



COUNTY OF SANTA FE) BCC MINUTES
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Deputy _____ County Clerk, Santa Fe, NM

SANTA FE COUNTY

BOARD OF COUNTY COMMISSIONERS

REGULAR MEETING

October 25, 2011

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

Kathy Holian – District 4 - excused

SANTA FE COUNTY
REGULAR MEETING
BOARD OF COUNTY COMMISSIONERS

October 25, 2011

This regular meeting of the Santa Fe Board of County Commissioners was called to order at approximately 1:20 p.m. by Chair Virginia Vigil, in the Santa Fe County Commission Chambers, Santa Fe, New Mexico.

Following the Pledge of Allegiance led by Diana Varela and State Pledge led by Becky Trujillo, County Clerk Valerie Espinoza called roll which indicated the presence of a quorum as follows:

Members Present:

Commissioner Virginia Vigil, Chair
Commissioner Liz Stefanics Vice Chair
Commissioner Danny Mayfield
Commissioner Robert Anaya [2:50 arrival]

Members Excused:

Commissioner Kathy Holian

V. INVOCATION

An invocation was given by Andria Duran from the Human Resources Department.

VI. APPROVAL OF THE AGENDA

- A. Amendments**
- B. Tabled or Withdrawn Items**

CHAIR VIGIL: Are there any changes; Penny?

PENNY ELLIS-GREEN (Deputy County Manager): Madam Chair, Commissioners, on page 2 of your agenda, item XIII. A. 1 has been tabled. That's the United Way professional services agreement, and that is the only change to the agenda.

CHAIR VIGIL: Okay. What's the pleasure of the Commission?

COMMISSIONER STEFANICS: Madam Chair, I move approval of the

amended agenda.

COMMISSIONER MAYFIELD: Second, Madam Chair.

The motion passed by unanimous [3-0] voice vote. [Commissioner Anaya was not present for this action.]

VII. APPROVAL OF CONSENT CALENDAR

A. Consent Calendar Withdrawals

CHAIR VIGIL: Are there any items that any of the Commissioners care to discuss? Seeing none –

COMMISSIONER MAYFIELD: Madam Chair, move for Consent Calendar approval.

COMMISSIONER STEFANICS: Second.

CHAIR VIGIL: I have a motion and a second.

The motion passed by unanimous [3-0] voice vote. [Commissioner Anaya was not present for this action.]

XII. CONSENT CALENDAR

A. Final Orders

1. **CDRC CASE # MP/PDP 09-5300 UDV Temple Variance. UDV Temple, Applicant, James Siebert, Agent, Requested Master Plan and Preliminary Development Plan Approval for a Community Service Facility (Religious Institution) as Defined Article III, Section 7 of the Land Development Code, as Amended. The Two-Phase Proposal Consists of a 6,500 Square Foot Structure to Be Used as a Temple with a 2600 Square Foot Covered Portal Type Structure—to Be Enclosed for Inclusion to the Temple as Part of a Subsequent Phase, a 706 Square Foot Yurt, a 225 Square Foot Utility Room, and a 225 Square Foot storage building on 2.52 acres, for a property Located West of US 84/285 at the Southwest Corner of the Intersection of Arroyo Hondo Road (CR58) and Brass Horse Road (CR 58C) at 5 Brass Horse Road, within Section 13, Township 16 North, Range 9 East (Commission District 4) (Denied 3-2)**

B. Miscellaneous

1. **Resolution No. 2011-154, a Resolution Requesting an Increase to the Economic Development Fund (224) to Budget a Grant Awarded Through the New Mexico Economic Development Department Certified Communities Initiative Program in Support of Local Economic Development Activities / \$5,000 (Growth Management/Economic Development)**

C. Surplus Fixed Assets

1. **Resolution No. 2011-155, a Resolution Authorizing the Disposal (Destruction) of Personal Property in Accordance with State Statutes (Fire Department/Finance Division)**
2. **Resolution No. 2011-156, a Resolution Authorizing the Disposal (Destruction) of Personal Property in Accordance with State Statutes (County Clerk's Office/Finance Division)**
3. **Resolution No. 2011-157, a Resolution Authorizing the Disposal (Resale) of Personal Property in Accordance with State Statutes. (Utilities Department/Finance Division)**

VIII. APPROVAL OF MINUTES

A. Board of County Commissioners Meeting Minutes, September 13, 2011

COMMISSIONER MAYFIELD: Madam Chair, move for approval of our minutes from September 13, 2011.

COMMISSIONER STEFANICS: I'll second.

The motion passed by unanimous [3-0] voice vote. [Commissioner Anaya was not present for this action.]

IX. MATTERS OF PUBLIC CONCERN –NON-ACTION ITEMS

CHAIR VIGIL: This item of Matters of Public Concern allows for the public to address the Board of County Commissioners on any issues in the community that they would like us to be informed about. Is there anyone there in the public that would like to address the Commission? Please step forward. Seeing none, we'll move on to the next item.

X. MATTERS FROM THE COMMISSION

A. Presentation and Discussion of NMAC Legislative Priorities

COMMISSIONER STEFANICS: Thank you, Madam Chair. With us today we have a guest, Paul Gutierrez, who is our executive director of our New Mexico Association of Counties, and Paul, why don't you come on up? Madam Chair and Commissioners, during the last two board meetings of the New Mexico Association of Counties we did consider legislative priorities and we were asked to present them to our Commission for support or non-support prior to January 1 so that the legislative team of the New Mexico Association of Counties would know whether or not they had unanimous support or not. And I'm very happy that Paul was able to join us today to go through some of these. Commissioner, I would ask that we hear them today but probably – unless you all want to – probably wait until the other two come back to take any formal action.

CHAIR VIGIL: Actually, I think we need to because it wasn't noticed for action; it's just discussion and presentation. So I think you're right on target, Commissioner Stefanics, Paul, please advise us as to what the Association is recommending.

COMMISSIONER STEFANICS: In our books we do have the resolutions and priorities identified, so Paul, please.

PAUL GUTIERREZ: Do you have the one-pager of the priorities? Okay. Thank you, Madam Chair, members of the Commission. The legislative priorities, if I might just do a little bit of background and some of the things that we're really trying to work on at the Association is during the legislative conference a lot of the affiliates begin to see the need of being done what are the issues coming forward? The advisory council meets prior to – which is all the affiliate chairs, there's 21 affiliates – they meet in May prior to our annual meeting to discuss again, issues of importance to those affiliates.

During our annual conference, which is held the third week in June, the affiliates in their affiliate meetings discuss bringing resolutions forward to the board of directors to contemplate and to discuss putting forward as priorities. So it's really affiliate-driven. It's how we get to our legislative priorities. Those priorities, those resolutions are compiled. The executive committee vets them, has a hearing, and discusses it with the affiliate chairs. In August the board of directors then takes up all the affiliate resolutions that have been put forward and then comes up and one county/one vote.

We usually try to pick between five and six priorities which the majority of the board votes on, and then those are five, six priorities which we take forward during the legislative session. So that's how these priorities came to be, six of them. They're not in any ranked priority, but these are the things that we are pushing for this next session.

The ongoing issue of property tax inequities has been an issue for many years. It continues to be an issue. I understand that last week there was a hearing before the court of appeals between a couple of different counties where this law has been challenged. We're not sure when that ruling will come down but we are still seeking a legislative fix to this issue. I think the big issue is how do you work within the means of the constitution, get the political buy-in to correct the issue of really going current and correct. The Assessors feel as an affiliate, the majority of them feel that they should go to current and correct. The legislature in the hearing yesterday, which I'll talk about if you allow me to, is not sure that you're going to be able politically get to that point. So that's something that we're still struggling through and trying to get this resolved.

The next issue is to allow PERA retirees to serve as poll workers for elections without risking a loss of benefits. You know a couple of years ago they passed this tipping law, which you cannot be retired, receive your pension and still work. The Sheriffs – there's a whole host of people who want to pile in on this legislation is what we've been doing is working with the Clerks. It's very specific; it's hard to get people to come work at the polls as it is, so why would they jeopardize losing their pension for one day's poll work. So that's one thing that we're trying to concentrate on and trying to get that resolved for the poll workers and for the Clerk's Office.

We have been working with the Administrative Office of the Courts to look at decriminalizing certain traffic offenses. We're not – the jails are full. We have a lot of money that goes to pay for jails, and you may have a bench warrant because you didn't pay your speeding ticket or you didn't pay a parking ticket. Why should we not decriminalize those, have a fine, and try to get those resolved and get those people out of jail? We have been working with AOC on this issue. It's probably not going to be a bill this year. We may be looking at a memorial to come to some resolution. It's a bit issue in metro court and a lot of the magistrates out in the rural counties where they don't want to be criminalized. So we're going to continue to work on that.

The other day at the hearing, at the Revenue Stabilization Tax Policy Committee, the Administrative Office of the Courts and myself, we testified to take a portion of the liquor excise tax that currently goes into the general fund to take that and carve that out and give it to AOC so that they could bring drug programs. Currently, about 4.5 percent of the liquor excise tax goes to the local DWI program which generates about \$19 million. Back in 2007, I wasn't present but the deal going forward was to have a 55/45 split – 55 to the general fund, 45 to the local DWI with a carve-out for the drug courts. That was reduced to a 41.5 percent for local DWI, and there was a special appropriation that went to AOC. That was 2007. Budgets got crunched 2008, 2009, 2010, that line item went away for AOC so what they did is they took \$1 million from the local DWI grant fund two years ago, and then last year it was \$800,000. So instead of cannibalizing the local DWI program we would try to go back to revert to what we were trying to do in 2007 and give AOC money for their drug courts, which would generate about \$1.6 million, current estimates.

Next is we trying to create a system to collect the local option gross receipt taxes that are remitted to the state, to get those to actually go back to the counties' jurisdiction. This came from Socorro County where there are construction projects that were going on and they were not receiving any gross receipts taxes. And on top of that the construction companies were actually from out of state so we didn't know if they were paying compensating taxes back into the state of New Mexico. What we would like to do is try to bring those down to the local jurisdictions so they can actually capture those gross receipts taxes.

Finally, the last legislative priority, and this was introduced in the special session but didn't go anywhere, is empowering county commissions to ban all fireworks within their jurisdictions when there are extreme drought conditions. That bill will probably be on the governor's call again for the 30-day session. It's not a fiscal matter so it would have to be on the call. That's what we're working on.

Those are the priorities and I stand for questions. I can also give you an update as to a hearing that occurred yesterday at the Revenue Stabilization Tax Policy Committee if you'd like.

CHAIR VIGIL: Why don't you give us that update and then it will answer some of the questions that we have.

MR. GUTIERREZ: Okay. Yesterday, Bill Fulginiti from the New Mexico Municipal League, Tax and Rev Department and myself were called to talk about the impacts of the hold-harmless agreement. Back in 2004 gross receipts taxes were taken off of food and medical. And that impact to the state general fund has been substantial. For instance, in this County you get back from the state about \$100 million. The counties receive anywhere between \$25 and \$27 million that was lost because they no longer get back from the local gross receipts tax that comes back to the counties. In addition – so the state's paying that out, so they're not generating the revenue because they don't have the gross receipts taxes coming in, and they're also paying out, so it's a big hit.

We have avoided that being taken away from us but as the budgets continue to shrink at the state they're looking for money and this is one of the areas where they're talked about. My sense from the hearing and the support from representatives and senators is that they're probably not going to do this, but Senator Smith is looking at a way to phase this out. Maybe phase it out over a ten-year period. I think there was one bill introduced in that sense. So that's something that we're looking at.

In the presentation, and I will send out my testimony to the County Managers and also the affiliate chairs and the chairs of the commissions. There is still to some degree thinking at the legislature that counties and municipalities – but counties in particular – are fat, that they have excess money in their budgets. And this is one of the things that we're trying to let them know that that's not the case. As I presented there are 20 counties that of their operating mils, the 11.85 that's allowed by statute, 20 of them have zero mils left. There's an additional nine that have only two mils left to go.

When you look at local increments that are enacted the general 1/8's are in place, the correctional 1/8 is in place, but we're not doing anything, for instance, with the quality of life increments that are out there. There's four increments, and not one county has implemented that. So our message to the legislature is we're not really fat out here. It's all for health, safety and welfare of our citizens.

I'm not sure of the budget here in Santa Fe County that goes to detention, but I know Bernalillo County for example, has about a \$210 million budget of which \$70 million goes to MDC. And I think across the board, if you look at public safety, sheriffs and detention, it's probably 60 to 70 percent of the budgets go to that. So those are things that we're going to have to look at over at the legislature. So that they don't get the sense that we are fat out here in the counties. With that I stand for questions.

CHAIR VIGIL: Questions?

COMMISSIONER STEFANICS: Comment, Madam Chair.

CHAIR VIGIL: Commissioner Stefanics.

COMMISSIONER STEFANICS: Thank you very much, Paul, for the presentation. And Senator John Arthur Smith did spend some time with the board when we were down in Deming, correct? And I think that one of the things the County might want to consider is what are our priorities as we go forward so that we are not diluting what might be lost. It's very obvious the legislature is looking for funds, they're looking to see what they can roll back in terms of taxes, so as we go forward with either these priorities or anything else, I would just ask that we consider what are our priorities so that we don't jeopardize one for another. Thank you.

CHAIR VIGIL: Commissioner Mayfield.

COMMISSIONER MAYFIELD: Madam Chair, thank you. Thank you, Mr. Gutierrez, thank you for the presentation. Paul, you mentioned, as far as bullet point two to allow PERA retirees to serve as poll workers. I have heard and I don't know how it falls in and maybe you don't want to have everybody jumping on, but even school crossing guards, if there might be a provision with these folks. Are you considering that or looking at that?

MR. GUTIERREZ: There was a bill that was introduced last year – there were actually a couple of bills that were introduced last year. One which Representative Mimi Stewart had in place which had an income limit, kind of back to where it was back at the old \$15,000 limit. And then the Sheriff's wanted to come in and then people that were protecting the courthouses wanted to come in, then the crossing guards. And at the end of the day the legislature was saying, look, we're not going to have the end of so-called double-dipping anymore because everybody is going to jump right in on it.

There's a couple of different tacks and we've been working with Daniel Ivey-Soto who works with the Clerks, is to look at maybe placing it in the election code as an option, so that it's kind of defined for poll workers, so that if there's another bill that's out there that maybe has a \$15,000 income limit or a school crossing guards, that that could go and go unabated but we don't jeopardize that we can run efficient elections.

So there may be a couple of different options. It's just when you begin to – everybody has a dog in the fight, right? And it begins to get amended and get amended, and that's what we're worried about.

COMMISSIONER MAYFIELD: Thank you. And Madam Chair, Mr. Gutierrez, all these priorities you have look great. Thank you.

CHAIR VIGIL: Thanks very much for bringing this to our attention. I just have a couple of questions. One of the things that counties and indeed Santa Fe County has really proposed to the legislature is the local liquor option and actually the alliance for underage drinking is coming to the counties and to the City of Santa Fe to propose a

resolution that would promote the local liquor option. I'm wondering, and I actually asked them to contact you, and I'm not sure they have. Have they? Okay. They should be contacting you shortly. As they're looking at removing some of the DWI funding for drug courts I wonder if they would be more amenable to providing the local liquor option. I know that part of the issue that's been at the legislature is their concern as to how those dollars would be divided, and I think Santa Fe County would be happy to enter into a memorandum of agreement of some kind with the City of Santa Fe to specifically identify where those dollars, because I think we're looking at further educational outreach, further intervention, and really to help with some of the services that are provided addressing alcohol and substance abuse.

So I don't know if the board considered that local liquor option. I think part of the problem that that initiative has had is that it really hasn't gained real support from municipalities or from the Association of Counties when it's gone forward, at least my experience has been that it goes forward initially from the state and through alliances of that nature. So what is your sense of whether or not that local option might be available to the legislature for their consideration at this time? First of all, could it be on the call?

MR. GUTIERREZ: Madam Chair, I don't think that it has to be on the call because it's a fiscal matter, so it would be germane and it could be introduced and taken forward. A couple of thoughts is, Representative Trujillo has been a big advocate for the local DWI programs and for getting the liquor lobby, the liquor industry to actually step up and help pay for some of these things. But the hard part is when the legislature has said to the liquor industry, you're causing these problems so you should help pay to offset this, and then right off the top they take 60 percent, 58 percent and it goes straight into the general fund that doesn't even address any of these issues.

So saying that we need an additional local option tax when the tax in itself is not even going to pay for this, I think that's going to be a huge hurdle to get that enacted, to even get the liquor lobby to not jump on that. It's something that has a point. So politically, I don't know that it would be feasible.

CHAIR VIGIL: Well, for ten years that hasn't changed, and despite the liquor lobby's interest in stating we're already doing this, the state is not complying with what the intent of that was since those dollars get reverted back to the state to their general fund for whatever purposes. So either legislation needs to be enacted to provide that those dollars go to what they were intended for, or the local option needs to occur, because we're not able to tap into it either way. So I do understand that because I was part of the initiative and came up against all the lobbying that brought forth their concerns and I agree with you, probably rightfully so. This was negotiated with the state but it's not serving the purpose it's intended to. So the local liquor option, which I believe McKinley County actually has and makes it a great model for should not be something – I think it needs to be sold from the perspective that this is up to our taxpayers. And that option would go to referendum.

So I understand the barriers; they're always there. I just wonder if using the fact they're going to take dollars away from DWI, this would be a good time to say, okay, since you're taking whatever percentage away for drug court, which is intentional purposes for this, we'll probably have to make up that money somehow, so would the local liquor option be an alternative?

MR. GUTIERREZ: A couple things, Madam Chair. One of the things that we're really working with AOC is to make sure that the current funding for the local DWI programs does not go away. So the initiative that we're taking is being pro-active to try to get AOC their own funding for the drug courts, so that there is not a reduced funding for the local option or the local DWI programs. And I believe that the court, AOC is not wanting to cannibalize, they're wanting to come forward and try to get the funding on their own.

CHAIR VIGIL: Okay.

MR. GUTIERREZ: I will say that one thing that was mentioned yesterday by Chairman Saavedra of the Appropriations Committee is saying how much money from the counties go to pay for the drug court program? Is there a local match? And I don't think there is, but that's going to be another play out there. There's one other item that Senator Boitano asked for that we're going to have to report back to him. It was on the property taxes and the mils and asking what percentage of the county's budget, the revenues, come from property taxes? How much goes for operations and how much goes to debt service? One of the things I want us to look at is the debt certificate in defense of the counties, and I looked at a couple of different counties, I didn't look at all of them, but it was almost one third, one third, one third of the mils were going to county's debt and operation, one third to municipalities, one third to school districts. And then you have all these other special districts that are out there that I think the counties unfairly get this rap, that they're unfairly increasing the property taxes when there may be others that are actually through their debt service and operations that are actually contributing that. Sorry to get off the subject there but that is something that Boitano wanted us to get back to him on.

CHAIR VIGIL: Aren't those figures available through DFA or property tax to them?

MR. GUTIERREZ: The tax certificates are, it's just compiling the data.

CHAIR VIGIL: Okay.

MR. GUTIERREZ: And I do have a call to John Gallegos at the Local Government DFA to help compile that information.

CHAIR VIGIL: Okay. The next question I had on the item of local option gross receipts taxes remitted directly to counties, I actually think there does need to be a lot of clarity in that, particularly when it comes to the film industry or things of that nature, if a film is shot in the county or in the city, those kinds of things come to mind. But it has been I think, and I don't know how much this has been corrected, it has been our experience that a lot of the dollars that should be divided appropriately to the County and to the City, get just channeled to the municipality. So if that is what this is intended to do to create a delineation of what dollars go where I could not support this more, because that has been problematic and maybe not as much in other counties, not as much as it has in other counties, but Santa Fe County has experienced this. So that would take an administrative remedy for someone to be able to delineate those. Correct?

MR. GUTIERREZ: Correct. That's one of the things that we're looking at. We actually have Tim O'Neil who's helping us with this issue, who worked over in Tax and Rev for a number of years.

CHAIR VIGIL: Okay. Those are the only questions I had. Did they bring up any more? Commissioner Stefanics.

COMMISSIONER STEFANICS: Thank you, Madam Chair. And Paul, I don't know if you know yet, but I know that the LFC audit division has been looking at sole community provider. I think they have a draft report which I haven't quite seen yet, although I think somebody brought it to me. Is there anything detrimental in there regarding sole community provider and our County indigent funds?

MR. GUTIERREZ: Madam Chair, Commissioner Stefanics, I don't know. I've not seen the report. We are supposed to have an exit interview with the drafters of the report, and as soon as I get the information, get the report, I'll definitely let the sole community provider Disciplinary Committee know, but also the indigent healthcare providers or coordinators if they want to attend that exit conference.

COMMISSIONER STEFANICS: Well, I really appreciate that, and I'm bringing it up, Madam Chair and Commissioner Mayfield, because it might be another area that we have to protect. So just so we're alerted to that. Thank you.

CHAIR VIGIL: Okay. Mr. Gutierrez, thank you very much and thank you for the work you're doing with the Association and at the legislature.

COMMISSIONER STEFANICS: So, Madam Chair, will we notice this for the next meeting or the meeting after?

CHAIR VIGIL: Are you asking for all commissions to take a position on this?

MR. GUTIERREZ: Madam Chair, yes. One of the things that I really want to concentrate on going on for the next year is again, the way our resolution process works, it really works through the affiliates, through the board. But since we are the Association of Counties I really want to begin to look at the grassroots policy development through the commissions and their elected officials. What's happening here in Santa Fe County that we need to be aware of at the Association so that we can be an advocate or at least a gatherer of the information to see what counties are experiencing the same thing so that we can try to push some policies forward. And it's really reaching down into the grassroots. This is part of the reason – I was actually asked by Senator Gay Kernen one time in committee, and I think this was on the transparency bill for a hospital for the sole community provider program. She asked, has my commission endorsed this? I don't think my commission would endorse this. So we're really trying to reach down into the Commission's polices and invite them to say we endorse what the Association is doing. So it would be good if you could endorse the slate of if you have questions, we would at least note that. So when we make our presentations we know who may or may not support the positions.

CHAIR VIGIL: Okay. So we would have to notice it for an endorsement then, if we could do that at the next meeting. I'm curious if you don't get a full commission endorsing would you request that there be a majority and a minority response or something like that?

MR. GUTIERREZ: Madam Chair, I think it would just give us a sense so we know what lion's mouths we may be walking into as we present these to difference committees.

CHAIR VIGIL: Okay. Thank you very much.

X. B. Resolution No. 2011-158, a Resolution Designating the Polling Places of Each Precinct in Santa Fe County, New Mexico

CHAIR VIGIL: Ms. Lamb, it's all yours.

DENISE LAMB (Elections Bureau Chief): Madam Chair, Commissioners, every two years we have to appear before you with a list of proposed polling places for our primary and general election cycle. And those lists are attached and included in your packet as Exhibits A and B. You will see by the memo that we submitted that we had quite a challenge before us this year. We had a number of our schools which are going to be under construction where we have three or even four precincts voting. So we had to do a little shifting around for the primary election.

One of the things that was afforded to us is the opportunity to do a vote center at the fairgrounds. It just so happens that Kearny Elementary where we have four precincts, I believe, is unavailable for the primary. So we are going to do a vote center for the primary election only. As you know, the fairgrounds is our early voting site so it's capable of handling at least 1500 people a day. That's what we saw during the general election in 2008. This will be a primary election so we usually only have about 34, 35 percent of the voters voting.

So that's pretty much the list for the primary in the general and I'll be happy to answer any questions you might have.

CHAIR VIGIL: Questions? Commissioner Stefanics.

COMMISSIONER STEFANICS: Thank you very much, Madam Chair, and thank you very much for all your hard work. You probably know where I'm going to go with this – out to Eldorado. I'm looking at Exhibit A and looking at Exhibit B. And in Exhibit B, when we get to the general election everybody will be voting at the same place. But in Exhibit A we're taking four precincts and having them voting at three different places. Now, I think that's going to create some confusion when we come to the general election, because I think people when they go to some place for the primary, and I understand about the school being build, etc. So I just wonder if there were any other options. I know that I did ask and I thank you for accommodating not having everything at the senior center, because the senior center is getting more and more people there, but I just think people are going to get confused when it gets to the general.

MS. LAMB: If you notice in the memo, what we're doing is we're mailing out letters and voter ID cards to everyone that's affected, for both the primary election and the general election. We're also going to have things on our website, in the newspapers, and we'll have signage. In terms of putting everybody in one place at Eldorado, other than the gymnasium, there is no other public building that is disability accessible with adequate parking that will accommodate four precincts.

COMMISSIONER STEFANICS: Madam Chair, even the fire station, which is used for one of them?

MS. LAMB: No, the fire station in particular would not accommodate four precincts. There's not enough parking and we try to, whenever humanly possible, avoid using fire stations. Because elections is not one of their missions. Unfortunately, voters have a tendency to park rather haphazardly. They say, oh, I'll just be in for a minute, and it's very important that the emergency access at fire stations be maintained at all times.

COMMISSIONER STEFANICS: So, Madam Chair, the second question I have is the plans for polling places B, for the general, what if the facilities are not finished by the general?

