

Memorandum

To: Santa Fe Board of County Commissioners

From: Teresa C. Martinez, Finance Director



Via: Katherine Miller, County Manager

Date: September 25, 2012

Re: *Financial report for the month ending 08/31/2012*

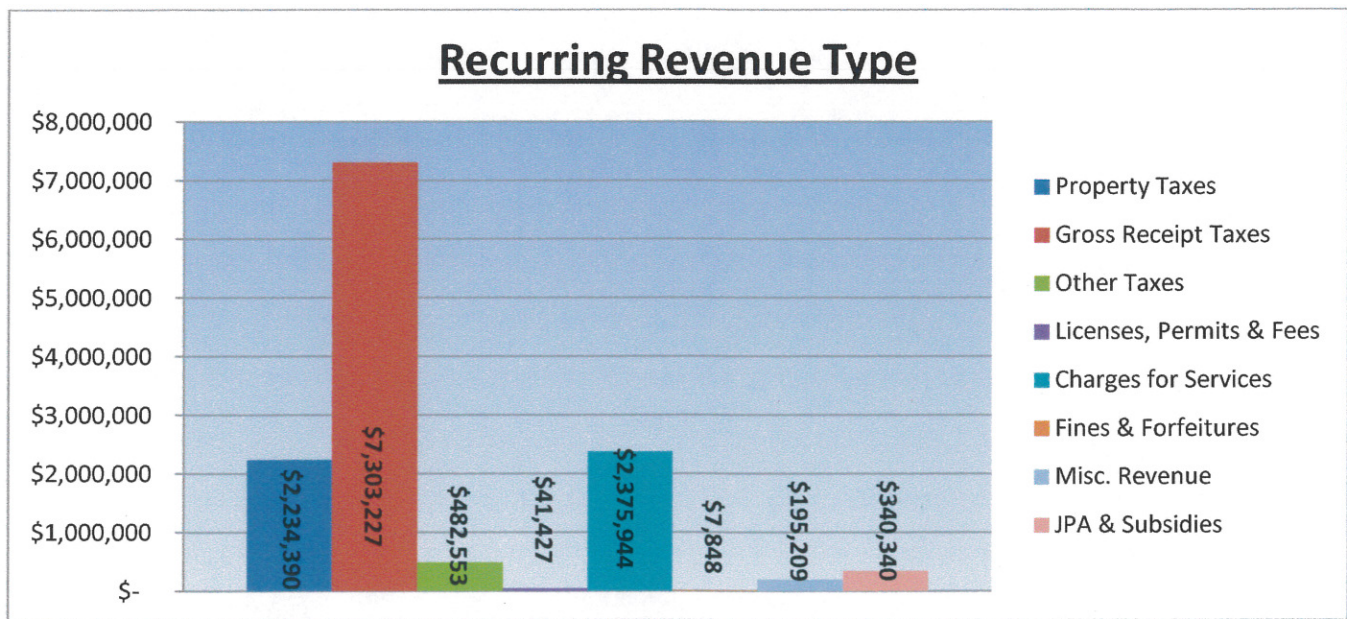
ISSUE:

Enclosed is a report summarizing the financial activities of the County through the month ending August 31, 2012.

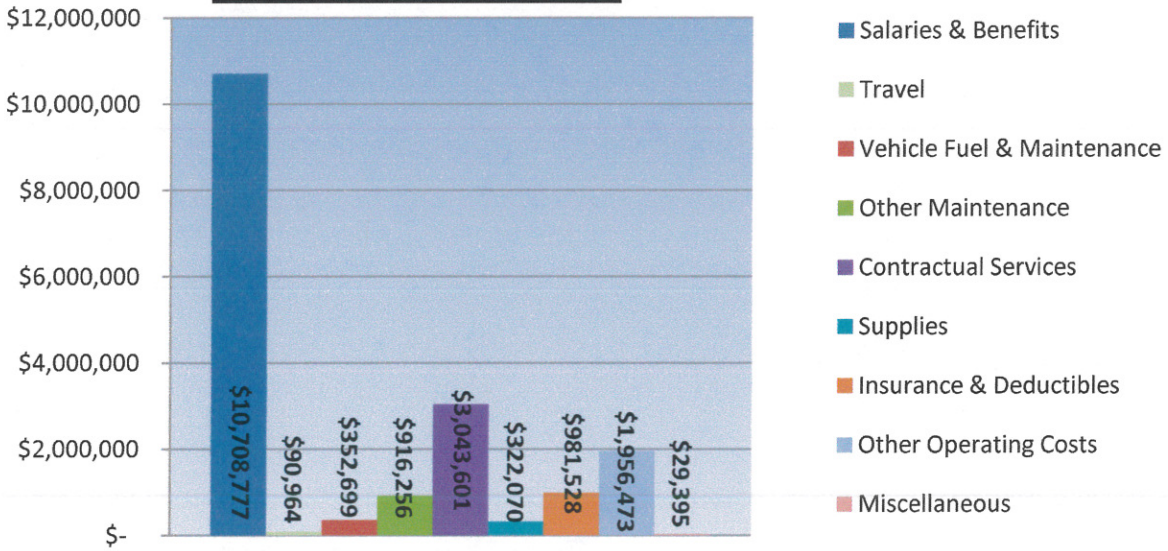
BACKGROUND:

This is a comparison of revenues and expenditures on a recurring versus non-recurring basis. The monthly report will still highlight major revenue sources. Below are several charts that identify 1) the recurring revenue sources, 2) the recurring expenditures and 3) a comparison of the two side by side.

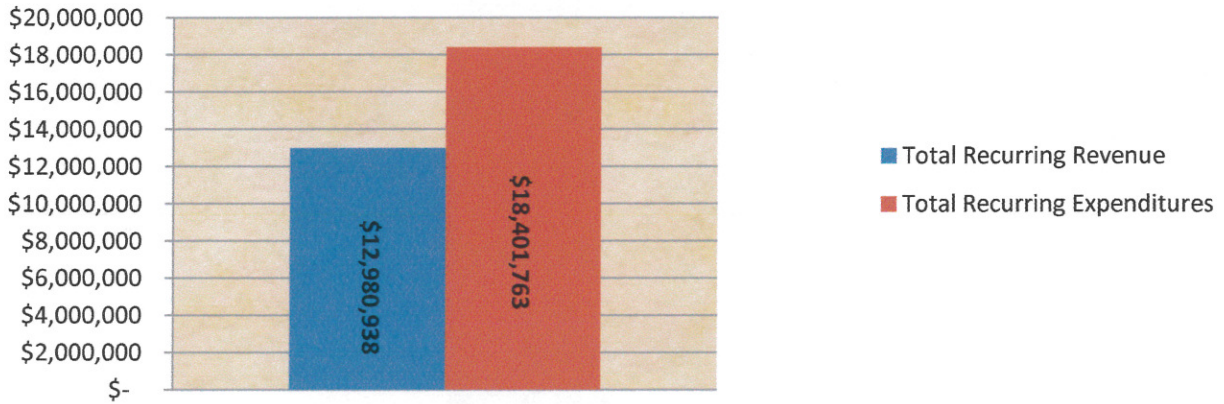
RECURRING VERSUS NON-RECURRING



Recurring Expenditures



Recurring Revenues versus Recurring Expenditures



Through the month of August, as noted in the charts above, the expenditures of \$18.4 million exceeded the revenues of \$12.98 million. Expenditures exceeding revenue collections at the start of each fiscal year is normal. Typically, the collection of property taxes is cyclical and higher within the months of December – January and May – June. Beginning in the month of December the revenue collections will materialize at a level sufficient to sustain expenditures. In those earlier months, it is the budgeted cash that balances the budget.

NON-RECURRING EXPENDITURES

Capital expenditures are non-recurring expenditures funded by non-recurring sources. Such sources include bond proceeds, special appropriations, grants and cash balances from excess revenues of prior years. The capital expenditures incurred through the month of August 2012 total \$8.8 million.

The following is a listing of some of the major capital expenditures incurred during the month of August:

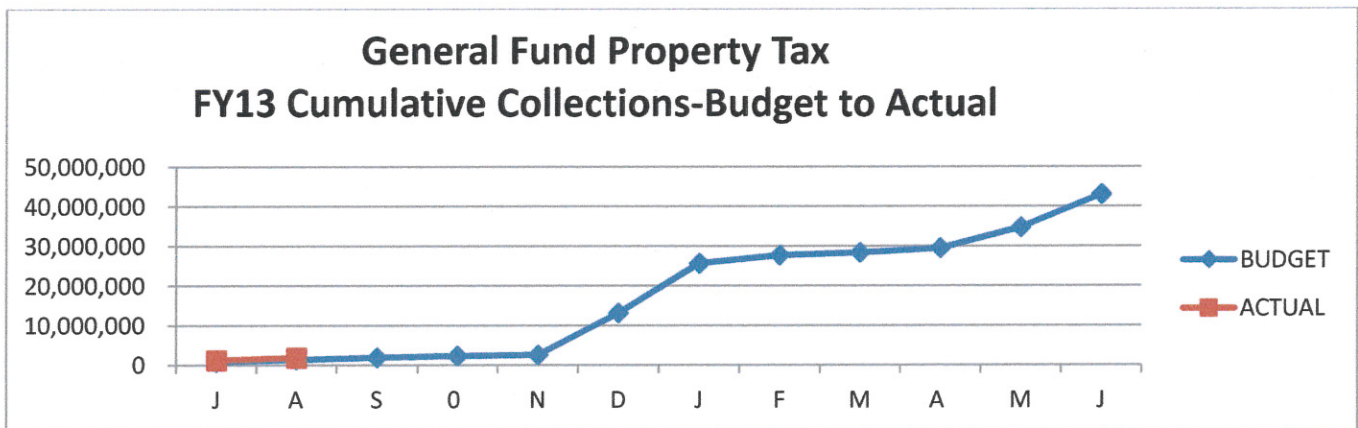
Town of Edgewood Fire Station	\$ 69,865	Judicial Court Complex	\$ 6,462,791
Esperanza Shelter	\$ 27,336	Nambe Comm. Ctr.	\$ 25,290
Seniors Mini-Van w/wheelchair	\$ 69,523	Sheriff's Office Fleet Repl	\$ 356,963
Corrections ADF Vehicle	\$ 19,771	Open Space Fleet	\$ 35,013
Affordable Hsg Foreclosure	\$ 108,462	Las Estrellas Road	\$ 96,005

Also included for your information are the charts reflecting major revenue sources and collections for July and August.

