

**Santa Fe County**  
**Human Resources New Hires**  
**September 2016**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
SANCHEZ	YVONNE	COUNTY CLERK'S OFFICE	PRECINCT BOARD MEMBERS	T	9/12/2016
RAEL Y TRUJILLO	ANDREW	COUNTY CLERK'S OFFICE	VOTER INFORMATION SPECIALIST	PB	9/6/2016
ARBALLO	JESSICA	PSD/CORRECTIONS	BOOKING MANAGER	PB	9/19/2016
ROMERO	MARIE	PSD/CORRECTIONS	CASE MANAGER EM/BAIL BONDS	PB	9/19/2016
SANCHEZ	RAQUEL	PSD/CORRECTIONS	CASE MANAGER EM/BAIL BONDS	PB	9/19/2016
GRAJEDA	ARTURO	PSD/CORRECTIONS	DETENTION OFFICER	PB	9/6/2016
DOMINGUEZ-GARCIA	DENISSE	PSD/CORRECTIONS	LIFE SKILLS WORKER I	PB	9/19/2016
BARELA	JENNIFER	PSD/CORRECTIONS	REGISTERED NURSE	PB	9/6/2016
OLVEDA	ANTHONY	PSD/FIRE	FORESTRY TECH WC	TB	9/3/2016
LALLY	BARTHOLOMEW	PSD/FIRE	VOLUNTEER FIRE FIGHTER	VF	9/3/2016
MATHIASSEN	DONALD	PSD/FIRE	VOLUNTEER FIRE FIGHTER	VF	9/3/2016
MONTOYA	RENEE	PSD/FIRE	VOLUNTEER FIRE FIGHTER	VF	9/3/2016
SCHWEIZER	LAUREN	PSD/FIRE	VOLUNTEER FIRE FIGHTER	VF	9/3/2016
SERR	STEVE	PSD/FIRE	VOLUNTEER FIRE FIGHTER	VF	9/3/2016
BACKSTROM	ELSA	PSD/FIRE	VOLUNTEER FIRE FIGHTER	VF	9/17/2016
KAPLAN-HICKS	SHERAN	PSD/FIRE	VOLUNTEER FIRE FIGHTER	VF	9/17/2016
MARTINEZ	ANTONIO	PUBLIC WORKS DEPARTMENT	SOLID WASTE MAINTENANCE WORKER	PB	9/6/2016
BELL	DAYTON	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	PB	9/6/2016
MOYA	CRUZ	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	PB	9/6/2016
WAR	JOHNATHEN	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	PB	9/6/2016
MODGLING	JARED	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	PB	9/19/2016





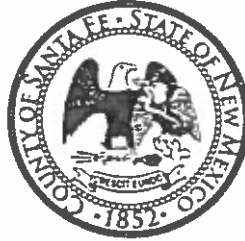




**Henry P. Roybal**  
Commissioner, District 1

**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: October 25, 2016

To: Board of County Commissioners

From: Jeffrey Trujillo, ASD Director *JS*

Via: Katherine Miller, County Manager

Subject: Administrative Services Monthly Report – September 2016

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

### Information Technology

Work Orders/Technical Support														
All IT requests are captured using a work order tracking system located on SharePoint.		328 work orders were completed/resolved in September 2016.												
Systems and Network Uptime														
		Q1 FY 2017 Actual: 100%												
		Q2 FY 2017 Actual: TBD												
		Q3 FY 2017 Actual: TBD												
		Q4 FY2017 Actual : TBD												
		FY 2017 YTD: TBD												
<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
Unscheduled Downtime														
Date	Description	Hours												
	Total	N/A												

### Legal

Legal has processed 184 contracts, 21 resolutions, and reviewed or drafted (or participated in drafting) 2 ordinances this fiscal year.

**Mailroom**

Name	Items
Co. Manager	17
Human Resources	29
Fire Department	763
Finance/Payroll	984
Utilities (Water Resources)	221
Public Works	18
Land Use	294
Housing	10
Indigent/HAP	2
DWI	35
MCH	0
PFMD	0
Clerks	103
Elections	4777
Assessors	43
Treasurers	216
Probate Judge	6
Attorney or Legal	10
Sheriff	161
Corrections Admin	0
Home for Good Program	0
Purchasing	54
PW-Solid Waste	0
Care Connection	0
HHS Admin	21
Sobering Center	0
Adult Jail	0
Teen Court	44
ASD	0
E-911	1
RECC	4
Senior Services	0
YDF	6
Natural Resources	0
Affordable Housing	0
Section 8	130
COMMISSION	1

## **Purchasing**

458 Purchase Orders were processed in September totaling \$2,881,250.44 encumbered and \$1,004,427.14 invoiced or expended.

The following procurement activities were performed by 4 Procurement Specialist Seniors, 2 Procurement Specialist in September:

60 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 (Oct. 7, 2016):**

#### **IFB's**

Pojoaque Valley Rec Phase II  
Drug Testing Kits/Lab Services  
Pest & Rodent Control  
Fire Hose & Ladder Testing

#### **RFP's**

Gap Analysis, Health Dept.  
Labor Relations Consultant, HR  
On-Call Surveying Services  
Mailing Printing NOV's, Assessor  
Stanley Cyclone Maint. & Mgt, CSD  
Health Care Project Mgt. Health  
Drug & Alcohol Testing, HR  
Internal Audit Services, Finance

#### **Four Sole Source Determinations**

Cartegraph Systems – Public Works  
ESRI Systems- GIS Division  
Property Acquisition, Tierra Right of Way, Inc.- Public Works  
Animal Shelter, Humane Society – Sheriff's Office

## **Risk Management**

Number of Fire Safety Inspections	31
Number of Facility Inspections	17
Number of Road Inspections	0
Number of Worker's Compensation Processed	9
Number of Employees out on Worker's Comp	1
Number of RAP Lessons	4
Number of County Involved Auto Accidents	1
Number of Century Link Cut Cables	0
Number of Safety Trainings	9
Number of Evacuation Drills	3
Number of New Employee Orientations	2







Henry P. Roybal  
Commissioner, District 1

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

Date: *October 10, 2016*

Subject: *Community Services Monthly Report*

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### Health Services

The Health Services Division is moving forward with its Three Year Plan. RFP's were released and decisions are being made concerning the gap analysis, IT consultation, and project management.

Staff is working with Pam Hyde to put together the Business Plan for the Behavioral Health Crisis Triage Center. The HPPC took action approving the planning process for such a facility, as reflected in the HPPC minutes which are attached.

