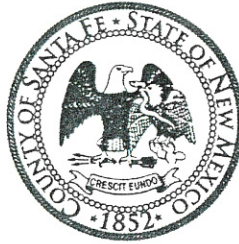


**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

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



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## **MEMORANDUM**

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director

Via: Katherine Miller, County Manager

Date: March 7, 2018

Re: HR Monthly Report for February 2018

### **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 February.

### **Training and Employee Development**

Throughout the month of February, Human Resources conducted 8 training sessions and employees attended 41 online training sessions. 204 employees attended these training sessions.

Human Resources also processed 32 NM EDGE applications for a total of 81 courses which will be offered to Santa Fe County employees.

### **Employee Benefits and Wellness**

Human Resources is working on implementation of various health related training courses for Santa Fe County employees. The first course to be offered will be a stress management course. Stress can manifest in many ways in our lives. While a little stress, eustress is good; chronic stress can lead to serious health problems and disrupt optimal functioning. Participants will have the opportunity to examine how they react to stress and learn a range of strategies and tools to alleviate the harmful effects that stress can create.

### **Promotions and Recruitment**

The City of Santa Fe Living Wage Ordinance was adopted to establish local minimum hourly wages. Effective March 1, 2018, the City of Santa Fe Living Wage Ordinance was modified to

increase the minimum hourly wage. All applicable employers are now required to pay employees an hourly wage of \$11.40 per hour. Nine (9) Santa Fe County employees were below the new hourly wage and were increased in accordance with the ordinance. Effective March 3, 2018, these nine (9) employees' hourly wage was brought up to \$11.40.

During the month of February, testing was conducted for Detention Officer and Sheriff Cadet. Eleven (11) applicants participated in Detention Officer testing, eight (8) passed and seven (7) were selected to move forward with the hiring process. Nine (9) applicants participated in Sheriff Cadet testing, three (3) applicants passed the written exam and moved forward to physical testing, two (2) applicants passed physical testing and have moved forward in the selection process.

The County had seven (7) promotions during the month of February.

In the County Manager / Human Resources, one (1) employee advanced to a higher position:

- Jordan Romero began working for Santa Fe County on June 22, 2015 and progressed from a Human Resources Assistant to Human Resources Administrator

In the Public Works Department, one (1) employee advanced to a higher position:

- Eppie Tapia began working for Santa Fe County on May 13, 2017 and progressed from a Maintenance Technician to Maintenance Foreman

In the Sheriff's Office, three (3) employees advanced to a higher position:

- Alexander Haughney began working for Santa Fe County on February 6, 2017 and progressed from a Sheriff Deputy Cadet to Sheriff Deputy I
- Edgar Madrid began working for Santa Fe County on February 6, 2017 and progressed from a Sheriff Deputy Cadet to Sheriff Deputy I
- Kevin Miller began working for Santa Fe County on February 6, 2017 and progressed from a Sheriff Deputy Cadet to Sheriff Deputy I

In the Public Works Department, one (1) employee advanced to a higher position:

- Joseph Gonzales began working for Santa Fe County on July 11, 2016 and progressed from an Accountant Senior to Utilities Administrative Manager

In the Public Safety Department/Youth Development, one (1) employee advanced to a higher position:

- Joe Marquez began working for Santa Fe County on December 1, 2014 and progressed from a Life Skills Worker I to Life Skills Worker II

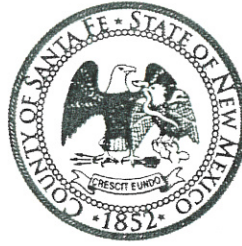
We congratulate these employees and thank them for their hard work!



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

**Anna Hansen**  
Commissioner, District 2

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



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

Date: February 21, 2018

To: Board of County Commissioners

From: Bernadette Salazar, Human Resource Director

Via: Katherine Miller, County Manager

Re: Recognition of Years of Service for Santa Fe County Employees for February 2018

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.

| Department        | Division                    | First Name | Last Name       | Hire Date  | Service Years |
|-------------------|-----------------------------|------------|-----------------|------------|---------------|
| GROWTH MANAGEMENT | BUILDING AND DEVELOPMENT    | ERIKA      | GARCIA          | 2013-02-04 | 5             |
| PUBLIC SAFETY     | CORRECTIONS                 | PAULINE    | ESQUIBEL        | 2013-02-25 | 5             |
| PUBLIC SAFETY     | CORRECTIONS                 | TROY       | WOOD            | 2013-02-27 | 5             |
| PUBLIC WORKS      | UTILITIES                   | TONY       | QUINTANA        | 2013-02-06 | 5             |
| COUNTY MANAGER    | PUBLIC INFORMATION OFFICE   | KRISTINE   | MIHELIC         | 2008-02-11 | 10            |
| PUBLIC WORKS      | PUBLIC WORKS ADMINISTRATION | DEBORAH    | LEYBA-DOMINGUEZ | 2008-02-16 | 10            |
| PUBLIC WORKS      | BUILDING SERVICES           | ARTHUR     | GONZALES        | 2008-02-22 | 10            |
| SHERIFF'S OFFICE  |                             | RUFINO     | ROMERO          | 2008-02-05 | 10            |