REVENUE:

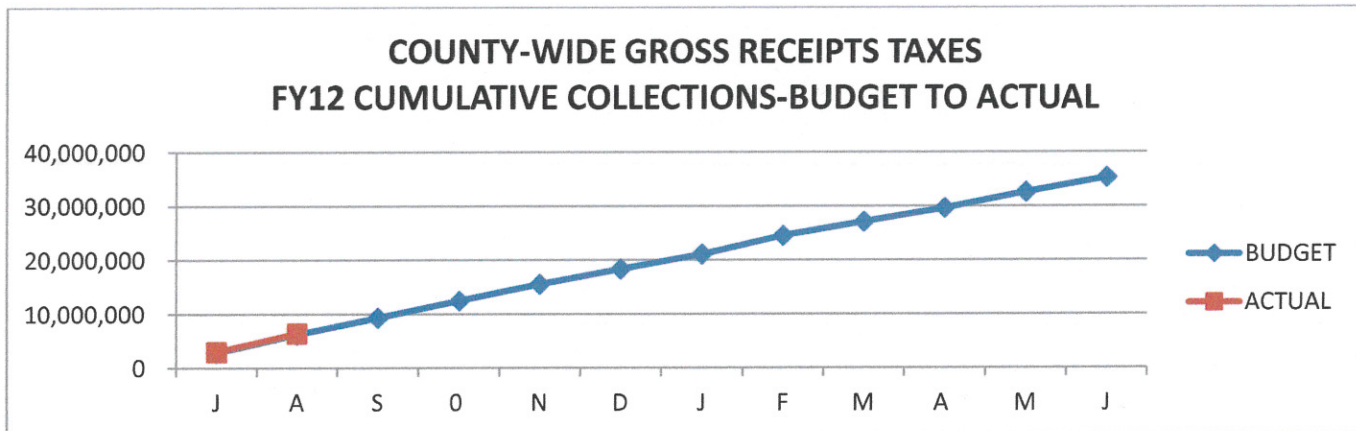
Property tax is recorded monthly and compared to the actual monthly budget forecasts. Property tax revenue budget estimates are conservative, as a budget shortfall in tax receipts would have a serious impact on various County operations.

Actual property tax collections of \$1.8 million through the end of August exceed the budget of \$1.4M by \$469K. The chart below includes collections through August, which are \$106,491 or 6% greater than the prior year's collections for the same time period.

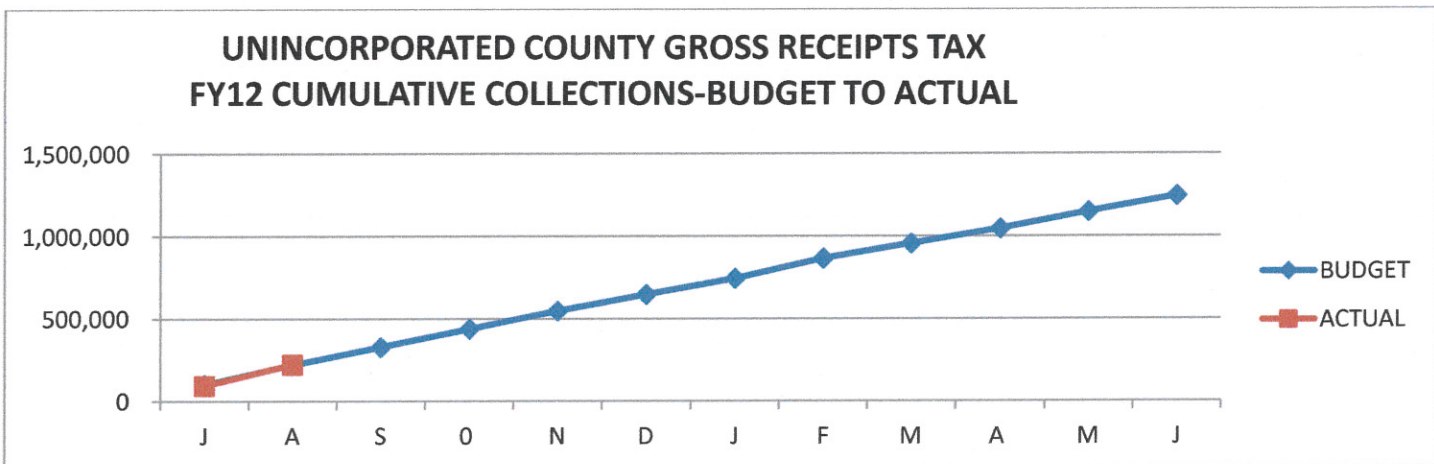


The gross receipts taxes are estimated from trend data and from economic analysis of the business activities in the areas of construction, wholesale, retail and service sectors. Combined, both the county-wide and the unincorporated gross receipt taxes collected through August total \$6.6 million and are \$148K greater than or

2% above the budgeted amount of \$6.47 million. Total collections fell below the prior year by \$130,616 or 2% for the same time period.



In FY 2013, the unincorporated GRT's were forecasted with an additional 10% downturn. The actual unincorporated GRT collections for FY 2012 consistently fell below the forecasted budget level. In total unincorporated GRTs are above budget by \$2,990. Small amounts of money, mainly penalty and interest, relative to delinquent collections for the sunsetted Fire Excise Tax are still materializing. A total of \$4,846 was collected for the month of August. The total unincorporated GRT collections are \$223,454 through August and are 7% or \$16,871 below the prior year collections.



SUMMARY:

The finance division continues the work on the financial statements and completion of the annual financial audit for FY 2012 and will begin quarterly reviews of established performance measures during the month of October for the first quarter of FY 2013.



Santa Fe County

SFC Capital Project Status Update (As of Monday, September 17, 2012 11:40:39 AM.)

PW ProjectNbr	Project Name	Nature of Procurement	% Complete	District	Project Budget	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Status (RYG)
	Quill Plant South Field Effluent Distribution Valve Replacement Phase 2	Construction	5	3			11/5/2012	12/31/2012	Green
	Cuatro Villas MDA Water System Improvements	Plan			\$1,250,000.00		10/15/2012	6/28/2013	Green
	Chupadero MDWCA Well Assessment	Other		1	\$80,000.00		8/15/2012	12/30/2013	Green
	La Cienega Water Line Improvements	Design		3	\$300,000.00		10/15/2012	9/30/2013	Green
	Lamy Junction Water Transmission Line	Design	15	4 5		\$411,368.96	5/4/2012	5/15/2013	Green
	Quill Plant Improvements 1	Design	15	3	\$200,000.00	\$20,300.00	8/24/2012	10/19/2012	Green
	Survey of Lopez Property	Survey	0	2	\$1,095.40	\$1,095.40	8/15/2012	11/15/2012	Green
	Arroyo Alamo West	Plan	0	1	\$15,000.00		12/3/2012	3/18/2014	Green
	Northern Santa Fe County Solid Waste Convenience Center	Design		1	\$50,000.00		11/1/2012	9/30/2013	Green
	La Bajada Water Well	Other	0	3	\$50,000.00		8/2/2012	12/28/2012	Green
	Greater Chimayo MDA Water System Improvements	Plan			\$1,250,000.00		10/15/2012	9/30/2013	Green
	El Camino Real Auto Route Signs	Other	0	2	\$6,500.00	\$6,000.00	9/1/2012	10/15/2012	Green
	Glorieta MDWCA Water System Improvements	Construction		4			11/15/2012	6/28/2013	Green
	Agua Fria Monument Signs	Construction	0	2	\$5,000.00		5/1/2013	8/1/2013	Green
	Survey of Nix property	Survey	25	2	\$646.42	\$646.42	8/1/2012	10/15/2012	Green
	MS4 permit	Plan			\$45,000.00		8/15/2012	3/29/2013	Yellow
	Edgewood Fire Station	Construction			\$3,370,259.00		9/17/2012	8/1/2013	Green
0527	ARRA LED Streetlights	Construction	10	1	\$36,000.00	\$24,779.20	9/10/2012	9/25/2012	Green
0527	ARRA Solar Systems	Other	10	1 2 3 4 5		\$91,344.00	7/27/2012	9/26/2012	Green
0527	ARRA PW Retrocommissioning	Other	30	2		\$27,555.00	6/5/2012	9/25/2012	Green
0533	Espanola Basin Water Conservation Grant	Other	15	1 2 3 4 5			3/1/2012	6/28/2013	Green
0692	CR 67F La Barbaria Road Paving/Drainage Design	Design	0	4	\$100,000.00		10/22/2012	2/4/2014	Green
0732	Romero Park	Plan	0	2	\$175,000.00		10/31/2012	6/28/2013	Green
0736	Pojoaque Sports Field - Design	Design	0	1	\$50,000.00		10/1/2012	1/31/2013	Green
0737	Edgewood Senior Center Fire Suppression System	Construction	0	3	\$53,288.54		8/31/2012	10/31/2012	Green
0739	Vista Grande Library Addition	Design	0	5	\$30,000.00		9/10/2012	11/12/2012	
0739	Vista Grande Library Addition	Construction	0	5	\$1,470,000.00		2/11/2013	12/2/2013	Green
0753	Ken & Patty Adams Senior/Community Center Design	Design	0	5	\$150,000.00		11/12/2012	2/28/2013	Green
0768	Esperanza Building Furnishings	Other	0	2	\$72,554.00		7/31/2012	3/29/2013	Green
0790	Nambe Park Improvements	Design	0	1	\$20,000.00		9/14/2012	12/28/2012	Green

