

Memorandum

To: Santa Fe Board of County Commissioners

From: Teresa Martinez, Finance Director *JM*

Thru: Katherine Miller, County Manager *JM*

Date: June 12, 2012

R: *Requesting a budget increase to the General Fund (101) for the Old Judicial Courthouse Redevelopment Project (\$250,000)*

ISSUE:

The Public Works Department is requesting an increase to the General Fund (101) in the amount of \$250,000 from cash carryover to move forward with funding needs for the initial planning phase for the old district courthouse redevelopment project. The initial planning phase includes an archaeological study, property and topographic survey, environmental assessment, soil and building materials testing, a utility assessment, appraisal expenses, and development planning.

BACKGROUND:

This planning will ensure that the County successfully moves forward with a return on an investment approach. This will include the study of downtown rates from a market analysis methodology and a detailed study on construction costs based on schematic designs which will ultimately be developed within this plan. This will also help produce options with cost estimates for the Board of County Commissioners (BCC) consideration; to achieve what is the best investment for Santa Fe County.

RECOMMENDATION:

Please approve the attached budget resolution resulting in an increase in the amount of \$250,000 for costs associated with the old judicial courthouse redevelopment project.

SANTA FE COUNTY

RESOLUTION 2012 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on June 12, 2012, did request the following budget adjustment:

Department / Division: Public Works / Projects & Facilities Fund Name: General Fund (101)

Budget Adjustment Type: Budget Increase Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0000	385	0100	Budgeted Cash	\$250,000	
TOTAL (if SUBTOTAL, check here)					\$250,000	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	2219	483	8001	Capital / Buildings & Structures	\$250,000	
TOTAL (if SUBTOTAL, check here)					\$250,000	

Requesting Department Approval: _____ Title: _____ Date: _____

Finance Department Approval: [Signature] Date: 6/12/12 Entered by: _____ Date: _____

County Manager Approval: [Signature] Date: 6.4.12 Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2012 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Teresa Martinez Dept/Div: CMO / Finance Phone No.: 986-6375

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.
Request is for a budget increase to the General Fund (101) from cash carryover for the old judicial courthouse redevelopment project.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclash, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

RESOLUTION 2012 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Teresa Martinez Dept/Div: CMO / Finance Phone No.: 986-6375

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES _____ NO X
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request is a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

There are no other funding sources to match this request.

SANTA FE COUNTY
RESOLUTION 2012 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 12th Day of June, 2012.

Santa Fe Board of County Commissioners

Liz Stefanics, Chairperson

ATTEST:

Valerie Espinoza, County Clerk

NO PACKET MATERIAL FOR THIS ITEM

XI. B. 2

**Presentation and Discussion of Draft
Capital Improvement Plan and Project
Financing and Selection**

DRAFT Santa Fe County SLDC Public Review Process

The goal of the Public Review Process (PRP) is to achieve high level of public understanding and support for the Sustainable Land Development Code (SLDC). The emphasis will be on educating the broad public on the purpose of the code, the way it may change new development in their community and implications, if any, on their individual property. A concerted effort will be made to target key stakeholders including the development community, community planning committees and active community organizations. To ensure shared expectations on the ***public review process***, input from individuals who were involved in the CDP process, fall of 2011, has been and will continue to be incorporated into the public review process scope, approach and schedule.

Draft Revisions

In order to incorporate changes in an orderly and tractable manner, there will be two drafts of the SLDC; the Public Review Draft and a Final BCC Draft and if adopted, a final SLDC. Additionally, staff will manage a master document highlighting all changes from draft to draft.

- SLDC Public Review Draft,
 - Initial draft released by the Code Development Team for initial public review.
 - Changes to SLDC Public Review Draft Document, based on public input/comments
 - Released for additional public review and for discussion at study sessions.
- Final SLDC BCC Draft,
 - Draft incorporating input/comments from additional public review and study sessions to be formally presented to the BCC for adoption.
- Final SLDC
 - Adopted code which incorporates all amendments to the Final SLDC BCC Draft

PHASE I: PRP Initiation

The initial scoping phase includes:

- Identifying County PRP team and resource staff,
- Conducting Community Advisors Meetings,
- Identifying stakeholders by geographic area, business interest and organizations
- Finalize PRP Scope and Schedule
- Create informational brochures and website to highlight key topics and provide avenues for input.

PHASE II: Distribution & Dissemination of Public Review Draft

The purpose of this phase is to ensure the public knows how and where to access the SLDC Public Review Draft, to disseminate information on key topics and to conduct public meetings, answer questions and obtain feedback. As a part of the Public Review Draft release, the County will widely publish the meeting schedule and calendar and informational brochures will be available in a variety of locations.

- Finalize public meeting schedule, run weekly ads in local and regional newspapers, weekly updates via press releases and the county website. Provide adequate notification for all public meetings that meets special meetings policy so commissioner can attend any and all meetings.
- Conduct a minimum of three public meetings in each of the GMA's. The first meetings will be formal presentations organized around educating the public and key stakeholders on the document, key topics by chapter, a reminder of the planning framework, and general purpose and intent. The follow up meetings will provide avenues for individual questions, small group discussions on focused areas and mechanisms for collecting feedback.