MS. LAMB: Well, school starts in September, so schools are under great pressure to have everything done. Most of this construction – some has already started and the others with more minimal construction is starting as soon as school is out. If they're not completed then we will send out letters again to the voters that they will be staying at the same location for the general election.

CHAIR VIGIL: Any further questions, Commissioner Stefanics?

COMMISSIONER STEFANICS: Well, Madam Chair, the map that says primary election, vote center location showing affected precincts, is that going to be a public document? Then if so it doesn't represent all the precincts.

MS. LAMB: This is just for the vote center.

COMMISSIONER STEFANICS: Oh, okay.

MS. LAMB: At the fairgrounds. The precincts that normally would be at Kearny.

COMMISSIONER STEFANICS: Thank you, Madam Chair.

CHAIR VIGIL: Anything further? Commissioner Mayfield.

COMMISSIONER MAYFIELD: Madam Chair, Ms. Lamb, for the new consolidation because of construction at Kearny Elementary, do you make a banner and put it on the school fence or something that says, look, voters. You need to go over to the Santa Fe County Fairgrounds?

MS. LAMB: We do. Whenever we have to move anything or we have a new polling location we always put up signage at the old location directing voters.

COMMISSIONER MAYFIELD: And you take out, Madam Chair, Ms. Lamb, a couple press releases prior to that also?

MS. LAMB: Absolutely. As it says in the memo we will be doing press releases, getting stories in the newspapers.

COMMISSIONER MAYFIELD: Thank you, Ms. Lamb.

CHAIR VIGIL: What's the pleasure?

COMMISSIONER MAYFIELD: Madam Chair, move for approval of the new polling precinct designation under County Ordinance 2011-158.

COMMISSIONER STEFANICS: I'll second.

The motion passed by unanimous [3-0] voice vote. [Commissioner Anaya was not present for this action.]

XI. APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

A. Appoint Duncan Sill to the Santa Fe City and County Advisory Council on Food Policy to Fill the County Manager or Her Designee Membership Position (Community Services/Health & Human Services)

JOSEPH GUTIERREZ (Community Services Director): Madam Chair, Commissioners, at this time there is one vacancy representing the County Manager or her

designee on the Santa Fe City and County Advisory Food Council, and Mr. Duncan Sill with Santa Fe County Growth Management Department is recommended to fill this position. There are 13 members on it; seven are appointed by the City and six are appointed by the BCC. You have Duncan's résumé on your packet and you also have the makeup of the current committee.

CHAIR VIGIL: Okay. Are there any questions on this?

COMMISSIONER STEFANICS: Madam Chair, I'd move for approval.

CHAIR VIGIL: We have a motion.

COMMISSIONER MAYFIELD: Second, Madam Chair.

The motion passed by unanimous [3-0] voice vote. [Commissioner Anaya was not present for this action.]

X. OTHER MATTERS FROM THE COMMISSION

CHAIR VIGIL: You may start, Commissioner Stefanics.

COMMISSIONER STEFANICS: Thank you very much, Madam Chair. I'm going to start off with a question to Steve Ross so you can think about it while I do my announcements, but I'd like Steve, for you to talk for a minute about the actual impact of our ordinances that changed the precincts. Our redistricting went into effect 30 days after it was signed, so if you would just comment on that in a minute.

Madam Chair, I'd like to let everybody know that we have some Big Brothers/Big Sisters programs at the public housing units that we have around the county and the children there have sent all of us a really wonderful thank you with lots of children participating in the thank you, so I know that they really appreciate it and it's great, Dodi, that you can make that all available to them on our property.

The second thing is that this last Friday evening the Santa Fe Professional Business Women's Association held their annual awards dinner. Lily Ledbetter was the keynote speaker, and for those of you who don't know she was the woman who worked many, many years and took her case to the Supreme Court and then had a law passed to look at the ability to sue for equal pay for equal work. But there were nominees from Albuquerque, there were nominees from Raton, and there were eight nominees from Santa Fe. In Santa Fe we had our own Valerie Espinoza, County Clerk, nominated, and Valerie has won the award in past years, but she was also nominate again. We had Dr. Clarice Pick who's an orthodontist and who's done a great deal of non-profit work. We had Destiny Allison from La Tienda at Eldorado, Alicia Dry, who owns a gymnastics organization, Karen Newton, who owns a fitness center, Carol Rose of Amanda's Flowers, Deborah Norris Sparks of the State Employees Credit Union, and Merilee Walters of the Santa Fe Community College. And the winner was Destiny Allison of La Tienda in Eldorado.

And one of the reasons, Madam Chair, I wanted to bring her to everyone's attention is that La Tienda at Eldorado offers discounted rent for the first three years to small businesses so that they can get going. So in other words, they are making a small business loan so that small businesses can get going. And she has participated and served on many non-profit

groups and boards, and La Tienda was also very instrumental in one of the Dixon apple farms benefits. So I just wanted to bring some consideration and notice to Destiny Allison.

So, Steve, back to my question. Could you in any way tell the public how our redistricting ordinance affects them now?

STEVE ROSS (County Attorney): Madam Chair, Commissioner Stefanics, yes. As soon as the ordinance becomes effective, which is probably in another 15 days or so, the districts will shift and you all will be representing different people, slightly, those of you whose districts changed.

COMMISSIONER STEFANICS: So in terms of the public, do they need to do anything? They don't need to change any voter registration, but will they receive any notice that they're in a new precinct?

MR. ROSS: Madam Chair, Commissioner Stefanics, I don't know that they will receive any notice that they're in a new Commission district. I think the precincts remain the same, but what Commission district a precinct falls into will change. I don't believe the County Clerk will need to notify anybody of that but certainly consulting the website, looking at your voter registration card, determine what precinct you're in, looking at the map will help you understand which Commissioner to call in the event you have an issue. I don't know if there's going to be any effort to publicize this.

VALERIE ESPINOZA: Yes, we will notify the registered voter that their precinct has changed.

COMMISSIONER STEFANICS: Okay. So, I'm just asking this so that the members of the public get a little confused that if they contact the County and they were dealing with one person in the past that they not be confused about maybe being transferred to somebody different, or as the lines change that people will know about this and that this will affect our constituents prior to next June.

MR. ROSS: Correct. Correct. In a couple weeks in fact.

COMMISSIONER STEFANICS: Okay. Thank you very much, Mr. Ross.
That's all, Madam Chair.

CHAIR VIGIL: Matters from the Commission, Commissioner Mayfield.

COMMISSIONER MAYFIELD: Madam Chair, I have none.

CHAIR VIGIL: I have none either.

XIII. STAFF AND ELECTED OFFICIALS' ITEMS

B. Growth Management

1. Update on Growth Management Department Activities for Planning, Building and Development Services, Code Enforcement and GIS

JACK KOLKMEYER (Growth Management Director): Thank you, Madam Chair, Commissioners. We have a couple things to hand out to you which I will do while the screen's coming down. Madam Chair, it was suggested a couple months ago by the County Manager that in addition to receiving regular monthly updates from the Finance Department and also from affordable housing that it would be a good idea to occasionally brief all of you on the structure, the activities and the programs of the individual departments of the County,

and I readily volunteered to go first as I won't be with you after the end of the year, so I thought that this would be a really good opportunity for me to briefly go over the Growth Management Department and some of our outstanding programs and activities and give you some specific information on some of the things that we've been working on and sort of have a conversation with you about what our direction has been in the past and any thoughts that you might have on our future activities.

We've given you a couple of things. The first one is this little booklet that has a picture of the back road to Cerrillos. *[Exhibit 1]* Steve Ross recognized it right off the bat and we probably should have had a contest to see if people could recognize where it is. But this is the actual directory of all the staff members of the Growth Management Department and we thought it would be really helpful to you and to your constituent services person that if there's anything that ever comes up that seems real specific to you that you would know exactly who the staff person is who works on that and of course we'd be happy to have the supervisors direct you to that person but some times it's hard to figure out who does what, so we thought that would be very helpful to you.

We've also given you this little booklet which is actually the information in your packet. *[Exhibit 2]* But I've had to make a few changes, so I'm actually going to work off the little booklet that I handed to you. In the booklet after the memo page is just a brief outline reminding you that the divisions within the Growth Management Department are Building and Development Services which includes code enforcement, Planning and GIS. And the page after that is our mission statement that we included in this year's budget which still actually looks like our mission. We're very happy about that. And then we have a series of organizational charts in there and this again ties into the personnel booklet that we gave you, but just so you can see how things are structured and how it all fits together for us.

I wanted to start off by first talking about planning, because of course right now you know we are concluding our work on the concept design points and focus groups to go over with the community and various groups in the community and also with you what has been or direction and the directives from the Growth Management Plan as we move forward into writing and adopting the code. The concept decision points and public input process has been really very successful. We've had a series – three series of public meetings and focus groups on specifics on the Growth Management Plan and Code draft and code ideas that we have so far. We've covered home-based businesses, green building, agriculture and ranching, open space and trails, affordable housing, and I left a couple things off of there. It also included growth management, community planning and family transfers.

So all of you have been following along on this and been very supportive. Many of you have come to a number of these meetings and we really appreciate that. And where we are right now with this is concluding the CDP and the public input process which we'll have finished with the next series we're going to do on zoning, density and hydrologic zoning. This is really going to be a very interesting one. For the ones that you've attended you know that your constituents bring really great questions and comments to the meetings that we've had, but the real crux of the Sustainable Land Development Code is of course zoning density. So these are going to be very interesting. We're looking forward to conducting them. They'll be in the first two weeks of November. So again, we'd really appreciate any support that you

can give us with your constituents. We'd like to have a really good turn out for this series because of the important nature of the subject.

Then we'll conclude with you all with a study session, which will be our final study session on the concept decision points some time in November, probably late November or early December. We'll have to see how it all works out. And then, as promised, we will deliver some portions of the Sustainable Land Development Code at your last meeting on December 13th. We're still not sure how many chapters or how much of that you will get but there's been real diligence on the part of the staff to work on that, so we've been able to dovetail the information from the focus groups and the public input process, so you will get some portion of the code before the end of the year. The positive aspect of all this again is we really have developed a tremendous constituency in Santa Fe County in terms of understanding the sophisticated nature of some of the complex problems that we deal with. Not only just with the residents of the county but staff has been really involved. I think that we've really come a long way in really educating people about how important all these concepts and principles are.

I remember when I worked on the first County code back in the eighties we didn't get nearly this kind of involvement or interest from folks. So we're extremely happy. The challenge of course now is going to be the same challenge we had when we started off the first time is when we get to the code, how are we going to review that publicly and how are we going to go through getting a final draft and bringing that forward? But I think again, we've set up a really good model here the way that we've done the Growth Management Plan, so hopefully we'll be able to move forward again in a very expedient and progressive manner. So that brings up to date on what we've done with the Growth Management Plan and the code.

The other area of responsibilities for the Planning Division including the Regional Planning Authority – this is another one we've gone back and forth with over the years. Right now the Planning Division and Robert Griego are the official liaison to the RPA. And as you move forward with that, again, some of the challenges are what's the future role of this body and however our Planning Division and Growth Management Department can help out with that we'll be happy to do so, especially these last couple months of the year as we move forward into perhaps a whole new role for the RPA.

I've thought about this because I was also the staff member when the RPA was created. We started with annexation as a key issue. It comes back to a couple of key thoughts again, such as what is regional. We started off with annexation. That was in its way regional, but now things have really matured and evolved in a different way. We have a lot more involvement from the tribes, from our neighbor counties, from Espanola and Edgewood, so maybe "regional" is something completely different from where we started, and I think that's a really important thing to think about as we think about the role of the RPA and what projects that might be related to it.

That leads me to the next divisions that we have, community planning. When I came here as the Planning Director in 1996 we did not have community planning, and it's been amazing how that has worked out. Again, it's a sense of, and a level of governance that we've been able to provide to our residents and your constituents to actually give them more involvement in making decisions and creating policy and being involved in County

government. It's worked out extremely well. We kind of bottomed out a little bit as we got into the Growth Management Plan and the work we were doing on that but right now we have two active community plans once again – La Cienega and Galisteo. We'll be starting up a new community planning effort, which also will be more or less an update of an existing community plan with Tesuque, so our planning staff is fully engaged again in specific community planning activities.

Even more importantly though, as you may recall from the Growth Management Plan, we have created a whole other level of community planning that will create community organizations and registered organizations. I know this gets a little bit confusing but we will have three levels – those communities that want to do plans, or communities that don't want to do plans but want to be involved and put together a strategic plan for themselves that might be more than just land use. They can do that through the community organization process, and then registered organizations will just be those groups that want to know about what land use issues and what activities in the county are going forward that we're going to now communicate with them on a regular basis. So we'll be preparing that, having that ready to go into place again before the end of the year.

We also have transportation planning within the Planning Division and that includes working with the transit planning program through the Regional Transit District and also with the RPA, and that transportation planner is also our liaison with the MPO and we also get assistance from those staff members for the work on the Sustainable Land Development Code.

The other important division of the Planning Division of course is our economic development program, and again, this is one that didn't even exist a few years ago but has really come to be very integral to the economic activities again at the County, and there are a couple of really important pieces of the economic development program. The first is the critical infrastructure. Without critical infrastructure in place we really can't do a whole lot to try to achieve the economic development issues we want to, and of course that includes not only water, sewer and roads, which are a key piece of the Growth Management Plan and the upcoming code, but also things like broadband and the REDI broadband program that's providing us with opportunities that we simply didn't have before, and without broadband and digital capability, for example, we wouldn't have been able to embark on such projects and the media district and Santa Fe Studios, for example.

We're also involved in the renewable energy financing districts. Actually, that's going to shift from the Planning Division over to Public Works in the next couple of weeks so that all of our energy programs will now be in a singular place. And also again it helps us to be able to be involved in things like the assessment of and the infrastructure needs for such things as La Bajada Ranch, which our planners are going to prepare and work on a land suitability, for example, for La Bajada Ranch, and the primary activities of La Bajada Ranch have also now migrated over to the Community Services Department and Mark Hogan and his staff in Projects and Facilities will be taking the lead on that but our planners still have a very critical piece to play in that.

And then the other aspect of the community development program that also is extremely important has been to focus in for the first time on some real cluster industries that we're able to focus on. And of course the film industry, we started all that work almost ten,

twelve years ago with our first business plan, then we created the media district, then we got involved in Santa Fe Studios. So this isn't where sometimes you might read in the paper a fly-by-night thing; it's really been going on for quite some time. And we're very proud of the fact that we've taken and built up the infrastructure, the concepts and the philosophy and everything that has helped us to get to that point and now that we're moving forward with Santa Fe Studios, our initiative is to focus on how to let the rest of the world know that Santa Fe County is an integral part of the film industry, especially for independent film makers, so we're really going to beef up our website and hopefully create a new regional film initiative, again to get some of the surrounding counties and other communities involved in filmmaking so we can coordinate some of the things that we have.

We have an economic development piece of that and also Shelley Cobau from another of our divisions is our official film liaison so we're able to really work pretty expediently again officially within the Growth Management Department.

Other programs that we're working on involve food and agriculture, and again I think as we look back to the work that we did with the Arts, Culture and Entertainment Task Force that we created a while back, that had a particular period of time that that worked, then we disbanded that group, but it resulted in the formation of the flea market and the farmers market at the Downs which has become very successful over the last year and a half and we hope to be able to keep that moving forward as well.

The final division of the Planning Division is of course affordable housing and you all meet on a regular basis with that group so I won't go into detail on that except to remind the public that's our affordable housing program includes the Happy Roofs Ordinance, the inclusionary zoning ordinance that we're working on, down payment and developer subsidy programs, foreclosure intervention as well as creating a database for affordable housing in general.

The Building and Development Services again is probably the one that we get the most traffic for in our department and it has two functional divisions – development review, which we all refer to frequently as land use, and also code enforcement. Development review of course does permits, licenses and fees, and we've just concluded our work, for example, on the home-based business ordinance which is now being reviewed by staff and we hope to bring that forward to you as soon as possible.

Included in the back of your little booklet that I gave you is our annual cash fee report. I don't know if you've seen that or had a chance to see that very frequently but that's all the revenues that we bring in in the Growth Management Department so if you're interested in how many permits we give for various permits that's all in there. There's a yellow line that runs through the middle of that just above the middle of that page. We haven't included GIS revenues since we started this and we feel that adding that shows that the additional revenues that we get from that active department. So far this year our department in revenues has brought in \$360,000 some dollars. So it is a very active department.

And I'm just looking at the code enforcement aspects. So far from January 1st we've had 117 complaints and as you know we are complaint driven in the County and that's considerable. We try to do the best that we can because again, this is probably one of the areas where you're closest to your constituents where you get the complaints and we get them from your or elsewhere and we try the best that we can to respond to things as quickly as we

can. We have 127 notices of violation, which is ten more than the actual complaints that we've gotten. That's a lot of notices of violation.

I thought that the important aspect of this and the final figure up there was 41 active court cases, is that we only have three code enforcement officers. I won't get into personnel things here but we continue to have dialogue with the County Manager and others about some of the staffing concerns and situations that we have, but I think this is one that really shows that even though we've had these three code enforcement officers for some time, we can really accomplish quite a lot with just a few people and this idea of having smaller, more efficient government – I think Shelley's division and Wayne Dalton and his staff in code enforcement I think are testimony to the fact that you really can, with good people, good clear intentions about your work, get a lot of things done.

Also in the – we have some special programs also under the Building and Development Services that are becoming more and more important over the years. The first one is the implementation of the MDDE-SMS-4 program. That's the mandated federal floodplain program and again, Shelley, that's another of her duties. She's been responsible for that, and this has been a little bit controversial with some of the floodplain maps that have come out this past year and we know we've heard from a number of your constituents and it will be really important next year particularly that we stay on top of NTDDs and the flood and stormwater programs as they evolve.

We're also continuing to wrap up the implementation of certification of completion for development permits. This is explained in your booklet but it really is the idea that, again, a lot of people in the county, a lot of your constituents get a bit confused about what the County does and what CID from the state does. And so we're trying to make sure that it's understood, not only by us but by residents of the county that we understand when an actual project is complete, not only in our eyes but in CID's as well, that they know the same.

And then finally, the other important thing that we're working on in this division is our archive assessment program. We have everything on paper right now, and it's unbelievable the amount of boxes and the amount of things that we have on maps and paper that have been stored at enormous cost to the County. So we're finalizing our archive assessment program and getting rid of things that we don't need and hopefully this will then lead us to be able to move into a new digital era in terms of archiving all of our information.

And finally, the last division is our Geographic Information Services or our GIS Division. And I think all I have to say really in praise of that division is what an incredible job Amanda Hargis and Erle Wright and our GIS staff did on the redistricting. I was personally impressed. I thought it was quite amazing how much information they brought together so quickly and again so coherently for you as the Commissioners to be able to make the decisions that you needed to. I also have in the booklet that I gave you a productivity report from them, and again it's pretty interesting to see how much walk-in traffic they have on a daily basis, how many maps we produce for people throughout the county, the involvement that we have in addressing and just the ton of information that we have.

Again, as I personally think about that, when I started here, the GIS Department was Erle and it was in the Planning Division when we started and again, it just shows you things have evolved along in the County that we have such an incredible program as our GIS program.

So those are really the basic programs and activities that we're involved in and in the little booklet, again, that I gave you, I alerted you to the cash receipts report so that you can see the fees, and then I've also included for you – the very last thing is our brand new, hot off the press, community planning information guide. I know you all get a lot of questions from constituents on how can you do a community plan? What's involved in it? And this is an actual little pamphlet and booklet that we now have available downstairs. So if anybody needs that just please give Robert Griego or his staff and call and they'll be happy to provide you with an additional copy of that.

So that concludes my presentation other than to say for me personally it's been an amazing 16 years at the County and I can't tell you how much I've just loved working here and loved working with all of you. And when I look back at the incredible staff that I have and when I reviewed all the activities that we've been involved in I kind of stand in awe of all of us. So I just wanted to add that and I stand for any questions that you might have.

CHAIR VIGIL: Any questions? Commissioner Stefanics.

COMMISSIONER STEFANICS: Thank you, Madam Chair. Jack, one of the things I think that communities have really appreciated is when you've been able to go out and facilitate some very tense moments between different factions. And I think that you are able to communicate well to the public that we make decisions and we do planning for the future of Santa Fe County. And I really hope that your staff and whoever comes after you in your position continues to keep that goal in mind, that we're not here to make decisions that are just for the day, they're really for the next ten, twenty, fifty years. And maybe if we have a concise code we won't wait ten or twenty years to review it. But I know that there's a lot to put in there.

But the one thing I did want to say though is that communities at large, their general comment is they appreciate your being able to facilitate and listen to everybody. Now, I'll give you a totally different perspective. On the other hand, I think planners drive me crazy. I am a much more black and white person. Like, if we're going to do something, let's do it and get going. So I have come to realize that there are times that we need to go a little slower, that we need to listen to more people, but I do think that the RPA is something that's in limbo right now. Although I'm an alternate I've been to a couple meetings this year where there really has been some discussion and dialogue. And I think that the chair changes on that – what? – every six months? Every year? I can't remember. I think it's every six months. And I really do believe that our staff, while they're staffing, can have some leadership input. And I think we're getting ready to transition to the City, so I'm not sure how that's going to go. But I really see the RPA as something that's struggling and maybe there's some internal department communications you could have about that.

MR. KOLKMEYER: Thank you, Commissioner. I appreciate your thoughts and if it's any consolation, having been trained as a planner myself many years ago, planners drive everybody crazy. Secondly, I guess it would just be a question to you, because I'd be happy to work on this however I can before the end of the year is if it would be helpful for you to have some thoughts from staff about what we think. We helped create the RPA originally some 12 years ago, if it would be helpful for us to offer some comments about where we think it should go, if it should go anywhere I'd be happy to address that and provide some feedback.

COMMISSIONER STEFANICS: Well, I believe, Madam Chair and Jack, I believe that Commissioner Holian is currently the chair and so whatever can be worked out, but I just know that the conversations this year are no different than the conversations last year. Thank you.

MR. KOLKMEYER: Thank you, Commissioner.

CHAIR VIGIL: I just wanted to add that I think one of the initiatives of the RPA is really taking a leadership role is really significant is through a joint City-County cooperative. And we will be getting a presentation on that at our next RPA, and that's broadband. And broadband is one of those that needs joint local government cooperation. Currently we have the connectivity capability based on the funding that we received from the federal government. Some of the things that we have discussed in the RPA that I think are critical to the future of both the City and the County are the fact that there are duplicative services that could be joined and that is one of the things that the RPA can create a leadership role in.

So with regard to those two initiatives that we move forward with on our agenda, the current RPA, I'm really looking forward to what staff would recommend on that. So definitely, from your planning background – and I don't feel the same way about planners; I appreciate them. I think they have a really broad perspective and their mediation skills for a separate profession not trained specifically for mediation are some of the best I've ever seen. So I have appreciated and been involved in your department's community planning processes and those are not easy to facilitate. And so the skills that our planners have brought to those community plans are some of the best that I've ever seen. And Jack, you have heard me boast about our Planning Division and our Land Use Division many a time, and I still maintain we have one of the best if not the best in the state. Because this community took the initiative to go out to communities that do community plans and that is rare. And we continue to give deference to our community and the reason we do it is because we have some professionals in our organization that can facilitate those. So I appreciate what your Growth Management Department has done historically and I think they're going to be quite useful when we move forward to our Sustainable Development Land Plan.

MR. KOLKMEYER: Thank you, Commissioner.

COMMISSIONER MAYFIELD: Madam Chair.

CHAIR VIGIL: Commissioner.

COMMISSIONER MAYFIELD: Madam Chair, Jack, thank you and thank you for all the work you've done. It's been my privilege working with you and I appreciate and I thought maybe you were going to stick around a little longer. But also, Jack, with that said, and I know I've spoken with you and your staff and Shelley, one of the things I have a difficult time with and Mr. Ross, may jump in here if he cares to, is I respect the process and what we're bound by. But when there is a small development application out there, maybe with just a single family residence, trying to get a permit through, there are times when they'll call me and they'll say, look, Danny, it's impossible and I say, guys, I really can't talk to you; you need to talk to staff.

Recently there was an issue where I guess an individual – and I spoke to Shelley briefly about this. I really appreciate this, and she may have enlightened me a little bit but again, it might be the message we need to get out to the public is that an individual was told

in order for you to get to your property you're going to have to build a bridge, because of some of our fire rules that were in place. The individual came and said, well – and the way they knew that was because they indicated they went and talked to a surveyor who said I want to maybe do a family transfer, do this lot split. Don't invest any money in me until you go get at least some sort of general approval to move forward with the County.

And I think that might – just from what I'm hearing – that might be the disconnect with some of the public, is that they don't know if to invest that initial money to go out with these surveyors to do their lot splits for family transfer. They invest all that money, whatever it is, with somebody, and then they come into the County and the County says uh unh, we're not going to allow that, because you have maybe a low-water crossing that needs, I guess 100-year floodplain access for emergency crossings. And I spoke briefly with Shelley about that and maybe if there is a mechanism where they can come in and meet with you folks first and you could tell them, look; these are what you need before you maybe invest that dollar with I guess a surveyor or whoever would do that design. Could you comment on that at all?

