

SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS
SPECIAL MEETING - FY 2025 BUDGET
May 10, 2024

Hank Hughes, Chair - District 5
Camilla Bustamante, Vice Chair - District 3
Justin Greene - District 1
Anna T. Hamilton - District 4
Anna Hansen - District 2

SEC CLERK RECORDED 06/14/2024

SANTA FE COUNTY

SPECIAL MEETING

BOARD OF COUNTY COMMISSIONERS– FY 2025 BUDGET

May 10, 2024

1. A. This budget study session of the Santa Fe Board of County Commissioners was called to order at approximately 2:03 p.m. by Chair Hank Hughes in the County Commission Chambers, 102 Grant Avenue, Santa Fe, New Mexico.

B. Roll Call

Roll was called by County Clerk Katharine Clark and indicated the presence of a quorum as follows:

Members Present:

Commissioner Hank Hughes, Chair
Commissioner Camilla Bustamante, Vice Chair
Commissioner Justin Greene
Commissioner Anna Hamilton
Commissioner Anna Hansen

Members Excused:

None

C. Approval of the Agenda

CHAIR HUGHES: Is there any change to the agenda?

GREG SHAFFER (County Manager): No, Mr. Chair, Commissioners. No, there are no changes to the agenda as presented.

COMMISSIONER HANSEN: I would like to make a motion to approve the agenda as presented.

COMMISSIONER GREENE: And I'll second that.

CHAIR HUGHES: Okay. Motion by Commissioner Hansen, seconded by Commissioner Greene.

The motion passed by unanimous [5-0] voice vote.

SEC CLERK RECORDED 06/14/2024

2. **Presentation and Discussion of the Fiscal Year 2025 Operating Budget Requests**

A. **Presentation and Discussion of the Fiscal Year 2025 Operating Budget Requests of Specific County Departments and Recommendations Thereon from the County Manager**

COUNTY CLERK'S OFFICE

CHAIR HUGHES: Manager Shaffer, go ahead.

MANAGER SHAFFER: Thank you, Mr. Chair and Commissioners. I want to start just by addressing a structural change in the way that we are recommending, in agreement, I believe, with the County Clerk, the presentation of the Clerk's budget, and more specifically, we are proposing to separate out the annual operating costs of the Bureau of Elections from the statewide election costs, the lion's share of which we anticipate being reimbursed by the Secretary of State's Office pursuant to state law. And the reasons for that are several, but it makes for the accounting easier in terms of accounting to the Secretary of State for election-related expenditures. It also makes the tracking and understanding of what the true costs are of elections easier. And then allows the Board and the County Clerk, at the appropriate time, which isn't today, because we don't know what the Secretary of State will be reimbursing, to engage in an apples to apples conversation about election costs and what is covered by the Secretary of State versus what is being asked to be covered by the general fund.

So if you look through the budget detail section of your packet material you will see that those costs are separately broken out this year in terms of Bureau of Elections/ general operating costs and the Bureau of Elections/statewide election costs in anticipation of the fall general election.

And if you'll bear with me one second I want to make sure you have revised material relative to the Clerk's overall budget. Sorry about that. I apologize for the false start, while we wait we'll be entertained by jokes by Yvonne. Thank you.

COMMISSIONER GREENE: In a related note, there is a comedy festival on the Railyards this weekend sponsored by Santa Fe County and this evening at 5:30 there is How to Use Comedy in your Government Relations Workshop, which I will be attending and I encourage all of staff to attend so that we can be a little funnier.

COMMISSIONER HAMILTON: Except for Manager Shaffer. He's already nailed it. Maybe Yvonne can go.

MANAGER SHAFFER: Thank you for your patience. So what I'm projecting is a revised budget summary. It differs from the version that was included in the initial packet material for today in that in discussing with the Clerk's Office we reached agreement between the Clerk's Office and Management that we would not increase the recurring budget of the Clerk's Office for additional voter outreach and advertising, unrelated to specific elections, but that instead, we would allocate or recommend to the Board respectfully that we allocate \$85,000 towards a voter outreach

SEC CLERK RECORDED 06/14/2024

pilot project as part of the non-recurring budget for the County Clerk's Office, and the idea being that this would allow funding for the Clerk's Office to increase or develop an additional voter outreach project, the success of which could be judged in future budget cycles in terms of in what difference did that pilot program make surrounding key performance indices or matrices relative to voter engagement and participation, what have you.

So that was the change between what was provided to the Board yesterday and what is being presented today. I believe beyond that we can discuss fixed assets and FTE requests, which again I believe Management and the Clerk's Office are in agreement on, but I'll stop talking and turn it over to Madam Katharine Clark, the Clerk of the County. Thank you.

KATHARINE CLARK (County Clerk): So on page – so this is sort of what our idea is of this reorganization. Celeste is now on board and she has a lot of HR experience so she and I are going to be working on this project to get it across the finish line. What we've been negotiating with Management is we will roll – the proposal is that we roll that \$350,000 over to the next year and then utilize it to make those mid-level positions that we want to create for the department, especially for job functions that do not currently exist in the office. So a quality control coordinator – that idea is that we've digitized a majority of the real estate records in the office but there is a lot of things that, for instance, didn't get recorded at the time that are misindexed and we need someone who their sole job, similar to the Assessor's Office, is to go back through that database and do cleanup and work on essentially computer algorithms that will start correcting, like numbers that are all off by one, things like that.

