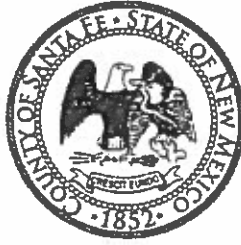


Henry P. Roybal
Commissioner, District 1

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: May 12, 2015

TO: Santa Fe Board of County Commissioners

VIA: Katherine Miller, County Manager *KM*

FROM: Miguel Chavez, Santa Fe County Commissioner, District 2
Henry Roybal, Santa Fe County Commissioner, District 1

RE: A Proclamation Recognizing May 17 - May 23, 2015 as Santa Fe County Public Works Week (Commissioner Chavez & Commissioner Roybal)

BACKGROUND :

National Public Works Week (NPWW) is a celebration of the tens of thousands of men and women who provide and maintain the infrastructure and services collectively known as public works.

Since 1960, the American Public Works Association (APWA) has sponsored National Public Works Week. Across North America, more than 28,000 members in the US and Canada use this week to energize and educate the public on the importance of the contribution of public works to their daily lives.

ACTION REQUESTED:

Commissioner Chavez and Commissioner Roybal seek board approval for the proclamation.



Santa Fe County Proclamation

Introduced by Commissioner Miguel Chavez and Commissioner Henry Roybal

TO RECOGNIZE MAY 17 - MAY 23, 2015 AS SANTA FE COUNTY PUBLIC WORKS WEEK

WHEREAS, public works infrastructure, facilities, and services are of vital importance to sustainable communities and to the health, safety, and well-being of the people of Santa Fe County; and

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers, technicians, and employees in both government and the private sector, who are responsible for and must plan, design, build, operate, and maintain the transportation network; water supply treatment systems; solid waste systems; public buildings; parks and open space; and other infrastructure and facilities essential to serve our citizens; and

WHEREAS, it is in the public interest for citizens, civic leaders, and children in Santa Fe County, the State of New Mexico, and the United States of America to gain knowledge of and to maintain a progressive interest in the importance of public works and public works programs in their respective communities; and

WHEREAS, the National Association of Counties recognized the importance of public works when it declared the theme of 2015 National County Government Month, "Infrastructure and Transportation," and;

WHEREAS, the year 2015 marks the 55th annual National Public Works Week sponsored by the American Public Works Association, with the theme of "Community Begins Here;"

NOW THEREFORE, the Board of Santa Fe County Commission of Santa Fe County hereby proclaims that we recognize:

May 17- May 23, 2015, As

"Santa Fe County Public Works Week"

Citizens and civic organizations across the County are called upon to acquaint themselves with the issues involved in providing public services and to recognize the contributions that public works officials make every day to our health, safety, comfort, and quality of life.

PASSED, ADOPTED, AND APPROVED ON THIS 12TH DAY OF May, 2015

Robert A. Anaya
Chair, Commissioner, District 3

Miguel M. Chavez
Vice-Chair, Commissioner, District 2

Henry Roybal
Commissioner, District 1

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

APPROVED AS TO FORM:

ATTEST:



Gregory S. Shaffer, County Attorney

Geraldine Salazar, County Clerk

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: April 30, 2015

TO: Board of County Commissioners

VIA: Katherine Miller, County Manager *KM*

FROM: *CB* Chris M. Barela, Constituent Service Liaison District 3

RE: A Proclamation honoring National Correctional Officer, Correctional Nurse and National Teacher Appreciation Week

Board of County Commission meeting May 12, 2015

BACKGROUND AND SUMMARY:

The services and efforts that are provided by correctional professionals and employees in both government and the private sector are the ones responsible for the safe, secure and humane correctional facilities, whether it is providing security, teaching or lifesaving medical interventions.

The National Correctional Officer's Week and National Teacher Appreciation Week is celebrated the first full week of May and National Correctional Nurse's Week is celebrated May 6th to May 12th.

These professionals are key members of the County's public safety team and play a vital role in our criminal justice system.

REQUEST ACTION:

Honor and proclaim National Correctional Officer, Correctional Nurse and National Teacher Appreciation Week

ATTACHMENTS:

- Proclamation



The Board of County Commissioners of Santa Fe County

A PROCLAMATION HONORING NATIONAL CORRECTIONAL OFFICER, CORRECTIONAL NURSE AND NATIONAL TEACHER APPRECIATION WEEK

WHEREAS, correctional infrastructure, facilities and services are of vital importance to sustainable communities and to the health, safety, and well-being of the people of Santa Fe County; and

WHEREAS, such facilities and services could not be provided without the dedicated efforts of correctional professionals and employees in both government and the private sector, who are responsible for and must operate, and maintain safe, secure, and humane correctional facilities in an honorable, ethical, safe, secure and fiscally accountable manner--- whether it be providing security, teaching or lifesaving medical interventions; and

WHEREAS, it is in the public interest for citizens, civic leaders, and children in Santa Fe County, the State of New Mexico, and elsewhere in the country, to gain knowledge of, and maintain a progressive interest in, the importance of corrections and corrections programs in the respective communities; and

WHEREAS, the National Correctional Officer's Week and National Teacher Appreciation Week is celebrated the first full week of May and National Correctional Nurse's Week is celebrated May 6th to May 12th; and

WHEREAS, these professionals are key members of the County's public safety team and play a vital role in our criminal justice system.

**NOW THEREFORE BE IT RESOLVED BY THE SANTA FE COUNTY BOARD OF
COUNTY COMMISSIONERS THAT:**

MAY 6 TO MAY 12, 2015 IS HEREBY PROCLAIMED SANTA FE COUNTY NATIONAL CORRECTIONAL NURSE'S WEEK AND THE FIRST FULL WEEK OF MAY AS NATIONAL CORRECTIONAL OFFICER'S AND NATIONAL TEACHER APPRECIATION WEEK. CITIZENS AND CIVIC ORGANIZATIONS ACROSS THE COUNTY ARE CALLED UPON TO ACQUAINT THEMSELVES WITH THE ISSUES INVOLVED IN PROVIDING PUBLIC SERVICES AND TO RECOGNIZE THE CONTRIBUTIONS THAT CORRECTIONAL PROFESSIONALS AND TEACHERS MAKE EVERY DAY TO OUR HEALTH, SAFETY, COMFORT, AND QUALITY OF LIFE.



APPROVED, ADOPTED AND PASSED, ON THIS 12th DAY OF MAY 2015.

Robert A. Anaya, Chairman
Commissioner, District 3

Miguel M. Chavez, Vice Chairman
Commissioner, District 2

Henry P. Roybal,
Commissioner, District 1

Kathy Holian,
Commissioner, District 4

Liz Stefanics,
Commissioner, District 5

Katherine Miller,
County Manager

for APPROVED AS TO FORM:

ATTEST:

Willie L. Brown
Gregory S. Shaffer, County Attorney

Geraldine Salazar - County Clerk



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: May 1, 2015

TO: Board of County Commissioners of Santa Fe County

FROM: Julia Valdez, Constituent Services Liaison, Manager's Office

VIA: Katherine Miller, County Manager ✓

RE: A Proclamation Proclaiming the week of May 6 to May 12 to be Santa Fe County Nurses Week (Commissioner Stefanics)

ITEM AND ISSUE:

This Proclamation recognizes Registered Nurses in the United States, New Mexico, and in Santa Fe County. (Commissioner Stefanics and Commissioner Roybal)

BACKGROUND

The American Nurses Association and the New Mexico Nurses Association has declared the week of May 6 through 12 as National Nurses Week. The theme is "Ethical Practice. Quality Care." to celebrate the ways Registered Nurses strive to provide safe and high quality patient care and improve our health care system.



SANTA FE COUNTY PROCLAMATION

PROCLAIMING THE WEEK OF MAY 6 THROUGH MAY 12 TO BE SANTA FE COUNTY NURSES WEEK

WHEREAS, nearly 3.1 million registered nurses in the United States comprise our nation's most trusted health profession ranking fifteen points higher than any other profession according to a 2014 Gallup poll;

WHEREAS, a variety of roles have emerged within nursing, such as nurse consultant, nurse informatics specialist, researcher, executive, facility nurse, primary care provider, home health care provider and case manager for chronic disease management;

WHEREAS, advanced practice nurses, such as nurse practitioners, clinical nurse specialists, certified nurse midwives and certified registered nurse anesthetists, fill the gap in access to health care and provide quality, safe and effective care throughout New Mexico;

WHEREAS, the depth and breadth of the registered nursing profession meets the different and emerging health care needs of the American population in a wide range of settings including long-term care facilities, homes, correctional facilities, schools, and occupational settings;

WHEREAS, as the voice for the registered nurses of this State, the New Mexico Nurses Association is working to chart a new course for a healthy State that relies on the ethical delivery of primary and preventive health care;

WHEREAS, professional nursing has been demonstrated to be an indispensable component in the ethical and safe delivery of quality nursing care of hospitalized patients;

WHEREAS, the demand for registered nursing services will be greater than ever because of the aging of the American population, the continuing expansion of life-sustaining technologies and the explosive growth of home health care services;

WHEREAS, the cost-effective, safe and quality health care services provided by registered nurses will be an ever more important component of the U.S. health care delivery system in the future; and

WHEREAS, along with the American Nurses Association, the New Mexico Nurses Association has declared the week of May 6 through 12 as National Nurses Week with the theme – "*Ethical Practice. Quality Care.*" in celebration of the ways in which registered nurses strive to provide safe and high quality patient care and map out the way to improve our health care system.



NOW, THEREFORE, BE IT PROCLAIMED by the Board of County Commissioners of Santa Fe County that May 6th through May 12th is:

SANTA FE COUNTY NURSES WEEK

BE IT FURTHER PROCLAIMED that the residents of Santa Fe County are encouraged to honor and celebrate the accomplishments and efforts of registered nurses to improve our health care system and also to show our appreciation for the nation's registered nurses not just during the week of May 6 through May 12, but at every opportunity throughout the year.

APPROVED, ADOPTED, AND PASSED ON THIS 12th DAY OF MAY 2015

Robert A. Anaya
Chair
Commissioner District 3

Miguel M. Chavez
Vice-Chair
Commissioner District 2

Henry P. Roybal
Commissioner District 1

Kathy Holian
Commissioner District 4

Liz Stefanics
Commissioner District 5

Katherine Miller
County Manager

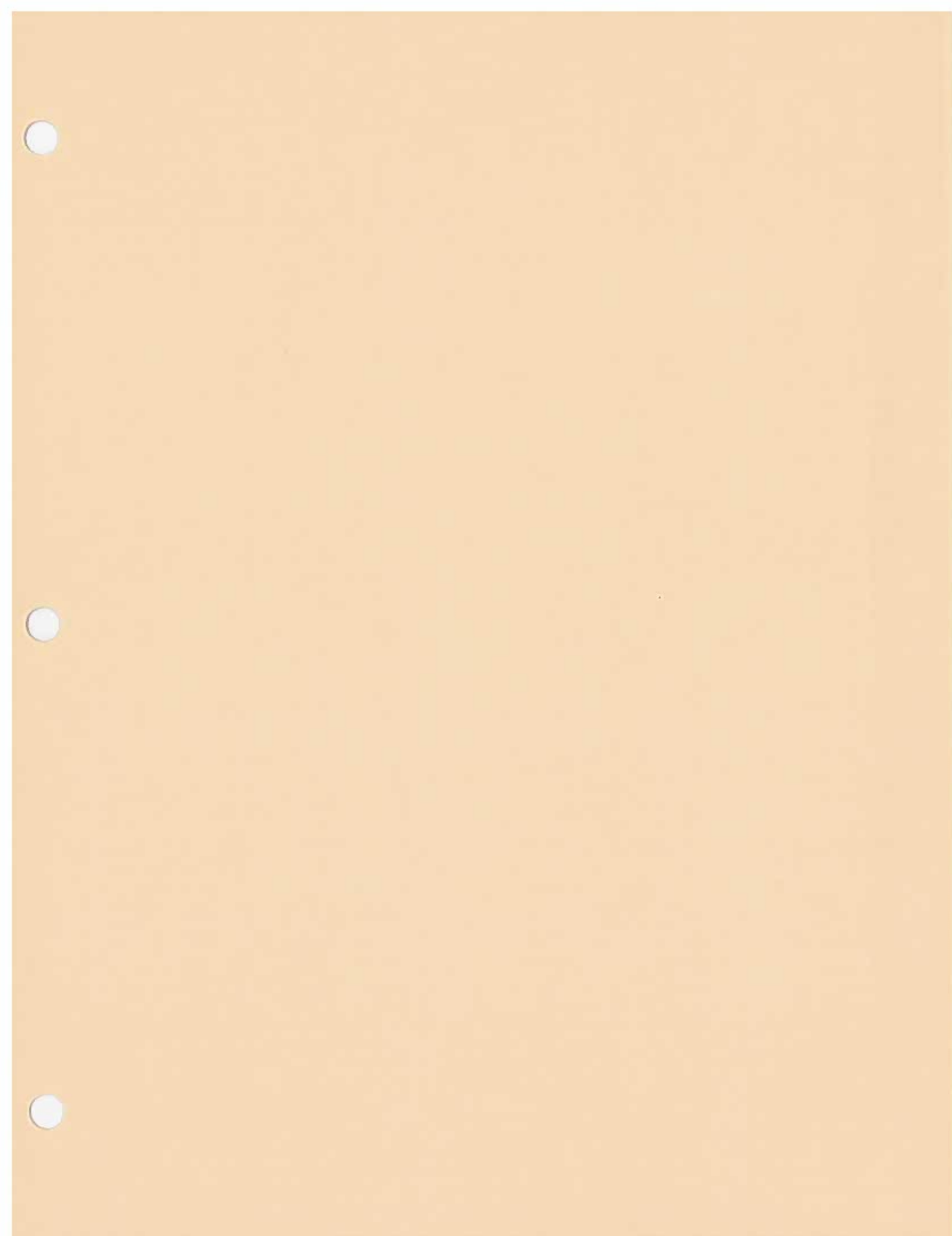
APPROVED AS TO FORM:



for Gregory S. Shaffer, County Attorney

ATTEST:

Geraldine Salazar, County Clerk



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: *May 12, 2015*

To: *Board of County Commissioners*

From: *Kathy Holian, County Commissioner*

Via: *Katherine Miller, County Manager*

Re: **A Proclamation Honoring the Young Students of The Global Warming Express. (Commissioner Holian)**

ISSUE

On the agenda, under Matters from the Commission for your consideration is:

A Proclamation honoring the Young Students of The Global Warming Express (GWE), a climate change advocacy organization founded by two nine-year-old girls in Santa Fe, New Mexico. When Marina Weber and Joanna Whysner, learned about climate change and endangered species in third grade, they created this organization by kids for kids.