MR. KOLKMEYER: Sure. Madam Chair, Commissioner Mayfield, I want to start by just saying I really appreciate the questions you've asked me over this past year. I know maybe we didn't see eye to eye initially but I really appreciate when somebody comes in and asks questions at a certain level, because then it allows us to take the time to be able to kind of unravel what the issues really are and then we both walk away from that understanding the situation a little bit better, and I think you and I have been able to accomplish that on a number of issues. I really appreciate it because I've learned from practically every question that you've asked me.

I think we have some really, still really difficult problems with certain aspects of our code and how we do land use, and family transfers continue to be one of the problems, because we don't mandate some of those things – offsite improvements. So a lot of people are just under the assumption that they can just come in and real quickly go through our department and build a house on a piece of property. And in some respects that has been true over the years, but then as properties continue to sell, people can't access them, we have flood problems – we really need to fix that.

I think what we heard when we did the focus groups and we did the public meetings on growth management and family transfer we heard loud and clear everybody loves family transfers. They really are, because of the cost of the land, a very efficient way to do affordable housing. But what happens is we're not all understanding the rules of the game clearly. I think your point is really well taken. And having said that, I think there's another side to it, even though some of the offsite improvements may be required there are still fire issues. A number of the issues that we have with things being held up – it's not that they're being held up necessarily. I'm not going to throw Chief Sperling under the bus here or anything, but it's really true that we have to go through, no matter what it is, whether it's a family transfer or a very complicated subdivision, everybody has to kind of sign off on things. And as we have more and more issues with fire, whether they're forest fires or domestic home fires or whatever they are, we have to be very careful that we're really covering our bases.

But I think the essence of your question is can we communicate this a little bit better to our residents and constituents, and I think there would be two answers to that. One is of course anybody can call us any time. You can sit down with Shelley Cobau for ten minutes

and you'll really get an education on what you need to do. So we're always happy to meet with people and we encourage them to come in before they start incurring costs. Secondly, related to that as we move into the code, it seems to me that this is an opportunity for us to create some kind of new communication mechanism, whether they're little booklets, little one-page things on how to do a family transfer, and provide a lot more, clearer information, whether it's in English or Spanish or whatever we have to do. It's an opportunity to try to do what you're getting at with some of the problems. And I think we can do that as we come into the new code.

COMMISSIONER MAYFIELD: I appreciate that. And Madam Chair and Jack and also Chief Sperling's here, and I know we spoke about it briefly, especially in Tesuque, coming up with their community plan. Whatever you guys can do as far as for me bringing the new code to us, any codification between you and fire service would be great. Because I think you always experience that trouble and sometimes our land use gets a bad wrap, and that's nothing against our fire service, but you all may approve something and then lo and behold, fire may have a concern with something, but the residents are out there saying, wait a minute, we just got approval here and now we have this other – and it's not a hurdle – we have these other conditions now to comply through with our fire safety.

And maybe prior to that development permit getting through – I don't know if it needs to go to fire first, you guys first, if you need to be sitting at the table at the same side, but if you could do something to streamline that I would hopefully look forward to that.

Last point I'm going to have, and I do not want to deter from any project, any county project moving forward in Santa Fe County. I'm going to say this. Especially in District 1 because I have a few projects. Some of my projects are on pueblo land; some of my projects aren't. But some of the frustration maybe that I internally see, and I don't know if we're doing it, I don't even think our County permitting process is applicable to ourselves. I think when we're doing something within the county, well, we're the County, so we can just do it. If the County experienced maybe going through your department for review, also through our Fire Department for review, that might be a way to streamline or to so see what the general public sees. When we have a fire station, a new dormitory being built right there at Cities of Gold Road, right off of 285, it's on pueblo land. I think it's great. We need to provide this housing for our fire department. If you went and visually looked at that, that structure is being built probably no further than 15 feet from an arroyo that's with a tire bale embankment.

The residents out there say, well, how can you guys do it at the County, but yet for me, when I try to get a permit it's impossible; it will never happen. And that's why I would hope that we would go through that same review process as a County before we put all these mandates on J. or John Q. Resident coming into us. And that's just something I hope we could look at.

MR. KOLKMEYER: That's a good point, Commissioner. Thank you.

COMMISSIONER MAYFIELD: And then, Jack, the last question. I know you knew I was going to ask this, as far as the fee structure, is there going to be a CDP on the fees within the code that you're looking at? One concern I have, a constituent came to me, you know who the constituent was, I've already stated it publicly, but just a concern with miscellaneous fees. If Santa Fe County can't figure out where to put us in with the fees or any type of permit or anything that we need they just charge us a miscellaneous fee and they get

the closest fee to it, and they look at – it's almost like another indirect tax or subsidy being applied to them. And I just wish we could kind of pinpoint what fees are for and not just categorize them as miscellaneous because we can't figure out where it fits in anywhere else.

MR. KOLKMEYER: Madam Chair and Commissioner, yes. And this has been an ongoing discussion between you and I for quite a few months right now, and I think that our thinking is right now, it's not a concept decision point discussion, because if we put it out as a concept and ask people, do you want to pay fees or not, everybody would say no, they don't want to pay fees at all, that it's really a conceptual thing. It's more about what it is. So we do our fees by ordinance, and we recognize and Shelley and her staff and myself have had very detailed discussions on that miscellaneous category because you're correct. And when you first brought this to my attention, while we couldn't do anything about it at that point because it is an ordinance and we had certain policy decisions that we approached it the way that we did, but one of the things that we need to do – there are a whole bunch of fees that will probably change. We have the new fee ordinance for film, and we have to review all of our permits and fees that we have. And we really do need to take that miscellaneous category and break it out.

So my suggestion would be that we do it as the fee ordinance, and bringing that back as soon after the first of the year as we can to sort of bring it into a parallel course along with the code. That's where the discussion would be. Because then, like with the home-based business thing that we brought forward to you already, we've already, by taking kind of a similar attitude, we knocked down the fees there from \$450 that was applicable to everybody, to putting things in categories where some categories will only have to pay \$35 this go-round. If you do need a fire inspection that would be added on, but you would know that. So I think if we do this by taking the fee ordinance apart and looking at it individually and looking at the amounts that are charged for things that become a lot more specific so there's no gray areas, that would be the way we would recommend bring that forward.

COMMISSIONER MAYFIELD: Thank you, Jack, and again, thank you for your service to the County. I've learned a great deal from you and your staff and I do appreciate the work that you all do and best of luck in your future endeavors after December.

MR. KOLKMEYER: Thank you.

COMMISSIONER STEFANICS: Madam Chair.

CHAIR VIGIL: Commissioner Stefanics.

COMMISSIONER STEFANICS: Commissioner Mayfield gave me another idea, Jack. As the code progresses, one of the things we might do is also tie it into something around the code of the west, that people who don't know to look for the rules, don't. And that we might need to do some kind of public education or outreach effort around: before you build that outdoor whatever, contact your local representative, or something. But we might really need to do some outreach. I think I continue to believe that we have many people who are invested, who are participating in focus groups, who are helping with the code development, but we have many more people than those who still believe we're just here on our little piece of land and nobody bothers us. We pay our taxes and that's it. So might just need to think about some kind of public education outreach afterwards. Thank you.

MR. KOLKMEYER: Thank you, Commissioner, and Madam Chair, if I may respond to that just briefly. I think that's why this next series of discussions is going to be

really, really important. Because we've never really had zoning in Santa Fe County like you have zoning for a municipality or other places. You know there are three different categories of commercial and six different categories of residential. What we're embarking on here in this next round with the actual code will be to create real zoning districts. So the opportunity for us to be able to explain much more specifically than we have in the past what you actually can do is a real opportunity, but we still have these broad swaths of agriculture and rural lands where the rules have been very vague over the years and people get very confused. So we're going to review actually bringing forward a real zoning ordinance for the first time, kind of into alignment with the code of the west ideas.

Again, I would encourage your constituents and folks that you know that have those concerns to join us at these meetings and bring those ideas forward, because we think this is probably the next step where we can have this discussion. Thank you. That's a good comment.

CHAIR VIGIL: Thank you. Just for purposes of clarification, because I don't want our listeners out there to think that we hold ourselves to a different standard, I have never known the County not to go through our own process with regard to any projects that we engage in, and if that has occurred it's occurred without the Commission knowing about it. So could you comment about that?

MR. KOLKMEYER: Certainly, Madam Chair. I think one of the reasons that happens is because internally sometimes a project will come up and we'll think, oh, we'll just go ahead and go forward with that and by the time the project has started to go forward a little bit we all recognize, no, no – that needs to actually have some kind of review from us and then we'll try to get it in the path again, however we can at that point. I think the staff in general in the County has come – we've come a long way in 20, 30 years in the County and how we used to do business. And we're pretty much now on I think on board collectively. All of the other department directors know that we all need to check with each other on these kinds of projects and I think we've gotten a lot better.

We also have difficulties with school projects, with the school district, for example, or some other projects that fall under some other governmental jurisdiction. And some of those we really don't review at all, but I think you've seen some of the progress we've made in the last couple of years with the school district where we actually ask them to do a courtesy review with us. So we may have missed a few, or some things could get into the pipeline a little later than they should, but it seems to me that we've corrected most of the things that have been problematic. Not completely, but we've corrected that and it seems to be more of a procedural issue than anything.

CHAIR VIGIL: Okay.

COMMISSIONER MAYFIELD: Madam Chair.

CHAIR VIGIL: Commissioner.

COMMISSIONER MAYFIELD: And thank you for bringing that up, and if I'm wrong please correct me. So when Santa Fe County goes and either rebuilds a new low-water crossing, are we coming and getting approval from ourselves to do that? Or are we just doing it?

MR. KOLKMEYER: Well, some times.

COMMISSIONER MAYFIELD: Because that's what I'm hearing. And it goes back to that one individual that brought something to my attention, where he said, you guys are making me build a bridge to get to my property, but yet you have new low-water crossings throughout the county, and do you guys pull permits for those low-water crossings. And I would like it – if we are, great. I'll say yes, we are. This is when we did it and this is what we went through to do it.

MR. KOLKMEYER: The response, Commissioner, is we're supposed to, and whether we have not done it to the best of our ability in the past, we do need to check ourselves for our own projects. That's what we should – there are certain things, there are standards and things that we need to comply with in our code as well.

MS. MILLER: Madam Chair,

CHAIR VIGIL: Ms. Miller.

MS. MILLER: Commissioner Mayfield, Jack, it is the policy of the County that the County is supposed to following some permitting and code requirements. And as Jack stated, sometimes people have gotten direction to go and do something, they start on it, they get partially done and somebody say, you need to go get a permit for that. They stop, they go back and get it. Mostly the procedures are in place and everybody who works on different projects knows that, but on occasion staff has started something and then realized, oh, it is something they need a permit for. But any of our own projects go through the review. That's what they're supposed to do.

I will say, and I think Jack did say that in the past there's probably projects that did not get done that way, but that has not been the policy of the County for a long time and any time we realize something has moved forward when it shouldn't have it gets stopped and gets told it has to go through the appropriate process. So just like it would be anybody else in the public, it might start something and it gets into a bigger project than they realized and need to get a permit. They get notified they need to get a permit. So I would say if it ever does happen it's not an intentional thing to go around the process, it's more of possibly an employee doesn't realize the procedures or something like that.

But on all of our construction projects, road projects, they go through all the permitting projects.

COMMISSIONER MAYFIELD: Thank you. Thanks, Jack. And Katherine, I'll meet with you on a couple just to see where we're at, in particular the new construction at the Pojoaque fire station. Maybe it didn't need permitting because it's on pueblo land but I don't know. Maybe it did get the permitting. I don't know. But it's very close to an arroyo with a tire bale structure to prevent erosion. Just so you all know. Thank you. I just want to make sure they're safe, our firefighters are safe also. Thank you.

CHAIR VIGIL: Thank you very much.

MR. KOLKMEYER: Appreciate your time.

XIII. C. Finance Division

1. Review and Discussion of the Quarterly Financial Report for the Quarter Ending September 30, 2011

TERESA MARTINEZ (Finance Director): You have before you what's become a little bit of the standard quarterly report identifying total revenues and total expenditures, trying to bump up the recurring to recurring. You can see for the first quarter of this fiscal year we collected a total of \$25 million from all revenue sources. The lion's share if you will comes from taxes, \$2.7 million from property taxes, \$11 million from GRT.

On September 30th, across all funds we had expenditures totaling \$48.6 million. Of those expenditures we had capital expenditures of \$16.6 million, debt service payments totaling \$9.9 million, and operational expenditures of \$22 million. We relied on the use of cash in this first quarter to the tune of \$23.5 million.

If you look at page 2 there's just a small chart comparing recurring to recurring. You can see total revenue bumping up against total expenditures. Again, the property taxes being cyclical, you can see that this catches up revenues to expenditures about mid-year. We also included for you the property tax charts and the gross receipt tax charts so that you can see that. For property taxes are collections are just better than budget, and for the GRTs, cumulatively, we're 2 percent better than budget. The countywide GRTs are 2 percent better than the prior year's collection, and our unincorporated GRTs are still down a little bit, when we look at the budget as well as when we look at the previous year's collection. So we're hoping that our 13 percent downward prediction will materialize.

I also included for you the charts relative to the general fund revenues, the fire fund and the corrections fund. From the general fund we had a total of \$6.3 million, almost \$6.4 million in revenue collections. Of that, recurring was \$6.1 million. Recurring revenue for the most part includes property taxes, gross receipts taxes, state issued taxes, construction permits, Clerk fees, landfill fees, etc.

With the recessed economy investment income in the past had been used to balance the budget and we have seen that take such a dramatic downturn, but it's important to note that we are up 3.8 percent from the previous year for the same time period.

Overall, fiscal revenues in this fiscal year are greater than the previous fiscal year by \$770,000. The increases were noted mainly in the collection of GRTs to the tune of \$544,000, shared taxes, \$108,000. Clerk fees are up \$13,000, and we witnessed refunds of \$123,000. The refunds are a little bit high from what I'm used to seeing this time of year and it's important to note that as a result of our clean energy efforts we had received a refund check to the tune of \$71,000. And then we had some other small refunds that make up that amount.

We had general fund expenditures totally \$6.4 million. Of those recurring total \$5.8 million. The general fund collected sufficient revenue to support its operational expenditures in the first quarter. We had outstanding encumbrances of just over \$6.2 million. Our expenditures are \$590,000 or 11 percent greater than the expenditures incurred in the previous fiscal year, and across the board, the larger expenditures can be attributed to the fact that we had an additional pay period in September.

Moving to the fire funds. The total recurring revenues for fire was \$6.7 million, which mainly consists of GRTs, ambulance charges, and some small grants. The remaining revenue sources are considered non-recurring and are relative to the economy so we don't count those for a recurring standpoint. Expenditures totaled \$3.2 million, and of that, \$2.6 million was operational. The FY 12 expenditures are \$452,000 than the greater fiscal year, and again, we had an additional pay period in September that's contributing to that.

For the corrections fund we had recurring revenue of \$1.7 million. In the first quarter of this fiscal year we're about \$490,000, or 71 percent greater than the previous year's collection. And that's mainly due to a small increase in correctional GRTs to the tune of \$30,000. And then the other is an increase to the care of prisoner revenue at the adult facility. And that mainly is attributable to the US Marshal. We witnessed an increase of \$624,000 in this first quarter, and mainly that's attributable to them transitioning their inmates in since the beginning of November 2010. The inmate numbers have grown from month to month. We started in July of 2010 with 15 and we've progressed through June with 78 US Marshal's. I believe the current count is somewhere in the neighborhood of 70.

We had total expenditures for corrections of \$3.6 million, and all of that is mainly operational. There was a small amount used in the capital category.

We continue our budget cuts – the freezes, the smart buying, the restructuring – and those will continue. We are progressing, getting ready to do our mid-year review and we'll keep you updated. As of right now we are across the board better than budget on revenue, expenditures are right in line. So we'll conduct our mid-year reviews for the departments and offices to see if there's any areas where we see maybe a little more expenditures than we would normally witness for this time of year. But other than that, we're right on line with our budget.

CHAIR VIGIL: Okay. Before I take questions I'll just for the record indicate that Commissioner Anaya has arrived. Thank you. Welcome. Commissioner Stefanics.

COMMISSIONER STEFANICS: Thank you, Madam Chair. Teresa, were you hear when Paul Gutierrez was talking and got the question about property taxes and wanting to know? I just went to our website to try to get into the sunshine portal, but we have an internal website versus the external one. So I didn't get to the sunshine portal. But on the sunshine portal, is there still the property tax pie? About where it goes? Where all the property taxes go?

MS. MARTINEZ: Madam Chair, Commissioner Stefanics, I believe it is. It may need some updating, but it's still up there.

COMMISSIONER STEFANICS: Okay. So could we make sure that gets updated? Because I know from going out to meetings that that's a question that gets asked all the time. What do our property taxes go? What is it spent on? So if we could just make sure that that is easily gotten to or prominent, that would be great. Thank you.

MS. MARTINEZ: Okay.

COMMISSIONER STEFANICS: Thank you.

CHAIR VIGIL: Okay, further questions? Thank you very much. Appreciate that, Ms. Martinez.

XIII. C. 2. Resolution No. 2011-159, a Resolution Requesting an Increase to the Law Enforcement Operations Fund (246) to Budget a Grant Awarded Through the New Mexico Department of Public Safety for the Reverted 2010 Edward Byrne Memorial Justice Assistance Grant Program for the Region III Program / \$148,917 (County Sheriff's Office)

CHAIR VIGIL: Will you be doing this, Ms. Martinez?

MS. MARTINEZ: Madam Chair, yes. This is a grant award for Region III, totaling \$148,917. The reverted means at the end of the year this is still what's unused by all the participants, if you will, so this is a reallocation to the participants. So this will be used to assist with operational expenditures, mainly salaries. So I stand for questions.

CHAIR VIGIL: Questions? Seeing none, what's the pleasure?

COMMISSIONER STEFANICS: Madam Chair.

CHAIR VIGIL: Yes.

COMMISSIONER STEFANICS: I'll move approval of Resolution No. 2011-159.

COMMISSIONER ANAYA: Second, Madam Chair.

The motion passed by unanimous [4-0] voice vote.

XIII. C. 3. Resolution No. 2011-160, a Resolution Requesting an Increase to the Law Enforcement Operations Fund (246) to Budget a Grant Awarded Through the New Mexico Department of Public Safety for the 2011 Edward Byrne Memorial Justice Assistance Grant Program for the Region III Program / \$48,161 (County Sheriff's Office)

MS. MARTINEZ: Madam Chair, again, very similar. Another grant award for \$48,000 and this will be used for operations and also will assist with overtime. And I'll stand for questions.

CHAIR VIGIL: Do we have to take action on these because they've come from separate funds?

MS. MARTINEZ: Yes, they're separate grant awards.

COMMISSIONER STEFANICS: Madam Chair.

CHAIR VIGIL: Yes.

COMMISSIONER STEFANICS: I'll move Resolution No. 2011-160.

COMMISSIONER MAYFIELD: Second, Madam Chair.

The motion passed by unanimous [4-0] voice vote.

XIII. C. 4. Resolution No. 2011-161, a Resolution Requesting an Increase to the Economic Development Fund (224) to Budget a Grant Awarded Through the Bureau of Reclamation for Developing a Water Resources Inventory and Functional Water Uses within the Espanola Basin (Santa Fe, Rio Arriba and Los Alamos Counties) in Support of Land Use, Economic Development and Water Conservation Decisions / \$76,850 (Growth Management/Economic Development)

MS. MARTINEZ: Madam Chair, again, this is a new grant award for \$76,850 that will assist us in coming up with a water inventory. We can use this for future planning. It will help us decipher water usage by residential versus commercial, and then break down the business sectors for those different commercials. And also help us with the agricultural production. So I'll stand for questions.

CHAIR VIGIL: Commissioner Anaya.

COMMISSIONER ANAYA: Madam Chair, Ms. Martinez, when did we apply for this grant?

MS. MARTINEZ: I believe – I think the application is attached –

COMMISSIONER ANAYA: Is this a new application or something that's been before us?

MS. MARTINEZ: No, I believe it's come before us so that we could have approval by the County Manager to submit it. So I think it was seen. I don't know for certain but I can look for you. I think it says it in the memo somewhere.

COMMISSIONER STEFANICS: We approved the resolution to apply on January 5, 2011.

COMMISSIONER ANAYA: Thank you, Madam Chair. Thank you, Commissioner Stefanics.

CHAIR VIGIL: Any other questions? What's the pleasure of the Commission?

COMMISSIONER STEFANICS: Madam Chair, I move approval of Resolution 2011-161.

CHAIR VIGIL: I'll second it. Any further questions?

The motion passed by unanimous [4-0] voice vote.

XIII. D. Public Works Department

1. Resolution No. 2011-162, a Resolution Approving the Submission of Applications to the New Mexico Water Trust Board for Water Improvements and Watershed Projects in Santa Fe County
[Exhibit 3: Supplemental Information]

CHAIR VIGIL: Who will be proposing this? Mr. Guerrerortiz.

PATRICIO GUERRERRORTIZ (Utilities Director): Madam Chair, Commissioners, I am here to request that you authorize us to make an application, or actually

three applications for projects that we have within our county that will provide improvements to the existing water systems.

CHAIR VIGIL: Okay. Are there any questions on these? Do you want to just identify those projects?

MR. GUERRERORTIZ: Yes. As I said in my memorandum, we have three projects at this point. One is the La Bajada water system, which this Commission has been discussing for quite a while now, and the second being an extension of a water line loop, hopefully, in the La Cienega area off of Camino C de Baca. And the third one is a water resources or watershed type of project in which we will have equipment to monitor the changes in both the groundwater conditions as well as the flow in the streams.

CHAIR VIGIL: Any questions on any of these projects? Commissioner Stefanics.

COMMISSIONER STEFANICS: Madam Chair, let's just go over. How did people apply for these? How did communities get to apply for these?

MR. GUERRERORTIZ: Madam Chair, Commissioner Stefanics, we've had a list of projects that people have been requesting over the past several months. In fact, La Bajada for instance has been requesting our assistance for almost a year now regarding the water system. We had it in our files that we had these opportunities or these needs and we received last week notification from the Water Trust Board regarding the deadline for the applications of this year being November 4th. So that's the reason why we expedited this presentation to you with the recommendation that we pursue these recommendations for the loan/grant program that the Water Trust Board has.

COMMISSIONER STEFANICS: So Madam Chair and Pego, I have no problems with these projects but there is a water project that lost legislative funding in Eldorado because the County did not act quick enough about two years ago, and I'm wondering why it's not included here.

MR. GUERRERORTIZ: I didn't have that in my files, Commissioner Stefanics, and we have been in conversations with Eldorado about another project that we're pursuing right now that will benefit their situation. That project being the line between Rancho Viejo and Eldorado.

COMMISSIONER STEFANICS: Madam Chair, this was a minor project. It was like under \$200,000, \$150,000 – something like that. Rudy would know about it, Joseph. It's that well house, some kind of storage facility for the water line. And they had a legislative approval or appropriation and we did not do all the paperwork in time and we lost the funds.

MR. GUERRERORTIZ: I didn't have that in my files and I'm sorry if I missed something. But again, I have been in contact with the utility down there and I never had anybody mention that to me either.

COMMISSIONER STEFANICS: It doesn't mean our staff didn't know about it.

MS. MILLER: Madam Chair, Commissioner Stefanics, I did ask that staff look at any projects that were eligible that the individual entity would not be going forward to the Water Trust Board themselves, so for instance, Chimayo Mutual Domestic and Cuatro Villas and Glorieta, all of those entities are eligible to go forward on their own and have indicated that they will do their own application. These were projects that either would be

managed by us or the entity indicated to us that they would not be going forward on their own and would request us to go forward.

I'm not aware of the project that you're referring to. The way the Water Trust Board works, you have to put in an application, then the project has to get listed in a piece of legislation before you can even be really considered for an award, which happens around the springtime with the Water Trust Board, when they award their funding. Then the New Mexico Finance Authority actually goes through a process of bringing forward any of those grant/loans that have gone through that entire process, and the entity has agreed to the loan/grant, and then you have to go through getting that with New Mexico Finance Authority. So it's about a yearlong process. I don't know if we have all of the –

COMMISSIONER STEFANICS: Madam Chair, Ms. Miller, I'm saying that this wasn't a piece of legislation. It was due to the County's fault that the community lost the funds. It even appeared on the ICIP. So I want to know why we're not including it. And Joseph, or Paul Olafson provided the ICIP list. We have been talking about this for a couple of years. And it's a minor project but why isn't it included?

MR. GUERRERORTIZ: Madam Chair, may I?

CHAIR VIGIL: Please.

COMMISSIONER STEFANICS: I'd like to hear from maybe the people who might know about the project.

MS. MILLER: Madam Chair, Commissioner Stefanics, I guess I don't know what appropriation you're referring to but if it was specifically to the Eldorado –

COMMISSIONER STEFANICS: It was to the County for them.

