

SANTA FE COUNTY  
RESOLUTION NO. 2015- 153

---

**A RESOLUTION  
GOVERNING INCENTIVE PAY FOR APPRAISERS EMPLOYED IN THE COUNTY  
ASSESSOR'S OFFICE WHO OBTAIN APPRAISER CERTIFICATES AND COMPLY  
WITH CONTINUING EDUCATION REQUIREMENTS**

---

**WHEREAS**, the Board of County Commissioners ("Board") of Santa Fe County ("County") recognizes that employing certified appraisers benefits the County as well as property owners by increasing the professional competency of appraisal staff; and

**WHEREAS**, the County recognizes the effort put forth by appraisers employed in the County Assessor's Office to expand their knowledge and experience by obtaining appraiser certificates; and

**WHEREAS**, the County has historically provided cumulative increments to the salary of appraisers employed in the County Assessor's Office who have obtained advanced appraiser certificates in accordance with Section 4-39-5, NMSA 1978; and

**WHEREAS**, in 2015, the New Mexico legislature amended that statutory provision to increase the cumulative increments available to qualifying County Assessor employees holding appraiser certificates; and

**WHEREAS**, Section 4-39-5, NMSA 1978 now provides that a "[a] board of county commissioners may provide additional cumulative increments to the salary of any qualifying appraiser employed in the office of the assessor as an incentive for obtaining greater qualification levels up to the following amounts:

- A. an additional five hundred dollars (\$500) a year for holding an 'Appraiser 1' certificate;
- B. an additional one thousand five hundred dollars (\$1,500) a year for holding an 'Appraiser 2' certificate;
- C. an additional two thousand five hundred dollars (\$2,500) a year for holding an 'Appraiser 3' certificate; and
- D. an additional three thousand dollars (\$3,000) a year for holding an 'Appraiser 4' certificate"; and

**WHEREAS**, continuing education is necessary to ensure that appraisers stay current with developments in the field and that the benefits associated with increasing the professional competency of certificate holders are realized; and

**WHEREAS**, the County desires to authorize payment of the maximum allowable cumulative increments set forth above in accordance with the associated administrative

regulations, including 3.6.3.16 NMAC, for those qualifying appraisers who maintain qualifying continuing education credits at the recommended levels identified in 3.6.3.16(G) NMAC.

**NOW, THEREFORE, BE IT RESOLVED** by the Board that:

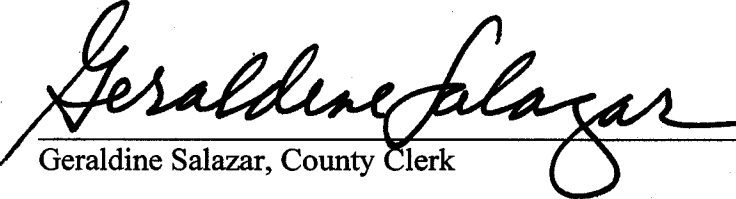
1. Employees in the County Assessor's Office who are qualifying appraisers and who complete thirty (30) hours of continuing educational credits every three (3) years that conform to the recommendations set forth in 3.6.3.16(G) NMAC shall be paid the maximum cumulative increment to their salary for obtaining relevant certifications as set forth in Section 4-39-5, NMSA 1978, as amended in 2015.
2. In order to receive and continue to receive the relevant cumulative increment, employees seeking the statutorily established cumulative increments to their salary must comply with the Procedures and Requirements for Cumulative Increments to the Salaries of Qualifying Appraisers Employed in the County Assessor's Office for Holding Appraiser Certificates attached hereto as Exhibit A, which are hereby adopted.
3. The increases provided for by this Resolution do not apply to the County Assessor, since the statute providing for cumulative increments for county assessors who hold appraiser certificates, Section 4-39-4, NMSA 1978, has not been amended to provide for increased cumulative increments.