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0790	Nambe Park Improvements	Construction	0	1	\$190,741.00		2/28/2013	8/30/2013	Green
0796	Judicial Complex	Construction	65	1 2 3 4 5	\$62,000,000.00	\$44,283,926.38	1/5/2009	12/20/2012	Green
0798	Old Santa Fe Trail Multimodal	Design	5	4	\$129,692.34	\$129,692.34	11/14/2012	6/28/2013	Green
1449	Water Transmission Line TL6S	Design	20	4 5		\$333,080.30	2/17/2012	2/1/2013	Green
1472	Rio Quemado Watershed Restoration	Design	0	3	\$46,400.00		10/30/2012	6/28/2013	Green
1860	Adult Detention Repair Door Ports	Construction		1 2 3 4 5	\$50,000.00		11/16/2012	2/15/2013	Green
1860	Adult Detention Light Fixtures	Construction		1 2 3 4 5	\$85,000.00		12/3/2012	2/8/2013	Green
1860	Adult Corrections Construction Design	Design	0	1 2 3 4 5	\$85,000.00		10/29/2012	3/29/2013	Green
1860	Adult Detention Plumbing Upgrades	Construction	0	1 2 3 4 5	\$161,400.00		12/15/2012	3/29/2013	Green
1860	Adult Detention Perimeter Road	Construction	0	1 2 3 4 5	\$70,000.00		11/12/2012	12/21/2012	Green
1860	Adult Detention Boiler Replacement	Construction	35	1 2 3 4 5		\$93,410.00	7/30/2012	9/14/2012	Green
1860	Adult Detention Fire Upgrades	Construction			\$196,955.00		10/31/2012	1/31/2013	Green
1870	Youth Development Center Shower Upgrade & Repair	Construction		1 2 3 4 5	\$70,000.00		11/12/2012	1/14/2013	Green
1870	Youth Development Slider Repair	Construction	5	1 2 3 4 5		\$205,519.69	9/3/2012	11/30/2012	Green
1870	Youth Development Center Perimeter Lighting	Construction		1 2 3 4 5	\$0.00		10/31/2012	1/18/2013	Green
1870	Youth Development Security and Fencing	Construction	0	1 2 3 4 5	\$300,000.00		10/31/2012	3/29/2013	Green
2219	Old Judicial Complex Property Survey and Topo	Survey	0	1 2 3 4 5	\$6,000.00	\$5,949.20	9/11/2012	10/30/2012	
6166	Caja Del Rio Road - Construction	Construction	0	2	\$4,100,000.00	\$3,800,366.47	9/4/2012	5/6/2013	Green
6166	Caja Del Rio - Project Management, QA & Inspection Services	Construction	0	2	\$343,872.97	\$343,872.97	8/1/2012	3/29/2013	Green
6167	CR 54 Los Pinos Road All Weather Structure Design	Design	0	3	\$95,000.00		8/20/2012	12/3/2013	Green
6170	CR98 Phase II - Construction	Construction	0	1	\$1,500,000.00		4/1/2013	2/20/2014	Green
6175	CR 52 Las Estrellas	Construction	90	3	\$141,547.00	\$141,547.00	5/14/2012	8/17/2012	Green
6176	CR 67 Old Santa Fe Trail aka, "Camp Stony Road"	Construction	90	4	\$119,364.00	\$199,364.00	5/7/2012	8/24/2012	Green
6177	CR 113S River Crossing Improvements Design	Design	0	1	\$95,000.00		9/10/2012	12/24/2013	Green
6181	NE-SE Connectors Location Study	Plan	0	5	\$500,000.00		9/24/2012	5/1/2013	Green
6183	Torcido Loop Paving/Drainage Design	Design	0	3	\$95,000.00		11/12/2012	2/25/2014	Green
6184	Herrada Road Paving Design	Design	0	5	\$100,000.00		10/1/2012	1/14/2014	Green
7006	La Bajada Ranch Water Supply	Construction		3	\$15,000.00		9/28/2012	10/31/2012	Green
7006	La Bajada Ranch Planning & Programming	Plan	0	3	\$120,000.00		9/28/2012	3/29/2013	Green
7006	La Bajada Ranch Roof Replacement	Construction		3	\$120,000.00		12/3/2012	12/31/2012	Green

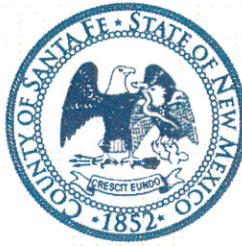
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7006	La Bajada Ranch Mold and Asbestos Remediation	Construction		3	\$70,000.00		9/28/2012	11/30/2012	Green
7120	Santa Fe River Greenway: Wayside Exhibit Planning, Design, Fabrication	Other	10	2	\$60,131.50	\$60,131.50	7/1/2012	7/15/2013	Green
7121	Stanley Wellness Center	Design		3	\$120,000.00		11/6/2012	1/11/2013	Green
7121	Stanley Wellness Center	Construction	0	3	\$1,880,000.00		5/7/2013	11/15/2013	Green
7122	Highway 14 Senior/Community Center	Plan	0	3	\$350,000.00		7/30/2012	6/29/2013	Green
7123	District Attorney Complex Energy & Accessibility Improvements	Construction		1 2 3 4 5	\$800,000.00		1/31/2013	8/1/2013	Green
7123	District Attorney Complex Energy & Accessibility Improvements	Design	0	1 2 3 4 5	\$50,000.00		9/28/2012	3/29/2013	Green
7124	Admin Building Computer & Communications Room	Construction	0	1 2 3 4 5	\$275,000.00		2/28/2013	3/29/2013	Green
7124	Admin Building Computer & Communications Room	Design	0	1 2 3 4 5	\$35,000.00		10/1/2012	12/31/2012	Green
7125	Northern SFC Recreational Complex	Plan	0	1	\$180,000.00		9/17/2012	7/31/2013	Green
7700	Arroyo Hondo Wetlands Restoration	Construction	0	4		\$149,976.39	7/9/2012	9/28/2012	Green
7701	Arroyo Hondo Trail	Design	0	5	\$470,572.00		10/1/2012	9/30/2013	Green
7705	Los Potrerros Open Space	Other	0	1	\$260,000.00		11/5/2012	10/31/2013	Green
7706	Mt. Chalchihuitl	Acquisition	0	3	\$988,499.00		8/1/2012	7/31/2013	Green
7707	Santa Fe Rail Trail Segments 2-3	Construction	0	4, 5	\$1,289,857.00		1/2/2013	9/28/2013	Green
7708	Santa Fe River Trail at El Camino Real Park	Design	95	2	\$45,000.00	\$44,136.50	11/30/2010	8/31/2012	Green
7708	Santa Fe River Greenway Engineering Design Services	Design	0	2	\$650,000.00	\$199,265.15	10/1/2012	10/1/2013	Green
7708	Santa Fe River Greenway: San Isidro Park river channel restoration	Design	95	2	\$110,003.60	\$124,825.48	1/31/2011	10/1/2012	Green
7708	Santa Fe River Greenway: Frenchy's Field to Siler Rd.	Design	35	2	\$3,000,000.00	\$55,585.00	3/1/2009	5/31/2013	Green
7708	Santa Fe River Greenway Acquisition	Acquisition	0	2	\$350,000.00	\$531,756.83	10/1/2012	11/1/2014	Green
7715	Edgewood Open Space	Construction	0	3	\$767,196.00	\$0.00	11/12/2012	6/28/2013	Green
7715	Edgewood Open Space	Design	95	3		\$45,491.20	3/21/2011	7/31/2012	Green
7716	South Meadows Open Space	Design	20	2	\$58,000.00	\$58,000.00	1/31/2012	10/26/2012	Green
7716	South Meadows Open Space	Construction	0	2	\$400,361.00		3/18/2013	7/31/2013	Green
7801	Santa Fe River Greenway: San Isidro park river channel restoration	Construction	0	2	\$1,164,166.00		11/1/2012	3/29/2013	Green
7801	Santa Fe River Trail @ El Camino Real Park	Construction	79	2	\$989,119.00	\$988,144.83	8/1/2012	9/27/2012	Green
7801	Santa Fe River Trail at El Camino Real Park - Project Representative Services	Construction	79	2	\$95,557.96	\$95,557.96	8/1/2012	9/17/2012	Green
8003	Fire Department Training Center - Construction	Construction		3	\$1,175,000.00		1/6/2014	9/30/2014	Green
8003	Fire Department Training Center - Design	Design	0	3	\$75,000.00		1/31/2013	9/30/2013	Green

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: Bernadette Salazar, Human Resources Director 

Date: September 13, 2012

RE: HR Monthly Report for August 2012

The purpose of this memo is to provide you with information regarding some of the highlighted HR functions and statistics for the month of August 2012.