MS. MILLER: But we can't apply to the Water Trust Board for a loan for them. That was why I was saying that there are other entities who are eligible to go apply to the Water Trust Board on their own. That's why I had requested of Pego's staff to let me know of any eligible projects where the entities would not be eligible to apply on their own, or would not be applying on their own. So I don't know that we could apply for a loan on behalf of the Eldorado Water and Sanitation. I think that's the issue but I'm not aware of this particular project, but I don't think that we can apply for a loan on their behalf.

COMMISSIONER STEFANICS: So Madam Chair and Ms. Miller, you're saying that the County that's the one that's applying for these funds and will have the debt – not La Bajada or not La Cienega?

MS. MILLER: Madam Chair, Commissioner Stefanics, that's true.

COMMISSIONER STEFANICS: Thank you.

CHAIR VIGIL: Commissioner Anaya.

COMMISSIONER ANAYA: Madam Chair, and I think along a similar line of questions, I guess my first question is that it goes to what you were speaking to is we have a lot of lists of priorities that we do for capital improvements that end up being just that – projects on a list that ultimately you've got to get into a priority based system and the application and the process. What's the likelihood of us receiving even one project from the Trust Board or more than one project? Do we know? Does an entity take – based on my recollection it's a competitive process, there are a lot of people that are seeking projects in the entire state of New Mexico, so merely putting projects on the list doesn't assure that we even make the cut. So could you give a little background to that, Mr. Guerrerortiz?

MR. GUERRERORTIZ: Madam Chair, Commissioner Anaya, all I can say is that the projects that are most likely to be implemented promptly are the ones that get the highest ranking. And as you have just indicated, there could be hundreds of projects applying for the same funding. There is no way for us to know where we stand to get one project or another. But we want to have the opportunity to at least apply. And these projects seem to be good candidates and that's why we're pressing them.

COMMISSIONER ANAYA: Madam Chair, Mr. Guerrerortiz and Ms. Miller, I think given that point I have no problem or concern whatsoever, if we added another project to the list and added the project Commissioner Stefanics is referring to. I think my thoughts going forward are how we put projects in and the energy we put behind them to try and get them funded is where we all as a Commission and staff need to make sure we're on the same page. There's been a lot of discussion on the extension of the La Cienega area project and that's an extension of our own County-owned system, not a separate system but our own system. We get a lot of land use cases that deal with fire flow that things like this could help. But what's the general feeling of the residents and the community association? Have you had direct dialogue with the La Cienega Mutual Domestic Association relative to this project extension? And if so where are they at in relation to this request?

MR. GUERRERORTIZ: Madam Chair, Commissioner Anaya, two things. One is, you correct that this will become part of our system, part of the system that the mutual domestic is not interested in adopting for themselves.

COMMISSIONER ANAYA: So if I could, we know that for a fact –

MR. GUERRERORTIZ: Yes.

COMMISSIONER ANAYA: That they're not – this isn't an area within La Cienega –

MR. GUERRERORTIZ: We have proposed that they adopt this line that goes down Camino C de Baca and they're not interested. The line that we're proposing here is part of this project for which we would be applying for the Water Trust Board stands off of this line at Camino C de Baca, so yes, the extension would also be a part of our system. In general, the developers are the ones who buy and install the distribution system. We provide the mains, the transmission lines, the storage facilities, the piping facilities. And the dedicated distribution systems for each one of the subdivisions are generally the responsibility of developers.

In this case the lots and the residents already exist. So what they County has right now as one of the alternatives that these people have for funding the construction or the installation of the infrastructure is a special assessment district, for instance, because we don't have the ability to fund the distribution systems themselves at this point. So these people have been working on a special assessment district. And the special assessment district can receive funding from one of two sources at least that I can describe right now. One of them being the County itself, through bonding, and the other one being places like the Water Trust Board. Because they have programs that are part grant, part loan that need to have some source of revenue that will guarantee the payback of the loan or the loan portion.

In the County's case, when the County bonds on behalf of these communities it's the same thing. The County has to pay the bonds back and the revenue for that payback comes from the additional assessment to these people's property.

COMMISSIONER ANAYA: Madam Chair, Mr. Guerrerortiz, have we specifically targeted any people and asked them whether or not they would tap into the system or be willing to tap into the system if we extended it?

MR. GUERRERORTIZ: We receive requests on a regular basis from associations, neighborhood associations and people who are interested in connecting to the County system. We also have to opportunity to know that service will be available if they were to have a distribution system and let them know the funding we have of those distribution systems.

COMMISSIONER ANAYA: Madam Chair, if this resolution is successful I think it's important that we get out to the communities and have a series of discussions with them, the people that would be directly impacted and get their feedback and input as we establish priorities and the application if it's to go forward. So thank you, Madam Chair. I guess, Madam Chair, one last comment would be that from a priority standpoint those individuals are still in dire straits in La Bajada and still, we're looking at this and other alternatives, as many as we can to try and augment their system to get them a well with good water and a tanks. So thank you, Madam Chair.

CHAIR VIGIL: Any other comments, questions? Commissioner Mayfield.

COMMISSIONER MAYFIELD: Thank you, Madam Chair. Madam Chair, Mr. Guerrerortiz, this as I'm reading it, the repayment would be based on an extra property tax assessment through a special assessment to those folks receiving this.

MR. GUERRERORTIZ: Madam Chair, Commissioner Mayfield, that would be just in the case of La Cienega. That's a special assessment district. La Bajada, because of La Bajada, the idea is to have the County provide the new well and the storage facility. The County will own that and we would be able to negotiate for service to the mutual domestic. The problem with some of these communities is they don't have the customer base to be able to fund some of these facilities on their own. The customer base or the credit record to be able to fund these types of projects. So the County intervention is almost a necessity. And they wouldn't be able to go for the Water Trust Board funding, even though the conditions are so enticing. When you have a ten percent loan and 90 percent grant, that's huge. Or a 20 percent loan and an 80 percent grant. It's huge for these communities because the payback if very modest. But even under those conditions they have a very difficult time doing it on their own because they're so small.

COMMISSIONER MAYFIELD: Thank you.

COMMISSIONER ANAYA: Madam Chair.

CHAIR VIGIL: Please.

COMMISSIONER ANAYA: Madam Chair, I would move for approval. I would move that we add the project that Commissioner Stefanics is referring to as well if it's eligible to be added to the list.

CHAIR VIGIL: Can we have a clarification on that, Ms. Miller. I'm not sure I'm hearing the same thing but it was my understanding that you said Eldorado would have to do that on their own.

MS. MILLER: Madam Chair, I don't know the specifics of that project that Commissioner Stefanics is talking about. I was basing this on – the question came about doing this application. And unfortunately all of this wasn't done sooner, and we have some

projects that were ready to go and were willing to work with us. I don't know that that – I'm just saying that it might be that they'd be willing to pay it and we could throw it on there. The problem is if you don't get in the piece of legislation or if you don't get your application in you can't even be considered in the legislation. You can't even be reviewed.

So I would say that it's not a bad idea to add it to the resolution and if we can make that happen by November 4th we can go ahead and work with, if it's the Eldorado Sanitation District. I think that the reason it was not included is because it was for them and they're their entity. But we can, certainly, if we add it to the resolution we can go back and ask them if they would like us to do that.

COMMISSIONER STEFANICS: Madam Chair.

CHAIR VIGIL: Commissioner Stefanics,

COMMISSIONER STEFANICS: I think as Commissioner Anaya indicated, it would be appropriate to find out if they're even eligible to be included in the application, and then I would ask Julia and Paul Olafson and Rudy to go back to the legislation that appropriated them the amount – what it was for and our process in losing it. And then it could be determined whether it should be added.

CHAIR VIGIL: Okay. So would the maker of the motion include that as their intent to be attached to the motion?

COMMISSIONER ANAYA: I would include that, Madam Chair. I don't think I have a second yet.

CHAIR VIGIL: That's what I was going to ask for.

COMMISSIONER MAYFIELD: Second, Madam Chair.

CHAIR VIGIL: Okay. I have a motion and a second. Is there any further discussion?

The motion passed by unanimous [4-0] voice vote.

CHAIR VIGIL: I'd just say good luck. The water authority has funded regional projects. These aren't necessarily considered regional and we have been the recipients of many of their grants and loans through the Buckman Direct Diversion, so I would be very interested to know how they will view these smaller projects. Thank you.

XIII. E. Human Resources Department

1. Request to Approve the 2012 Employee Calendar

ANDRIA DURAN (Human Resources): Madam Chair, Commissioners, we're requesting for the approval of the 2012 employee calendar. Other than the new year, there is no other changes to it.

CHAIR VIGIL: Okay. Are there any questions on that calendar?

COMMISSIONER ANAYA: Move for approval, Madam Chair.

COMMISSIONER MAYFIELD: Second.

CHAIR VIGIL: I have a motion and a second. I would just like to state that this calendar is very definitive. It's very difficult to change it because schedules and

employees expectations are based on that. We have had attempts to change them in the past but I would like there to be a real common understanding that once we approve this this is what the employees rely on and we should go forth and not have any unexpected recommendations for any changes. And I think that's how HR proceeds. Is that not correct?

MS. DURAN: That's correct. The only thing that was changed this year was the two half days for Fiestas and Good Friday, and the reason why they're not included in this calendar is when we come closer to those days we take a look at the budget to see if the funds are there in order to grant the employees those four hours of admin leave. That would be the only thing that would change.

CHAIR VIGIL: Okay. Are there any further questions, comments? If not, I have a motion and a second.

The motion passed by unanimous [4-0] voice vote.

XIII. F. Matters From the County Manager

1. Update on Commission Requests and County Projects

MS. MILLER: Madam Chair, at the last meeting Commissioner Anaya asked about some projects, some specific projects and for some updates on those, so I'm going to go ahead and start with Mark Hogan to give updates on the projects in his area.

CHAIR VIGIL: Mr. Hogan, welcome.

MS. MILLER: And you can combine, by the way, the second one, Agua Fria location while you're up there, because it's all under the same.

MARK HOGAN (Projects and Facilities Director): Very good. Thank you. Madam Chair, Commissioners, we've been working on a whole host of projects. There's been some specific ones lately that I've been asked to provide some information on, the Nambe Community Center being one of them. We've received a bid from Longhorn Construction that was brought before the Commission and approved. We're proceeding on that. There are some other issues on that site which we met onsite to discuss with Commissioner Mayfield and some other representatives, including those from the Highway Department in terms of access to the property and ways to improve the safety of that. We have another meeting underway or scheduled to be conducted at the site with our own County crew to see how we can make that happen, whether we can execute that under our own forces or have to contract out for that.

We are having our pre-construction conference this Friday and our office is on Alameda Street so if anyone would like to meet the contractors they're available for that. That project did come in below budget and we are working on some other site improvements and recommendations to be brought back to the board at a later time.

COMMISSIONER MAYFIELD: Madam Chair.

CHAIR VIGIL: Commissioner Mayfield.

COMMISSIONER MAYFIELD: Madam Chair, Mr. Hogan, when are you just anticipating construction, give or take?

MR. HOGAN: Beginning?

COMMISSIONER MAYFIELD: Actually completing. I'm sorry.

MR. HOGAN: I believe January. This is the time when the construction period expires, based on the contract.

COMMISSIONER MAYFIELD: Mr. Hogan, end of January? Mid-January?

MR. HOGAN: Mid-January, and there's a couple of issues that in the County's interest we may discuss. We talked about some additional insulation on the building. Things like that could affect the contract time.

COMMISSIONER MAYFIELD: Thank you, Mr. Hogan.

MR. HOGAN: There was also a request, I believe by Commissioner Anaya, for information regarding community centers and the Meals on Wheels program, and if I could I would just like to hand out an exhibit that our GIS Department put together that shows the community centers, which ones have an active Meals on Wheels program and which do not. *[Exhibit 4]* Also, Ron Pacheco is here in case there's any questions specifically about the Meals on Wheels program.

COMMISSIONER ANAYA: Madam Chair.

CHAIR VIGIL: Commissioner Anaya.

COMMISSIONER ANAYA: Madam Chair, I have a few questions. I think along with the conversation that we had, and there was many communities – Agua Fria, La Cienega, Cerrillos, Madrid, Galisteo, those communities that are not as accessible to senior centers is what I would like to see us build some stepping stones to actual centers that I know ultimately cost resources but in my opinion resources well spent. Could you give us a little bit of background to what we're doing?

RON PACHECO (Senior Services): Absolutely.

COMMISSIONER ANAYA: And looking specifically at the map I think we have many areas that we can fill some gaps over time and I know you're working on it.

MR. PACHECO: Well, thank you for the opportunity, Commissioner, Madam Chair and Commissioners. I will tell you that when we took over this program on July 1st, Commissioner Anaya, we agreed to continue serving what the City has established, and we've done that. One of the things we've become aware of, and you noted it, is that there are gaps in our program countywide. In my mind one of the biggest gaps is the Highway 14 corridor, especially as it moves south into Cerrillos and Madrid, and to some degree the La Cienega area.

Commissioner, we are already looking at ways to begin serving those areas. I can tell you that in the north we're fairly well covered because we have several centers and all the meals, the home-delivered meals in those areas are being served out of those centers. So there are centers in proximity to bring hot, home-delivered meals. As you know, that isn't quite the case in the south. But because we know that it's going to take time to get buildings on the ground, Commissioner, what we're looking at doing is starting to try and serve some of those constituents before the building actually arrives.

And let me give you an example. We know that on Highway 14, and especially in Cerrillos right now, because I've been made aware, that there are seniors living in those areas that would like to receive services, and specifically and especially home-delivered meal service. So what we're going to attempt to do is if we have room within our current budget we're going to look at beginning to try and serve specifically some of those communities, and

I'm going to start with the Cerrillos area. It's not a slam dunk process to the degree that we can just see the need and serve them, because I need to notify my state partners and my federal partners that we have a need and our plan is to serve it.

Now, we anticipate them coming on board and agreeing there's a need there. We're going to go document it; we're going to serve it. But either way, whether the state or the feds agree, Commissioner, we're going to look at beginning to serve some of these areas, and one of the ways we're going to do it is with volunteers and with limited staff. And right now we have a limited staff and our staff is pretty well spread out. However, because we realize there's a need we're going to start working with those communities and I'm already in discussions with people in Cerrillos – visiting nurses, there's the Kitchen Angels, and there's other partners. There's a collection of groups where we can come together to begin this process and that's what we're going to do in the issue of Cerrillos.

I know right now, Commissioner, that out there just recently Kitchen Angels began serving frozen meals, and we're looking at delivering some hot meals on a daily basis at least two days a week. And the way we're going to serve that is with volunteers that go out there already, visiting nurses and to the degree that we can send staff out there, Commissioner, we will do that. Also, in working with Mark Hogan and his staff, we're beginning to identify sites out in that part of the county that down the road, we may be able to establish a facility. And that will include coming to this body to ask for support, going to the legislature through legislative packages that go to senior programs, as well as capital projects that will go through the County.

So we're identifying sites, and we know that's going to take time, Commissioner, but in the meantime we're going to begin to look at providing services, especially critical services for at-risk seniors who are at home in the way of hot meals being delivered. That's how we're going to start, and because we believe we can do it – it's one thing to start it Commissioner, you know, but we want to make sure we can continue it to the end of the year. Meaning that's next June 30th. So we're going to take a crack at Cerrillos, and we're planning that process now, and anticipating that we're going to have some budget. Because everything goes back to budget. We can't start delivering hot meals now unless we can do it for the remainder of the year, and this is what we're looking at.

We will be meeting here this week to begin looking at the specific budget numbers to see if we have the space to project out those meals. But we are aware of these locations that need service, especially in the southern part of they county. We are serving about 14 to 15 home-delivered meal clients in Edgewood currently, and we're looking at expanding that as we can. So we're aware of the need and the gap areas of the county, and we realize that the mid and southern part of the county need further service, and we're beginning to take a look at that and try to provide some of that service.

COMMISSIONER ANAYA: Madam Chair, Ron, thank you very much for the update. I've already started the dialogue with some of the legislators in the area. Commissioner Stefanics has already publicly on several occasions echoed the same sentiment on the Highway 14 Corridor. So I'm going to be meeting with community leaders on a week from yesterday, on Monday and I will express to them what you shared with me and make sure that they're engaged in that process with you guys. But we're prepared. I know Commissioner Stefanics, I know Commissioner Mayfield and the other Commissioners have

been very supportive of senior programs and I think we're prepared to work hard at the legislature and with Congress to try to help us out with those funds for our seniors. So I thank you very much and look forward to the ongoing work.

On La Cienega, just to be clear, do we have hot meals in La Cienega right now?

MR. PACHECO: Madam Chair and Commissioner Anaya, currently we're not serving hot meals in the La Cienega area. This is the next spot that we need to take a look at, because I believe it's within our realm of ability, but currently it's just a gap area that we haven't been able to serve. I have an easier time, Commissioner, in the Cerrillos area because I have volunteers stepping up. And certainly, the community center in La Cienega has expressed a desire to have us look at that. I know Charlie C de Baca has brought it up, and I believe that we'll move there next to take a look.

COMMISSIONER ANAYA: And the reason I bring it us is because the people in Glorieta, for example, many times I've heard from Commissioner Holian, are beginning to access Eldorado. The people in Stanley will access and go have meals in Edgewood. And so we have – I think probably more we have this midsection that we don't have a center at all that maybe in cooperation with – can the seniors – how does the City program handle seniors that would come – can a senior go from La Cienega to any center in Santa Fe still?

MR. PACHECO: Madam Chair, Commissioner Anaya, I have to tell you that the arrangement we made with the City was that if you live in the county and you want to come into the city, we're going to bring you, and we're going to provide that services. Thanks to the support that you have provided to us as a Commission we now have a transportation program working countywide. And what I would like to express to you Commissioner and Madam Chair is we have an easier time transporting a senior often, than we do delivering them a hot meal. Because for me to bring you a hot meal you have to be basically homebound and not driving. However, if you step into your car once a month to drive you may disqualify yourself. But that doesn't mean I can't go get you, bring you to a County senior center, feed you a meal, get you involved in activities programming and socialization activities, which we know help a senior, and that's why the advantage of being able to provide transportation to bring you into a center is a great resource.

So I would submit, Madam Chair and Commissioners, that if there are individuals that we can't necessarily serve a hot meal, we can sure bring them into the center for socialization activities and I would really enjoy an opportunity to do more of that. So if you're aware of seniors that we can pick up and bring in, I'd like nothing more than to provide that service to them, especially if we're unable to bring them a meal. I can bring you in and feed you if I can't take you a meal. So that's how that works. Unless you're homebound and I do an assessment documenting that homebound capability then I can provide you a meal.

COMMISSIONER ANAYA: Madam Chair, my last comment on the senior issue would be this. If there's a way we could utilize our website in addition or more or figure out an easier way to try and convey to people what those options are and alternatives, especially areas like Agua Fria and La Cienega, to get them from those areas into a center if they don't have access to a car or a ride. And then as you guys are going through the budget and analyzing the costs, the more you can help me understand what is the most cost-effective,

then I can help as well as we're marketing it to our constituents and the county residents to show them what they actually already have access to, given the resources that we have.

MR. PACHECO: Madam Chair, Commissioner, it's a very good point. I think we can definitely do more work with our access to the website to get that information out, and we will look at that. And thank you very much, Commissioner.

CHAIR VIGIL: Commissioner Mayfield.

COMMISSIONER MAYFIELD: Madam Chair, Mr. Pacheco, the legislature and the governor recently signed a capital outlay package that included some funding for senior services. What was that for?

MR. PACHECO: Madam Chair, Commissioner Mayfield, I believe there was \$274,000 that was approved for the County program. And what happened was, two years ago when I originally came to this position I submitted a capital package anticipating down the road that we would be taking over five senior centers, and we knew at that point that one of our greatest needs was going to be a fleet. Even though we were aware that the City would transfer vehicles over, we weren't really counting on them doing that, at least to the best of the ability with vehicles that we were going to need, and they've done that.

However, at that point, Commissioner, we put in a proposal for \$444,000 worth of capital, mostly vehicles. Out of that \$400,000+ proposal, \$274,000 was approved with \$267,000 for vehicles and vehicles only. And the type of vehicles that we put in were hot-shot vehicles to keep hot meals hot as they go out into the county, and we got two of those, which we really need. We needed a van in order to deliver frozen food and cold foods throughout the county, and we got a cargo van in that same proposal, and we needed transportation vans. At that time 15-passenger vans was the way that we did it, and we got I believe two 15-passenger vans, Commissioner, which we're asking them to allow us to bring in smaller vans. Because what we're finding is that we're not filling up 15-passenger vans.

So out of that proposal the legislature recently approved at the special session \$274,000 of vehicles and we need those vehicles desperately. It was the result of a proposal that we had put in two years before, because last year it wasn't approved. And in the special session that came up it was approved and every year, Commissioner, we put in capital packages for senior programs only that go through a senior committee, and that was the result of how we got that money.

COMMISSIONER MAYFIELD: So, Madam Chair, Mr. Pacheco, you'll receive those vehicles shortly?

MR. PACHECO: We will receive the paperwork that allows us to go out and buy those vehicles shortly, and we will immediately pursue those vehicles, Commissioner, and we're already having those discussions.

COMMISSIONER MAYFIELD: Thank you, and Madam Chair, Mr. Pacheco, if feasible, and I don't know if it is or not, but the NCRTD, if you all have a similar route, and I know some of the NCRTD bus stops are right there at senior community centers, just not to duplicate the routes. If you are picking somebody up or a few folks at a certain stop and there's actually a bus stop there, maybe you could try to coordinate with them and that way you could provide transportation to areas that are not serviced along that same route. Just food for thought on that.

MR. PACHECO: Madam Chair, Commissioner, that's a very good point you make and in the past year we have had these discussions inside the County about how to coordinate that. I know at one time we were going after a van, and now they seem to be doing a better job of intracounty transportation. But I will move forward with trying to see how we could coordinate with the RTD to make sure we're not duplicating services. Although I will remind you, Madam Chair, Commissioner, that we serve a population of 60 years of age and older, and often time that prevents me from being able to load, say, a young mother and her child on a senior van. Other than that I think we can definitely work with them.'

COMMISSIONER MAYFIELD: Thank you, Madam Chair.

CHAIR VIGIL: Okay. Any other questions? Seeing none, Ron, I have something real quick. You stated that you've made observations that on Highway 14 there might be a dearth of services and we might be able to look at that. Does the agency on aging require that we do some kind of a survey or analysis or will they go by your observations?

MR. PACHECO: Madam Chair, Commissioners, generally their direction is to look at census data, and to respond to bodies like this one here, so if you made a request we wanted to look at certain areas of the county I believe that's what they want us to be doing. And we certainly know that the Highway 24 Corridor all the way to Madrid is underserved and we're trying to make an effort to serve that area. But I don't get direction on the Area Agency on Aging for specific areas. They do like us to look at census data on an annual basis, and they do like us to do outreach, because in many cases we're unable to put buildings in places. But if we can bring services from current buildings to those areas, like we're going to try to do now, I think that's what they're after.

CHAIR VIGIL: There is an underserved area in the La Cienega and Agua Fria area. Now, they do have transportation access possibly. So I wonder if you could bring forth that analysis. Because one of the initiatives I've undertaken is to try to get senior services, Meals on Wheels out there, based on the fact that there are City services close by. Still the City was trying to get a senior services center out by the rodeo grounds because that area they thought was underserved. So I think we also need to include underserved areas that have had a history of that, that haven't really been addressed. So I would just recommend you include that in your analysis.

MR. PACHECO: Madam Chair, we will. I do want to make one comment about the Agua Fria area. We know that Agua Fria and the traditional village is County responsibility, and at the time that we were negotiating with the City, and because the City wanted to continue serving units of service in that area, they have agreed to provide Meals on Wheels and are currently doing so in the traditional Agua Fria Village. However, one of my observations has been that the County seems to take better care of County constituents in many cases, so that we definitely want to take a look at what they're doing there and make sure they're reaching as many Agua Fria area residents and possible. And we do have a good working relationship so we will have that discussion and we can provide in the future more information for you in that area.

CHAIR VIGIL: Thank you very much. Okay, Mark, please continue.

MR. HOGAN: Thank you, Madam Chair. What I'll do is I'll just touch on a couple of the other projects we're actively working on right now and there's enough of them that there's probably some that I won't cover; I'm happy to answer any questions I can.

As Mr. Kolkmeier said earlier in his presentation we've gotten very active on La Bajada Ranch. I thought I'd give you a quick rundown on where we stood on that. We're currently putting together a site suitability analysis and taking information from the Board retreat, trying to answer some of the questions that were raised there to find out what uses that were proposed are suitable, where they're suitable on the site, who all's looking at other pragmatic aspects and some of the legal questions regarding the validity of the existing master plan and how we can proceed forward with that in the County's best interest. We're also compiling existing information and looking at how that affects site decisions.

We're looking at short-term actions, meaning what are we doing with the property right now as winter approaches, taking care of the existing facilities, looking at the existing structures and the guesthouse there. The larger house is a little weaker in structure and in general is not well insulated. We may just mothball that for the wintertime, clean it up and mothball it and try to get somebody in in the guesthouse to keep an eye on the property and keep it active out there.