The CSD has entered into a contractual agreement with the Santa Fe Public Schools for the distribution of Narcan to first responders. The contract will provide funds for 530 kits for Santa Fe County and City first responders. Funding is also included for training of first responders and laypersons.

We are putting together a calendar for flu shot clinics in November (possibly one or two in late October) at senior centers and other locations, including Solana Shopping Center, Corrections, and Turquoise Trail Fire station

Judge Mary Marlowe Sumner hosted a quarterly meeting of the Local Behavioral Health Alliance, reviewing key projects, several of which we are directly funding, including the Mobile Crisis Response Team, and the reentry program at Corrections.

Santa Fe County was a sponsor and we participated in a “community conversation” at Santa Fe Community College to view and discuss a PBS film about the benefit of early childhood education, as well as local films, including with providers we contract with – La Familia and United Way.

### Community Safety

The DWI program is beginning a new program to provide compliance monitoring and treatment to high risk domestic violence offenders in hopes of reducing recidivism. The program is only for offenders whose incident was alcohol involved, which is 40% of all offenses in Santa Fe County.

The DWI program is experiencing some cuts as a result of the special session. To date the program has lost \$236,000, though program funds are said to be restored within the year. We are still awaiting additional word on loss of funds through a fund sweep.

We have recruited 9 youth to begin the mural project at the Human resources building. The artist, Glen Strock, spoke to our youth about the process and his history with art. The youth are very eager and excited to be a part of the project. Per the request of Commissioner Chavez, we will be keeping him apprised of the process and dates of when the youth will be onsite at HR.

Teen Court has finalized their Teen Court evaluation and will be presenting to the BCC on this next month.

Teen Court has selected a data consultant, Ralph Vincent, to assist with our database development. Staff will be visiting Espanola Municipal Teen Court and YDI Valencia Teen Court in the upcoming month to observe the data systems they have in place. We were encouraged by the data consultant to also review the Access data system.

### Community Operations

Proposals for the Stanley Cyclone Center Event Coordinator were due on Thursday, October 6<sup>th</sup>. The evaluation committee met this morning to receive instructions / proposals. Proposals will be evaluated and scored next Friday, October 14<sup>th</sup>.

On Friday September 23, 2016, 16 Volunteers which included 13 students from The Master's Program and 3 crew leaders worked for 3 hours on Segment 5 of the Rail Trail. We created water diversion features so the trail does not get washed out by moving a lot of dirt to make grade reversals and nics. We then participated in the Rail Trail ribbon cutting ceremony and surprised our Rail Trail steward Steve Griego with an award for his 10 years of service.

### Senior Services

Senior Services is in the process of putting together an RFP for contract meal services. We are hoping that this might result in a lower cost per meal as well as savings for staff time.



## Units Served





**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HEALTH POLICY & PLANNING COMMISSION**

**September 2, 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  
John Abrams  
Vivian Heye  
Bonnie Keene  
Kim Straus  
Don Reece  
Carolyn Roberts  
Anna Voltura  
Judith Williams

**Member(s) Absent:**

[Four Vacancies]

**County Staff Present:**

Rachel O'Connor, Director, Community Services Department  
Patricia Boies, Director, Health Services Division  
Kati Schwartz, Mobile Health Van Program, RN  
Pablo Sedillo, Public Safety Department Director  
Tony Flores, Deputy County Manager  
Julia Valdez, Constituent Liaison  
Lupe Sanchez, DWI Program Director  
Michael Spanier, Community Services Department  
Michael Mestas, Captain, Fire Department  
Merritt Ayad, Mental Health Director, Corrections

**Others Present:**

Kathy Holian, County Commissioner  
Pamela Hyde, Consultant  
Kristin Carmichael, Christus St. Vincent  
Mark Garnand, State, Peer Recovery  
Helen Brooks, PHS  
Sheila Lewis, Santa Fe Safe  
Carol Luna-Anderson, Life Link  
Kevin Norris, Pecos Valley Medical Cnt.  
Sofie Undar, Interested Citizen  
Marisol Atkins, Child Youth Family Advocate

Ed Moreno, Incoming County Commission  
Desiree Valdez, NMDOH  
Julian Duran, BCBS  
Joseph Jordan-Berenis, Interfaith Shelter  
Tom Starke, SF Behavioral Health Alliance  
Bette Sisneros Shover, NAMI  
Mark Boschelli, PMS  
Michele Lis, Consultant

**III. Introductions**

Those present introduced themselves.

**IV. Approval of Agenda**

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

**V. Approval of Minutes**

Commissioner Roberts moved approval as submitted. Commissioner Abrams seconded and the motion passed without opposition.

**VI. Matters of Public Concern**

Ms. Shover, NAMI, distributed a flier regarding a free 12-week family-to-family program which focuses on the biological nature of mental illness, medications, and treatments.

Ms. Carmichael, Christus St. Vincent, announced that CSV had completed its Community Health Needs Assessment and also the Community Health Implementation Plan. The study is conducted every three years.

Mr. Starke announced that the One Door Project has arranged to bring the developers of the San Antonio Haven for Hope to Santa Fe for a three-day workshop.

**VII. Presentations**

**A. Santa Fe County Behavioral Health Crisis Triage Center**

Ms. Boies said that in 2014 the Santa Fe County Board of Commissioners adopted Santa Fe County's *Health Action Plan* as prepared by the Health Policy and Planning Commission. Half of the high-priority goals identified within the plan deal with behavioral health: reducing suicide, reducing alcohol abuse, and reducing substance abuse. The County has

worked to align its health services and programs to further these goals, and she outlined those efforts, including the Mobile Crisis Response Team.

During the May 2016 Behavioral Health Summit, a priority emerged for the establishment of a behavioral health crisis triage center. The County contracted with Pamela Hyde to explore what the needs are, and what a triage center would look like.

Ms. Boies added that a bond question will be on the November 2016 ballot, the fifth of five questions, asking:

“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?” Within that question, the BCC has contemplated two projects, the Health Commons in Edgewood and a facility to serve as a behavioral health crisis triage center.

Pam Hyde, former SAMHSA administrator, thanked those who have talked to her about the project. Crisis triage is a countrywide issue receiving a great deal of attention. The crisis triage center was identified as the top priority at the May 2016 summit. Other priorities included care coordination/navigation and provider alignment, data capturing and sharing, universal screening of children, recovery awareness, and workforce development.