# Human Resources Statistics Report

## February 2018

| Department/Office               | Division                      | Regular Employees | Part Time | Full Time | Elected Officials | Temps    | Vacancies | Total Positions |
|---------------------------------|-------------------------------|-------------------|-----------|-----------|-------------------|----------|-----------|-----------------|
| County Manager's Office         | 01-COUNTY MANAGER ADMINIS.    | 7                 |           | 7         |                   |          |           | 7               |
|                                 | 02-COMMISSION                 | 5                 |           | 5         | 5                 |          |           | 5               |
|                                 | 12-MAIL ROOM                  | 1                 |           | 1         |                   |          |           | 1               |
|                                 | 15-HUMAN RESOURCES            | 13                | 1         | 12        |                   |          |           | 13              |
|                                 | 21-FINANCE                    | 23                |           | 23        |                   |          | 4         | 27              |
|                                 | 24-PURCHASING                 | 8                 |           | 8         |                   |          | 1         | 9               |
|                                 | 22-PUBLIC INFORMATION OFFICE  | 1                 |           | 1         |                   |          |           | 1               |
|                                 | 23-SANTA FE FILM OFFICE       | 2                 |           | 2         |                   |          |           | 2               |
|                                 | 25-INFORMATION TECHNOLOGY     | 17                |           | 17        |                   |          | 4         | 21              |
| <b>CMO total</b>                |                               | <b>77</b>         | <b>1</b>  | <b>76</b> | <b>5</b>          | <b>0</b> | <b>9</b>  | <b>86</b>       |
| Legal Office                    | 01-LEGAL ADMINISTRATION       | 9                 |           | 9         |                   |          | 2         | 11              |
|                                 | 02-RISK MANAGEMENT            | 4                 |           | 4         |                   |          | 1         | 5               |
| <b>Legal Office Total</b>       |                               | <b>13</b>         | <b>0</b>  | <b>13</b> | <b>0</b>          | <b>0</b> | <b>3</b>  | <b>16</b>       |
| Community Services Department   | 04-DWI LOCAL                  | 6                 |           | 6         |                   |          | 1         | 7               |
|                                 | 06-DWI SCREENING              | 1                 |           | 1         |                   |          |           | 1               |
|                                 | 09-DWI TEEN COURT             | 1                 |           | 1         |                   |          |           | 1               |
|                                 | 20-INDIGENT HOSPITAL FUND     | 3                 |           | 3         |                   |          |           | 3               |
|                                 | 21-EMS-HEALTH CARE            | 3                 |           | 3         |                   |          |           | 3               |
|                                 | 74-MOBILE HEALTH FAIR VAN     | 3                 | 1         | 2         |                   |          | 2         | 5               |
|                                 | 78-TEEN COURT JUVENILE ADJUD  | 1                 |           | 1         |                   |          |           | 1               |
|                                 | 89-SENIOR PROGRAMS - ADMIN.   | 11                |           | 11        |                   |          | 3         | 14              |
|                                 | 90-SR SVCS-CONGREGATE MEALS   | 5                 |           | 5         |                   |          | 1         | 6               |
|                                 | 92-SR SVCS - HOME DELIVERED   | 7                 |           | 7         |                   | 1        | 1         | 8               |
|                                 | 93-SR SVCS - TRANSPORTATION   | 2                 |           | 2         |                   |          |           | 2               |
|                                 | 94-DWI COMPLIANCE EXPAN.-TSB  | 1                 |           | 1         |                   |          |           | 1               |
|                                 | 95-BEHAVIORAL HEALTH          | 1                 |           | 1         |                   |          |           | 1               |
|                                 | 01-ADMINISTRATION             | 4                 |           | 4         |                   |          |           | 4               |
|                                 | 01-POJOAQUE SATELLITE OFFICE  |                   |           |           |                   | 1        |           |                 |
|                                 | 02-EDGEWOOD SATELLITE OFFICE  |                   |           |           |                   | 1        |           |                 |
| <b>CSD Total</b>                |                               | <b>49</b>         | <b>1</b>  | <b>48</b> | <b>0</b>          | <b>3</b> | <b>8</b>  | <b>57</b>       |
| Growth Management Department    | 01-LAND USE ADMINISTRATION    | 4                 |           | 4         |                   |          | 1         | 5               |
|                                 | 02-PLANNING                   | 9                 |           | 9         |                   |          | 1         | 10              |
|                                 | 14-GIS                        | 8                 |           | 8         |                   |          | 1         | 9               |
|                                 | 16-BUILDING & DEVELOPMENT     | 13                |           | 13        |                   |          | 2         | 15              |
|                                 | 17-ECONOMIC DEVELOPMENT       | 1                 |           | 1         |                   |          |           | 1               |
| <b>GMD Total</b>                |                               | <b>35</b>         | <b>0</b>  | <b>35</b> | <b>0</b>          | <b>0</b> | <b>5</b>  | <b>40</b>       |
| Housing Department              | 30-ADMINISTRATION             | 11                |           | 11        |                   |          | 3         | 14              |
|                                 | 49-HOUSING SECTION 8 VOUCHER  | 2                 |           | 2         |                   |          |           | 2               |
|                                 | 84-HOUSING CFP - 2014         | 1                 |           | 1         |                   |          |           | 1               |
| <b>Housing Department Total</b> |                               | <b>14</b>         | <b>0</b>  | <b>14</b> | <b>0</b>          | <b>0</b> | <b>3</b>  | <b>17</b>       |
| Public Safety Department        | 01-FIRE ADMINISTRATION        | 33                |           | 33        |                   |          | 2         | 35              |
|                                 | 11-FIRE REGIONS               | 91                |           | 91        |                   |          | 3         | 94              |
|                                 | 15-WILDLAND PROGRAM           | 3                 |           | 3         |                   |          |           | 3               |
|                                 | 85-2018 YCC GRANT             |                   |           |           |                   | 10       |           |                 |
|                                 | 01-CORRECTIONS ADMINISTRATION | 6                 |           | 6         |                   |          |           | 6               |
|                                 | 60-ADULT FACILITY             | 133               |           | 133       |                   |          | 24        | 157             |
|                                 | 62-MAINTENANCE DIVISION       | 4                 |           | 4         |                   |          | 3         | 7               |
|                                 | 63-MEDICAL SERVICES           | 25                |           | 25        |                   |          | 8         | 33              |



