

COUNTY OF SANTA FE        )  
STATE OF NEW MEXICO    ) ss

BCC MINUTES  
PAGES: 116

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Witness My Hand And Seal Of Office  
Deputy Marcella Espinoza Valerie Espinoza  
County Clerk, Santa Fe, NM



**SANTA FE COUNTY**

**BOARD OF COUNTY COMMISSIONERS**

**SPECIAL MEETING**

**January 4, 2011**

Virginia Vigil, Chair – District 2  
Liz Stefanics, Vice Chair – District 5  
Danny Mayfield – District 1  
Robert Anaya – District 3  
Kathy Holian – District 4

**SANTA FE COUNTY**

**SPECIAL MEETING**

**BOARD OF COUNTY COMMISSIONERS**

**January 4, 2011**

This orientation workshop for the new Santa Fe County Commissioners was called to order at approximately 9:00 a.m. by Chair Virginia Vigil, in the Legal Conference Room, Santa Fe, New Mexico.

**Members Present:**

Commissioner, Virginia Vigil, Chair  
Commissioner Liz Stefanics Vice Chair  
Commissioner Kathy Holian  
Commissioner Robert Anaya  
Commissioner Danny Mayfield

**Members Excused:**

[None]

**Staff Present:**

Chris Barela, Constituent Liaison  
Shelley Cobau, Review Division  
Wayne Dalton, Code Enforcement  
Penny Ellis-Green, Deputy County Mngr  
Valerie Espinoza, County Clerk  
Robert Garcia, County Sheriff  
Robert Griego, Planning  
Pego Guerrerortiz, Utilities Director  
Joseph Gutierrez, Community Services  
Amanda Hargis, GIS  
Stan Holden, Fire Chief  
Jack Kolkmeier, Growth Management  
Jennifer Jaramillo, Constituent Liaison  
Denise Lamb, Elections Bureau  
Mark Lujan, Risk Management  
Rita Maes, Constituent Liaison  
Domingo Martinez, County Assessor  
Robert Martinez, Public Works Director  
Teresa Martinez, Finance Director

Katherine Miller, County Manager  
Kristine Mihelcic, Public Information  
Ken Martinez, RECC  
Victor Montoya, County Treasurer  
Vincent Ojinaga, Purchasing  
Paul Olafson, Community Projects  
Ron Pacheco, Senior Program  
Sam Page, IT  
Gary Perez, Deputy Assessor  
Annabelle Romero, Corrections Director  
Jennifer Romero, Teen Court  
Steve Ross, County Attorney  
Bernadette Salazar, Human Resources  
Dodi Salazar, Housing Division Director  
Marcella Salazar, Clerk's Office  
Steve Shepherd, H & H S Director  
Duncan Sill, Economic Development  
Greg Smith, Indigent Fund  
Jeff Trujillo, ASD Director  
Darlene Vigil, Affordable Housing

**Others Present:**

Phaedra Haywood  
Patti Watson

**Human Recourses, Bernadette Salazar**

1. New Hire Paperwork/Required Classes
2. Organizational Chart
3. Personnel Matters
4. Union Contract

**Finance Department – Teresa Martinez**

For the benefit of the new Commissioners, Teresa Martinez: went over breakdown of County Budget including revenue and expenses with a discussion of taxes.

County Attorney Steve Ross said he will forward the JPA of the Regional Emergency Communications Center (RECC) to new Commissioners and this agreement will be very explicit on the cost breakdown. Commissioner Anaya stated there is a need to look at that closely. County Manager Katherine Miller indicated the JPA showed how costs were split, noting the agreement can be changed. Capital costs should be split 50/50 but the City has not given any capital money for improvements. Following annexation the imbalance of calls from the city as compared to the county is even greater. The agreement is just an agreement between City and County and no funding is coming from the City side.

Finance Director Teresa Martinez said the County is just at budget for current year, and not in debt. Commissioner Vigil expressed satisfaction that the County is operating very well. Ms. Miller emphasized that the County is not in a deficit situation. In good years the cash balance is built up; in bad years we use some of that balance. The County has maintained good balances.

Commissioner Stefanics pointed to the paradox of getting criticism from the state legislature when holding onto more cash reserves than needed, then having to use that to help us in down times.

Ms. Martinez stated FY 2010 has been the hardest year ever. The County has reduced take-home vehicles, cell phones, travel, and has been instituting smart buying practices. The hard freeze has 34 positions on hold.

**Legal Department – Steve Ross**

Mr. Ross discussed the Open Meetings Act. The BCC is a governing body of the County and makes decisions as a group. Votes have to be in public. Meetings have to be in an open session and are aired on a webcast, radio and on cable TV. Any meeting with three or more Commissioners is a quorum. A meeting is held for policy/public action. At social events, ceremonies, parties, and the like that are not held for public policy or taking action the Commissioners can all be together but cannot discuss public business. Reasonable notice of meetings needs to be given in the legal section of the paper, website and on County bulletin boards. Special meetings can be called by the chair. Notice should be at least three days

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before the meeting. Emergency meetings should have at least 24 hours notice if possible. Each meeting must have an agenda. The final agenda needs to be available 24 hours prior to the meeting. A preliminary agenda is provided three days before the meeting.

Commissioner Vigil stressed urgent items should go thru the chair.

A discussion ensued about Commissioners giving direction to staff and Mr. Ross stated the Manager has authority to give directives and can make decisions, but best practice is to make a resolution so that all is clear.

Mr. Ross reviewed the procedure for going into a closed executive session, noting one can occur at any point in the meeting. However, the issues are usually consolidated and on the agenda. The motion to go into executive session should be made with "reasonable specificity."

Commissioner Mayfield asked if the personnel issue to be discussed should mention the name of the employee involved, or in the case of disposal or purchase of property, if that property should be specified. Mr. Ross answered that personnel matters should be kept confidential since non-substantiated allegations could be involved and action may not be taken. Property matters could involve sensitive negotiations that would be influenced by divulging too much.

Mr. Ross said the Open Meetings Act has a provision that presumes actions taken are valid but there is no statute of limitations and actions can be wiped out years later, leaving the situation in a situation *ab initio*, as if they had never occurred. Some protection is provided in the Act but it is not robust.

Turning to the rules of order, Mr. Ross referred to Article V which outlines how agendas are constructed. He recommended the Commissioners read that section.

The entire Code of Conduct, which was recently amended, was not included in the packet. There are new sections providing for an Ethics Board and speaking to *ex parte* communications. Mr. Ross reviewed the history of administrative law which arose out of the inability of the court system to take up the burden of environmental requirements. This resulted in the development of documents such as the Land Use Code. There is a responsibility to follow the state and federal constitutions, and the emphasis is on procedural and substantive due process, the former being more problematic, requiring as it does a fair decision-maker. Since judge and jury must be impartial all communication needs to occur during a hearing. Mr. Ross advised the Commissioners not to meet with an applicant or an opponent on a land use case, and he offered a stock email that he uses explaining the need to be objective.

Commissioner Stefanics pointed out that constituents are concerned that the Commissioners be informed about projects. Mr. Ross stated he makes it clear there are open lines of communication available with staff. Commissioner Stefanics stated the constituents liaisons bear the brunt of this. It is difficult because the public sees the Commissioners as being non-responsive. Mr. Ross responded that following his email, citizens often write back expressing their appreciation and new understanding of the situation, and stating they will

contact Mr. Kolkmeier.

Commissioner Holian asked about the case where a developer holds a public meeting. Mr. Ross said the problem arises if not all parties are represented and the Commissioners thus do not hear the entire story. He advised sending a representative or disclose your attendance. Mr. Ross said, "You have to think of yourself as a jury member... you should walk in as a blank slate." He added that this does not apply to policy matters such as ordinances or resolutions where *ex parte* communication is acceptable.

Responding to Commissioner Holian's question about unsolicited emails, Mr. Ross suggested forwarding them to Mr. Kolkmeier.

Commissioner Mayfield noted there is a duty to serve the constituency and asked if matters of procedure could be discussed. Mr. Ross said they could, and the Attorney General can be consulted. He mentioned that there has been a great deal of case law and generally the government is vindicated.

Commissioner Vigil pointed out that the public can always speak under Matters from the Public.

Commissioner Anaya agreed that agenda items should be communicated to the chair as well as the County Manager. He agreed with the overall structure but cautioned against over-regulating. He asked if a Commissioner votes against going into executive session, is that Commissioner obliged to attend the session. Mr. Ross said he was not.

Commissioner Anaya said he understood it was the responsibility of the Manager, not the Commissioners to provide staff direction, but communication should be ongoing. He noted that communications with staff could be construed as *ex parte*.

Commissioner Stefanics brought up the matter of constituents having complaints about staff. Commissioner Anaya noted the land use process, with the role of the CDRC, makes it possible for Commissioners to listen in.

County Manager Miller stated they are changing the County Manager's Office to make it more responsive.

#### **Public Information Office – Kristine Mihelcic, Patti Watson**

Kristine Mihelcic introduced herself and said she handles public information and media production. She mentioned the League of Women Voters did an audit on County openness, and in response to that the County has been working on broadcasting the meetings live to KSVE, KDCE, and KSFR. The meetings are broadcast on Channel 28. There is a 15 to 30 minute show on Channel 28 aired every other week and there is a radio show Tuesday mornings on KSVE where staff can get information out to the public.

Ms. Mihelcic stated she is in charge of the external website which makes public meeting agendas, minutes, summaries and packet material available. Resolutions and ordinances are posted immediately after recording. The state has recently enacted a Sunshine Portal and they

are looking into a similar initiative.

Contracted Public Relations Trainer Patti Watson distributed a handout to aid the Commissioners in dealing with the media effectively. She emphasized taking the time to get the facts together rather than speaking off the cuff. Other highlights:

- Structure your presentation; know what you want to say; a fact sheet with bullets helps
- Practice answering expected questions
- Provide something in writing
- If you don't know the answer, admit it and get back to the interviewer
- Speak in sound bytes; a little redundancy doesn't hurt; don't be over-technical
- Avoid buzz words and clichés
- Make clear whether you are speaking for the County or yourself
- Find liaisons and be accessible and honest
- Be cautious when using emails or humor
- When in public, remember that people know who you are

Ms. Watson said trust and credibility are established in the first two minutes, and empathy in thirty seconds. Opinion editorials of 600 to 800 words can be submitted every six months and are useful in getting a point across.

Use caution with social media; check twitter spellings and proof newsletters; don't overdo information. If using a blog be real and honest; have the blog monitored and establish ground rules. If using viral videos get releases from participants. Speak to the appropriate reporter about whatever issue you are disseminating and know their deadlines. Remember that reporters are interested in controversy, human interest, underdogs, justice and how something will change lives. It's okay to ask, "Is that clear?"

Ms. Watson provided a list of pointers on interviews, especially when on the "hot seat." Find the facts and organize your thoughts. Stay away from controversial areas and avoid speaking "off the record". Admit mistakes, but don't tell people more than they want to know.

Commissioner Vigil pointed out that most reporters will respond to requests for what questions are going to be asked. Ms. Watson indicated that you can sometimes ask for the questions in writing beforehand. The important points to get across are: What happened? How are you going to fix it? How does it affect people?

Ms. Miller stressed that the Commissioner's opinion may differ from the County's position, so it is important not to send mixed signals. This is true for staff as well.

Commissioner Mayfield asked about the Sunshine Portal, and Ms. Mihelcic said that is in the works.

Commissioner Stefanics pointed out that extensive use of the web could diminish costs overall in such things as solid waste permits. Ms. Miller stating they are working on setting up something for property tax payments. They want to make sure they are doing it right so they are taking it slow. However, they are definitely heading in that direction.

[The session broke for lunch from 12: 20 to 1:20.]

## **Committees**

Commissioner Vigil announced they would discuss committee assignments at this time to accommodate schedules.

Deputy County Manager Penny Ellis-Green distributed a list [*Exhibit 1*] and gave an overview of the committees on which Commissioners sit and solicited indications of interest. Assignments will be made at the next BCC meeting.

- a. Extraterritorial Land Use Authority (ELUA). Ms. Ellis-Green stated this used to be the EZA. It meets very rarely and only to deal with annexation issues. Four Commissioners are needed. Commissioners Stefanics, Holian, Mayfield and Anaya were tentatively tapped to serve.
- b. Regional Planning Authority (RPA). Four Commissioners are needed for policy making, establishing transit routes, and disposition of the regional capital outlay of the joint GRT, The RPA will be meeting every other month, with the subcommittees (energy, economic development and affordable housing) meeting the alternate months. Commissioner Anaya expressed an interest, with Commissioner Stefanics as alternate.
- c. Solid Waste Management Authority (SWMA). This deals with issues surrounding the landfill and three Commissioners are needed. Commissioner Holian, Commissioner Vigil and Commissioner Mayfield expressed interest, with Commissioner Anaya as alternate.
- d. Buckman Direct Diversion Board (BDD). Two Commissioners are needed to oversee the diversion projects; they meet monthly. Commissioner Stefanics said she was interested in serving to monitor the remaining financial matters, after which she would yield to an alternate.
- e. North Central Regional Transit District (NCRTD). One Commissioner and one alternate sit on this board. Previously, Commissioner Stefanics and Ms. Ellis-Green served. Commissioner Anaya expressed interested
- f. Santa Fe Metropolitan Planning Organization (SEMPO). Meetings are monthly and three Commissioners and one alternate are needed. Commissioners Anaya, Stefanics and Mayfield expressed interest, with Commissioner Holian as alternate.
- g. North Central New Mexico Economic Development District (NCNMEDD). One Commissioner is needed; they meet quarterly.
- h. Healthcare Assistance Program/Indigent Fund Board (IFGB). All Commissioners participate.
- i. Housing Authority Board. All Commissioners participate, along with two community members.
- j. Investment Committee. The Commission Chair sits on the board.
- k. Los Alamos Regional Coalition. Commissioner Holian said she could continue to serve on that, along with Duncan Sill.

Commissioner Anaya asked about the RECC board, which currently does not have a Commissioner. Ms. Miller said it was not set up to be a political body and the County already makes all the budget decisions for that and covers the full cost.

Ms. Ellis-Green reiterated the assignments will be finalized at the BCC meeting.

## **ELECTED OFFICIALS AND DEPARTMENT DIRECTORS**

### **County Clerk, Valerie Espinoza**

Clerk Espinoza distributed a packet [*Exhibit 2*] and stated her department was in charge of elections, recording deeds, mortgages and marriage certificates. She introduced members of her staff present: Geraldine Salazar, Vicki Trujillo, Denise Lamb and Marcella Salazar. She noted the office has recently been remodeled and the project of digitizing records continues. Cameras have been installed in the warehouses storing voting machines.

Ms. Espinoza stated she meets quarterly with the title companies and invited the Commissioners to attend those meetings. E-filing is coming soon.

Commissioner Anaya asked what the Commission could do to improve the relationship with the Clerk's Office, and Ms. Espinoza responded it would be helpful to recognize the employees. They are "underpaid and overworked."

Commissioner Stefanics said she understood that once the budget was approved for an elected official it was up to that official to determine the department's budget. Ms. Miller said that is true, as long as the budget is consistent with overall policies and procedures, such as hiring freezes and restrictions on travel and cell phones.

Commissioner Stefanics asked about the Clerk's role in redistricting. Ms. Espinoza said the Clerk has no role in redistricting.

Amanda Hargis from GIS explained that the Bureau of the Census supplies population numbers for reapportionment. More precise numbers will be coming in February or March. All districts – school, PRC, legislative, etc. – are based on building blocks. They examine the current boundaries and determine if there are imbalances. GIS then presents possible scenarios for redistricting. It is at the Commission's discretion whether this work is done in-house or is contracted out. Commissioner Stefanics expressed her preference for keeping it in-house.

Commissioner Anaya recalled that previously all staff was engaged in the redistricting effort. Ms. Hargis said the public is also engaged. The numbers have to be balanced out and future growth taken into account.

Commissioner Mayfield asked about precinct consolidation. Election Director Denise Lamb stated precincts are divided by physical features on the ground such as roads or rivers, however, legislative districts can be moved. Ms. Espinoza indicated precincts can't be divided,



adding there is an effort to consolidate the different sorts of elections.

### **County Sheriff – Robert Garcia**

Sheriff Garcia said he was the chief law enforcement official of the County, in the unincorporated areas as well as occasionally in the incorporated areas. He looked forward to working with the Commissioners and invited them to participate in ride-alongs. He said there are 78 law enforcement officers, two non-certified officers and seven vacancies. He described the process of qualifying and hiring new officers and the small number that actually become deputies. He said there is a high call volume, 10,000 to 15,000 calls for service per year, especially property crime. He referred to the revolving door where criminals are back in the community committing crimes almost immediately.

He said they cover court security and provide neighborhood watch programs. He asked the Commissioners to contact him if they have issues.

[Commissioner Stefanics excused herself from the rest of the meeting.]

### **County Treasurer – Victor Montoya**

Mr. Montoya listed his accomplishments since coming to the Treasurer's office in 2004, including security cameras for staff protection, a monthly payment system for taxpayers, issuance of business licenses, and filing liens on delinquent mobile home taxes. There is now an on-line tax payment system which took approximately six years to implement.

The Treasurer has distributed \$22 million in property taxes to the beneficiaries so far this year. This year they are scheduled to collect nearly \$150 million, 40 percent of which stays with the County. He boasted of his collection rate and spoke of his efforts to collect delinquent accounts, which has brought in an extra \$3 million through the efforts of two additional FTEs. He asked to be allowed to keep those workers and to distribute the money allotted to his department at his discretion.

Commissioner Mayfield asked about the budget process and Ms. Miller indicated that lately there have been more across the board budgetary restrictions, including freezing of employee positions, and in general much more scrutiny of budgets.

Mr. Montoya pointed to his statutory responsibilities as the rationale for his requiring more budgetary discretion. He spends a great deal of time formulating long-term and short-term goals and this has been for naught.

Commissioner Vigil noted the Commissioners are required to look at the budget from a wider perspective.

### **County Assessor – Domingo Martinez**

Mr. Martinez stressed the fact that his department is under the scrutiny of the State Tax and Revenue Department and are audited regularly. He said a recent finding elucidated

problems following the computerizing of the system. In the implementation bad data was entered and this has led to problems. He said the northern part of the county has not been reappraised in over 20 years. Some property taxes have never been paid.

Mr. Martinez introduced his new deputy, Gary Perez, and spoke of the understaffing problem in his department and that it will take six or seven years to catch up. Computerization allows them to use statistical methods. He acquainted the Commissioners with the fact that the statute requires a reserve fund that is supposed to be spent on new appraisals, and this has been used for regular salaries, which is not allowed. He has been asking DFA to intercede in getting his department more money, including for necessary travel.

As far as the responsibilities of his office, Mr. Martinez said he was charged with assessing the 87,000 residential and commercial properties, some of which are very valuable and hard to appraise. He noted values in the county are not diminishing.

Mr. Perez stated using the reserve fund as intended will add more value to the tax roles and possibly lower tax rates. He added the department also handles protests.

Ms. Miller noted she was not involved in the DFA appeal.

Mr. Martinez indicated he has a presentation ready to explain the issues. Mr. Perez pointed out that a further concern is that more of the budget may be raided for a fund for statewide CAMA implementation; he asked the Commissioners to do what they can to fight that in the legislature.

Commissioner Vigil assured Mr. Martinez that the Commission tries to be fair in all their budget decisions.

#### **Administrative Services Division – Jeff Trujillo**

Mr. Trujillo welcomed the new Commissioners and said there were three divisions under ASD – procurement, IT, and risk management, as well as the mailroom. He distributed a handout. [Exhibit 3] He introduced Procurement Manager, Vincent “Corky” Ojinaga, stating the division must comply with all state statutes and to work closely with all departments on their operating needs, ensuring the highest standards of ethical conduct.

The IT Director, Sam Page, was present and Mr. Trujillo said that department provides technical services and support to all County staff. A plan for technology enhancements is in place.

Risk Management, headed by Mark Lujan, relates to tort and workers’ compensation claims and settlements. They provide safety inspections and trainings to assure compliance with OSHA standards.

Camille Gurule is in charge of the mailroom and also prepares the BCC packets.

Mr. Ojinaga said Procurement will be making a lengthy presentation to the Commission soon, and this will also be on the website.

Commissioner Anaya asked about the level of claims and what needs to be improved.

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Mr. Trujillo said last year they switched insurers from the Association of Counties to One Beacon. This year has been one of the best as far as claims, principally because One Beacon denies many claims, such as cut cable claims. He explained the appeal process for denied claims. He added they are doing more facility inspections and evacuation drills, coordinated by the two safety personnel and this is having results. Additionally, a safety committee is in place to confront problems.

### **Community Services – Joseph Gutierrez**

Mr. Gutierrez distributed informational material [*Exhibit 4*] about the Community Services Department, which has six divisions and 225 FTEs, not including the volunteers in the Fire Department. The budget is over \$61 million, with another \$55 million for the courthouse project. He introduced representatives from the divisions.

Jennifer Romero stated Teen Court has three employees and works with the public schools. Currently they are working on truancy and anger management, as well as a recidivism study.

RECC Director Ken Martinez gave a history of the RECC pointing out Edgewood is included. "It is an integral part of public safety." They are doing upgrades to improve the ability to track the locations of cell phones. He invited the Commissioners to visit.

Commissioner Mayfield asked about issues with Rio Arriba County and Mr. Martinez said there are agreements for in-kind services; no funds are exchanged. The departments have mutual aid agreements. He said it is a complicated issue, particularly due to the cell phones. Calls can only be transferred once by statute.

Commissioner Anaya said he appreciates the work done by the personnel 24/7. He recognized there were funding issues that have to be worked out.

### **Housing – Dodi Salazar**

Ms. Salazar described her division pointing out the rental assistance program aids around 500 families, 200 of which are in the three public housing locales. There are 241 families receiving Section 8 vouchers, 35 with VASH (Veteran Affairs Supported Housing) vouchers and 19 for programs helping those with mental illness. In the Homeownership program, 29 homes have been renovated and 40 built. Of these 32 have been sold. Section 8 participants can use their vouchers to make mortgage payments. There are 1500 families on the waiting list and the average wait is 18 months. The division's annual budget is approximately \$3.5 million, none of which comes from the County.

Commissioner Anaya asked about cooperation with the City and Ms. Salazar said 50 Section 8 vouchers can be used in the city.

Commissioner Mayfield asked what the fund balance was and Ms. Salazar stated there

was \$4.8 million in proceeds from home sales and the rest goes directly to programs.

Commissioner Mayfield asked if there was a mechanism to help people with property tax payments. Ms. Salazar said they provide down payment assistance and work with foreclosure prevention but she was unaware of property tax assistance. Ms. Miller indicated she was not sure that would be a qualified expenditure, however, financing is.

Commissioner Anaya thanked the previous Commission for not rushing into funding a construction project. He said the focus should be maximizing leverage of resources.

### **Fire Department – Stan Holden**

Chief Holden listed the divisions in the Fire Department and noted it was the largest department in the County with 350+ volunteers, 80 percent of whom are EMS. Additionally there are 70 paid personnel. Critical policy issues pending include rewriting the ordinance, changing the fire code and coming to long-term decisions about funding. He reviewed the history of funding the department.

Responding to Commissioner Mayfield's question, Chief Holden said each district has an ISO rating and that he would provide him more information on that.

### **Community Projects – Paul Olafson**

Mr. Olafson described the 42 projects underway and the \$85 million budget. He said there are 34 open space properties, 13 parks, and approximately 40 miles in trails.