The Global Warming Express began as an after-school mentorship program in the Fall of 2013 with a group of nine- to eleven-year-old students at Acequia Madre Elementary School. One year later, this movement has had a day named after it, and the organization has been asked to sit on Mayor Javier Gonzales' ground-breaking Climate Action Task Force (whose mission will be to come up with a set of concrete actions the City can take to prepare for climate change, molded around plans already created by experts on sustainability, green jobs, food, and energy). In 2015, they have expanded into five Santa Fe public schools, both elementary and middle, one private school in Santa Fe, as well as schools in Albuquerque, Mexico, and the United Kingdom.

The GWEers have spoken and performed all over Santa Fe. They've met with local officials and spoken before the Santa Fe City Council. They participated in Renewable Energy Day at the Round House and Santa Fe's Green Festival, and in 2014 won the Sustainable Santa Fe Award for Youth Led Project.

ACTION REQUESTED

Commissioner Holian respectfully requests the Board of County Commissioners support and approve this proclamation.



Santa Fe County Proclamation

Introduced by Commissioner Kathy Holian

Honoring the Young Students of The Global Warming Express

WHEREAS, there is broad-based scientific consensus that the Earth is warming rapidly due to burning of fossil fuels by human beings in the last two centuries;

WHEREAS, average temperatures have climbed more than 1.4 degrees Fahrenheit (0.8 degrees Celsius) around the world, over the past 100 years, according to NASA's Goddard Institute for Space Studies;

WHEREAS, according to a recent study by NASA, scientists reported on January 9, 2015, that 2014 was the hottest year on Earth since record-keeping began in 1880, underscoring warnings about the risks of runaway greenhouse-gas emissions;

WHEREAS, these changes to the Earth will have long-term impacts on all life on Earth;

WHEREAS, the children and youth of the world alive now will bear the impact of these changes over their lifetimes;

WHEREAS, it is important for young people, all over the world, to become educated as to the impacts of global warming and to unite to address these issues;

WHEREAS, The Global Warming Express is a new organization formed by young students who care passionately about issues of global warming and its solutions;

WHEREAS, the Mission of The Global Warming Express is "To expand nine- to twelve-year-olds' awareness of climate change through public and private after-school programs, and to promote kids' civic engagement and activism," while the Vision is "To mobilize the voices of children of the world to enable them to become leaders and positive agents of change in support of a sustainable planet";

WHEREAS, The Global Warming Express was founded by Marina Weber, Joanna Whysner and other 9-year-olds at Acequia Madre Elementary School, after Marina wrote and Joanna illustrated a book by the same title, in order to send it to President Obama;

WHEREAS, The Global Warming Express has been in existence for less than 2 years and already has a book, a website (globalwarmingexpress.org), a 501c3 organization and over 150 children who have jumped onboard in New Mexico, Arizona, Florida, and Mexico;

WHEREAS, the efforts of our youth to think globally and act locally must always be acknowledged and encouraged;



NOW THEREFORE, the Board of Santa Fe County Commission of Santa Fe County hereby proclaims that we recognize:

**The Young Students of
The Global Warming Express**

APPROVED, ADOPTED AND PASSED ON this 12th day of May, 2015.

Robert A. Anaya
Chair, Commissioner, District 3

Miguel M. Chavez
Vice-Chair, Commissioner, District 2

Henry Roybal
Commissioner, District 1

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

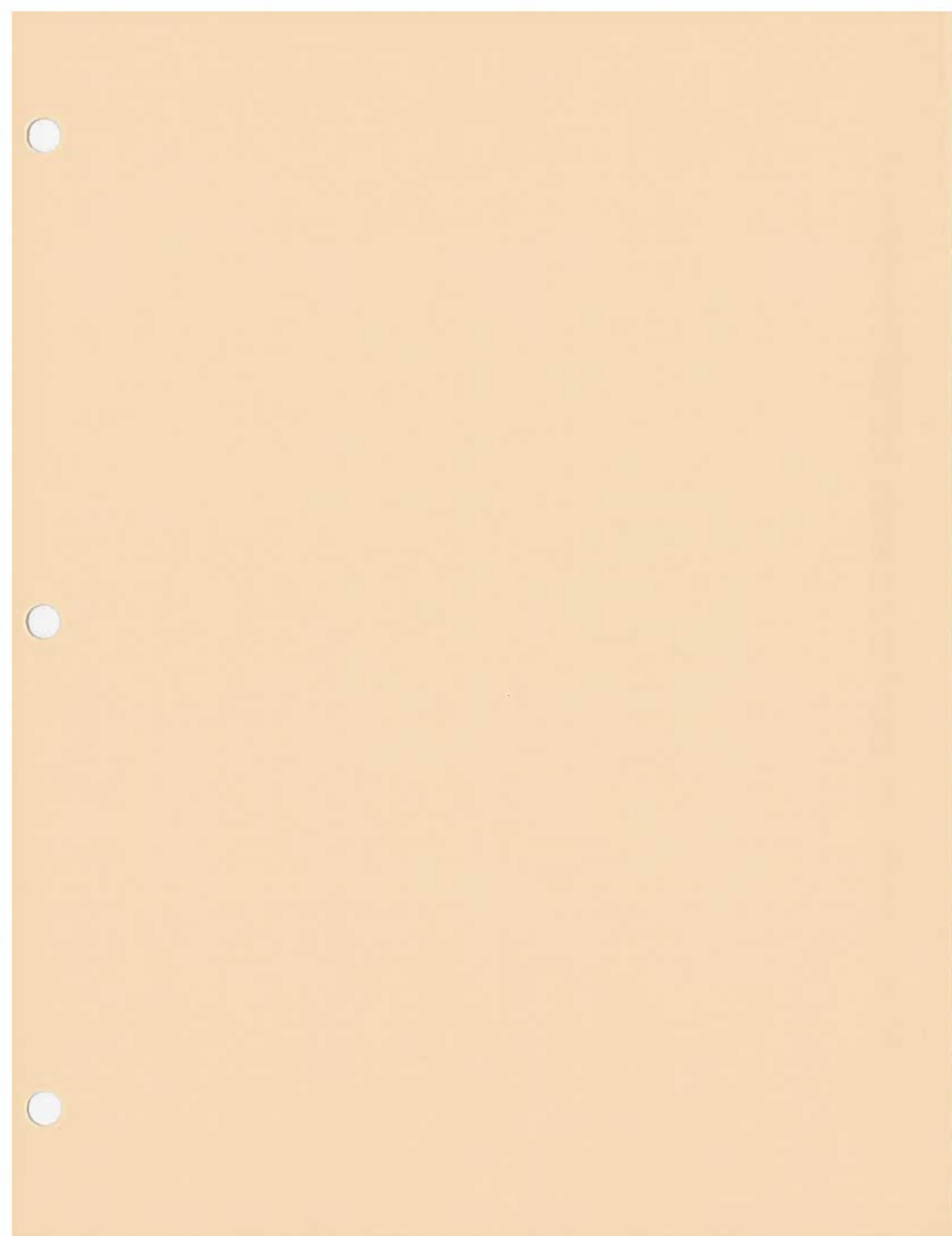
Approved to Form

Attest:



Gregory S. Shaffer, County Attorney

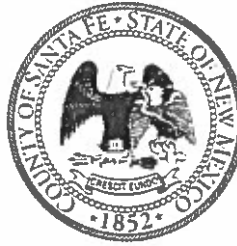
Geraldine Salazar, County Clerk



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: May 5, 2015,

TO: Board of County Commissioners

VIA: Katherine Miller, County Manager

FROM: Chris M. Barela, Constituent Services Liaison District 3

RE: A Proclamation honoring the Town of Madrid and the restored Oscar Huber Memorial Ballpark Grandstand

Board of County Commission meeting May 12, 2015

BACKGROUND AND SUMMARY:

Santa Fe County has just completed the final phase of the Grandstand at the Oscar Huber Memorial Ballpark in Madrid, New Mexico, which consisted of the construction of wooden bleachers to replicate the Grandstand of 1920.

Traditionally every Memorial Day in Madrid, New Mexico is the season's opening baseball game between the East Mountain Riff-Raff and the Madrid Miners.

May 25, 2015 Memorial Day will be the 33rd year for the season's first annual baseball game with the completion of the replica baseball park grandstand.

REQUEST ACTION:

Honor and proclaim the Town of Madrid and the restored Oscar Huber Memorial Ballpark Grandstand and May 25, 2015 as the "Opening Day" of the Oscar Huber Memorial Ballpark Grandstand of 1920 in Madrid, New Mexico.

ATTACHMENTS:

- Proclamation



*The Board of County Commissioners of
Santa Fe County*

**A PROCLAMATION HONORING THE TOWN OF MADRID AND THE RESTORED
OSCAR HUBER MEMORIAL BALLPARK GRANDSTAND**

WHEREAS, Memorial Day is traditionally the day in Madrid, New Mexico, on which the season's opening baseball game between the East Mountain Riff-Raff and the Madrid Miners is held; and

WHEREAS, this year will mark the 33rd year for the season's first annual baseball game and the completion of the replica baseball park grandstand and bleachers; and

WHEREAS, the grandstand and bleachers at the Oscar Huber Memorial Ballpark (hereinafter the "Oscar Huber Memorial Ballpark Grandstand") has been restored to its 1920's glory and is believed to be the first electrically lit ballpark west of the Mississippi; and

WHEREAS, Santa Fe County, the townspeople of Madrid and residents in surrounding areas are all extremely proud to see the completion of the Oscar Huber Memorial Ballpark Grandstand, its quality construction and how the Grandstand reflects the consideration given to the needs of the community; and

WHEREAS, Santa Fe County acknowledges and gives thanks to the Santa Fe County delegation and its staff for their hard work and dedication to the restoration of the Oscar Huber Memorial Ballpark Grandstand in Madrid, Santa Fe County, New Mexico; and

WHEREAS, Santa Fe County would like to proclaim May 25, 2015, Memorial Day, as inauguration day of the restored Oscar Huber Memorial Ballpark Grandstand of 1920 and acknowledge and recognize of the Grandstand's continued stewardship by the Madrid Landowner's Association.

**NOW THEREFORE, THE SANTA FE COUNTY BOARD OF COUNTY COMMISSIONERS
HEREBY PROCLAIMS MAY 25TH, 2015, AS THE "OPENING DAY" OF THE OSCAR
HUBER MEMORIAL BALLPARK GRANDSTAND OF 1920 IN MADRID, NEW MEXICO**

APPROVED, ADOPTED AND PASSED, ON THIS 12th DAY OF MAY, 2015.

Robert A. Anaya, Chairman
Commissioner, District 3

Miguel M. Chavez, Vice Chairman
Commissioner, District 2

Henry P. Roybal,
Commissioner, District 1

Kathy Holian,
Commissioner, District 4

Liz Stefanics,
Commissioner, District 5

Katherine Miller,
County Manager

APPROVED AS TO FORM:

Gregory S. Shaffer, County Attorney

ATTESTATION:

Geraldine Salazar, County Clerk

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

To: Board of County Commissioners of Santa Fe County

From: Gregory S. Shaffer, County Attorney

Via: Katherine Miller, County Manager

Date: May 6, 2015

Re: **Approval of Memorandum of Understanding Between Santa Fe County and North Central Regional Transit District Regarding Mountain Trail Pilot Project**

Issue: At its March 31, 2015, meeting, the Board of County Commissioners (Board) of Santa Fe County (County) committed \$25,172 toward the first, trial year of the Mountain Trail Route, subject to the Board approving an agreement between the County and the North Central Regional Transit District (NCRTD). Before the Board for consideration is a proposed Memorandum of Understanding (MOU) with NCRTD concerning the funding.