In an effort to recruit for our open positions and to provide the community with information regarding Santa Fe County employment opportunities and benefits, we attend job fairs, community events, and also host our own job fairs. During the month of August we participated and hosted many events regarding recruitment and outreach to interested candidates.

On August 7, 2012 we participated in the "National Night Out" event. This event is intended to promote community spirit and public safety/community partnerships for a safer community. The event took place on the plaza and included many booths from different government agencies. We hosted our job opportunity table, and our Sheriff's Office, Corrections Department and DWI Prevention Division also participated.

HR attended a job fair on August 9, 2012 in Cochiti Pueblo. This was a positive experience and we were able to provide interested candidates with information about our open jobs and benefits. This job fair also gave HR employees the opportunity to network with other agencies and discuss recruitment and diversity strategies.

On August 11, 2012, we conducted our first annual Santa Fe County Public Safety Day event. This event was planned to give potential applicants an idea of what to expect as they go through the testing process, answer any questions they may have, and recruit interested candidates for our Public Safety Departments and Sheriff's Office. We provided practice written and physical tests, demonstrations, tips on completing applications, and answered specific questions of potential applicants. It was a collaborative effort between HR, Sheriff's Office, Corrections, RECC, Fire, and Kristine Mihelcic, Media Production and Public Relations Specialist and was a great success! We had approximately 50 people attend, 40 participated in the practice tests offered, 12 applied for open positions during the event, and 5 participated in the actual Sheriff's Office Cadet Testing Process two weeks later. Some of the comments from the public who attended the event are as follows:

“Good set-up, keep doing this”

“The RECC test was very beneficial”

“I will definitely be applying for the Deputy Cadet job.”

“Great different options, very beneficial.”

On August 31, 2012, HR attended the Heroes Hiring Heroes Job Fair at the Hotel Albuquerque. This job fair was focused on hiring veterans and providing information and benefits to them. We received this invitation from our Uniformed Services Employment and Reemployment Rights Act local representative during the time he provided training to the County in July. This job fair assisted us in increasing the number of potential applicants and also gave HR the opportunity to network with other agencies regarding ideas on recruitment and retention and different pay scales. During this job fair, we also received a lot of interest in Senior Services jobs available. We will continue to work with these interested candidates for possible employment.

The Annual Employee Picnic/Health Fair took place on August 17, 2012. HR coordinated with 27 health and wellness providers who attended our fair and provided County employees with information on healthy lifestyles. In addition, we also had our first annual Equipment Road-eo. This event is a competition for our Equipment Operators to demonstrate their skills and abilities in operating heavy equipment. The finalists will compete at the next Association of Counties Equipment Road-eo. We had 221 employees attend the annual event this year.

On August 25, 2012 we conducted the Sheriff's Office Cadet Testing and we had 49 qualified applicants, 27 took the test, and 17 passed both the written and physical agility test. This is an increase in applicants compared to previous recruitment processes which is beneficial as we work on filling vacant positions. I attribute the increase to our focused efforts in outreach to potential candidates.

Attached are the HR Statistics Report, the New Hire Report, and the Labor Statistics Report. Pursuant to the request of the BCC, I have also attached two new reports to include the Tuition Assistance by Department Report and the Participants in the New Mexico Edge Program by Department Report. These reports will be provided on a quarterly basis and not monthly due to the nature of activity. These two programs typically have activity only during specific times, for example, at the beginning of college semesters and when NM Edge courses are offered which is usually three to five times per year. If you have any questions, I can be contacted at 992-9886. Thank you.

HR STATISTICS FOR THE MONTH OF AUGUST 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
01-COUNTY MANAGER	01-COUNTY MANAGER ADMINIS.	7		7			6	1			7	7	0%	0%						0	0%					
	02-COMMISSION	5		5	5		3	2			5	5	0%													
	15-HUMAN RESOURCES	10		10			8	2	1		11	11	9%	9%						0	0%					
	21-FINANCE	20		20			17	3	2		22	22	9%	9%						0	0%	6				
	01-LEGAL ADMINISTRATION	7		7			5	2	2		9	9	22%	22%		1				1	14%					
CMO TOTAL		49	0	49	5	0	39	10	5		54	54	9%	9%	0	1	0	0	0	1	2%	6	0	0	0	0
ASD	00-ADMINISTRATION	2		2			1	1	1		3	2	33%	0%								0%				
	02-INFORMATION TECHNOLOGY	12		12			2	10			12	12	0%	0%	1						0%	2				
	12-PURCHASING	5		5			3	2	1		6	6	17%	17%							0%					
	16-MAIL ROOM	1		1			1				1	1	0%	0%							0%					
	17-RISK MANAGEMENT	3		3				3			3	3	0%	0%							0%					
ASD TOTAL		23	23	23	7	16	7	16	2	1	25	24	8%	4%	1	0				0	0%	2			0	0
CSD	01-ADMINISTRATION								1		1	1														
	03-MCH GRANT PROJECT								1		1	1	100%	100%								0%				
	20-INDIGENT HOSPITAL FUND	3		3			2	1	1		4	4	25%	25%								0%				
	21-EMS-HEALTH CARE	3		3				3			3	3	0%	0%							0%					
	54-HOME FOR GOOD PROGRAM '06								1	1	1	1	100%	0%								0%				
	74-MOBILE HEALTH FAIR VAN	1		1				1	4		5	5	80%	80%		1					0%	1			3	9
TOTAL		7	0	7	0	0	5	2	8	1	15	14	53%	50%	0	1	0				0%	1			3	9
TOTAL	04-DWI LOCAL	7		7			5	2	1		8	8	13%	13%						0	0%					
TOTAL		7	0	7	0	0	5	2	1	0	8	8	13%	13%	0	0			0	0	0%	0				
	09-DWI TEEN COURT	3		3				3			3	3	0%	0%						0	0%					
TOTAL		3	0	3	0	0	3	0	0	0	3	3	0%	0%	0	0					0%	0			0	0
	89-SENIOR PROGRAMS - ADMIN.	10		10			8	2	1		11	11	9%	9%							0%	1				
	90-SR SVCS-CONGREGATE MEALS	6		6			3	3	4		10	10	40%	40%	1	1				1	17%	3			1	6

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	92-SR SVCS - HOME DELIVERED	2		2				2	2		4	50%	50%							0%				3	31
	93-SR SVCS - TRANSPORTATION	2		2				2			2	0%	0%							0%					
	TOTAL	20	0	20	0	1	11	9	7	0	27	26%	26%	1	1		0	0	1	5%	4			4	37
	01-POJOAQUE SATELLITE OFFICE					1					0	0%	0%							0%					
	02-EDGEWOOD SATELLITE OFFICE					1					0	0%	0%							0%					
	TOTAL					2					0	0%	0%							0%					
	30-ADMINISTRATION	11		11			5	6	1		12	8%	8%						0	0%					
	49-HOUSING SECTION 8 VOUCHER	1		1			1		1		2	50%	50%							0%					
	81-HOUSING CFP - 2011	1		1				1			1	0%	0%							0%					
	19-HOUSING DEPARTMENT Total	13	13				6	7	2		15	13%	13%	0	0				0	0%	0				
	CSD TOTAL	50	0	50	0	3	30	20	18	1	68	26%	25%	1	2	0	0	0	2	4%	5			7	46
	01-LAND USE ADMINISTRATION	3		3			3		1		4	25%	25%							0%				1	2
	02-PLANNING	4		4			2	2	3	1	7	43%	33%							0%				1	11
	15-AFFORDABLE HOUSING-COUNTY	2		2			1	1			2	0%	0%							0%					
	08-REGIONAL PLANNING AUTHORITY								1	1	1	100%	100%							0%					
	TOTAL	9	0	9	0	0	6	3	5	2	14	36%	25%	0	0	0	0	0	0	0%	0			2	13
	16-BUILDING & DEVELOPMENT	11		11			2	9	5	2	16	31%	21%							0%				1	3
	TOTAL	11	0	11	0	0	2	9	5	2	16	31%	21%	0	0	0	0	0	0	0%	0			0	1
	05-LAND USE DEPARTMENT	8		8			4	4	1		9	11%	11%		1					0%	1			1	2
	GMD TOTAL	28	28				12	16	11	4	39	28%	20%	0	1	0	0	0	1	4%	1			0	18
	00-OFFICE OF THE DIRECTORS	8		8			1	7			8	0%	0%							0%					
	01-PUBLIC WORKS ADMIN.	9		9			9				9	0%	0%						0	0%	2				
	02-FLEET SERVICE	9		9			9	1	1	1	10	10%	0%						0	0%					
	03-TRAFFIC ENGINEERING	6		6			6	2	1	8	7	25%	14%						0	0%					
	04-PROJECT DEVELOPMENT	3		3			3				3	0%	0%							0%					