Commissioner Anaya expressed his frustration regarding reverted capital funding. Mr. Gutierrez said he is working on a report covering that subject. In some cases the proposed projects, such as the Agua Fria Children's zone, lacked viability. Ms. Miller stated the situation is not as bad as has been described in the media.

Commissioner Mayfield asked to be kept informed on the Nambe Community Center.

### **Health & Human Services – Steve Shepherd**

Mr. Shepherd referred the Commissioners to page 3 of the Health & Human Services section of the handout [*Exhibit 4*] for a summary of the activities of his department. He introduced Greg Smith who heads the Indigent Program and the Fairgrounds.

Commissioner Anaya asked that there be an in-depth discussion about funding streams. Mr. Shepherd said they will miss the deadline for sole community provider and are requesting an extension to February 11<sup>th</sup>. Commissioner Anaya suggested working together at the legislature and with the new Secretary on Aging.

### **Senior Services – Ron Pacheco**

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Mr. Pacheco stated there are six senior programs and six community center programs in nine County buildings that they oversee. He indicated they will soon be taking over five others that are currently administered by the City. The final component will be working with the state and federal government.

Mr. Gutierrez gave an update on activities at the courthouse construction, a \$62 million project. He invited the Commissioners to visit, noting that activity will be picking up in the next two weeks.

### **Public Works – Robert Martinez**

Mr. Martinez explained Public Works has the following divisions:

- Administration – 6 employees – budget, procurement, training, scheduling, personnel
- Fleet Maintenance – 9 employees – maintains 400 cars and light trucks, 100 pieces of heavy equipment, not including the Fire Department
- Traffic – 5 employees – installs and maintains control devices, does counts, issues utility permits, helps with in-house road projects
- Road construction – 4 employees – oversight of all phases
- Road maintenance – 32 employees – 574 miles of road are maintained out of two satellite yards

Current projects include CR 98 (Juan Medina Road) in District 1, South Meadows and Agua Fria Phase 3 in District 2, improvements to access on Route 14 at Santa Fe Studios and to Caja del Rio Road.

### **Utilities – Patricio Guerrerortiz**

Mr. Guerrerortiz indicated he submits a quarterly report of his activities and he distributed introductory information. [Exhibit 5] There are two quasi-utilities, water and wastewater, along with solid waste, which is subsidized. It is impossible to provide services for the whole county, but assistance is provided to other areas, such as the Glorieta Mutual Domestic Water system and Cuatro Villas, in the form of funds and technical help. The BDD will be requiring \$2.2 million annually from the County in operating and maintenance funding, with only 1800 customers. This has to be subsidized. Over the next 25 years there will be a potential of 10,000 customers within the five-mile EZ area. The same is true for wastewater. The plan is to first get the “low-hanging fruit” and 1,000 customers can be gleaned from annexation reversion. Meter fees amount to \$60,000 a year, and wholesale agreements are anticipated.

Mr. Guerrerortiz invited the Commissioners to his office for a more thorough briefing.

### **Growth Management – Jack Kolkmeier**

After distributing informational material [Exhibit 6] Mr. Kolkmeier introduced his staff: Darlene Vigil, Shelley Cobau, Wayne Dalton, Robert Griego, Amanda Hargis, Constance

Lujan and Duncan Sill. He gave a history of the Land Use and Growth Management Department, stating the new Growth Management Plan was just approved and the new code is in the works. Job creation and community planning are high priorities. He reviewed the packet material, noting the Commissioners will be having a great deal of contact with the land use staff.

Mr. Kolkmeier said he signs off on all permits and plats. A monthly fee report will be made available to the Commissioners. He listed the challenges as infrastructure, water, energy, jobs and an up-tick in unpermitted development. A presentation on the latter will be given on January 25<sup>th</sup> to explain what Code Enforcement will be doing to take care of this problem. He pointed out that they are getting an influx of properties that are harder to develop, necessitating more variance requests.

Commissioner Mayfield asked if Land Use worked with the Assessor's Office and other departments on E-911 addressing. Ms. Hargis answered they are working on an enterprise GIS plan encompassing a master address database. This will be useful for all departments and provide a means of statistical analysis.

Commissioner Mayfield asked who approves the fees, and Mr. Kolkmeier said the Commission sets the fees.

Responding to inquiries, Ms. Cobau said County projects follow the same development procedure as private parties, submitting traffic impact reports, geo-hydro surveys, etc.

Stating Land Use personnel were the "rock stars" of the County, Commissioner Anaya urged a careful and deliberate process in rewriting the code with full public input.

Mr. Kolkmeier distributed a summary of information on the broadband network.  
*[Exhibit 7]*

### **Corrections – Annabelle Romero**

Referring to the organizational chart in the packet, Ms. Romero indicated there are three divisions in the Corrections Department – adult corrections, juvenile facility and electronic monitoring. Additionally, there is an overlay of medical, mental health and dental services. She said the direct of the adult facility is David Trujillo with over 25 years experience, and Mark Caldwell has over 25 years experience in juvenile corrections. The new chief doctor is Chris Brothers, assisted by Ken Harold. For mental health they have on staff Dr. Gzaskow. She is looking for a third part-time psychiatrist. There are two full-time physicians' assistants. The adult facility has 24/7 nursing coverage and the juvenile facility has 16 hours per day.

Ms. Romero said in the month of November 9,868 individuals came into the adult facility, either for a short or long stay. There have been no new contracts at the juvenile facility.

The budget is approximately \$17 million with income of \$3 million. She is trying to increase the number of federal beds since the end of oversight and this looks positive.

"Essentially, we're running a city" stated Ms. Romero.

Recognizing it is a complex department, Commissioner Anaya pointed out Corrections is the single largest drain on County funds. He asked that a special session be held on it.

Commissioner Mayfield asked if she worked with the Sheriff's Office. Ms. Romero said that has been separate for four years but there is a good working relationship.

Commissioner Vigil mentioned that two Commission visits per year are mandated after which a report is submitted to the First Judicial District. The next visit is scheduled for April.

### **General Discussion**

Commissioner Anaya asked if a timeline could be provided on pressing priorities and inquired about legislative initiatives.

Ms. Miller stated last year a breakfast was held with the legislators and this proved to be effective. At the Tuesday meeting she will be bringing staff-identified issues and asking for input. She said there is not much point in putting energy into capital outlay requests, although a CIP has been assembled, but she doubted there would be any pull-back of funding. Santa Fe Studios could be a potential political target. Items to watch are the hold-harmless provision of the food GRT and tax lightening.

Also of interest will be franchise fees for counties, and sharing tax revenues between municipalities and counties. The Municipal League and Association of Counties will be lobbying. The 90-day moratorium on rules and regulations does not apply to local governments.

Commissioner Anaya said he did not support hiring a lobbyist since the Commissioners and staff have ready access to the capitol. He said these were the best representatives, but coordination is essential. Ms. Miller advised the Commissioners to register as lobbyists as a precaution. She mentioned Santa Fe has strong legislators. Rudy Garcia tracks bills and every attempt will be made to keep the Commissioners current.

Commissioner Anaya stated he sees Santa Fe County as a leader that other counties look to. He recommended coordinating efforts with them on jail issues, for instance.

A discussion ensued on the intricacies of working with the legislature, with Ms. Miller offering to give briefings on committee meetings; budget issues are arising soon, starting with the sole community provider funding.

The issue of County committees arose, with the suggestion that the per diem provision mentioned as a possible subject for legislative action. Commissioner Anaya stated they did not want to discourage volunteerism. Ms. Ellis-Green said as it stands, committee members must be paid if they ask. Mr. Ross said the legislation is not well written; there is latitude but not very much guidance.


Commissioner Vigil announced the County Surveyor, who was scheduled to speak, was

not able to attend the meeting. She said having a surveyor is another issue that needs further discussion at the legislature. Santa Fe County is the only county to have a surveyor and his salary is determined by statute.

**ADJOURNMENT**


The orientation session adjourned at 5:55.

Approved by:

  
Board of County Commissioners  
Virginia Vigil, Chairwoman

  
ATTEST TO:  
  
VALERIE ESPINOZA  
SANTA FE COUNTY CLERK

Respectfully submitted:

  
Karen Farrell, Wordswork  
227 E. Palace Avenue  
Santa Fe, NM 87501





## Commission Committees

### **Extraterritorial Land Use Authority (ELUA)** – 4 commissioners, 3 councilors (inactive) (extraterritorial zoning)

Purpose of clarifying matters of jurisdiction and approvals relating to planning, platting, subdivisions

Representation: Four Commissioners with the fifth Commissioner as an Alternate

Meet last Thursday of the month at 6pm as needed; Location: Santa Fe County Administration Building

### **Regional Planning Authority (RPA)** – 4 commissioners, 4 councilors (Regional Planning Authority)

The RPA is a joint policymaking board via JPA, they approve the transit routes on a yearly basis (Regional Transit GRT), the regional portion of the capital outlay GRT. There are three subcommittees—Energy, Economic Development and Affordable Housing

Representation: Four Commissioners with the fifth Commissioner as an Alternate

Meet the third Tuesday every other month (Jan, March, May ...) at 4pm, the subcommittees meet the alternate months;  
Location: Santa Fe County Administration Bldg

### **Solid Waste Management Agency (SWMA)** – 3 Commissioners, 3 councilors (landfill)

Adopt and implement rules and procedures with respect to the overall management and operation of the Agency, inclusive of approving the operating budget of the Agency.

Representation: Three Commissioners and a fourth Commissioner as an Alternate

Meet 3<sup>rd</sup> Thursday of each month at noon (lunch usually provided by agency); Location: Santa Fe County Administration Bldg

**Buckman Direct Diversion Board (BDD)** – 2 commissioners, 2 councilors, one citizen (BDD system)

Oversee the BDD Project inclusive of establishing the terms and conditions governing the ownership, planning, procurement, financing, permitting, design, construction, operations, allocation of capacity and management of the project.

Representation: Two Commissioners and a third Commissioner as an alternate

Meet monthly, first Thursday of every month at 4pm; Location: Varies between City of Santa Fe and Santa Fe County Administration Bldg

**North Central Transit District (NCRTD)** – 1 commissioner (regional transit)

To develop, plan, promote and operate a sustainable, long term regional public transportation system for its member jurisdictions.

Representation: One Commissioner plus one alternate

Meets first Friday of every month at 1pm (location varies), subcommittee meets third Friday of every month at 9am.

**Santa Fe Metropolitan Planning Organization (MPO)** – Representatives from the City, the County, Tesuque Pueblo and NMDOT (1 each) (transportation - federal highway mandate)

The Santa Fe Metropolitan Planning Organization (SFMPO) Transportation Policy Board (TPB) holds regular meetings every other month, on the second Thursdays (December, February, April, etc.) and monthly if there are outstanding issues to discuss; Location: City of Santa Fe

**North Central New Mexico Economic Development District (NCNMEDD) – 1 commissioner (economic development)**

State established, the NCNMEDD is an association of local units of government and other organizations created to encourage and allow regional cooperation on a multitude of issues, including economic development. Serves as region's Economic Development Administration agent as well. NCNMEDD is also the lead agency in managing the Regional Economic Development Initiative Network (REDI NET) open access broadband development (money awarded via American Recovery and Reinvestment Act) which the County is a part of a subcommittee that was established for this purpose.

Commissioner Montoya was appointed by County as representative and Duncan Sill is the alternate.

Meet quarterly and other interim meetings as scheduled, procedures are being developed; Location varies

**Health Care Assistance Program (IFB – Indigent Fund Board) - the indigent board is the BCC (indigent claims)**

Approve Indigent Claims, discuss items that are associated with Indigent Funds that are not necessarily claims and health care providers

Representation: All five Commissioners

Meet monthly, last Tuesday of every month at 9am; Location: Santa Fe County Administration Bldg

**Housing Authority**

Oversee all financial and programmatic aspects of the Housing Authority, inclusive of the federally funded Public Housing and Section 8 Programs and shall approve policies pertaining to the administration of these programs. The Board also provides oversight and direction to the Housing Authority in the administration of all other special programs including Homeownership, Family Self-Sufficiency Program, VASH, Linkages Program, and the Bridge program.

Representation: All five Commissioners and two citizens who serve as at large members

Meet monthly, last Tuesday of every month at 10am; Location: Santa Fe County Administration Bldg

**Investment Committee** - the Chair, Manager, County Attorney, Finance Director, Treasurer (investments)

Provide on-going oversight of the County’s investments. Make recommendations as to adjustments that can be made to the Treasurer’s investment strategy to maximize income earned on County money while ensuring that the County has sufficient funds to meet its financial obligations as they come due.

Representation: Chairman of the Board of County Commissioners

Meet monthly, third Thursday of every month at 2pm; Location: Santa Fe County Administration Bldg

**2010 Appointments**

2010 Assignments		Vigil	Anaya	Holian	Montoya	Stefanics	Schedule
Buckman Direct Diversion	BDD	x			Alt	x	1st Th., 4PM
Extraterritorial Land Use Authority	ELUA	Alt	x	x	x	x	Last Thurs 6PM (as needed)
Metropolitan Planning Organization	MPO	x	x	Alt		x	2nd Thurs every other month, 10AM
Regional Planning Authority	RPA	x	Alt	x	x	x	3rd Tues 1st Fri 1PM
Regional Transit District Sub-Committee	RTD					x	3rd Friday (1 Commissioner/1 Alt)
Solid Waste Management Agency	SWMA	x	Alt	x	x		3rd Thurs Noon

# WELCOME

Commissioner Robert Anaya  
and  
Commissioner Daniel Mayfield



*Santa Fe County Clerk's Office*

## Mission Statement

The vision of the Santa Fe County Clerk's Office is to be the most productive elections and recording office, with the best customer service, and the best solutions for conducting elections and recording documents while accessing public records. The mission of the Recording Division of the Clerk's office is to maintain a perpetual, comprehensive set of public records consisting of all documents appropriately presented for recording so that any member of the public can readily access the information to conduct their personal and business activities with the assurance that, where appropriate, privacy will be protected and that their transactions were executed in accordance with the law. The mission of the Bureau of Elections Division of the Clerk's Office is to provide accurate voter registration files and election canvasses, while conducting elections to ensure that each individual voter has an opportunity for equal participation in a non-partisan, respectful and professional environment.

## CODE OF ETHICS

Every employee of the Santa Fe County Clerk's Office is required to follow the provisions of the Governmental Conduct Act (Section 10-16-1 through Section 10-16-18, NMSA 1993) that apply to public employees.

Pursuant to the Governmental Conduct Act, as public employees, each employee of the clerk's office shall:

- Treat his or her position as a public trust;
- Use the powers and resources of the clerk's office only to advance the public interest and not to obtain personal benefits or pursue private interests incompatible with the public interest;
- Conduct oneself in a manner that justifies the confidence placed in him or her by the people, maintaining the integrity and discharging ethically the duties of the clerk's office;
- Fully disclose real or potential conflicts of interest, and avoid undue influence and abuse of his or her public service with the clerk's office;
- Accept no money or anything of value that is conditioned on or in exchange for the performance of his or her official acts;
- Use no confidential information acquired in performance of his or her employment with the clerk's office for personal or any other person's private gain;

In addition to adhering to the provisions of the Governmental Conduct Act, employees of the county clerk's office are to strictly follow office policy.

Employees of the county clerk's office are prohibited from:

- Engaging in political activities during work hours or in the office of the county clerk; or
- Accepting or displaying political literature related to an election being conducted by the county clerk's office.

While employees are encouraged to participate in political, social and cultural activities, these activities must not conflict with the ethical performance of their professional duties.

## Santa Fe County Clerk Valerie Espinoza



Santa Fe County Clerk's Office  
102 Grant Avenue  
Santa Fe, New Mexico 87501

Mailing Address:  
P.O. Box 1985  
Santa Fe, New Mexico 87504

Office: 505.986.6280  
Fax: 505.995.2767

[www.santafecounty.org/clerk](http://www.santafecounty.org/clerk)





## CODE OF CONDUCT

The Office of the County Clerk's Code of Conduct provides principles and examples of good workplace conduct for all employees. We have an obligation to adhere to all rules, regulations, laws, policies and procedures.

A productive work environment depends upon each of us modeling behavior consistent with the Code and effectively holding each other and ourselves accountable.

## OUR FOUNDATION

Consistent with the fundamental principles of honesty and fairness, in all our interactions, we will demonstrate professional, knowledgeable service to the public, integrity, openness, passion for excellence, personal accountability, respect for others, and teamwork.

## GUIDING PRINCIPLES OF WORKPLACE CONDUCT

- Work as a team to develop the best qualified staff.
- Recognize that inclusiveness and diversity are essential to success.
- Acknowledge that a range of perspectives are essential to success.
- Recognize that all successes and failures reflect on the entire staff.
- Treat co-workers with respect and common courtesy.
- Avoid engaging in any interoffice gossip as it is damaging to individual confidence and office moral.
- Act as responsible stewards of our customers' funds and resources.
- Adhere to all laws, regulations and the requirements of our mission statement.
- Make decisions and provide suggestions to supervisors based on solid demonstrable information.
- Perform job duties with the highest integrity in accordance with recognized standards and procedures.
- Recognize and respect those who have contributed to the success of the entire county.
- Never compromise safety for personal or operational needs.
- Minimize risk to public health and respect the needs and well being of one another, including the use of the proper tone of voice and respectful sharing of space.

The duties assigned to the County Clerk by state law include:

## Recording

- All Official Acts of the Board of County Commissioners
- Death Certificates
- Deeds
- Mortgages
- Deeds of Trust
- Judgments
- Satisfactions of Judgment
- Liens
- Marriage Certificates
- Plats
- Soldier's Discharge Papers
- Wills

## Records

- Preserves and maintains public records of all documents that have been appropriately presented for recording.
- Documents are available for public use during regular business hours.
- Staff assistance is available.

## Issuing

- Marriage Licenses

The County Clerk's office also accepts Santa Fe County lodgers tax payments.

## Elections

- Voter Registration and Maintenance of Registration Files
- Generation of certain voter lists for candidates, political parties and the polls on election day;
- Training and scheduling of poll workers;
- Statutorily required publications of election proclamations;

- Compliance with Federal voter registration laws;
- Maintaining both electronic and permanent versions of the County voter file;
- Provision and processing of absentee ballot applications;
- Defining and proofreading all ballots;
- Filing rules of political parties;
- Reviewing nominating petitions for districted offices;
- Qualifying candidates for ballot access for districted offices;
- Canvassing the returns of elections conducted within the County;
- Programming, certification and transporting of voting machines;
- Conducting recounts of elections when necessary;
- Ensuring compliance with the Federal Voting Rights Act, National Voter Registration Act and Help America Vote Act;
- Conduct Primary, General, Statewide, Special, and School District Elections; and
- Conduct Training for Voter Registration Agents.

## Don't know if you are registered to vote?

Visit The New Mexico Secretary Of State's "voterview" at: <https://voterview.state.nm.us>

What can you find out in "voterview"?

- Your Polling Place
- All of your Districts
- Your voter information, in case you need to update or change it.

## Register to Vote!

Go to the Santa Fe County Clerk's webpage at: [http://www.santafecounty.org/clerk/elections\\_information.php#Register](http://www.santafecounty.org/clerk/elections_information.php#Register)

## Poll Worker Information

For information, contact the Election Workers Coordinator (505)986-6379.

**RECORDING, COPY, CERTIFICATION, FILING AND PROBATE FEES**  
**OFFICE OF THE SANTA FE COUNTY CLERK ([www.santafecounty.org/clerk](http://www.santafecounty.org/clerk))**  
 Post Office Box 1985, Santa Fe, New Mexico 87504-1985  
 505-986-6280

ALL REFERENCES REFER TO NEW MEXICO STATUTES ANNOTATED 1978, INCLUDING ANY ADDITIONAL SUPPLEMENTS.

**RECORDING FEES (§14-8-12.2) (§4-8-17) (§14-8-13)**

FIRST PAGE – (Except Death Certificates).....	\$9.00
ADDITIONAL PAGES.....	\$2.00 PER PAGE
SOLDIERS DISCHARGE .....	NO CHARGE
DEATH CERTIFICATES .....	\$11.00
LETTERS TESTAMENTARY OR OF ADMINISTRATION .....	\$1.00

**ASSIGNMENTS AND RELEASES (§14-8-12.3)**

MULTIPLE "BLANKET" ASSIGNMENTS OR MULTIPLE "BLANKET" RELEASES CAN NOW BE RECORDED WHEN THEY ARE INCLUDED IN THE SAME INSTRUMENT. WHEN A "BLANKET" ASSIGNMENT OR "BLANKET" RELEASE REFERENCES MORE THAN ONE GRANTOR/GRANTEE, OR DESCRIBES MORE THAN ONE DEED, MORTGAGE, LEASE OR OTHER INSTRUMENT, AN ADDITIONAL RECORDING FEE OF \$5.00 WILL BE CHARGED FOR EACH ADDITIONAL REFERENCE.

**ACKNOWLEDGMENTS (§14-8-12.4)**

WITH ANY INSTRUMENT THAT CONTAINS MORE THAN TWO (2) ACKNOWLEDGMENTS THERE WILL BE AN ADDITIONAL FEE OF FIFTY CENTS (.50) CHARGED FOR EACH ADDITIONAL ACKNOWLEDGMENT.

**COPY AND CERTIFICATION FEES (§14-2-9 B 2) (§14-8-10) (§14-2-2.1) (§14-8-13)**

DOCUMENT CHARGE PER PAGE (Fiche, Tax, Marriage License, and all other Systems COPIES) .....	\$1.00
SOLDIERS DISCHARGE CERTIFIED COPY .....	NO CHARGE
PLATS (11x17).....	\$1.00
PLATS (24x36) .....	\$6.00
CERTIFICATION – Per Document (\$2.00 for the first page & \$1.00 for each page thereafter per document-Except Marriage Licenses)....	\$1.00
CERTIFIED MARRIAGE LICENSE (§14-8-10 B3).....	\$2.50

**UNIFORM COMMERCIAL CODE (UCC) FILING FEES (55-9-525)**

UCC DOCUMENT OF 1-3 PAGES .....	\$20.00
UCC DOCUMENT OF 4-25 PAGES.....	\$40.00
25 PAGES AND UP.....	\$100.00 PLUS \$5.00 FOR EACH PAGE OVER 25

NOTE THAT THIS OFFICE ONLY RECORDS UCC'S THAT DEAL WITH REAL ESTATE. ALL OTHER UCC FILINGS ARE FILED AND MAINTAINED AT THE SECRETARY OF STATE'S OFFICE.

**PROBATE OPENING & PACKETS**

OPENING A PROBATE .....	\$30.00
INTESTATE (NO WILL) PACKETS .....	\$5.00
TESTATE (WITH WILL) PACKETS .....	\$5.00

**PLAT RECORDING FEES AND REQUIREMENTS**

PLAT RECORDING (first page) .....	\$10.00
ADDITIONAL PAGES.....	\$5.00

ONLY LEGIBLE ORIGINAL PLATS WITH ORIGINAL SIGNATURES AND DATES WILL BE ACCEPTED. THE ORIGINAL MYLAR AND TWO (2) BLACK LINE COPIES OF THE ORIGINAL PLAT ARE REQUIRED FOR RECORDING. EACH PLAT MUST HAVE THE TITLE OF SURVEY AND LEGAL DESCRIPTION FOR INDEXING. THE NOTARY SEALS, EXPIRATION DATE, AND SURVEYOR'S SEAL MUST BE LEGIBLE. ALL PLATS MUST BE SIGNED BY THE COUNTY/CITY LAND USE ADMINISTRATOR OR HAVE A COUNTY/CITY PUBLIC NOTICE STATEMENT.