Background: The Mountain Trail Route is proposed to provide service from the City of Santa Fe to Ski Santa Fe, with stops along the route. During the trial year of the Mountain Trail Route, service is anticipated to be provided for a Winter Season (October, 2015 – March, 2016) and Summer Season (July, 2016 – August, 2016) with 7 day a week service. The most significant aspects of the proposed MOU are as follows:

- The County's contribution is contingent upon the County Manager's receipt of a final pro forma budget and schedule as well as proof of non-fare revenue. [MOU, § (B)(1).] This ensures that the final service is financially viable and in-line with the County's expectations.
- NCRTD would be required to provide the County with 15 days' advance written notice of service changes. [MOU, § B(3).]
- In the event of early termination of the MOU, NCRTD would be required to return the unmatched and unexpended portion of the County's contribution to the County, since the County's funding is specific for the Mountain Trail Route. [MOU, § E.]
- The MOU specifies that the source of the County's contribution is funds budgeted in Fiscal Year 2015 for economic development purposes. [MOU, § N.]

Recommendation: Approve the proposed MOU.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SANTA FE COUNTY AND
NORTH CENTRAL REGIONAL TRANSIT DISTRICT**

This **MEMORANDUM OF UNDERSTANDING** ("MOU") is entered into by and between **Santa Fe County** ("County") and the **North Central Regional Transit District** ("NCRTD").

RECITALS

WHEREAS, the NCRTD is a political subdivision of the State of New Mexico; and

WHEREAS, the County is a political subdivision of the State of New Mexico and a member of the NCRTD; and

WHEREAS, the NCRTD is authorized to finance, construct, operate, maintain, and promote an efficient, sustainable, and multi-modal transportation system subject to compliance with the Regional Transit District Act, NMSA 1978, Chapter 73, Article 25 ("Act"); and

WHEREAS, NCRTD does not have sufficient funds to operate any new or additional routes at present without financial contribution and support beyond the NCRTD's current revenues; and

WHEREAS, County wishes to provide some of the required funding to develop and operate a new route in Santa Fe County named the "Mountain Trail Route", which is proposed to provide service from the City of Santa Fe to the Ski Santa Fe, with stops along the route; and

WHEREAS, the NCRTD wishes to operate the Mountain Trail Route as a "premium" service which requires funding from parties other than the NCRTD and its members; and

WHEREAS, the parties mutually acknowledge that the Mountain Trail Route is only being funded for one year on a trial basis; and

WHEREAS, the NCRTD and County agree to expend resources in fiscal year 2016 and 2017 (FY16 & FY17) to test the viability of the Mountain Trail Route as further set forth herein.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, including mutual covenants between the parties hereto the receipt of which is acknowledged, the parties do hereby agree as

follows:

A. PURPOSE.

The purpose of this MOU is to provide Twenty Five Thousand One Hundred Seventy Two Dollars and No Cents (\$25,172.00) no later than August 31, 2015, to the NCRTD as the County's contribution to the funding of the proposed Mountain Trail Route.

B. SCOPE OF MOU.

1. County agrees to provide to the NCRTD Twenty Five Thousand One Hundred Seventy Two Dollars and No Cents (\$25,172.00); provided, however, that the County's obligation to contribute these funds is contingent upon the following occurring no later than August 31, 2015:

a. The County Manager's receipt of a final pro forma budget and service schedule for the Mountain Trail Route; and

b. The County Manager's receipt of documentation sufficient to establish that the non-fare revenue reflected in the final pro forma budget has been received or is the subject of a binding commitment.

2. The NCRTD agrees to utilize the funds provided under this MOU solely for the purposes of developing and implementing (on a trial basis) the proposed Mountain Trail Route.

3. The NCRTD currently proposes to develop and implement transit services for a Winter Season (October, 2015 – March, 2016) and Summer Season (July, 2016 – August, 2016) with 7-day a week service. However, nothing herein shall limit the NCRTD's ability, in its sole discretion, to amend the routes, dates of operation, hours of operation, or service levels depending on the availability of funding, the viability and safety of the Mountain Trail Route, and other criteria that the NCRTD may use in testing the viability of the Mountain Trail Route during its trial; provided, however, that NCRTD shall provide the County with 15 days' advance written notice of any such changes, in accordance with Section K of this MOU.

4. The NCRTD agrees to make best efforts to implement the Mountain Trail Route but the parties acknowledge that the development and implementation of the route will depend on revenues in excess of those covered by this Agreement. Neither party shall be obligated to

appropriate or expend funds on the Mountain Trail Route unless properly budgeted and approved by their respective governing bodies. Any and all services by the NCRTD shall be contingent upon sufficient funding.

5. The NCRTD agrees to strictly account for all the funds received under this MOU and to allow the audit of its books by the County or its independent auditor upon reasonable notice and during normal business hours to ensure such compliance.

C. COSTS.

All costs of the parties in implementing this MOU shall be borne by the respective parties.

D. TERM AND EFFECTIVE DATE.

This MOU shall be effective upon execution by both parties and shall expire on September 30, 2016, unless earlier terminated pursuant to Paragraph E of this MOU. Payment of the amounts due under this MOU shall be made promptly after satisfaction of the conditions set forth in Section B(1)(a)-(b).

E. TERMINATION.

This MOU may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Upon termination, any funds contributed by the County under this MOU that remain unmatched by federal grants or unexpended, shall be returned by the NCRTD to the County.

F. LIABILITY.

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation of requirements applicable to the performance of this MOU. Each party shall be liable for its own actions or inactions in accordance with state law and nothing herein shall be deemed a waiver of immunity, an agreement to indemnify the other party, or to create or effect liabilities between the parties.

G. THIRD-PARTY BENEFICIARIES.

By entering into the MOU, the parties do not intend to create in the public, or any member thereof, a third party beneficiary or to authorize anyone not a party to the MOU to maintain a suit

for wrongful death, bodily and/or personal injury to persons, damage to property, and/or any other claim(s) whatsoever pursuant to the provisions of this MOU. No person shall have any right, title or interest under this MOU or be entitled to seek to enforce this MOU as a third party beneficiary of this MOU.

H. NEW MEXICO TORT CLAIMS ACT.

By entering into this MOU, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this MOU. Any liability incurred in connection with this MOU is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et seq., NMSA (1978). This paragraph is intended only to define the liabilities between the parties hereto and it is not intended to modify, in any way, the parties' liabilities as governed by common law or the New Mexico Tort Claims Act. No provision in this MOU modifies and/or waives any provision of the New Mexico Tort Claims Act.

I. WRITTEN AMENDMENTS REQUIRED.

This MOU shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

J. SEVERABILITY.

In the event that any of the items or provisions herein are found to be in conflict with any applicable statute or rule of law or are otherwise held to be invalid, then such provision shall be deemed inoperative to the extent of such conflict or invalidity, and the remainder of the provisions shall, to the extent possible, remain in full force and effect.

K. NOTICES.

Any notices required to be given pursuant to this MOU shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

County:

NCRTD:

Katherine Miller, County Manager
Santa Fe County
102 Grant Avenue
Santa Fe, New Mexico 87504

Anthony Mortillaro, Executive Director
North Central Regional Transit District
1327 North Riverside Drive
Espanola, New Mexico 87532

Notices sent by mail as provided in this section shall be deemed to have been given/received five (5) calendar days after mailing. A party may change the person to whom or address to which notices shall be sent by providing the other party with written notice of such change as provided in this paragraph.

L. AUTHORIZATION.

The parties warrant that each signatory to this MOU has the appropriate authority and is authorized to execute this MOU on behalf of its respective party.

M. MERGER AND INTEGRATION CLAUSE.

This MOU contains the entire agreement of the parties with respect to the subject matter hereof. This MOU supersedes any prior agreements, understandings, or negotiations, whether written or oral.

N. SOURCE OF COUNTY CONTRIBUTION.

The County's \$25,172.00 in funding under this MOU shall come from funds budgeted in Fiscal Year 2015 for economic development purposes.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the dates set forth below.

SANTA FE COUNTY

BY: _____
ROBERT A. ANAYA, CHAIR
BOARD OF COUNTY COMMISSIONERS

ATTEST:

GERALDINE SALAZAR, COUNTY CLERK

Approved as to form:

GREGORY S. SHAFFER, COUNTY ATTORNEY

FINANCE DEPARTMENT

CAROLE H. JARAMILLO
FINANCE DIRECTOR

**NORTH CENTRAL REGIONAL TRANSIT
DISTRICT**

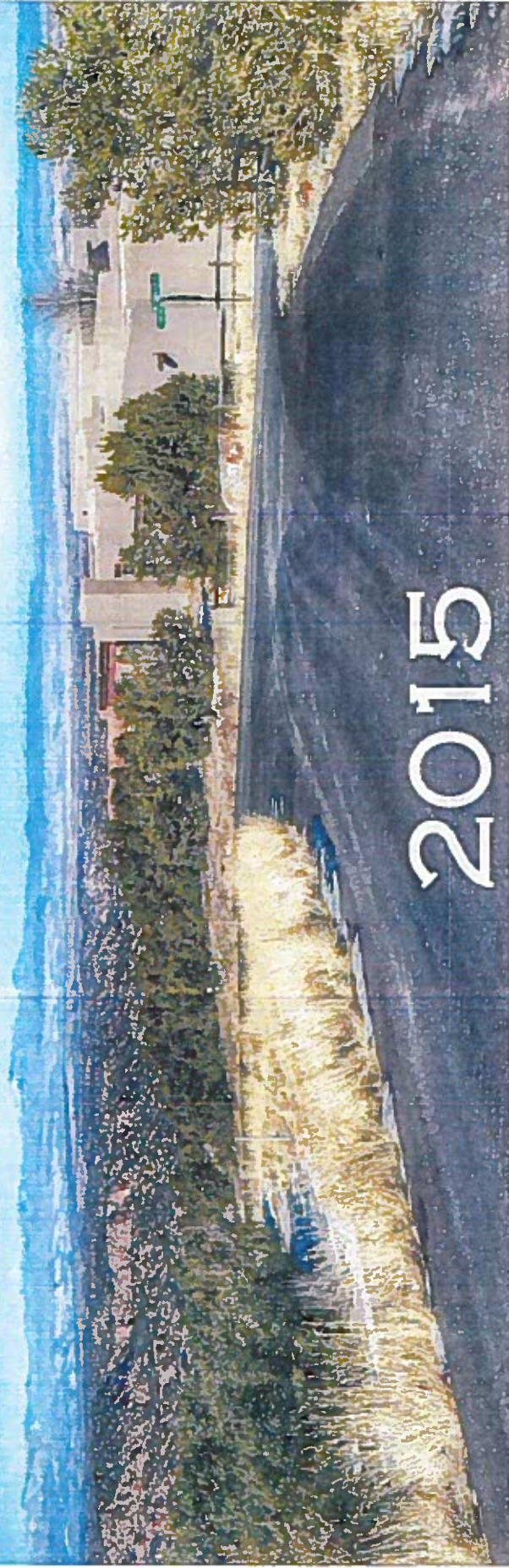
By: _____
DANIEL BARRONE **DATE**
NCRTD CHAIR

Approved as to form:

PETER. A. DWYER, NCRTD ATTORNEY



Office of the Santa Fe County Assessor



Annual Report



GUS MARTINEZ, ASSESSOR

Taxable Valuation Comparison

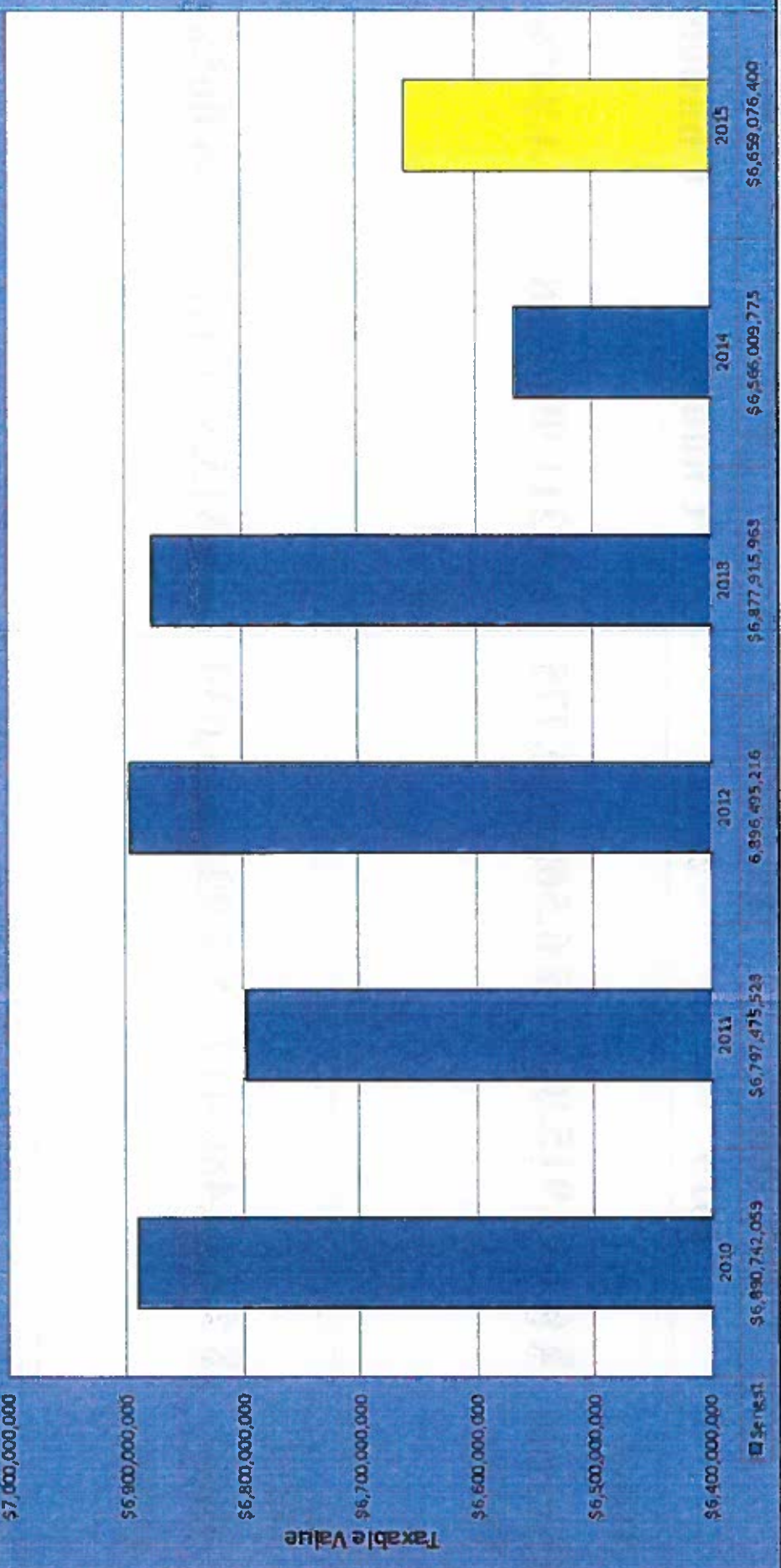
	Tax Year 2014	Tax Year 2015	\$ Change	% Change
Total Taxable Value	\$ 6,522,687,894	\$ 6,659,076,400	\$ 136,388,506 (\$) 67,368,000 Net New Value Added	2.09%
Total Res. Value	\$ 4,912,762,670	\$ 4,919,538,426	\$ 6,775,756	0.1%
Total Non- Res. Value	\$ 1,609,925,224	\$ 1,739,537,974	\$ 129,612,750	8.1 %

Taxable Valuation Comparison

	Tax Year 2013	Tax Year 2014	\$ Change	% Change
Total Taxable Value	\$ 6,877,915,963	\$ 6,566,009,775	- \$ 311,906,188 (\$ 331,000,000 net new)	- 4.84%
Total Res. Value	\$ 5,240,480,417	\$ 4,924,655,039	- \$ 315,825,378	-6.00%
Total Non- Res. Value	\$ 1,637,435,546	\$ 1,641,354,736	+\$ 3,919,190	+24 %

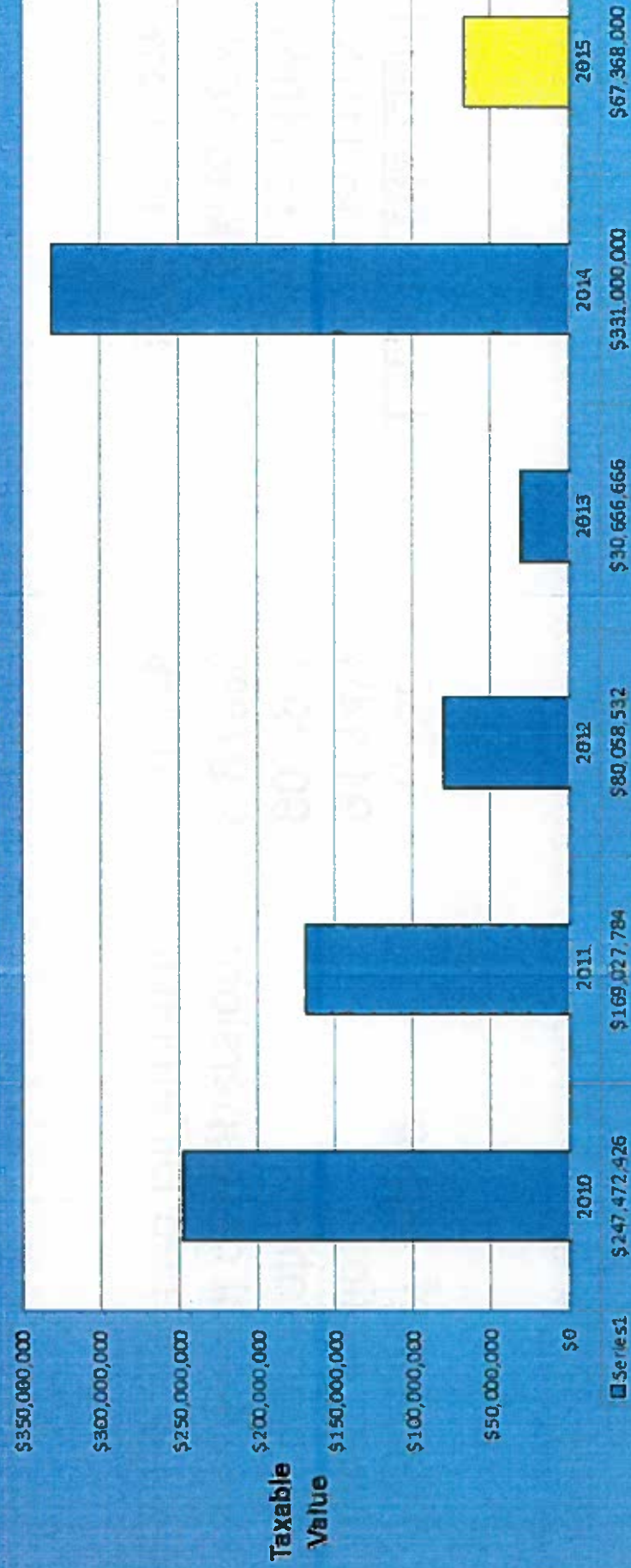


Total Taxable Value History





New Taxable Value Added





Santa Fe County Assessor's Sales Ratio Study 2015 Residential Property Assessed Values Vs 2014 Sales Prices

	<u>I.A.A.O. Standard</u>
Number of Sales:	1,785
Mean Ratio:	91.14%
Median Ratio:	90.29%
Coefficient of Dispersion:	9.978%
Price Related Differential:	101%

I.A.A.O. Is the International Association of Assessing Officers



Coefficient of dispersion (COD). The average deviation of a group of numbers from the median expressed as a percentage of the median. In ratio studies, the average percentage deviation from the median ratio.

Price-related differential. The mean divided by the weighted mean. The statistic has a slight bias upward. Price-related differentials above 1.03 tend to indicate assessment regressivity; price-related differentials below 0.98 tend to indicate assessment progressivity.



Itemized Comparison 2014 Vs. 2015

PARCEL COUNTS and VALUATION (Full Value)					
	TY 2014		TY 2015		Change %
	Parcels	Full Value	Parcels	Full Value	
REAL ESTATE					
Residential	54,395	14,972,572,332	54,658	14,983,531,401	0.07%
Non-Residential (Total of ALL Non-Res)	21,318	4,402,592,055	21,319	4,794,546,243	8.90%
Breakdown of NON-Res					
Vacant Land	14,440	2,463,605,811	14,189	2,484,687,219	0.86%
Imp Com'l Properties	3,307	1,929,280,584	3,359	2,298,878,616	19.16%
Agricultural / Grazing	1,431	9,705,660	1,443	10,980,408	13.13%
Other(govt- vac & imprvd)	2,140	-	2,328	-	
PERSONAL PROPERTY					
Business Personal Property	-	178,266,267	2,667	188,849,577	5.94%
Manufactured Homes (RES)	7,003	75,014,613	6,989	76,085,553	1.43%
Livestock (# of Accounts, not # of Head)	556	4,070,070	558	5,263,029	29.31%
STATE ASSESSED					
State Assessed	150	382,610,316	?	381,000,000	-0.42%
Copper					
Other	16	99,729	2	14,742	-85.22%
Other					
EXEMPT PROPERTY	807	447,161,700	952	452,061,345	1.10%
GRAND TOTAL	75,713	19,568,063,682	75,977	19,977,229,200	2.09%

PERSONAL EXEMPTIONS				PROTESTS	
	TY 2014		TY 2015		Tax Year: 2014
	Count	Taxable Value Exempted	Count	Taxable Value Exempted	
Veterans	5,729	22,716,623	5,480	21,724,047	1875
100% Disabled Veterans	552	37,311,012	563	38,184,606	1015
Head of Household	20,857	41,229,690	20,499	40,541,884	860
Over 65 Value Freeze	447	84,023,507	524	95,201,027	725
					135

ACCOMPLISHMENTS IN FY 2014/2015

Met Deadlines- Met all statutory deadlines in relation to general duties of the Office of the Assessor including mailing over 85,000 NOV's and all related tasks, as stated above. See Assessor's Annual Report and Assessor's Valuation Maintenance Program for more details.

Increased & Enhanced Customer Service- Several changes have been made to improve customer service:

- Disconnected phone menu answering system and began answering calls to main office number within 3 rings by a staff employee.
- Updated "Help Guide" flyer and created a version written in Spanish. This flyer is available on-line
- Published (in house) information flyers on a variety of topics such as "Protesting Your Property Value" and made available on Assessor's main web page and in print.
- Implemented an on-line chat service, to answer questions and better serve everyone who visits any of the Assessor's web pages.
- Created a Facebook and Twitter account to keep the public informed of upcoming outreach meetings and current office projects.

Updated Web Page- The Assessor's web page has been completed re-designed and upgraded. New tools and more information to assist the public have been added including photos and professional information about staff.

New On-line Property Search Tool- The Assessor's System's Programmer designed and created a new on-line tool used for researching property ownership and other parcel related information. The data provided is considered public information and allows the public to perform property ownership research at any given time. The tool combines aerial digital photos with mapped parcels, ownership, and valuation data from the assessor's database.

Formal Protest Hearings- Completed all formal protest hearings by our self-imposed goal of August 15, 2014. This was the first time in seven years this goal was achieved.

Condo Re-appraisal- Residential appraisers re-sketched, field collected data, and re-appraised all residential condominiums for the 2015. Approximately 5,960 condo units.

Resolved Mapping Issues- Mapping/ GIS staff researched and resolved xx mapping issues (nulls, in-actives).

Commercial Re-Appraisal- Staff appraisers completed the remaining 50% of a commercial property door to door re-appraisal project began in 2014. Account changes will be reflected on the 2015 NOV.

Agricultural Land Review- Staff appraisers' field reviewed 1,933 parcels of land receiving the special method of valuation for compliance of agricultural and grazing use. Removed Ag. status from 36 accounts, and placed 425 accounts on notice for potentially removing Ag status unless proof of ag use is provided to assessor's office. Mailed out 461 notification letters to property owners with information regarding the project.

Outreach Meetings- As of January 1, 2015 Gus Martinez and staff have conducted several outreach meetings, some after normal business hours, for the purpose of informing the public on issues relating to property assessments. The various meetings were held with:

- Property owners in five different areas of the county
- All title companies in Santa Fe
- The Realtor's Association
- The Home Builder's Association
- The Surveyor's Association
- Two real estate companies and their associates
- Constituents at the Capital building for Santa Fe County day

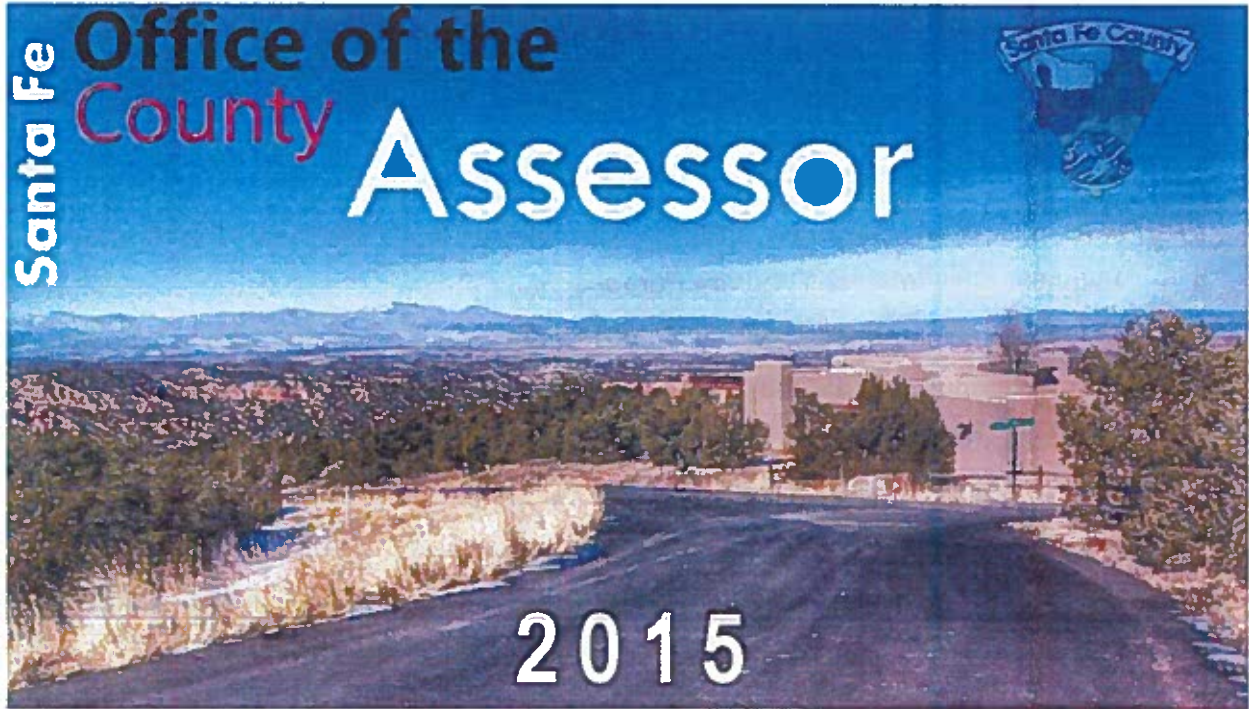
Residential Floor Plans- Residential appraisers' field reviewed and re-sketched over 650 home floor plans previously sketched on paper into digital form on the Pro-Val computer database.