# Human Resources Statistics Report

## February 2018

| Department/Office                      | Division                     | Regular Employees | Part Time | Full Time  | Elected Officials | Temps     | Vacancies  | Total Positions |
|--|------------------------------|-------------------|-----------|------------|-------------------|-----------|------------|-----------------|
|  | 65-ELECTRONIC MONITORING     | 7                 |           | 7          |                   |           | 2          | 9               |
|  | 70-YOUTH DEVELOPMENT FAC.    | 22                |           | 22         |                   |           | 7          | 29              |
|  | 01-RECC                      | 38                |           | 38         |                   |           | 13         | 51              |
| <b>PSD Total</b>                       |                              | <b>362</b>        | <b>0</b>  | <b>362</b> | <b>0</b>          | <b>10</b> | <b>62</b>  | <b>424</b>      |
| Public Works Department                | 01-PUBLIC WORKS ADMIN.       | 13                |           | 13         |                   |           |            | 13              |
|  | 02-FLEET SERVICE             | 9                 |           | 9          |                   |           | 1          | 10              |
|  | 03-TRAFFIC ENGINEERING       | 7                 |           | 7          |                   |           |            | 7               |
|  | 05-SOLID WASTE               | 20                | 2         | 18         |                   |           | 2          | 22              |
|  | 11-ROAD MAINTENANCE          | 37                |           | 37         |                   |           | 3          | 40              |
|  | 02-PROPERTY CONTROL          | 12                |           | 12         |                   |           | 2          | 14              |
|  | 03-BUILDING SERVICES         | 18                | 1         | 17         |                   |           |            | 18              |
|  | 18-PROJECT DEVELOPMENT DIV   | 11                |           | 11         |                   |           |            | 11              |
|  | 26-OPEN SPACE                | 8                 |           | 8          |                   |           | 1          | 9               |
|  | 10-WATER                     | 16                |           | 16         |                   | 1         | 3          | 19              |
|  | 15-AAMODT                    | 1                 |           | 1          |                   |           | 1          | 2               |
|  | 20-WASTEWATER                | 1                 |           | 1          |                   |           |            | 1               |
|  | 51-OFFICE OF SUSTAINABILITY  | 3                 |           | 3          |                   |           |            | 3               |
|  | 08-SANTA FE RIVER GREENWAY   |                   |           |            |                   |           |            |                 |
| <b>PWD total</b>                       |                              | <b>156</b>        | <b>3</b>  | <b>153</b> | <b>0</b>          | <b>1</b>  | <b>13</b>  | <b>169</b>      |
| County Clerk's Office                  | 01-REPORTING & RECORDING     | 13                |           | 13         | 1                 |           | 8          | 21              |
|  | 02-BUREAU OF ELECTIONS       | 12                |           | 12         |                   |           | 1          | 13              |
| <b>County Clerk's Office Total</b>     |                              | <b>25</b>         | <b>0</b>  | <b>25</b>  | <b>1</b>          | <b>0</b>  | <b>9</b>   | <b>34</b>       |
| County Treasurer's Office              | 01-COUNTY TREASURER ADMIN.   | 13                |           | 13         | 1                 |           | 1          | 14              |
| <b>County Treasurer's Office Total</b> |                              | <b>13</b>         | <b>0</b>  | <b>13</b>  | <b>1</b>          | <b>0</b>  | <b>1</b>   | <b>14</b>       |
| County Assessor's Office               | 01-COUNTY ASSESSOR ADMIN.    | 29                | 1         | 28         | 1                 | 1         |            | 29              |
|  | 11-PROPERTY VALUATION        | 12                |           | 12         |                   |           | 1          | 13              |
| <b>County Assessor's Office Total</b>  |                              | <b>41</b>         | <b>1</b>  | <b>40</b>  | <b>1</b>          | <b>1</b>  | <b>1</b>   | <b>42</b>       |
| Sheriff's Office                       | 01-ADMIN/ANIMAL CNTRL/ENFORC | 125               |           | 125        | 1                 |           | 4          | 129             |
|  | 14-REG.III DRUG ENF GRANT-B  | 1                 |           | 1          |                   |           |            | 1               |
|  | 06-REG III-HIDTA GRANT       | 1                 |           | 1          |                   |           |            | 1               |
|  | 33-DWI SEIZURE GRANT         |                   |           |            |                   |           |            |                 |
| <b>Sheriff's Office Total</b>          |                              | <b>127</b>        | <b>0</b>  | <b>127</b> | <b>1</b>          | <b>0</b>  | <b>4</b>   | <b>131</b>      |
| County Probate Judge                   | 01-COUNTY PROBATE JUDGE      |                   |           |            | 1                 |           |            |                 |
| <b>County Probate Judge Total</b>      |                              | <b>0</b>          | <b>0</b>  | <b>0</b>   | <b>1</b>          | <b>0</b>  | <b>0</b>   | <b>0</b>        |
| <b>TOTAL</b>                           |                              | <b>912</b>        | <b>6</b>  | <b>906</b> | <b>10</b>         | <b>15</b> | <b>118</b> | <b>1030</b>     |

**SANTA FE COUNTY NEW HIRES**  
**February 1, 2018 - February 28, 2018**

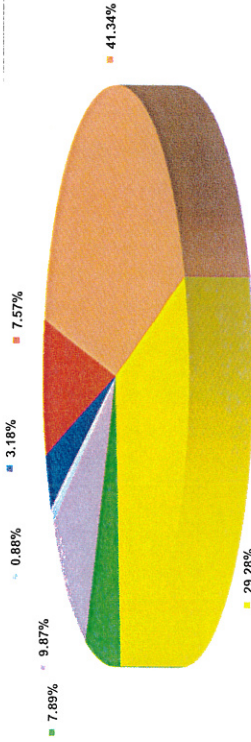
| LAST NAME       | FIRST NAME  | DEPARTMENT                     | TITLE                        | HIRE DATE |
|-----------------|-------------|--------------------------------|------------------------------|-----------|
| CARDONA         | ELENA       | CMO - LEGAL DEPARTMENT         | ASSISTANT COUNTY ATTORNEY    | 2/17/2018 |
| ROYBAL          | THERESA     | COUNTY CLERK OFFICE            | RECORDING CLERK              | 2/3/2018  |
| VIGIL           | JESSE       | COUNTY CLERK OFFICE            | VOTER INFORMATION SPECIALIST | 2/3/2018  |
| SALAZAR         | ESPERANZA   | CSD - HEALTH & HUMAN SVCS DEPT | ACTIVITY PROGRAM COORDINATOR | 2/3/2018  |
| GARCIA          | JAMES       | GMD - LAND USE DEPARTMENT      | CODE ENFORCEMENT INSPECTOR   | 2/17/2018 |
| DURAN           | DERRICK     | PSD - CORRECTIONS              | CASE MANAGER EM/BAIL BONDS   | 2/3/2018  |
| LEFEVRE         | JAMES       | PSD - CORRECTIONS              | LIFE SKILLS WORKER I         | 2/17/2018 |
| SANDOVAL        | ERIK        | PSD - CORRECTIONS              | DETENTION OFFICER            | 2/17/2018 |
| BLACKELK-JIM    | REDHORSE    | PSD - FIRE DEPARTMENT          | VOLUNTEER FIRE FIGHTER       | 2/17/2018 |
| CRUZ            | VICTORIA    | PSD - FIRE DEPARTMENT          | FORESTRY TECHNICIAN          | 2/17/2018 |
| MARTINEZ        | EDWARD      | PSD - FIRE DEPARTMENT          | FORESTRY TECHNICIAN          | 2/17/2018 |
| MORA            | ROBERT      | PSD - FIRE DEPARTMENT          | VOLUNTEER FIRE FIGHTER       | 2/17/2018 |
| POWELL          | CHRISTOPHER | PSD - FIRE DEPARTMENT          | VOLUNTEER FIRE FIGHTER       | 2/17/2018 |
| TRUJILLO        | JOSEPH      | PSD - FIRE DEPARTMENT          | VOLUNTEER FIRE FIGHTER       | 2/17/2018 |
| ULIK            | THOMAS      | PSD - FIRE DEPARTMENT          | VOLUNTEER FIRE FIGHTER       | 2/17/2018 |
| VIGIL           | DARRELL     | PSD - FIRE DEPARTMENT          | FORESTRY TECHNICIAN          | 2/17/2018 |
| LOPEZ           | RAYMOND     | PWD - PROJECT & FACILITIES MGT | MAINTENANCE TECHNICIAN       | 2/21/2018 |
| TIPPETT-VANNINI | MATTHEW     | PWD - UTILITIES DEPARTMENT     | ADMINISTRATIVE ASSISTANT     | 2/17/2018 |