The Santa Fe County Clerk's Office will provide **certified copies** of recorded documents by means of mail/shipping if the request is submitted in writing with sufficient information, a check or cashier's check with the correct fee for copies (\$2.00 for the first page and \$1.00 for each page thereafter **per document** (Except Marriage Licenses - \$2.50) on letter or legal size paper – *see above fee schedule for further information*) with a **self addressed stamped envelope** (size of envelope depends on the size of the document(s) requested) or a prepaid shipping packet from the U.S. Postal Service, Fed Ex, DHL, or UPS.

**VOTER DATA**

PRECINCT MAPS .....	\$15.00 EACH
CD SET UP .....	NA
PER 1,000 VOTERS .....	\$5.00 PER CD
	\$1.00 PER FLOPPY

**VOTER LIST / LABELS**

1-5,000 .....	\$62.50
5,001-10,000 .....	\$125.00
10,001-35,999 .....	\$187.50
36,000 + .....	\$250.00

12/03/2009

Please note that prices are subject to change.

SFC CLERK RECORDED 02/15/2011





*Santa Fe County, New Mexico*

## "RURAL LIVING IN SANTA FE COUNTY"

OR

### "How to Avoid Surprises and Be a Good Neighbor When You're Buying, Building, and Developing in Santa Fe County"

#### Clerk's Office

- The Santa Fe County Clerk's Office maintains public records of all documents appropriately presented for recording in Santa Fe County. You can record documents during regular business hours at 102 Grant Avenue in Santa Fe, or submit a request for recording by mail. For further information, please visit the Clerk's webpage at [http://www.santafecounty.org/clerk/recording\\_faq](http://www.santafecounty.org/clerk/recording_faq).
- In order to record a real estate document in the Santa Fe County Clerk's Office, the document must relate to property in Santa Fe County, have original signature(s) and must have the Notary's original signature(s). Certified copies are acceptable for recording.
- To record a Plat, the Clerk's Office requires that the original Mylar and two (2) legible black line copies be submitted. The Plat must have either County/City approval signatures from the County/City land use administrator and notarized or a Public Notice disclosure (notary not required). If the property is a condominium, there is no requirement for approvals, public notice or notarization.
- Recording fees are due at the time of recording and payment is accepted in either cash or check. For a complete list of our recording fees, please visit the Clerk's webpage at <http://www.santafecounty.org/userfiles/Recording-Copy-FEES-12-03-2009.pdf>.
- In addition, the Santa Fe County Clerk's Office will provide **certified copies** of recorded documents by means of mail/shipping if the request is submitted in writing with sufficient information and a check or cashier's check with the correct fee for copies on letter or legal-size paper: for fee schedule and **request forms** go online to: <http://www.santafecounty.org/clerk/publicrecordsrequest.php>. In addition, you must supply a **self-addressed stamped envelope** (size of envelope depends on the size of the document(s) requested) or a prepaid shipping packet from the U.S. Postal Service, Fed Ex, or UPS.
- **Please note that the Santa Fe County Clerk's Office does not provide copies of recorded documents via email or fax and does not accept verbal verification of recorded documents over the telephone.**
- If you require further information, contact the Santa Fe County Clerk's Office at 505-986-6280.

**ADMINISTRATIVE SERVICES DEPARTMENT****ASD Director, Jeff S. Trujillo****Email: [jtruj@santafecounty.org](mailto:jtruj@santafecounty.org)****Cell: 505-660-3368****Office: 505-992-6751****Administrative Assistant, Jayme Espinoza-992-6747**

Currently I have 3 Divisions under the ASD Department. They include the Procurement division, Information Technology division, Risk Management division and the mail room. Camille Gurule is in charge of the Mail Room functions. ASD is physically spread out between the Bokum building and West Alameda due to space issues.

**Procurement Division-Procurement Manager, Vincent "Corky" Ojinaga 986-6373**

The Procurement Division must comply with New Mexico State Procurement Statutes and all other applicable mandates. The Purchasing Division is committed to providing open communication to all of the customers of Santa Fe County, work closely with all departments and divisions to assist in identifying their operating needs, and ensure the highest standards of professionalism and ethical conduct in the purchasing of materials, services and equipment.

**Information Technology Division-IT Director, Sam Page 992-9888**

IT Division provides technical services and support to all county staff in the areas of desktop hardware and software support, application support, web services and integrated communication services. The Division has developed an IT Strategic Plan to plan for future applications and technology enhancements so that our employees can better serve the constituents of Santa Fe County.

**Risk Management Division- Risk Manager, Mark Lujan 992-9884**

Risk Management is a vital division within Santa Fe County. The key functions performed by Risk Management are related to Tort claims, Workers comp claims, judgments and settlements, subrogation for auto and property losses. The County must comply with all New Mexico Occupational Safety and Health Administration Standards thus providing continuous trainings and numerous Safety inspections of all facilities to assure compliance. Employee Safety and Loss prevention are the most important functions of this Division.

**Mail Room-Mail Clerk Camille Gurule 986-6378**

The Mail Room is an important part of communication within Santa Fe County. Camille Gurule handles all posting and delivering of mail in and out of Santa Fe County as well as delivers it to the offsite departments. This division also handles all duplicating preparation of the BCC packets, which can be very lengthy and time consuming. Camille assists the Manager's Office with work related issues that arise.

# Community Services Org Chart

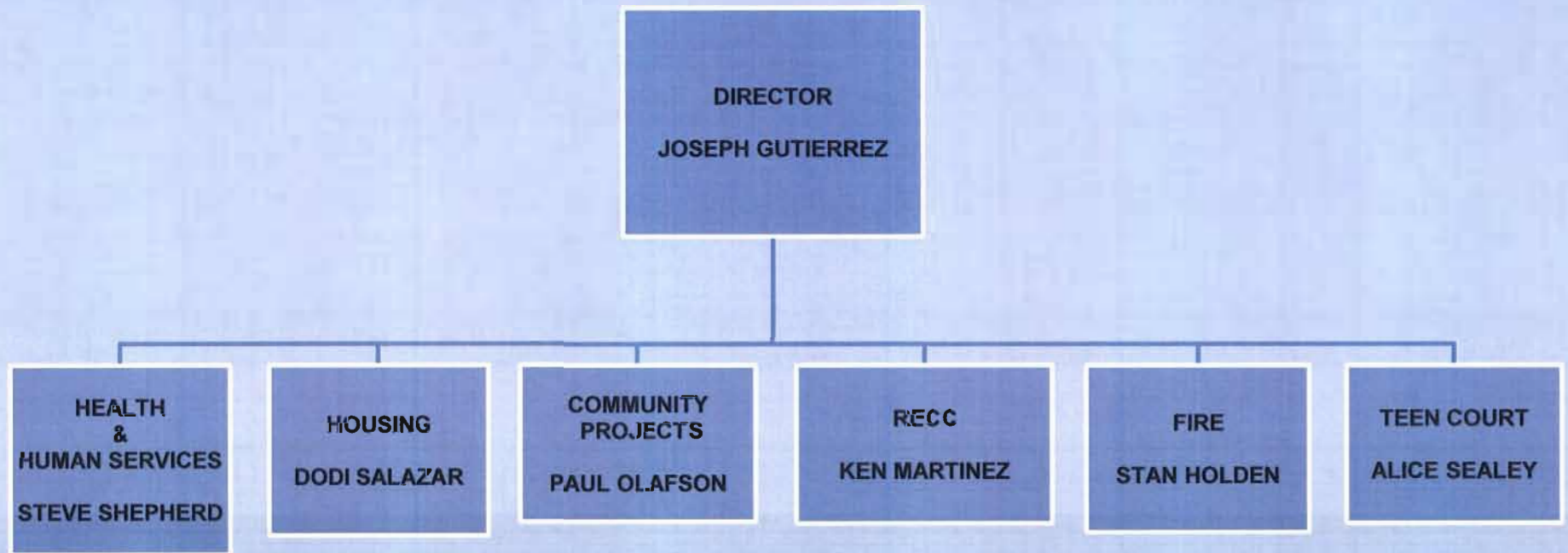


EXHIBIT 4

# HEALTH

The Division consists of seven distinct base programs dedicated to different, but increasingly coordinated efforts: the CARE Connection Assessment and Sobering Centers, DWI, Healthcare Assistance (formerly, the "Indigent Fund"), Senior Services, Maternal and Child Health Program, the Mobile Health Fair Van, County Fair, and division administrative staff. These groups are deeply involved with most aspects of health care within the County, while attending to our core business tasks. Division staff is also involved in numerous other programs, community efforts, and issues.

These other efforts include, but are not limited to, the NACO Drug Card Program, technical assistance to organizations, and hospital relations.

The Division also staffs and supports four advisory groups: the Health Policy and Planning Commission, the DWI Planning Council, the Maternal and Child Health Planning Council, and the CARE Connection Advisory Council. These groups are responsible for advising the Board of County Commissioners on matters concerning health care in their various areas of expertise. The Health Policy and Planning Commission is the umbrella organization for the other groups, and represents all of the key health sectors operating in the County.

Division Director:	Steve Shepherd
FTE'S:	22.5
Budget:	3,799,287
Programs:	County Fair and Extension Health Care Assistance Program Maternal & Child Health Health Policy & Planning Commission Mobile Healthcare Van Senior Services & Community Centers DWI Program

**Santa Fe County Community Services Department  
Health & Human Services Division  
Quarterly Report for the Period: 07/01/10-09/30/10**

**First Quarter Statistics:**

MCH distributed 291 English and 73 Spanish "Welcome Baby Packets" to CHRISTUS\SVH

The Mobile Health Van saw 914 clients and performed 900 BP Checks, 656 Blood Glucose Checks, and 222 Total Cholesterol Checks. They provided services at four special events: Galisteo Rodeo, SF County Fair, NMDOT Health Fair, and the Nambe Pueblo Wellness Center Health Fair.

The Healthcare Assistance Program had 3,054 claims approved in the amount of \$ 2,899,025.55

The DWI Program screened 121 DWI offenders, tracked 1,368 active offenders, presented 107 prevention and school based activities which served 8,576 individuals, and subsidized 3,524 CADDy Program Rides.

**Projects Underway:**

MCH is writing a grant proposal for \$ 5,400 to the March of Dimes

Acquiring the five (5) County Senior Centers from the City of Santa Fe

The Boards and Commission Project was underway, but stalled during this quarter.

**Projects Completed:**

MCH assisted in the final editing of "infant Care Study" submitted to CYFD

**Finances:**

Most budgets are very tight, but workable.

MCH received \$ 2,000 in funding from UNM

**Santa Fe County Health & Human Services Division**
**List of Programs**

<b>Program</b>	<b>FY-2011 Current Year Budget</b>	<b># of Authorized Employees</b>	<b>Note</b>
County Fair and Extension	207,610	0	
DWI Program	1,440,017	8	
Health Division Administration	283,822	3	
Healthcare Assistance Program (Indigent Fund)	1,595,039	4	
Maternal & Child Health	62,971	1	
Mobile Health Van	209,828	2.5	
Senior Services & Community Centers	898,819	4	Will increase with Center Takeover
<b>Totals</b>	<b>3,799,287</b>	<b>22.5</b>	

**Sole Community Provider will Cost the County \$ 5,840,732 in FY-2011**

**Would have been \$ 6,861,794 without ARRA (Stimulus Funding)**

**List of Boards, Councils, Commissions, and Advisory Groups**

County Fair Board	Staff and Attend
DWI Planning Council	Staff and Attend
Food Policy Council	Joint City County\Attend
Healthcare Assistance Board	Staff and Attend
Maternal & Child Health Council	Staff and Attend
Senior Advisory Board	City Group\Attend Only

**3 Prominent Current Issues**

Change Prescription Discount Card Providers

Assumption of County Senior Centers

Committing to the FY-2012 Sole Community Provider Match

THE BOARD OF COUNTY COMMISSIONERS  
OF SANTA FE COUNTY

Resolution No. 2010 104

A RESOLUTION CREATING A  
SANTA FE COUNTY HOUSING AUTHORITY BOARD

**WHEREAS**, on November 22, 1971 the Board of County Commissioners of Santa Fe County (hereinafter "BCC") created the Santa Fe County Housing Authority (hereinafter "Authority"), pursuant to the New Mexico Municipal Housing Act, §3-45-1 et seq., NMSA 1978 as amended (hereinafter "Housing Act"), and delegated, to the Authority, the power to construct, maintain, operate and manage any housing project or projects within Santa Fe County; and

**WHEREAS**, by Resolution 1982-10, adopted on March 8, 1982, the BCC established a five (5) person Authority, to serve with staggered terms and said Authority did, on or about April 7, 1982, adopt Bylaws for the operation of the Authority; and

**WHEREAS**, Resolution No. 1996-09, adopted on July 16, 1996 by the BCC, dissolved the Authority and assigned, reverted, and transferred all powers, vested in the Authority, back to the Board of County Commissioners (BCC); and

**WHEREAS**, Resolution 2000-65, adopted May 30, 2000 by the BCC, did create a new Authority that was to include one member who was directly assisted by the Authority and operate in accordance with Section 2(b) of the United States Housing Act of 1937 and Section 505 of the Quality Housing and Work Responsibility Act of 1998 (hereinafter "federal acts"); and

**WHEREAS** the Housing Act was amended by Chapter 226 of the Laws of 2009 and the BCC wishes to bring its public housing program into full compliance with the Housing Act;

**NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY HEREBY RESOLVES that:**

1. All previous resolutions heretofore adopted are hereby repealed.
2. The Authority is now created and authorized to fulfill the purposes set forth under the Housing Act as amended.
3. The Authority shall be comprised of seven (7) members, consisting of the five elected County Commissioners (hereinafter "BCC Members"), one community member (hereinafter "Community Member") who possesses experience and expertise in the area of affordable housing and, pursuant to the United States Housing Act of 1937 (42, U.S.C. 1437) and as amended by Section 505 of the Public Housing Reform Act of 1998,

## **SANTA FE COUNTY HOUSING AUTHORITY OVERVIEW**

### **PUBLIC HOUSING**

The Santa Fe County Housing Authority was created on November 17, 1972 and became a Department of Santa Fe County in July, 1996. Prior to that it was a self-governing agency.

It is one of the largest landlords in Santa Fe County, managing 200 public housing units located at 3 scattered housing neighborhoods.



## PUBLIC HOUSING

- Valle Vista Housing Neighborhood – 71 units (located off State Rd. 14)
- Valle de Esperanza Housing Neighborhood – 52 units (located in Santa Cruz)
- Jacob D. Martinez Housing Neighborhood – 70 units (located off Airport Rd. on Camino de Jacobo)

All three neighborhoods have:

- police officers living on site.
- Satellite Boy's and Girl's Clubs
  - Active resident councils
- Neighborhood Watch Programs

## HCV PROGRAM (Section 8)

The Section 8 HCV Program is a rental subsidy program. When a family is issued a voucher they are able to go out and locate a unit with a private landlord in Santa Fe County. If the unit passes inspection and is rent reasonable, the HA will subsidize rent on behalf of the family.

The Housing Authority currently manages 241 HCV vouchers in Santa Fe County.

## VASH VOUCHER PROGRAM

We currently manage 35 HUD Veterans Affairs Supportive Housing Vouchers (HUD-VASH).

This program combines rental assistance for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs.

We currently have 34/35 VASH Vouchers leased up.

## LINKAGES PROGRAM

The Linkages Program is a State funded pilot program through the NM Mortgage Finance Authority that provides rental assistance for low income individuals with serious mental illness within Santa Fe County's jurisdiction.

The HA provides the rental assistance and Life Link provides the case management.

We currently have 11/13 Linkages Vouchers leased up.

## BRIDGE PROGRAM

The Bridge Program is a rental subsidy program funded by Life Link for individuals with serious mental illness.

Life Link provides the case management to these individuals and the Housing Authority manages the rental assistance component of the program.

We currently have 4/6 Bridge Vouchers lease up

## FAMILY SELF-SUFFICIENCY (FSS)

The HA manages both a Public Housing and Section 8 HCV FSS Program.

This is a contractual program only available to program participants. The FSS Program is designed to help families become self-sufficient within a 5-year period.

The HA works closely with these families in setting attainable goals, making resource referrals, providing training opportunities, etc.

## FAMILY SELF-SUFFICIENCY (FSS)

As part of the contract, the HA opens an escrow account for the family and each time there is an increase to earned income, monthly deposits are made into the family's account. Once the family successfully completes the program, the family is eligible to receive their escrow funds.

## FAMILY SELF-SUFFICIENCY (con't)

Since 1992, We have paid out \$241,864 in escrow funds. Twenty-seven families have completed the Program; 21 families have used their escrow funds to purchase a home.

Currently, there are 25 HCV FSS participants  
and  
15 Public Housing FSS participants.

## HOMEOWNERSHIP PROGRAMS

Through the HUD funded 5(h) Homeownership Program, the HA has renovated and sold 29 three, four and five bedroom public housing units in the Valle Vista and Valle de Esperanza Housing Neighborhoods.

The HA received a HUD Development Grant in 1995 and completed the construction of 40 homes in 2002. 32 of these homes were sold and 7 units were added to the HA's rental stock.

The HA has sold a total of 61 homes under both these programs generating 4.8 million in proceeds.

## HOMEOWNERSHIP PROGRAMS

In March 2006, the HA implemented a Section 8 HCV Homeownership Program.

This program allows qualifying Section 8 HCV Program participants to use their subsidy towards a mortgage payment instead of rent.

Four families have purchased homes under this Program since it was implemented.

## Board of Housing Commissioners

In June 2010, the BCC approved Resolution No. 2010-104, Creating the Santa Fe County Housing Authority Board. The Resolution stipulates the functions of the Board and that of the Executive Director.

The Board is comprised of the five elected County Commissioners, one resident board member, and one community board member.

Meetings will be held on the last Tuesday of the month at 10:00 a.m. in the legal conference room.

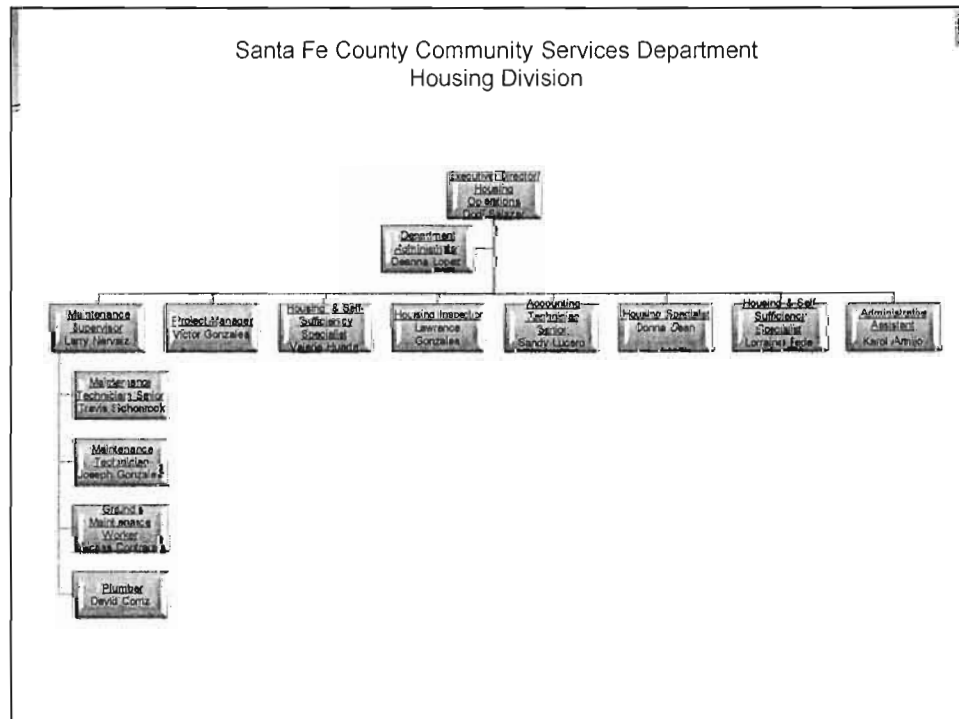
## BUDGET

The **sole sources of revenue** for the HA are HUD subsidies, rental income and grant funds. The approximate annual budget for the HA is 3.5 million.

The Housing Authority **does not** receive monetary assistance from Santa Fe County to manage its programs.

## MISC. INFORMATION

- There are currently 1,484 families on the waiting lists for housing assistance
- The current vacancy rate for public housing is 5%
- Families must make less than 80% of the area median income to qualify for the rental assistance and/or homeownership programs
- In most cases, a program participant will pay approximately 30% of their income towards rent and utilities



SFC CLERK RECORDED 02/15/2011

SFC CLERK RECORDED 06/30/2010

Section 2 (b)(1), and one resident member (hereinafter "Resident Member") who is directly assisted by the Authority and currently lives in such County housing.

4. The terms for the BCC Members shall be the same as their term in office as County Commissioners.
5. The BCC shall appoint the initial Community Member and (s)he shall serve until January of the next even numbered year. The BCC shall appoint the initial Resident Member and (s)he shall be serve until January of the next odd numbered year. Thereafter, the terms of both the Community Member and the Resident Member shall be for two years and each may only be reappointed for a total of three consecutive terms (i.e., for a total term of office of not to exceed eight (8) years).
6. If the Resident Member vacates his/her office, for or by whatever reason(s), a notice shall be delivered to each resident living in public housing advising them of the vacancy and informing residents, that are interested in serving in the position, to submit a Letter of Interest to the Executive Director. The letters of interest received will be presented to the Authority for consideration.
7. If a Community Member vacancy occurs, a public notice will be posted in a local newspaper qualifying for the posting of legal notices. All interested parties submit a Letter of Interest to the Executive Director. The letters of interest received will be presented to the Authority for consideration.
8. The Chair and Vice-Chair of the BCC shall also serve as the Chair and Vice-Chair of the Authority.
9. The Authority will meet monthly, on the last Tuesday of each month, to conduct business at a time and place predetermined by the Authority unless the Authority finds it necessary to meet more or less frequently or on a different day, in which case, the Authority shall publish notice of such meeting(s) as required by law.
10. The Authority shall exercise all powers and authority pursuant to, and in accordance with, the provisions of the Housing Act and in accordance with Section 2(b) of the United States Housing Act of 1937 as amended by the Public Housing Reform Act of 1998, and the federal regulations issued thereunder. These duties shall include, but are not limited, to:
  - a. The hiring, evaluating, and/or firing of the Executive Director;
  - b. Setting policy(ies) that further the mission and goals of the Authority;
  - c. Monitor the performance of said mission and goals;
  - d. Approving the budgets, plans, contracts, etc. of the Authority;
  - e. Developing partnerships that support the mission and goals of the Authority;
  - and
  - f. Fostering community support.