Digital Aerial Photographs- Contracted with Pictometry International to acquire ortho and oblique digital aerial photos of the built-up areas of the county. The flyover portion of the project is underway as of the date of this report, and the product is estimated to be completely delivered by mid-June, 2015. Photos will be used as a tool to identify changes in structures and new buildings. This tool will be very beneficial to our office since our field staff is not always able to access every property in person. This project will also serve as a resource and tool for other county departments to accomplish their duties.

Manufactured Home Review- Appraisers field inspected and updated property attributes for over 1,700 manufactured homes countywide.

New Training & Conference Room- Re-organized employee offices by securing additional office space at the Bokum Building. This allowed for the creation of a larger, useful room with a built-in video projector and screen for the purpose of training employees and conferencing.

Computer Monitor- Installed a computer monitor at the front door of the Assessor's main office for the purpose of displaying current and relevant information to the public.



Valuation Maintenance Program

Submitted By:

Gus Martinez, Santa Fe County Assessor

**Presented to Santa Fe County Board of
County Commissioners**

May 12, 2015



INDEX

PREFACE	3
1 Valuation Maintenance Program Purpose	4
2 Valuation Maintenance Program Components	4
2.1 Reappraisal and Data Maintenance Plan: Yearly Cycle.....	4
2.1a Operating Budget	4-6
2.1b Real Property Ownership Transfers	7
2.1c G.I.S Parcel Mapping & Maintenance	7 - 9
2.1d Valuation/ Appraisal: Real & Personal Property	9-13
2.1e Quality Control & Preparation of Valuation Data for Printing NOV's	13
2.1f Mailing of Notices of Value & Rendition Period	14
2.1g Valuation Protests	14-17
2.1h Staffing & Professional Development	17 - 18
2.2 Periodic Door to Door Re-inspection Plan	18
2.2a Re-Inspection Plan Completed by December 31, 2014.....	19
2.2b Door to Door Re-inspection Plan: Begin August 2015.....	19-23

PREFACE

County Assessors are exclusively responsible for determining values of property for property taxation purposes in accordance with the Property Tax Code [Articles 35 to 38 of Chapter 7 NMSA 1978] and specifically 7-36-16 (A), and the regulations, orders, rulings and instructions of the department. Except as limited in Section 7-36-21.2 NMSA 1978, **assessors shall also implement a program of updating property values** so that current and correct values of property are maintained and shall have sole responsibility and authority at the county level for property valuation maintenance, subject only to the general supervisory powers of the director.

The New Mexico Department of Finance and Administration, in accordance with 7-36-16 (D) NMSA 1978, shall not approve the operating budget of any county in which there is not an adequate allocation of funds to the county assessor for the purpose of fulfilling his **responsibilities for property valuation maintenance** under this section. If the department of finance and administration questions the adequacy of any allocation of funds for this purpose, it shall consult with the department, the board of county commissioners and the county assessor in making its determination of adequacy.

In accordance with 7-36-16 (E) NMSA 1978, to aid the board of county commissioners in determining whether the county assessor is operating an efficient program of property valuation maintenance and in determining the amount to be allocated to him for this function, the county **assessor shall present with his annual budget request a written report, (known as the annual report)**. The report contains improvements of property added to valuation records during the year, additions of new property to valuation records during the year, increases and decreases of valuation during the year, the relationship of sales prices of property sold to values of the property for property taxation purposes and the **current status of the overall property valuation maintenance program in the county**.

In accordance with 7-38-38.1 (D) NMSA 1978, expenditures from the county property valuation fund shall be made pursuant to **a property valuation program presented by the county assessor and approved by the majority of the county commissioners**.

In order to achieve successful implementation and completion of this plan all requirements and provisions regarding property valuation and maintenance will be performed in compliance with the New Mexico Constitution, and the New Mexico Property Tax Code. Additionally, the Santa Fe County Assessor's Office ensures that all appraisal methods and techniques will adhere to standards and code of ethics of the International Association of Assessing Officers and the Uniform Standards of Professional Appraisal Practices (USPAP).



1 Valuation Maintenance Program Purpose

In accordance with 7-36-16 (E) NMSA 1978, the purpose of this report is to aid the board of county commissioners in determining whether the county assessor is operating an efficient program of property valuation maintenance and in determining the amount to be allocated for this function. This program is subject to the approval of the majority of county commissioners.

2 Valuation Maintenance Program Components

The valuation maintenance program developed and implemented by the Santa Fe County Assessor consists of two major components: 1- Re-appraisal and data maintenance of all taxable parcels on a yearly cycle; 2- Door to door re-inspection of all taxable improved real property every 5 to 6 years.

2.1 Re-appraisal and Data Maintenance Plan: Yearly Cycle

The following is a brief description of the various duties, functions, and procedures that each department within our office is responsible for accomplishing the yearly cycle. Many duties are indirectly related to the valuation of a property. However they are required to complete the entire assessment process. The program can only be implemented and successfully completed with an adequate budget, and proper management of employees, time, and resources.

2.1a Operating Budget

Approximate Time Frame of Completion: January 2 to May 31

Persons Responsible: Assessor, Deputy Assessor, Dept. Administrator

Summary: The Assessor is provided with two budget sources that fund our operation, the "General Fund", which is directly funded from county coffers, and the "1% Revaluation Fund". The revaluation fund is mandated in accordance with 7-38-38.1 NMSA. It requires that all entities (except institutions of higher education) that collect a property tax levy help share the cost of re-appraisal and assessment of parcels within their jurisdiction by contributing 1% of their property tax revenue to this fund. This is a special use fund that may only be used by the Assessor for the purpose of valuation maintenance.

Procedures:

- **Planning (January 2 to February 28):** The Assessor plans and coordinates with supervisory staff to determine the financial needs for operation of the office for the next fiscal year. Needs are determined by February 28 of each year.
- **Prepare Forms (March):** Department administrator prepares all budget forms and packets and submits to county finance department within deadline set by finance department.
- **Informal Hearings (April):** Assessor, Deputy, & administrator attend informal budget hearings conducted by finance director and staff.



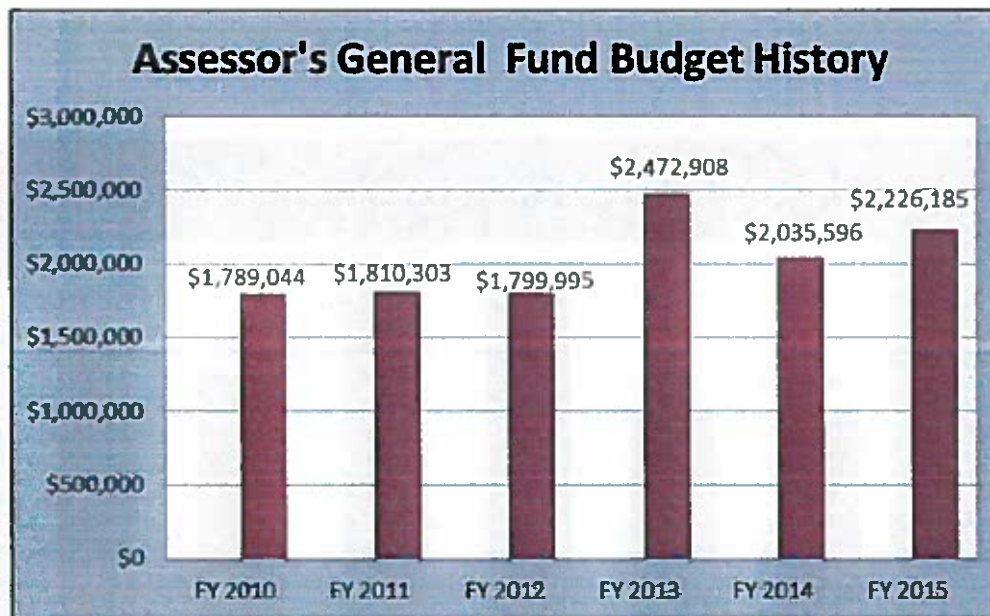
- **Commission Hearings (May):** Assessor & Deputy present budget request at formal budget hearings before the Board of County Commissioners (BOCC).
- **Final Adjustments (May):** Adjustments are made to each budget as necessary and budgets are finalized with finance department and approved by BOCC.

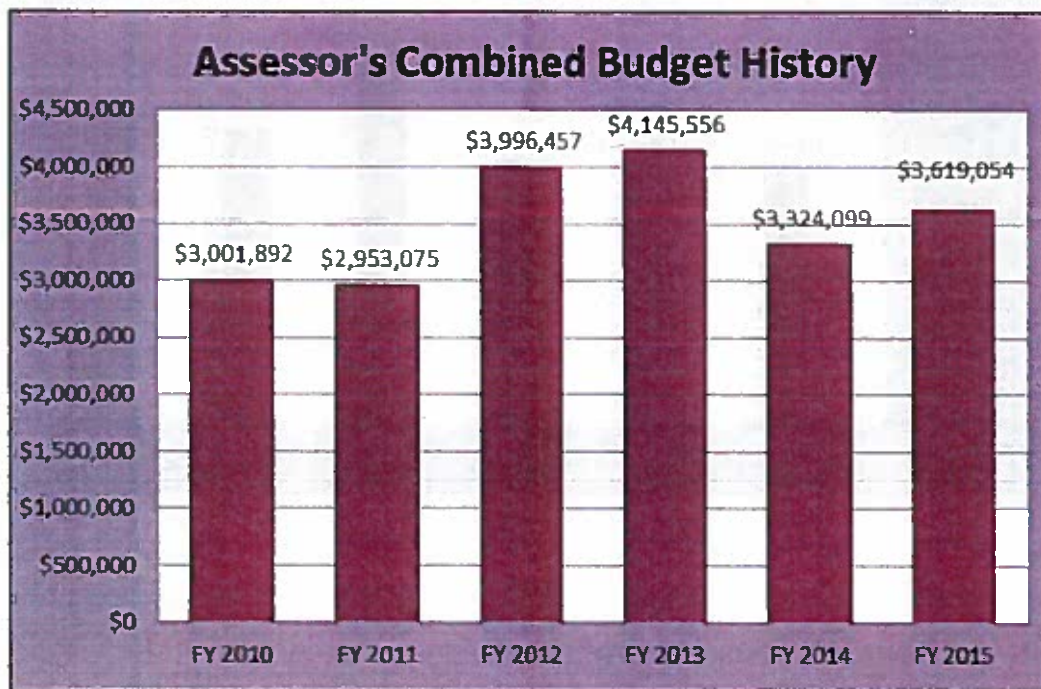
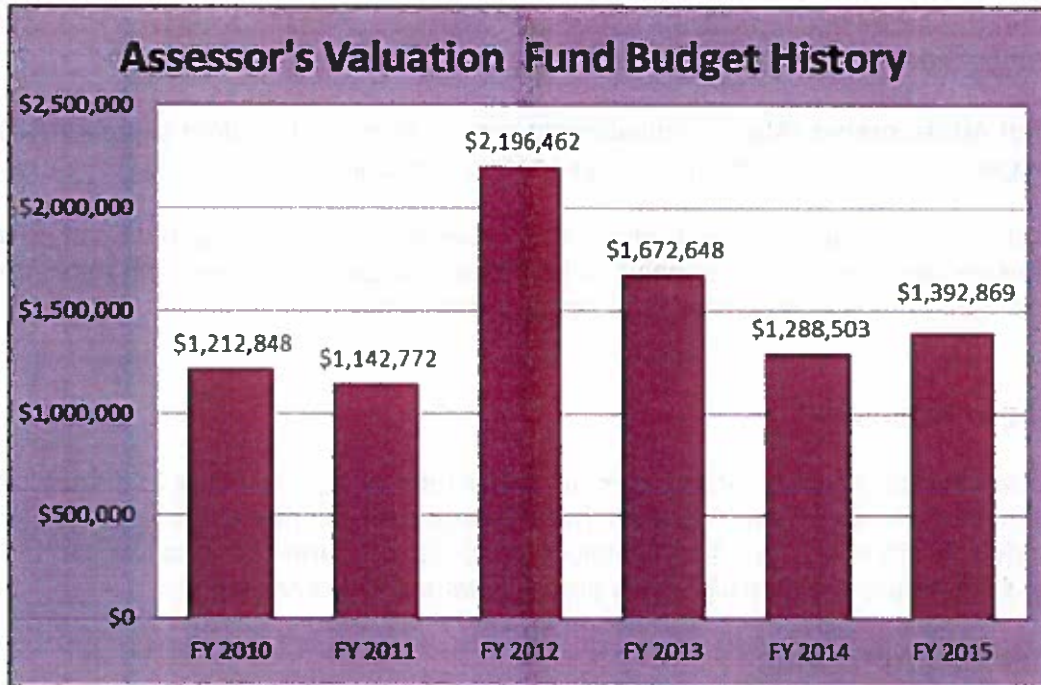
Goal: To obtain adequately funded budgets and other resources necessary to complete a comprehensive, fair and equitable valuation maintenance plan, while ensuring accountable and efficient use of those resources and taxpayer revenues.