Ms. Hyde said the triage center as a “place” would be phase one of attending to some of the behavioral health needs. Dealing with crises for adults differs greatly from those of children, and the focus on this crisis triage program is adults. She surveyed over 30 key informants to determine needs and what is necessary for the center. Her study also included the review of other jurisdictions’ crisis triage centers. If the ballot measure passes, this study will help inform the building parameters. Operating and management funds would be derived from multiple sources.

The key informant surveys identified the following needs: place, program, no time limit, no reject, a place to stabilize and resolve the crisis and make connections to services; open and coordination with crisis lines; educational support opportunities, integrated patient center medical homes, attention to needs of high utilizers. The idea is to do whatever it takes for as long as it takes to ensure that the individual and the family don’t fall through the cracks, by sticking with the family and individuals until the issue is resolved or another entity takes responsibility to provide the needed health services.

Human needs as well as physical and mental health must be addressed. Crisis centers around the country have identified that individuals may need to be fed as the first line of treatment. Transportation continues to be an issue. Housing – transitional, permanent, residential, sober, wet – will need to be addressed.

The goal of the project is to provide a safe and secure place for Santa Fe County adults with behavioral health issues, their families and caregivers to find information and receive assistance in times of crisis until they are stabilized and can link with needed community services. Sub-goals include: establishing a collaborative system of behavioral health and community services to stabilize and connect to services; reducing the number of adults with behavioral health issues entering the County jail/detention center or hospital emergency departments; and helping reduce the number of adults who leave and return to County jail/detention center or emergency departments because of unresolved behavioral health needs.

The most immediate issue, Phase 1, is the crisis triage center. This is not a residential setting but a place for an individual to be observed, treated, stabilized, and connected with case management. The notion of 23/7 has to do with licensing the facility. The facility would offer quick triage, assessment, stabilization, transportation, and referrals. It could have what is referred to as a “living room” which is a calming, supportive, low-demand atmosphere to aid in the recovery process with peers.

Phase 2 would be housing. Many individuals experience a crisis because they don’t have a place to live. She discussed housing options and identified the critical providers within the community.

The following questions and points were raised following Ms. Hyde’s presentation:

- How will HUD’s restrictions – drug use, jail time – affect the housing component? While it is an issue, local HUD has authority to prioritize resulting in greater flexibility
- Consider multiple triage centers - that does not require building a new facility to deal with Santa Fe County’s geographic expanse
- Include tribal government in the “players”
- The 911 call data indicates two-thirds of the crisis-related calls are within the city although the exact address is not provided
- Will a triage center accomplish collaboration, data collection, success with treatment/prevention?
- Salem, Oregon has a triage center operated by county staff, located near the hospital with strong working relationships with public safety. The program has reduced low level offenders’ jail time and has an enormous staff of case managers, navigators and peers. The facility has food, clothing, etc. to meet human needs
- Portland, Oregon has a unity center which is a collaboration of providers creating one space
- Why not use the hospital to serve as the center? It could be placed away from the ER but on the hospital campus
- A triage center will provide an easier, more welcome access than an ER
- Christus St. Vincent has the sobering center as well as the HUGS program which are natural allies in this priority
- The portability of data is difficult and there are a great many challenges in making the data translate to the different players
- Pieces of the behavioral health crisis services are already being funded, e.g., Mobile Crisis Response Team
- Some of the services can be funded through insurance, Medicaid

Dr. Ayad pointed out that the state has a system where data is stored with medical information, consumer and family information. Why not pursue that system? The Network of Care is available on a state level. Ms. Hyde said they were not necessarily advocating a new system; however, she understood the state’s system was voluntary and had limitations.

Ms. Boies said the Network of Care serves as an online resource directory and individual data has not yet been accomplished.

Mr. Starke spoke as a strong advocate of the triage crisis center and supported the 23/7 model. He said individuals in crisis need a safe place and this center is an important start. The

voters will need education on this bond question. It is important that the center is able to link people to existing services rather than duplicating those services. An operational funding plan must be identified in advance.

Ms. Lewis said she was pleased the tribal entities would be involved and recommended reaching out to the undocumented citizens who must be assured that they are safe at the facility. Also, those individuals with warrants need safety when they are in a crisis. Law enforcement must understand the priorities of the citizens for everyone's safety.

In terms of housing, Ms. Luna-Anderson said HUD is valuable and not the only answer. She thanked the County for taking a leadership role. New Mexico has a dynamic homeless data information system that is not well known outside the homeless providers. The Board of Pharmacy also has a vast information system.

Mr. Sedillo said Corrections has a vested interest in the citizens. Detention facilities have become de facto mental institutions. He asked that the impact of the judiciary not be overlooked in this issue. He spoke about the success of treatment guardianship to release wrongly incarcerated individuals. The continuum of care is paramount in the success of this concept. The community needs this facility.

Commissioner Keene asked whether individuals with brain injuries would be included in the facility and Ms. Hyde said that has to do with the definition of behavioral health related crisis. She said good assessments and treatment providers are very important.

Ms. Lewis recommended that in some instances domestic violence situations can be viewed as a mental health crisis.

Deputy County Manager Flores said the GO Bond question related to this issue is \$5 million and includes the Edgewood health facility. He agreed that the mission and scope should be cemented in. Neither County staff nor elected officials can lobby for GO Bonds. An education component will be drafted and crafted in a way that the voter understands without lobbying for passage. Explaining roads and infrastructure is not the same as a 23/7 crisis triage center. Staff will be meeting with bond counsel to review the materials for legality.

Commissioner Williams said the League of Women Voters produces voter guides with pros and cons of bond issues.

Historically speaking, Dr. Ayad said the crisis triage center is a 30-year-old concept, and in fact, one he developed 24 years ago in New Orleans. SAMHSA's GAINS Center came to Santa Fe and the intercept model revealed the need for a triage crisis center. He said this is critical and citizens will be harmed without it. He recommended using multiple forms of dissemination of information about the center to educate voters.

Chair Szczepanski said there were many opportunities for educating the public – letters to the editor, Facebook page, etc.

Chair Szczepanski distributed a resolution for the HPPC's consideration endorsing the planning process. Commissioner Williams moved to approve and Commissioner Heye seconded. The HPPC wordsmithed the resolution resulting in the following:

"Whereas, the County's *Health Action Plan* has prioritized behavioral health needs in Santa Fe County; and  
Whereas, the HPPC reaffirms the need for more behavioral health services, and specifically behavioral health triage services in Santa Fe County; and,  
Whereas, the HPPC also recognizes the need for a special physical facility located within Santa Fe County to provide these triage services;  
Therefore be it resolved that the HPPC supports Santa Fe County's 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."