SFC CLERK RECORDED 02/15/2011

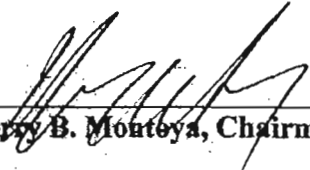


SFC CLERK RECORDED 6/30/2010

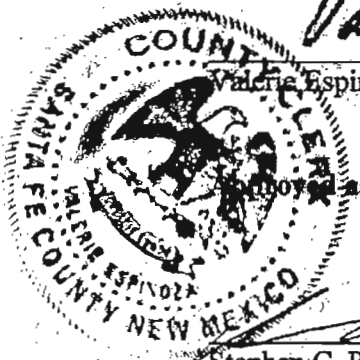
- 11. The Executive Director of the Authority shall serve as the Secretary to the Authority. (S)he shall be removed only for cause. The Executive Director shall manage the day-to-day operations of the Authority per the Housing Act. The Executive Director shall also be responsible to prepare and deliver board packets for Authority meetings, ensure that notices and agendas are created and posted in accordance with the County's Open Meetings Act Resolution, and arrange for stenographic services during the meetings.
- 12. Meetings of the Authority shall be held in accordance with the County's Resolution Determining Reasonable Notice for Public Meeting.

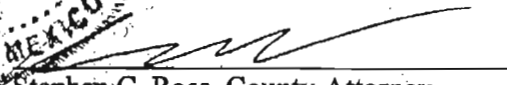
Passed, approved, and executed this 29 day of June, 2010.

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

  
 \_\_\_\_\_  
 Harry B. Montoya, Chairman

Attest:  
  
 \_\_\_\_\_  
 Valerie Espinoza, County Clerk



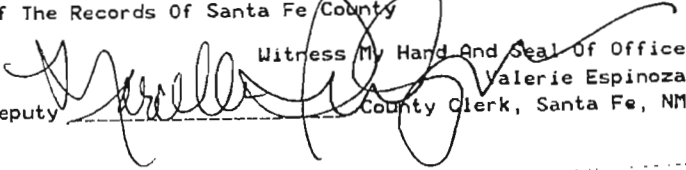
Attest as to form:  
  
 \_\_\_\_\_  
 Stephen C. Ross, County Attorney



COUNTY OF SANTA FE )  
 STATE OF NEW MEXICO ) ss

BCC RESOLUTIONS  
 PAGES: 3

I Hereby Certify That This Instrument Was Filed for Record On The 30TH Day Of June, 2010 at 02:45:14 PM And Was Duly Recorded as Instrument # 1603065 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
  
 Deputy \_\_\_\_\_ Valerie Espinoza  
 County Clerk, Santa Fe, NM

SFC CLERK RECORDED 6/21/2011

## HOUSING

The Santa Fe County Housing Authority was created on November 17, 1972 and remains one of the largest landlords in Santa Fe. The Housing Authority currently manages 200 public housing units and 241 Housing Choice Vouchers (previously called Section 8). The Housing Authority also manages a Public Housing Homeownership Program, a Section 8 Homeownership Program, a Family Self-Sufficiency Program (FSS), and the Capital Fund Program (CFP). The Housing Authority's budget primarily consists of rental income and subsidies and grants provided by the U.S. Department of Housing and Urban Development.

Division Director:	Dodi Salazar
FTE'S:	14
Budget:	3.5 million
Programs:	200 Units Public Housing (3 Neighborhoods) 241 Housing Choice Vouchers Family Self-Sufficiency Section 8 Home Ownership 5(h) Home Ownership VASH Program Bridge Program Linkages Program

**SANTA FE COUNTY HOUSING AUTHORITY**  
**QUARTERLY REPORT**  
**11/29/10**

**Projects Update**

Landscaping Project - Sites Southwest has submitted the final architectural plans for the landscaping project. We are working on the required procurement documents in order to publish an Invitation for Bids. We hope to get this published no later than the end of December.

Block Wall - We're back on track with the block wall. The wall should be completed no later than December 3<sup>rd</sup>.

Water Meter Installation (ARRA Funding) - The water meter installation is almost complete. The meters are scheduled to be installed the week of the 29<sup>th</sup>. Once the meters are installed, we will work with the residents to get the required paperwork completed and submitted to Sangre de Cristo Water to transfer the water to their name. The water utility allowances Resolution is on the Housing Authority Board agenda for approval at the end of November.

Public Housing Bathroom Renovations – we have prepared the scope of work for the bathroom renovations but we were informed that we now need an architect to review and approve the plans. We did not budget for an architect; our funding is very limited and we try to utilize all of our CFP funding on upgrading our units. We will prepare a budget revision to HUD to include funding for an architect. Once that is approved, we will solicit an architect. In the past we have prepared our own scope of work with no issues.

Joshua Tree Project – an e-mail has been sent to county employees regarding the Joshua Tree Project. Trees have been placed at the Courthouse, CSD, Sheriff's, Fire and Public Works. This year tags have been prepared for 230 public housing children. The deadline to turn the gifts in is December 10<sup>th</sup>.

Youthbuild Grant Application – Commissioner Montoya forwarded me the paperwork to apply for the Youthbuild Grant. This funding requested is \$934,000 and would be used for the rehabilitation of our public housing units.

Other Grant Applications – We are also working on the following grant applications:

- VASH Vouchers - applying for 15 additional vouchers – application due 1/26/11
- HCV FSS Program Coordinator – funding for 1 position – application due 12/6/10
- Public Housing FSS Program Coordinator – funding for 1 position – application due 1/19/11

**Finance Issues**

We currently have no financial issues. We continue to update and review our income/expense report monthly to ensure that we operate within our budget. Carlos Nava is now working out of the finance division and this has been going well (so far). The Housing Authority portion of the audit went very well with no findings.

HOUSING SERVICES DIVISION  
PROGRAM ACCOMPLISHMENTS  
April 2009 – March 2010

**HOUSING AUTHORITY**

- **Obtained a 3% vacancy rate for Public Housing Units (January 2007 15%)**
- **Successfully managed the HA within budget constraints (no need to supplement with cash reserves)**
- Implemented a mural project at the Camino de Jacobo Housing Neighborhood
- Initiated a Countywide Joshua Tree project during the holidays which benefited the public housing elderly and youth
- **Worked with Los Amigos who completed energy efficiency updates to 69 public housing units (CdJ)**
- Received \$402,302 in ARRA funding for improvements to public housing units
- With the ARRA funding, replaced windows with energy efficiency windows at 69 public housing units (CdJ)
- **Obtained a 100% Utilization Rate for the HCV Program**
- Sold 2 additional units under the HCV Homeownership Program (2 more families are in the process of purchasing)
- 42 families participating in the Family Self-Sufficiency Program with \$73,787 in accumulated escrow
- **Provided 22 trainings for FSS participants and Public Housing residents**
- Completed 586 tenant requested work orders
- Made improvements to the Abedon Lopez Sr. Center
- **Implemented the Bridge Program funded by the Lifelink benefiting individuals with mental illness**
- **Applied for and received funding to implement the VASH program benefiting Veterans (rental assistance and case management)**
- **Received a Certificate of Excellence from the U.S. Department of Housing and Urban Development for outstanding performance in managing the Section 8 Housing Choice Voucher Program**
- Established a comprehensive resource library for residents and applicants
- **Housed 47 families off the Public Housing waiting list**
- **Executed 50 new contracts under the HCV Program (transfers and port-ins)**
- Completed numerous improvements to Public Housing units under the Capital Fund Program
- Installed security cameras at the Valle Vista Housing Neighborhood
- **Police Officers housed at each one of the public housing neighborhoods**
- Prairie dogs removed from the CdJ housing neighborhood (Prairie Ecosystems)
- Published RFP for Landscape Architect and awarded contract to Sites Southwest (CdJ neighborhood)
- Prepared and submitted two DFA grant applications
- Assisted with Water grant for retro fit program pertaining to Public Housing units
- Held staff retreat

## **DEVELOPMENT**

- Met with the Candlelight Homeowners Association to discuss possible project on Galisteo site.
- Held several meetings with property owners to discuss the possible purchase of land (Tsosie family, San Cristobal Exchange, Rancho Viejo, and TC, and Oshara Village).
- Entered into an agreement with NEEDBASED Inc. (Jonah Stanford) to help set criteria and solicit proposals from landowners and developers for affordable housing
- Received 5 proposals in response to proposal request. Initially 2 projects were selected but were later dismissed because of location and subsidy needed.
- Held 3 study sessions to discuss development options utilizing home sales proceeds
- Published RFI for completed homes the County could purchase. Received 5 proposals. After reviewing, the board asked for additional information. Three of the proposers were asked to work with the county on a potential agreement and cost. After reviewing the information, the board decides that the projects are not viable.

## **AFFORDABLE HOUSING**

- Ordinance amendments approved and in place for approval of third party subsidy
- Approval of Ordinance 2009-14 to allow for Down Payment Assistance and Developer Subsidy
- Provided several staff orientations regarding Down Payment Assistance
- Approval of the regulations to implement Ordinance 2009-14
- Created database tables and fields to be integrated into Santa Fe County for reports pertaining to Affordable Housing
- Developed systems, process and forms to manage homebuyer and developer files in Affordable Housing Department
- Developed forms and system to communicate approvals, compliance reviews and closings of Affordable Housing applicants
- Performed an audit of all homebuyer files to assure compliance with SFCCD Ordinance and 2006-02 Ordinance
- Developed system and forms to relay information to Land Use Department
- Performed training sessions with non-profit organizations to review ordinance 2006-02 and process of files to Santa Fe County
- Assisted Assessors office in identification of applicable affordable liens to be used to discount property taxes
- Completed the Affordable Housing Plan and submitted it to the New Mexico Mortgage Finance Authority for approval
- Assisted with joint resolution with the City of Santa Fe to provide services, programs, funding etc. for Affordable Housing

# Community Projects Division

The Community Projects Division is responsible for all new construction and renovation of County owned buildings, acquisition and development of open space/parks/trails, and the administration of various other capital projects. The division has affirmed its commitment to energy efficiency and is incorporating appropriate green technologies in all new projects. The Operations Program, in addition to maintaining the County's facilities and renovating them as needed, has been replacing less energy efficient systems with new more efficient systems in existing buildings. The Open Space and Trails Program is responsible for the acquisition, planning, management and operation of the County's open space and trails facilities and parks. The program also focuses on efforts within the County's parks and open space to make new improvements environmentally sensitive and sustainable. The Projects Program is responsible for the administration of capital projects from initial project development through construction and focuses primarily on legislatively funded capital projects. The Building Services Program is responsible for the daily maintenance of County facilities.

The Community Projects Division employs community based planning to include the public, facility users, partner organizations and County staff to develop all projects. The Community Projects team creates timetables, budgets and works with all parties to create viable projects. The team works with all parties throughout the project implementation period and beyond, to occupancy and use of developed facilities. Currently, the Community Projects Division is coordinating approximately \$84.5 million in capital projects and operations, 34 open space properties, 13 parks, 3 main trails, approximately 40 miles in trails, and 120 County facilities.

Division Director:	Paul Olafson
FTE's	42 Employees
Budget:	\$84,500,000
Programs:	Community Projects Open Space & Trails Building Services Operations & Property Control Satellite Offices 154 Properties

## Community Projects Division

Quarterly Report  
December 2010

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### Financial Issues:

- Funding for Operations Program must be addressed at mid-year budget to address costs incurred for emergency repairs not covered by insurance policy.

### Project Updates:

- Courthouse project received additional remediation funds and scheduled for vertical construction in February, 2011.
- SF Studios – NM 14 improvements – BCC award in January 2011
- SF recovery Center - completed
- Madrid Ballpark Grandstands renovation - approximately 85% complete.
- La Tierra Fire Station – living quarters underway
- Rancho Viejo Fire Station – rebid scheduled for January 2011
- Pojoaque Fire Station – developing final bid packet, bidding in January 2011
- Esperanza modular building – project initiated, estimated completion date is 5/2011.
- Mountain Center - climbing wall complete, additional equipment procurement ongoing
- Life Link – remodel, rebidding process underway
- Women’s Health – remodel – bids due January 2011
- Rio En Medio – kitchen remodel – bids out in January 2011.
- Cundiyo – parking lot improvements – developing engineers agreement to allow for bidding



- Three trail projects to be started in 2011 – El Camino Real, Arroyo Hondo, Rail Trail
- SF River – acquisition on-going - San Ysidro Phase II construction for spring 2011
- Edgewood Open Space – design underway and construction is planned for late summer 2011
- Arroyo Hondo open space - wetlands restoration design proposals due January for trail head and wetland restoration - construction scheduled for summer 2011
- NM Central trail – trail planned for old railroad alignment – working with private landowners and State Land Office for easements
- Burro Lane Park – bid for construction planned for February 2011

**Items for Action / Interest:**

- Courthouse – vertical construction through 2012
- SF Studios – studio project implementation scheduled for January 2011
- Open Space Program staff funding partially through “Maintenance Fund” is depleting. – need to identify long-term funding options
- Addressing costs for community center operations – looking for savings in phones and other areas
- Open Space plan – develop update for BCC

## Community Services / Community Projects Division

### Completed Projects

Project Name	Project Amount
Tesuque Fire Station Remodel/Addition	\$324,993.00
Glorieta Fire Station Remodel/Addition	\$343,005.11
Chimayo Fire Station Remodel/Addition	\$409,653.00
Eldorado Senior Center Parking Lot	\$309,422.00
Youth Shelters & Family Services Phase II	\$1,385,960.00
Agua Fria Community Center - Nancy Rodriguez Community	\$883,300.00
Headstart/PMS	\$256,000.00
American Heros Sculpture Garden	\$65,000.00
San Ysidro River Restoration Project	\$1,182,000.00
Coordinated Health Complex - Sobering	\$771,500.00
Eastern Regional Fire Station (Hondo)	\$1,498,300.00
Edgewood Senior Center Addition	\$330,000.00
First Judicial Courthouse Space Analysis	\$100,000.00
Parker Property Aquisition	\$1,765,404.16
Santa Fe Mountain Center Ropes Program	\$25,000.00
Women's Health Services Complex	\$2,675,506.00
Youth Development Facility Upgrades	\$50,000.00
Public Works Facility	\$21,193,163.00
La Familia Medical Center	\$125,000.00
Thunder Mountain Fire Station	\$650,000.00
Agua Fria Well Improvements	\$300,000.00
Pojoaque Valley Agricultural Commerce Center	\$24,970.00
First Choice Clinic - parking area	\$35,000.00
Bennie J Chavez Community Center Remodels	\$155,400.00
Madrid Restroom Facility	\$60,000.00
Dos Griegos Trail	\$70,000.00
Galisteo Community Park	\$70,000.00
El Rancho Community Center Addition	\$229,887.68
El Rancho Kitchen Remodel	\$209,461.00
SFC Fairgrounds Animal Barn	\$150,000.00
SFC Fairgrounds Upgrades	\$28,830.00
Adult Corrections Facility Parking Lot	\$79,640.00
Hondo Fire Station Upgrades	\$17,707.63
SFC Fairgrounds Kitchen Remodel	\$225,000.00
Trails Stewardship Program	\$100,000.00
<b>Total</b>	<b>\$36,099,102.58</b>

**Community Services / Community Projects Division**

**Active Projects**

<b>Active Projects</b>	<b>Project Amount</b>
Rancho Viejo Fire Station	\$2,450,000.00
Esperanza	\$1,850,000.00
Recovery Center	\$300,000.00
Life Link Building Renovation	\$100,000.00
Madrid Ball Park	\$333,429.00
La Tierra Fire Station	\$640,000.00
Pojoaque Fire Station	\$750,000.00
Chimayo Kitchen	\$25,000.00
Fairgrounds Utilities/Paving	\$102,000.00
Rio En Medio Community Center	\$150,000.00
Women's Health Renovation	\$406,477.00
Agua Fria Parking Lot	\$0.00
Edgewood Senior Center Fire Suppression	\$75,000.00
Nambe Park and Community Center	\$845,000.00
Cundiyo Community Center / Paving	\$50,000.00
Mountain Center (building & renovations)	\$695,250.00
1st Judicial Courthouse	62,000,000
<b>Total</b>	<b>\$70,772,156.00</b>

## RECC

Santa Fe RECC provides 24/7/365 Dispatch and Communications services for all Law Enforcement, Fire, EMS and Animal Control agencies within the City and County of Santa Fe, including the newly formed Police Department and Animal Control Office in the town of Edgewood. With a complete staff of 49 individuals, the RECC is an entity created and supported through a joint effort between the City of Santa Fe and Santa Fe County, and has been performing its crucial public safety duties as a combined dispatch/911 operations center since 2002. Utilizing the latest Communications technology available, including a Computer Aided Dispatch system, GPS and Cell tower assisted mapping, and reverse 911 notification systems, the RECC fields over 315,000 calls for service from the public and dispatches over 185,000 calls to client agencies each year. As a critical part of the Public Safety Community, the Santa Fe Regional Emergency Communications Center is committed to providing prompt, accurate, coordinated and reliable E9-1-1 and emergency dispatch services for all the residents and visitors of the City of Santa Fe and Santa Fe County in a courteous, responsive, and professional manner.

In 2010 we completed an extensive telephone upgrade and on working on further upgrades to keep pace with industry standards and new technologies.

Division Director: Ken Martinez

FTE'S: 49

Budget: \$3,378,089

## RECC STATUS REPORT

CSD Commissioner Orientation  
January 4, 2011

### Finance

- Budget
  - Working on an agreement to secure commitment from City, County and Town of Edgewood each budget cycle for RECC capital needs. This will go to the RECC Board of Directors for approval in January.

### Project Updates

- Equipment
  - RECC Center Upgrade
    - All equipment has been installed and operations have resumed. The upgrade has been completed as of September 17, 2010.
  - DPS Upgrade
    - Project began September 13. Most equipment has been installed, but project is not yet completed. We are monitoring and will be visiting upon completion of the work.
  - San Miguel Project
    - Equipment has been installed on Tesuque Peak. All that is pending is with regard to the licenses from the FCC.
  - Telestaff
    - We are continuing to work toward full and complete implementation of this system to assist with our scheduling, overtime, and on-call processes.
- Staffing
  - Status on trainees  
We currently have 7 total trainees, 2 on police radio, 3 on Fire radio, 1 on Sheriff's radio, and 1 on phones. All are progressing well and we hope to have 3 of them completely signed off of training and assuming shifts by March. The rest we hope to have completed by the end of May.

## Current Focus Items

- DOIT and Broadband Interoperability Steering Committee
  - Group has met twice to discuss project planning and implementation of Federal Funds. Next meeting will be to look at all possible uses of the broadband network, including two-way over IP.
  
- E911 Legislation
  - The Affiliate testified in front of the Science, Technology and Telecommunications Committee on the 27<sup>th</sup> to present the VOIP and Prepaid Wireless inclusion bill. Got support just short of a full endorsement. We will continue to monitor and address this issue as required throughout the upcoming legislative session.
  
- CWA Issues
  - Commission passed on October 26<sup>th</sup> an amendment to the bargaining agreement increasing leave accrual to RECC employees who have served for 10 years or longer. Results in an increase of about 9 hours more per year accrued.

# FIRE

The Santa Fe County Fire Department is a combination fire department that integrates both paid staff and the service of dedicated volunteers. Formed in 1997 from the consolidation of 15 volunteer fire districts and the former Office of the County Fire Marshal, the Department protects approximately 1900 square miles of unincorporated area as well as the incorporated Town of Edgewood. Within these borders, the Department provides protection to approximately 76,000 residents living in 27,500 occupied housing units, as well as several million square feet of commercial development. Santa Fe County is also home to four Pueblos – Nambe, Pojoaque, Tesuque, and San Ildefonso - which rely on the Santa Fe County Fire Department for emergency services.

The Department maintains 32 fire stations countywide including five staffed regional stations and one staffed substation, as well as an extensive inventory of 188 vehicles including fire and EMS response apparatus as well as command and support vehicles

Division Director:	Chief Stan Holden
FTE's:	93
Volunteers:	292
Budget:	\$9,403,289
Programs:	Fire Administration Fire Prevention Bureau Emergency Management Div Volunteer Fire Districts Fire Prevention Division Wildfire Bureau Field Operations Division

# Commission Training Session

January 4, 2011

## Santa Fe County Fire Department

### Mission Statement:

Providing high quality and compassionate Fire, Rescue and Emergency Medical Services to the Citizens and Visitors of Santa Fe County.

### Methodology:

The Santa Fe County Fire Department is a combination fire department that integrates both paid staff and the service of dedicated volunteers to fulfill its mission. The Fire Department is the only County department which relies predominantly upon the services of volunteers to fill mission critical roles to meet the critically important public safety needs of its citizens. Utilizing 350+ volunteer firefighters, emergency medical technicians and ancillary support personnel augmented with 70 paid dual-role, cross-trained firefighter/EMT's & firefighter/paramedics the department staffs and maintains 32 fire stations countywide of which six are staffed regional stations and one staffed substation, as well as an inventory of 188 fire and EMS response apparatus as well as command and support vehicles.

Formed in 1997 through the consolidation of 15 volunteer fire districts and the former Office of the County Fire Marshal, the Department protects approximately 1900 square miles of unincorporated area as well as the incorporated Town of Edgewood. Within these borders the Department provides fire protection and paramedic level emergency medical services to approximately 76,000 residents living in 27,500 occupied housing units, as well as several million square feet of commercial development. Santa Fe County also encompasses the four northern Pueblos – Nambe, Pojoaque, Tesuque, and San Ildefonso - all of whom rely on the Santa Fe County Fire Department for emergency services.

### Important Policy Related Issues:

1. Rewrite of the Department Administrative Ordinance SFC1997-11
2. Rewrite County Fire Code in conjunction with development of new County Landuse Code
3. Determining a reliable long-term funding source through which the department can adequately plan for the growth in emergency service needs of the people of Santa Fe County.
  - a. Funding to meet the training requirements and needs of a combination and complex work force (Fire, Rescue, EMS, HazMat) to be compliant with ever increasing federal, state and local requirements, rules, regulations and laws.
  - b. Funding to meet the capital apparatus and equipment needs.
  - c. Funding to meet the field personnel growth needs of the department.

### Important/Critical Projects/Programs:

1. Rancho Viejo Fire Station. Architectural planning completed. Problems with first contractor lead to cancellation of contract. Problems with county water service tap now holding up rebidding construction.
2. Pojoaque Fire Station Addition. Architectural planning completed. Ready for construction bid.
3. La Tierra Fire Station Addition. Construction underway.
4. Edgewood Fire Station Construction. Architectural planning completed. Overwhelming need, no funding. Senate Appropriation requested.
5. Aerial apparatus (ladder truck) for Northern and Southern Fire Regions. Critical need. No funding.
6. Completion of Project 48. Current status; 40 of 48 positions added.
7. Youth Conservation Corp Grant Project. Adding 10 short-term hire Wildland Firefighters.
8. Emergency Management Grant Project. Adding 1 FTE Emergency Coordinator.
9. Volunteer Recruitment and Retention Grant Project.
10. Countywide Emergency Communications Project. Phase 1 and 2 implementation begun.
11. Fire Department Training Facility. Acquisition complete. Phase 1 of conversion begun.
12. Emergency Operations Center. NRC/LANL Plutonium Facility Expansion.