**PASSED, APPROVED, AND ADOPTED** this 27 day of October, 2015.

**BOARD OF COUNTY COMMISSIONERS**

  
 \_\_\_\_\_  
 Robert A. Anaya, Chairman

**Attest:**

  
 \_\_\_\_\_  
 Geraldine Salazar, County Clerk



**Approved as to form:**

  
 \_\_\_\_\_  
 Gregory S. Shaffer, County Attorney

SFC CLERK RECORDED 11/03/2015

**PROCEDURES AND REQUIREMENTS FOR CUMULATIVE INCREMENTS TO THE  
SALARIES OF QUALIFYING APPRAISERS EMPLOYED IN THE COUNTY  
ASSESSOR'S OFFICE FOR HOLDING APPRAISER CERTIFICATES**

1. For employees who currently hold one or more appraiser certificates and currently receive one or more additional cumulative salary increments, the increment(s) will be effective the first full pay period that begins after adoption of the Resolution authorizing the increased increments, automatically be increased to the maximum amount allowed for the applicable certificate(s).
2. Employees who do not currently receive an increased salary increment for holding an appraiser certificate but who desire to do so must submit to the County Assessor and the Human Resources Division a copy of the appraiser certificate(s). Unless the Director of Human Resources determines that the certificate(s) are invalid, the associated increment will be effective the first full pay period that begins after submission of the certificate(s).
3. Employees receiving an increased salary increment for holding one or more appraiser certificates and who desire to receive an additional cumulative increment for holding a higher level certificate must submit to the County Assessor and the Human Resources Division a copy of the higher level certificate(s). Unless the Director of Human Resources determines that the certificate(s) are invalid, the associated increment will be effective the first full pay period that begins after submission of the certificate(s).
4. Employees receiving one or more additional cumulative increments must complete thirty hours of continuing education every three years.
  - a. For those receiving one or more cumulative increments on the date the Resolution adopting these procedures is adopted, the three year continuing education cycle shall begin on the date the increase(s) provided by the Resolution go into effect. For example, if the increase is effective October 31, 2015, recipients of the increased increment(s) will be required to have completed the thirty hours of continuing education by no later than October 31, 2018.
  - b. For all other employees, the three year continuing education cycle shall begin on the date the employee first receives an increased increment.
5. Employees shall provide the Human Resources Division with proof of continuing education upon completion of each course. Employees are required to submit proof of continuing education to the Human Resources Division no later than two weeks after the deadline for completing the continuing education. For example, if the employee's deadline is October 31, 2018, the deadline to submit proof for all continuing education is no later than November 14, 2018. If the continuing education requirement is not met or

**Exhibit A**

SFC CLERK RECORDED 11/03/2015

proof of compliance is not timely submitted, all cumulative increments shall be automatically removed effective the first full pay period that begins after the deadline for submission of continuing education compliance.

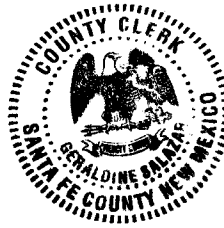
6. If an employee does not complete the continuing education requirement or timely submit proof of compliance and the cumulative increment(s) are removed, the employee may thereafter provide proof of certification and continuing education credits to the Human Resources Division. Unless the Human Resources Director determines the continuing education credits and/or certification(s) are invalid, the increment(s) will be effective the first full pay period after submission. The employee will then begin a new three year cycle based upon the date on which the increment(s) are effective.

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

BCC RESOLUTIONS  
PAGES: 7

I Hereby Certify That This Instrument Was Filed for  
Record On The 3RD Day Of November, 2015 at 09:16:16 AM  
And Was Duly Recorded as Instrument # 1778756  
Of The Records Of Santa Fe County

Deputy Laura Hernandez Witness My Hand And Seal Of Office  
Geraldine Salazar  
County Clerk, Santa Fe, NM



SFC CLERK RECORDED 11/03/2015

Exhibit A

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SANTA FE COUNTY AND THE AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES/LOCAL 1782**

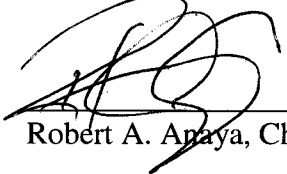
The parties to this Memorandum of Understanding ("MOU"), Santa Fe County ("County") and the American Federation of State, County, and Municipal Employees Local 1782 ("Union"), agree that Santa Fe County may increase the compensation available to certified appraisers as allowed by Section 4-39-5, NMSA 1978, as set forth in the draft Resolution Governing Incentive Pay for Appraisers Employed in the County Assessor's Office who Obtain Appraiser Certificates and Comply With Continuing Education Requirements (Resolution) attached hereto and subject to the Procedures and Requirements for Cumulative Increments to the Salaries of Qualifying Appraisers Employed in the County Assessor's Office for Holding Appraiser Certificates (Procedures and Requirements) attached to the Resolution as Exhibit A.