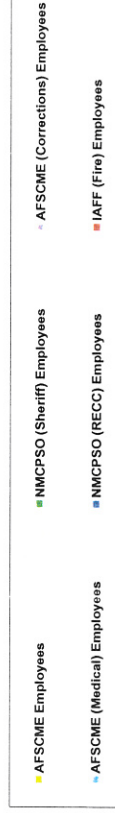
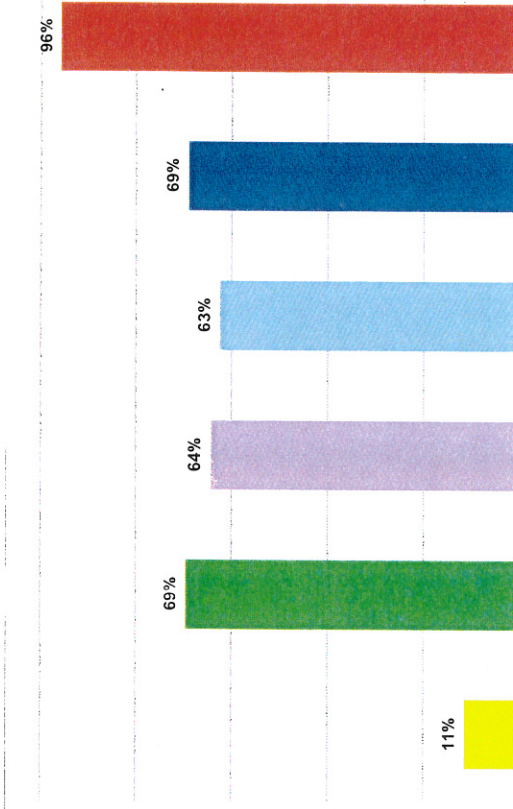
## LABOR STATISTICS FOR FEBRUARY 2018

| Number of Employees             |     | Percentage of Union Status          |        | Number of Paying Dues Members         |     | Percentage of Paying Dues Members |     |
|---------------------------------|-----|-------------------------------------|--------|---------------------------------------|-----|-----------------------------------|-----|
| AFSCME Employees                | 267 | AFSCME Employees                    | 29.28% | AFSCME Employees                      | 30  | AFSCME Employees                  | 11% |
| NMCPSO (Sheriff) Employees      | 72  | NMCPSO (Sheriff) Employees          | 7.89%  | NMCPSO (Sheriff) Employees            | 50  | NMCPSO (Sheriff) Employees        | 69% |
| AFSCME (Corrections) Employees  | 90  | AFSCME (Corrections) Employees      | 9.87%  | AFSCME (Corrections) Employees        | 58  | AFSCME (Corrections) Employees    | 64% |
| AFSCME (Medical) Employees      | 8   | AFSCME (Medical) Employees          | 0.88%  | AFSCME (Medical) Employees            | 5   | AFSCME (Medical) Employees        | 63% |
| NMCPSO (RECC) Employees         | 29  | NMCPSO (RECC) Employees             | 3.18%  | NMCPSO (RECC) Employees               | 20  | NMCPSO (RECC) Employees           | 69% |
| IAFF (Fire) Employees           | 69  | IAFF (Fire) Employees               | 7.57%  | IAFF (Fire) Employees                 | 66  | IAFF (Fire) Employees             | 96% |
| Total Number of Union Employees | 535 | Total Percentage of Union Employees | 58.66% | Total Number of Employees Paying Dues | 229 |                                   |     |
| Non-Union Employees             | 377 | Non-Union Employees                 | 41.34% |                                       |     |                                   |     |
| Total Number of Employees       | 912 |                                     |        |                                       |     |                                   |     |

### Number of Employees



### Number Paying Dues Members









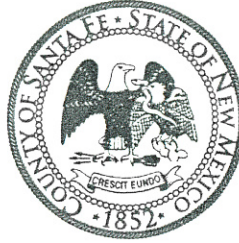




**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

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



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*Commissioner, District 4*

**Ed Moreno**  
*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:** *March 13, 2018*

**Subject:** *Community Services Monthly Report*

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### **Health Services**

Yesterday CSD staff and other members of the team met with the state Human Services Department to discuss billing codes for the Crisis Center. It was a very, very productive meeting that resulted in HSD agreeing to draft another version using the Crisis Center billing code. We believe this change will result in our being able to draw down significant funding from Medicaid. We are still waiting for the Department of Health to release a new version of the regulations as a result of the passage of SB 220.

The Accountable Health Community is moving forward with the purchase of an IT system to link our team of Navigators, and to require better accountability. We received an initial cost proposal from NowPow and will work with our IT consultant to fine-tune contract language based on the needs of our Accountable Health Community network. The proposal is reasonable, well within our budgeted amount. We will also meet the NowPow implementation team when they are in Albuquerque for their work with the Presbyterian Accountable Health Community.

HPPC membership. We have not yet received responses to our advertisements for vacancies in Districts 1 and 3. Patricia met with Sandy Darnsfield, who is applying for the District 2 vacancy, but we will not bring anything forward until Reena Szczepanski is able to meet with her, and Ms. Darnsfield is out of town for some weeks.

Despite substantial outreach and publicity for the opiate overdose prevention we held at Nambe Community Center on Wednesday, nobody showed up. We still plan to do a training and Narcan distribution at Genoveva Chavez Community Center at the end of the month, while also rethinking how best to use the mobile van in this effort. Patricia is talking with Kati Schwartz about incorporating appropriate questions and a Narcan training in the one-on-one screenings with visitors to the van.

Patricia met with Bern and others at HR and the MoGro coordinator to explore why MoGro participation has been so low at the County and what improvements could be made. We decided to hold off on making any major changes yet, and do a renewed outreach once MoGro's revised guidelines are finalized, which will include lower costs and may encourage more people to use MoGro.