PHASE III: Final SLDC BCC Draft

- Analyze & incorporate public input/ comments into a "Changes to SLDC Public Review Draft Document"
- Conduct Study Sessions with the BCC, the public, the code development and resource staff to review changes, discuss key issues and seek input/ alternative text to be incorporated into a Final SLDC BCC Draft.
- Publish Final SLDC BCC Draft

PHASE IV Public Hearings & Adoption Process

The BCC adoption process is an established process. Within the established rules, the process should allow for a minimum of three regularly scheduled public hearings on the Final SLDC BCC Draft and proposed amendments. A Special BCC Meeting that focuses solely on the SLDC should be conducted before taking action. Due to holiday schedules, public hearings on the SLDC should not be conducted after the first week of December and before the second week of January.

- Public Hearings
- Special BCC Meeting for formal adoption
- Publish Adopted SLDC

**NO PACKET MATERIAL
FOR THIS ITEM**

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FOR THIS ITEM**

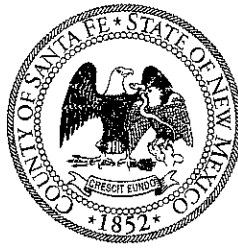
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ITEM**

EXECUTIVE SESSION

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Tina Salazar, Constituent Services Liaison

VIA: Katherine Miller, County Manager *KM*

Date: June 4, 2012

RE: Kitchen Angels Month

ISSUE

Commissioner Holian is seeking approval of a proclamation recognizing Kitchen Angels Month.

BACKGROUND

Kitchen Angels is dedicated to providing free, nutritious meals to homebound neighbors facing life-challenging conditions. They are located on 1222 Siler Road in Santa Fe, NM 87507. Their mission is accomplished through the talented efforts of 280 volunteers each week who donate 24,000 hours of service annually. They have only 4.5 paid staff members.

In 2011, they were able to provide service for each individual who met their criteria. Kitchen Angels has never had a waiting list for service. In their 19 year history, they have prepared and delivered 683,729 meals to more than 3,520 homebound individuals.

CRITERIA

Eligibility to become a Kitchen Angels client is based on the following criteria:

- Homebound individuals under the age of 60, facing life - challenging situations and with no consistent resource for meal preparation.
- Homebound individuals under the age of 60, recuperating from an injury, surgery, or hospitalization and with no consistent resource for meal preparation.

- Homebound individuals over the age of 60 in severe medical crisis with extreme diet restrictions and with no consistent resource for meal preparation.
- Dependents (under the age of 12) of a single parent who is a client

As a support program, Kitchen Angels provides a continuum of service that helps to maintain the physical and emotional well-being of those that they serve. Kitchen Angels meal program provides services to meet the basic needs of individuals who cannot provide adequate nutrition for themselves.

RECOMMENDATION

Commissioner Holian seeks board approval proclaiming "Kitchen Angels Month" the month of June.



Santa Fe County Proclamation

Introduced by Commissioner Kathy Holian

DECLARING JUNE 1ST – JUNE 30TH, 2012 AS KITCHEN ANGELS MONTH

WHEREAS Kitchen Angels is a Santa Fe-based non-profit that provides nutritious meals to home-bound individuals living with chronic or terminal illness and who reside in Santa Fe, New Mexico;

WHEREAS, Kitchen Angels' clients lack the resources to consistently provide meals for themselves as they are physically unable to shop and cook and have no family members or others to provide for their nutritional needs;

WHEREAS, since 1992, Kitchen Angels has prepared and delivered free meals to homebound individuals Monday through Friday every week, including holidays, with the primary goal to ensure that people living in the greater Santa Fe area receive consistent nutrition;

WHEREAS Kitchen Angels provides a safety net for individuals, as well as the community;

WHEREAS, since its founding, Kitchen Angels has delivered nearly 700,000 meals to more than 3,500 home-bound individuals;

WHEREAS Kitchen Angels' is the only agency in northern New Mexico that provides these services to individuals under age 60;

WHEREAS Kitchen Angels relies on the support of nearly 300 volunteers who donate 24,000 hours of service annually;

WHEREAS Kitchen Angels has consistently been identified in local surveys as one of the top three not-for-profit agencies in all of Santa Fe;

WHEREAS 97% of Kitchen Angels clients live at or below Federal Poverty Guidelines, would otherwise go without consistent nutrition, and would be unable to remain in the comfort and safety of their own homes were it not for Kitchen Angels services;

WHEREAS Kitchen Angels is dedicated to improving clients' quality of life by ensuring that fragile, home-bound individuals have a daily opportunity to interact with a caring individual, providing nutritional consultation to clients with extreme dietary requirements, and collaborating with other agencies to end hunger in New Mexico;

WHEREAS 97% of Kitchen Angels clients report that they are able to avoid placement in a nursing home and 84% are able to afford their medication since their food needs are provided for.

NOW THEREFORE, BE IT RESOLVED, by the Board of Santa Fe County Commissioners, that Kitchen Angels be acknowledged for its outstanding contributions to the citizens of Santa Fe County and the improvement in the quality of life for those who live in Santa Fe County and that it be congratulated on serving the Santa Fe community for 20 years.