The motion to approve the resolution passed by unanimous voice vote.

#### **VIII. Matters from the Commission and Staff**

##### **A. Director's Report**

Ms. Boies noted that the CHRISTUS St. Vincent will be presenting at next month's meeting on their Community health Implementation Plan. There will also be a presentation by Health Action New Mexico on dental therapist legislation.

Ms. O'Connor reported that Community Services is moving forward with its three-year plan and an RFP has been issued for project management. Teen Court has completed a mural at Whole Foods.

##### **B. Other Matters from the Commission**

None were presented.

#### **IX. Future Agenda Items**

- CSV – Community Health Implementation Plan (10/7/16)
- Health Action New Mexico – dental therapist legislation (10/7/16)
- New Mexico Health Insurance Collaborative regarding health information exchanges statewide
- San Miguel maternity care issues – DOH to investigate
- Presentation of Teen Court project
- SB 113/Assisted outpatient treatment – Las Cruces and Albuquerque progress
- Long-acting reversible contraceptives (LARC)
- Reentry process and positions at Corrections

#### **X. Announcements**

- ##### **A. Next HPPC meeting Friday, October 7, 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







**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:** October 13, 2016

**Re:** Financial Report for the Quarter Ending September 30, 2016

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## **ISSUE**

The following is a report summarizing the financial activities of the County for fiscal year 2017 through the quarter ending September 30, 2016.

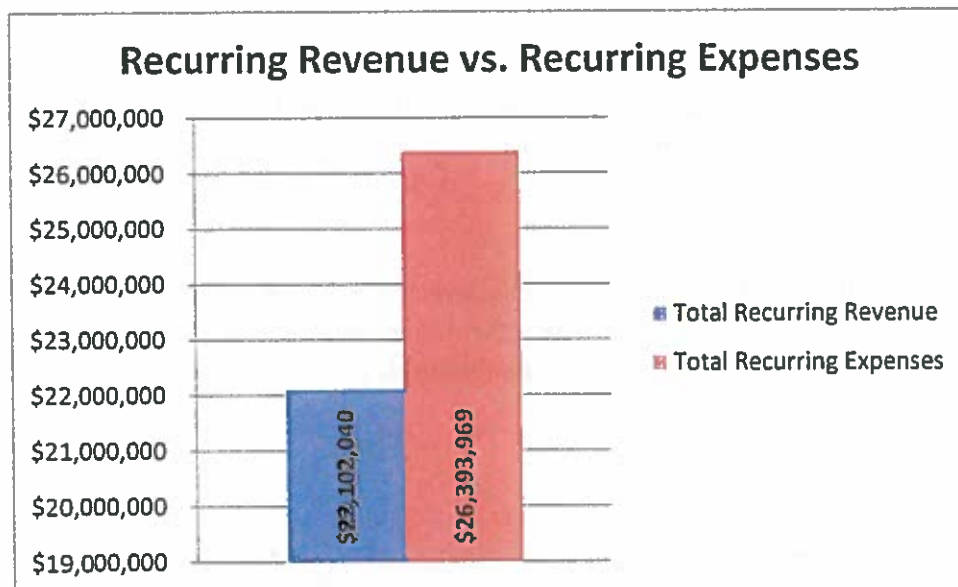
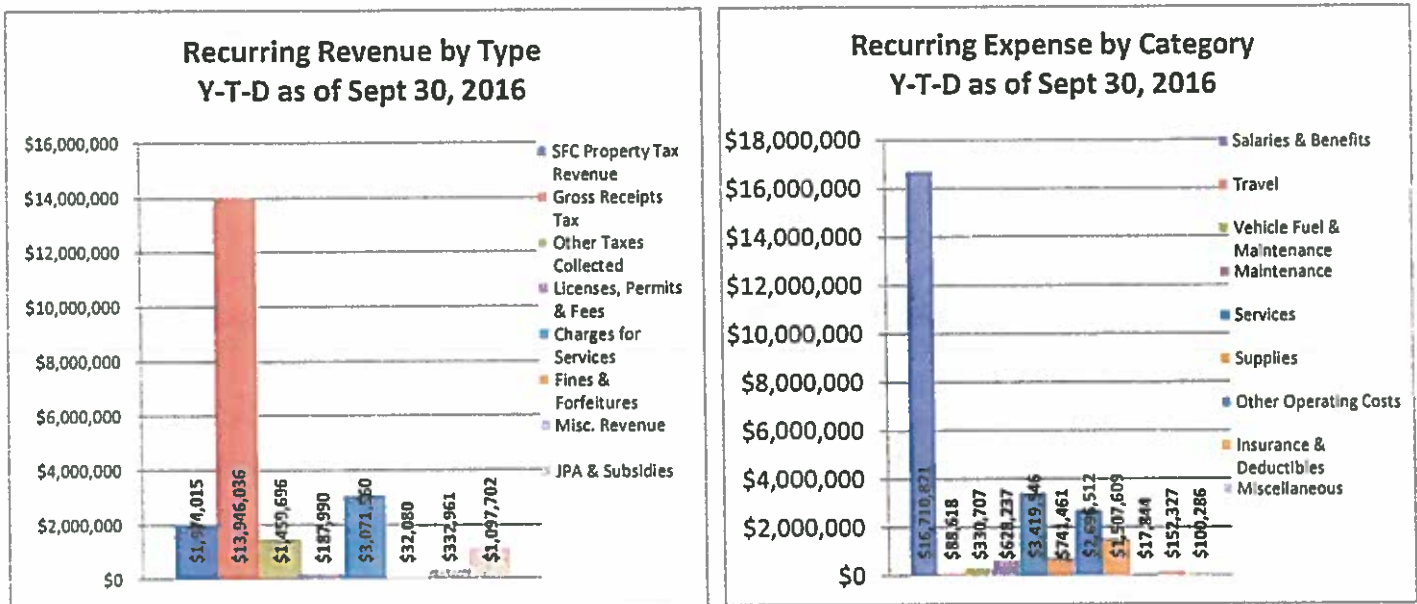
## **BACKGROUND**

On June 28, 2016, the Board of County Commissioners (BCC) approved the County's FY 2017 Budget in the amount of \$338,648,350. The information presented in this report reflects first quarter activity from July 1, 2016 through September 30, 2016 as well as year to date information through September, 2016.