## **Santa Fe County Fire Department**

### **Program Accomplishments**

#### **Fire Administration**

1. Updated and Improved Department Website including biographies, pictures, and reference material for public review.
2. Completed IT Access for all Fire Employees with santafecounty.org Email Addresses and Networking at each Regional Station
3. Completed Basic and Advanced Configuration for Department Staffing and Scheduling Software Program-TeleStaff- Wrote Staffing Priorities and Vacancy Filling Procedures
4. Completed Electronic Records of Fire Hose Testing, Ladder Testing, ISO Surveys and Apparatus Inventory Sheets for each of the Fire Districts in the Department's Electronic Records Management System, Emergency Reporting
5. Awarded RFP #2011-0004-FD/MS for Regional Data Collection and Electronic Records Management Services to NM Fire Support Services
6. Completed Insurance Service Office (ISO) Reviews for Chimayo, Edgewood and Pojoaque Fire Districts
7. Exported National Fire Incident Reporting System (NFIRS) exports for each of the Fire Districts for each month
8. Exported the National EMS Incident System (NEMESIS) for each of the Fire Districts for each month
9. Awarded FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant for Volunteer Recruitment and Retention Program for \$499,200 over four years and Created and Hired Volunteer Recruitment and Retention Coordinator Position
10. Completed FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant Application for 10 Firefighters-\$886,546 over two years
11. Completed EMS System-wide Improvement Grant-LP15 Cardiac Monitors- \$85,213
12. Completed EMS Vehicle Grant-Pojoaque Ambulance-\$100,000
13. Completed NM Fire Protection Grants for Admin \$52,888, Agua Fria \$57,456, Chimayo \$39,175, Edgewood \$100,000, Galisteo \$35,500, La Cienega \$82,000, La Puebla \$100,000, Pojoaque \$100,000, Stanley \$100,000, Tesuque \$13,742, and Turquoise Trail \$36,541

## Fire Administration, Continued

14. Completed FY'12 Appropriation Request to Senator Udall for Southern Region Edgewood Fire Station-\$3,750,000
15. Partial construction and move in of a Fire/Rescue/EMS and/or Public Safety Training Facility in Santa Fe County
16. Notice to proceed of construction of Remodel La Tierra Substation living quarters, Agua Fria District
17. Pre-construction meeting for bid of Rancho Viejo Fire Station/Western Region, La Cienega Fire District
18. Began planning implementation terminating lease agreement at Bisbee Court and moving Fire Prevention Division from current location to Wagon Road location
19. Receipt of new med unit for Hondo Fire District
20. Receipt of pumper/engine for Chimayo Fire District
21. Writing specifications for new pumper/engine for La Puebla, Edgewood and Turquoise Trail Fire Districts
22. Writing specifications for new tanker for Stanley Fire Districts
23. Ordered new pumper/engine for Agua Fria & Hondo Fire Districts
24. Collected ambulance revenue in excess of budgeted amount for the quarter \$231,889
25. Working on new inventory controls for auto parts, uniform issue, medical supplies and radios
26. Completed Pump Testing on all County Fire Apparatus
27. Completed Ladder Testing on all County Fire Apparatus and Ladders
28. Completed Hose Testing for all County Fire Districts
29. Promotions including EMT-Intermediates
30. OEM Accomplishments-National Preparedness Month Stat, Bus
31. Fire Prevention-Plans Reviewed, Events, Fire Prevention Month Stats

SFC CLERK RECORDED 02/15/2011

## Wildland Division

1. Fuel Reduction Projects
  - a. Edgewood (NMAC funding) – 16 acres
  - b. Canyon Ranch (15 acres) December?
  - c. Arroyo Salado pre monitoring
  - d. Apache Ridge pre monitoring
  
2. Firewise
  - a. NMAC firewise funding – 162 home assessments
  - b. Community meetings – 1 (Apache Ridge)
  - c. Updated firewise website ([www.sfcfire-wildland.com](http://www.sfcfire-wildland.com))
  - d. Re-established contact with public and actively pursuing firewise activities
  - e. Update Community wildfire plan for Apache Ridge
  - f. Obtained Simtable in preparation for community meetings Spring 2011
  - g. Publish and distribute wildland fire guide
  
3. Grants
  - a. Awarded YCC grant for \$145,000 for 10 person handcrew
  - b. Awarded CFRP Grant award for \$342,000
  - c. Manage 10k grant from BLM for Pojoaque District
  - d. Manage other grants already in place that provide operational funding for Division
  
4. Training
  - a. VFA 130/190 (11/13/2010) – 24 classroom hours nights/weekend
  
5. Wildland Division
  - a. Updated wildland website ([www.sfcfire-wildland.com](http://www.sfcfire-wildland.com))
  - b. Wildland Cache inventory
  - c. Wildland Team meeting on 11/5/2010
  - d. Move 3 crew members from Temporary Status to Term
  
6. Fuels Crew
  - a. Treated 11 acres
  - b. 1 project fire (Bandelier)
  
7. Other
  - a. Responded to 1 structure fire, 1 rescue, 1 MVA as special assist
  - b. Began implementation of moving Wildland/Prevention offices to Wagon Road

## Volunteer Recruitment & Retention

1. Volunteer Recruitment
  - a. New Member Applications received, reviewed and approved
    - i. Between 9-1-10 & 11-30-10 = 30
    - ii. Projected during December = 6
    - iii. Total for year to date = 124
    - iv. Projected year end total = 130
2. Volunteer Records Management

All volunteer member records are now in Emergency Reporting  
Volunteer training Records are 85% complete  
12 of 14 Districts have provided copies of training records  
Audit conducted on volunteer incentive records
3. Policies & Procedures
  - a. Junior Members (submit for approval in December 2010)
4. Volunteer Fire Academy
  - a. Volunteer Fire Academy: 8/16/10 through 12/4/10 - 152 classroom hours conducted nights and weekends
5. Five (5) classes offered during Academy
  - a. Department Orientation = 33 participants
  - b. Hazardous Materials = 35 participants
  - c. First Aid & CPR = 30 participants
  - d. Wildland Fire Behavior = 27 participants
  - e. Firefighter 1 = 23 participants
6. Graduation scheduled for December 11, 2010
  - a. Graduates = 27
  - b. New Regional Volunteers = 5
7. International Association of Fire Chiefs (IAFC)
  - a. Appointed Chairperson of Company Officer Task Force – 11/30/10
  - b. National Fire Academy
8. Completed class – Communications for Emergency Service Success – 11/19/10
9. Compile, edit and distribute Department Connection Newsletter in Nov 2010

## **Facilities**

1. Partial construction and move into the Training Facility
2. Notice to proceed with construction of Remodel La Tierra Substation living quarters, Agua Fria District
3. Pre-construction meeting for pre-bid preparation for rebid of Rancho Viejo Fire Station/Western Region, La Cienega Fire District
4. Move Fire Prevention Division from current location to Wagon Rd location

## **Apparatus**

1. Receipt of new med unit for Hondo Fire District
2. Receipt of pumper/engine for Chimayo Fire District
3. Working on specifications for new pumper/engine for La Puebla, Edgewood and Turquoise Trail Fire Districts
4. Working on specifications for new tanker for Stanley Fire Districts
5. Ordered new pumper/engine for Agua Fria, Hondo Fire Districts

## **Finance/Administration**

1. Collected ambulance revenue in excess of budgeted amount for the quarter \$231,889
2. Completed ISO rating for Edgewood, Chimayo and Pojoaque Fire Districts
3. Working on new inventory controls for auto parts, uniform issue, medical supplies and radios

SFC CLERK RECORDED 02/15/2011

## **EMS Section**

1. Two extensive CQI investigations conducted and completed with formal recommendations for corrective action.
2. Implemented a change brought forth from payroll in the FLSA formula. This corrected pay distribution for PERA.
3. Changed /updated ALS Dispatch procedures to ensure ALS (paramedic) units are dispatched to all EMS calls in the County
4. 16 RAP (Risk Awareness Program) lessons completed by all department staff.
5. Conducted eight bi-monthly Ops command meetings to discuss operation and training issues.

## **Fire Training Section**

1. Successfully completed required annual Fit Testing for all career personnel in the Department, totaling seventy seven as required per OSHA 1910.134 and Department Policy.
2. Successfully developed and delivered a National Fire Protection Association (NFPA) 1021 compliant Fire Officer program for the volunteer Fire Officers throughout the county.
3. Successfully completed the second Volunteer Fire Academy. 23 Graduates. The volunteers in this academy are trained in Hazardous Material Response (Awareness and Operations level), Firefighter I, Sexual Harassment, Reasonable Suspicion, Firefighter first aid and CPR, Wild Land Firefighting, and Emergency Vehicle Operations.
4. The Training Division re-structured the schedule of the department's Lead Fire Instructor to deliver on-duty Company Trainings to the field staff.
5. Assisted in completion of ladder testing as required by National Fire Protection Association, Occupational Safety and Health Administration and Department Policy.
6. Completed numerous projects at the Fire Training Facility including: painting the interior, providing additional space in the bays for additional apparatus (this required the removal of non load bearing masonry wall), construction of an equipment storage area for training props, design and implementation of an office for the Training Captain and Lieutenant, the activation of all appropriate utilities (phone, internet, etc.),
7. Assisted in relevant portions of the Insurance Service Organization (ISO) inspection of the Edgewood, Pojoaque and Chimayo Fire Districts. This included the purchasing of needed texts for the district libraries as well as arranging appropriate training rosters.
8. Participated in an Assessment Center for neighboring fire agency. The relevance of our attendance was to learn and enhance our testing process for a new position in our department for the career staff: Driver / Engineer.
9. Worked to successfully upgrade the live fire burn containers at the Agua Fria Training site. This work included new vertical ventilation hatches as well as overall improvements

to the grounds such as removal of debris. This work improves the overall safety and welfare for firefighters.

10. Continued to monitor all Personal Protective Equipment replacement and inventory for career staff.
11. Participation in the new Department wide Health and Wellness program. This new program has a grant funding source. The department has established a committee of career and volunteer staff who will in turn be trained in the areas of health and wellness. This program was developed by the International Association of Fire Chiefs (IAFC) and the International Association of Firefighters.

SFC CLERK RECORDED 02/15/2011

# TEEN COURT

In FY11 Teen Court of Santa Fe County has made many changes to the program in order to meet the needs of our clients. We have added new programs and we have improved our ongoing programs. We developed and implemented a Middle School Truancy Program in conjunction with Santa Fe Public Schools. We have developed and have begun the process of a recidivism study to measure our program outcomes. We started a new Anger Management Program in conjunction with Impact Personal Safety. We continue to network with other agencies to reduce the amount of graffiti vandalism in our community. Aside from these changes our numbers have increased in many arenas such as: the number of Community Service Hours completed, DWI Prevention Class attendance, Defensive Driving Course attendance, Middle School Parent Involvement Program attendance, Reality Program attendance, Substance Abuse Program attendance, completed Letters of Apology, and attendance of Family Counseling sessions. Most importantly, we have had a higher number of Teen Court sentence completions and a lower number of Teen Court terminations for non-compliance, meaning that more clients are getting the help that they need and successfully finishing the program. In FY10 we served 699 teens and families. We are projected to serve 750 teens and families in FY11. Our goal is to maintain, strengthen, and improve our current components as the needs of our clients change and guide teens towards a better and healthier life with greater success

Division Director: Alice Sealey

FTE'S: 3

Budget: \$265,872

Programs: Substance Abuse Program  
Family Night Presentation on How Substances Effect the Growing Brain  
Reality Program Visit to Youth detention Center  
Middle School Parent Involvement Program  
Strategies for Teen Anger Management Program  
Fresh Start Truancy Program  
Smoking Cessation Program  
Shoplifting Intervention Program  
Youth Drug and Alcohol Program



## Teen Court Quarterly Report December 2010

### Finance:

No issues at this time, however we are working on several new funding sources for the future as we continue to expand.

### Major Projects Update:

- Truancy- Santa Fe Public Schools Office of Student Wellness has requested our assistance in dealing with their truancy issues. We have agreed and begun to develop a component to address these issues. SFPS has funded the new project with \$25,000 this year which is projected to continue for 2 more years. We are working in conjunction with Mary Louise Romero who is a contract social worker, Juvenile Probation & Parole, Middle School Truancy Officer Bob Galano, and SFPS Project Success Specialists. We will start a pilot group of middle school students in late November.
- Anger Management Component- We are working with legal to contract with Impact Personal Safety (IPS) to facilitate one cohort of three group sessions each month in order to serve our teens in need of behavioral assistance. IPS will run two 75 minute group sessions and one 3 hour experiential group session for each cohort. In the past we have had difficulties finding an appropriate and effective agency to fit the needs of this component. We will evaluate the new agency for six cohorts and then decide whether we will continue to use their services.
- Recidivism Study- We are working with legal to contact with Via Consulting to conduct a study of the Teen Court of Santa Fe County Program to find the recidivism rate of teens that have completed the program in the past ten years. The funds for this contract come from our Santa Fe Public Schools contract. Evaluation of Teen Court is necessary in order to make any needed changes and in order to acquire new funding sources.

### Completion of Projects/Accomplishments:

- We have hired and are training one PTE, Sylvia Ortiz.
- The Teen Attorney Training Program in September was a success with a turnout of 32 Teens. These teens will be continuously trained and working at Teen Court throughout the year.
- We served 125 clients this quarter.

### Staff Report:

Teen Court currently has a staff of two, one FTE, Jennifer Romero, and one PTE, Sylvia Ortiz at 32 hours per week. We are always very busy developing, revamping and coordinating each of our 16 components as well as tracking and monitoring over 400 active cases at any given time. We are getting by with the current staffing but will eventually need to make our current PTE a FTE.

SANTA FE COUNTY UTILITIES DEPARTMENT  
JANUARY, 2011



This document was prepared as an introduction to the County Utilities Department (CUD) for the new members of the Board of County Commissioners, as well as the second quarterly report for the entire governing body.

The CUD, with its 40 employees working as a team provides County residents (living beyond the boundaries of municipal utilities) access to safe drinking water, proper wastewater collection and disposal; and reliable solid waste/recyclable material collection and disposal. A preliminary analysis of the annual labor demand to provide the basic services in the water and wastewater operations showed the need for 21,000 man-hours. At the current staffing levels the department has one half of that available. This would imply that a great deal of the required preventive maintenance work, staff training an updating, and safety operation procedures are not being performed.

Below we have provided information to enable BCC members to follow closely on the details related to operations and maintenance, capital improvement planning and implementation, billing and customer service, and regulatory compliance.

## STATUS

### **Santa Fe Metropolitan Water Utility (MWU).**

These services are provided to residents outside the City limits of Santa Fe, within an area generally equivalent to the former extraterritorial zone. The City and the County are partners on the ownership and operation of the BDD (Buckman Direct Diversion) facilities, which is based on as the surface source of supply (Rio Grande), a source that was built to be what this community will need for the next five decades to have a safe and reliable source of drinking water. Through the City's system the County also gets water that is used to serve customers with water in a volume up to 500 acre-feet per year. This is based on the Water Resources Agreement between the two entities. O&M of all BDD facilities makes the County responsible for about ¼ of the total annual costs, something that starting in fiscal year 2012 will cost the County in the neighborhood of \$2.2 million. Just to be able to cover these costs, while having each customer pay a reasonable rate, I believe the County would need a minimum of 4,900 customers. While the customer base grows to this level, the water service utility will need sizable capital infusions from other sources. We have been making significant efforts toward increasing the customer base by adding first communities that already own a distribution system outside the Presumptive City Limits (PCL). We anticipate that the areas under considerations hold between 500 and 1000 potential customers that could increase the size of the CU customer base virtually over night. The County could convert this facility into a regional one that would very well serve the majority of the recently designated Sustainable Development Area 1 south of I-25 and east of NM14. The service area of this facility could accommodate between 3,000 and 10,000 new utility customers at build out. The plant would require some improvements in the next couple of years, but its location and current condition could save the County rate-payers a significant amount in the long run.

We are also working on adding a couple of large institutional customers, such as the State Penitentiary and the Community College to our base, through agreements with the state and by accelerating the implementation of the City-County Annexation Agreement.

There are currently some service agreements that may prove to be onerous for the utility in the future. Even though there may not be any easy way of correcting these situations, the CUD should keep in mind all lessons learned as it works on new policies and the regulatory structure for the utility.

### **County-wide Public and Quasi-public Water and Wastewater Agencies**

The (CUD) also manages interagency agreements with neighboring tribal jurisdictions, quasi-public water/wastewater utilities (mutual domestic associations) throughout the County. The CUD goal is to maintain a partnership with these agencies that would the County to assist them in their pursuit for high quality service in the water and wastewater fields. The County also provides them with direct or indirect economic assistance as resource availability permits. Examples of agencies assisted by the County include Cuatro Villas and Greater Chimayo, Greater Glorieta, La Cienega and Agua Fria.

### **Santa Fe Metropolitan Wastewater Utility**

In the wastewater services arena, the CUD has currently 327 customers, most of them of the residential class and all living in the Valle Vista subdivision. There are two institutional customers, the National Guard and the County Corrections Department's detention facility, and one special customer (NM Corrections Department), with whom we have maintained a quid-pro-quo agreement of sorts for the operation of the Department's wastewater treatment plant at the State Pen, which receives primarily wastewater generated at the Pen. These services would be worth between \$200,000 and \$240,000 if they were to be obtained from private contractors. The agreement between the County and the State allows the County to treat wastewater generated in as service area defined by the County to be conveyed to the State facility. If the Penitentiary were a customer of the SF Metropolitan Wastewater Utility (MWWU), the State would pay the County between \$80,000 and \$100,000 for services provided. Instead, the County provides the services in exchange for ability to bring waste to the facility, to take the residual capacity it theoretically has at this time. This agreement will expire on August 31 of this year. We will begin the process of negotiating a new agreement (hopefully one with better terms for the County) as soon as the administration of Governor Martinez is ready to do so (most likely after this year's 60-day legislative session). Incidentally, the Legislature had authorized a 99-year lease agreement between the State and the County for wastewater operations at this facility, which was never implemented during the Richardson administration. It would be our recommendation that such a long-term lease be the basis of our next agreement with the State.

## **County-wide Solid Waste Management**

The CUD's highest priority task in terms of solid waste management is to assist County residents (including those within tribal jurisdictions), who live outside the reach of municipal or private curb-side collection, transport their solid waste and recyclable materials to state-permitted regional landfill facilities (primarily SWMA's. Currently, this task includes the operation of seven residential solid waste convenience centers (loosely known as transfer stations); one recyclable materials collection center; 8 curb-side type solid waste pick up points and one recyclable material collection in San Miguel County. Tipping fees at the SWMA are currently \$35 per ton, and this rate will increase to \$37.50 as of FY 2012.

The County's 7 convenience centers (transfer stations in Stanley, San Marcos, Eldorado, La Cienega, Tesuque, Jacona, and Nambe, plus one recycling center in Rancho Viejo, 8 collection points in the Pojoaque Valley and San Miguel County (for recyclable materials) constitute a lot more than we can reasonably handle. Several of the convenience centers are precariously operated by one employee employed at a range near the bottom of the classification scale (Range 2). An analysis of the man-hour requirement for this operation to be sound and respectful of the human condition shows that convenience centers should not operate five days at the current staffing levels without sacrificing basic safety provisions and customer service quality.

### WHAT'S IN THE WORKS

#### **Santa Fe Metropolitan Water Utility**

##### Agreement with NM Corrections

The NM Corrections Department operates its own water system to respond to the demand for drinking water and fire protection at the State Pen. The current 150,000-gallon water tower is in need for significant repairs (our assessment) and should be improved. Santa Fe County does not own a water reservoir that would meet the need for redundant fire protection for its own detention center, sheriff and fire department facilities, plus what has been proposed as part of the Santa Fe Media Business Center. The CUD has initiated preliminary conversations with the Corrections Department toward an agreement for the State and the County to work jointly in replacing the water tower with a modern stand pipe that would be owned and operated by the CUD and provide fire protection reserve for the Pen and the County facilities, while also meeting the need for a reservoir in Pressure Zone 9. Upon finalizing this agreement, the Pen facility would become a customer of the MWU.

##### Wholesale to Eldorado

The County staff has met with the Eldorado Water and Sanitation District (EWSD), to discuss their interest (or lack thereof) in buying wholesale water from the MWU. Upon formalizing an agreement along these lines, the County will pursue the installation of a transmission line that will convey water from the City's Saint John's College reservoir, all the way down to the intersection of Old Las Vegas Highway and US 285, a total of

approximately 7 miles. This line would deliver water to the EDWSD, and when a smaller extension is made along the Old Las Vegas Highway, the Rio Grande water would also reach Cañoncito.

### CUD Customer Base Upsizing

The customer base served by the MWU and the MWWU are too small for the utilities to be viable, particularly when the cost of operating BDD is in picture. One of the top priorities of CUD is to increase its customer base to a size that would favor the viability of the water and wastewater services it aims to provide. The minimum number of customers for the MWU to be viable is estimated at 4,900 (about three times what we have today). The wastewater utility's customer base should also be about the same. The most desirable customers are those who are ready to have water delivered to them, but this does not mean that we should not pursue increasing our base with people who are now dependent on domestic wells and septic tanks. The best approach is to pursue implementation of the City County Annexation Agreement, which could add between 500 and 1000 customers to our base virtually over night, without impacting our current operations

### Service Rate Adjustments

Another necessary approach to balancing our budget is to increase the rates, which would most likely be one of the recommendations coming out of the rate analysis performed by our consultants at Red Oak. The rate increase should be adopted to be multi-year, with the first adjustment made effective at the beginning of FY 2012.

### Implementation of the UCIP

CUD staff has prepared a 10-year capital improvement plan for the Metro Utilities (aka UCIP), which would enable them to expand their customer continuously during that period, primarily serving communities that currently depend on on-site facilities (domestic wells and septic tanks), plus reaching those customers that will settle in areas anticipated as SDA-1. These projects would include reservoirs such as that labeled Caja del Rio, line extensions that would bring BDD water to existing developments (Piñon Hills, La Cieneguilla and others).

### Water Use Ordinance

The CUD is currently working on an ordinance draft that will be put through the public review process and ultimately for the consideration of the BCC, with the goal of having it in effect by FY2012.

### **County-Wide Water and Wastewater Agencies**

CUD will continue to work with agencies outside the MWU/MWWU jurisdiction, and assist in their efforts to bring projects to fruition. Projects include the interconnection between Cuatro Villas and Greater Chimayo, as well as the execution of the Potrero Reservoir in Chimayo and Greater Glorieta wastewater management. Agua Fria is about to get some new lines and a new master meter this spring, as the fulfillment of an

agreement with the County to provide water when their agreement with the City expires. The Agua Fria project is currently under way.

## **Metropolitan Wastewater Utility**

### Valle Vista Plant Replacement.

The County currently owns a small 50,000-gallon-a-day activated sludge plant in Valle Vista. This plant is to be decommissioned by fall 2011 at the latest. Prior to the execution of this decommissioning, a lift station should be in place to pump wastewater generated at Valle Vista and the adjacent Santa Fe Metro to either the City's wastewater treatment plant (a temporary fix), or the Pen Plant (a more permanent fix). A long list of agreements must be in place for this to happen, and CUD staff is working on all pre-requisites to be fulfilled so that the project can be in operation by next fall.

### Pen Plant Acquisition

The County also operates the NM Penitentiary's plant (NMPP) plant, under a short term arrangement that allows for treatment of waste generated at the County' Detention Center in exchange for the cost of operations and maintenance. The lease currently in effect will expire in September of next year, and a new lease agreement should be in place then. This facility was also the subject of legislative action a few years ago, whereby the County would lease it for beneficial use for a period of 99 years. This long term lease would have replaced the short-term contract, but it was never finalized and signed by the Department of Corrections. Most recently, CUD staff has resumed conversations with state officials toward that end. A long-term lease would be desirable as long as it includes certain provisions to address the needs for updates and improvements to the current facility.