While we're doing that we're planning for the long-term uses and preparing for a process for establishing what the viable uses are and trying to implement them. And then in addition, as we're putting that together we're looking at how to tie that to a reasonable schedule and also budget projections in terms of what we're going to need in staff time and outside consulting necessary at different points along the way. So we'll be preparing more presentations on that as that develops.

I also would like to talk about the efforts we're making in Agua Fria in conjunction with the Santa Fe Public Schools, I thought maybe before I went into that I would stand for any other questions regarding any other projects that the Commissioners might have.

CHAIR VIGIL: Questions on projects brought up so far? Commissioner Anaya.

COMMISSIONER ANAYA: Madam Chair, La Bajada Ranch, I just want to be clear from my perspective that before we spend another time that we take a look at what those new recommendations might be, and that I know that the community is wanting to have some more discussions with us that I'm going to be engaged with myself along with staff and the Manager. But I think we need to make sure that we keep them engaged, but not just the Village of La Cienega and the surrounding area but that we engage community leadership from the whole county, which is something we had a lot of discussion about at the retreat. I don't know if you want to comment on that or not.

MR. HOGAN: Sure, Madam Chair, Commissioner Anaya, I'm glad you brought that up. We have been communicating with the community there, the local community. We're also looking at this as a countywide project, not just one for that specific community. And looking at what kind of expertise and ideas that we can draw to the project to look at the whole range of uses. One thing that I've been doing is encouraging anybody that - we've gotten a lot of phone calls on it recently as it's starting to get a little more attention. So we've been getting calls from people with different ideas and we've been encouraging that they submit an email on those so that we have a mechanism on following up. But we really want to throw a broad net right now in terms of collecting ideas for potential uses.

COMMISSIONER ANAYA: Thank you, Madam Chair.

CHAIR VIGIL: Okay. You may proceed.

COMMISSIONER MAYFIELD: Madam Chair.

CHAIR VIGIL: Thank you, Madam Chair. Mr. Hogan, on a different process than my colleague over here to my left, if we need to spend another penny or dime on Santa Fe Canyon Ranch, La Bajada Ranch as you all have renamed it I don't have a problem. I really believe we need to do a reappraisal on the property to see actually what the value of that is before we can move forward. I know I took a position and right now I'm going to stay with that position that I as one individual have no problem of putting that property back on the market and recouping the \$7 million that the taxpayers paid for that. The only way that can be done though is to find out what the true value of that property is. I did look at the past appraisal. I have questions with that past appraisal, at least how the purchase price was determined based on that appraisal, but again, I would respectfully ask that you all go out there and pay for a new appraisal on that property with the no water rights that that property has and see what the true value of that property is in today's market conditions. That's all I have on that. Thank you.

COMMISSIONER STEFANICS: Madam Chair.

CHAIR VIGIL: Commissioner Stefanics.

COMMISSIONER STEFANICS: On that point, how much would an appraisal cost? A couple hundred or a couple thousand?

MR. HOGAN: Well, Madam Chair, Commissioners, a couple points on that. You brought that up at the Board retreat and we made a note of that. Where we stand with that right now it goes into the legal question about the validity of the existing master plan. That dramatically affects the value of the property. So we're looking at appraisal pricing with that master plan in place or something comparable. So I can't really cite a quote right now. We're in the process of defining the scope of work for the appraiser. We have had some initial conversations saying we do need to take a look at getting that appraisal updated and looking at how much those costs would be. We're just trying to narrow down the scope of work on that.

COMMISSIONER STEFANICS: Thank you.

COMMISSIONER MAYFIELD: Thank you. Madam Chair, Mr. Hogan, again, I know you're new on board and you have inherited this also as I have, but that again goes back to my fundamental question. If we didn't have a master plan when we bought it for \$7 million, did we overpay for that property? Again, I would like that answered. Somebody needs to answer that for me before I get off that subject. If it comes out – Madam Chair, I still have the floor please – if it comes out that we have not overpaid for that property, great. Tell me, Danny, you guys got a great value on this property. It's worth \$10 million. That's just what I'm looking for, Madam Chair.

CHAIR VIGIL: Okay. Ms. Miller.

MS. MILLER: Madam Chair, I didn't want to take the floor from Commissioner Mayfield. What I wanted to state is that an appraisal today would not reflect the value when the property was purchased over two years ago. It's well known, as you heard earlier today from the realtors that property values have declined over the past two years. So if that's the goal of the appraisal then I don't know if that's going to actually give you

anything to compare. You're going to get today's value of land versus an acquisition previously.

What we're trying to do is actually determine what the Commission would like to do with the land and then, depending on what you would like to do with it then it would set us on a course of whether we need an appraisal or don't need an appraisal. We have estimated that at present it would cost in the thousands of dollars at a minimum. So if the Commission, and this is a little bit of the confusion that was at the retreat. There was one person who said I'd like to sell it and one Commissioner said, no way. I'd be totally opposed to that. If the Commission would like to sell it we would be required to get an appraisal and that's how we would have to value it for sale purposes. It's in the state law that we would have to.

If you want an appraisal just for the sake of an appraisal to compare to the previous appraisal, I don't know that that's going to give you information along the lines, Commissioner Mayfield, of what you're looking for, whether we overpaid for it then. Anybody who purchased a property two years ago has experienced a significant decline in property values due to the economy. But if it's the desire of this Commission we can pull the money from contingency and we can go get an appraisal but I don't know that that would be money well spent unless the Commission would like to sell it.

However, if we look at what the land is suitable for and what we could do in each area, the Commission might chose to sell off certain portions of it to developers or you might chose to create a non-profit development corporation much as the City did with the Railyard or something like Tierra Contenta. So the only reason we haven't gone out and just got an appraisal is that we don't know if it's going to achieve what you would like as a whole. Or even individually. So it's not a matter of trying to thwart you, Commissioner Mayfield, about getting an appraisal, it's just that I don't know that it's relevant to what the County paid for the property over two years ago.

COMMISSIONER MAYFIELD: Madam Chair, thank you Ms. Miller, on that point, that goes back to my initial question of the appraisal that was had. If you look at the cost of the appraisal that I saw a few months back, those comps were well prior to the market crash of a few years back. They didn't have anything even comparable at that time and I believe it was around 2009 for the purchase and acquisition of that property. What I've just heard from staff now and I believe also at the retreat that we're still trying to figure out if there's a viable master plan on that property for what we paid for it. We haven't even had that determination made yet.

So me, I do think there is a value to get a current market condition appraisal on that property. And I think there's a value to compare it to the appraisal that we used, that this County used to purchase Santa Fe Canyon Ranch, and also a value to look at the comparables that they took well prior to the acquisition of that ranch. Unless I'm wrong or unless I'm mistaken, as far as that appraisal that I saw, Ms. Miller, there were no comparables when that was done. Those were well prior to the market crash.

Mr. Ross, I know I've asked you these questions at the retreat. I haven't received a lot of answers for those questions at the retreat. I'm glad that you guys are looking into them and hopefully will bring them forward. But that's why I do believe there's a value in getting an assessment of today's value of that property with no water rights. Because they the County can decide to move forward, if they want to sell it, if they want to do it for some sort of a

renewable energy farm. That's great. If we want to do it for some affordable housing, for some other type of development, or if we do want to sell it. That can be a decision made up here, but in order for me to make that decision I would like to know what the value of that property is today. That's what I would like. Thank you.

CHAIR VIGIL: Mark, is it possible to, at the very minimum, get a market appraisal which wouldn't be a huge investment in terms of an appraisal?

MR. HOGAN: As far as I know, I don't know what the cost of that market appraisal would be, but we can look into that for sure.

CHAIR VIGIL: Okay, that's – I've actually had market appraisals at no cost. But you may want to look at that, because I think what I'm hearing is the investment in an appraisal, the most prudent thing for that and the most prudent purpose would be if in fact we're going to resell it. An appraisal more than likely will not be evaluated in the same way it was at the time it was purchased because we have a different climate right now. So the appraisal is not going to be a good baseline assessment for making that determination. So rather than investing the dollars in it maybe we could start with at least a market appraisal. Get a market appraisal, come back to us and let us know if you would be costly. I've actually had realtors volunteer for market appraisals in some cases. I'd like to pursue that possibility. I think that would gain some more information for us to know a little bit more about that in terms of a direction.

I also think one of the things that I would recommend, and the debt we owe the taxpayers on this is to make this property a functioning property that would bring the investment that we originally put in that back into the community and make it sustainable. Because that is where the public dollars would be justifiable in terms of their investment. So as you're looking at this, my recommendation would be see how we can produce sustainable dollars for the community on this so that five, ten years from now, whatever we invested has come back to us even four or five fold. That would be my recommendation. I think we owe that to our community.

COMMISSIONER ANAYA: Madam Chair.

CHAIR VIGIL: Commissioner Anaya.

COMMISSIONER ANAYA: Madam Chair, I said at the retreat I wasn't going to restate the history associated with the purchase. I wasn't here for it but I'm not going to go down that road. But I am going to say though as an individual who has this sitting in the heart of the district is to reclarify where I'm coming from, and I wrote three things down. I think we need to provide space for the individuals throughout the county where they can go enjoy part of the La Bajada Ranch. I think we need to provide some opportunity for business development within that space, maybe renewable energy being one of those business components – maybe wind, maybe solar. And I think we should have housing on that property at some level.

So to be completely clear those are my three things that I think we should look at. In that context of utilizing the space for things other than just open space, which I've been very explicit in my perspective that I do not believe doing nothing with it is an option at all from my perspective. Having it just sit there is not an option from my perspective. I agree with the words as stated by the chair where she said we need to try and get some revenue back off that purchase. But those three areas: housing, some business development, maybe renewable

energy, and some space for our community in the whole county to maybe where they can enjoy it. So I don't know if that helps you, Ms. Miller, going forward.

Speaking to Commissioner Mayfield's perspective, in that context I see nothing wrong with appraising the property and helping figure out and determine which might be the best segments to do some housing components, which might be the best area to do the business area component. So those are my thoughts.

MS. MILLER: Madam Chair.

CHAIR VIGIL: Ms. Miller.

MS. MILLER: Commissioner Anaya is kind of on the track exactly where we were going with trying first assess the property for site suitability, using all our GIS data and finding out what of all the suggested things that have come forward, what areas are best for what. And then looking at the property and saying, okay, this part maybe we have some community facilities, this part maybe housing, this part maybe some kind of economic development, and coming back to you with an overall plan for the property in that way, and then determining either globally, can it be done by one entity, or do we then go out and look for partners in each area? Do we look for non-profits that might be willing to do certain areas? Do we look for for-profit businesses that might be able to do something?

Well, first we want to make sure that we have a good understanding of what the land is suitable for. Obviously, there were issues with the original master plan from the community's perspective on density. So we want to be sensitive to that issue. Sure, we could go get an appraisal of the property as it's master planned, exactly as it was and go forward and develop it, but then it's right back to the issue that was one of the major community concerns. So we're trying to look at how do we take those community concerns into play and look at the actual best uses of the land as it is and considering all the suggestions that have come forward. And then when we can actually give you that layout of the land then go back with community input and other committees of the County and other folks from the County to make suggestions.

CHAIR VIGIL: Commissioner Stefanics. I'm sorry, are you done, Commissioner?

COMMISSIONER STEFANICS: Thank you, Madam Chair. My comments are similar to Commissioner Anaya's. Commissioner Holian had also indicated some thoughts about having some pilot projects there, some models like demonstration projects or models that could be used as a draw for tourists or students. And as I was thinking about my interest in a multi-use of the property and he mentioned wind and solar, we drove past a wind farm on the way to Deming. We also drove past a huge solar farm. And then I learned that the wind farm really had major problems because the wind wasn't consistent. But since the Santa Fe Community College has the renewable energy center and quite a few programs there, they in fact might be an entity that would be interested in leasing part of the land, developing some kind of pilot there for students to work on or to use as a demonstration project. So you might just keep that in mind as you're going through your developments. Thank you.

CHAIR VIGIL: Commissioner Mayfield.

COMMISSIONER MAYFIELD: Madam Chair, this is a question probably more suited to Mr. Kolkmeier. Jack, if there's a master plan that's approved with whoever

out there – Developer X – is that fully transferable upon a sale, if they try to sell it. Does the County already give carte blanche to that master plan, to the new ownership?

MR. KOLKMEYER: Madam Chair, Commissioner Mayfield, just so we're kind of clear here, there is an existing master plan on the property, and that master plan has conditions with it that need to be finalized and then the master plan recorded. So there's a couple little pieces here that haven't entirely been finished. But the master plan is an approved master plan and if it were sold that master plan would travel with the property.

COMMISSIONER MAYFIELD: Okay. Thank you, Madam Chair. Thank you, Jack.

CHAIR VIGIL: Okay. Are there any other questions or comments? Okay, Mark, please proceed.

MR. HOGAN: Thank you, Madam Chair. And we will follow up on the appraisal alternatives as well as continue to explore the property for the purposes that the County purchased it.

CHAIR VIGIL: And I think, as Ms. Miller pointed out, Mark, and correct me if I'm wrong, what I'm hearing here is to look at what the best possible use is, perhaps for sections of the property, and to look at the idea of creating components within the property that would benefit the community, that would benefit the County and would justify the purchase, I think in my mind, to taxpayers. So I think the way we look at this is having the planners be very much engaged with what they think might be the best and greatest possible use for this. That would be very helpful to this Commission because as I think you can tell, we're all trying to create a resolution for this and if we could get some proposals with regard to what would be, we'd have a baseline at least to start making definitions.

MR. HOGAN: Thank you, Madam Chair. I look forward to bringing those proposals back to this body. Also looking forward to this next presentation or just discussion.

XIII. F. 2. Update on Agua Fria Elementary School Location

MR. HOGAN: We've been meeting weekly with Santa Fe Public Schools regarding the property adjacent to the Santa Fe River at Agua Fria Park as a site for relocating Agua Fria Elementary School. That remains in the preliminary stage right now. We have Shirley McDougall from the Santa Fe Public Schools here if anybody has any questions for them. But in summary, what we're talking about is a 12 to 14-acre tract. One of the things that we've said is we'd like it to happen right on the banks of the river in an area where we're planning restoration and our trail network to combine the school with the river activities, keeping it passive on the riverside and more active on the opposite side of the building so the building acts as a buffer for the river; that it be a green and sustainable building. We'd like to see that be a demonstration of all kinds of community uses.

Right now we've also been working on dividing up the responsibilities in terms of the due diligence, the County is looking at extending the water and costs and the schedule associated with that, sewer availability statements and potentially what type of improvements might be necessary to support the school.

Other utilities – we're also working together just to coordinate. There's other things such as the gas and electric that we don't have any control over but some of our information

and resources can be helpful to the schools in terms of determining the costs for that, to see if that's going to be viable as a site.

We've also discussed what some of the County interests might be. Commissioner Stefanics brought up the idea of being able to get a portable from the school and they have said that that is usually done and they're absolutely adjacent on the site of the Eldorado Elementary School, so if it's for the Vista Grande Library we are pursuing that and they've made those available to us. We're also looking at -- we talked about the County's looking for a site for a senior center on Highway 14. The schools have property there and we've asked them to see if there's any room for sharing a site such as at Turquoise Trail Elementary School for a senior center. It's not clear on whether or not that's going to work out or not, just based on the uses of the site. And then also any other kind of in-kind exchanges that might benefit the County's submission as we're trying to help the school serve theirs. So I can provide more detail or --

CHAIR VIGIL: Any questions? Commissioner Mayfield.

COMMISSIONER MAYFIELD: Madam Chair, Mr. Hogan, have you all taken into consideration our Santa Fe Business Park site where we have the film studios?

MR. HOGAN: We've not looked at that. This was a request for this particular site in Agua Fria Village and we've not looked at other ones.

COMMISSIONER MAYFIELD: I'm sorry, Madam Chair, I thought I was on the senior center.

MR. HOGAN: Oh, I'm sorry.

COMMISSIONER MAYFIELD: Just food for thought, since you have all the infrastructure there already, right?

CHAIR VIGIL: For a senior center he's asking --

MR. HOGAN: At that particular site on 14?

COMMISSIONER MAYFIELD: Again, I would defer to Commissioner Stefanics and Commissioner Anaya as to whether that would be a suitable site or not.

MR. HOGAN: That would be one of the reasons why we're looking at that site because there's water, other resources available. There's also the opportunity of co-generational interaction with the elementary school for reading programs. It's just a matter of whether or not there is land there that would be suitable for that and available.

CHAIR VIGIL: Okay. Any other questions, comments? Mark, I would just encourage you to keep working with the public schools with regard to this issue. I know that they have their own decisions that need to be made to move forward on this. I hope to come up with the best possible outcome for the public schools, for the community and of course for the County. So I think that can only happen if we continue to work with them. Thank you for the work you put in and I look forward to further updates. Commissioner Anaya.

COMMISSIONER ANAYA: Madam Chair, I didn't hear anything on the CDBG and I wanted to make a comment associated with it. At the last meeting or the meeting before, and a few days before that it was brought to my attention that Commissioner Holian had the communities of several mutual domestics in Glorieta that were prepared to do an application. And we'd had some discussion, and you, I'd asked you, Mr. Hogan and Ms. Miller and Mr. Garcia and others to look at the youth ag wellness center in Stanley. I think having actually done an application myself on a couple occasions while working here at

Santa Fe County, the more I think about that process the more I think we need to get way ahead of the curve. We're way behind. And my comment associated with that, tied to the Stanley center, because of the nature as I understand it, of the Glorieta project and those partners, I'm willing right now to pull the Stanley center off of consideration for this application cycle but would like consideration from the Commission and staff and the Manager on preparing since now for next year's application for allowing the mutual domestic to go forward this year because they have those three entities together, but actually making a decision on next years so that we could begin the process of building the relationships we need to with the communities and the surveys, the legislative support that we'll need, the community support, and all those things that are very essential to a successful CDBG application. So I'm pulling the Stanley out from consideration but would ask that we consider that for the next cycle so we can begin working on it now. So I'd like you guys – if you want to comment now, but I'd like to hear some feedback. Maybe Ms. Miller, what are your thoughts on that and whether the Glorieta project is in fact in that position to aggressively move forward and be able to have serious consideration for approval.

MR. HOGAN: Madam Chair, Commissioner Anaya, we had been looking at four projects for that. Mr. Garcia has been actively working on those, planning the schedules for the public meetings that are required. As you know there is an excessive amount of work for each application which ultimately we'll bring back to this Commission to make a decision on which ones to proceed with. I will say that the Glorieta project is far along in terms of some of the project development that's happened there and Mr. Garcia can comment in more detail if necessary. But I understand that at this year's seminar in Las Cruces, on the subject of those CDBG grants that there was an emphasis on water and sanitation projects, so that would be helpful. We had been pursuing the ag center but being able to put more energy into the other alternatives is appreciated.

COMMISSIONER ANAYA: Madam Chair.

CHAIR VIGIL: Yes.

COMMISSIONER ANAYA: Madam Chair, just a follow-up comment. I liked what you said earlier about the portables. One of the things, there was a lot of people excited in the southern part of the county because of all the money that was put on that project and then ultimately lost. When I heard portables, that might be an intermediate step that would help give those young kids down there a place to meet and congregate on the property that we now own. So I'd like to see if you could pursue with the Santa Fe Public Schools and the Moriarty Public Schools and even Espanola School District and Pojoaque if they have potentially some portables that we might be able to use for those kids and put it on that property that we now own in Stanley as an intermediate place for them to congregate and do their business. Thank you, Madam Chair.

CHAIR VIGIL: Okay. Mark.

MR. HOGAN: Madam Chair, Commissioner Anaya, I'll just respond to that very quickly. There are a number of portables available at a very low cost if any cost at all. The real cost comes from the transportation of them, but we can look at what it would take to transport one or more portables to that site in Stanley you're referring to.

COMMISSIONER STEFANICS: On that point, Madam Chair.

CHAIR VIGIL: Are you done, Commissioner Anaya?

COMMISSIONER STEFANICS: It's just on this point. The portable issue has been worked on for a couple years out at the Eldorado library, and the issue is not just the transportation; it's bringing it up to code and it's all the hook-ups. So it ended up being something like \$40,000 to \$60,000. Is that right, Rudy, or somebody help me with the costs. And it just kept growing. And so that's one of the reasons it's never happened. The portables we could get. I'd like the Santa Fe Public Schools to hook it up as well.

COMMISSIONER ANAYA: Madam Chair, thank you, Commissioner. I look forward to learning more about what we've done over there so that we might be able to do it in Stanley. The park in Cerrillos and the issue on the water flow in the dams. Did you want to provide an update on that? And to clarify – and Mr. Barela has been doing a good job. I just want to be explicitly clear. I know we have a group that's work internally. My interest is to have our internal group, which includes the state, the City and make sure that we include the communities, the people and the leaders in the communities on that group to be part of that dialogue in that process.

MR. HOGAN: Madam Chair, Commissioner Anaya, I'll answer the Cerrillos Park project first because it's easier. That's been a great project. The community has really rolled up their sleeves and gotten involved. I'd like to in fact at the next meeting on November 8th we're going to do a presentation of our division and some of the things we're doing throughout the county, and I want to use that as a demonstration project of what we can do in our small communities when the populace gets active. We are essentially complete with that until the play equipment arrives. The community raised the money for that. Extra Play has got a contract for providing that and the site is ready for it. As soon as that equipment is placed the County will provide the play park and that park will be ready to use. It's really a great example of what we can do together.

The issue on the Santa Fe River and the down flow water use. I have not been active in those meetings. Paul Olafson is here today if you have any specific questions on that. I know we have been trying to gather all the interests that are in the community, keep them active in those discussions. This has been a difficult one in terms of there is not one clear-cut answer. So if you would like I can ask Paul to answer anything directly.

COMMISSIONER ANAYA: Madam Chair, Mr. Hogan, I don't think we need any more specifics from Paul other than to say let's make sure we include the community in those discussions and that includes the communities of La Bajada, La Cienega and La Cieneguilla in those discussions so that they have an active presence and that we keep them in the loop as to what we know and as to maybe in some cases what we don't know. But keeping them informed I think is important to me, so thanks, Paul.

And thank you to the staff and all of the residents and people of Cerrillos that have worked with you and the Manager and the group that's taken a small amount of fiscal resources but a lot of mental resources and physical people resources to actually do something really good for that community that I know will utilize it and appreciates it.

MR. HOGAN: Madam Chair, Commissioner Anaya, that also includes a health amount of tenaciousness.

COMMISSIONER MAYFIELD: Madam Chair.

CHAIR VIGIL: Commissioner Mayfield.

COMMISSIONER MAYFIELD: Madam Chair, Mr. Hogan, and you have hit the ground running and I know you have a great support staff behind you. Just on a wish list I guess and we've spoken about that multi-use recreational facility up in Pojoaque. I know you were up there with Ms. Ellis-Green and Mr. Garcia talking with the Pojoaque Public Schools. Also I think Pojoaque Pueblo had an interest in trying to develop that complex out there. We've determined that the County is sharing that facility. All of our County equipment is parked out there. I think it is beneficial to the County to have our equipment there, because we're not spending the gas going back and forth to Arroyo Seco. I'd just like to make sure that you know that we do keep, if we can talk to who we need to talk to at Public Works, that we kind of keep it off to the side just so the parents of the children can park and there's not a lot of – this past weekend was a good example of maybe the graders and stuff just obstructing traffic a little bit.

But on that note, I also spoke with Mr. Garcia about maybe potential CDBG money. I know it wouldn't be possible for this cycle. We've also spoken about maybe some open space acquisition money. Can you give me an update on that, please?

MR. HOGAN: Madam Chair, Commissioner Mayfield, we had been pursuing that. We think that's a really great location for a community facility and a lot of the infrastructure is already in place. We have been looking at ownership issues and making sure we've got all the parties identified. We would like to look at what funding sources are available. I know you've talked about some of the money that was dedicated for that district and we've also talked about some other projects up there. So we have to sort of figure out how we can divide that out. But we are pursuing that and I'm looking forward to being able to give you more information about it. That was one of the other CDBG grants that we were pursuing.

COMMISSIONER MAYFIELD: Thank you. Thank you, Mr. Garcia.

CHAIR VIGIL: Anything else? Thank you very much. Commissioner Anaya.

COMMISSIONER ANAYA: Just one more comment.

CHAIR VIGIL: Sure.

COMMISSIONER ANAYA: On a separate but very important issue in our community, and one of them may have been brought up earlier, but I'd like to acknowledge the passing of two beloved individuals in our community, family oriented people that raised strong families and were there to help the community through the schools and through many other mechanisms. Delfina Calles Borrego and her husband Placido. Their children Jim, Rick, Bob, Linda, Renee and Karmella, and all of their spouses and the 15 grandchildren, and also the brother of Ms. Borrego, Guillermo and sister Gloria. Ms. Borrego will be missed throughout Santa Fe County and the community. And I want to offer condolences to their family.

Also, a cousin of mine who lived, worked for the federal government here for many years, Mary Eva Gonzales passed on October 18th following a lengthy and courageous battle with cancer, in Stanley, New Mexico and I'd like to offer condolences to the entire family, her two sons, Tommy and Gary, and the many extended family and friends that were there for our family. So, thank you, Madam Chair.