So we want to create that functionality in our office, so we wanted to create a quality control coordinator. We're also looking to kind of change how we classify those entry level positions. One of the things is once we start moving towards everything being e-recording – not everyone will e-record but what we know from Colorado is once you have a dedicated e-recording portal available on your website that doesn't have that thousand dollar deposit requirement of the third party vendors that we currently have, 90 percent of recordings become e-recording. So that essentially means that we need to start changing how we think about e-recording. It's going to go much more digital, so we'll want to change those job descriptions and which – instead of having just one, two, we want to consider having one, two and lead, which will then grow people into being able to move up into the County. So this is sort of our idea for the records and recording side.

And then on the Elections side, there's some things we want to do in terms of creating a street file manager, the things that were already approved in a previous budget, and this is sort of the cleanup to make sure we present the entire package. They'll be essentially mid-level positions in the Election side as well.

I'm going to let Jenny go over our fixed assets.

JENNIFER WILSON (Deputy County Clerk): So, yes. In conjunction with the CMO's officer we eventually submitted several, a multitude of fixed asset requests and some were approved, some weren't. For the ones that weren't approved, many of them we found alternate methods for the purpose of the fixed asset request. For example, the large permanent signage that we were looking for, we worked with the CMO's office and we'll be working with Public Works in the future to fabricate large,

SEC CLERK RECORDED 06/14/2024

metal signs and use those in lieu of electronic DOT style signs that we were originally proposing.

CLERK CLARK: So the reason why we were looking for some solution is we buy a lot of signs every election, and then a day this will just completely thrash them, so then we have to buy – by the time – so week to week, we’re buying new signs, so we needed to come up with a more durable solution because New Mexico wind and election signs do not get along.

MS. WILSON: The generators that we asked for, the funding was moved to Public Works since it’s a Countywide need. The bullet resistant glass that we were asking for, the County – again Countywide already took that project, and installation of that film has already mostly occurred in the Clerk’s Office. And then the Countywide address update portal, again, it’s Countywide, not specific to the Clerk’s. And then the drop boxes – the technology currently doesn’t exist so at this time the CMO decided it was not a good idea to approve that particular project.

What we are going to be working on in FY25 is increasing broadband internet access at our polling sites, improvements to the way that oversees voters can register, and a new van to replace a 20-year-old van that we’re currently using in the Bureau of Elections. Some of our scanners that were used both on the Records and Recording and the BOE side are ten, fifteen years old and they’re failing, so we’re going to replace those. That was the end of that.

So overall, the CMO and the Clerk’s Office are requesting about \$301,000 in fixed assets, of which \$258,000 would be funded by the general fund and \$42,000 from other revenue sources.

MANAGER SHAFFER: I think that covers the entirety of the Clerk’s Office budget and we’d be pleased to answer any questions.

CHAIR HUGHES: Commissioner Greene.

COMMISSIONER GREENE: Thank you, Mr. Chair. Thank you, Madam Clerk and Manager Shaffer. So I want to give you accolades for having an electric vehicle on your list, but it’s a carryover, so that’s great. So, yes, it’s on there. So that’s wonderful. I just hope that we can help you get it because I’ve heard that it’s a snooze or lose sort of opportunity that we are not dynamic and fast enough to get these things into the pipeline and then we’ve lost a few opportunities. So I hope that we can make sure – I know it’s out of your control but I hope the rest of the County supports your efforts to go electric.

CLERK CLARK: So eventually the vision of the office is that we will get away from paper. We have to have some paper. Paper ballots. But we want to get away from a lot of our processes that require paper. It’s one of the reasons I want to move to the cloud for recording, because right now the Clerk’s Office actually prints a copy of every recording because the past history has been to be concerned about the server that we house in IT, because there’s been some – like the DDLs essentially have gotten full and then recordings aren’t happening and then we’ve lost recordings. So we want to move to the cloud so that way we can make sure that we can get away from an entirely paper or a paper back-check process.

The other thing is solar for the warehouse. We are looking for opportunities to meet that strategic vision of the County Commission and so we’re certainly open to

SEC CLERK RECORDED 06/14/2024

suggestions.

COMMISSIONER GREENE: Okay. I was referring to your vehicles but I appreciate that information about going to the cloud. No problem. I got it. That's great. And faster is better and more resilient and redundant backup is even better.

Almost to that point, I really appreciate that you've assigned somebody from the Elections Division to be a part of the broadband working group. I specifically asked for your engagement in this as much as possible because I know that the Elections Division is one of the key areas and users of broadband and you've got a lot of locations, probably the most locations in Santa Fe County that we deploy to. And so getting broadband to your voting sites is the big priority. So thank you for participating in that.

CLERK CLARK: Thank you for having us.

CHAIR HUGHES: Other questions? I have a question. On the staff upgrades, it says no next to each of them and then it says you can use the \$350,000 carried over. Are you going to have the plan for reorganizing people that uses that \$350,000?

CLERK CLARK: Yes. So the negotiation with the County Manager's Office is we should not do it piecemeal and we should do it all at once, so we can do a big chunk of reorganization, and then if we need a second phase then we can come back and ask for more money.

CHAIR HUGHES: Okay. So you're okay the way that it is now.