This MOU will be effective upon execution by the Union and the Board of County Commissioners (Board) of the County and Adoption of the Resolution and Procedures and Requirements by the Board.

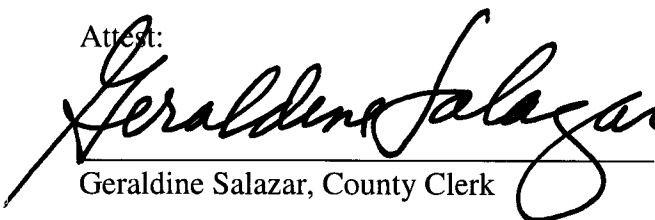
**AFSCME LOCAL 1782**

  
10-12-15  
\_\_\_\_\_  
Lucas Herrera, AFSCME Local 1782 President

**SANTA FE COUNTY BOARD OF COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
Robert A. Anaya, Chair

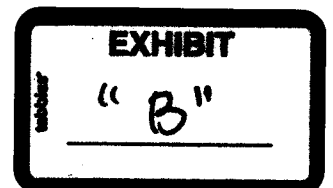
Attest:

  
\_\_\_\_\_  
Geraldine Salazar, County Clerk

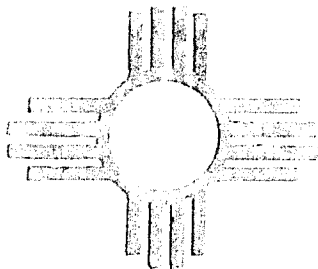


Approved as to Legal Form:

  
\_\_\_\_\_  
Gregory S. Shaffer, County Attorney



S F C C L E R K R E C O R D E D 1 1 / 0 3 / 2 0 1 5



# The Legislature of the State of New Mexico

52nd Legislature, 1st Session

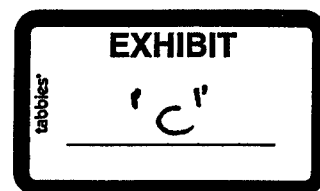
LAWS 2015

CHAPTER 78

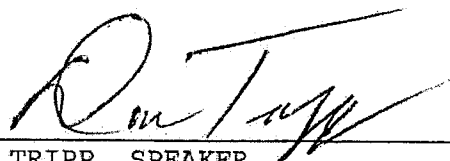
HOUSE BILL 348

Introduced by

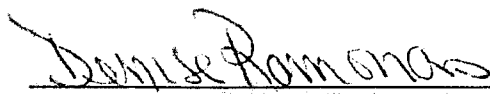
REPRESENTATIVE BOB WOOLEY AND REPRESENTATIVE DAVID M. GALLEGOS AND  
REPRESENTATIVE GEORGE DODGE, JR.



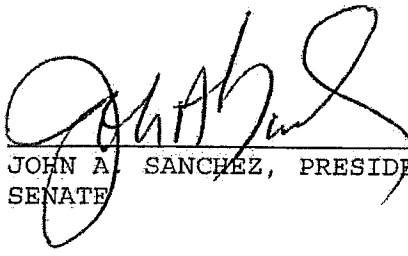
SFC CLERK RECORDED 11/03/2015



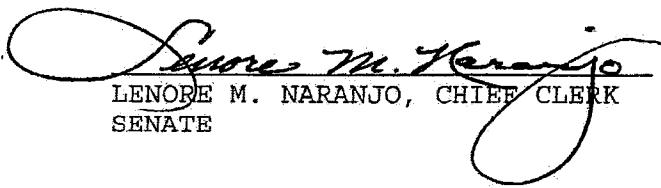
DON TRIPP, SPEAKER  
HOUSE OF REPRESENTATIVES



DENISE RAMONAS, CHIEF CLERK  
HOUSE OF REPRESENTATIVES

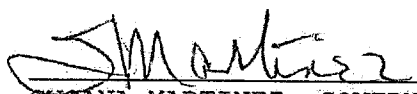


JOHN A. SANCHEZ, PRESIDENT  
SENATE



LENORE M. NARANJO, CHIEF CLERK  
SENATE

Approved by me this 8<sup>th</sup> day of April, 2015



SUSANA MARTINEZ, GOVERNOR  
STATE OF NEW MEXICO