### **All Funds:**

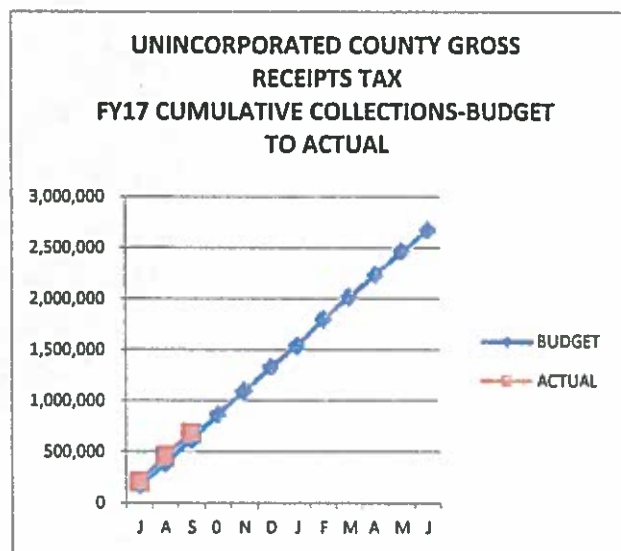
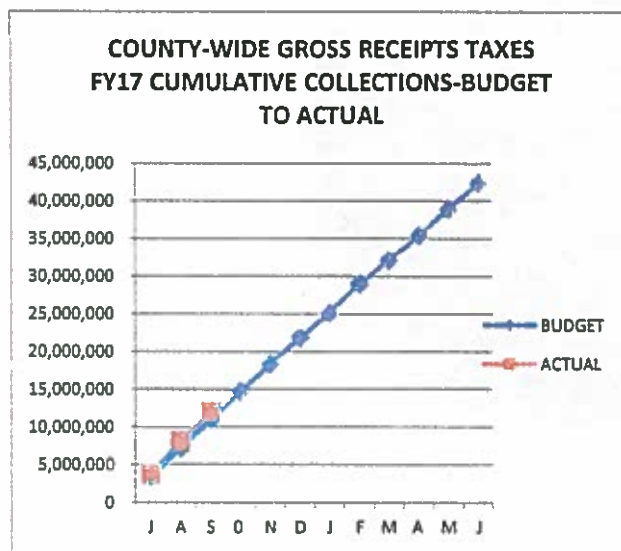
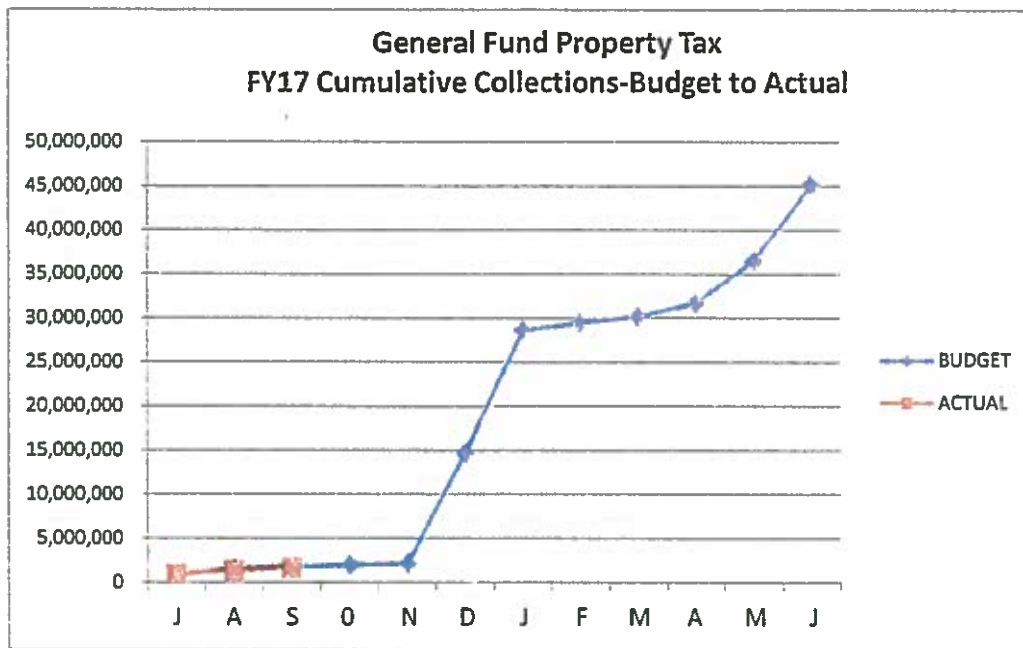
For the quarter ending September 30, 2016, the county collected a total of \$40.1 million from all revenue sources; \$22.1 million was from recurring sources. The largest portion of the recurring revenue, 78.6% was generated by taxes. Property taxes totaled \$2.0 million, gross receipts taxes (GRTs) totaled \$13.9 million, and other taxes totaled \$1.5 million. Expenditures across all funds totaled \$75.9 million for the same period. Of these expenditures, capital expenditures totaled \$5.8 million, debt service payments totaled \$43.7 million and operational expenditures totaled \$26.4 million.

The following charts reflect recurring revenue and recurring expenses. They illustrate that the vast majority of recurring revenue comes in the form of property and gross receipts taxes and the vast majority of recurring expenses are for personnel costs; that is salary and benefits. Also shown is a chart reflecting recurring revenue as compared to recurring expenses.



Actual property tax collections of \$2.0 million through the end of September are below the projected budget of \$2.4 million by \$0.4 million. This is \$626K less than the previous year's collections of for the same period.