CHAIR VIGIL: Thank you. Actually this has been a week for a lot of losses. We've lost quite a few members in our community – Larry Miera, Magistrate Judge Sandy

Miera's husband who I knew because of his involvement in the community through his children in baseball. Ms. Barros, a member of the Cristo Rey community, very active there and most recently, Senator John Montoya's son. We've lost several. So condolences go out to all of the members of our community who've had to experience losses of their loved ones and their family. So with that, I think we can go into executive session.

XIII. G. Matters From the County Attorney

1. Executive Session

a. Discussion of Pending or Threatened Litigation

b. Limited Personnel Issues

d. Collective Bargaining

MR. ROSS: Madam Chair, we need a brief executive session to discuss pending or threatened litigation, limited personnel issues and the strategy preliminary to collective bargaining negotiations.

CHAIR VIGIL: Okay. May I have a motion in that order?

COMMISSIONER ANAYA: So moved, Madam Chair.

CHAIR VIGIL: Is there a second?

COMMISSIONER STEFANICS: Second.

Pursuant to NMSA Section 10-15-1-H (7, 2, and 5) the motion passed by unanimous [4-0] roll call vote with Commissioners Anaya, Mayfield, Stefanics and Vigil all voting in the affirmative.

[The Commission met in closed session from 4:20 to 5:15.]

CHAIR VIGIL: Okay, we are now back from executive session. I need a motion to come back into –

COMMISSIONER STEFANICS: Madam Chair, I'll make a motion to come out of executive session with four County Commissioners, the County Attorney, the Deputy County Attorney, the County Manager, and the Deputy County Manager.

COMMISSIONER ANAYA: Second.

The motion passed by unanimous [4-0] voice vote.

CHAIR VIGIL: We do need to consider one of the items that were discussed in executive session for pending or threatened litigation and I'll turn it over to Mr. Ross on that.

MR. ROSS: Yes, Madam Chair. There's a class action lawsuit that was recently approved for class certification in the United States District Court in Massachusetts brought against McKesson, a large drug company and the author of the well known index on prescription drug prices known as First DataBank. The litigation concerns allegations that

those two entities conspired to fix drug prices and therefore affected counties and municipalities who provide prescription drug benefits through public assistance programs and/or employee benefit plans. We do not provide any of those sorts of benefits or plans unlike a number of the eastern cities and counties but that being said, the only way to get out of this litigation as a party is to formally opt out. The deadline for doing so is this week and we recommend that we do so.

COMMISSIONER ANAYA: So moved, Madam Chair.

COMMISSIONER MAYFIELD: Second, Madam Chair.

The motion passed by unanimous [4-0] voice vote.

XIV. ADJOURNMENT

Following a motion by Commissioner Mayfield and second by Commissioner Stefanics, Chairwoman Vigil declared this meeting adjourned at 5:15 p.m.



Valerie Espinoza
VALERIE ESPINOZA
SANTA FE COUNTY CLERK

Approved by:

Board of County Commissioners
Virginia Vigil, Chairwoman

Respectfully submitted:

Karen Farrell
Karen Farrell, Wordswork
453 Cerrillos Road
Santa Fe, NM 87501

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

**Building and Development Services
Planning
GIS**



SFC CLERK RECORDED 12/14/2011

Growth Management Department Mission Statement

To preserve the character of our existing communities and unique rural landscapes;
to guide future growth and development through effective planning, zoning, data analysis, permitting and enforcement;
to make available meaningful choices in terms of alternative living environments and life styles;
to preserve resources for future generations; and,
to address the needs and concerns of our citizens while ensuring their quality of life.

The Growth Management Department consists of four Divisions:

Administration;

Building and Development Services, including Building and Development Review and Permitting, and Code Enforcement;

Planning, including Community Planning, Transportation; Economic Development; Water Conservation; Renewable Energy and Mapping Services; and

Geographic Information Services (GIS), including Data Integration, Mapping Services, Data Analysis and E911/Rural Addressing.

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

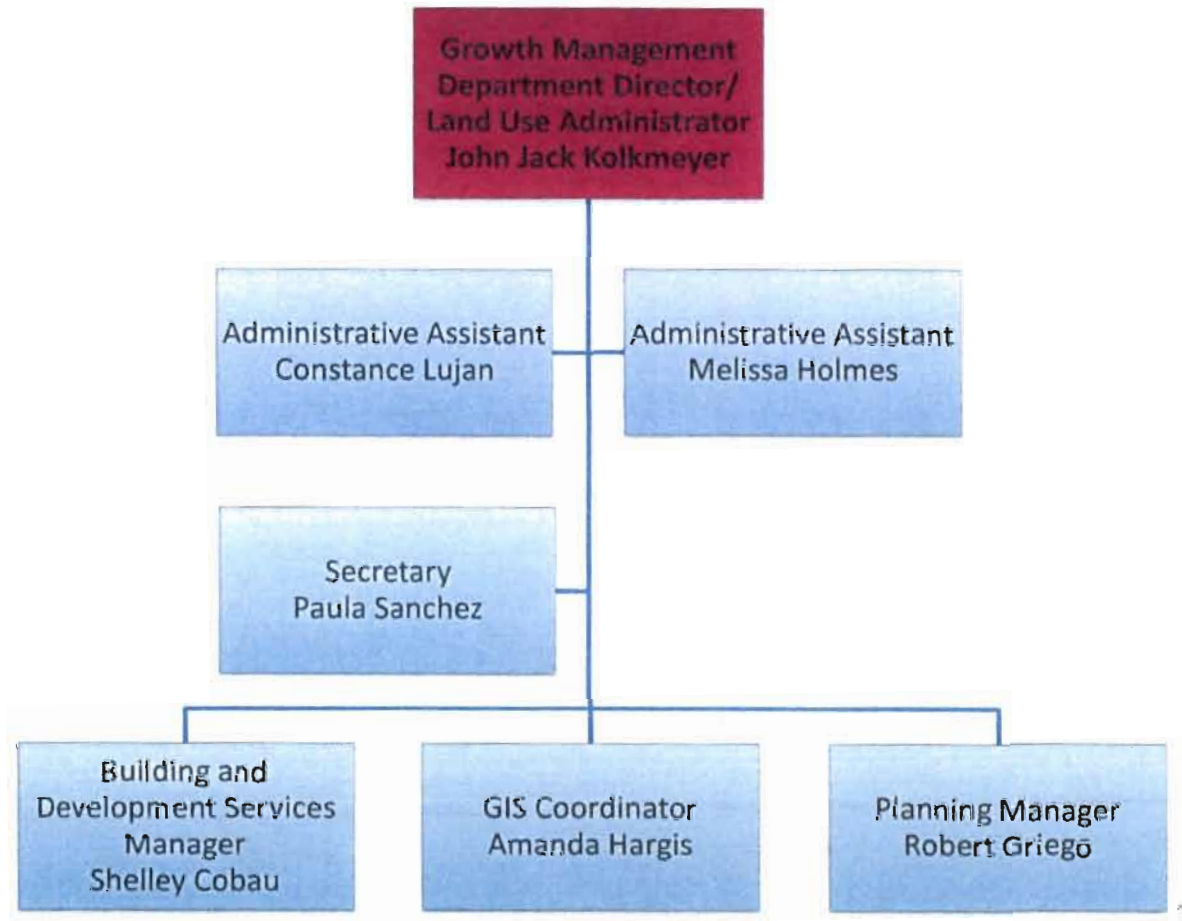
Robert Griego – Planning Manager

Geographic Information Systems (GIS) Division

Amanda Hargis – GIS Coordinator

SFC CLERK RECORDED 12/14/2011

Santa Fe County Growth Management Department Administration



Building and Development Services

Zoning

Platting

Subdivisions

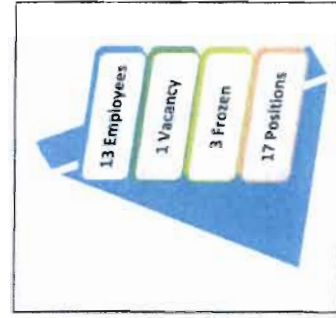
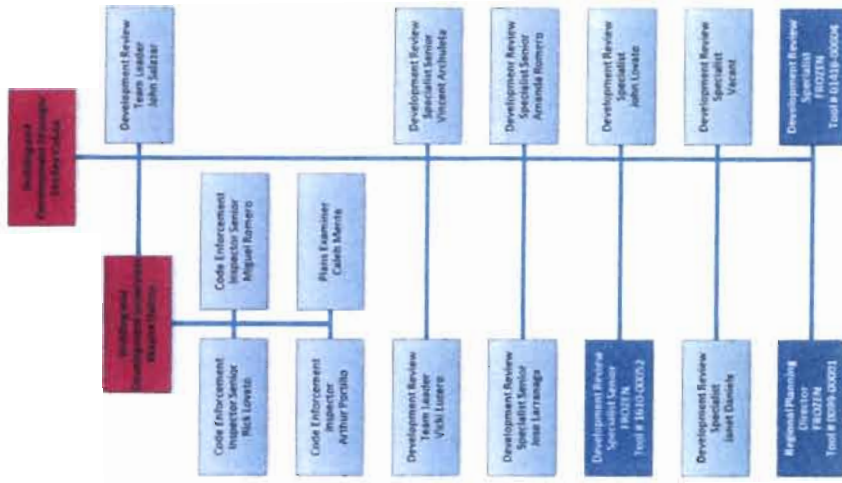
Family Transfers

Permits and Licenses

Code Enforcement

SFC CLERK RECORDED 12/14/2011

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, floodplain development 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.

SFC CLERK RECORDED 12/14/2011

**BUILDING AND DEVELOPMENT SERVICES
MANAGER**

SHELLEY COBAU, CFM

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

Film Liaison

- Coordinates with productions
- Reviews and issues Film Permits

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***

**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*

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JOHN MICHAEL SALAZAR

SPECIAL PERMITS COORDINATOR

- Verification of Payment
- Field Inspections
- Coordination w/C. Clerk
- Fee Collection
- License Issuance

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
- Tax Payment Verification
- Zoning Verification QA/QC
- 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
- Tax Payment Verification
- License Tracking
- Annual Re Issuance

Special Use 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 Covenants/GeoHydro Report Review
- Traffic Impacts
- Emergency Access

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VICENTE ARCHULETA

- Legal Team Attendance
- TRT Attendance
- Floodplain

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

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

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**

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VACANT

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

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
- Distribute incoming projects
- Assure all project deadlines are met
- Schedule Public Hearings

Organize and Attend Submittal Deadlines

- BCC
- ELUC
- CDRC
- ELUA

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
 - BCC
- 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

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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
- 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
- ELUA
- CDRC
- ELUC

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
 - BCC
- 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

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NPDES AND FLOODPLAIN ADMINISTRATOR

NPDES ADMINISTRATOR (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

**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

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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

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

RESIDENTIAL AND COMMERCIAL BUILDING PERMITS

CALEB MENTE

- 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

- 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

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

VARIANCE REQUESTS

VACANT WAYNE DALTON, acting

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

Planning

Growth Management Planning

Community Planning

Economic Development

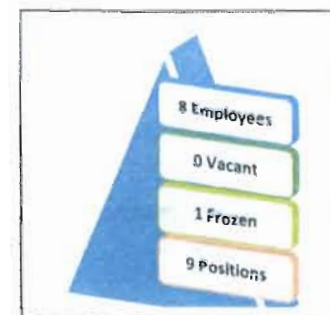
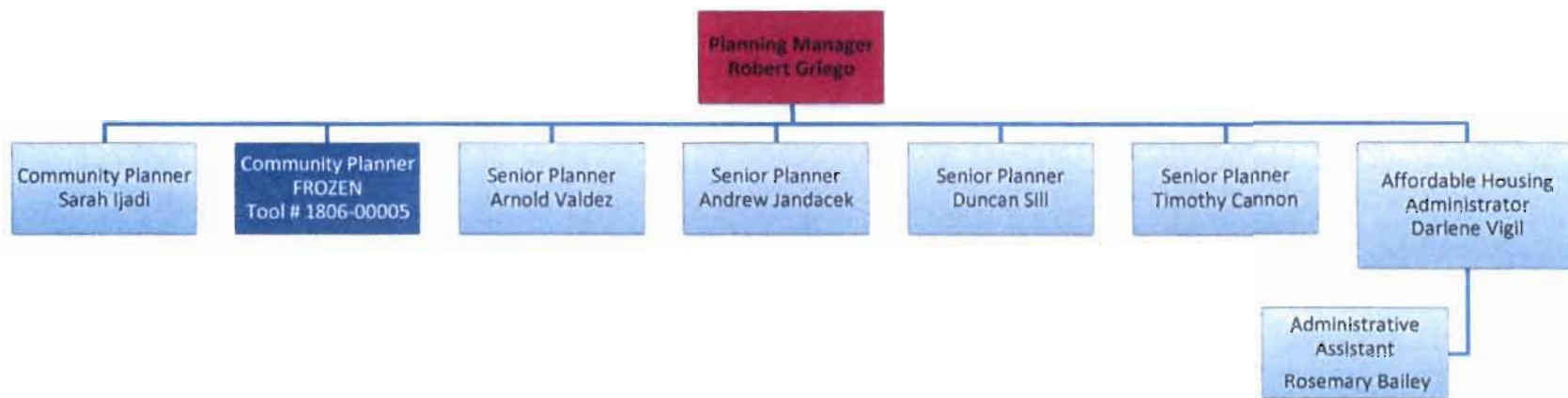
Energy

Water Conservation

Affordable Housing

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*Growth Management Department /
Planning and Sustainable Planning Division*



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 and Transportation. Planning also works with other County Departments including the Manager's Office, Legal, Community Services, Public Works and Utilities in implementing the Sustainable Growth Management Plan (SGMP) and the process for drafting the Sustainable Land Development Code (SLDC).

ROBERT GRIEGO, PLANNING MANAGER. Coordinates Planning activities including community planning, economic development, transportation and affordable housing. Primary staff for the development of the Sustainable Growth Management Plan. Implementation of the SGMP includes refining the Public Participation process to include streamlining the community planning process and establishing the community organization and notification process. Robert is working with other staff on the public input process for the SLDC and is working the manager's office and legal in drafting the SLDC. Robert is the staff liaison for the Regional Planning Authority.

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.

SARAH IJADI, COMMUNITY PLANNER. Sarah is a new community planner who previously worked for the County. Sarah is currently working with the Galisteo Planning Committee. Sarah Ijadi has extensive experience in regional planning and urban design which includes 8 years of managing public planning projects in a variety of traditional and contemporary communities throughout New Mexico and Southern Colorado.

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).

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. County representative for the Santa Fe City and County Food Policy Council and sits on several subcommittees with the FPC.

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. 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 \$ 80,280.00 annually).

ROSEMARY BAILEY, ADMINISTRATIVE ASSISTANT. 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.

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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 16th.

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

SARAH HADI, 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 consist 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)

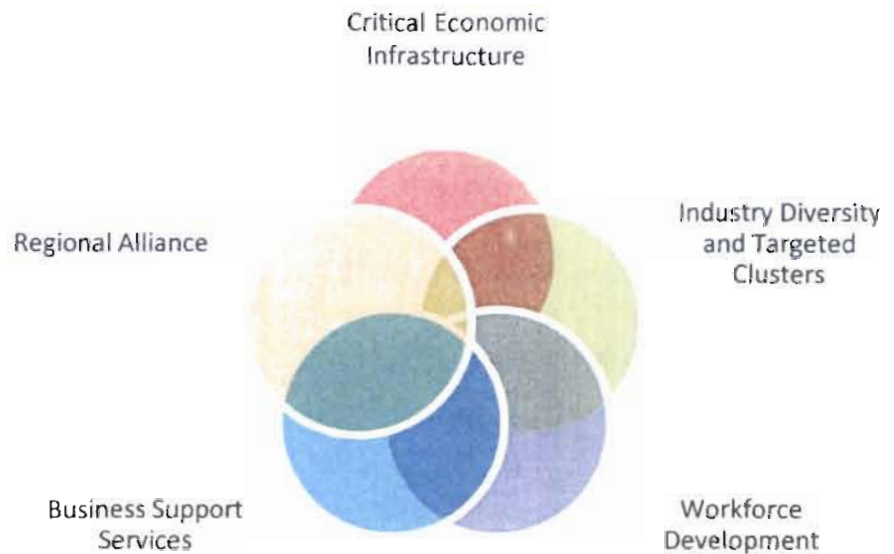
TIM CANNON, GIS PLANNER

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.

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 development, public safety/law enforcement, tele-medicine and healthcare, distance learning, other social services. Interconnection with Kit Carson network--\$63mm initiative. Metro network needs to be developed and SF County works

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, ADMINISTRATIVE ASSISTANT

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.

SFC CLERK RECORDED 12/14/2011

**Affordable Housing Program
January 4, 2011**

I. Total Affordable lots: 588

Developments Vertical Ready Lots with approved Affordable Housing Agreements		Developments approved with Master Plan, Preliminary or final approval	
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		
Vertical Lots	214	Approved Lots	374

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

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

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

SFC CLERK RECORDED 12/14/2011

- 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)

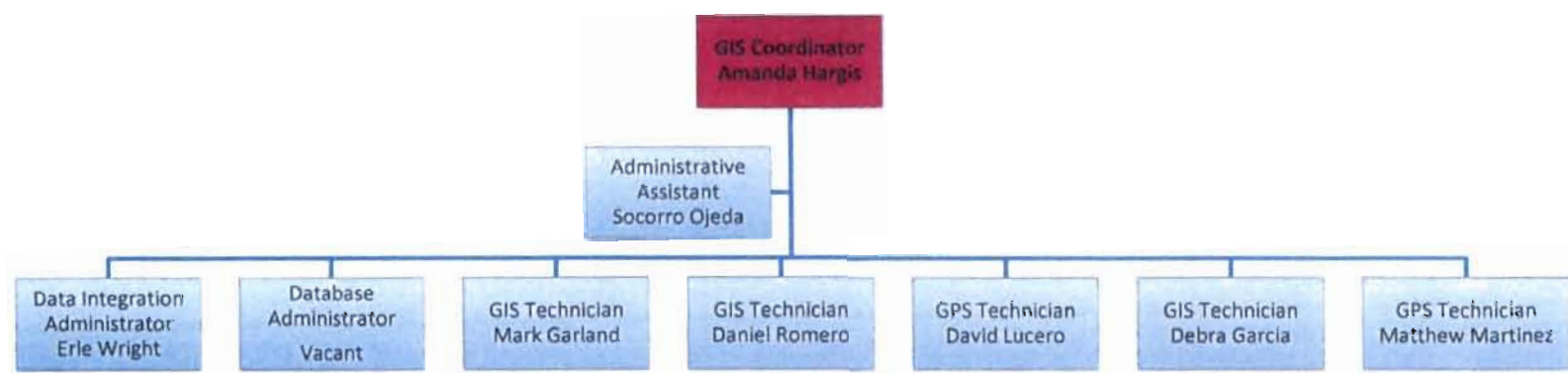
Geographic Data and Analysis

Mapping

E-911/Rural Addressing

SFC CLERK RECORDED 12/14/2011

Growth Management Department / GIS/E-911 Office



GEOGRAPHIC INFORMATION SYSTEMS DIVISION

The **GIS (Geographic Information System) Division** uses digital geographic data and legacy tabular data to facilitate, enhance and improve the decision making process for the county and its citizens. The Division strives to promote equitable, efficient and ethical use of the County's significant geographic data resources not only by County staff but also the public at large, to improve the quality of our citizens lives and the environment.

We assist with the development of voting districts, zoning overlays, community plans, hazard assessments, mapping and analyzing property tax parcels, roads, E-911 structures, trails, open space, facilities, and other infrastructure and the environment. We integrate other county databases with geographic data to assist in county business processes. We provide standard and customized map products to the public as well as custom data and analyses for other county offices.

GIS employees are:

AMANDA HARGIS, GIS COORDINATOR. Amanda coordinates the use of and budget for 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. Amanda currently serves as the NMAC alternate representative to the State Geographic Advisory Council.

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 has served as the Chair for the GIS Affiliate for NMAC, and currently serves as the NMAC representative 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. Additionally, Debra does field data acquisition with GPS for special projects and facilities mapping. Debra provides key support to the Bureau of Elections.

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. Additionally, Daniel does field data acquisition with GPS for special projects and facilities mapping. Daniel provides key back up support to E-911 staff.

VACANT, DATABASE ADMINISTRATOR (DBA). This position manages a county-wide data warehouse to collect and coordinate all data (geographic and tabular) that we collect internally and use from other government entities. The DBA facilitates use of all data to enable staff and citizens to better understand and use the data and processes we create as a County.

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 assists in setting, monitoring and complying with our annual budget, performs all procurement functions for our combined offices, acts as our Safety Officer, maintains schedules, answers phones, verifies 911 addresses, and has learned GIS to assist in the address verification process. She provides support to the satellite offices and to various State agencies for address verification for their business processes. Socorro is fully bilingual in Spanish and English, providing a valuable service to our constituents.

MARK GARLAND, GIS TECHNICIAN. Mark's role is to use GIS to accurately map all roads and structures in the county primarily for 911 response purposes and to support other county needs for roads data. He interfaces with the Post Office, the RECC, and the incorporated areas in our county, various phone companies, and PNM to ensure that all addresses are correct and associated with a correct land-line telephone number. Additionally, he keeps pace with emerging technologies for Next Generation 911 (NG-911) which will support text, VOIP and cellular calls to 911. Mark serves as the de facto Master Street Address Guide (MSAG) Coordinator for the RECC.

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. David performs ongoing field verification of addresses as needed.

MATHEW MARTINEZ, GPS TECHNICIAN. Matt 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. Matt performs ongoing field verification of addresses as needed.

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Nolan
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

Date: October 25, 2011

To: Board of County Commissioners

From: Jack Kolkmeier, Director, Growth Management Department
Land Use Administrator

Subject: Growth Management Department Update

The Growth Management Department presents an update of activities since January 1, 2011. Specific Division information and data are included in your packet.

The Growth Management Department includes Planning, Building and Development Services/Code Enforcement and Geographic Information Services (GIS).

A personnel booklet is also being provided that lists all current staff and their duties. A Community Planning Program Information Guide is included. A Cash Receipts Report showing all fees brought into the GMD is also provided.

Requested Action

This is an information item.

GROWTH MANAGEMENT DEPARTMENT

UPDATE

25 OCTOBER 2011

JACK KOLKMEYER, DIRECTOR

Land Use Administrator

BUILDING AND DEVELOPMENT SERVICES

PLANNING

GIS

SFC CLERK RECORDED 12/14/2011

Growth Management Department Mission Statement

- To preserve the character of our existing communities and unique rural landscapes;
- to guide future growth and development through effective planning, zoning, data analysis, permitting and enforcement;
- to make available meaningful choices in terms of alternative living environments and life styles;
- to preserve resources for future generations; and,
- to address the needs and concerns of our citizens while ensuring their quality of life.