HR STATISTICS FOR THE MONTH OF AUGUST 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
	18-PROJECT DEVELOPMENT DIV	4	4	4			1	3	1	1	5	4	20%	0%							0%					
	05-SOLID WASTE	20	20	20		1	2	18	4	2	24	22	17%	9%						0	0%	1			1	12
	11-ROAD MAINTENANCE	33	33	33				33	6	3	39	36	15%	8%	1					0	0%	3				
TOTAL		92	0	92	0	1	13	79	14	8	106	98	13%	6%	1	0	0	0	0	0	0%	6			1	12
	96-JUDICIAL COURT COMPLEX	1	1	1				1			1	1	0%	0%							0%					
	02-PROPERTY CONTROL	12	12	12				12	4	1	16	15	25%	20%					1	1	0%	2			1	1
	62-MAINTENANCE DIVISION	4	4	4		2		4			4	4	0%	0%							0%				1	9
	03-BUILDING SERVICES	12	11	11			1	11	5	1	17	16	29%	0%					1	1	0%	3			1	18
	26-OPEN SPACE	6	6	6			2	4		1	6	5	0%	-20%						0	0%				2	15
	08-SANTA FE RIVER GREENWAY	1	1	1			1		1		2	2	50%	50%							0%					
TOTAL		36	1	35	0	2	4	32	10	3	46	43	22%	16%	0	0	0		2	2	6%	5			5	43
	10-WATER	8	8	8			2	6	3	1	11	10	27%	20%					0	0	0%					
	20-WASTEWATER	4	4	4				4	2		6	6	33%	33%							0%					
TOTAL		12	12	12			2	10	5	1	17	16	29%	25%	0	0	0		0	0	0%	0				
PWD TOTAL		140	1	139	0	3	19	121	29	12	169	157	17%	11%	1	0	0	0	2	2	1%	11			6	55
PSD	01-FIRE ADMINISTRATION	22	22	22			8	14	6	1	28	27	21%	19%						0	0%	1			1	1
	08-EMERGENCY PREPAREDNESS								1		1	1	100%	100%							0%					
	09-Forest Restoration	2	2	2		10	1	1	1	3	3	33%	33%							0	0%					
	11-FIRE REGIONS	70	70	70			8	62	10	10	80	70	13%	0%						0	0%	20				
	14-FEMA GRANT	1	1	1				1			1	1	0%	0%							0%					
TOTAL		95	95	95	10	17	78	18	11	113	102	16%	7%	0	0	0	0	0	0	0	0%	21			1	1
	01-ADMINISTRATION	10	1	9			3	7	4	2	14	12	29%	17%						0	0%				2	3
	60-ADULT FACILITY	135	135	135			47	88	23	2	158	143	15%	13%	9	2			3	5	4%	15			6	50
	63-MEDICAL SERVICES	22	2	20			13	9	16	11	38	27	42%	19%	1					0	0%	3			3	8
	65-ELECTRONIC MONITORING	8	8	8			2	6	1	1	9	8	11%	0%						0	0%				0	0

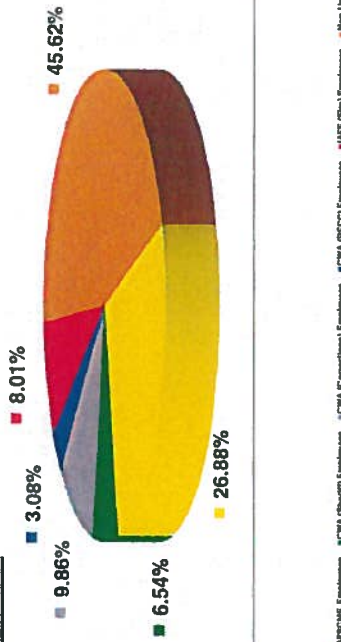
HR STATISTICS FOR THE MONTH OF AUGUST 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
	70-YOUTH DEVELOPMENT FAC.	26		26			8	18	30	24	56	32	54%	19%		1				1	4%				1	0
	72-ADOLESCENT RESIDENCE CTR								17	17	17	0	100%	0%							0%					
	73-DAY REPORTING ASSESSMENT								4	4	4	0	100%	0%							0%					
	TOTAL	201	3	198			73	128	95	61	296	235	32%	14%	10	3			3	6	3%	18		0	12	61
	RECC	40		40			20	20	9	1	49	48	18%	17%		1					0%	1			2	36
	PSD TOTAL	336	3	333	0	10	110	226	122	73	458	385	27%	13%	10	4	0	0	3	7	2%	40		0	15	98
	COUNTY CLERK OFFICE	18	1	17	1	1	13	5			18	18	0%	0%							0%					
	01-REPORTING & RECORDING																									
	02-BUREAU OF ELECTIONS	12	1	11			6	6			12	12	0%	0%							0%				1	14
	CLERK'S OFFICE TOTAL	30	2	28	1	1	19	11			30	30	0%	0%	0	0	0	0	0	0	0%	0			1	14
	COUNTY TREASURER'S OFFICE TOTAL	9		9	1	1	7	2	2		11	11	18%	18%							0%				1	20
	01-COUNTY TREASURER ADMIN.																									
	COUNTY ASSESSOR'S OFFICE	28		28	1	1	11	17	1	1	29	29	3%	3%							0%				1	22
	01-COUNTY ASSESSOR ADMIN.																									
	11-PROPERTY VALUATION	13		13			2	11	1	1	14	14	7%	7%							0%			1		
	ASSESSOR'S OFFICE TOTAL	41		41	1	1	13	28	2		43	43	5%	5%	0	0	0	0	0	0	0%	0		1	22	
	COUNTY SHERIFFS OFFICE	102		102	1	1	32	70	6		108	108	6%	6%	5	1					1%	14			2	17
	01-ADMIN/ANIMAL CNTRL/ENFORC																									
	06-REG III-HIDTA GRANT	1		1			1	1			1	1	0%	0%							0%					
	11-REG III GRANT - PRIOR YR	2		2			1	1			2	2	0%	0%							0%					
	SHERIFF'S OFFICE TOTAL	105		105	1	1	34	71	6		111	111	5%	5%	5	1	0	0	0	1	1%	14			2	17
	COUNTY PROBATE				1							0	0%	0%							0%					
	01-COUNTY PROBATE JUDGE				1							0	0%	0%							0%					
	COUNTY SURVEYOR				1							0	0%	0%							0%					
	01-ADMINISTRATION				1							0	0%	0%							0%					
	COUNTY WIDE TOTAL	811	6	805	11	18	290	521	197	91	1008	917	20%	12%	18	9	0	0	5	14	2%	79	0	1	37	290

LABOR STATISTICS FOR AUGUST 2012

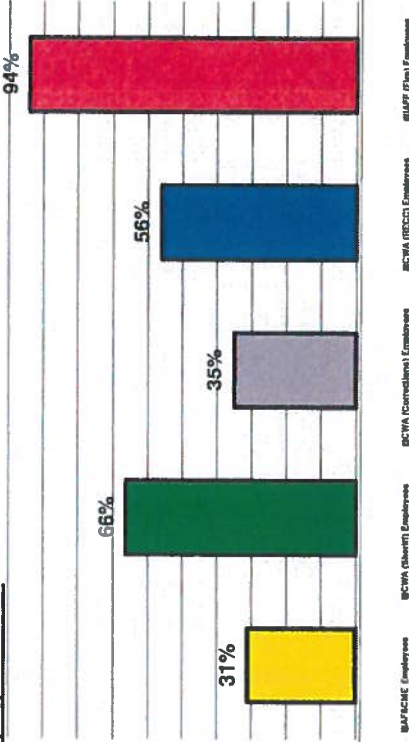
Union Status		Percentage of Union Status		Number of Employees Paying Dues		Percentage Of Employees Paying Union Dues	
AFSCME Employees	218	AFSCME Employees	26.88%	AFSCME Employees	68	AFSCME Employees	31%
CWA (Sheriff) Employees	33	CWA (Sheriff) Employees	8.01%	CWA (Sheriff) Employees	33	CWA (Sheriff) Employees	15%
CWA (Corrections) Employees	80	CWA (Corrections) Employees	9.86%	CWA (Corrections) Employees	28	CWA (Corrections) Employees	35%
CWA (RECC) Employees	25	CWA (RECC) Employees	3.08%	CWA (RECC) Employees	14	CWA (RECC) Employees	54%
IAFF (Fire) Employees	65	IAFF (Fire) Employees	8.01%	IAFF (Fire) Employees	61	IAFF (Fire) Employees	93%
Total Number of Union Employees	441	Total Percentage of Union Employees	54.38%	Total Number of Employees Paying Dues	206		
Non-Union Employees	370	Non-Union Employees	45.62%				
Total Number of Employees	811	Total Percentage of Employees	100%				