### **Community Safety**

House Bill 35 was signed by Governor Martinez on March 2, 2018. The legislation will increase the percentage of funding from the Liquor Excise Tax that is dedicated to the Local DWI Distribution Program. The percentage increase will go from 41.5% to 45% starting in Fiscal Year 2019. In Fiscal year 2019, 1.6 million will be carved out of the 45% and awarded to the Administrative Office of the Courts, for the Drug Court programs. Starting in Fiscal year 2020 the 1.6 million funding for the AOC will be funded directly from the Liquor Excise Tax and will no longer be carved out of the 45% dedicated to the LDWI Distribution Program.

The DWI Program is working with local law enforcement agencies to increase DWI enforcement operations. There will be two multi agency operations taking place this month. Operation Northern Safety will resume, taking place on St. Patrick's Day, several agencies will be participating. The Sheriff's Department and the City Police will be partnering to conduct a checkpoint on February 13, 2018. The DWI program will be funding both operations, along with several other single agency Saturation Patrols that will be taking place throughout the month.

Teen Court made their final recommendation regarding youth funding this past week. The review team prioritized those programs that targeted indicators in the Health Action Plan. The review team included experts from the field as well as the City of Santa Fe, who we made every effort to partner with on joint projects of important to both entities.

### **Community Operations**

Carol Branch partners with Cerrillos Hills State Park to educate the students in the public lands class on the beneficial history of Cerrillos. In turn, their volunteers help maintain the trails at the park. On Friday 2/23, Carol led 16 volunteers for 3.5 hours to help restore washed out trails in Cerrillos Hills

Anna attended the Community meeting in Chimayo regarding the head start space and the Bennie J. Chavez Senior / Community Center. There was a great turnout with many good ideas that were brought up from seniors and members of the community. Colleen will be scheduling a meeting with Teresa and me to go over some of the specifics and realities of some of the ideas that were discussed at the meeting.

The short term solution for keeping up business in Stanley is going well. 4H continues to practice on Tuesdays, Thursdays, and Sundays. Anna has also been receiving numerous calls for private riding and one from the Alpaca Breeder's Association about a possible show there. We are working with Procurement on the next version of the RFP.



## **Senior Services**

We held interviews last week for the Navigation position at Senior Services; and we had a number of good candidates. We have chosen one and will be moving forward with hiring next week. With the help of Krista Kelly we are also moving forward with a training module for County Fire, and for the Navigator. I feel that with Krista's help we've really laid a strong groundwork for the position. The Navigator will be part of the Accountable Health Community as well.

Senior Service will be holding a series of public hearings in April, and all Commissioners are invited. The hearing will be held on April 3 in Chimayo, April 4 in Eldorado and April 5<sup>th</sup> in Edgewood. We will be sending out a notice as the time gets closer.





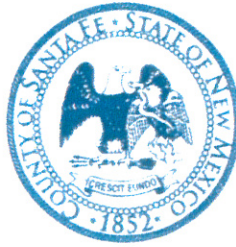




**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

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



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

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**MEMORANDUM**

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**DATE:** March 27, 2018

**To:** Santa Fe Board of County Commissioners

**From:** Stephanie Schardin Clarke, Finance Director

**Via:** Katherine Miller, County Manager

**RE:** **Financial Report for the Month Ending February 28, 2018**

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**ISSUE**

The following is a report summarizing the financial activities of Santa Fe County (SFC) through the end of February 2018, Fiscal Year 2018 (July 1, 2017 through February 28, 2018).

**BACKGROUND**

This report presents unaudited revenue and expenditure results across all funds, including details on general fund and property tax revenues. Revenues and expenditures are presented exclusive of transfers. Overall revenues are up 8.5% over the previous fiscal year due primarily to growth in charges for services (self-insurance) and property tax collections. Actual expenditures decreased by 1.5% over the previous fiscal year, due primarily to reductions in services and healthcare assistance programs.

**RECURRING REVENUES**

Through February 28<sup>th</sup> of Fiscal Year 2018, revenue collections across all SFC funds totaled \$104.4 million. Total revenue is comprised of taxes, fees, fines, grants, joint powers agreement receipts, subsidies and miscellaneous revenue sources. Total revenue collected through February 28<sup>th</sup>, 2018 exceeded Fiscal Year 2017 for the same period by \$8.2 million, an 8.5% increase in collected revenue. See the table below for detailed comparison of year-over-year revenue results.

|                                 | FY17 YTD     | FY18 YTD      | Difference  | Percent Change |
|---------------------------------|--------------|---------------|-------------|----------------|
| SFC Property Tax Revenue        | \$41,637,774 | \$44,654,901  | \$3,017,127 | 7.2%           |
| Gross Receipts Tax              | \$37,204,422 | \$38,906,768  | \$1,702,346 | 4.6%           |
| Charges for Services            | \$9,979,303  | \$14,268,986  | \$4,289,683 | 43.0%          |
| Other Taxes Collected           | \$3,057,350  | \$2,579,702   | (\$477,648) | -15.6%         |
| Intergovernmental and Subsidies | \$2,359,680  | \$2,243,269   | (\$116,411) | -4.9%          |
| Misc. Revenue                   | \$1,356,532  | \$920,185     | (\$436,347) | -32.2%         |
| Licenses, Permits & Fees        | \$480,424    | \$625,404     | \$144,981   | 30.2%          |
| Fines & Forfeitures             | \$145,782    | \$202,310     | \$56,528    | 38.8%          |
| Total Recurring Revenue         | \$96,221,267 | \$104,401,526 | \$8,180,259 | 8.5%           |