CLERK CLARK: Well, I'm never okay with less money, but that is the negotiated agreement.

CHAIR HUGHES: Okay. Anybody else? Thank you. I guess we are good with your budget.

CLERK CLARK: Thank you.

COUNTY ASSESSOR'S OFFICE

MANAGER SHAFFER: Next we're going to go to the County Assessor's Office budget. I want to thank the County Assessor and his team for accommodating the request to have the Clerk's Office go first so that one of the Clerk's team could attend to a family event. So thank you for your understanding, Mr. Assessor. I appreciate it.

ISAIAH ROMERO (County Assessor): No problem. I have kids of my own so I don't want to miss anything either.

MANAGER SHAFFER: So I'm going to provide just high level summary in terms of the County Assessor's budget and want to explain how we got collectively to some revised figures, and I'll start with just expressing my appreciation for the Assessor and his team, again, working with the County Manager's Office to continue to prioritize investing in our existing staff and our existing positions, while trying to meet what he has defined as being the critical needs of his office. And in particular, as you look at the reductions that are noted, these were post-submission reductions and how that came about was through a collaboration with the Assessor's Office to how we could find recurring dollars to support a net FTE request from the County Assessor's Office for an Appraiser Senior.

And I'll let Mr. Assessor speak to that but as I understand the need, it was to help

SEC CLERK RECORDED 06/14/2024

address a area of potential growth within the Assessor's Office related to the assessment of mobile homes as well as business personal property. And so it was, again, a perceived need by the Assessor that would improve the functionality of his office as well as the tax receipts for the County. And so the Assessor's Office identified what they thought they could contribute to that effort through recurring budget reductions. And from the County Management side, we identified general fund resources that would be left over from the elimination of positions in the Corrections Department which you've heard about previously to create this additional position.

So again, I wanted to explain how those reductions came about and how they were able to be used to fund what the Assessor's had identified as the biggest ask he had during this budget cycle.

Moving forward then, you'll see that there were some minor decreases but the biggest overall increases to the recurring budget were, number one, the implementation of the class and compensation adjustments, CBA increases and anticipated increases in the employer PERA contributions for the upcoming fiscal year as well as data relative to short-term rentals for rentals within the city limits that the Assessor needs to help value short-term rentals. And then finally we talked about the Appraiser Senior position.

The only other thing that I would note is that I believe all of the fixed asset request that were made by the County Assessor are also recommended by the County Manager's Office, and with that I'll turn it over to our County Assessor, Isaiah Romero. Thank you.

ASSESSOR ROMERO: Thank you, Manager Shaffer. Mr. Chair, Commissioners, I'd like to speak a little bit about the FTE, the full-time employee. We talk about the FTE all over the office and it's, what? What's an FTE? It's just a full-time employee, guys. It's nothing crazy. So I'm going to have a little bit of comedy here, right, because like you said, that was the goal, I think.

So again, we have a full-time employee that a majority of the purpose or the job of that individual will be to maintain short-term rentals, right? Maintain the work that we've done with short-term rentals as well as work on an area of need in the office which is business personal property, as well as mobile homes. That is something I'm looking forward to as well.

And really, we have two funds. The 101 and the 203. The 101 is the general, the 203 is the one percent, and it's one percent of all taxes that the Treasurer collects and I believe we're trying to get a lot more responsible in our wants and trying to make our needs meet our wants in the Assessor's Office. We're not trying to ask for too much and in the end we may find ourselves that we didn't spend all the money allocated, so that is my goal as the Assessor's Office to get to that point.

Two things that I would like to plug for next year. One would be I know the County has been talking about a global system, a system that we're all on together. So we'd like for the Clerk to be able to send their information to us and it's pretty seamless. And when I send my information to the Treasurer's Office that's pretty seamless. And everyone, all the way to the building permits, I'm able to get their data, and everyone's on the same platform. Right now it's all over the place. I almost have to ask for an email or walk to another office to get information from other systems.

The second thing that I've been talking to Manager Shaffer about is right now

we're shooting orthophotography every two years. At some point it would be great to shoot orthophotography every year. One, because we can't go to properties and get on properties unless we have the owner's permission. So if we're out there in the field we can't get on their property unless we have their permission. So orthophotography allows us to get the information, the data we need, speaking to those people in emergency situations, they would like to see data every year. We're talking about Fire. They want to see what the tree coverage looks like from year to year in each area. That's very helpful, especially now that premiums are big talk. Insurance premiums, they're going up, they're leaving town. They need to be able to have something to assess – what is the danger in every parcel and that's one way that we could do it.

Deputy Ivan Barry will go ahead and talk a little bit about our capital.

IVAN BARRY (Deputy County Assessor): Mr. Chair, Commissioners, we'll go through a few things really quickly. We don't have a lot on the list. We'll start at the top with laptops. This is equating to four laptops. The laptops that we need, we run a lot of software on them when it comes to valuation. There's several different softwares that we're using. We need to bring and modernize those laptops. So that's for four laptops within the office.

The next item that we have on there is a storage enclosure for the Assessor's Office. We have a great, beautiful location right down the street. Our office is modern. It's really nice. There's a lot of square footage. There's not a lot of storage. So we need to convert some cubicles into actual storage space because right now it's kind of – it's all over the place. So we're trying to get that together, so that's one of the biggest asks that we have as far as getting those storage enclosures.