It is anticipated that sludge handling facilities would have to be developed in the near future as growth occurs in the designated service area. The sludge currently stored in these lagoons would cost quite a bit of money to remove and dispose of. The UCIP prepared in connection with the rate analysis includes provisions for these improvements to be funded properly out of rate-revenue-supported bond proceeds. The State Pen would become one of our customers, and pay the rate other equivalent customers pay for the services we'd provide (between \$80,000 and \$120,000 annually). There are significant mutual benefits associated with a long-term lease deal, and the effort to reach a final agreement would be worthwhile for both parties.

### Wastewater Service Ordinance

This document is in need of a long-needed updating since its adoption by the BCC in 1998. CUD staff has begun work on the necessary revisions, which will be put to the consideration of the public and the BCC, to have it in place by mid FY 2012 or earlier.

## **Solid Waste Services**

### San Marcos Convenience Center

Finalizing the design of this project after having canceled the contract with the original designer has proven to be more time consuming than we originally estimated. However, in the process, we have uncovered significant flaws in the original work and we have taken every opportunity to improve its quality, which would result in a much higher quality facility for the user as well as the operator.

#### Jacona Convenience Center

This facility is earmarked for some improvements to be completed using previously identified funding sources and a budget of \$500,000. With the knowledge gained at San Marcos, CUD will be able to arrive at a much better design of these improvements, and maximize the “bang for the buck”.

#### Salary Adjustments

Disparities identified in the schedule of compensation for front line workers will be addressed prior to the end of the fiscal year, based on a plan that would have minimal impact on current and future operational budget. The plan will require, however, that the number of days convenience centers operate be reduced from the current five days.

### THE ROAD AHEAD

#### Private Facilities

There are at least two other relatively large wastewater treatment and water reuse facilities in Santa Fe County, but they remain in private hands. They are in Rancho Viejo and at Las Campanas. Other smaller plants operate in the Community College district, including the college facility itself, Oshara and La Pradera, all of which serve a purpose at the time. However, as additional development occurs, the County must develop infrastructure that would enable a larger number of people to be served, without losing track of the definitive advantages of water reuse, which each of these smaller plants is capable of promoting.

The County also has an agreement with Pojoaque Pueblo, to share the facility recently installed by the Pueblo, with financial assistance from the state (through the County), with the expectation that the County will take over ownership and operations once flows have reached 50% of the plant's design capacity. Currently, these flows are under 20%, but this could change dramatically if the non-native residents neighboring the Pueblo were to be connected to the facility. This would necessitate a significant capital investment that would definitely improve the quality of life in the valley, while decreasing the rate at which septic tanks seem to be contaminating the regional groundwater.

The CUD could develop a water/wastewater “circuit rider operator” program that would enable more people in small communities to connect to small local facilities and replace their outdated on-site treatment.

### Aamodt Settlement

The Aamodt settlement was finalized as a funded mandate (believe it or not), and its implementation will require a great deal of effort by all parties involved. The CUD staff is ready to roll up its collective sleeves and put forward all available resources to reach the Pojoaque Valley community's ultimate goal.

### Curb Side Collection of Solid Waste

CUD is putting together a plan for consideration by the BCC, by which all residents living in urban areas of the County will be offered curbside collection of solid waste and recyclable materials. This would improve our ability to maximize resource conservation and reuse throughout the County, without further stretching our financial resources.



**SANTA FE COUNTY  
GROWTH MANAGEMENT DEPARTMENT  
JANUARY 2011**

**Building and Development Services  
Planning  
GIS**



# Growth Management Department

## Land Use Administration

Jack Kolkmeier – Director/Land Use Administrator  
Constance Lujan –Administrative Supervisor  
Melissa Holmes – Administrative Assistant/Planning  
Paula Sanchez – Secretary 1  
Socorro Ojeda – Administrative Assistant/GIS

Jack Kolkmeier is the Director of the Growth Management Department and responsible for all activities within that Department. Jack is also the Land Use Administrator and is responsible for the implementation of the Land Use code.

## Building and Development Services Division

Shelley Cobau – Building and Development Services Manager  
Wayne Dalton – Building and Development Services/Code Enforcement Supervisor

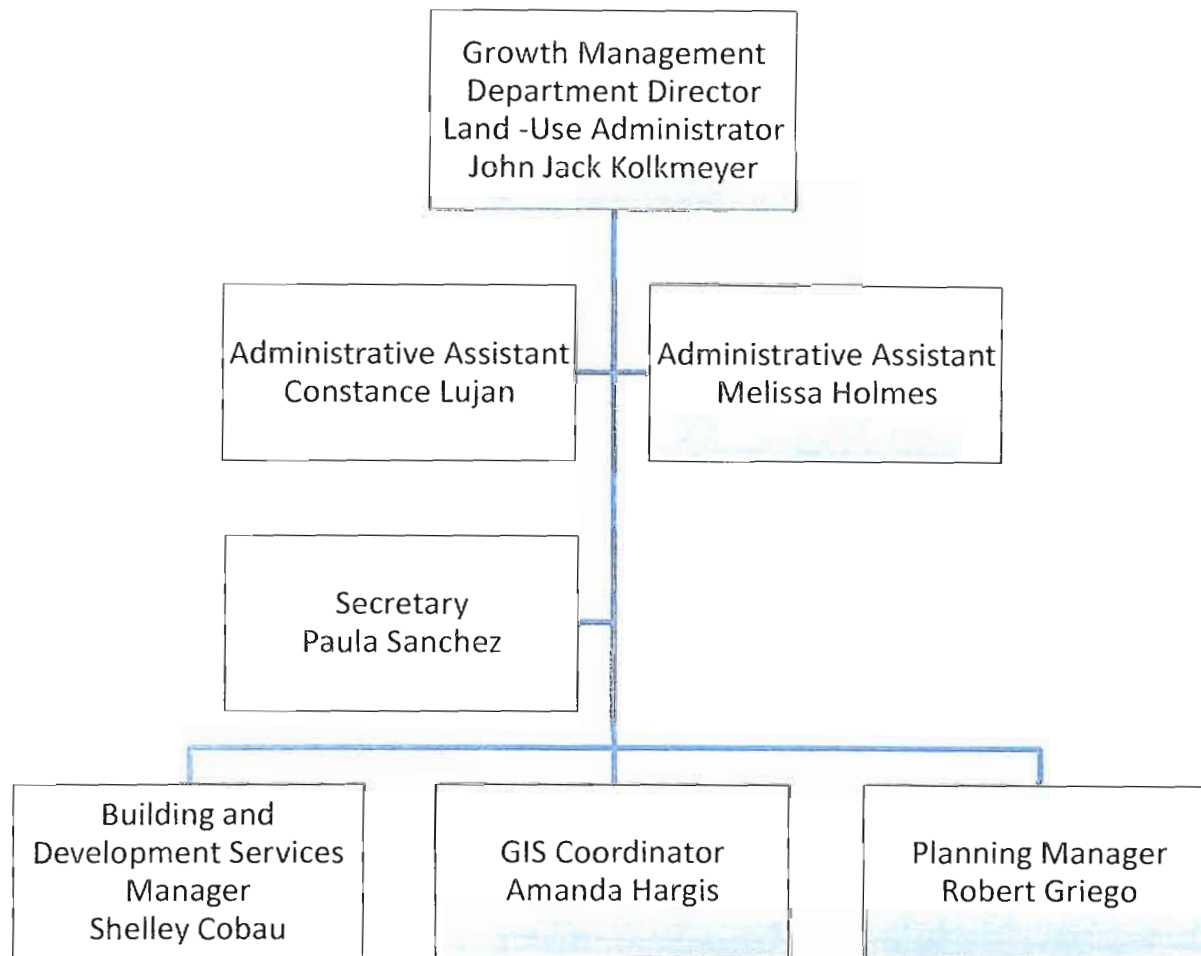
## Planning Division

Robert Griego – Planning Manager

## Geographic Information Systems (GIS) Division

Amanda Hargis – GIS Coordinator

*Santa Fe County Growth Management Department Administration*



## **Building and Development Services**

**Zoning**

**Platting**

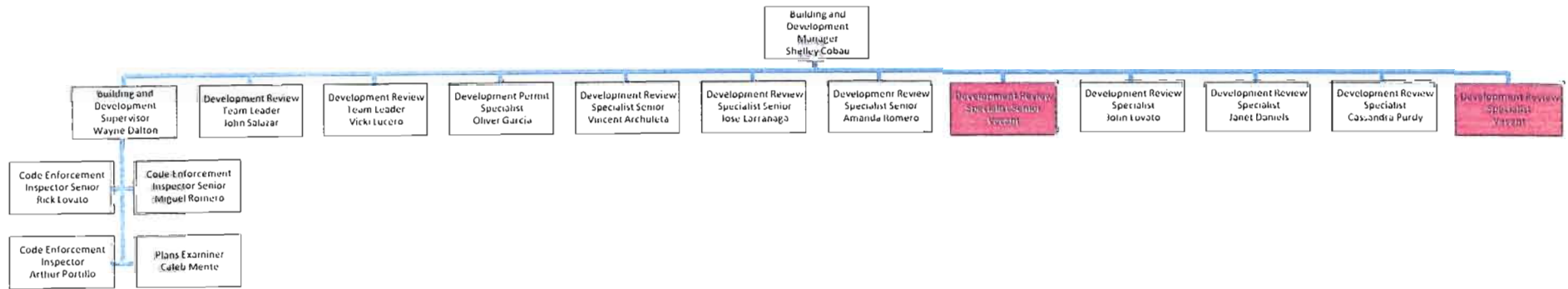
**Subdivisions**

**Family Transfers**

**Permits and Licenses**

**Code Enforcement**

# Growth Management Department Building Permits & Development Review Office



## **BUILDING AND DEVELOPMENT SERVICES**

The Building and Development Services Division of the Land Use Department processes and provides review of Land Use applications related to zoning, platting and subdivisions for compliance to the Santa Fe County Land Development Code.

Staff facilitates public hearings and makes presentations before the Board of County Commissioners and Planning Commission regarding development projects.

This division also processes applications for business licenses, sign permits, burial permits, film permits, special use permits, home occupation applications, and commercial building permits, and issues development permits for residential and commercial construction projects.

Code Enforcement staff respond to ECivil requests made by Commissioners. Code complaints are processed and Notices of Violations issued when appropriate. Code Enforcement officers also conduct initial inspections of all projects submitted for review, application, or permitting.

**BUILDING AND DEVELOPMENT  
SERVICES MANAGER**

**SHELLEY COBAU**

**Manage Daily Operations BD Services**

**Customer Service QA/QC**

**Agent Developer Relations QA/QC**

**Budget Preparation and Oversight**

**Personnel Management**

- Timesheet Review and Signature
- Employee Evaluations
- Staff Development
  - Training
  - Seminars and Workshops
  - Professional Certifications
- Workload Management
- Conflict Resolution
- Disciplinary Actions

**Ordinance Development and Review**

**Floodplain Administration QA/QC**

- Biennial Report
- CLOMR/LOMR Review
- Technical Drainage Report
- Conceptual Drainage Report

**NPDES Program**

- Prepare NPDES report
- Manage Program

**Public Hearing Facilitation**

- BCC
- CDRC
- ELUC

**MPO/Technical Coordinating Committee**

**Committee Member Coordination and Training**

- CDRC
- ELUC
- ELUA

**Agency Coordination/Cooperation**

**Technical Review Team Coordination**

**Preliminary and Final Development Plans**

- Design Review QA/QC
- Plat Review QA/QC
- Cost Estimates/Bonding QA/QC

**Construction Project QA/QC**

- PreCon Meeting Facilitation
- Final Approval Construction Cost Estimates

**Business Services**

- Business License QA/QC
- Home Occupation Applications QA/QC

***Requires Coordination with Other  
PZS, BDS Team***

***Requires Coordination with Outside  
reviewing agencies***

***Requires Coordination with Other  
Departments, Commission, and cdrc***

**NPDES AND FLOODPLAIN  
ADMINISTRATOR**

**VACANT (S. Cobau, acting)**

**NPDES Program (S. Cobau, acting)**

- Develop and Maintain MS4 Program to bring SF County into compliance with Federal criterion
- Coordinate Maintenance Program>>>>DPW coordination required
- Review SWPPP's for compliance to standards
- Coordinate with contractors
- Supervise Inspection Program
- Develop Public Outreach Programs
- Attend Public Hearings as required
- Review 404 Permit Applications, assure compliance with ACOE criteria
- Assure compliance with EPA CWA criteria
- Assure post event inspections maintain database tracking system for inspections

**Final Orders**

- Draft final orders as required

***Requires Coordination with Other  
PZS and BDS Team Members,  
Engineers, Surveyors, Contractors,  
Customers, Applicants and Agents as  
well as NMED, ACOE, EPA, FEMA,  
and adjacent jurisdictions***

**Floodplain Administration (S. Cobau,  
acting)**

- Prepare Biennial Report to FEMA as required by NFIP
- Review all proposed plats and master plans and development plans for compliance to local, state and federal criteria
- Coordinate with engineers and developers
- Sign off on Plats where floodplain is present
- Assure stormwater conveyance is properly designed
- Develop Public Outreach Program
- Attend public hearings as required
- Assist in stormwater facility long range planning CIP
- Review all capital projects for compliance>>>>DPW coordination required
- CLOMR/LOMR/LOMA Review and Distribution to FEMA
- Drainage Report Review
- Preliminary and Final Construction Improvement Plan Review
  - public projects
  - private projects
- Provide LOMD's to general public and address floodplain related questions from public, developers, engineers, surveyors, contractors
- Prepare storm event reports



## VICENTE ARCHULETA

### Land Divisions/consolidations

- Density verification
- Standard Notes
- Closures
- Easements
- All weather access
- Legal Access
- Buildable Area
- Addressing
- Water Restrictive Covenants
- Geohydro Reports
- Fire Affidavit
- Disclosures
- Legal Team Attendance
- TRT Attendance
- Floodplain

### Family Transfers

- Density verification
- Standard Notes
- Closures
- Easements
- All weather access
- Legal Access
- Buildable Area
- Addressing
- Water Restrictive Covenants
- Geohydro Reports
- Fire Affidavit
- Disclosures
- Legal Team Attendance
- TRT Attendance
- Floodplain

### Exemptions

- Density verification
- Standard Notes
- Closures
- Easements
- All weather access
- Legal Access
- Buildable Area
- Addressing
- Water Restrictive Covenants
- Geohydro Reports
- Fire Affidavit
- Disclosures
- Legal Team Attendance
- TRT Attendance
- Floodplain

### Administrative Subdivisions

- Density verification
- Standard Notes
- Closures
- Easements
- All weather access
- Legal Access
- Buildable Area
- Addressing
- Water Restrictive Covenants
- Geohydro Reports
- Fire Affidavit
- Disclosures
- Legal Team Attendance
- TRT Attendance
- Floodplain

### Variances and Appeals

- Identify needed variances
- Attend internal meetings for to assist in processing of variances and appeals to County criteria for land divisions and family transfers
- Attend Public Hearings as deemed necessary for variances and appeals

### *Requires Coordination with Other BDS Team Members for:*

- **Distribution and Tracking**
- **Fee Collection**
- **File Management and Closeout**
- **AS400 logging**
- **Legal Noticing**
- **Signature and Recordation**
- **Density Compliance**
- **Floodplain Management**
- **Density/Water Restrictive Covenants/GeoHydro Report Review**
- **Traffic Impacts**
- **Emergency Access**

VICKI LUCERO

## RESIDENTIAL APPLICATIONS

### Manage Incoming Projects

- Assure all submittals meet minimum criteria
- Accept or Reject Incoming Submittals
- Maintain log of incoming submittals, assign project number
- Determine project fees
- Assure all project deadlines are met
- Schedule Public Hearings

### Organize and Attend Submittal Deadlines

- BCC
- CDRC

### Organize and Attend Pre-Application Meetings

- Maintain log and minutes of Pre-Applications meetings conducted on new or incoming projects
- Apprise DRS Supervisor of all Pre-Application meetings

### Customer Service

- Address incoming calls with specific project related questions
- Address incoming clients with specific project related questions

### Final Orders

- Draft final orders as required

### Project Coordination

- Present new projects at legal and TRT meetings
- Prepare project captions
- Oversee legal noticing

- Verify public hearing agendas
- Coordinate with Applicants
- Coordinate with Design Review Services
- Prepare Project Staff Reports
  - Compile comments/conditions from Design Review Services into comprehensive format
  - Compile all exhibits
  - Oversee comment deadlines
- Present Staff Reports at DRC meetings
  - CDRC
- Present Staff Reports at Commission Hearings as deemed necessary by BDS Supervisor
- Verify project conditions have been met, coordinate recordation
- Provide organized files for project closeout

***Requires Coordination with Other BDS Team Members, Customers, Applicants and Agents***

**JOSE LARRANAGA**

**COMMERCIAL APPLICATIONS**

**Manage Incoming Projects**

- Assure all submittals meet minimum criteria
- Accept or Reject Incoming Submittals
- Maintain log of incoming submittals, assign project number
- Determine project fees
- Assure all project deadlines are met
- Schedule Public Hearings

**Organize and Attend Pre-Application Meetings**

- Maintain log and minutes of Pre-Applications meetings conducted on new or incoming projects
- Apprise DRS Supervisor of all Pre-Application meetings

**Organize and Attend Submittal Deadlines**

- BCC
- CDRC

**Customer Service**

- Address incoming calls with specific project related questions
- Address incoming clients with specific project related questions

**Final Orders**

- Draft final orders as required

**Project Coordination**

- Present new projects at legal and TRT meetings
- Prepare project captions
- Oversee legal noticing

- Verify public hearing agendas
- Coordinate with Applicants
- Coordinate with Design Review Services
- Prepare Project Staff Reports
  - Compile comments and conditions from Design Review Services into comprehensive format
  - Compile all exhibits
  - Oversee comment deadlines
  - Meet all public hearing deadlines
- Present Staff Reports at DRC meetings
  - CDRC
- Present Staff Reports at Commission Hearings as deemed necessary by BDS Supervisor
- Verify project conditions have been met, coordinate recordation
- Provide organized files for project closeout

***Requires Coordination with Other BDS Team Members, Customers, Applicants and Agents***

## JOHN SALAZAR

### VARIANCE REQUESTS

#### Manage Incoming Projects

- Assure all submittals meet minimum criteria
- Accept or Reject Incoming Submittals
- Maintain log of incoming submittals, assign project number
- Determine project fees
- Distribute incoming projects
- Assure all project deadlines are met
- Schedule Public Hearings

#### Organize and Attend Pre-Application Meetings

- Maintain log and minutes of Pre-Applications meetings conducted on new or incoming projects
- Apprise DRS Supervisor of all Pre-Application meetings

#### Organize and Attend Submittal Deadlines

- BCC
- CDRC

#### Customer Service

- Address incoming calls with specific project related questions
- Address incoming clients with specific project related questions

#### Final Orders

- Draft final orders as required

#### Project Coordination

- Present new projects at legal and TRT meetings

- Prepare project captions
- Oversee legal noticing
- Verify public hearing agendas
- Coordinate with Applicants
- Coordinate with Design Review Services
- Prepare Project Staff Reports
  - Compile comments and conditions from Design Review Services into comprehensive format
  - Compile all exhibits
  - Oversee comment deadlines
  - Meet all public hearing deadlines
- Present Staff Reports at DRC meetings
  - CDRC
- Present Staff Reports at Commission Hearings as deemed necessary by BDS Supervisor
- Verify project conditions have been met, coordinate recordation
- Provide organized files for project closeout

***Requires Coordination with Other BDS Team Members, Customers, Applicants and Agents***

# TERRAIN MANAGEMENT, STREETS, DRIVEWAYS, DRAINAGE DESIGN REVIEW

JOHN LOVATO

## **New Submittals**

- Accountable for Assurance that all permit applications, master plans, plats, and development plans are in compliance with County Terrain Management Guidelines
- Review and provide comment on onsite drainage design
- Perform field inspections as needed
- Provide Detailed Review of all incoming projects
- Provide Executive Summary of all reviews conducted
- Meet all associated project deadlines
- Develop standard comments
- Develop standard checklist for public
- Develop standard details

## **Variances and Appeals**

- Identify needed variances
- Attend internal meetings for to assist in processing of variances and appeals to terrain management guidelines and criteria
- Attend Public Hearings as deemed necessary for variances and appeals

## **Attend Technical Review Team Meetings**

- Provide timely reviews of all incoming projects

## **Attend Legal Review Team Meetings**

- Attend legal meetings as needed to discuss controversial issues

## **Attend Pre-Application Meetings**

## **Customer Service**

- Address all Terrain Management Related questions from general public, engineers, surveyors, contractors

## **Training and Outreach**

- Attend cross training events
- Provide cross training to other staff members
- Conduct public training sessions for contractors, engineers and architects

*Requires Coordination with Other  
PZS and BDS Team Members,  
Engineers, Surveyors, Contractors,  
Customers, Applicants and Agents*

## ARCHITECTURAL, SIGNAGE AND LIGHTING DESIGN REVIEW

AMANDA ROMERO

### New Submittals

- Accountable for assurance that all permit applications, master plans, plats and development plans are in compliance with County standards for setbacks, building height and massing, signage and lighting design specifications
- Process sign permit applications associated with business licenses and home occupations
- Review all lighting plans for compliance to Night Sky standards and County ordinance
- Review all projects for FARS, parking requirements and onsite parking requirements and aisle widths
- Review all proposed project signage for compliance to specific area ordinance standards
- Perform field inspections as needed
- Provide Detailed Review of all incoming projects including design plans and operations and maintenance manuals
- Provide Executive Summary of all reviews conducted
- Meet all associated project deadlines
- Develop standard comments

### Variances and Appeals

- Identify needed variances
- Attend internal meetings for to assist in processing of variances and appeals to County criteria for architectural, lighting and signage standards

- Attend Public Hearings as deemed necessary for variances and appeals

### Attend Technical Review Team Meetings

- Provide timely reviews of all incoming projects

### Attend Legal Review Team Meetings

- Attend legal meetings as needed to discuss controversial issues

### Attend Pre-Application Meetings

### Customer Service

- Address all architectural, signage, parking, and lighting related questions

### Training and Outreach

- Attend cross training events
- Provide cross training to other staff members
- Conduct public training sessions for contractors, engineers and architects
- Develop standard checklist for public
- Develop standard details for architects and engineers

### Final Orders

- Draft final orders as required

***Requires Coordination with Other PZS and BDS Team Members, Engineers, Surveyors, Contractors, Customers, Applicants and Agents***

## **LANDSCAPING, RAINWATER HARVESTING, TRAILS AND OPEN SPACE DESIGN REVIEW**

**JAN DANIELS**

### **New Submittals**

- Accountable for assurance that all permit applications, master plans, plats and development plans are in compliance with County standards for landscaping, irrigation, rainwater harvesting, trails and open space
- Review all Landscaping and Irrigation Plans for compliance to County ordinance
- Review all projects for rainwater harvesting criteria compliance
- Review all proposed projects for compliance to Open Space and trails requirements
- Perform field inspections as needed
- Provide Detailed Review of all incoming projects including design plans and operations and maintenance manuals
- Provide Executive Summary of all reviews conducted
- Meet all associated project deadlines
- Develop standard comments

### **Variances and Appeals**

- Identify needed variances
- Attend internal meetings for to assist in processing of variances and appeals to County criteria for landscaping, rainwater harvesting, open space and trails standards
- Attend Public Hearings as deemed necessary for variances and appeals