Union Status



AFSCME Employees CWA (Sheriff) Employees CWA (Corrections) Employees CWA (RECC) Employees IAFF (Fire) Employees Non-Union Employees

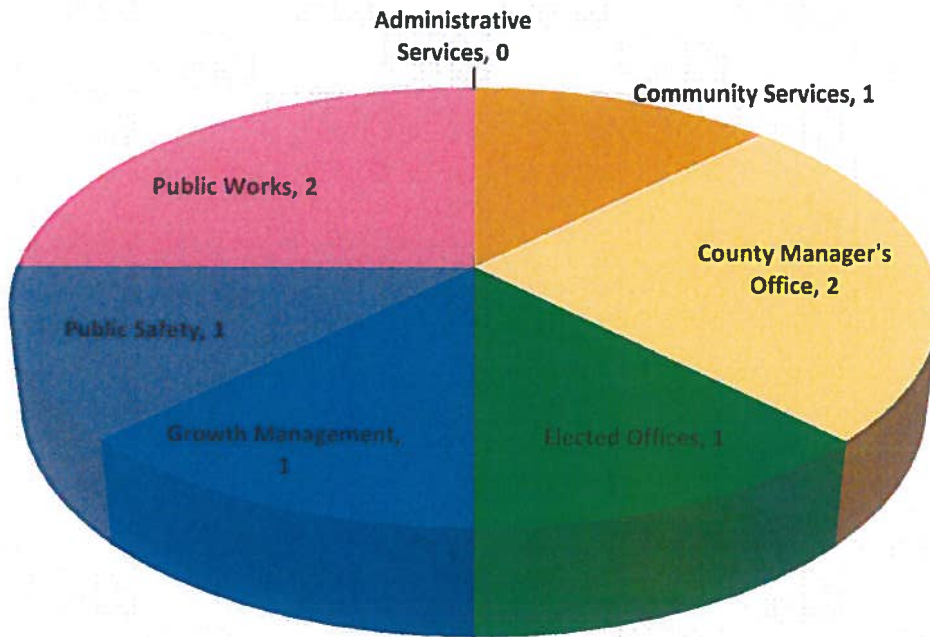
Paying Members



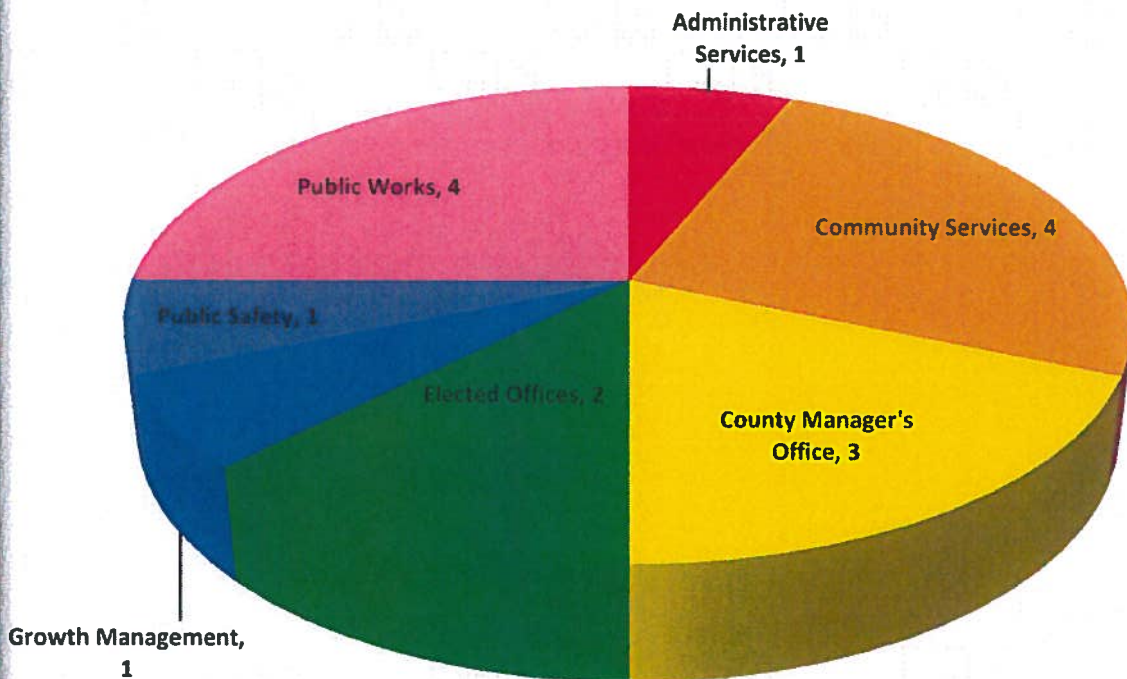
AFSCME Employees CWA (Sheriff) Employees CWA (Corrections) Employees CWA (RECC) Employees IAFF (Fire) Employees

Tuition Assistance By Department Report

Number of Employees That Received Tuition Assistance in FY2011

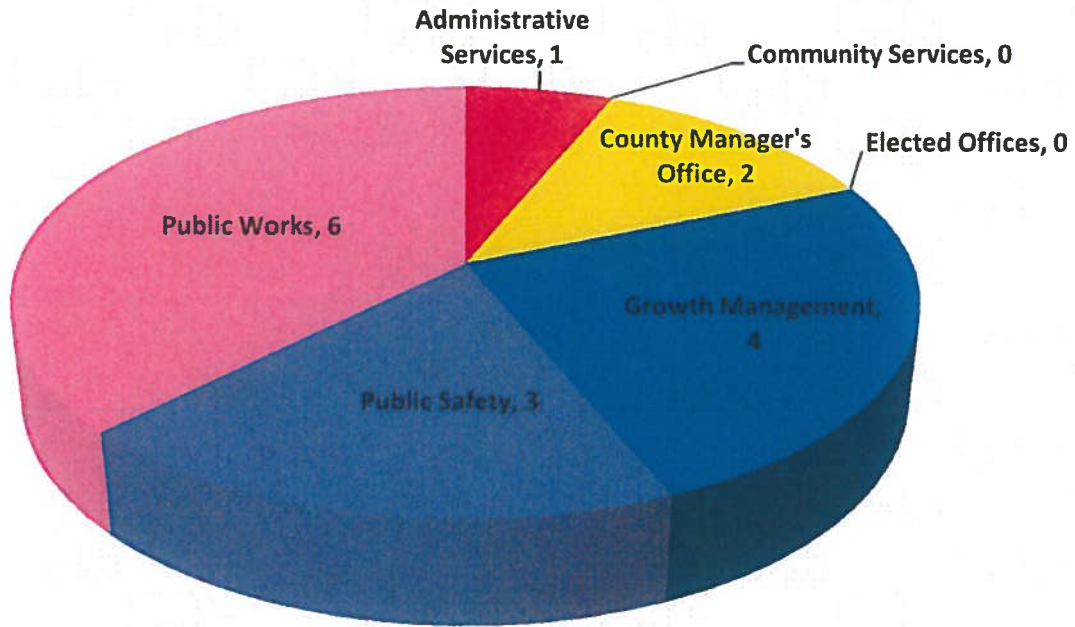


Number of Employees That Received Tuition Assistance in FY2012

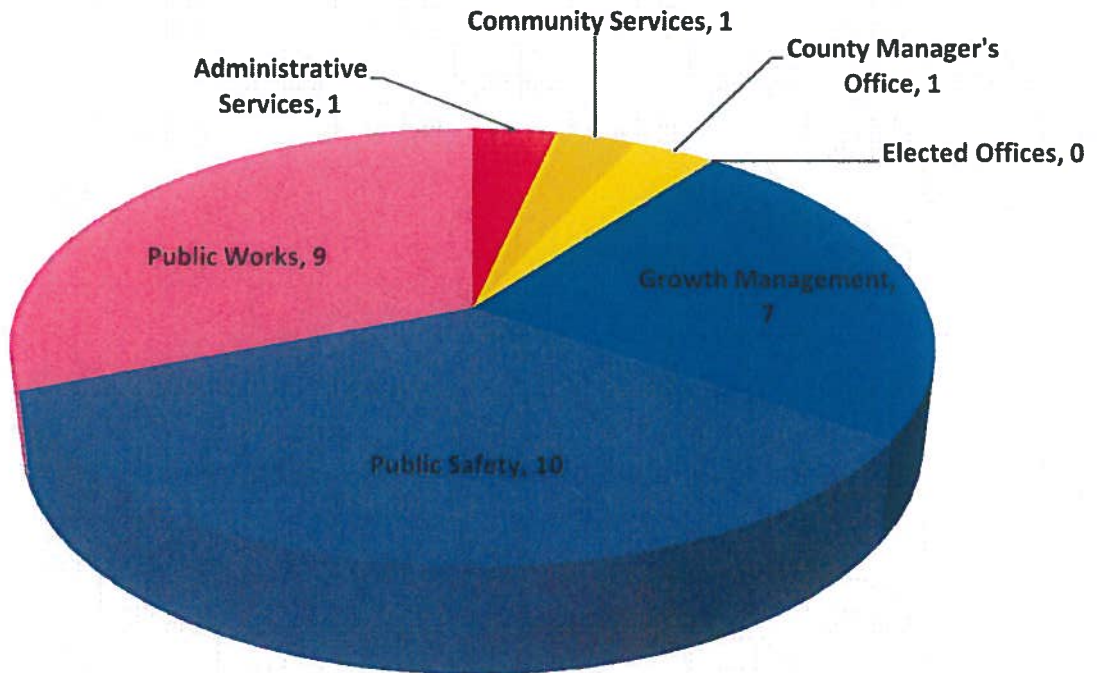


Participants in the NM Edge Program By Department Report

Number of Employees That Attended NM Edge Courses in FY2012



Number of Employees That Have Attended NM Edge Courses as of August 31, 2012



Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Pablo Sedillo, III
Public Safety Director

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

To: Santa Fe County Board of County Commissioners

From: Pablo Sedillo, III 
Public Safety Department Director

Date: 9/17/2012

Re: SFC Corrections Department Monthly Report for August 2012

The purpose of this memo is to provide you information relative to the SFC Corrections Department for the month of August 2012. During the month of August, the Detention officer vacancy rate was 38.94% with 44 vacant positions. There were 810 bookings and 946 releases with an average population of 541 at the Adult Facility and 18 at the Youth Development Program. A volunteer orientation was held on 8/21/12 with 10 community volunteers in attendance; total of 61 volunteers at the Adult Facility.