The next thing, it's more of a safety hazard. One of the cubicles we have has exposed wiring. And so we're working with a vendor to get that covered up as well.

The next two are Eagleview. That's for the orthophotography and that's biannually, so every other year we're getting updated imagery but as Isaiah said, or Assessor Romero – sorry –

ASSESSOR ROMERO: Isaiah's fine.

MR. BARRY: We would like to get that update to every year. That would help so much in a lot of ways but especially in the Assessor's Office.

The next thing we have is the biannual agricultural flyovers. That's for us to be able to help us determine agricultural properties to see what's growing, if there's growing that's happening on these every two-year cycles. So that's for that.

And then the final thing is it's a collaboration with the GIS Department and that's for us to upgrade to parcel fabric. It's newer. The GIS system that we use is a little bit outdated and again, this is a collaboration with GIS, with Santa Fe County.

Not everybody heard Assessor Romero but the current software that we're using, it's outdated. It will not be supported in the next couple years, so this will get us current with the software. Thank you.

MANAGER SHAFFER: And if I could, I would also just want to acknowledge again that spirit of collaboration but in terms of the use of the orthophotography, I appreciate Mr. Assessor's focus on the opportunity for further collaboration and integration of that asset into all aspects of County operations. One that he did not mention is how it can be utilized in conjunction with so-called Change-finder

SEC CLERK RECORDED 06/14/2024

functionality to assist our Code Enforcement Officers in identifying unpermitted development in the same way that the Assessor identifies unvalued property as it's the same technology. It's the same issue, but it's a way for us to use technology so as to increase our Code Enforcement in a way that again, doesn't require officers in the first instance to go out into the field and try to eyeball things that changed from the last times that they were there. If I butchered that you can go ahead and correct me.

ASSESSOR ROMERO: No, Mr. Chair, Commissioners, exactly. So you can pretty much press a button and say from this year to this year, what changed – 30 percent, 24 percent, 50 percent of roof coverage, and it will give you those accounts automatically and you're able to review those. That's how we're able to audit how well we're doing in the building permit and affidavit portion of our office.

CHAIR HUGHES: Commissioner Hansen.

COMMISSIONER HANSEN: Thank you, Assessor and Deputy Assessor. I really support this global integration. It's something we have talked about on the dais before and I think it's really important that we're all working from the same place. It kind of goes to my simple request of making sure the logo is on everybody's stuff. I know you do that but it's a simple recognition that we're all on one team. And I think that is really, really important, especially for Code Enforcement, for being able to talk to Growth Management, being able to talk to the Clerk's Office. There's so many things where everything is integrated and it's so important that we're on one page. And so the sooner the better. I think this is a great thing and thank you for working on that and being a leader in that, because I know that there are still many counties that do not have those kinds of interactions and some of them are not as big as us of course and don't have the resources, but I believe we have the resources and we should be doing that. So I just want to applaud you on that, so thank you.

CHAIR HUGHES: Commissioner Greene.

COMMISSIONER GREENE: Thank you, Mr. Chair. Two questions. The Granicus in your budget is different than the Granicus that was in another budget a little earlier in Growth Management. That's because some of it pertains to county property in Growth Management and this is the part that's in the city? Is that how those – or are they sort of doubly accounted for?

ASSESSOR ROMERO: Mr. Chair, Commissioner Greene, a new the short-term rental question would come from you. So, yes. The \$30,000 is inclusive of the city's data. The building permit area is already covering the amount for the county.

COMMISSIONER GREENE: Okay. Wonderful. And then do you harvest building permits from everybody as well? Whether it's from the state, the County, and so on, so that you know whether somebody has upgraded their home? Is that part of the same methodology of, oh, we're reassessing, re-evaluating every property that has a permit?

ASSESSOR ROMERO: Mr. Chair, Commissioner, we would like – so it's different, right? So the City of Española, they don't have a Land Use Department so we don't receive anything from them. We've spoken to the Town of Edgewood. They also don't have a Land Use Department. However, any construction that happens within those areas they do have to get a permit from the state so we do – I don't want to say harvest. I don't know why. I didn't grow this; I didn't water this. But we did request it. They send it

SEC CLERK RECORDED 06/14/2024

to us, we follow it, we enter it into our system and we do review those and reflect the work that's been done throughout the state. And the City of Santa Fe, yes, we do receive their information monthly to review. We have a whole section within the office that is set apart to review that information and that's the other reason why we need every year orthophotography. So once you get a permit and you have every year orthophotography, you have really good updated photos for those projects.

COMMISSIONER GREENE: Wonderful. Thank you for answering that.

CHAIR HUGHES: Anybody else? I guess it's pretty clear. Thank you.

COUNTY TREASURER'S OFFICE

MANAGER SHAFFER: Thank you, Mr. Chair and Commissioners. I just wanted to again provide sort of a high level overview from my perspective and thank our County Treasurer, Jennifer Manzanares for working with us as always in a very professional and collaborative way. In terms of the overall budget, it's relatively flat. There were increases that are reflected in terms of our continued investment in the County workforce, Countywide. There's a requested increase to invest in the development of the Treasurer's Office employee as well as to augment services related to tax billing and delinquent notices which obviously, Madam Treasurer will speak to in greater detail.