### **Attend Technical Review Team Meetings**

- Provide timely reviews of all incoming projects

### **Attend Legal Review Team Meetings**

- Attend legal meetings as needed to discuss controversial issues

### **Attend Pre-Application Meetings**

### **Customer Service**

- Address all landscaping, rainwater harvesting, trails and open space related questions

### **Training and Outreach**

- Attend cross training events
- Provide cross training to other staff members
- Develop standard checklist for public
- Develop standard details for architects and engineers

### **Final Orders**

- Draft final orders as required

***Requires Coordination with Other  
PZS and BDS Team Members,  
Engineers, Surveyors, Contractors,  
Customers, Open Space and Trails,  
Applicants and Agents***

**OLIVER GARCIA**

**Special Permits Coordinator**

**Business Licensing**

- Code Compliance Verification
  - Distribution to Code Compliance
  - Distribution to County Fire
  - Application Review
  - TIN Verification
- Reviewing Agency Coordination
- Access Verification
- Business Signage QA/QC
  - Distribution to Amanda>>>Vicente
- Tax Payment Verification
- Zoning Verification QA/QC
  - Distribution to Amanda>>>Joe C.
- License Tracking
- Annual Re Issuance
  - Verification of Payment
  - Field Inspections
  - Coordination w/C. Clerk
- Fee Collection
- License Issuance

**Home Occupation Permits**

- Code Compliance Verification
  - Distribution to Code Compliance
  - Distribution to County Fire
  - Application Review
  - TIN Verification
- Reviewing Agency Coordination
- Access Verification
- HO Signage QA/QC
  - Distribution to Amanda>>>Vicente
- Tax Payment Verification
- License Tracking
- Annual Re Issuance
  - Verification of Payment
  - Field Inspections
  - Coordination w/C. Clerk
- Fee Collection
- License Issuance

**Special Use Permits**

- Film Permits
- Special Event Permits
- Itinerant Vendor Permits
- Burial Permits

***Requires Coordination with Other  
BDS Team Members for:***

- **Distribution and Tracking**
- **Fee Collection**
- **File Management and Closeout**
- **AS400 logging**
- **Legal Noticing**
- **Signature and Recordation**
- **Density Compliance**
- **Floodplain Management**
- **Density/Water Restrictive  
Covenanants/GeoHydro  
Report Review**
- **Traffic Impacts**
- **Emergency Access**



## RESIDENTIAL AND COMMERCIAL BUILDING PERMITS

### CALEB MENTE

- Review and process same day permits
  - Coordinate with general public in professional and courteous manner to assure immediate processing of same day permits
  - Verify compliance with all federal, state and local criteria prior to recommendation of issuance
  - Obtain signature of BD Supervisor on all permits
  - Develop same day permit tracking log
  - Maintain same day permit files
  
- **Track Temporary Mobile Home Permits**
  - Coordinate with general public in professional and courteous manner to assure immediate processing temporary mobile home permits
  - Verify compliance with all federal, state and local criteria prior to recommendation of issuance
  - Develop temporary permit tracking log
  - Maintain temporary permit files
  - Obtain signature of BD Supervisor on all permits

- Maintain Staff and Public submittal Checklists
  
- Develop permit desk policy and procedure list

### **Training and Outreach**

- Attend cross training events
- Provide cross training to other staff members
- Develop standard process checklist for public

***Requires Coordination with Other PZS and BDS Team Members, Engineers, Surveyors, Contractors, Customers, Applicants and Agents***

## CASSANDRA PURDY

### **Project Distribution, tracking, logging and closeout**

- Distribute incoming projects to Design Review Team Members
- Develop and maintain tracking database
- Coordinate project logging in AS400

### **File Management**

- Develop and Maintain File Management System
- Insert Standard Forms
- Assure all materials are neatly organized in project files
- Develop and Maintain Plan Management System

### **Project Closeout**

- Obtain pre-recording signatures
- Record all final development plans and plats w/applicants
- Verify all materials are in project files
- Scan documents for digital archiving
- Coordinate paper copy archiving with admin team

### **Fee Management**

- Assure all fees are collected
- Develop and maintain fee management system so all checks are processed within 24-hours of receipt

### **Design Review Team Support**

- Provide Support to DRT as needed including preparation of legal noticing, research, draft final orders, deliveries to reviewing agencies
- Attend TRT meetings to assure project distribution
- Coordinate Field Inspections, assure project photos are in files w/correct form

### **Permit Desk Backup**

- Provide backup on as needed basis on permit desk

### ***Requires Coordination with Other BDS Team Members for:***

- **Distribution and Tracking**
- **Fee Collection**
- **File Management and Closeout**
- **AS400 logging**
- **Legal Noticing**
- **Gathering, tracking and distribution of Review Responses**
- **Signature and Recordation**
- **Archiving**

### ***Requires Coordination with Outside reviewing agencies for:***

- **Signatures**
- **Deliveries**
- **Distribution of incoming projects**
- **Gathering, tracking, and distribution of review responses**

## RESIDENTIAL AND COMMERCIAL BUILDING PERMITS

### VACANT

- Consult with public regarding submittal requirements
  - Provide courteous and professional representation of department to general public
  - Assist walk-in clients with Code related questions
  - Assist telephone clients with Code related questions
  - Provide assistance to administrative staff if required i.e. answering of main phone line, greeting of customers and clients
  
- Process building permit submittals
  - Verify submittal is complete
  - Apprise applicant of missing items and provide concise direction to applicant of steps to assure complete submittal
  - Coordinate distribution of completed application to Project Distribution personnel
  - Obtain signature of BDS supervisor or manager on all Development Permits
  - Upon receipt of completed project, bag and ready for applicant submittal to CID
  - Contact applicant and apprise of fees and permit pickup
  - Maintain permit ready board and AS400 log database
  - Assist with project distribution as required

### **Training and Outreach**

- Attend cross training events
- Provide cross training to other staff members
- Develop standard process checklist for public

***Requires Coordination with Other  
PZS and BDS Team Members,  
Engineers, Surveyors, Contractors,  
Customers, Applicants and Agents***

**BUILDING AND DEVELOPMENT SERVICES SUPERVISOR**

**WAYNE DALTON**

**Assist with Daily Operations BD Services**

**Customer Service QA/QC**

- Permit Counter Supervision
- Submittal Deadline Management
- Project Distribution Management

**Personnel Supervision**

- Timesheet Collection and Review
- Employee Evaluations
- Workload Distribution and Supervision
- Conflict Resolution

**Commission Action Requests**

- Distribution
- Follow-up

**Fleet Management**

- Vehicle Maintenance & Repair Coordination

**Equipment and Supplies Management**

**Residential Permit and One Day Permit Code Compliance QA/QC**

**Hearing Agenda and Packet QA/QC**

- Legal Notice QA/QC
- Project Posting QA/QC

**Field Inspection QA/QC**

**Preliminary and Final Development Plans**

- Staff Report QA/QC
- Code Compliance QA/QC
- Agent/Developer Relations QA/QC
- Pre-Application Meeting Facilitation
- Project Tracking and Maintenance QA/QC

**Construction Project Coordination**

- Bonding/Financial Guarantees
- Final Inspection QA/QC
- Pre-Con Meeting Coordination

*Requires Coordination with Other PZS, BDS Team Members for:*

*Requires Coordination with Outside reviewing agencies*

*Requires Coordination with Other Departments, and Commission*

## CODE ENFORCEMENT AND INSPECTIONS

RICK LOVATO  
GENE PORTILLO  
MIGUEL ROMERO  
VACANT

- Commission Action Requests
  - Respond in a timely manner to all requests
  - Maintain file of all actions
  - Coordinate response with other CO's and Manager
- Complaints
  - Respond in a timely manner to all complaints
  - Maintain file
  - Apprise violators and other staff if zoning or other public action is required
- Violations
  - Conduct field inspections to verify Code compliance
  - Issue NOV as needed
  - Maintain File, assure NOV is logged to AS400 to flag permit actions
  - Coordinate with public
  - Attend Court Hearings
  - Prepare Court follow-up actions and reports
- Preliminary Site Inspections
  - Conduct detailed pre-construction inspections
  - Assure site photos are in appropriate file
  - Coordinate with other staff on pre-inspections, via preparation of pre-construction field observation report
- Assist with final inspections as required
- Business License and Home Occupation Inspections
  - Conduct Site inspection
  - Take site photos
  - Prepare field observation report
  - Coordinate with Special Permits
- Tracking
  - Assure all actions are tracked and files appropriately maintained
  - Coordinate with GIS to develop violation location maps

### Training and Outreach

- Attend cross training events
- Provide cross training to other staff members
- Develop standard process checklist for public

***Requires Coordination with Other PZS and BDS Team Members, Engineers, Surveyors, Contractors, Customers, Applicants and Agents***

## Code Enforcement Sweeps

### Purpose:

Code Enforcement Sweeps are usually initiated either by a community that recognizes numerous enforcement issues or by the County as a result of excessive complaints in a specific geographic area.

### What does a Sweep involve?

1. Contacting all residents within a selected area.
2. Setting up a community meeting if possible.
3. Utilize all Code enforcement staff and vehicles.
4. Undertake during favorable weather
5. Citing all discernable violations including litter, junk vehicles, and unpermitted development. Some violations may not be Land Use Code related and will not be cited.
6. Issue Notice of Violation for each code infraction.

### Which areas are currently being considered for Sweeps?

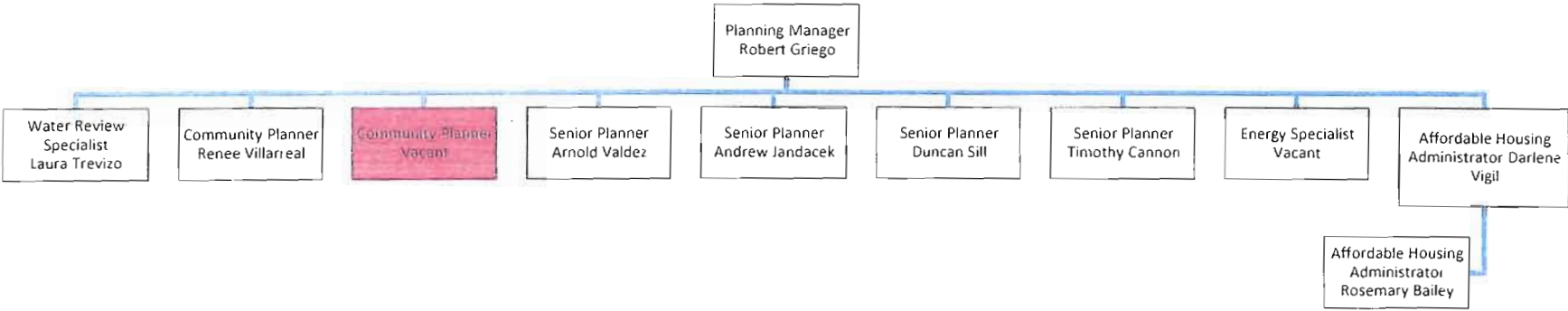
1. Agua Fria Village – Staff met with the Agua Fria Village Association and the community decided to consider the creation of a Beautification Program, only citing severe violators after a community-wide clean-up has taken place.
2. Mutt Nelson Rd area- numerous complaints from this area. This is within the presumptive annexation area with the City and a Sweep should be conducted in concert with them. We have not been able to put this together yet.
3. I-25/East Frontage Rd/Taylor Subdivision area – numerous complaints and unpermitted development issues.
4. North and South Fork area/Silverado Subdivision – numerous complaints
5. Boneyard Rd. area/Arroyo Seco

### Staff Recommendation

Building and Development Services staff of the Growth Management Department recommends a 4 Sweep Program for 2011 that would be prioritized as follows:

1. I-25/E. Frontage Rd – Spring
2. Boneyard Rd. Area –Early summer
3. N/S Fork/Silverado – Late summer
4. Mutt Nelson Rd. Area – early Fall in conjunction with City

*Growth Management Department  
Planning and Sustainable Planning Division*



# **Planning**

**Growth Management Planning**

**Community Planning**

**Economic Development**

**Energy**

**Water Conservation**

**Affordable Housing**



## Planning Division

The Planning Division of the Growth Management Department is responsible for development of the County Growth Management Plan and the implementation of long range planning activities. The Planning Division includes Community Planning, Economic Development, Affordable Housing, Water Resources, Transportation, and includes Renewable Energy projects. The Planning Division also provides staff for the Regional Planning Authority (RPA) and supports the RPA Task Forces including Energy, Affordable Housing and Economic Development. Planning also works with other County Departments including the Manager's Office, Legal, Community Services, Public Works and Utilities in developing the Sustainable Land Development Code and the Capital Improvements Plan.

**Robert Griego, Planning Manager** Robert coordinates Planning activities including the establishment of the Sustainable Growth Management Plan and implementing the Public Participation process to include refining the community planning process and establishing the community organization and notification process. Robert is working with the manager's office and legal in developing the Sustainable Land Development Code. Robert is the primary staff for the RPA.

**Arnold Valdez, Senior Planner** Arnie is a community planner currently working with the La Cienega and La Cieneguilla Planning Committee. Arnie is involved in environmental and natural resource planning, historic and cultural resource documentation/preservation planning, and development review.

**Renee Villarreal, Community Planner** Renee is a community planner currently working with the Galisteo Planning Committee. Renee is responsible for public outreach and information regarding community planning. Renee is also the County representative for the Santa Fe City and County Food Policy Council and sits on several subcommittees with the FPC.

**Andrew Jandacek, Transportation Planner** Andrew is the Transportation Planner and works with several transportation entities including the Technical Coordinating Committee of the Metropolitan Planning Organization (MPO), the North Central Regional Transit District (NCRTD), the Northern Pueblos Regional Planning Organization (NPRPO) and the Regional Planning Authority (RPA). Andrew is currently working with County Public Works Department and Planning Staff to develop a Transportation Improvement Plan for all road projects identified as Capital Improvements Projects (CIP). Andrew also reviews development plan submittals and Transportation Impact Analyses (TIA) for development proposals.

**Duncan Sill, Economic Development Planner** Duncan is focused on economic development for the County including economic infrastructure, targeted cluster industries, workforce development, business services and regional partnerships. Critical infrastructure includes Regional Broadband, Regional Energy Financing District, and infrastructure including the Santa Fe Studios project.

**Laurie Trevizo, Water Resources Specialist** Laurie is the County Water Conservation Program Coordinator which includes the domestic well metering Program, the Water Harvesting Program, and includes a Public Education and Outreach efforts. Laurie provides technical review of Geohydrology reports and provides water planning and developed the Water Conservation Plan and coordinates with various water planning groups.

**Tim Cannon, GIS Planner** Tim provides the Planning Division with geographic information systems (GIS)-based mapping, analysis, and database management, to support the preparation of the SGMP, community and district plans, and the land development code. Tim is also working on drafting and review of land use-, zoning, and site development-related provisions of the SGMP, community and district plans, and the land development code, particularly related to the use of land, density/intensity of development, and siting with respect to natural resource, natural hazard, scenic resource, and land use compatibility conditions.

**Darlene Vigil, Affordable Housing Administrator**

**Rosemary Bailey, Affordable Housing**

**Melissa Holmes, Administrative Assistant** Melissa provides administrative support to Planning Division and Growth Management Department. Melissa developed a contact database to keep the public informed about the planning process specifically for the SGMP. Melissa also is working on establishing a community notification process for community organizations and registered organizations to implement the SGMP public notice process.

Arnold Valdez, Senior Planner

- Long range planning, involved in growth management planning, assists in the interpretation and implementation of the Sustainable Growth Management Plan
- Environmental and natural resource Planning
- Historic and cultural resource documentation/preservation planning
- Community Planning
- Sustainable development/planning
- Land use/infrastructure planning

### Projects

Galisteo Watershed Partnership: attend steering meetings and participate in ongoing activities.

Wildlife Habitat of New Mexico: Sponsor of Multi-county Conservation Work shop on Wildlife Habitats and Corridors to be held on March 16<sup>th</sup>.

Galisteo Archaeological Sites Protection Act: Participate in monthly Organizing Committee meetings and site visits, and management plan.

Northern Rio Grande National Heritage Areas: Participate in meetings and working on tri-county historic resource management plan.

San Marcos District Community Plan: Continue to work with planning committee and community on amending/revisions to plan

Galisteo Community Plan: Available to work on continuing work on completion of Community plan

New Mexico Acequia Association: Work with association staff in acequia related matters and attend/participate NMAA functions

Agriculture groups: work with Renee on agricultural activities/groups with reference to SLDP

Documentation: Field trip and photography of Community College District and other areas related to "Pattern Book" development for inclusion in SLDC

Renewable Energy District: Assist Duncan on energy related issues, review of technical documents, inventory and documentation of renewable energy installations

Green Building Code/Sustainable Development: available to assist on the development of green building code

Water Conservation Plan: working with Laurie Trevizo on developing SFC Water Conservation Plan

**Renee Villarreal, Community Planner**

- **Community Planning Program:**
  - Assist communities with long-range plans for unincorporated areas – use a team planner approach
  - Lead planner for Galisteo, assisting with La Cienega and other community planning initiatives as prioritized
  - Facilitate community meetings and prepare presentations
  - Provide research and data on community planning areas and land use related issues
  - Set up meeting space and provide advertisement of community meetings utilizing community information resources
  
- **Sustainable Development Planning:**
  - Interpretation and implementation of the Sustainable Growth Management Plan (SGMP)
  - Make sure community plans are consistent with the SGMP
  
- **Public Outreach and Information:** Responsible for updating the SGMP website link and public information including the Planning page as needed to reflect latest initiatives and upcoming meetings.
  
- **County Representative for the Santa Fe City and County Food Policy Council (FPC):**
  - Attend monthly meetings and give update on status of SGMP and now the SLDC, especially in the areas related to agriculture, ranching and food security initiatives.
  - Responsible for initiating ways where the County can start moving forward on Directives as set forth in the SGMP in collaboration with the FPC and their mission and goals.
  - Continue facilitating the project of creating a Food Access Map to show where County residents have access to food resources and locations and identifying food deserts.
  - Assist with a comprehensive Food Assessment for Santa Fe County and City.
  - Sit on Education and Outreach, Procurement, Land Use and Food Production, and Assessment Subcommittees of the FPC and attend weekly meetings.
  
- **Development Review** on some proposed projects and development plans as they relate to the interpretation and implementation of the Community Plans and the SGMP.
  - Participate in bi-monthly technical review meetings with growth management department and other departments.
  
- **Research and Data Gathering** for land use related issues that come up frequently

### **Andrew Jandacek-Transportation Planner**

- Work with the Metropolitan Planning Organization (MPO) to identify and prioritize new County Roads projects and County Road Improvements for the Transportation Improvement Program (TIP).
- Work with County Public Works Department and Planning Staff to develop a Transportation Improvement Plan for all road projects identified as Capital Improvements Projects (CIP).
- Work with North Central Regional Transit District (NCRTD), Santa Fe Trails Staff and the Regional Planning Authority (RPA) to develop and amend the County's transit service plan.
- Review Development Plan submittals and Transportation Impact Analyses (TIA) for development proposals to assess compliance with County Plans and Ordinances and propose recommendations for Plan and Ordinance compliance.
- Work with County Staff in developing specific road standards for the draft Land Use Code
- Respond to Public concerns regarding plans for the County's future transportation network
- Represent the County and promote the County's interests at meetings of the following transportation entities:
  - The MPO Technical Coordinating Committee (TCC) - voting member
  - The Northern Pueblos Regional Planning Organization (NPRPO) - voting member
  - The MPO Bike/Ped Study Group
  - The Santa Fe Community College Roads/Transportation Task Force
  - The North Central Regional Transit District (NCRTD)

### **Tim Cannon, GIS Planner**

Computerized geographic information systems (GIS)-based mapping, analysis, and database management, to support the preparation of the Sustainable Growth Management Plan, community and district plans, and the land development code.

Drafting and review of land use-, zoning-, and site development-related provisions of the Sustainable Growth Management Plan, community and district plans, and the land development code, particularly related to the use of land, density/intensity of development, and siting with respect to natural resource, natural hazard, scenic resource, and land use compatibility conditions.

## Laurie Trevizo-Water Resource Specialist

### 1. Water Conservation Program Coordinator:

The Santa Fe County Water Conservation Program was put in place in 2007 to implement and oversee the various conservation Ordinances and requirements put forth by the County over the last several years. Conservation actions include:

#### Domestic Well Metering Program:

- Santa Fe County is a steward of aquifer preservation. According to data provided by the Office of the State Engineer in 2005, there are over 14,000 domestic wells located in Santa Fe County. Water restrictions allow the aquifer to recharge by reducing the amount of pumping.
- All properties with a domestic well water restriction are *required* to install water meter and submit annual meter readings. Verification if water restrictions exist by checking the recorded survey plat. Property that has recently been divided will most often has water restrictions
- In order to ensure that the amount of water allotted to domestic well owners by the Land Use Department is not exceeded, well meter readings can be entered online

#### Rainwater Harvesting Program: Update to Water Harvesting Guidelines are in the Water Conservation Plan

##### Residential:

- Residences 2,500 ft<sup>2</sup> of heated area or less must utilize rain barrels, cisterns, or other catchment basins.
- Residences 2,500 ft<sup>2</sup> of heated and greater must install an active rainwater catchment system comprised of cisterns
  - Cisterns must be buried or partially buried.
  - Cisterns must hold 1.15 gallons per ft<sup>2</sup> of residential heated area; this figure can be adjusted based on landscaping, but not eliminated.
  - Landscaping must be watered by a pump and drip irrigation system connected to cisterns.

##### Commercial: Cisterns must be buried, partially buried, or enclosed within an insulated building/structure.

- Cisterns must hold 1.5 gallons per ft<sup>2</sup> of roofed area; this figure can be adjusted based on landscaping but not eliminated.
- Cisterns must meet all requirements set forth in the Water Harvesting Guidelines (updated version of guidelines found in Water Conservation Plan)

#### Public Education and Outreach:

##### Youth Education:

- RiverXchange - Up to ten 4<sup>th</sup> or 5<sup>th</sup> grade classes in Santa Fe County, New Mexico, will be partnered with up to ten 4<sup>th</sup> or 5<sup>th</sup> grade classes from around the U.S. or world. The curriculum is designed to teach students about water resources by having them study their own local river ecosystem, do hands-on activities relating to the topics, and participate in a field trip and/or service learning project at their local river. The curriculum is divided into three units:
  - Understanding a Watershed
  - Human Connections to the River including water conservation
  - River Ecosystem

##### Adult Education:

- The Water and Energy Expo co-hosted with City of Santa Fe was a free public program featuring more than 20 different presentations on conservation and sustainability, as well as exhibits from more than 40 local businesses and non-profit organizations. Rainwater harvesting expert Brad Lancaster will gave a free public lecture titled *Planting Water: What You Can Do Today!*

### 2. Technical Review of Geohydrology Reports

- Perform geohydrology reviews for developments based on Article VII Section 6 of the Land Development Code
- Assist and meet with public on water budgets and water related issues
- Work with case planners in Development and Building services about upcoming developments
- Work with County geohydrologist on water related issues on the County Utility

### 3. Water Planning

**Water Conservation Plan:** This Plan was written in a way that provided a forum for planners, scientists, elected officials, members of the public, and other interested parties, to discuss the challenges our county faces in deciding the future direction of water. This document captures all of the technical data, analysis, and strategic planning in order to develop a Water Conservation Plan that the entire County can support and implement.