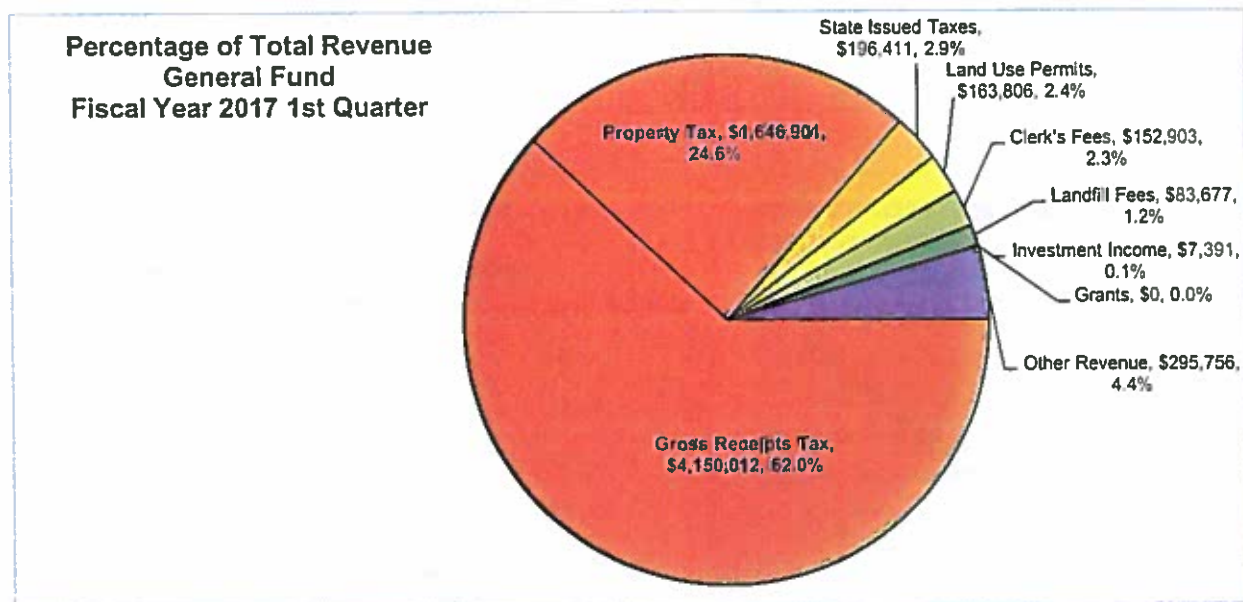
The following charts reflect the two largest revenue sources for the County, property taxes and gross receipts taxes.



Excluding the 1/8<sup>th</sup> percent Regional Transit Gross Receipts Tax which is passed-through to the North Central Regional Transit District, cumulatively, both the countywide and unincorporated gross receipts taxes collected through September total \$12.8 million. Collections of the Regional Transit GRT equal \$1.2 million through September. The total GRT collections are \$1.2 million greater than the cumulative budgeted amount of \$11.6 million. The countywide GRT collections are less than prior year collections by \$18K. The unincorporated GRT collections exceeded budget by \$59K and are \$64K less than the previous year's collections of \$744K. Year over year comparisons exclude Hold Harmless GRT (HH GRT) collections which began to be received in September, 2015. Through September, 2016 the HH GRT collections total \$1.2 million which is \$132K better than the budget. The budgets for the other increments which receive hold harmless distribution from the State contemplate the phase out of that distribution.

## General Fund

The chart below summarizes all revenue for the general fund; all revenue sources total \$6.7 million. Recurring revenue totaled \$ 6.4 million; recurring revenue includes property taxes, gross receipts taxes, state shared taxes, licenses and permits, clerk's filing fees, solid waste permit fees, and other revenue. Overall, total general fund revenues in FY 2017 of \$6.7 million are higher than the fiscal year 2016 revenues by \$1.0 million. This increase consists of the net of increases and decreases in various types of revenue. The largest increases over fiscal year 2016 can be found in other revenue (\$156K), and gross receipts taxes (\$1.3K) which includes the 3<sup>rd</sup> 1/8<sup>th</sup> increment which was previously in a special revenue fund and was rededicated to general purposes effective July 1, 2016. The largest decreases from fiscal year 2016 are property taxes (\$330K), and grants (\$115K). Important to note is that some investment income is not yet posted for the first quarter as of the date of this memo.

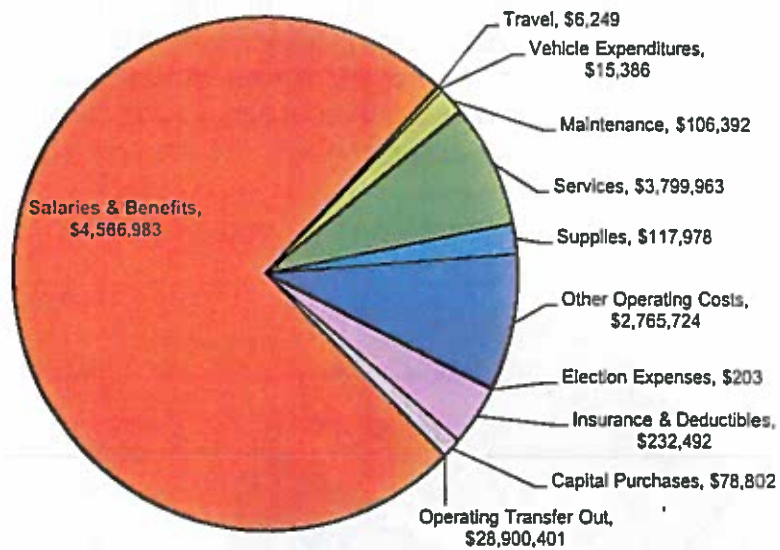


General Fund expenditures totaled \$6.1 million of which \$6.0 million are recurring in nature. Total General Fund expenditures were \$1.2 million less than the expenditures incurred in fiscal year 2016 for the same period. This result is the result of decreases across various expense categories. Salaries and benefits decreased by \$80K, services by \$680K, other operating expenses by \$178K, insurance and deductibles by \$65K, maintenance expenses by \$2K, travel by \$12K, vehicle expenses by \$22K, supplies by \$59K, and capital purchases decreased by \$178K.

The following chart shows General Fund expenditures by category through the first quarter of fiscal year 2017



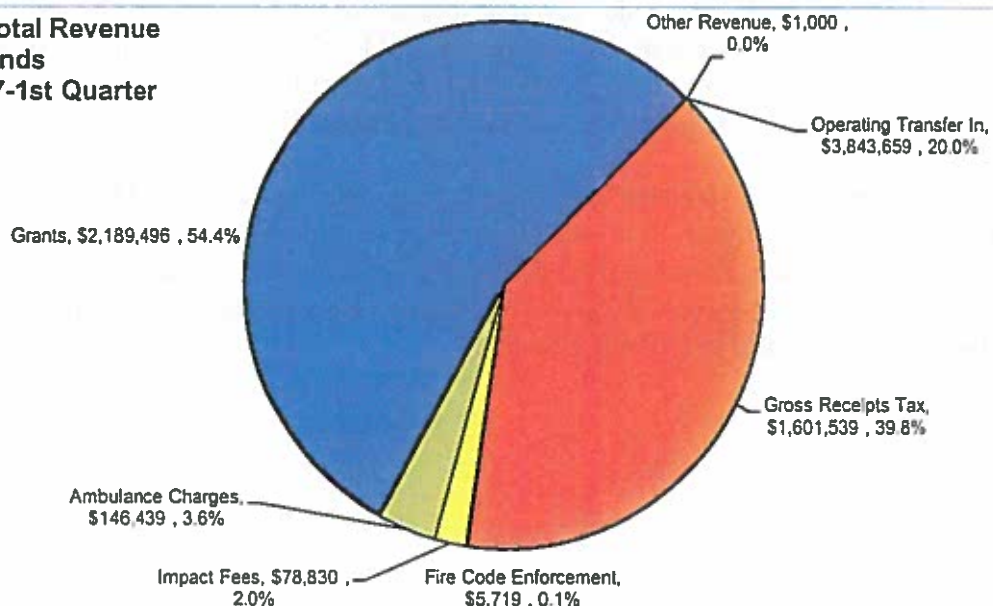
**Percentage of Total Expenditures  
(No Encumbrances)  
General Fund  
Fiscal Year 2017- 1st Quarter**