I did want to highlight a request to subscribe, at least on a trial basis to Bloomberg investment services to help support our very significant and large investment portfolio. And I would just talk briefly about two fixed asset requests that we propose to try and meet in two different ways. First, we definitely do agree with Madam Treasurer that there is a need to increase the quality of our tax module and propose to address that through the ERP project rather than on a standalone basis. That too is also part of the rationale for the licensing software request, but one thing that I believe that we can usefully do in the fiscal year working between Growth Management and the Treasurer's Office is really to revisit the work flow related to business licenses and registrations to really see if that historical placement in the Treasurer's Office continues to make sense given where we are as an organization now and so it may well be that we are better off separating that function and keeping it in Growth Management so as to allow the Treasurer's Office to focus on their core responsibilities related to tax collections, distributions and investments.

So that's all that I have to say by way of a review and again, I'll turn it over to the County Treasurer.

JENNIFER MANZANARES (County Treasurer): Thank you, County Manager. Good afternoon, Mr. Chair, Commissioners. I think everything has been covered with what Manager Shaffer has shared. I think the idea to upgrade in the tax module will happen in time with the ERP so we stay hopeful that will come as that evolves. The other request that we also understand is going to be discussed further and I think it's a great idea, like you've suggested, Manager, to re-evaluate where the business license process originate and maybe it's time to go back to the way it was done prior. So I think other than that, everything else looked great to us. We didn't have any other questions or concerns.

SEC CLERK RECORDED 06/14/2024

CHAIR HUGHES: Commissioner Hansen.

COMMISSIONER HANSEN: So where was the business license before it was at the Treasurer? Since they have to pay for the business license, it seems a logical place for it to be in the Treasurer's Office, but maybe you don't provide – I don't see Growth Management collecting fees. They usually go through – you collect fees for permits for sure, but they usually come through you, right?

TREASURER MANZANARES: Mr. Chair, Commissioner, yes. It was actually with the Clerk some years ago. So the Clerk was collecting and then the Clerk and the Treasurer at the time decided, well, it makes more sense that the Treasurer have this. So it really wasn't a function of the Treasurer at all at one point. So the resolution, believe it was passed in 2009. So that changed a long time ago. But I really like that we're looking at this together with Growth and with Penny's team to make sure that it could be a function that they have the deposit done on their end like other departments are doing already. So we're figuring out the details of it as we speak.

COMMISSIONER HANSEN: I think that sounds good. I think that finding the right place for the business licenses to be and to be housed is good and it probably needs to be linked to something, especially now that we have this str ordinance and collection for business licenses which has gone through Growth Management. Maybe there's a way to work that out. I'm just – I'm interested in how you think about working that out and where it will land. Thank you.

TREASURER MANZANARES: You're welcome.

CHAIR HUGHES: Commissioner Greene.

COMMISSIONER GREENE: Thank you, Mr. Chair. To Commissioner Hansen's point, the regulation and the approvability is not an action of the Treasurer. The sort of cashier and collection of the fees is a Treasurer's function and so I think it is right that the processing goes through Growth Management and then they're in the same building and you just say, please go downstairs and pay for your permit downstairs, seems to be the logical place to sort of execute that. But to ask it all to go through the Treasurer seems to – it has to go through Growth Management. Have you had a fire inspection? Is it allowed in your neighborhood? All the things that Growth Management is sort of in the regulatory action. The final thing, just the actual paying for the permit, seems to be sort of a Treasurer's action in there. So I agree with that just to clarify it.

I think in other jurisdictions that I've seen it is in a sort of Growth Management or Land Use sort of thing because, depending on the type of action you're doing, Growth Management or Land Use goes and says, yes, this is allowable. Yes, you've done everything. Now go pay the Treasurer. So just as a clarity thing. We're one big organization and we should be able to talk to each other, but the main core function is the sort of cashier/Treasurer sort of space and you want to respond to that, so before I go to my point, please go ahead.

COMMISSIONER HANSEN: So that's what I want to see. I want to see how we're not – we're siloing, or we're not siloing. And the idea is to not silo. So we have Growth Management, if they become the approving body or the administrator approves this or whoever is paying the fee, is still going to go to the Treasurer's Office. Everything ends up there anyhow.

MANAGER SHAFFER: Mr. Chair, Commissioner Hansen and

SEC CLERK RECORDED 06/14/2024

Commissioner Greene, obviously we will do that. That discussion will happen in collaboration with the Treasurer's Office. I would just note that our actual practices have evolved a lot over the last 15 years and there are other departments in the County that are enabled to accept payment, whether that's our Utilities Division, what have you. And so we will obviously make sure that any appropriate controls are in place and there may be some payments that continue to be taken in the Treasurer's Office, but the point is we really want to look at removing the burden of tracking licenses and what have you from the Treasurer's Office, so again, they can focus on their core mission.

COMMISSIONER GREENE: To me, that's a Code Enforcement thing. So a question about your vehicle purchase. What do you use this vehicle for?

TREASURER MANZANARES: Mr. Chair, Commissioner, we have property tax outreach programs occasionally. We have records management, deeds that we have, so we'll use that for transportation. We don't put a lot of miles on our vehicles. We do like them when we go out to do our outreach program. We did have a much older vehicle that was in need of replacement.