COST SAVINGS: During the month of August there was a cost savings in pharmaceuticals, cost went from \$12,940 in July to \$9,424 in August; there was also a cost savings in Agency nurses, that cost went from \$35,674 in July to \$22,880 in August.

An estimated total of \$520,734.56 was billed at the Adult Facility and \$66,567 at Youth Development Program. The hourly US Marshal officer reimbursement rates increased from \$10.87 to \$18.00 during this month as well.

Electronic Monitoring

The average population in Electronic Monitoring was 316 for the month of August. Revenue received for August was \$11,336

COST SAVINGS: Cost of Electronic Monitoring equipment was \$37,708 for the month of August; down from \$39,311 in the month of July.

Current financial obligation from offenders is divided as follows: 45.5% of offenders have fees waived, 32% are unemployed leaving only 22.5% as paying offenders.

Attached are the breakdowns of vacancy rates and cost savings. If you have any questions, I can be contacted at 992-3092. Thank you.

Corrections Department

Vacancy Rates

Public Safety/Corrections Division
FTE Status Report as of 08/31/12

Facility\Program	Authorized FTE	Authorized Positions	Filled Positions	Vacant Positions	Frozen Positions	Fillable Vacancies	Positions Available	Vacancy Rate
Administration	13.5	14.0	10.0	4.0	1.0	3.0	13.0	23.08
Adult Facility	158.0	158.0	135.0	23.0	2.0	21.0	156.0	13.46
Day Reporting	4.0	4.0	0.0	4.0	4.0	0.0	0.0	0.00
Electronic Monitoring	9.0	9.0	8.0	1.0	1.0	0.0	8.0	0.00
Maintenance	4.0	4.0	4.0	0.0	0.0	0.0	4.0	0.00
Medical	34.2	38.0	22.0	16.0	11.0	5.0	27.0	18.52
Substance Abuse/ARC	17.0	17.0	0.0	17.0	17.0	0.0	0.0	0.00
Youth Development Facility	55.0	56.0	26.0	30.0	21.0	9.0	35.0	25.71
Totals	294.7	300.0	205.0	95.0	57.0	38.0	243.0	15.64

Adult Detention Facility
Specific Vacancy Rates by
Classification as of 08/31/12

Position Classification	Authorized FTE	Authorized Positions	Filled Positions	Vacant Positions	Frozen Positions	Fillable Vacancies	Positions Available	Vacancy Rate
Corporal	15.0	15.0	12.0	3.0	0.0	3.0	15.0	20.00
Detention Officer	113.0	113.0	69.0	44.0	0.0	44.0	113.0	38.94
Lieutenant	8.0	8.0	8.0	0.0	0.0	0.0	8.0	0.00
Sergeant	14.0	14.0	13.0	1.0	0.0	1.0	14.0	7.14

Adult Facility Diamond Pharmacy

Cost Analysis (May 2012 thru August 2012)

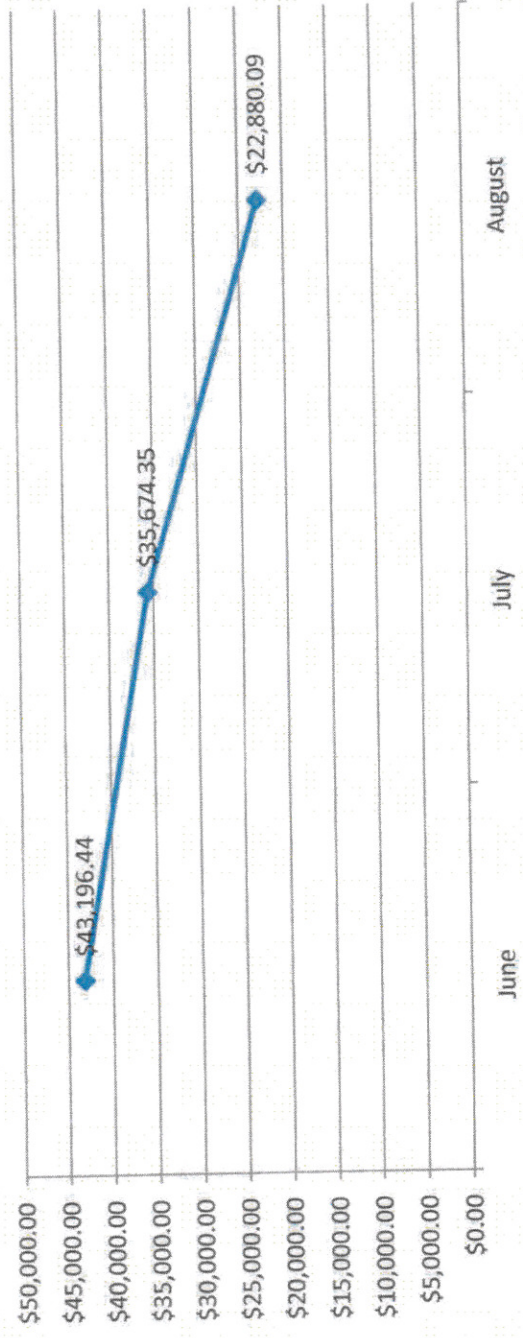
Diamond Pharmacy Cost Analysis-Last 3 Months

Month	Expenditures	Credits	Net	**OTC Cost	% of Total Cost
January	\$27,791.75	\$3,416.93	\$24,374.82	\$1,207.62	4.95
February	\$28,626.62	\$3,521.63	\$25,104.99	\$1,010.47	4.02
March	\$23,509.99	\$0.65	\$23,509.34	\$1,257.36	5.35
April	\$15,985.78	\$7,496.19	\$8,489.59	\$1,428.01	16.82
May	\$16,742.65	\$7,876.81	\$8,865.84	\$1,301.85	14.68
June	\$16,170.20	\$0.35	\$16,169.85	\$1,051.83	6.50
July	\$14,277.58	\$1,337.49	\$12,940.09	\$879.21	6.79
August	\$12,362.93	\$2,938.64	\$9,424.29	\$1,041.01	11.05
Average	\$19,433.44	\$3,323.59	\$16,109.85	\$1,147.17	9.76
12month Projection	\$233,201.25	\$39,883.04	\$193,318.22	\$13,766.04	Cost Savings

Agency Nurses Cost Analysis (June 2012 thru August 2012)

Agency Nurses

Month	Expense
June	\$43,196.44
July	\$35,674.35
August	\$22,880.09



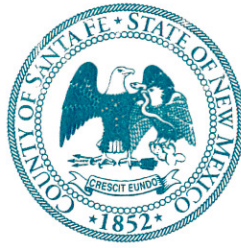
**NO PACKET MATERIAL FOR THIS
ITEM**

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

DATE: September 13, 2012

TO: Board of County Commissioners

VIA: Katherine Miller, County Manager

FROM:  Chris M. Barela, Constituent Service Liaison District 3

RE Resolution to request the City of Santa Fe make a priority to the release of sufficient reclaimed water to the downstream users of lower Santa Fe River Watershed

September 25th BCC

BACKGROUND AND SUMMARY:

The users of the Lower Santa Fe River Watershed continue to suffer from lack of agricultural use of the water and through the efforts and in support of the Santa Fe River Traditional Communities Collaborative (SFRTCC), Santa Fe County would like to respectfully request the City of Santa Fe to give priority to the release of sufficient reclaimed water released by the City's Wastewater Treatment Plant, to the downstream users of La Cieneguilla, La Cienega, the village of La Bajada and Tribes for historic agricultural traditions.

REQUEST ACTION:

Commissioner Robert A. Anaya respectfully requests that the Board of Santa Fe County Commissioners support and approve this resolution.