**Fire Funds**

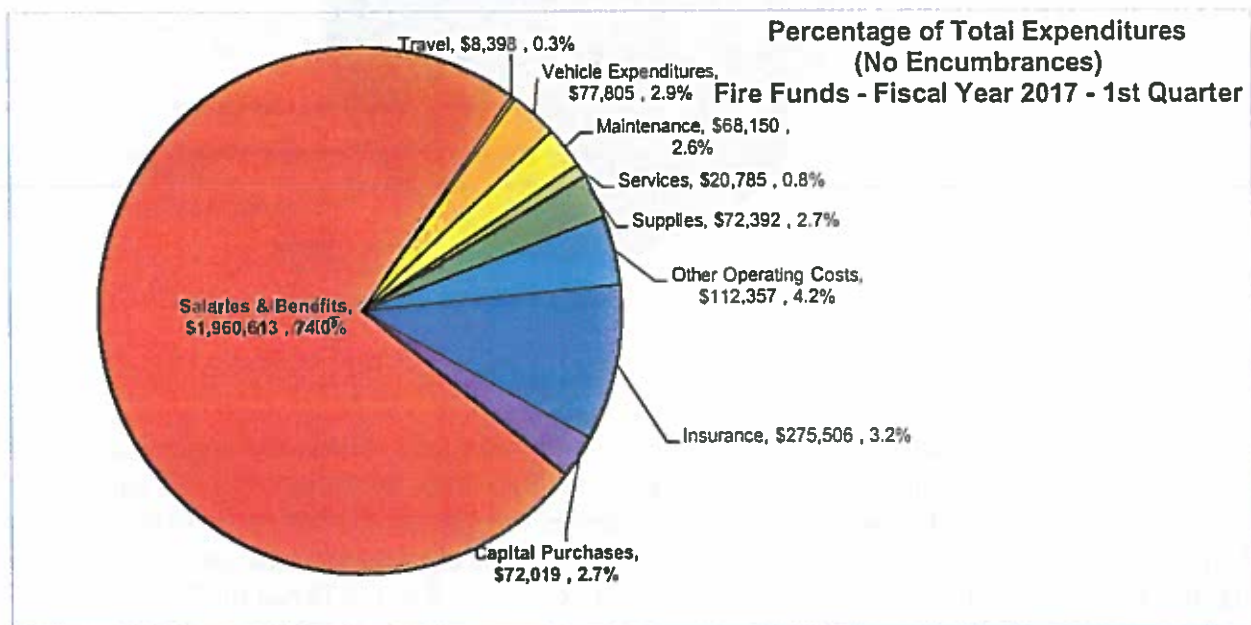
The chart below identifies the major revenue sources for all Fire funds. Total recurring revenues of \$4.0 million were collected and consist mainly of gross receipts taxes, ambulance charges and certain grants. Through September 30<sup>th</sup> ambulance charges were below the budget by \$55K and are \$24K less than the same period in fiscal year 2016. The gross receipts tax revenue consists of the Emergency Communications and Emergency Medical GRT (EC & EM GRT) and the Fire Excise Tax. The EC & EM GRT has revenue collections of \$2.4 million to date is \$21K less than the same period in fiscal year 2016. The Fire Excise Tax has revenue collections of \$171K to date is \$16K less than the same period in fiscal year 2016. The remaining revenue sources for the fire operation are considered non-recurring.

**Percentage of Total Revenue  
Fire Funds  
Fiscal Year 2017-1st Quarter**



Expenditures for fire operations totaled \$2.6 million and included operational expenditures of \$2.6 million (excluding transfers out). The FY 2017 operational expenditures are \$192K less than the same period in FY 2017. All operating categories with the exception of travel and other operating expenses are lower than the previous fiscal year including salaries and benefits by \$31K, maintenance by \$41K, services by \$37K, supplies by \$83K, and insurance by \$12K. There were small increases in the travel category of \$8K and other operating costs category of \$13K.

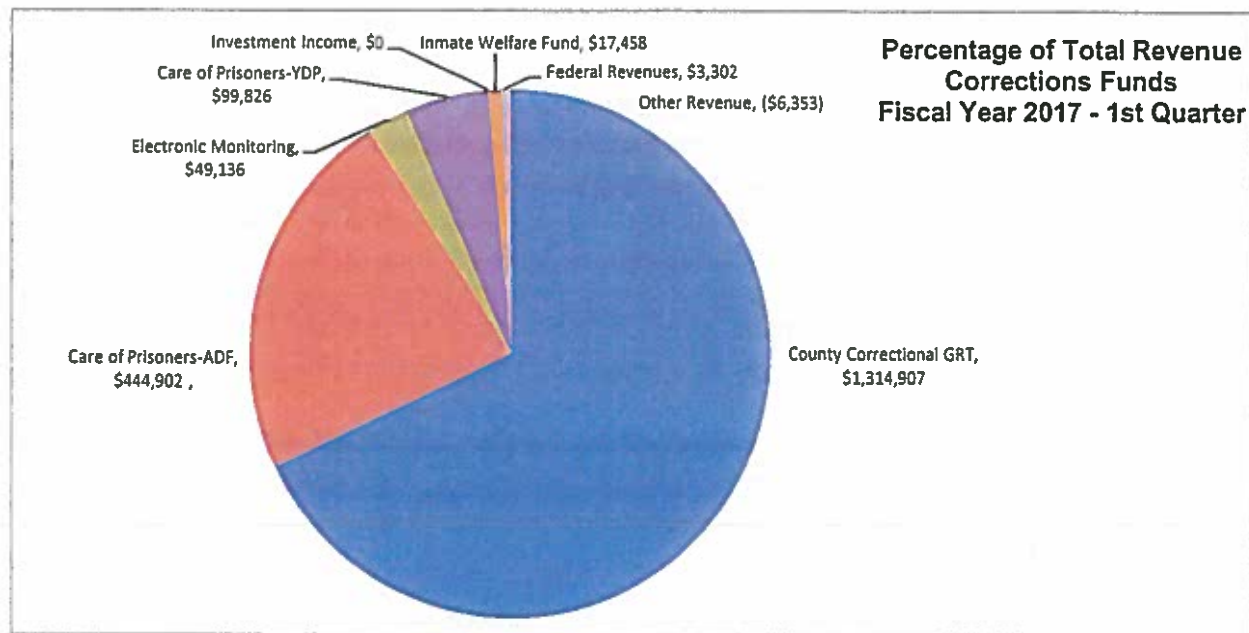
The following chart shows expenditures across all fire funds.