COMMISSIONER GREENE: So two things on that. First, as you've heard me many, many times say, please buy an electric car. There's no reason with low miles that you need to worry about range anxiety within Santa Fe County. And second is since this is the Treasurer's vehicle you should put a little thing on the side that says "no cash on board." So thank you.

TREASURER MANZANARES: Thank you, Commissioner. Point taken.

CHAIR HUGHES: Anybody else? I think it's pretty clear, your budget.

Thank you.

TREASURER MANZANARES: Thank you, Chair. Thank you, Commissioners.

FINAL COMMENTS

MANAGER SHAFFER: So, Mr. Chair, Commissioners, I believe that concludes the budget presentations relative to every elected official and department within the County. We would be pleased to hear any additional feedback that has not already been brought up as part of the budget hearings to date. Absent a sea change in terms of the budget as recommended and presented, we would propose that we move forward with trying to put together the interim budget for adoption by the Board next Tuesday so that we're well ahead of the DFA deadlines for submittal. Again, but if additional study sessions are desired we have enough time in the schedule to accommodate that.

There is a period that would allow us to continue to look any additional requests that came up during the process, such as a desire for the potential allocation of funds for study of an unhoused population facility, such as the one that Commissioner Greene mentioned that is being built in Albuquerque and that doesn't have to be accomplished between now and next Tuesday. That could be looked at later as we move towards the final budget approval, or else even into the fiscal year. So again, I'd be happy to answer any questions or receive any feedback that you have relative to potential budget items that have not already been discussed. Otherwise, that would be our recommendation as to

SEC CLERK RECORDED 06/14/2024

move forward with trying to adopt the interim budget next Tuesday. Thank you.

CHAIR HUGHES: Any questions? I guess I have a question. Several departments had asked for additional staff and were denied, and I'm just wondering is there flexibility in the budget to add a couple staff people or did you already take that into account. I think you did a really good job on the budget so I'm not complaining about it; I'm just wondering if you left a little leeway.

MANAGER SHAFFER: Mr. Chair, Commissioners, what's in the budget as presented, which was balanced on an annual full fiscal year basis, but again, that could be something that could be revisited either at mid-year, during the next budget cycle, depending upon our actual revenues and expenditure levels. So the short answer is we tried to provide a budget that was balanced on a recurring to recurring basis, with the prioritization of investing in our existing workforce. So at this point it's somewhat of a zero sum game. If you're going to add here, we need to look at where we're taking away elsewhere.

CHAIR HUGHES: Commissioner Greene.

COMMISSIONER GREENE: Thank you, Mr. Chair. So a few months ago, back in March, I sent a request into the Deputy Manager with six items that were somewhat of priority to me on this that were brought up either by constituents or by other things that are coming up in the area. And in a way, I wish for future, but also maybe right now, that we solicit these things, like very actively. Like you go through a process with each department and each of us have some insight into what we think are priorities and my six specific areas – I had others but these were the six specific areas – some of them were addressed in this but some weren't even brought up and I would say that all of our requests we should be transparent with this and we should be putting these forward for us to be able to discuss individually, and if you say no, that's quite all right, and if we decide otherwise that's quite all right too. That's the process. But I'll give you the examples.

So one of them we did discuss here, which was an additional COOP team. We talked about that when the Fire Department was here and that was specifically said, well, maybe later. We're not quite ready for that. Okay, but I still think that that is something that we could be ready for some time in the next fiscal year because it is necessary for our community and it does such great work as it is.

The second item was something that has been brought up to me is a concept of doing an animal welfare summit and a convening of all of the parties and jurisdictions and non-profits and the folks that work in the animal welfare space. And so this was a token amount of money of a request to be able to put an animal welfare summit together sometime in the next fiscal year, hopefully by this fall, that would bring the animal shelter and County Animal Control, City Animal Control, all of the pueblos and say what do we need to do? How do we fill these gaps? Do we need to be revising our ordinances for this and what are the best practices out there? What does Animal Protection New Mexico think about this? And so on. So that's number two.

Somewhat related was we had great success with a spay and neuter clinic up at the pueblos. This was using res dogs, res dog rescue, and one of the reasons why this would potentially go through the pueblos is because Santa Fe County has a shortage – and New Mexico in general, has a shortage of vets and we have a pent-up demand for

SEC CLERK RECORDED 06/14/2024

spay and neuter and vaccination clinics, and there are extra vets in other states neighboring New Mexico, but they can't practice in New Mexico without a New Mexico license. But the super power of the pueblos says they can actually practice on the pueblos. So that was an amazing offer that Tesuque organized a couple months ago at this point and they – it was sold out and they had over 100 animals treated at this spay and neuter clinic and there's definitely demand for that again, and I would hope that Santa Fe County would be able to do this instead of everybody having to pass the hat and go with individual donations to this.

Again, another item was the E-911 and RECC regional planning. I know this has been a priority of yours at some point of discussing this and there's no better way to put your money where you're mouth is and saying that we want to put some planning money behind that. Maybe that's somewhere hidden in this but I just thought that that would be a line item somewhere that could be in here.

Another item was project management training as an internal way to train some of our staff for project management.