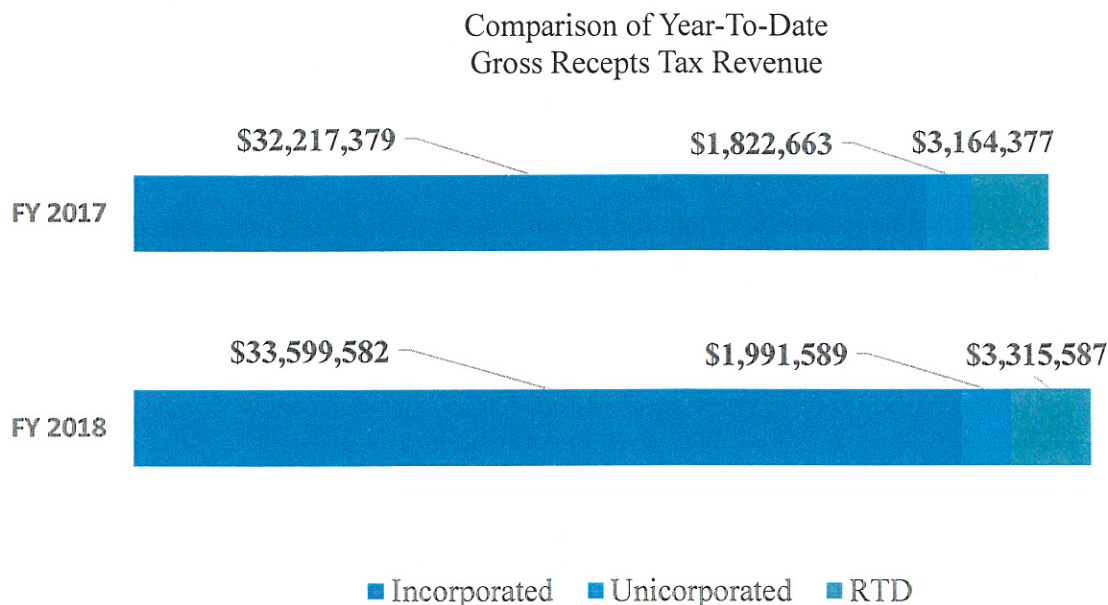
### **Gross Receipts Tax:**

Gross receipts tax collections totaled \$38.9 million through February 28<sup>th</sup>, of Fiscal Year 2018, an increase of \$1.7 million (4.6 %) over the previous fiscal year.

Total gross receipts tax includes 13 increments, 10 of which are imposed in the incorporated area, including both city and county, and three of which are imposed only in the unincorporated area of SFC.

Fiscal year-to-date collections include \$3.3 million collected as a “pass through” for the Regional Transit Authority (RTA).

The following chart presents year-over-year comparison of gross receipts tax collections for the incorporated area of SFC, the unincorporated area of SFC, and the RTA pass-through increment.



### **Property Tax:**

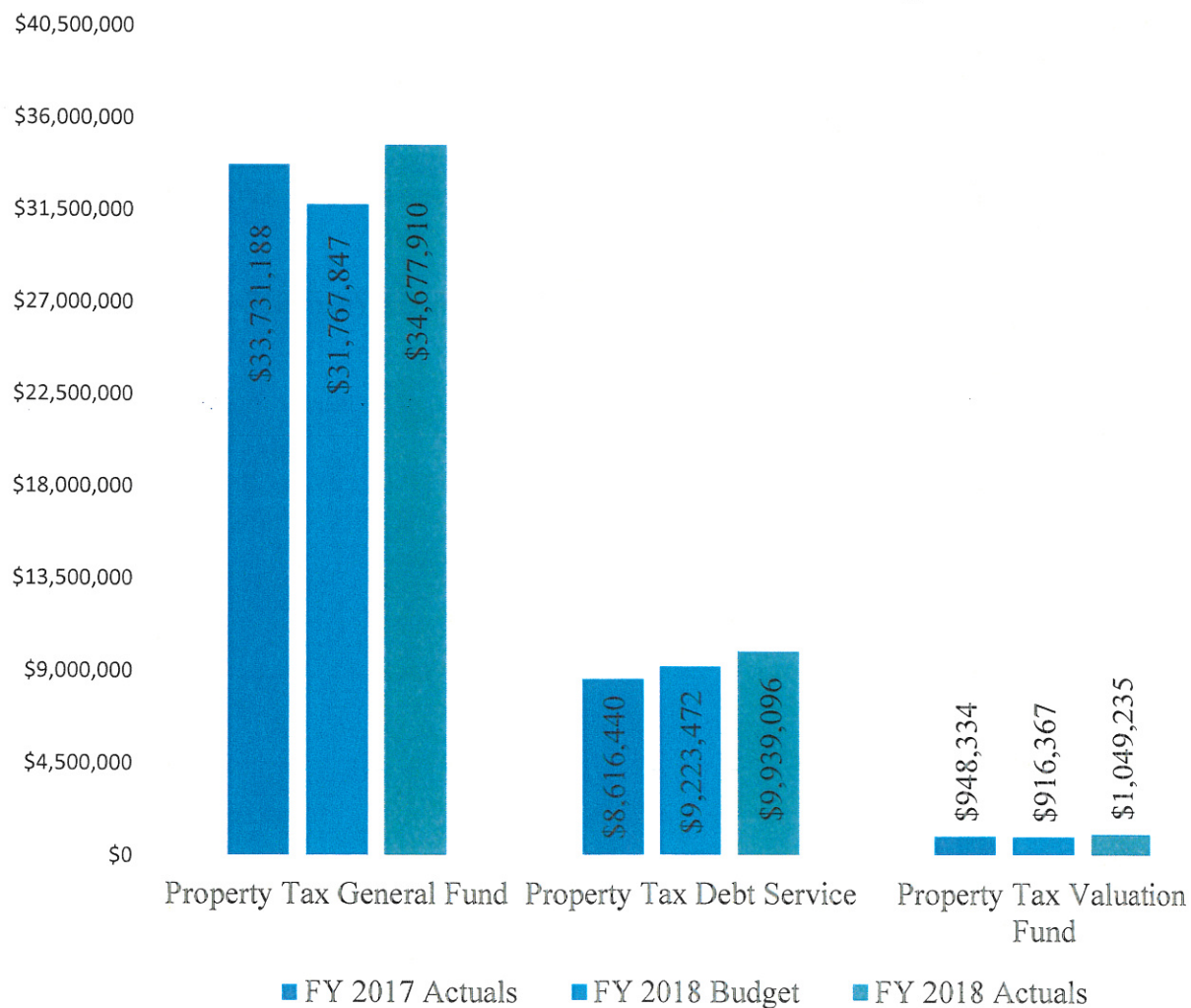


Through February 28<sup>th</sup>, of Fiscal Year 2018, property tax revenue collections were \$44.6 million (excluding the Property Valuation Fund), \$3.0 million higher than the same period in the previous fiscal year, an increase of 7.2%.

Collection of property taxes is currently \$3.6 million above budget for Fiscal Year 2018. The largest months of property tax collections occur during the months of January, June, and December, which correlate with tax due dates.

Revenue received from property tax goes to the general fund property tax, to debt service on General Obligation Bonds, and to the property valuation fund. The following chart presents a year-over-year comparison of these components, as well as comparison to budgeted amounts for Fiscal Year 2018.

**Year-To-Date Property Tax Collection  
Versus Prior Year and Current Year Budget**



**Other Revenues:**

Charges for Services totaled \$14.3 million through February 28<sup>th</sup>, of Fiscal Year 2018, up \$4.3 million, or 43%, over the same period last year. This increase is the result of SFC completing its first year of being self-insured.

Miscellaneous revenue decreased by \$0.4 million, or 32%, over the same period of the prior fiscal year. This decrease was due to a delay in reconciling a portion of investment earnings revenue, attributable up to the period ending February 28<sup>th</sup>.