Supporting Information:

Assessors are the only county office that can protest the budget that is set by the BOCC. The department of finance and administration shall not approve the operating budget of any county in which there is not an adequate allocation of funds to the county assessor, for the purpose of fulfilling the responsibilities for property valuation maintenance.

Historical Budget Data:







2.1b Real Property Ownership Transfers

Approximate Time Frame of Completion: January 1 to December 31

Persons Responsible: (1)-Assessment Supervisor, (3)-Assessment Specialists

Summary: Legal documents that transfer ownership in real property such as deeds are recorded in the County Clerk's Office. State law mandates that copies are to be provided to the Assessor's office. Assessor's records must be updated to reflect the current owner's name and mailing address to ensure assessment to the correct owner. Various documents are filed and processed throughout the year, therefore this process is continuous.

Procedures:

- Assessment Supervisor assigns transfers to Assessment Specialists for data entry in to assessor's "Ascend" database, and assists with transfers as necessary.
- As account information is updated with new owner's information. Head of Family exemptions, Veteran's Exemptions and Valuation Freezes are also removed and/or verified as required.
- Assessment Supervisor performs random quality control checks on entered data and ensures completion of work within assigned deadlines.

Goal: Enter all transfers in to database within two weeks of County Clerk's filing date, and minimize data entry errors. Ensure that all transfers are completed prior to preparation of mailing the Assessor's Notice of Value for each tax year (typically April 1) so that the current owner of record receives the notice.

2.1c G.I.S. Parcel Mapping & Maintenance

Approximate Time Frame of Completion: January 1 to December 31

Persons Responsible: (1)-G.I.S. Analyst, (3)-Auto-Drafting Technicians

Summary: Plats and other legal documents that initiate a change in to the legal boundaries of a parcel or parcels are typically filed and processed throughout the year with the county clerk's office. The assessor's office receives copies of the documents and is responsible for creating and maintaining parcel based tax maps from the recorded documents. Tax maps are essential in defining the location, shape and size of each parcel of property that the assessor is responsible for valuing for property tax assessments. Documents are filed throughout the year from various sources such as developers, title companies, and individuals. This is a continuous process, and the assessor's office mapping department must stay current with the creation and merge of parcels in order to properly assess the correct owner of record for the appropriate tax year.

Procedures:

- G.I.S. Analyst evaluates, prioritizes and assigns all work to Auto-Drafting Technicians for completion of work. Analyst assists technicians when necessary.



- Technicians check plats and deeds for legal lot descriptions and make geographical (spatial) changes to the digital parcel layer using GIS software for all properties that have been split, combined and lot line changes. They reconcile boundary lines among neighboring parcels for representation of taxable areas and assign a UPC number to every parcel in the county. A UPC is a 13 digit code that relates the position of a parcel numerically in a coordinate system (PLSS). The GIS is able to assign and store attribute (tabular) data associated to a UPC, including addresses, legal descriptions, lot sizes, plats, deeds and/or various other source data that may help locate and identify a parcel. Aerial photography and other GIS map layers are also used to assist staff with parcel mapping. Parcel editing is a continuous process as land records often change and as new source data is assimilated.
- G.I.S. Analyst performs random quality control checks on data entry and ensures that work is completed prior to mailing Notice of Value each tax year.
- Mapping staff also produce hardcopy cadastral maps and provide spatial data for the public and other government agencies for a standard fee.
- All mapping staff provides assistance to the public via in person and by telephone.

Goal: Update all records and maps each year prior to mailing notices of value for the upcoming tax year. Complete with minimal to no errors.

Supporting Information:

Santa Fe County Assessor's office uses a Geographical Information System (GIS) to maintain the county's cadastral (Tax) map. A GIS is a computer-based tool used for mapping and analyzing natural and manmade features on the surface of the earth.

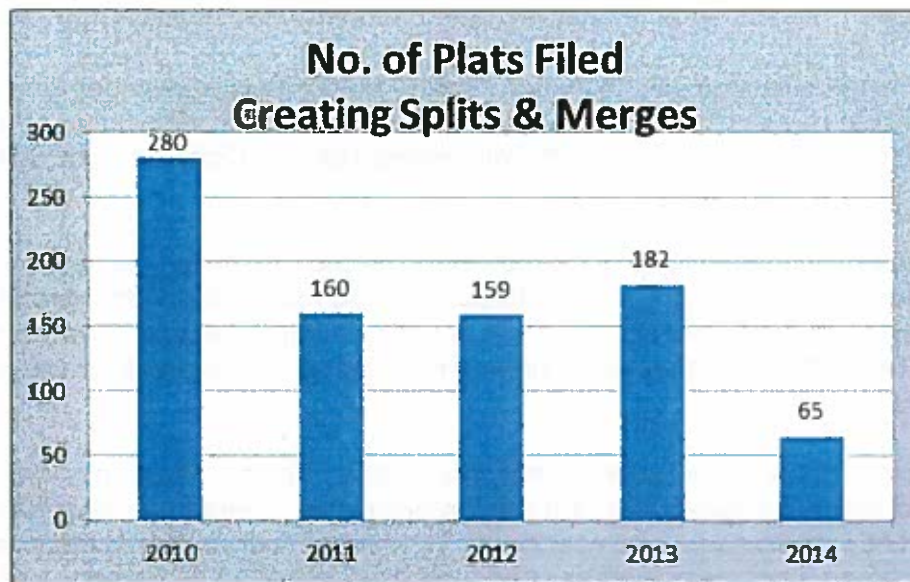
The cadastral map (Parcel layer) is the land record for the Assessor's office and is the base layer of Santa Fe County's spatially integrated GIS.

The GIS is integrated with the Assessor's office CAMA system. The CAMA system is able to more accurately value properties as they relate to each other geographically, and assure that properties are being valued fair and equitable.

GIS maps assist assessor's appraisers with neighborhood designations and value comparisons. Appraisers are able to analyze markets, create reports and statistical data with GIS maps. Other county departments are also able to use the Assessors' GIS to assist them in their work endeavors. Common records processes such as searching and sorting through records is made easier because of the CAMA system and its mapping interface.



Historical GIS & Mapping Statistics



Year	Public Notices	Lot Line Adjustments	Lot Splits	Condos	Boundary Surveys	Family Transfers	Development Plans	Subdivisions	Easement Surveys	Lot Consolidations	Other	Total # of Plats
2006	640	110	99	81	66	68	34	64	42	24	25	1253
2007	568	117	77	62	51	55	35	27	29	21	28	1070
2008	102	23	13	16	14	14	15	7	10	6	4	224
2009	272	80	33	31	31	36	30	21	12	20	13	579
2010	267	54	38	26	24	20	26	11	10	8	11	495
2011	310	53	41	14	23	17	26	14	16	17	10	541
2012	334	53	39	7	22	17	23	8	12	22	8	545
2013	309	70	32	9	13	17	9	15	8	17	21	520
2014	365	40	24	12	17	21	18	12	6	8	11	534
Totals	3167	600	396	258	261	265	216	179	145	143	131	5761

2.1d Valuation/ Appraisal: Real and Personal Property

Approximate Time Frame of Completion: January 1 to December 31

Persons Responsible: (3)-Chief Appraisers, (7)-Senior Appraisers, (14)-Appraisers, (2)-Field Auditors, (1)-Manufactured Housing Auditor

Summary: The Office of the Santa Fe County Assessor is statutorily responsible for and authorized to value property subject to valuation for property tax purposes. This includes all real property, business personal property, and livestock, except for property that is assessed by the PTD's state assessed bureau. These properties include: railroad, communications systems, pipelines, airline and public utilities, etc.

The assessor shall also implement a program of updating property values so that current and correct values of property are maintained and shall have sole responsibility and authority at the county level for property valuation maintenance.

In accordance with §7-36-7 NMSA all property is subject to valuation for property taxation purposes under the Property Tax Code if it has a taxable situs in the state (§ 7-36-7 NMSA).



Property has a taxable situs in the state if it is real property located in the state, it is an interest in real property located in the state or it is business personal property present in the state on January 1 of each year, the official date of property tax valuation (§7-36-14 NMSA).

Property that is not subject to valuation for property taxation purposes under the Property Tax Code as specified by subsection B of §7-36-7 NMSA includes property exempt from property taxation under the federal or state constitution, federal law, the Property Tax Code or other laws.

All taxable property is to be valued at market value, unless the property is assessed with a special valuation method under § 7-36-20 through § 7-36-33 NMSA 1978. Market value is determined by the sales comparison, income, or cost valuation method, or any combination of methods. The methods for appraising properties must employ generally accepted appraisal techniques (§ 7-36-15).

Assessors are mandated to re-appraise properties either once per year (one-year reappraisal cycle), or once every two years (two-year reappraisal cycle). Santa Fe County Assessor's Office is currently employing a one year cycle. The phrase "current and correct values of property" (when on a one year cycle) as used in §7-36-16 NMSA 1978 means that valuations for any given tax year are to be based on the prior year's market value.

Employing a one year cycle is a tremendous undertaking by the office. However, this cycle is most beneficial to the taxpayer. In a rising real estate market it means smaller increases (3%) in valuation per year rather than a larger increase (6.1%) in valuation every other year. In a decreasing or stagnant market valuations may be lowered each year instead of every other year, and result in a more current and fair assessment for the owner/ taxpayer.

The tax code also imposes limitations on increases in valuation under § 7-36-21.2 NMSA. While under a one year reappraisal cycle, the assessor's value of a property in any tax year shall not exceed 103% of the prior years' value. While under a two year reappraisal cycle, the assessor's value of a property in any tax year shall not exceed 106.1% of the value from two years prior.

Procedures Directly Associated to Valuation

(All dates are approximate and are assigned & accomplished according to workload.)

- **Affidavits (September 1 to February):** Appraisers, and Field Auditors field verify all affidavits of sale price for improved residential property for determination if sale is a valid "arms-length transaction" and useable as a comparable. Affidavits are submitted by owners throughout the year and in accordance with the law, are kept confidential.
- **New Construction Permits (October to January 31):** Appraisers and Field Auditors field review all properties that have been issued new construction permits. This process includes: locating the property; interviewing the property owner to determine interior property characteristics; collecting exterior data; measuring the exterior of the structure(s); drawing a floor plan of the structure(s) and enter all relevant data in to ProVal and Ascend computer databases.



- **Land Splits/ Merges (January 2 to December 31):** Appraisers and Auditors field review parcels of land that have been split or combined by the mapping department. Properties must be checked for correct location of improvements and correct land values on newly created parcels. This is an ongoing process, but all reviews must be completed prior to all properties being reappraised and prior to the notice of value being mailed each year.
- **Agricultural/ Grazing Land Review (January 2 to December 31):** Under the supervision of the commercial chief appraiser, one appraiser is assigned to review all new applications for an agricultural or grazing special method of valuation. The appraiser field reviews all parcels and approves or denies the application. Appraiser completes the data entry for the approved parcels and notifies the owner of approval by mail. Properties that are denied are sometimes protested and appraiser must defend the decision to deny in a protest hearing if necessary.
- **CAMA (computer assisted mass appraisal) Modeling (February 1 to March 1):** Residential Chief Appraisers prepare and generate new statistical "models" for use in yearly reappraisal.
- **Data Entry (January to December):** Appraisers, Field Auditors, and Assessment Specialists complete data entry of all information acquired from field work. Supervisors and quality control specialists perform quality control measures.

Special Methods of Valuation:

- **Business Personal Property & Livestock Renditions & NOVs (Dec. to April 1):** Requests for information reports are mailed out December 1 of each year to every business owner with a license to operate a business in Santa Fe County. Personal property appraiser receives the completed reports from business owners (by February 28) listing their fixtures and equipment that were depreciated and reported to the IRS for the previous year. Appraiser enters all information into database and generates a value for assessment & taxation purposes. Values are finalized by March 15th of each year and notice of value is mailed on April 1 along with real property NOVs.