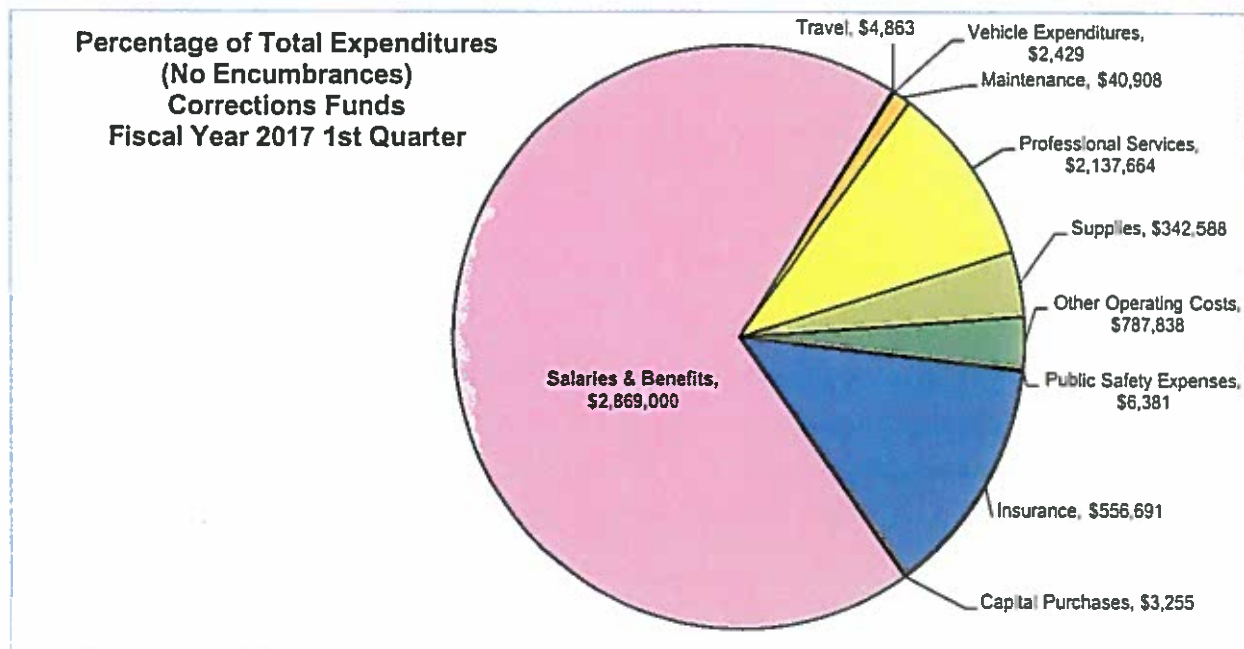
## Corrections Funds

The chart below identifies the major revenue sources for the Corrections Department. Recurring revenue which primarily consists of Correctional GRT collections, and care of prisoners revenue which includes electronic monitoring fees, totaled \$1.9 million. The care of prisoners revenue of \$0.6 million is less than the previous year's collections by \$713K.

Care of prisoners revenue is better than budget and is approximately \$428K less than budget for the first quarter of the fiscal year. It is important to note that the Corrections Department relies very heavily on support from the general fund and any shortfalls in department revenue not offset by lower than expected expenses will result in additional support needed from the general fund which is budgeted at \$11.4 million in fiscal year 2017.



Total Corrections expenditures are \$4.2 million. This does not include debt service or the transfer out for debt service. Capital expenditures totaled \$3K. The total expenditures are \$166K less than the same period in fiscal year 2016. The increase can be attributed to the net of increases and decreases in various expense categories. Expense categories that are higher than the same period in FY 2016 include professional services (\$100K), supplies (\$10k) and insurance (\$208K). Salaries and benefits expenses are less than fiscal year 2016 by \$348K, maintenance expenses are lower by \$49K, other operating are less by \$66K, and capital purchases is less by \$13K. Other smaller increases/decreases comprise the remainder of the change.



## **SUMMARY**

The numbers reflected within this report include activity as of the September 30, 2016. Total recurring revenues of \$22.1 million are less than total recurring expenses of \$21.6 million by \$0.5 million across all funds. Total revenue (recurring and non-recurring) through the first quarter was \$40.1 million and total expenditures (recurring and non-recurring) were \$75.9 million. It should be noted that this includes \$14.5 million bond proceeds. A payment from escrow in the amount of \$34.8 million from issuance of the 2015 general obligation bond for purposes of advance refunding the 2007A Series and 2007B Series general obligation bonds has not yet posted but the debt service was paid on July 1, 2016. Debt service payments make up \$43.7 million of the total expenditures.

In general, Santa Fe County has experienced very stable revenue collections and expenses are being well managed. There are no areas of major concern in the County's financial position.

## **FINANCE DIVISION ACTIVITIES**

During the first quarter of FY 2017, the fiscal year 2016 Comprehensive Annual Financial Report (CAFR) and audit process was begun. The CAFR will be submitted to the Office of the State Auditor and also submitted to the Government Finance Officers Association (GFOA) to be reviewed for the Certificate of Achievement for Excellence in Financial Reporting award. The Budget Office is working on the FY 2017 Public Budget Document which will be distributed to the BCC upon completion. This document will also be submitted to GFOA to be reviewed for the Distinguished Budget Presentation award. Other activities include preliminary project work on an upgrade to the Kronos timekeeping system and successful completion of the fixed assets surplus.

Finance Division activities in the second quarter of FY 2017 will focus primarily on completion of the CAFR and the Public Budget Document, working with Kronos staff to assess system needs ensure that the upgrade will address current interface issues, as well as preparation for mid-year budget reviews in January.