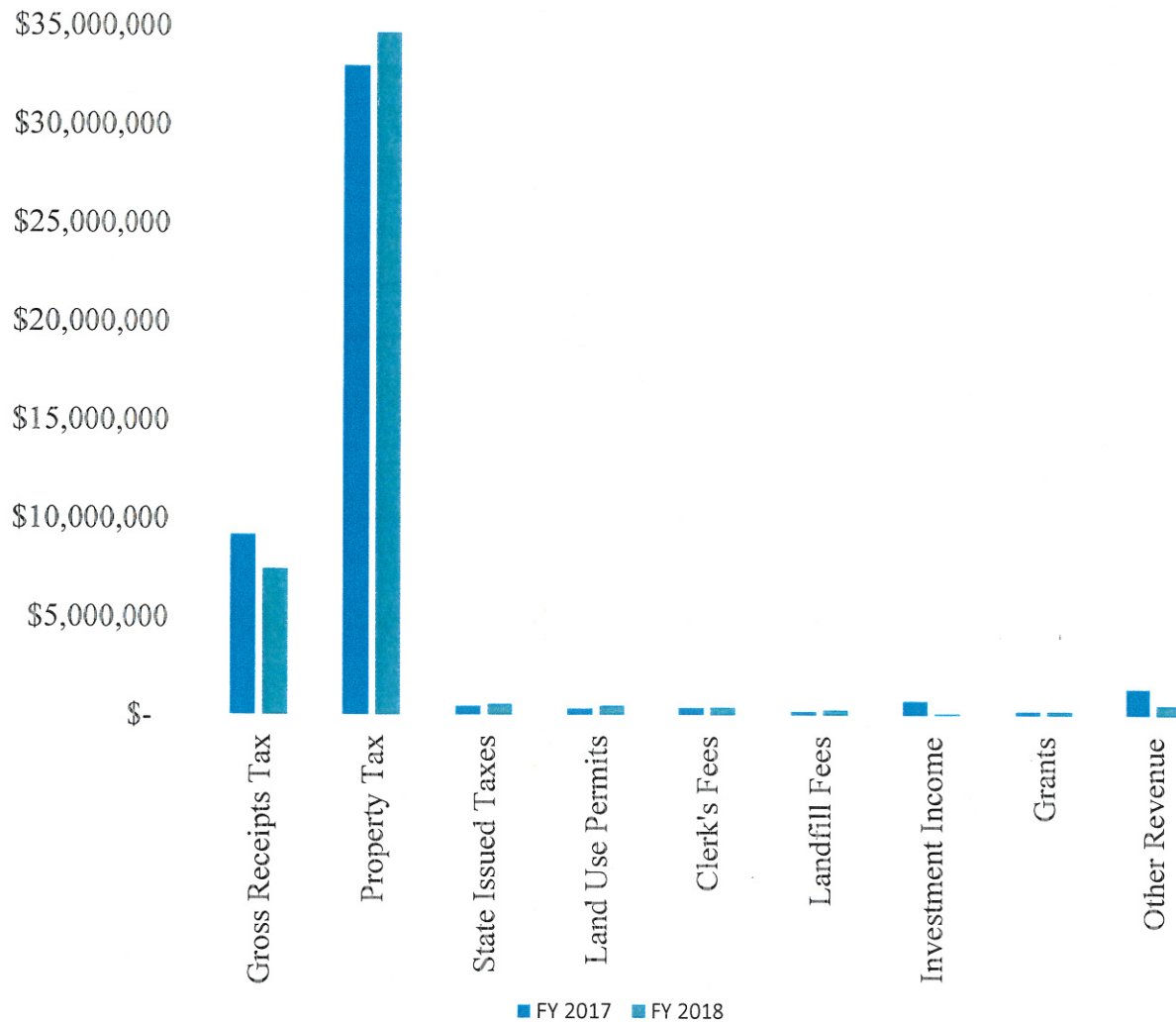
The General Obligation Bond sale proceeds of \$22.2 million received by SFC in September 2017 are excluded from this revenue presentation due to the non-recurring nature of that revenue.

### **GENERAL FUND REVENUES**

Of the \$104.4 million total revenues collected through February 28<sup>th</sup>, of Fiscal Year 2018, \$44.9 million was general fund revenue. General fund revenue up to February 28<sup>th</sup>, of Fiscal Year 2018 was \$1.2 million less than the amount collected in the same period of Fiscal Year 2017. While property tax for the reporting period was up \$1.7 million, gross receipts tax collections are trailing the previous year by \$1.8 million. This difference in gross receipt tax reflects a shift in County accounting. In Fiscal Year 2018, portions of the Hold Harmless gross receipts tax receipts have been moved to other funds for more accurate tracking. Additionally, the State equalization gross receipts tax payment for Fiscal Year 2018 was \$0.3 million, compared to \$0.9 million received in Fiscal Year 2017. This reduction in State equalization payment was caused by SFC's newly-enacted gross receipts tax increment.

The graph below presents a comparison of Fiscal Year 2018 and Fiscal Year 2017 year-to-date general fund revenue collections.

### Year-Over-Year General Fund Revenue Comparison



### **RECURRING EXPENDITURES**

Total recurring expenditures up to February 28<sup>th</sup>, of Fiscal Year 2018 were \$70.6 million, an increase of \$1.0 million, or 1.5 percent, compared to the same period of the previous year. The following table presents total recurring expenditures by expense category.



|                                | FY17 YTD      | FY18 YTD      | Difference  | Percent Change |
|--------------------------------|---------------|---------------|-------------|----------------|
| Salaries & Benefits            | \$ 43,994,434 | \$ 47,079,037 | \$3,084,603 | 7.0%           |
| Services                       | \$ 9,176,349  | \$ 8,228,270  | (\$948,079) | -10.3%         |
| Other Operating Costs          | \$ 6,722,042  | \$ 7,049,179  | \$327,137   | 4.9%           |
| Insurance & Deductibles        | \$ 2,242,418  | \$ 1,819,739  | (\$422,679) | -18.8%         |
| Healthcare Assistance Programs | \$ 2,409,689  | \$ 1,845,230  | (\$564,459) | -23.4%         |
| Supplies                       | \$ 1,686,179  | \$ 1,592,195  | (\$93,984)  | -5.6%          |
| Maintenance                    | \$ 1,946,964  | \$ 1,501,874  | (\$445,090) | -22.9%         |
| Vehicle Fuel & Maintenance     | \$ 994,879    | \$ 1,066,036  | \$71,157    | 7.2%           |
| Travel                         | \$ 180,893    | \$ 218,890    | \$37,997    | 21.0%          |
| Public Safety Expenses         | \$ 236,947    | \$ 243,656    | \$6,709     | 2.8%           |
| Miscellaneous                  | \$ 23,944     | \$ 635        | (\$23,309)  | -97.3%         |
| Total Recurring Expenses       | \$ 69,614,738 | \$ 70,644,741 | \$1,030,003 | 1.5%           |

Salary and benefit expenses totaled \$47.1 million through February 28<sup>th</sup>, of Fiscal Year 2018, an increase of \$3.1 million (7.0%) over the previous fiscal year.