SANTA FE COUNTY

RESOLUTION NO. 2012-____

A RESOLUTION TO RESPECTFULLY REQUEST THAT THE CITY OF SANTA FE GIVE PRIORITY TO THE RELEASE OF SUFFICIENT RECLAIMED WATER TO DOWNSTREAM USERS OF LA CIENEGUILLA, LA CIENEGA, THE VILLAGE OF LA BAJADA AND TRIBES FOR HISTORIC AGRICULTURAL TRADITIONS

WHEREAS, the City of Santa Fe has an ongoing process for allocating reclaimed water produced by the City's Wastewater Treatment Plant;

WHEREAS, the County of Santa Fe is aware of the many demands for the City's reclaimed water and the City's position that the reclaimed water is a resource that is controlled by the City;

WHEREAS, the City's decisions regarding water over the last several decades have had a significant impact on water resources in the Lower Santa Fe River Watershed;

WHEREAS, the County of Santa Fe encourages the City of Santa Fe to recognize its unique capacity for participation in the protection and preservation of this vital water course;

WHEREAS, the County of Santa Fe acknowledges and supports the efforts of the Santa Fe River Traditional Communities Collaborative (SFRTCC) which consists of representatives from: the Villages of La Bajada, La Cieneguilla and La Cienega; the Pueblo of Cochiti; the Santa Fe Watershed Association; Wild Earth Guardians; and legislative dignitaries;

WHEREAS, non-member governmental agencies who attend SFRTCC meetings in advisory capacities and provide technical support and guidance include, US Forest Service, Bureau of Land Management, New Mexico Game and Fish, Office of the State Engineer, City of Santa Fe, Santa Fe County Staff and Santa Fe-Pojoaque Soil and Water Conservation District;

WHEREAS, the Santa Fe County Board of Commissioners through County Resolution Number 2011-101, and the New Mexico State Legislature through 2012 House Memorial 74, have formally recognized the problems with the lack of water flows to traditional farms and ranches in the Lower Santa Fe River Watershed;

WHEREAS, SFRTCC will consider its responsibility in addressing these legislative initiatives during the river restoration planning process.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County to request that the City of Santa Fe give priority to release of sufficient reclaimed water to the downstream users of La Cieneguilla, La Cienega, the Village of La Bajada and the Pueblo of Cochiti for historic and agricultural traditions.

PASSED, APPROVED, and ADOPTED this 25th day of September, 2012.

By: _____

Liz Stefanics, Chair

Attest:

Valerie Espinoza, Santa Fe County Clerk

Approved as to form:

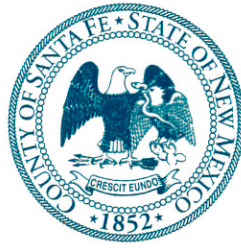


Stephen C. Ross, County Attorney

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

DATE: September 25, 2012

TO: Board of County Commissioners

VIA: Katherine Miller, County Manager

FROM: Julia Valdez, Constituent Services Liaison, Manager's Office

RE: A Resolution of Support and Participation in the Law Enforcement Assisted Diversion ("LEAD") Task Force (Commissioner Stefanics)

BACKGROUND AND SUMMARY:

Santa Fe County Sheriff, Health and Human Services, and the Santa Fe County DWI program have been participating with the City of Santa Fe on the LEAD taskforce.

The purpose of the taskforce is to collaborate, explore, and recommend interventions that are more successful at reducing addictions that lead to criminal behavior.

REQUESTED ACTION:

Commissioner Stefanics respectfully requests that the Board of Santa Fe County Commissioners support and adopt this resolution.

SANTA FE COUNTY

RESOLUTION NO. 2012 -

A RESOLUTION OF SUPPORT FOR AND COMMITMENT TO PARTICIPATE IN THE LAW ENFORCEMENT ASSISTED DIVERSION (“LEAD”) TASK FORCE

WHEREAS, the incidents of property crimes are on the rise;

WHEREAS, the County of Santa Fe and its citizens want to improve public safety and public order;

WHEREAS, the Santa Fe Board of County Commissioners recognizes that the underlying problems related to property crimes are associated with persons who are addicted to drugs and alcohol and is intent on breaking the cycle of drug use, crime, delinquency and incarceration;

WHEREAS, it is time to take a fresh approach to the drug abuse problem in our community;

WHEREAS, there is a need to explore and discuss multidisciplinary approaches to treating addictions that lead to criminal activity, a need to increase the availability of pre- and post-incarceration treatment resources and a need to increase recovery support services; and

WHEREAS, interventions that connect low-level drug offenders with services may cost less and be more successful at reducing future criminal behavior than processing these individuals through the criminal justice system.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners agree to support and have staff participate in the City of Santa Fe’s Law Enforcement Assisted Diversion Program Task Force (LEAD).

PASSED, APPROVED, and ADOPTED this 25th day of September 2012 by the Board of County Commissioners of the County of Santa Fe.

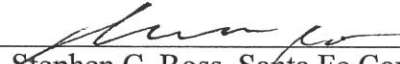
BOARD OF COUNTY COMMISSIONERS OF
THE COUNTY OF SANTA FE

Liz Stefanics, Chair

ATTEST:

Valerie Espinoza, Santa Fe County Clerk

APPROVED AS TO FORM:


Stephen C. Ross, Santa Fe County Attorney

**NO PACKET MATERIAL
FOR THIS ITEM**

MEMORANDUM

DATE: September 19, 2012
TO: Board of County Commissioners
VIA: Katherine Miller, County Manager
FROM: Tina Salazar, Constituent Services Liaison on Behalf of Commissioner Holian
RE: **A resolution establishing a Corrections Advisory Committee.**

Issue:

Here is a resolution to be considered to establish a Corrections Advisory Committee. The Board of Santa Fe County previously adopted Resolution No. 2007-103 creating a Corrections Advisory Committee, which was repealed by Resolution 2009-134. The Board now desires to establish a new Corrections Advisory Committee to provide recommendations and factual information to the Board regarding reintegration of inmates and residents from the Facilities to the community.

Request Action:

Commissioner Holian respectfully requests the Board of County Commissioners support and approve this item.

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

RESOLUTION NO. 2012- _____

**A RESOLUTION
ESTABLISHING A CORRECTIONS ADVISORY COMMITTEE**

WHEREAS, Santa Fe County (the County) owns and operates the Santa Fe County Adult and Juvenile Detention Facilities (the Facilities);

WHEREAS, the Board of County Commissioners of Santa Fe County (the Board) would benefit from a fact finding committee devoted to examining reintegration of inmates and residents from the Facilities to the community at large;

WHEREAS, the Board has previously adopted Resolution No. 2007-103 creating a Corrections Advisory Committee, which resolution was repealed by Resolution 2009-134;

WHEREAS, the Board now desires to establish a new Corrections Advisory Committee to provide factual information to the Board regarding reintegration of inmates and residents from the Facilities to the community and such other matters pertaining to operations of the Facilities as may be identified by the Board from time to time.

**NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS HEREBY
RESOLVES AS FOLLOWS:**

1. The Board hereby established the Corrections Advisory Committee (the Committee).
2. The express purpose of the Committee is to provide factual information to the Board regarding reintegration from the Facilities to the community and to undertake other fact finding task related to the Facilities as assigned by the Board from time to time.
3. The duties of the Committee are as follows:
 - a. Work in collaboration with staff from the Facilities to determine what practices

and procedures could be revised to improve reintegration of inmates and residents from the Facilities to the community upon release;

b. Conduct an annual tour of the Facilities accompanied by the Warden, Deputy Warden and Major, and attend a comprehensive briefing from staff of the Facilities regarding the services provided at the Facilities and the purposes for those services so that the Committee has an understanding of how the Facilities operate;

c. Review internal audit reports provided periodically by the Director of Public Safety to better understand operations at the Facilities;

d. As needed, seek authorization from the Board to undertake additional fact finding activities to assist the Board in determining how the Facilities are operating, which authorization shall be granted at the discretion of the Board;

e. Submit an annual written report to the Board on items a-d above.

4. The Committee shall be made up of seven members appointed by the BCC. Members may be removed by the BCC with or without cause. The members shall include:

a. A representative from each Commission District;

b. One member with expertise in the operation of correctional institutions;

c. A member who is an active participant in the group referred to as the brown bag group, currently meeting informally to ensure open communications between the judiciary and the staff of the Facilities.

Three members of the Committee shall be appointed for an initial term of two years and four members shall be appointed for an initial term of three years. Thereafter Committee members shall serve terms of three years. In the event of a vacancy, the Board shall appoint a member to serve out the remainder of the departing member's term. The Committee may make

recommendations for candidates to fill vacancies on the Board. There shall be no limitation on the number of consecutive terms that a member may serve. The chairperson shall serve for a two year term and shall be selected by majority vote of the members of the Committee. Members may be removed by the BCC with or without cause.

5. The Committee shall meet as often as necessary to carry out its work.

6. All matters coming before the Committee shall be resolved by majority vote of the quorum.

7. The County Manager shall appoint a member of the County staff to serve as liaison to the Committee.

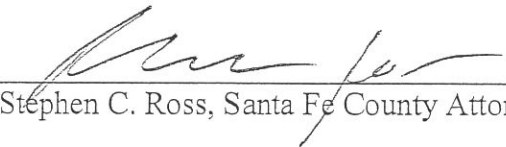
PASSED, APPROVED, and ADOPTED this ____ day of _____, 2012.

Liz Stefanics, Chair

ATTEST:

Valerie Espinoza, Santa Fe County Clerk

APPROVED AS TO FORM:



Stephen C. Ross, Santa Fe County Attorney

**NO PACKET MATERIAL
FOR THIS ITEM**

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FOR THIS ITEM