And then lastly, for assistance to Cindy McKee. She's doing great work with her innovation or with her strategic management, but specifically, if we are an organization that is bettering ourselves and bringing innovative processes, especially when we look at an ERP system, which is a big, heavy lift that somebody would sort of taken that on and become, for lack of a better title but actually a very proper title, a director of innovation for the County. Somebody that would take ownership of projects, regardless of where they are, whether they're in Growth Management, digitization of Growth Management processes, or the new ERP process, or whatever it is, somebody that is trained at implementing and taking ownership, even when it's an outside contractor, but when we have an organization that's set in its ways that these are the change agents that know how to help implement this from the inside when working with outside contractors and great innovative ideas from the outside.

Those were the six that I put in here. I would hope that in the future that we have a way to solicit these sort of ideas from the Commissioners, similar to the way that you solicit ideas from each of the directors so that we can address them one by one and say, sorry, I don't agree, that that'd be acceptable, but at least it was addressed.

MANAGER SHAFFER: Thank you, Mr. Chair and Commissioner Greene, for that feedback and what I would add to it is that through this process and the number of study sessions that we have we hope that it also affords ample opportunity for ideas to be brought forward and to put onto the table. Obviously, non-recurring requests are much easier to accommodate. The things that I would quickly address and forgive me if we were not clear enough in our communications surrounding them.

Relative to a new FTE in the area of Cindy McKee's shop, number one, we will be focused as an organization over the next two fiscal years on the scoping, selection and implementation of an ERP, which is going to be a transformational change for the County, and that's really where our efforts are going to be focused and the change agent management and other functions of that will be assisted through the consultant that we hire to help us navigate that process. And so that was the consideration of that request, and in addition, we prioritized a data manager position for the County, which is foundational in terms of change is knowing our data and gathering our data. So I

SEC CLERK RECORDED 06/14/2024

apologize if it wasn't clearly articulated, at least our consideration of that and how we got to the recommendations that we did.

Secondly, as we mentioned as part of the budget presentation, we are moving forward with a comprehensive business opportunity assessment in our Public Works Department, specifically in the area of its Administrative Services Division and its Project Management. So we are significantly investing in that area and those recommendations may well include both restructuring but also other ways in which to augment our project team, which could include training. So again, we believe that we're addressing the mutually recognized need in that area.

With regard to E-911 planning relative to consolidation, the E-911 operations fund has significant fund balance. You've been involved in many meetings on that topic where we've solicited an agreement from Rio Arriba County and 911 to pursue that opportunity. There has not really been any reciprocal interest in that so we did not put it in the budget at this time, but if and when they indicate a desire to engage in those meaningful discussions, that's something that we can revisit but to budget it – again, we could, but it's not necessary at this time because there aren't resources that are being consumed.

With regard to the COOP team, that was considered in depth by the Fire Chief as well as by our Community Services Department Director, Rachel O'Connor and their shared recommendation is now is not the time to expand the COOP program as they continue to further refine the scope of that program and continue to integrate what COOP does with what the CONNECT program does and what we do in the behavioral health area generally. So that was most definitely considered to a great degree by those individuals and with regard to the spay and neuter clinic, that's certainly something that we can work into the interim budget as well as the final budget, as well as the animal summit.

So again, I appreciate the feedback. If we didn't do as good of a job as we could have in explaining our thinking surrounding some of those ideas I obviously apologize for that and take responsibility for it. But with regard to those specific non-recurring items, I think that's something we can address going forward.

COMMISSIONER GREENE: Thank you very much. In terms of just the innovation for Cindy, I've see ERP things go back. We can just go two blocks away from us here and see how that roll-out has taken many years longer than necessary at the City. And I think part of that problem was the bridge between contractor, that comes in and sort of sells you a bill of services and with a finite scope of work you end up with a disconnect when they suddenly say, well, we're done. Our contract is up. You're on your own, and the person on the inside of the organization sort of looks around and sees nobody there to own it. And so it's a big, vast thing, cutting across so many departments and divisions and especially for an ERP thing, which doesn't have to be all these other innovation things but especially for this ERP project, I think that is a position that we should own, probably for three, four, five years until that project is really completed. It's not necessarily a career professional; it might be a contract project manager and so on, but it might be somebody that becomes the change agent internally that takes the ownership of this and says I work with each individual department to get this rolled out and whenever there's an issue they become the advocate and the point of contact with the

SEC CLERK RECORDED 06/14/2024

ERP vendor and contractor. Just a suggestion for a better practice. It's wonderful. Thank you. I'm glad we're moving down that but I think it might be more successful roll out and faster if we had that ownership. Thank you.

CHAIR HUGHES: Any other comments? I just had one more question regarding the request for an energy person at Sustainability. I didn't sense that there was as much push for that this year as last year, but I had sort of noted that we probably need to add staff to Sustainability. But then they seemed to go for that software that's going to help them. I'm sorry. I should have asked yesterday when they were here. But do you recall how that discussion went?

MANAGER SHAFFER: Mr. Chair, Commissioners, as the Director of Community Development stated again I believe, they understand where we're prioritizing our resources relative to existing staff and positions generally, but I also believe that they were very pleased and would be if the Board funded their very significant capital request relative to the BRAIN software and feel as if it would assist them greatly in moving forward with some of their projects. Obviously, in any budgetary cycle there are challenging decisions to make and we have needs across the County that will continue to evolve as we move forward, and I believe as a team, folks recognize and appreciate where we're focusing our efforts. So I hope that answers your question but I believe everybody would obviously like to have their FTE funded, but I believe as a group and as a management team, folks also appreciate that we're investing in our current positions and current staff.