FURTHERMORE, BE IT RESOLVED, by the Board of Santa Fe County Commissioners that

“June 1ST – June 30TH, 2012 Be Declared Kitchen Angels Month”



APPROVED, ADOPTED AND PASSED ON THIS 12th DAY OF JUNE 2012

Liz Stefanics
Chair, Commissioner, District 5

Kathy Holian

Kathy Holian
Vice-Chair, Commissioner, District 4

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Katherine Miller
County Manager

Approved to Form:

Attest:

Stephen C. Ross

Stephen C. Ross, County Attorney

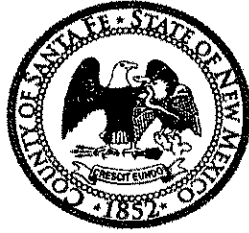
Valerie Espinoza, Clerk

**NO PACKET MATERIAL
FOR THIS ITEM**

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Dave Sperling
Fire Chief

Date: June 12, 2012
To: Board of County Commissioners
From: David Sperling, Fire Chief *DS*
Through: Pablo Sedillo, Public Safety Director *PS*
Katherine Miller, County Manager *KM*
Re: An Emergency Ordinance Declaring Hazardous Fire Conditions and Imposing Restrictions on Open Fires, Smoking, and Other Ignition Sources

Background

The County Fire Department is requesting approval of an Emergency Ordinance Declaring Hazardous Fire Conditions and Imposing Restrictions on Open Fires, Smoking and Other Ignition Sources within Santa Fe County. This emergency ordinance is a successor to the 60 day emergency ordinance passed in April 2012 and extends restrictions for an additional 30 days. It shall take effect upon approval and expire after 30 days unless renewed at a subsequent Board meeting.

Approval of these emergency restrictions is necessitated by persistent and severe drought conditions. Wild land fire danger measurements utilized by the US Forest Service rate local conditions as "very high" in areas of our grass land, pinion-juniper, and ponderosa fuel types throughout Santa Fe County and the surrounding areas. Drought conditions with below normal precipitation and above normal temperatures are forecast to persist throughout the month of June. The County Fire Department has responded to several dangerous and fast moving wild land fires in recent weeks, including a ten (10) acre fire in Chimayo that destroyed one home and a forest fire in the Hondo District.

This emergency ordinance will reduce the likelihood of an accidental wildland fire during the next 30 days, improve public and firefighter safety, and preserve property in Santa Fe County.

Action Requested

Approval of the Emergency Ordinance Declaring Hazardous Fire Conditions and Imposing Restrictions on Open Fires, Smoking, and Other Ignition Sources within Santa Fe County. The Fire Chief/Fire Marshal shall have the authority to grant exemptions to the Emergency Ordinance to burn permit applicants after assuring adequate fire protection is available and all reasonable measures have been taken to mitigate the severe fire danger.

SANTA FE COUNTY

ORDINANCE NO. 2012-__

**AN EMERGENCY ORDINANCE DECLARING HAZARDOUS FIRE
CONDITIONS AND IMPOSING RESTRICTIONS ON
OPEN FIRES, SMOKING AND OTHER IGNITION SOURCES**

Be it ordained by the Board of County Commissioners of Santa Fe County that because the current dry conditions and fire hazards represent a significant and imminent threat to the safety, health and welfare in Santa Fe County, the following prohibitions are hereby **ADOPTED**:

1. Consistent with its authority pursuant to NMSA 1978, Section 59A-52-18, the following are prohibited for a period of thirty (30) days within the unincorporated areas of Santa Fe County:
 - a. Campfires
 - b. Open fires of any kind
 - c. Open burning of vegetation or rubbish
 - d. Smoking within a County park, campground or any wildland area except within an enclosed vehicle or building
 - e. Littering on public roadways/areas with ignited smoking materials
 - f. Use of off-road vehicles and motor bikes within county parks, campground and wild land areas
 - g. The issuance of licenses or permits for open burning except as noted below
2. The Fire Chief or Fire Marshal shall have the authority to grant exemptions to the Emergency Ordinance to burn permit applicants after assuring that adequate fire protection is available and all reasonable measures have been taken to mitigate the hazardous fire conditions.
3. Nothing herein shall be construed to limit the authority or responsibilities of the Santa Fe County Fire Marshal or the Santa Fe County Sheriff under the provisions of other ordinances.
4. Any individual, firm, partnership or other entity found violating this emergency ordinance shall be deemed guilty of a petty misdemeanor and shall be punished by imprisonment for up to ninety days or a fine not to exceed three hundred dollars, or both.

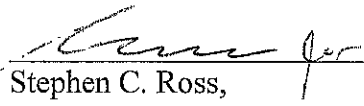
This Ordinance shall take effect immediately and shall remain in effect for thirty days.

APPROVED, ADOPTED AND PASSED this ____ day of June, 2012.

BOARD OF COUNTY COMMISSIONERS

Liz Stefanics, Chair

Approved as to form:



Stephen C. Ross,
Santa Fe County Attorney

Attest:

Valerie Espinoza,
Santa Fe County Clerk