Expenditures on services are \$8.2 million through February 28<sup>th</sup>, of Fiscal Year 2018, a decrease of \$0.9 million (-10.3%).

Other operating costs totaled \$7.0 million through February 28<sup>th</sup>, of Fiscal Year 2018, an increase of \$0.3 million over Fiscal Year 2017 (4.9%).

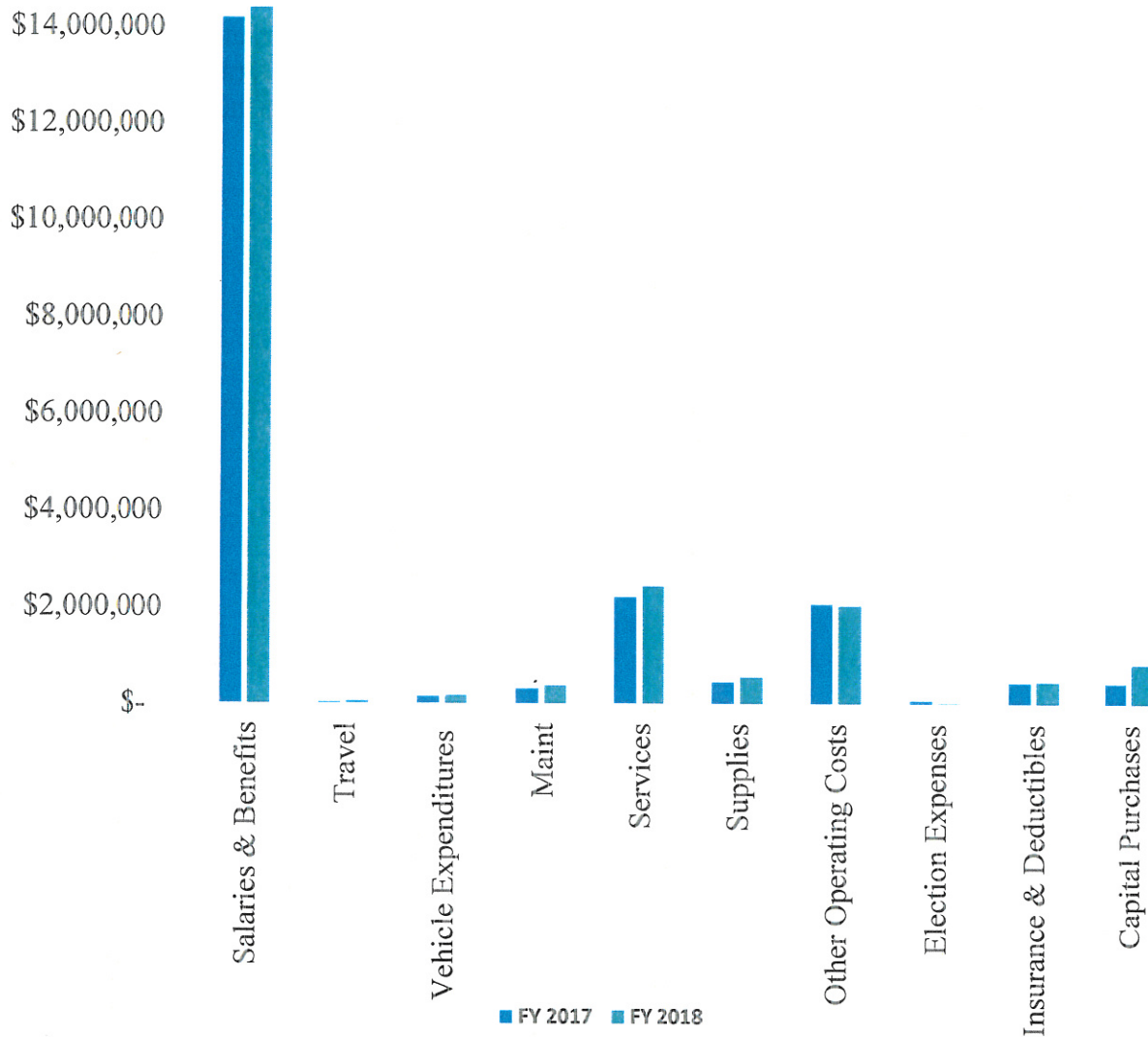
Reported expenditures exclude the following non-recurring costs: election expenses of \$23,911, capital purchases of \$11.5 million, subsidies through the down payment assistance program of \$70,000, and debt service on bonds totaling \$17.3 million.

### **GENERAL FUND EXPENDITURES**

Of the \$70.6 million total expenditures through February 28<sup>th</sup>, of Fiscal Year 2018, \$21.4 million were from the general fund. In comparison to Fiscal Year 2017, general fund expenditures grew by \$1.0 million or 4.7%. General fund expenditures for services increased by \$0.2 million, capital purchases increased by \$0.4 million, and Salaries and Benefits increased by \$0.2 million.

The following chart reflects general fund expenditures for the first half of Fiscal Year 2018.

### Year-Over-Year Comparison of General Fund Expenditures



### OTHER FINANCIAL INFORMATION

Finance Division staff has noted that hold harmless distribution payments are falling short of what was projected, and believes this may be due to a large statewide vendor that may be incorrectly reporting its food and/or medical deductions to the Taxation and Revenue Department. Staff has made several attempts to contact the Taxation and Revenue Department to resolve this issue, but it has been difficult thus far to get a response.

The Finance Division is in the process of holding budget review hearings with departments for the Santa Fe County Fiscal Year 2019 budget. The Finance Division is also assisting the County Manager's Office to prepare for the Board's strategic planning meetings in April 2018.

Finance Division staff is participating in reviews of requests for fixed assets, capital requests, and new FTE.

The Finance Division recently added two new pages to its website that are aimed at improving transparency and customer service. One page provides current and historical information related to the County's bond portfolio, and the other provides county resolutions and ordinances that govern the Finance Division's work for easy reference.