Personal property appraiser receives livestock reports from NM State Livestock Inspector's Office listing all livestock that was recently inspected. Appraiser uses the reports and enters information into database for assessment of livestock. A notice of value is mailed to each livestock owner by April 1 of each year. Livestock values are derived from the livestock industry by the Property Tax Division and are provided to the assessor each year for use in assessing the livestock.

- **Manufactured Home Valuation & Tax Releases (January 2 to December 31):** MH Appraiser and Auditor are responsible for field checking and collecting data on MH's for valuation under the special method as stated in NMSA 1978 7-36-26. In 2013 we began utilizing the electronic version of the N.A.D.A. cost guides to derive values for MH's. This approach once fully implemented will make it easier and more



efficient to re-appraise all MH's valued as personal property. Cost tables will be updated yearly by the provider and updated MH values will be automated and calculated in batch.

A manufactured home may be assessed and taxed as real property if permanently affixed to the land and certain other criteria are met as outlined in statutes. In this case the MH is valued as real property and "costed" through the Pro-Val system.

The MH Auditor and Appraiser collect information on MH's for omitted assessments and also issue tax releases to MH owners when owners need a MH moving permit. MH owners must pay their taxes in advance in order to receive a tax release, per state statutes.

Supporting Information:

Appraisals- An appraisal is an opinion of value. According to the Property Tax Code, the purpose of appraisals for property tax purposes is to estimate market value. Market value, as defined by the courts, is the highest price estimate in terms of money which a property will bring if exposed for sale in the open market, allowing a reasonable time to find a purchaser who buys with knowledge of all uses to which it is adapted and for which it is capable of being used and assumes a willing buyer and seller. Market value is not the same as sales price but if the market is reasonably competitive, sales price can be strong evidence of market value.

- **Three Approached to Valuation-** The three approaches to estimating market value have been in existence since the early 1900's, all have been refined through the years and variations developed for specific appraisal problems. The three approaches to estimating value are: sale comparison, cost and income.
- **Sales Comparison Approach-** the Sales Comparison Approach compares recently-sold local similar properties to the subject property. Price adjustments are made for differences in the comparable and subject property. Terms and conditions of the sale have to be analyzed and, if required, adjusted to market based equivalence. If the adjusted prices of several comparables turn out to be similar, the appraiser has good evidence as to the market value of the subject property.

The sale comparison approach is most suitable when there are numerous and frequent sales of similar properties. This approach is widely used in the appraisal of single-family residential properties and vacant land. The reliability of the sales comparison approach rests on the number and quality of available sales. When sufficient and valid sales are available, this approach tends to be the preferred valuation method.



- **Cost Approach-** The cost approach estimates the replacement cost new of the improvements, less the estimated accrued depreciation plus the market value of land. The cost approach is most reliable in new construction and special purpose properties, where there is little to no sales data, and sometimes in commercial and industrial properties.
- **Income Approach-** The income approach requires an appraiser to capitalize net income, after allowable expenses, of a property into an estimate of market value. Successful application of the income approach requires the collection, maintenance, and careful analysis of income and expense data.

The income approach is the best method to use when dealing with income producing properties. This approach recognizes that potential investors demand property because they anticipate a future income stream.

2.1e Quality Control & Preparation of Valuation Data for Printing NOVs

Approximate Time Frame of Completion: February 1 to March 10

Persons Responsible: Assessor's System Programmer, & appraisal staff.

Summary: After all appraisal work has been completed for each new tax year and prior to the notice of values being mailed, data is processed for errors. This is necessary in order to prevent major problems prior to mailing, avoid additional costs, and provide the property owner with an accurate and valid valuation.

Procedures:

- **Checking for Errors:** Systems programmer prints reports of all taxable property. The report lists the prior years' value and the current years' value along with a % difference in the two values. The reports are reviewed by the appraisal staff who check for large increases or decreases in valuation to determine if the changes are valid.
- **Field Reviews:** Appraisal staff field reviews any properties with errors that cannot be determined from the office. Appraisers resolve all errors until lists are complete. Lists are assigned by chief appraisers.
- **Deliver Data (March 15+-):** All data necessary to produce the NOVs is prepared and exported electronically by assessor's system administrator to printing contractor for mailing of NOV by April 1 of each year, or designated official mail date. Printing contractor usually requires the data to be delivered two weeks prior to the mailing date. The office is currently under contract with Peregrine Corporation for printing the notices.



2.1f Mailing of Notices of Value & Rendition Period

Approximate Time Frame of Completion: April 1 to May1

Persons Responsible: All assessors' staff.

Summary: Assessors are mandated to mail all notices of net taxable value of the property to all property owners by April 1 of each tax year (§ 7-38-20 NMSA), unless an extension has been granted by the NM Property Tax Director. The notice of value is the culmination of the assessor's responsibilities and efforts.

The NOV informs the property owner of the valuation that is determined by the assessor's office for property tax purposes. The 30 day time period from the date the notices of value are mailed is known as the rendition period. During this 30 day period the owner or their representative (licensed appraiser, tax consultant, or attorney) is afforded the opportunity to "protest" their valuation, and file for taxpayer benefits such as exemptions. This period is the busiest time of year for "walk-in" traffic by the public and phone calls.

Procedures:

- **Mail NOVs (April 1 or before):** Chief Deputy and Assessor's System Programmer collaborate and ensure that contracted printing company mails out approximately 89,000 notices as scheduled.
- **Public Assistance (April 1 to May1):** Assessment specialists, assessment supervisor and appraisal staff provide information and assistance to walk-in and phone in customers. Staff also provides assistance and receives applications for head of family exemptions, veteran's exemptions, valuation freezes, church exemptions, charitable / educational exemptions and agricultural / grazing status.
- **Receive Protest Forms (April 1 to May1):** All three Chief Appraisers and assigned appraisal staff meet with property owners in person to discuss concerns with assessor's valuation and accept protest forms. Forms are filled out electronically. Copies are made and given to protestant. Chief appraisers assign and distribute protests to appraisal staff.
- **Process Incoming Mail (April 1 to May 31):** Two quality control specialists are responsible for retrieving mail from the post office and printing out e-mails that are sent to assessor@santafecounty.gov. All mail is sorted and scanned into assessor's database. Scanned documents are linked to their property location ID. Originals are distributed to the appropriate staff for assignment of work. When no longer needed originals are filed and stored for the mandated time period. A follow up process is used to ensure all correspondence is addressed by staff.
- **Application Review & Data Entry (January to December):** Appraisers, field auditors, and assessment specialists determine eligibility and review all exemption and freeze applications that were filed during rendition period. Assessment specialists complete data entry of all information acquired from field work.



2.1g Valuation Protests

Approximate Time Frame of Completion: April 1 to September 30

Persons Responsible: Senior Appraisers, Appraisers, Field Auditors, and Assessment Specialist staff, Assessor's Attorney

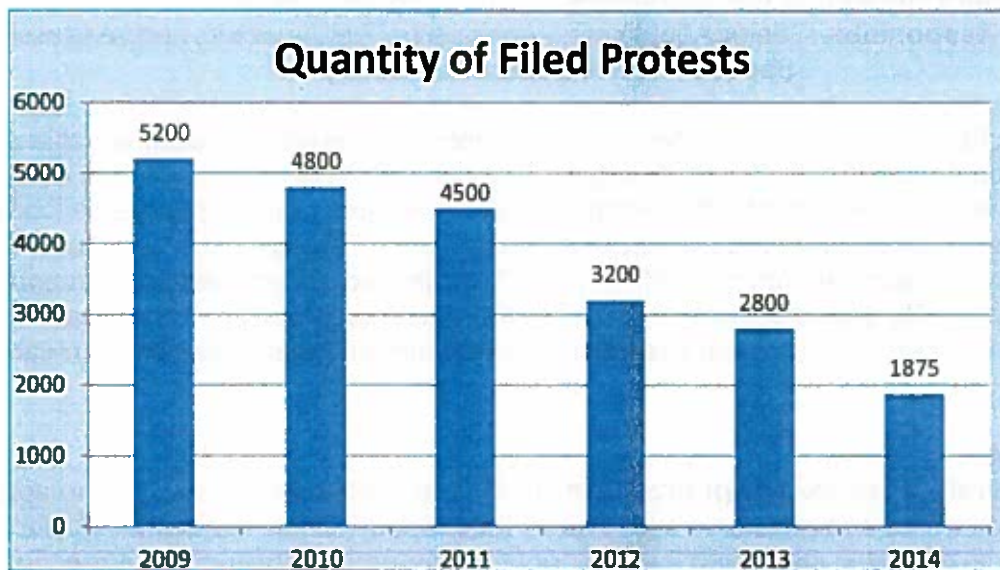
Summary: Each year property owners or their representative may appeal the value or classification determined for their property by filing a petition of protest with the county assessor within 30 days of the official mail date of the notice of value. Santa Fe County typically mails notices on or around April 1st of each year. The assessor may mail NOV's later than April upon approval from the NM Property Tax Director. All protests are mandated to be resolved within 180 days of filing the protest with the assessor's office. This deadline may be extended by the tax director if the assessor requires and requests more time to resolve protests.

Procedures:

- **On Site Inspection (April to June 15):** Protest petitions are assigned to appraisers & auditors for a complete on site review of the property. This review will include: taking current photos, inspecting the exterior of the property, verifying and correcting all pertinent data, and measuring and sketching the exterior of all structures if necessary. In some cases an interior inspection may be necessary as well. Protests are assigned based on difficulty and as evenly as possible to each appraiser in order to maintain fairness.
- **Informing the Owner:** After the field review has been completed the appraiser, with assistance from the assessment specialists, e-mails or mails a letter informing the property owner of any change to their valuation. If an adjustment has been made, and the owner is in agreement with the valuation, they may choose to withdraw the petition of protest by signing and returning a copy of the letter.
- **Informal Conference (June 15 to August 31):** If the appraiser decides not to adjust the valuation or the owner remains in disagreement with our revised valuation, the owner may choose not to withdraw the protest and proceed with the protest process. If this is the case, the appraiser will schedule "informal conferences" and meet with Protestants in person. At this time the appraiser informs the owner of any changes made to the property records and presents the owner with information that supports the assessor's valuation. Owners may provide any new documentation they have not already provided to the office in support of their value for the appraiser to consider.
- **Formal Hearings (6 to 8 weeks between July and September):** If the protest is not resolved at the informal conference, then a formal hearing will be scheduled by the appraiser before the County Valuation Protest Board. The assessor is required to notify the protestant by certified mail of the date, time, and location of the hearing at least 15 days prior to the hearing. In addition, the office provides a nine page "Information Pamphlet" that provides the owner with more information relating to the protest hearing process. Appraisal staff prepares written reports and present testimony, exhibits and is cross examined at the protest board hearing.



Historical Protest Data:



Supporting Information:

The County Valuation Protest Board consists of three members. Two members and two alternates are residents of the county, and are appointed by the County Commission. The third member and an alternate are employees of the State Property Tax Division, and serve as the chairperson of this board. The hearing is an open meeting and is also recorded, for appeal purposes, by one person from the PTD. The protest board will hear testimony and accept documentation from both the assessor's office and the protestant.

After the hearing the board will privately discuss and decide the case. The board will then mail a written decision and order to both parties within thirty days after the hearing, as required by statute. If the board rules in the owner's favor, the Assessor's valuation will be adjusted accordingly.

If a protestant fails to appear at the hearing, the protest will be denied and the valuation will default to the assessor's value. Property owners or the county may appeal final decisions or orders from a district court.

If a person misses the deadline for filing a protest, the owner may file a "Claim for Refund" in the Santa Fe District Court after the County Treasurer mails tax bills in November of each year. Claims must be filed against the county assessor, no later than the sixtieth (60) day after the due date for the first installment of the tax that is subject to a claim of refund. Payment of all taxes due in accordance with the tax bill must be made prior to the delinquency date before filing for a claim for refund. Claims must contain the property owners' names and addresses, as well as other persons receiving a tax bill for the property.



The action must state the basis for the refund claim, the amount of the refund to which the owners believe they are entitled, and amounts paid.

Once the courts have determined the amount of refund, if any, the County Assessor and the County Treasurer will make the appropriate change to the tax records.

Claim for refunds, amongst other issues, are usually defended in court by the assessor's contract attorney, Bridget Jacober with assistance and testimony from Assessor staff. Over three hundred refund claims have been filed in the past 6 years.

Goal: Successfully resolve all protests prior to September 15, (before the tax roll is generated) or no later than the statutory deadline of 180 days after the protest is filed.

2.1g Staffing & Professional Development

In order to accurately and professionally accomplish the mandated duties of the office, the Assessor must hire educated, experienced, and motivated individuals and provide continuous training and continuing education in the field of real and personal property appraisal. Having well trained and professional individuals in other facets of the duties of the office is equally important and essential to our office.

Under §4-39-2 NMSA, the issuance of certificates and incentive pay is authorized upon completion of a series of four one week long courses taught by our professional organization called the International Association of Assessing Officers. An Assessor, Deputy Assessor or appraiser can earn the designation of "Certified Property Appraiser" issued by New Mexico Property Tax Division. Recently, a continuing education program was self-imposed by the Assessor's Affiliate and endorsed by PTD. The Santa Fe County Assessor's Office has 12 fulltime employees designated as New Mexico Certified Appraisers.