**Regional Water Planning Groups:** Coordinate with regional water planning groups recognized by the NM Office of the State Engineer: Jemez y Sangre Regional Planning Group (Northern Santa Fe County) and Estancia Regional Planning Group (Southern Santa Fe County)

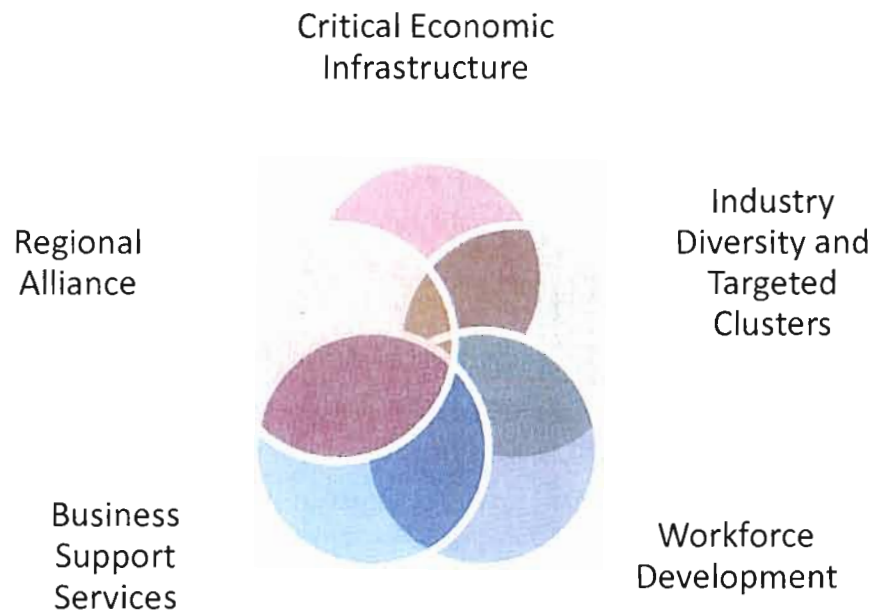
**Water Conservation Ordinances:**

WATER CONSERVATION ORDINANCES	
<i>Water Conservation Ordinances are listed in reverse chronological order.</i>	
<i>Ordinance 2003-6 rainwater harvesting: amended by Ordinance 2008-4</i>	<p><b>Commercial:</b> Capture 1.5 gallons of rainwater per each square foot of roofed area. Cisterns be installed underground or partially underground.</p> <p><b>Residential over 2,500 sq ft:</b> Capture 1.15 gallons of rainwater per each heated square foot roofed area. Cisterns must be installed underground or partially underground.</p> <p><b>Residential under 2,500 sq ft:</b> Utilize a rainwater catchment device sufficient to retain enough water for landscaping purposes. Possibilities include: rain barrels, swales, raised planters, or other devices as approved by the Land Use Department.</p> <p><b>Recycled water:</b> Includes grey water or properly treated effluent; to be used instead of utilizing a cistern to catch rainwater.</p>
<i>Ordinance 2006-3 instant hot water devices: amended by Ordinance 2006-8</i>	<p><b>Instant hot water devices:</b> Requires instant hot water devices on all permanent structures hot water tap.</p> <p><b>Commercial water conservation:</b> Requires commercial businesses, restaurants and lodging facilities to place water conservation notices in restrooms.</p>
<i>Ordinance 2002-13, the "Water Conservation Ordinance" amended by Ordinance 2004-7</i>	<p>Restrictions for waste or fugitive water</p> <p><b>Commercial retrofits:</b> Requires commercial properties to retrofit their facility when they come in for a building or development permit. Toilets and urinals must be replaced with low-flush (1.6 gpf or better) models, faucets must be fitted with low-flow faucet aerators, Showerheads must be low-flow. The program does not include home-based businesses.</p> <p><b>Public outreach and education:</b> includes table tents (indicating "water served only upon request") in restaurants, water conservation signage in public restrooms</p> <p><b>The domestic well metering program:</b> Only applies to properties that have wells with water restrictions recorded on their Recorded County Plat.</p>
<i>Ordinance 2000-9, emergency water restrictions</i>	<p>An emergency ordinance requiring water restrictions throughout Santa Fe County to be equal to or more stringent than those concurrently proposed by the City. Water restrictions delineated in Stages 1, 2, and 3.</p>
<i>Ordinance 1996-10, The Land Development Code, Article V: Procedures and Submittals</i>	<p><b>Water Supply Plans and Water Permits: Article V, Section 5.3.2.x (page V-8)</b> Detailed information concerning water supply plans and water permits for Preliminary Plat Submittal can be found in Article VII, Section 6: Water Supply.</p> <p><b>Water Supply Plans and Water Permits: Article V, Section 7.1.2.y (page V-18)</b> Detailed information concerning water supply plans and water systems for Preliminary Development Plans can be found in Article VII, Section 6: Water Supply, and Table 5.1.</p>
<i>Ordinance 1996-10, The Land Development Code, Article VII, Section 6: Water Supply</i>	<p>Applicants shall submit a water supply plan to be reviewed by the Land Use Administrator and County Hydrologist. Water supply plans for proposed subdivisions of six lots or greater be submitted to the State Engineer's Office and the New Mexico Environment Department. Water supply plans concern: water permits, community water systems, water availability assessments, water quality, water conservation, and fire protection. 100-year water supply must be proven for non-residential development and residential subdivision.</p>

SFC CLERK RECORDED 02/15/2011

Duncan Sill, Economic Development Planner

- County Approach to Economic Development has five integrated aspects:
  - **Critical Economic Infrastructure**
  - **Cluster Targeted Industries**
  - **Workforce Development**
  - **Business Services Support**
  - **Regional Alliance**



- Building Blocks (via program and resource development):
  - Rebuild Foundation and Equity
  - Invest in appropriate industry activities and critical economic infrastructure
  - Manage Leakage
  - Stabilize Employment
- Important to establish public and private partnerships and strengthen regional alliance—especially with critical infrastructure
- **Current County Activities (highlights):**
  - Critical infrastructure
    - Regional Broadband--REDI Net with northern partners, \$10.6mm in ARRA assistance; supports economic



- Partnership with SFCC Sustainable Technologies Center—internships, collaborative activities with energy and water conservation
- Partner with SF Alliance—food and fuel project training opportunities
- Regional Alliance
  - Regional Planning Authority taking active role and established Economic Development Task Force
  - SF County is part of Regional Economic Development Initiative (7 local government partnerships in Northern NM)
  - Part of NMEDDD Certified Communities Program
  - Part of Regional Coalition of LANL Communities working on issues related to economic diversification
  - Partnerships with Farmers Market, Food Policy Council and others to address food economics and security.
  - Collaboration with area tribal entities

Contact: Duncan Sill, [dsill@santafecounty.org](mailto:dsill@santafecounty.org) or 505-995-2728

## Santa Fe County Energy Conservation Coordinator

### Nature of Work

Recommends energy conservation methods and implements energy efficiency and conservation coordination to support local government and other regional community based energy efficiency improvement programs for Santa Fe County. Provides program outreach collaboratively with regional stakeholders to deliver educational and informational presentations, contact potential program participants, and participate in face-to-face meetings to promote and increase participation in Santa Fe County and community based energy efficiency initiatives.

### Essential Functions:

- Coordinates County facilities energy audits
- Collects and tracks energy consumption data and provides cost/benefit analysis of energy baseline, savings and improvements for county operations and buildings.
- Coordinates and implements recommended energy efficiency and conservation improvements for county facilities and operations.
- Coordinates program activities and development with community based organizations, utility providers and other government units to enhance energy efficiency and conservation for the region.
- Coordinates with appropriate County departments to develop comprehensive maintenance procedures to ensure energy efficiency benchmarks are met and sustained.
- Reviews and recommends use of energy efficiency and conservation incentive applications.
- Provides regular program reports to include project status tracking and other related data information.
- 
- Provides support for grant administration related to energy efficiency with other county departments.
- Assists in developing educational and informational materials, presentations, and processes for county-personnel, county-wide and/or local community based energy efficiency programs;
- 
- Delivers program presentations to various audiences and constituents at an assortment of venues;
- Establishes and achieves program participation goals;
- When required, communicates with contractors and program administrators regarding program requirements;
- Maintains accurate activity records;
- Writes regular reports to summarize all activities and results, and to recommend improvements in effectively recruiting, educating, and assisting potential participants

### Knowledge and Skills

- Working knowledge of energy supply and usage patterns, federal and state energy policies and regulations
- Ability to communicate professionally in writing, verbally, and in a large public forum.
- Considerable knowledge in building construction, building codes, and standards including green building codes
- Energy costs and accounting methods
- Knowledge of grant writing and administration including data collection and report writing.

**Darlene Vigil Affordable Housing Administrator**

Produces, enforces and recommends changes to Ordinances and Regulations for the Affordable Housing Programs. The mission of the Affordable Housing Programs is to provide increased affordable housing opportunities to workforce families living in Santa Fe County. Initiatives include down payment assistance, home improvement, developer incentives, long term affordability and foreclosure prevention. A broad range of income levels for current and future residents are served, not to exceed 120% of the area median income, (120% of the AMI for a household of 4 is \$ 79,200.00 annually.

**Rosemary Bailey Affordable Housing Specialist**

Work extensively with partners, lenders, non-profits and developers to enforce Ordinances and Regulations on behalf of Santa Fe County. Maintain records to accurately report production of developments, homebuyers and residents participating in the Santa Fe County Affordable Housing Programs.

**Affordable Housing Program  
January 4, 2011**

**I. Total Affordable lots: 588**

<b>Developments Vertical Ready Lots with approved Affordable Housing Agreements</b>		<b>Developments approved with Master Plan, Preliminary or final approval</b>	
Rancho Viejo	122	Apache Canyon	2
La Pradera	11	Galisteo Basin	290
Mattson	2	Suerte del Sur	80
Turquoise Trail	77	Sandstone Pine Estates	2
Oshara	2		
<b>Vertical Lots</b>	<b>214</b>	<b>Approved Lots</b>	<b>374</b>

**II. Inventory of Affordable Homes purchased under Santa Fe Community College District Ordinance and Homes purchased under 30% 2006-02 Ordinance**

<b>SFCCD 2002-2010</b>	<b>Santa Fe County Liens</b>	<b>Total no. of Homes Built</b>
<b>Santa Fe County Liens</b>	<b>\$13,763,854.00</b>	<b>177</b>
<b>Ordinance 2006-02</b>	<b>\$825,964.00</b>	<b>15</b>
<b>Santa Fe County Liens paid off</b>	<b>\$422,314.00</b>	<b>10</b>
<b>Total all County Liens</b>		
	<b>\$14,167,504.00</b>	<b>182</b>

**III. Initiatives Implemented to stimulate Productivity**

- a. Affordable Housing Plan approved by NMMFA, September, 2009
- b. Affordable Housing Assistance Ordinance approved, November 20, 2009
  1. Developer Subsidy, \$10,000.00 per affordable unit
  2. Down Payment Assistance to homebuyers up to \$20,000.00 per household
- c. Amend Affordable Housing Regulations, October, 2010 to incorporate changes resulting from the County and the City of Santa Fe's Joint Resolution to align Ordinances and Regulations for a user friendly environment for Developers, Non-Profits and Homebuyers
- d. Approval of the Long Term Affordability and Foreclosure Prevention Program, December, 2010

#### **IV. Current Issues**

- a. Present the "Happy Roofs Program" in partnership with the Los Amigos Weatherization program providing \$6500. Federal Grant money plus up to \$10,000. from Santa Fe County for a replacement or roof repair
- b. Address 30% Affordable Housing requirements to include the findings from Growth Management Plan and recent housing study

#### **V. Staff Recommendations**

- a. Collaborative efforts with Santa Fe County departments and incorporating the Sustainable Growth Management Plan
- b. Research and explore options to address rental or lease of affordable units
- c. Seek funding sources to continue programs and services

# **Geographic Information Systems (GIS)**

**Geographic Data and Analysis**

**Mapping**

**E-911/Rural Addressing**

# Geographic Information Systems Division

The GIS (Geographic Information System) Division uses digital geographic data to assist the county and the public to make better decisions about where activities should or should not take place. This includes buildings, water systems, conservation, trails, roads and other infrastructure. We provide semi-standard map products to the public, and custom data and analyses for other county offices.

GIS employees are:

**Amanda Hargis** – GIS Coordinator. Amanda coordinates the use of geographic data, hardware, software and training across all Offices and Departments, to create enterprise GIS activities. Amanda has also been learning the E-911 Mapping supervisor's job and supervising those staff members.

**Erle Wright** – Data Integration Administrator. Erle ensures that the outside data we acquire (e.g. from the state or other partners) is formatted correctly for our systems. He also ensures that we understand our data and use it appropriately. Erle is the Chair for the GIS Affiliate for NMAC, and reports as such to the State Geographic Advisory Council.

**Debra Garcia** – GIS Technician. Debra assists the public with mapping, performs analyses for county staff, and creates custom maps and data for other county offices.

**Daniel Romero** – GIS Technician. Daniel assists the public with mapping, performs analyses for county staff, and creates custom maps and data for other county offices.

E-911 Addressing employees are:

(vacant) – E911 Supervisor – Amanda Hargis acting. This position coordinates with other local, state and tribal governments to keep the E911 system running smoothly from the initial call to the responder showing up at the incident.

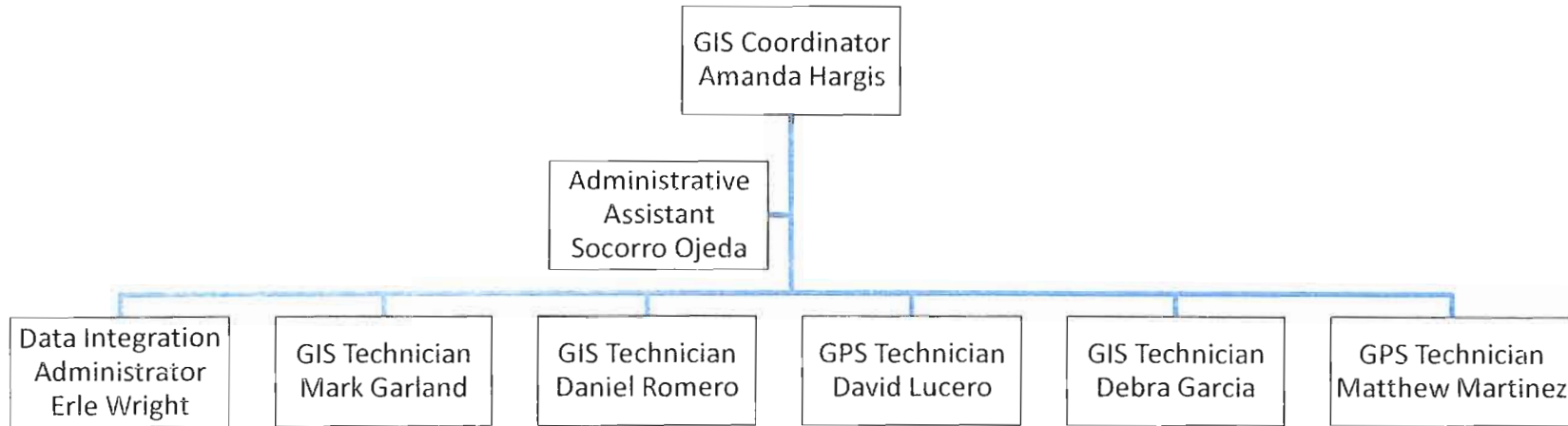
**Socorro Ojeda** – Administrative Assistant. Socorro is the glue that holds these offices together. She performs all procurement functions for our combined offices, acts as our Safety Officer, maintains schedules, answers phones, verifies 911 addresses, and has been learning GIS to assist in the address verification process.

**Mark Garland** – GIS Technician. Mark's role is to use GIS to accurately map all roads and structures in the county for 911 response purposes. He interfaces with the Post Office, the RECC, the incorporated areas in our county, various phone companies, and PNM to ensure that all addresses are correct and associated with a correct telephone number.

**David Lucero** – GPS Technician. David is a field technician. His area of coverage is north of I-25. He maps new roads and structures, and interfaces with the Pueblo governors regarding addresses. He also posts red & white address numbers where they are missing.

**Mathew Martinez** – GPS Technician. Mat is the field technician for south of I-25. He maps new roads and structures, and posts red & white address numbers where they are missing. He also assists other offices (e.g. Planning or Open Space) with their GPS needs.

*Growth Management Department  
GIS/E-911 Office*





**Santa Fe County  
Regional Broadband Development—REDI Net  
Summary  
January 2011**

**I. Background**

**Northern New Mexico applied for \$10.6 million in federal stimulus funding to deploy a high-speed, open access, fiber optic broadband network**

- **Funding Source:** Broadband Technology Opportunities Program (BTOP) in the US Department of Commerce, National Telecommunications and Information Administration (NTIA)
  - **Applicant:** North Central New Mexico Economic Development District (NCNMEDD)
  - **Type of Project:** Open Access Middle-Mile Infrastructure (community owned and operated). This will offer high-speed services to community anchor institutions and wholesale bandwidth to service providers. Approximately 140 miles of fiber.
  - **Process:**
    - Application was submitted in March 2010.
    - Notice of award—August 2010
  - **Partners and communities served:**
    - **Communities Served:** The Pueblos of Tesuque, San Ildefonso, Santa Clara, Pojoaque and Ohkay Owingeh; Santa Fe County, Los Alamos County, the City of Espanola and Rio Arriba County. Approximately 123 anchor institutions.
    - **Private Sector Last-Mile Partners:** Tewa Communications, CyberMesa, Chimayo Red, Agavue, Kit Carson Telecom, US Cable (may not be applicable anymore)
    - **Other Partners:** Northern NM College, University of New Mexico, UNM-Los Alamos, Los Alamos National Security LLC, Jemez Mountains Electric Cooperative, Kit Carson Electric Cooperative, PNM
  - **Technology Platform:** 144 count fiber optical cable delivering Metro Ethernet services up to Gigabit Ethernet speeds
  - **Method of Deployment:** Pole attachment to existing electric poles; burial in existing underground conduit in some areas
  - **Joint Powers Agreement established**—December 2010
    - Parties to JPA--communities served and NCNMEDD
    - Management of grant and related federal compliance
    - Establish REDI NET Board--Oversight of ongoing network operations and reinvestment activities—working group.
- II. Current Activities**
- Environmental assessments (first draft complete end of January 2011)
  - Modified preliminary engineering
  - Appointment of representatives to REDI NET Board

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# News Release

## U.S. Senators Jeff Bingaman and Tom Udall

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FOR IMMEDIATE RELEASE: Monday, August 16, 2010

### Udall, Bingaman Host NM Broadband Summit

*Event Features Announcement of \$73 Million in Grants, Loans to Connect NM*

WASHINGTON – U.S. Senators **Tom Udall** and **Jeff Bingaman** today co-hosted a *New Mexico Broadband & Smart Grid Summit* in Moriarty that featured the announcement of more than \$73 million in grants and awards to expand broadband services to rural, underserved areas of New Mexico.

More than 300 people attended the summit at the Moriarty Civic Center, which included panel sessions featuring experts on the challenges and opportunities facing New Mexico as it works to overcome the digital divide and harness broadband technologies to promote economic growth, energy independence and health care delivery. Udall led the first panel session, titled “Wiring New Mexico for the Future;” while Bingaman led the second panel, titled “Bringing Broadband to Energy – Smart Grid in New Mexico.”

Jonathan Adelstein, administrator of the Rural Electricity Service of the U.S. Department of Agriculture (USDA), also gave a keynote address in which he announced \$63.8 million in American Recovery and Reinvestment Act (ARRA) funds for a broadband infrastructure project that will deliver affordable broadband service to 29 communities in rural, underserved areas of Taos, Colfax and Rio Arriba counties. Kit Carson Electric Cooperative will receive a \$44 million grant and a \$19 million loan – for a total of \$63.8 million – to create the 2,400-mile broadband network, which will connect approximately 20,500 households, 3,600 businesses, 183 critical community institutions and two Native American Pueblos.

Also at the summit, the Commerce Department’s National Telecommunications and Information Administration Deputy Administrator Anna M. Gomez announced a separate, \$10.6 million ARRA grant to the North Central New Mexico Economic Development District’s REDI Net project, which will make high-quality broadband services more affordable and accessible to residents, businesses, and public institutions in Rio Arriba and Los Alamos counties, northern Santa Fe, and five Native American tribal communities.

“Today was a big day for New Mexico,” **Udall** said. “Not only did we bring experts from across the spectrum together to discuss the challenges our state faces in bridging the digital divide, but we also took an important step forward in connecting our rural areas with the announcement of more than \$73 million in grants and loans. Broadband creates jobs. Broadband connects communities. That’s what this summit is about today.”

“New Mexico is poised to be a leader in expanding broadband access and the use of ‘smart grid’ technology to reduce consumers’ utility bills, and I believe the summit will help make that a reality,”

**Bingaman** said. "The grants announced today show that the federal government can be a very important partner in meeting our state's broadband and smart grid needs."

Congressman Ben Ray Luján also lauded today's recovery announcement for expanded broadband into the northern area of his district.

"I am proud to see Recovery funds supporting much-needed broadband in Northern New Mexico. I commend REDI Net for investing in our communities and connecting our families and small businesses to the world," **Luján** said.

Panelists for Udall's discussion of "Wiring New Mexico for the Future" included: Dr. Dale Alverson, Director of the Center for Telehealth and Cybermedicine Research at the University of New Mexico; John Badal, Chief Executive Officer of Sacred Wind Communications; Sharon Gillett, Wireline Competition Bureau Chief for the Federal Communications Commission; Dr. Susan Oberlander, State Librarian, New Mexico Department of Cultural Affairs, and Jessica Zufolo, Deputy Administrator, Rural Utility Service, U.S. Department of Agriculture.

Panelists for Bingaman's discussion of "Bringing Broadband to Energy – Smart Grid in New Mexico" included: Dr. Tom Bowles, Science Advisor for Governor Bill Richardson; Sudeen Kelly, Partner at Patton Boggs LLP; Eric Lightner, Director of the Federal Smart Grid Task Force at the U.S. Department of Energy; Dr. Daniel López, President of New Mexico Tech; Dr. Terry Michalske, Director of Energy and Security Systems at Sandia National Laboratories; and Luis Reyes, Chief Executive Officer of Kit Carson Electric Cooperative.

#####

**Contacts:** Jude McCartin (Bingaman) 202.224.1804 / Marissa Padilla (Udall) 202.224.6621 / Linda Serrato (Luján) 202.503.8988



# Construction Schedule

	01-11	02-11	03-11	04-11	05-11	06-11	07-11	08-11	09-11	10-11	11-11	12-11	01-12	02-12
Final Engineering & Permitting ←	█													
Secure primary POP location	█													
Prep secondary POP		█												
POP construction			█											
Boring/Plowing				█	█			█				█		
Aerial fiber placement				█	█			█					█	
Conduit restoration				█										
Install Microduct/Handholes/Tie-ins					█	█			█					█
Cable placement and Splicing					█	█			█					█
Premises/customers connected						█	█							█
As-built/Final completion - OSP						█	█			█				█
Install and test network equipment							█							
Provision NOC and services							█				█			█

<b>Phase I: Core &amp; Interconnect Fiber</b> (285,089 ft.)	<b>Phase I: Laterals &amp; Connections</b> (199,550 ft.)	<b>Phase II: Core</b> (157,383 ft.)	<b>Phase II: Laterals &amp; Connections</b> (143,070 ft.)
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Implementation