CHAIR HUGHES: Yes. Thank you. Anything else? Commissioner Hansen.

COMMISSIONER HANSEN: Okay. So Commissioner Greene has been very persistent about the amphitheater funding for a study for that possibility. I'm wondering did it get in the budget? Did we put some money aside for somebody to look into that or do something in that regard?

MANAGER SHAFFER: Thank you, Mr. Chair, Commissioner Hansen, Commissioner Greene. We were going to propose as part of the interim budget that money be set aside for that purpose. I would suggest that it be contingent on the City of Santa Fe making a like commitment since I don't really believe that this is a County-owned project if it were to move forward with County involvement at all. It really should be a regional project, not just a City project, depending upon where it's at. So that was going to be our recommendation as part of the interim budget.

COMMISSIONER HANSEN: Thank you, Manager Shaffer. I also feel like it kind of belongs under the Arts Council and that department when we – as we move forward with the Arts Council, because it is an art facility to some departments. At least that's how I see it – music and things like South by Southwest and we're supporting musicians and people in the theater and I think an amphitheater has the right home under an Arts Council. I think that's where – so if we move forward with that I hope it goes into that department. Thank you.

CHAIR HUGHES: I was reminded – I just wanted to know where our status of funding the water summit. The Next Generation Water Summit.

COMMISSIONER HANSEN: I believe that Manager Shaffer said that it was going to be in Sustainability, and that they were going to – I think we're going to,

SEC CLERK RECORDED 06/14/2024

I'm hoping that we're going to give them some money this year and that it will be in Jacqueline's budget for next year. Is that how I understand it?

MANAGER SHAFFER: Mr. Chair, Commissioner Hansen, you are correct. It is in Community Development Department's budget for next year and this year we will be contributing from the County Manager's Office and from the Community Development Department to get to the \$5,000 figure.

COMMISSIONER HANSEN: We are grateful. Thank you.

CHAIR HUGHES: Yes. Thank you. And that's obviously very minor. Any other questions about the budget? So you're going to prepare this budget and bring it for us to approve on Tuesday, I assume, since there aren't many changes.

MANAGER SHAFFER: That is correct, Mr. Chair and Commissioners. That is our goal, is to have the interim budget prepared for Tuesday for approval by the Board and then we will move our attention to the capital portion of the budget and any additional follow-up that won't be resolved by Tuesday, which I referenced before in terms of the investigation of alternatives for potential unhoused population. Again, I don't think that will be wrapped up by Tuesday but we still have time before we pass the final budget moving forward.

CHAIR HUGHES: Okay. Yes. I look forward to working on the capital budget because that's where all my projects are. Commissioner Hansen.

COMMISSIONER HANSEN: So on the ideas also with the unhoused I also think that that is something that we need to be working with the City on. That is not – that is a regional issue and includes City, County and state to really address the homeless issue, the unhoused issue at the moment I believe.

CHAIR HUGHES: Yes.

MANAGER SHAFFER: And then if I could, I would just want to recognize not only and thank you, Commissioners, for all of the work that went into the strategic planning. That also feeds in very strongly into the budget as developed by County Management. So I wanted to recognize how all of those things are interrelated and an additional way to solicit and prioritize Commissioner desires relative to the upcoming budget. But I just wanted to acknowledge Erica and Amanda, who are the budget analysts that do such yeoman's work in assisting both Yvonne as well as Gabi and myself. Again, incredibly hardworking and diligent public servants that I wanted to acknowledge expressly before we adjourn. Thank you.

CHAIR HUGHES: Okay. Commissioner Bustamante.

COMMISSIONER BUSTAMANTE: Mr. Chair, and I have to thank you all for the good work. I really appreciate this process. I appreciated the process last year. It's all very clear and before us, so thank you all for that good work, sincerely.

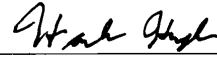
CHAIR HUGHES: Yes. I agree. Thank you. It's very clear what the budgets are.

SEC CLERK RECORDED 06/14/2024

3. Concluding Business
A. Adjournment

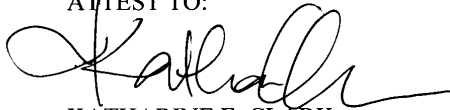
Commissioner Greene moved to adjourn and thanked all those involved.
Commissioner Hamilton seconded. With no further business to come before this body,
Chair Hughes declared this meeting adjourned at 3:11 p.m.

Approved by:



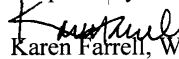
Hank Hughes, Chair
Board of County Commissioners

ATTEST TO:



KATHARINE E. CLARK
SANTA FE COUNTY CLERK

Respectfully submitted:



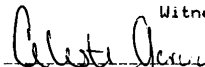
Karen Farrell, Wordswork
453 Cerrillos Road
Santa Fe, NM 87501



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC MINUTES
PAGES: 18

I Hereby Certify That This Instrument Was Filed for
Record On The 14TH Day Of June, 2024 at 09:30:25 AM
And Was Duly Recorded as Instrument # 2035730
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy  County Clerk, Santa Fe, NM

SFC CLERK RECORDED 06/14/2024