The Growth Management Department consists of four Divisions:

Administration;

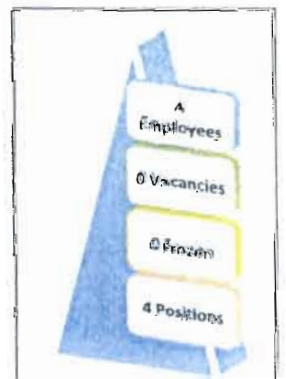
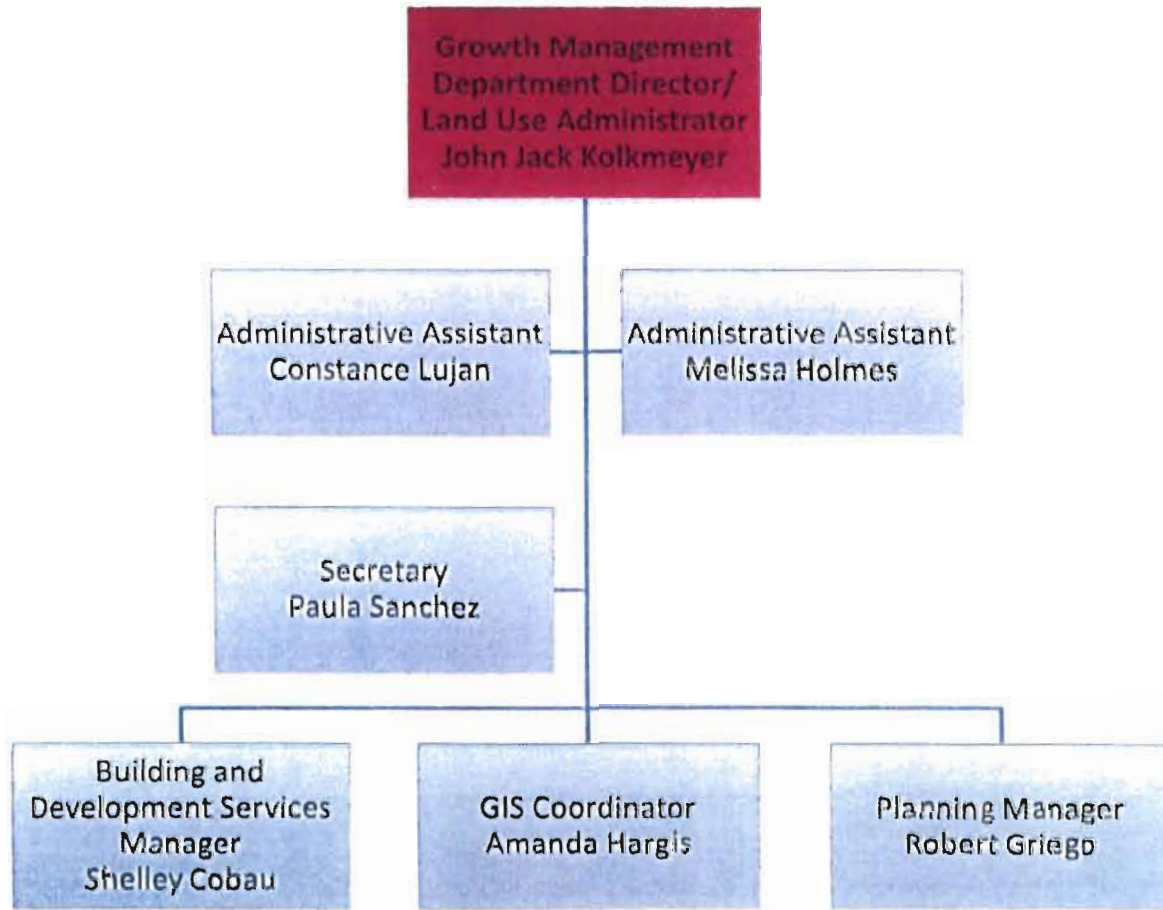
Building and Development Services, including Building and Development Review and Permitting, and Code Enforcement;

Planning, including Community Planning, Transportation; Economic Development; Water Conservation; Renewable Energy and Mapping Services; and

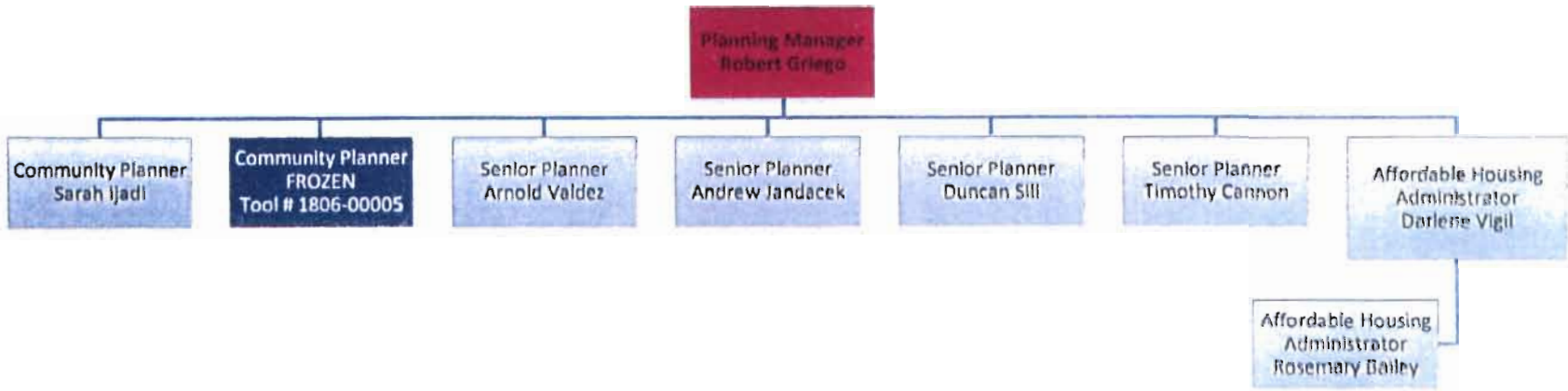
Geographic Information Services (GIS), including Data Integration, Mapping Services, Data Analysis and E911/Rural Addressing.

SEC CLERK RECORDED 12/14/2011

Santa Fe County Growth Management Department Administration



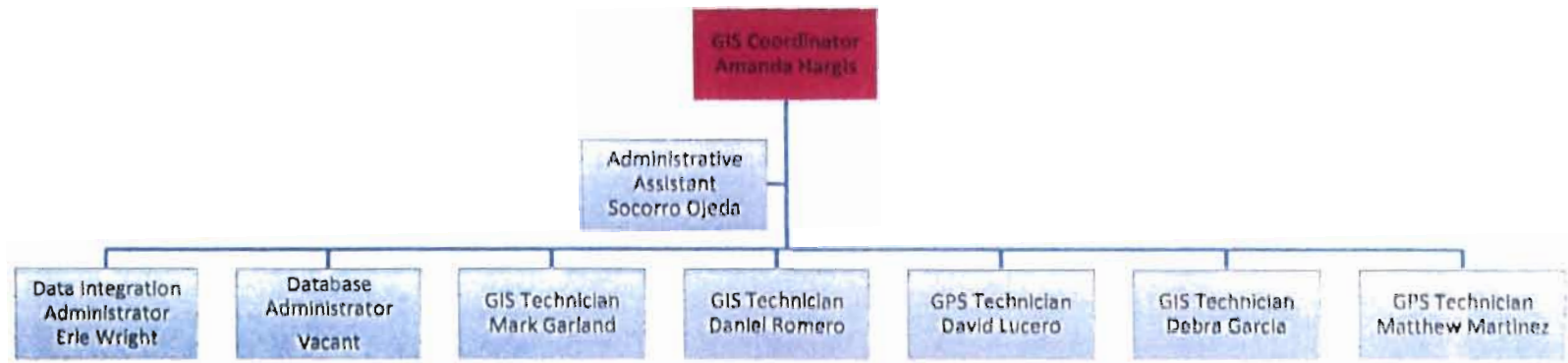
Growth Management Department / Planning and Sustainable Planning Division



Growth Management Department / Building Permits & Development Review Office



Growth Management Department / GIS/E-911 Office



PLANNING

ROBERT GRIEGO, MANAGER

**COMMUNITY PLANNING
ECONOMIC DEVELOPMENT
TRANSPORTATION
AFFORDABLE HOUSING**

SFC CLERK RECORDED 12/14/2011

Planning Projects

Sustainable Growth Management Plan

Adopted by the Board November 2010. Published Plan and Begin implementation of Plan

Sustainable Land Development Code (SLDC)

Public Input Process (PIP)

- Identified CDPs (Concept Decision Points) and prepared background information
- Held three series of Public Meetings throughout the County
- Established and held Focus Groups for home based business, green building standards, agriculture and ranching, open space and trails and affordable housing.
- Review and draft recommendations for the Community College District as it relates to new SLDC.

Board of County Commissioners Study Sessions

- Held two study sessions to provide information to the Board on the process and get direction on CDPs. The Study Sessions were held on June 21, 2011 and September 27, 2011.

Code Draft Team

- Participate in code draft as part of Code Draft Team

Technical Review Team

- Participate in Code Draft as part of TRT
- Mapping

Regional Planning Authority

Staff Liaison to RPA

Community Planning

- La Cienega/LaCienguilla Community Plan: Working with planning committee on the plan revisions and consistency review with SGMP.
 - Community Plan is being finalized and will be undergoing community review.
 - Community meetings to review the plan will be held in the fall
 - Plan anticipated to be submitted to the Board for Public Hearings by Dec. 2011
- Galisteo Community Plan: Working with planning committee on final draft of the Galisteo Community Plan.

- Consistency Review & Revisions to the Draft Galisteo Community Plan
 - Community wide open house to review the plan scheduled for November meetings to review the plan will be held in the fall
 - Plan anticipated to be submitted to the Board for Public Hearings by Dec. 2011
 - Plan Approval Schedule-Drafted a schedule to determine and assign tasks and key for plan approval. The goal is to have draft ready for BCC consideration by the end of the year.
- Tesuque Village Planning Committee
 - Planning Process approved by the Board in August
 - Prepare for the Community Organization and Registered Organization Program recommended in the SGMP and prepare a Community Planning Program Information Guide.

Work with other agencies government entities:

- Galisteo Archaeological Sites Protection Act: Participate in monthly Organizing Committee meetings and archaeological site visits, and review of management plan.
- Northern Rio Grande National Heritage Areas: Participate in meetings and working on tri-county historic resource management plan.
- New Mexico Acequia Association: Work with association staff in acequia related matters and attend/participate NMAA functions
- La Bajada Working Group: assist with multi-stakeholders coordination on issues regarding wildlife habitats and agricultural water use by La Bajada Village
- National Park Service: working with NPS staff on review of La Bajada Cultural Landscape Report.
- University of New Mexico: working with Community-Regional Planning students on a case study of La Bajada Mesa. Serve as a technical resource for the students and assist in the review of class documents.

Transportation Planning

Transit Planning-Worked on development of Santa FE County Transit Plan which includes reestablishment of service from Edgewood to Santa Fe and includes service to the communities of Edgewood, Moriarity, Stanley and Galisteo.

Metropolitan Planning Organization-working on development of Santa Fe Bikeways Master Plan Regional Planning Organization Meetings

Economic Development

Major Economic Development Projects

Critical Infrastructure:

- Regional Broadband-REDI Net
- Renewable Energy Financing District
- Financial and Resource Infrastructure
 - La Bajada Ranch –Developing structure for assessment and potential development of property in collaboration with County Departments and external constituencies.

Cluster Industry Activities

- Santa Fe Studios-65 acre film facility development; \$100mm annual production revenue; 400 jobs; \$20mm+ annual payroll. LEDA supported
- Bicycle Technologies International (BTI)-expansion LEDA supported. 40 new jobs in phase 1.
- Regional Media Strategy-alignment and development of financing, capital infrastructure; develop niche strategy with core and ancillary activities
- Regional food security and economics, including green infrastructure assessment and potential development
- Arts and Culture-task force established via BCC Resolution and actively working with local communities of La Cienega and Madrid

Business Support Services and Workforce Development:

- Collaboration with City of Santa Fe- Business Services Support -outreach to region businesses and TA support.
- Collaboration with regional partners-SFCC, SF Business Incubator, SF Alliance
- 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 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 NMEEDD 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.
- Partnership with North Central Economic Development District (NCNMEEDD)
- Partnerships with local economic organizations-e.g. Chamber of Commerce, SF Small Business Incubator, SF Alliance, etc.
- Collaboration with area tribal entities

Economic Development Program

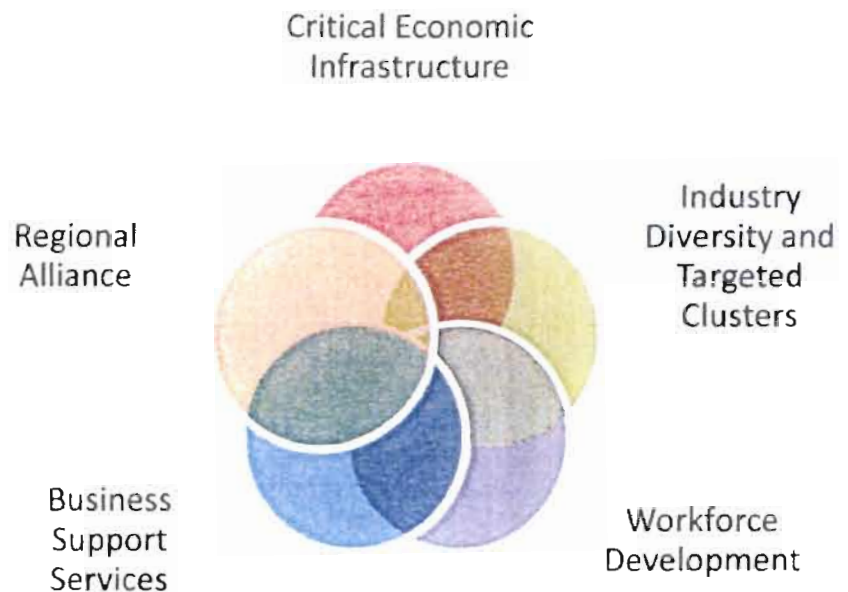
Duncan Sill

SFC CLERK RECORDED 12/14/2011

Santa Fe County
Economic Development
Updated October 2011

Approach

- 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):**
 1. Rebuild Foundation and Equity
 2. Invest in appropriate industry activities and critical economic infrastructure
 3. Manage Leakage
 4. Stabilize Employment
- Important to establish public and private partnerships and strengthen regional alliance—especially with critical infrastructure

Current County Economic Development Activities (highlights):

1. Critical infrastructure

- Regional Broadband--REDI Net with northern partners, \$10.6mm in ARRA assistance; supports economic development, public safety/law enforcement, tele-medicine and healthcare, distance learning, other social services. Interconnection with Kit Carson network--\$63mm initiative. Metro network needs to be developed and SF County works closely with City of Santa Fe, SF Comm. College, SF Indian School and IAIA, all as part of the Santa Fe Regional Telecom Coalition
- Renewable Energy Financing District—Renew Santa Fe Program offers financial assistance (loans) to residential and commercial property owners to make renewable energy improvements. Potential to create smart and green grid solutions. Currently developing commercial component of the program.
- Financial and Resource infrastructure—development of viable strategies and resources, with focus on long term return on investment. Assessment of critical regional resources—water, food systems, civil, social and green infrastructure
- La Bajada Ranch -Developing structure for assessment and potential development of property in collaboration with County Departments and external constituencies.

2. Cluster Industry Activities

- Santa Fe Studios—65 acre film facility development; \$100mm annual production revenue; 400 jobs; \$20mm+ annual payroll. LEDA supported
- Bicycle Technologies International (BTI)—expansion LEDA supported. 40 new jobs in phase 1.
- Farmers Market Facility—LEDA supported completion of Railyard building.

- Regional Media Strategy—alignment and development of financing, capital infrastructure; develop niche strategy with core and ancillary activities
- Regional food security and economics, including green infrastructure assessment and potential development
- Arts and Culture—task force established via BCC Resolution and actively working with local communities of La Cienega and Madrid

3. Business Services Support

- Collaboration with City of SF—outreach to region businesses and TA support.
- Collaboration with regional partners—SFCC, SF Business Incubator, SF Alliance

4. Workforce Development

- Partnership with SFCC Sustainable Technologies Center—internships, collaborative activities with energy and water conservation
- Partner with SF Alliance—food and fuel project training opportunities

5. Regional Alliance

- Regional Planning Authority taking 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.
- Partnership with North Central Economic Development District (NCNMEDD)
- Partnerships with local economic organizations-e.g. Chamber of Commerce, SF Small Business Incubator, SF Alliance, etc.
- Collaboration with area tribal entities

Contact: Duncan Sill, dsill@santafecounty.org or 505-995-2728

SFC CLERK RECORDED 12/14/2011



Santa Fe County

Affordable Housing

Program Update

October 25, 2011

Happy Roofs Ordinance

- a. Ordinance approved May 31, 2011, enactment July 1, 2011
- b. Regulations approved May 31, 2011
- c. Legal finalizing documents, disclosure, certification and contract
- d. 35 applications in process

Inclusionary Zoning Ordinance

- a. Focus Group meeting held October 6, 2011 – representatives from the developer community, realtors, non-profit affordable housing agencies, builders and housing advocates all attended to provide input regarding the areas, percentages and possible improvements to the existing inclusionary zoning ordinance.
- b. Summary report to be delivered to the board October 25, 2011.
- c. Guest speaker from the Santa Fe Association of Realtors is scheduled to speak to the board October 25, 2011 regarding market conditions and provide input regarding the inclusionary zoning ordinance.

Ordinance 2009-14 (Down Payment & Developer Subsidy) was amended on September 27, 2011 to address NMMFA's concerns

- a. Long Term Affordability
- b. Program compliance
- c. Regulations and legal documents are in legal review and will be submitted to the BCC for approval upon completion

Foreclosure Intervention

- a. Mailing Foreclosure policies and procedure notices to all homeowners that have participated in Santa Fe County affordable housing program

Database

- a. The affordable housing database was originally designed to capture homes sold under the inclusionary zoning ordinance. New programs developed in the past 12 months require the enhancement of the database to capture productivity, IT staff is working with affordable housing staff;
 - > Down Payment Assistance
 - > Happy Roofs
 - > Foreclosure intervention
 - > Developer Subsidy

BUILDING AND DEVELOPMENT SERVICES

SHELLEY COBAU, MANAGER

**Code Enforcement Program
Wayne Dalton, Coordinator**

SFC CLERK RECORDED 12/14/2011

BUILDING AND DEVELOPMENT SERVICES

- ❖ The Building and Development Services Section comprised of thirteen employees processes and provides review of Land Use applications related to zoning, platting and subdivisions for Code compliance. Facilitates public hearings and presents before the Governing bodies 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.
- ❖ Code Enforcement reviews and physically inspects subdivisions, development of individual tracts of land for compliance with County Codes, all government agency requirements, and conditions of approvals by the Board of County Commissioners. Assures compliance with County Codes throughout Santa Fe County and advise the public in the field as well as in the office. Enforces the County Code and follows up on complaints by the public, other governmental agencies and the County Commissioners, and attends Court hearing on matters related to Code enforcement.
- ❖ This division is responsible for MS4 program development (NPDES compliance) and compliance and for Floodplain Management.

Since January of 2011, BDS staff has processed the following:

Walk in Customers: 22 per day (avg.)	Number of lots created through land division, family transfers: 63
Film Permits: 12	Liquor License Applications: 9
Home Occupation Business Licenses: 30	Zoning Statements: 10
Commercial Business Licenses: 21	Appeals/Approvals: 7
Administrative Development Permits: 433	Accessory Structures (<2000 sq. ft.): 2
Courtesy Inspections: 20	Complaints: 117
Master Plans: 1	NOV's Issued: 127
Development Plans: 7	Active Court Cases: 41
Variances: 16	
Floodplain Determinations: 10	

Special Projects:

Implementation of NPDES MS4 Program

1. **Description:** 5-year plan as mandated by the EPA developed and submitted to the EPA in late August of 2009. As the operator of a medium and small separate stormwater sewer system (MS4), Santa Fe County must develop a plan and implement and enforce a stormwater management program to reduce the discharge of pollutants from all sources to the "maximum extent practicable" through the use of Best Management Practices. The developed program identifies inexpensive BMP's to bring Santa Fe

County into compliance with this mandate. The developed program is under review by the EPA.

2. Remaining Implementation Steps Year One:

- a. Santa Fe County will develop an Ordinance governing illicit discharge and stormwater quality protection—this Ordinance will be incorporated into the Sustainable Land Development Code, adoption by the governing body (Board of County Commissioners) slated for January of 2012.
 - b. Complete adoption of the Subdivision Planning, Platting and Zoning Ordinance by the Extraterritorial Land Use Authority, which along with existing Extraterritorial Land Use Joint Powers Agreement, Annexation Phasing Agreement and Settlement Agreement; place much of the urban area (as defined by the EPA) into the jurisdiction of the City of Santa Fe for monitoring and enforcement of stormwater. Ordinance is slated for adoption by a joint City/County governing body in August of 2012. **(item completed)**
 - c. Identify existing illicit discharge and locate all storm drain inlets and outlets via GPS and incorporate into County's Geographic Information System. This will be updated regularly as new point source locations are identified in the development application process. Identify the need to adopt ordinances to prohibit non-stormwater discharges and identify procedures for enforcement. Identify illicit discharge locations via public involvement (complaints), visual screening, dry weather screening methods, and through the use of a line camera if needed.
 - d. Finalize development and publication of a water conservation/stormwater management brochure for distribution to the general public and owners of commercial property in order to inform them about the impact of stormwater discharge and the steps that can be taken to reduce or prevent stormwater pollution. These brochures or fact sheets will be included in utility bills. Additionally, outreach materials from the State of New Mexico Environment Department and the U.S. Environmental Protection Agency will be utilized and distributed to 4th graders, realtors, permit applicants, engineer's, surveyors, contractors, etc. through the County's existing outreach program.
 - e. Utilize the County well metering database and website to distribute stormwater management outreach materials to property owners not on the County utility.
 - f. Develop a Stormwater Facility Capital Improvement Program to aid in identification of problem areas, establish stormwater management impact fees, development of regional facilities to control stormwater runoff in problem areas and assist the development community with facility design.
3. **Time Frame:** 5-year plan, 2012-2017, annual updates must be prepared and reported to EPA.
 4. **Fiscal Impact:** Annually \$7500.00 for printing and outreach materials, beginning year two.
 5. **Funding Secured:** \$0 (year one will utilize existing programs and staff to implement)
 6. **Funding Source:** General Fund
 7. **Responsible Party:** BDS, S. Cobau
 8. **Internal/External Impact:** Internal: Existing staff will take on extra workload to facilitate plan implementation, significant field work will be involved which will require coordination with the county surveyor and GIS for mapping. Code Enforcement staff attending trainings inasmuch as possible to augment program implementation and inspections, as budget allows. External: Public awareness of this federal program will be enhanced.

Implementation of Certificate of Completion for Development Permits

1. **Description:** Through conducting preliminary, pre-final and final Inspections County staff will assure that all plat and ordinance requirements are met for all building projects in Santa Fe County. Coordination with the State of New Mexico's Construction Industries Division will assure that this agency does not issue a final Certificate of Occupancy until County criterion is met. In 2009 an email address was set up wherein CID and residents can request inspections.
2. **Remaining Implementation Steps:** Final coordination with CID. Because CID is mandated to respond to inspection requests within 24-hours of receipt County staff will diligently conduct all inspections in a timely manner. Finalization of Certificate of Completion Form.
3. **Timeframe:** Ongoing, begin no later than January 2012
4. **Fiscal Impact:** None, inspection costs covered with Fee Ordinance Implemented in 2008.
5. **Funding Secured:** Yes
6. **Funding Source:** General Fund, BDS Budget
7. **Responsible Party:** BDS, S. Cobau/W. Dalton
8. **Internal/External Impact:** Internal: Code Enforcement staff is in ongoing training, both in the office and in the field to improve inspection strategy. Two staff members will become certified public infrastructure inspectors, when budget allows for training.. External: Improves enforcement and quality of construction.

Building and Development Services Archive Assessment Report

1. **Description:** Building and Development Services is undertaking the assessment of approximately 1,270 boxes currently being archived with Iron Mountain.
2. **Remaining Implementation Steps:** Creation of Internal Data Base:
 - a. Track assessment of files within boxes which are retrieved from Iron Mountain for research by staff, for reference by the Assessor's Office and Public Information/General Public Request's.
 - b. Track boxes for future retention.
 - c. Track boxes for future destruction.
 - d. Re-archive boxes pending the approval and implementation of a records retention schedule for the Building and Development Services Department.
 - e. Retrieval of files from Iron Mountain:
 - f. In an effort to reduce cost, archive requests have been limited to Wednesdays only.
 - g. Retrieval of individual files is no longer allowed.
 - h. Archive retrieval for the purpose of public requests is being charged a \$50.00 fee, per box, plus fees for copies.
 - i. Utilize County Staff to return boxes to Iron Mountain (when necessary).
 - j. Archived Administrative/Administrator boxes (files) were retrieved:

- k. 0 boxes were retained.
 - l. 24 boxes were destroyed.
 - m. Archived Planning/Mapping boxes (files) were retrieved:
 - n. 3 boxes were retained.
 - o. 18 boxes were destroyed
 - p. 50 Archived Planning and Administrative/Administrator boxes to be retrieved and assessed.
 - q. Staff will retrieve remaining inventory of Administrative/Administrator and Planning files for assessment of retention and/or destruction.
 - r. Retention Schedule:
 - s. Create a Records Retention Schedule to be presented to the State and BCC for approval.
 - t. Staff will retrieve boxes (files) which were processed under the Extraterritorial Zoning Ordinance (EZO). The EZO is non-existent. A majority of these files pertain to which is now the presumptive City Limits. An assessment will be made on these files as to the jurisdiction of the approvals.
 - u. Staff has contacted the City of Santa Fe in reference to these files. The City of Santa Fe wishes to obtain control of these files for reference, therefore allowing the inventory, of these particular boxes, at Iron Mountain to be reduced substantially.
 - v. As part of the assessment staff will enter remaining boxes (EZO) into the data base for future retention and destruction.
 - w. Proposed Long Term Archive Assessment:
 - x. Implementation of Retention Schedule to be utilized for retention and destruction of current and future archives.
 - y. Complete assessment of archives for the retention or destruction of the remaining boxes at Iron Mountain.
 - z. Implementation of Digital archiving system to be approved by the State to eliminate storage of boxes at Iron Mountain or any other facility.
3. **Timeframe:** Ongoing
 4. **Fiscal Impact:** Yes
 5. **Funding Secured:** Yes
 6. **Funding Source:** General Fund
 7. **Responsible Party:** BDS, W. Dalton, M. Holmes, J. Larranaga, A. Romero
 8. **Internal/External Impact:** Internal: Staff continues to coordinate this project with the City staff, but due to staffing shortage, this can only be addressed as time allows.