Appraisal certification ensures adequate knowledge of the principles of property appraisals, assessment techniques, and property tax laws. Certification also enhances an individual's and the public confidence in the work being performed by the assessor office.

Santa Fe County has agreed to implement a certification program similar to the one stated above. The incentive pay is included with the assessor's appraisal staff salaries.

Additionally, The NM EDGE County College, in collaboration with the NM Assessors Affiliate has developed a certification curriculum specific to the NM County Assessor office for a NM Certified Public Assessing Official" designation. Nationally recognized designations are also available through our membership in the IAAO. Several of our appraisers are currently working towards one of these designations. The Assessor's goal is to re-classify the appraiser's position and compensate them accordingly once the designation is attained.

County Assessors and their staff should be very familiar with traditional appraisal methods, real estate markets, and local conditions. Other technical and professional skills needed are: statistical skills for building and applying statistical models, management skills for recruiting,



training and directing staff, data processing skills for designing and maintaining computer programs, and public relation skills for dealing with the public and the media.

Our employees possess skills in administration, mass appraisal, mapping/GIS, and personal real property appraisals. Our employees are able to appraise/develop values for all property types within Santa Fe County, and are able to defend those values at every level of appeal. Continuing training and education is a major resource for the success and performance of the office, and highly recommended and enforced.

The following is a listing of the County Assessors' staff by primary function:

ADMINISTRATION		STAFFING APPRAISAL		CLERICAL	
Elected Assessor	1	Chief Appraiser	3.00	Administration	1.00
Administrative Assistant	1	Residential Appraisers	19.00	Title Examiner	1.00
Chief Deputy Assessor	1	Commercial Appraisers	2.00	Deeds / Mapping	3.00
Deputy Assessor(s)		Manufactured Homes	1.00	Exemptions	
GIS Director	1	Business Personal Property	1.00	Data Entry	6.00
		Agriculture / Grazing Land	1.00	Quality Control	2.00
		Livestock			

The Chief Deputy Assessor and the three Chief Appraisers are responsible for all valuation maintenance and reappraisal programs. They will be responsible for implementing administrative policy, enforcing procedural and quality control standards, directing, training, and assigning duties to temporary personnel and performing the other statutory ongoing administrative duties.

The County Assessor believes that education should be an ongoing program and it only strengthens the valuation program. The Protest Board and District Court gauge the level of professional expertise of an appraiser by the appraiser's credentials. Therefore, assessment personnel are expected and encouraged to attend all Property Tax Department's accepted appraisal courses and any licensing or certification program. This will benefit Santa Fe County by successfully defending valuation protests that ultimately impact county budgets.

2.2 Periodic Door to Door Re-Inspection Plan

The second essential component of a proper valuation maintenance program is the requirement for periodic re-inspection of all properties in Santa Fe County. The New Mexico Property Tax Division has directed assessors to implement a four to six-year re-inspection cycle for this purpose, which is in conformance with a professional standard of the International Association of Assessing Officers. The main function of these inspections is to verify and update existing information and discover improvements to properties that are not currently on the tax schedule.



2.2a Re-Inspection Plan Completed by December 31, 2014.

The office completed the last phase of the last re-appraisal project that was begun in 2010. Work included field verifying, collecting data, and reappraising the last remaining properties to be inspected, including:

1. Manufactured Homes
2. Residential Condos
3. Commercial Improved Properties
4. Agricultural & Grazing Properties

2.2b Door to Door Re-inspection Plan: Begin August 2015

Starting August 2015, the County Assessor will begin implementing five year door to door re-inspection plan utilizing in house staff. The plan involves reviewing & re-inspecting both residential and non-residential accounts each year of the plan to achieve total coverage of 84,017 real property accounts in Santa Fe County.

Our Approach

In regards to the approach to be used for door to door inspection, two new technologies will be available in this 5 year plan previously unavailable in the past.

The first will be the introduction of oblique, side-view imagery of most of the improved portions of the county acquired in March of 2015 by Pictometry. This technology will greatly reduce the need for a physical door-to-door review. Most properties can be adequately inspected from exterior conditions visible in the photos. Assessor Gus Martinez plans on contracting for new photos in March of 2017 for use in the third and fourth years of the plan, and every two years thereafter.

The second will be the introduction of oblique aerial and specialized software too that visually compares two sequential acquisitions of oblique imagery for changes in existing building footprints or new building footprints. The tool is called "Change Finder" and is also provided by Pictometry. This tool will make it much easier for the office to identify unreported, improved properties without field inspection. For properties that are not included in the photo project, or for hard to view properties, a field inspection will be required by staff appraisers.

Year 1- 2015

The plan starts the first year in the southernmost portion of the county, encompassing the entire 8T tax district. This area will contribute roughly 8,500 accounts for review. As resources permit, more accounts will be inspected by including properties immediately north of the 8T tax district. While this value is lower than the average number of accounts that need to be inspected, more properties can be added if resources permit. The five year plan is anticipating the first year may require a higher administrative load than future years, and for that reason, is preparing for higher than average loads in future years to compensate. Details are as follows:



Work Area: Tax District 8T In and Out
Starts: August 15, 2015
Ends: December, 15, 2015
Work Days: 68 (excluding holidays, and estimated vacation and sick leave days)
Appraisal Staff: 20 total (16 Residential - 1 Chief, 15 Appraisers) & (4 Commercial – 1 Chief, 3 Appraisers)
Property Count: 8270 Total (*numbers are subject to change*)
449 Manufactured Homes
3550 Single Family Residential
3776 Vacant land parcels
114 Commercial
2 Manufactured Home RES,
379 Other (mixed use properties)

Quantities Necessary to Complete the Project With in the Allotted Time:

A per day ratio for residential properties is as follows:

$7505 / 68 = 110$ per day overall, $110 / 15 = 7$ per person per day

A per day ratio for commercial & MH properties is as follows:

$753 / 68 = 11$ per day overall, $12 / 3 = 4$ per person per day

While these numbers are low, we believe they are attainable. They are intended to be low to due to other factors affecting the project for this particular year.

- First, the project's area of review is one of the furthest away from the office. While Pictometry should significantly help in the areas that were flown, roughly 60% of 8T was not covered by Pictometry. Distance and lack of aerial imagery will influence the rate at which data can be reviewed. This area will require an actual in person, on the ground, door to door re-inspection for those properties without an updated or recent aerial photo.
- Second, many other tasks are required to be completed by the same staff assigned to completing this review during the same time period of the project. These tasks include verification of sales affidavits, building permits.
- Third, there are a few things changing in the CAMA system that will warrant moving slower than we're capable of in this first year. These include creating new neighborhoods, configuring and using a land model for land valuation for the first time, updating the improvement models for the first time in 8 years, reclassifying vacant land as either residential vacant or non-residential vacant. If not slowly introduced and reviewed, these changes could erroneously affect property valuations on a large scale.



Year 2- 2016

The second year is scheduled to review properties south of the City of Santa Fe, including Eldorado, Madrid, Cerrillos, Glorietta, and Lamy, encompassing the southern portion of the CO tax district. This area will contribute roughly 17,914 accounts for review. Details are as follows:

Work Area: C-Out south of Santa Fe City
Starts: August 15, 2016
Ends: December, 15, 2016
Work Days: 68 (excluding holidays, and estimated vacation and sick leave days)
Appraisal Staff: 20 total (16 Residential - 1 Chief, 15 Appraisers) & (4 Commercial – 1 Chief, 3 Appraisers)
Property Count: 17,914 Total (*numbers are subject to change*).
1,024 Manufactured Homes
10,704 Single Family Residential
4,280 Vacant land parcels
290 Commercial
10 Manufactured Home RES,
1,606 Other (mixed use properties)

Quantities Necessary to Complete the Project With in the Allotted Time:

A per day ratio for residential properties is as follows:

$15,797 / 68 = 232$ per day overall, $232 / 15 = 15$ per person per day

A per day ratio for commercial & MH properties is as follows:

$2117 / 68 = 31$ per day overall, $31 / 3 = 10.3$ per person per day

Year 3- 2017

The third year is scheduled to review properties north of the City of Santa Fe, including Pojoaque and Espanola, encompassing the entirety of the 1 and 18 tax districts, as well as the northern portion of the CO tax district. This area will contribute roughly 15,000 accounts for review. Details are as follows:

Work Area: 1, 18T, and C-Out north of Santa Fe City
Starts: August 15, 2017
Ends: December, 15, 2017
Work Days: 68 (excluding holidays, and estimated vacation and sick leave days)
Appraisal Staff: 20 total (16 Residential - 1 Chief, 15 Appraisers) & (4 Commercial – 1 Chief, 3 Appraisers)
Property Count: 15, 036 Total (*numbers are subject to change*).
1,353 Manufactured Homes
7,364 Single Family Residential
4,455 Vacant land parcels
205 Commercial
16 Manufactured Home RES,
1,643 Other



Quantities Necessary to Complete the Project With in the Allotted Time:

A per day ratio for residential properties is as follows:

$12,657 / 68 = 186$ per day overall, $186 / 15 = 13$ per person per day

A per day ratio for commercial & MH properties is as follows:

$2379 / 68 = 35$ per day overall, $35 / 3 = 12$ per person per day

Year 4- 2018

The fourth year is scheduled to review properties within the Santa Fe City limits, encompassing the entirety of the CI tax district. This area will contribute roughly 21,000 accounts for review.

Work Area: C-In tax district

Starts: August 15, 2018

Ends: December, 15, 2018

Work Days: 68 (excluding holidays, and estimated vacation and sick leave days)

Appraisal Staff: 20 total (16 Residential - 1 Chief, 15 Appraisers) & (4 Commercial – 1 Chief, 3 Appraisers)

Property Count: 20,234 Total (*numbers are subject to change*).

1,876	Manufactured Homes
12,561	Single Family Residential
2,640	Condos-Residential
991	Vacant land parcels
1,027	Commercial
90	Manufactured Home RES,
1,049	Other

Quantities Necessary to Complete the Project With in the Allotted Time:

A per day ratio for residential is as follows:

$16,806 / 68 = 247$ per day overall, $247 / 15 = 16$ per staff per day

A per day ratio for commercial is as follows:

$3428 / 68 = 50.41$ per day overall, $12 / 3 = 17$ per staff per day



Year 5- 2019

The fifth year is also scheduled to review properties within the Santa Fe City limits, encompassing the entirety of the CI tax district. This area will contribute roughly 21,000 accounts for review.

Work Area: See Above
Starts: August 15, 2019
Ends: December, 15, 2019
Work Days: 68 (excluding holidays, and estimated vacation and sick leave days)
Appraisal Staff: 20 total (16 Residential - 1 Chief, 15 Appraisers) & (4 Commercial – 1 Chief, 3 Appraisers)
Property Count: 22,563 Total (*numbers are subject to change*).
1,119 Manufactured Homes
12,827 Single Family Residential
2,005 Vacant land parcels
3,102 Condos- Residential
1,803 Commercial
72 Manufactured Home RES,
1,635 Other

Quantities Necessary to Complete the Project With in the Allotted Time:

A per day ratio for residential is as follows:

$18,824 / 68 = 277$ per day overall, $277 / 15 = 18$ per person per day

A per day ratio for commercial is as follows:

$3,739 / 68 = 55$ per day overall, $55 / 3 = 18$ per person per day

All changes made to a property along with any data gathered from the field inspection will be entered to the property record at the time of the review. Any changes which result in a change to the valuation will be reflected on the notice of value for the following year.

**THE BOARD OF COUNTY COMMISSIONERS OF
SANTA FE COUNTY**

RESOLUTION NO. 2015-_____

**A RESOLUTION APPROVING THE COUNTY ASSESSOR'S PROPERTY
VALUATION PROGRAM IN ACCORDANCE WITH STATE STATUTE**

WHEREAS, Section 7-36-16(E) NMSA 1978 provides that, "[t]o aid the board of county commissioners in determining whether a county assessor is operating an efficient program of property valuation maintenance and in determining the amount to be allocated to him for this function, the county assessor shall present with his annual budget request a written report setting forth improvements of property added to valuation records during the year, additions of new property to valuation records during the year, increases and decreases of valuation during the year, the relationship of sales prices of property sold to values of the property for property taxation purposes and the current status of the overall property valuation maintenance program in the county"; and

WHEREAS, Section 7-38-38.1(D) NMSA 1978 provides that "expenditures from the county property valuation fund shall be made pursuant to a property valuation program presented by the county assessor and approved by the majority of the county commissioners"; and

WHEREAS, at the May 12, 2015, meeting of the Board of County Commissioners (BCC) for Santa Fe County (County), Chief Deputy Assessor Gary Perez presented the BCC with the Assessor's Property Valuation Program and Annual Report, in accordance with the statutes referenced in the previous recitals.

NOW, THEREFORE, IT BE RESOLVED by the BCC that the County Assessor's Property Valuation Program is hereby approved, in accordance with Section 7-38-38.1(D) NMSA 1978.

PASSED, APPROVED, AND ADOPTED this 12TH day of May, 2015.

THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY

Robert A. Anaya, Chair

ATTEST:

Geraldine Salazar, County Clerk

APPROVED AS TO FORM:



Gregory S. Shaffer, County Attorney