**GEOGRAPHIC INFORMATION SYSTEMS
GIS**

AMANDA HARGIS, MANAGER

SFC CLERK RECORDED 12/14/2011

**GIS & E-911 Productivity Report
FY 2012 to date (July, August, September 2011)**

Data Development and Analysis

- County facilities
- Photos and descriptions of county facilities for income opportunities
- Trails
- Acequias
- Redistricting using Federal Census data
- Property research for acquisitions
- Overlays of AutoCAD engineering drawings onto parcels and orthophotos

308 work orders for maps or data

- 106 for county offices, average 75 minutes per request
- 202 for individuals and businesses, average 34 minutes per request, half walk-in and half via phone or email

~ 250 address verifications in the office

- Majority for MVD, Mortgage companies, satellite offices, dump permits

Site visits and verifications in rural county (#s depend on the road conditions)

Mapping of new data for E-911 purposes and assigning new road names

- Roads
- Houses and businesses
- Cell towers, Electrical hookups

Address assignment signature on recorded plats (about 100/month)

General inquiries from public and other county offices

- Where addresses are located
- The assigned address of buildings
- What district certain addresses are in
- Spreadsheets of adjoining addresses for notifications
- Status of roads (public vs. private; dirt vs. paved)

SFC CLERK RECORDED 12/14/2011

CASH RECEIPTS REPORT

January through September, 2011

SFC CLERK RECORDED 12/14/2011

COMMUNITY PLANNING PROGRAM

INFORMATION GUIDE

SFC CLERK RECORDED 12/14/2011

Santa Fe County Community Planning Program



Information Guide

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SFC CLERK RECORDED 12/14/2011

Introduction

In order to evolve the community planning process and improve community participation and outreach, the Sustainable Growth Management Plan (SGMP) sets forth several policies that will be implemented through the County's **Community Planning Program** that will be codified in the Sustainable Land Development Code (SLDC).

The purpose of this document is to inform public participation and guide current planning efforts. The intent is to ensure that community plans, the community planning process and public involvement is in compliance with the SGMP.

Community Planning Program Purpose and Intent

Sustainable community planning depends on the balance and compatibility of systems, both natural and human, while creating a lifestyle and development patterns that respects and works within the natural environments' limits. Santa Fe County has built a strong tradition of community-based planning spanning from past decades to the present. As our communities continue to change and grow, community planning plays an important role in ensuring that future growth is in harmony with existing settings.

Public Involvement

Policy 1.1: The public should be included in County growth management planning to include community plans, area plans, district plans and development review activities.

To involve the public in both on-going growth management activities and the drafting of new or amending existing community plans, the community planning program as outlined in the SGMP includes two approaches:

For the drafting of new or for amending existing community plans, the program refines the current community planning ordinance which establishes Community Planning Committees (CPC's). A CPC may form to engage the community to initiate, draft and present the plan in collaboration with County Planning staff.

For ongoing activities, the program will establish through the SLDC a structure for community participation through formalized Community Organizations (CO's) and Registered Organizations (RO's). The CO's and RO's participation will be on an ongoing basis with regular meetings and schedules.

Community Planning Committees (CPC's) & Community Plans

The community planning process is intended to allow individual communities to develop a community land use plan and regulations based on the conditions and desires of the communities, allowing for the plan to be amended over time as the community changes. A Community Planning Committee may draft a Community Plan for a specific geographic area and develop a future land use plan to include land uses,

densities and design guidelines for the community. County staff works directly with these groups to develop the Community Plan, which will be an amendment to the Sustainable Growth Management Plan when it is approved by the Board.

The community planning process allows traditional, contemporary, traditional historic or other unincorporated community to work at their own pace in context to the attributes of their settings and systems in coordination with the County. Community plans are not intended to be comprehensive plans. The goal is to identify issues related to growth and development, document existing conditions, and draft a future land use plan that will address issues and support the community vision. After adoption by the Board, a community plan is implemented through a Planning District Ordinance that becomes an amendment to the Land Development Code.

To initiate a community planning process, a representative Community Planning Committee (CPC) is established by the community and authorized by the Board. Members of a CPC shall be residents, property owners and business owners in the community and be representative of its diversity. Once this Committee is recognized by the Board, planning activities may begin. Where other communities are affected by the planning effort, those communities shall receive reasonable notice of the planning effort and the Planning Committee meetings.

Community Planning Process

Communities may prepare a community plan in accordance with the planning process set forth in the SLDC and following principles of the SGMP.

The initiation of the planning process includes the following:

1. Planning Committee Letter of Intent
2. The planning committee shall apply to the Board of County Commissioners with their request to proceed with a community plan. The required information should include the following:
3. A list of members with broad representation from the community who have made a commitment to serve on the planning committee for the duration of the process.
4. Conditions that justify undertaking a community plan
5. Public Participation Plan
6. Public participation assures a diverse representation of community residents, property owners and business owners. A Public participation plan may include, but is not limited to, the following: public meetings, surveys, establishment of topic specific subcommittees, outreach to community groups and interested parties, and conducting focus groups.
7. Requests for County resources
8. Map of existing and proposed community boundary
9. Proof of reasonable attempts to notify the community and all affected property owners about the formation of the planning committee

Planning Committee Coordination with County Planning Staff:

Upon Board approval to proceed with a community plan, the planning committee will meet with County Staff to review the public participation plan, establish roles, scope of work, meeting schedule, work sessions and timeline.

All Community Plans should be consistent with the SGMP and other pertinent policies. Communities may address their unique needs through their Community Plans while remaining consistent with the principles and overall County directives identified in the SGMP.

Existing Community Plans will undergo a review and revision process within 3 years of the adoption of the SLDC in coordination with the Community Planning Committees. Community Plans may be updated to include new information and adjust strategies or land use designations.

An existing Community Plan may also be amended to address changing conditions or key issues not identified in the original plan. In some cases it may be necessary to completely rewrite an existing plan in order to comply with the SGMP or accommodate new community goals and address changed conditions.

Community Organizations (CO's) & Registered Organizations (RO's)

Policy 1.2: Establish a structure for community participation by adopting process for Community Organizations ("COs") and Registered Organizations ("ROs").

The CO and RO process outlined in the SGMP to improve community participation and outreach will be implemented through the adoption of the SLDC which is currently in the process of being drafted.

Community Organizations (CO's)

Forming a Community Organization (CO's) is an option for communities who want to work on a variety of issues or solve specific problems within the community on an on-going basis. Communities choosing to form CO's will organize themselves in accordance with the SGMP. Their primary function will be to comment on planning, regulation, the development review process and during the pre-application process, on proposed development projects. A CO may also prepare a Strategic Work Plan to identify issues in the community and develop strategies to address those issues. The Strategic Work Plan will be reviewed by the County and appropriate implementation actions will be coordinated with the CO. Additionally, CO's will monitor implementation of an adopted Community Plan and receive notice of proposed development and County actions within their specific geographic area.

Recognition of CO's:

Communities interested in forming a CO need to apply to the Board through the Planning Division for recognition. The application should include the following:

1. A map or written description of the organization's geographical boundaries or interests.
2. A list of the officers of the organization, including the CO mailing and e-mail addresses and telephone numbers for the receipt of notices from the Administrator.
3. A signed copy of the relevant organizing documents.
4. A regular meeting location and a regular meeting date.
5. The date the organization was founded.
6. The number of organization members.

CO Rights and Responsibilities:

CO's will have the following rights and responsibilities, upon recognition of the CO by the Board:

1. Receive notice and provide written recommendations for any discretionary development application pending within the geographic area designated in the resolution of the Board recognizing the CO, or notice of any public hearing or public meeting concerning such application.
2. Participate in administrative adjudicatory proceedings pending within the area designated in the resolution of the Board recognizing the CO, and as appropriate, present evidence and witnesses at a quasi-judicial hearing before the Board, Planning Commission, or Hearing Officer.
3. Receive notice, participate and make recommendations, as deemed appropriate by the Board, for any amendment to the SGMP, SLDC or an area, specific or community plan, official map, CIP, or zoning map, or monitoring of such documents, within the established geographical boundaries or interests of the CO.
4. Participate and make recommendations in the development of a community strategic work plan, studies, CIP, ICIP and public improvement and assessment districts, and levels of service for community infrastructure and services.
5. Coordinate with ROs, property owners, business owners and residents within the boundaries of the CO in matters related to a pending discretionary development review or administrative adjudicatory application.
6. Meet with the Administrator concerning matters of interest to the CO.
7. Participate in Town Hall meetings with the Administrator and appropriate County staff.
8. Participate in CO leadership retreats and training programs.
9. Participate in an annual Congress of Community Organizations.

Registered Organizations (RO's)

This option is created primarily to provide information to individuals or community groups about pending development review projects and planning activities within their defined geographic area. ROs will be required to submit an application and are recognized by the Administrator upon review of an application.

Recognition of RO's

Community groups interested in becoming an RO need to apply to the Administrator through the Planning Division for recognition as an RO. The RO application includes the following:

1. Defined geographic area and topic(s) of interest.
2. A list of the members of the officers of the organization, including the RO mailing and e-mail addresses and telephone numbers for the receipt of notices from the Administrator.
3. A signed copy of the adopted by-laws or other relevant organizing documents.
4. A regular meeting location and a regular meeting date.
5. The date the organization was founded.
6. The number of organization members.

RO Rights and Responsibilities:

1. RO's will have the following rights and responsibilities, upon recognition of the RO by the Administrator:
2. Receive notice of any application for discretionary development review pending within the geographic area designated in the application by the RO.
3. Receive notice and participate, as deemed appropriate by the Administrator, for any amendment to the SGMP, SLDC or an area, specific or community plan, official map of the SGMP or zoning map of the SLDC within the established geographical boundaries or interests of the RO.
4. Participate in Town Hall meetings with the Administrator and County planning staff.
5. Participate in an annual Congress of Community Organizations.

CO's and RO's Staff Support

Staff Support for CO's and RO's is limited in order to preserve the autonomy and independence of the community organizations and the due process rights of applicants. Staff support will be limited to the following:

1. For CO's and RO's: Provide notice, participate in Town Hall meetings, and participate in development of any study, plan or regulation as deemed appropriate by the County Manager;
2. For CO's: Participate in annual CO retreats and training programs, annual Congress of Community Organizations, and limited assistance in the development of community strategic work plan.

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



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Commiss

Liz
Commiss

Katherine Miller
County Manager



October 19, 2011

This is a supplement to the packet material included in the Agenda Item XIII- D.1 of the October 25, 2011 regular meeting of the Santa Fe Board of County Commissioners, and it is intended to expand on information pertinent to staff preparing an application for funding by the Water Trust Board, for their 2012 funding cycle.

The Water Trust Board offers a combination of grant and loan packages for water infrastructure improvements and watershed projects. The ratio of grant to loan to fund the project can range from 60/40 to 90/10. In addition, the loans carry a zero percent interest for up to 20-year terms. The following tables summarize the financial picture for three projects staff would like to pursue with Board's approval.

The Utilities Department has identified the need for two public water storage and distribution improvements, plus two watershed projects that would be presented as one project. These would all qualify for assistance under WTB criteria, which include repayment plan for each project. Below, the project scopes are described in connection with the three different financial assistance scenarios and their respective repayment plan.

Extension of Santa Fe County Utilities Water Service in La Cienega. This extension will have two points of connection on the existing water main under Paseo C de Baca, and loop along La Lomita, Cielo del Oeste and La Loma road, to serve residents who currently suffer from poor water quality in the aquifer. The repayment would be based on an extra property tax assessment (through a special assessment district) on 20 lots/users, over 20 years.

La Cienega Line Extension Debt Repayment Plan

Estimated Project Cost = \$400,000	10% Loan	20% Loan	30% Loan	40% Loan
Amount Financed	\$40,000	\$80,000	\$120,000	\$160,000
Annual Payment Needed	\$2,004	\$3,996	\$6,000	\$8,040
Annual Assessment/User	\$100	\$200	\$300	\$402

La Bajada New Water Supply Well and Storage Tank. These improvements are necessary to address water supply issues at this community, and would include drilling and equipping a new well, erecting a 50,000 gallon tank on a donated easement, and connecting the tank to the community's existing distribution system. La Bajada residents currently depend on aging and non-redundant infrastructure, and experienced serious difficulties with their water supply last winter. The financial assistance scenarios are based on 30 users paying the loan amount over a 20 year period. Repayment would be shared by all beneficiaries through an increase on their current rate. In addition, they would share any additional O&M costs associated with these improvements (e.g. electricity, pump repairs/replacement, tank maintenance, etc.).

La Bajada Debt Repayment Plan

Estimated Project Cost = \$275,000	10% Loan	20% Loan	30% Loan	40% Loan
Amount Financed	\$27,500	\$55,000	\$82,500	\$110,000
Annual Loan Payment	\$1,380	\$2,760	\$4,128	\$5,508
Annual Assessment per User/Lot	\$46	\$92	\$138	\$184
Payment in Addition to Current Monthly Rate	\$3.83	\$7.67	\$11.50	\$15.33

Groundwater and Spring Level Monitoring and Data Collection The Water Trust Board also funds Watershed Projects for river restoration, healthy forest initiatives for protection of water supply and ecological health. This need was assessed on the basis of water supply vulnerability in the discharge area of the basin; which is the historic water supply to acequias in La Cienega and La Cieneguilla areas. Collection of data, at ten proposed locations, will help quantify changes in spring flows and ground water reservoirs and provide reliable data. Repayment would be based on 0% interest and a 20 year period. The County Utilities can afford to include the small cost of financing in its budget.

La Cienega Spring Monitoring Debt Repayment Plan

Estimated Project Cost = \$150,000	10% Loan
Amount Financed	\$15,000
Annual Loan Payment	\$756

THE BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY

RESOLUTION No. 2011- 88

**A RESOLUTION ADOPTING RECOMMENDATIONS OF THE WATER FOCUS
GROUP AND DIRECTING UTILITY STAFF TO UPDATE THE CONJUNCTIVE
MANAGEMENT PLAN FOR THE SANTA FE BASIN**

WHEREAS, groundwater supplies in the Santa Fe Basin are considered a reliable but not a renewable supply of water and for this reason the aquifer underlying the Santa Fe Basin should be thought of as a supplemental source of water, not a primary supply;

WHEREAS, surface water from the Rio Grande delivered by the Buckman Direct Diversion is a renewable water supply but may suffer from reduced flows due to prolonged drought of other catastrophic condition;

WHEREAS, on March 19th 2008, the Board of County Commissioners ("the Board") approved its Resolution No. 2008-51 which accepted the proposed draft of the Conjunctive Management Plan for the Santa Fe Basin ("CMP"), directed staff to solicit public comment and formally consult with the Pueblos of Tesuque, Pojoaque, Nambe, San Ildefonso and the City of Santa Fe, and directing formal presentation of the final plan to the Board;

WHEREAS, on January 13th 2009, the Board approved, by resolution, the final CMP;

WHEREAS, on November 10, 2009, the Board directed staff to establish a "Water Focus Group" to provide more detailed public input, conduct additional technical analyses, and propose permit language and an effective public outreach process;

WHEREAS, on January 6th 2011, the Buckman Direct Diversion project became operational and began delivering water to the citizens of Santa Fe County; and

WHEREAS, based on the enormous time and effort put forth by the WFG, key recommendations and strategies were formulated that are of value to Santa Fe County

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, as follows:

1. As provided in the report of the WFG, County staff should enter into negotiations with the City of Santa Fe for back-up supply through the Sangre de Cristo Water System.
2. The CMP must be amended to include recommendations and strategies for future applications which include legal protections, monitoring and mitigation, well location methodology and the public outreach process. The CMP should also address the probability of water supply shortages and system outages and specific timing and phasing of needed back-up supply and production capabilities as water demands increase over time
3. A Citizen Group should be appointed to assist when public concerns or major policy issues related to the CMP arise or as needed.

River Flow Monitoring between the City's wastewater treatment plant and La Bajada. Santa Fe River flows are currently measured at a USGS gage just upstream of La Bajada but do not collect accurate readings during the irrigation season. Additional monitoring and measurement of stream flow is proposed at three locations. The collected information will assist in managing current water supplies on the river, and measure the success of stream management strategies.

River Flow Monitoring Debt Repayment Plan

Estimated Project Cost = \$150,000	10% Loan
Amount Financed	\$15,000
Annual Loan Payment	\$756

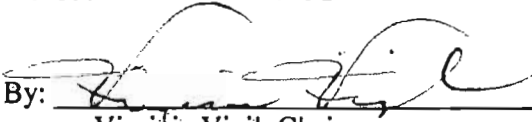
4. County staff shall immediately assess the potential of aquifer storage and recovery (ASR) or other technologies to address storage of the County's full allotment of water in the BDD project, management of water surpluses, water shortages, water delivery system infrastructure failures, and replenishment of the aquifer. ASR investigations must include evaluating the extent to which the Santa Fe River could be used for groundwater recharge – thus also facilitating the community interest in a flowing Santa Fe River. As appropriate, staff must develop initial plans for implementation of ASR. Any ASR proposal or implementation should be carefully reviewed by the citizen group described in paragraph 3 herein, and vetted through the appropriate public process.

5. Staff shall cooperate with the City of Santa Fe, La Cienega, La Cieneguilla, Agua Fria, Santa Fe Basin Water Association and Eldorado Area Water, Sanitation District and other stakeholders as identified to partner in regional back-up strategies. Collaboration with these entities and the Office the State Engineer to propose Water Right Administration Guidelines for the Santa Fe Basin is a desired outcome.

→ 6. Staff shall regularly monitor the La Cienega/ La Cieneguilla springs as soon as a funding source is identified.

PASSED, APPROVED AND ADOPTED this 14 day of JUNE, 2011.

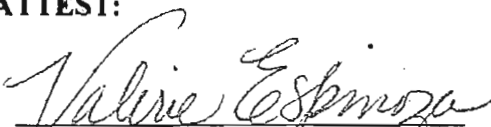
THE BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY

By: 
Virginia Vigil, Chair

Approved as to Form:


Stephen C. Ross, County Attorney


ATTEST:


Valerie Espinoza, County Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 2

I Hereby Certify That This Instrument Was Filed for
Record On The 15TH Day Of June, 2011 at 12:06:38 PM
And Was Duly Recorded as Instrument # 1637538
Of The Records Of Santa Fe County

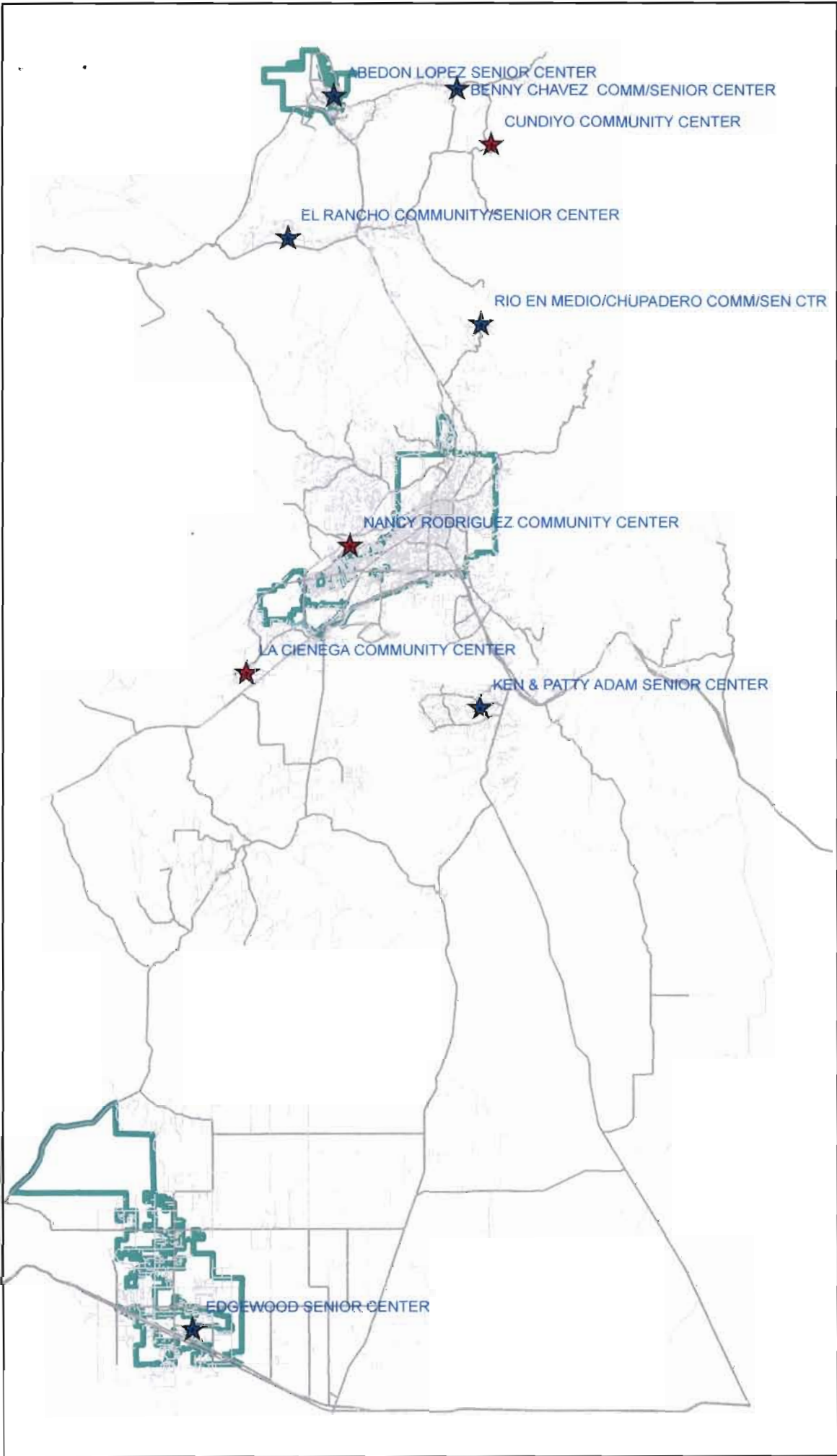
Witness My Hand And Seal Of Office
Valerie Espinoza
Deputy  County Clerk, Santa Fe, NM



Senior & Community Centers in Santa Fe County

- Legend**
- Senior & Community Centers
 - ★ No Meals
 - ★ Provide Meals on Wheels
 - Major Roads
 - Minor Roads
 - ▭ Incorporated Areas

EXHIBIT
 tabbies 4



SFC CLERK RECORDED 12/14/2011



This information is for reference only. Santa Fe County assumes no liability for errors associated with the use of these data. Users are solely responsible for confirming data accuracy.



October 24, 2011

Senior and Community Centers in Santa Fe County

NAME OF CENTER	ADDRESS	COMMUNITY SERVICES PROVIDED	SENIOR SERVICES PROVIDED
La Cienega Community Center	50-A Camino San Jose, La Cienega, NM 87501	Community Meetings, Reserved Functions (Parties, etc)	N/A
Nancy Rodriguez Community Center (Agua Fria Village)	1 Prairie Dog Loop, Santa Fe, NM 87501	Community Meetings, Reserved Functions (Parties, etc)	N/A
Cundiyo Community Center	#7 Jose Simon Drive Cundiyo, NM 87522	Community Meetings, Reserved Functions (Parties, etc)	N/A
Rio En Medio-Chupadero Community/Senior Centers	#1 El Alto Lane Rio En Medio, NM 87506	Community Meetings, Reserved Functions (Parties, etc)	Meals on Wheels M-F, Lunch M-F 11:45-12:30, Transportation M-F 8:00-4:00 * Renovations underway
El Rancho Community/Senior Center	394 County Road 84 PO Box 3860 Santa Fe, NM 87501	Community Meetings, Reserved Functions (Parties, etc)	Meals on Wheels M-F, Lunch M-F 11:45-12:30, Transportation M-F 8:00-4:00, Classes for seniors
Benny Chavez Senior/Community Center (Chimayo)	Rt. 1 Box 6-B on (Juan Medina Road) Chimayo, NM 87522	Community Meetings, Reserved Functions (Parties, etc)	Meals on Wheels M-F, Lunch M-F 11:45-12:30, Transportation M-F 8:00-4:00, Classes for seniors
Ken and Patty Adam Senior Center (Eldorado)	16 Avenida Torreon Santa Fe, NM 87508	Community Meetings, no reserved functions (Parties, etc)	Meals on Wheels M-F, Lunch M-F 11:45-12:30, Transportation M-F 8:00-4:00, Classes for seniors
Abedon Lopez Senior Center (Santa Cruz)	145 Santa Cruz Site (On Don Roberto Road) Santa Cruz, NM 87567	Community Meetings, no reserved functions (Parties, etc)	Meals on Wheels M-F, Lunch M-F 11:45-12:30, Transportation M-F 8:00-4:00, Classes for seniors
Edgewood Senior Center	114 Quail Trail Edgewood, NM 87015	Community Meetings, no reserved functions (Parties, etc)	Meals on Wheels M-F, Lunch M-F 11:45-12:30, Transportation M-F 8:00-4:00, Classes for seniors

Notes:

The meals on wheels service and transportation service is typically available for an approximately 10 mile radius around each senior center. Currently, meals on wheels service is not available to the NM Highway 14, Cerrillos, Madrid and La Cienega areas.