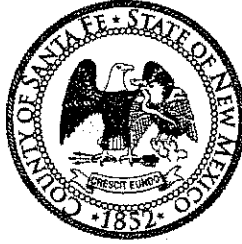


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Commissioner, District 5

Katherine Miller
County Manager

Date: March 14, 2018
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director 
Via: Katherine Miller, County Manager
Re: Growth Management Monthly Report February 2018

This report is a summary of projects for Growth Management with statistics from February 2018. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

Planning Division

Affordable Housing

Down payment assistance was granted to a Tier One applicant in the amount of \$20,000 for a Habitat home located in the Oshara subdivision.

Staff has received three applications for the Happy Roof Program and staff is working with home owners to review bids and select contractors. The homes are located in Santa Cruz, Eldorado, and Chimayo.

Open Space

The monthly COLTPAC meeting was held on February 7, 2018. Staff and COLTPAC received a presentation from Design Office on the draft Rail Trail Management Plan. Staff also presented a section of the Open Space Strategic Management Plan for COLTPAC discussion.

Open Space staff participated in a regional recreation discussion with Santa Fe National Forest, National Parks Service, BLM, City of Santa Fe, Los Alamos County and other agencies. This group is currently in discussions regarding options for the development a regional recreation and trails coordination group.

Open Space staff conducted site visits at the Los Potrerillos Open Space to finalize scopes of work for implementing projects identified in the adopted management plan, including riparian corridor restoration, grassland restoration, irrigation system construction, and woodland thinning.

Santa Fe Food Policy Council (SFPCC)

Staff participated in the Land Use Subcommittee meeting of the SFPCC on February 27, 2018 and provided an update on progress for the AgriGate and outcomes from the Local Wholesale Food Mixer.

Staff attended the monthly meeting of the Food Policy Council on February 22, 2018 and provided an update regarding the AgriGate and Acequia Revitalization Project Best Management Practices.

Agriculture & Ranching Implementation Plan

Staff hosted the Santa Fe Regional Wine Forum on February 6, 2018 to gain stakeholder perspective for the Wine Incubator Feasibility Study.

Staff presented at the NMAA workshop on February 10, 2018 to give an update regarding the agricultural initiatives that the County is currently working on.

Staff collaborated with the Santa Fe Farmers Market Institute to host the Local Wholesale Food Mixer on February 22, 2018, to facilitate networking between local food producers and local wholesale buyers.

Community Planning

Staff conducted a San Marcos District Planning Kick-Off Meeting on February 7, 2018 at the Turquoise Trail Elementary School. The open meeting was attended by over 120 San Marcos Planning District residents, business owners and interested parties. An additional 20+ people signed on to join the Planning Committee to begin the planning process authorized by Resolution 2017-93. On February 28, 2018, Staff had the first Planning Committee meeting at the Turquoise Trail Elementary School.

Planning Staff sent a letter to Galisteo Planning District residents and property owners describing the decision to not adopt a Rural Commercial Overlay for the Planning District.

Community Organizations and Registered Organizations

Staff provided CO and RO information to the Technical Advisory Committee review during February.

Staff reviewed district coverage of CO RO program and began strategizing about further outreach.

Transportation

The Transportation Advisory Committee (TAC) had its first meeting February 21, 2018. Public Works and Planning staff presented overviews of TAC duties, transportation planning and project implementation, along with the draft 2018 Annual Work Plan. The TAC recommended approval of the 2018 Work Plan. The Work Plan will be forwarded by staff to the BCC for review and approval at the next available BCC meeting.

SFMPO

Staff attended the February 20, 2018 Technical Coordinating Committee (TCC) meeting and the February 22, 2018 Policy Board meeting. Issues discussed at the meetings included:

- The Policy Board approved the TIP amendments proposed by NMDOT. The TIP amendments included adding \$500,000 in FY 18 for the Via Veteranos/NM 599 Safety Improvements. Design is expected to be completed this year with construction and project completion in 2019.

NCRTD:

Staff attended the February 2, 2018 NCRTD Board of Directors Meeting. Issues discussed at the meeting included:

- It was announced that NCRTD legal counsel would be contacting the Santa Fe County and other member counties regarding the request to initiate the process to change the original GRT ordinance. The original ordinance had a sunset provision for the Transit GRT of 2024 and also had reference to specific Transit GRT election dates in 2022 and 2023. NCRTD is requesting that the County modify the original ordinance so that the 2024 sunset provision could be removed via a voter approved ballot initiative during the November 2018 general election.
- The NCRTD Board approved a resolution that supports the continuation of Rail Runner service beyond the 2019 deadline for the installation for Positive Train Control (PTC). Rio Metro is currently working on implementation of the PTC including strategies to fully fund the \$50 million project. The PTC will not be completed by the Federal Railroad Authority (FRA) 2019 deadline which could result in the suspension or curtailment of rail passenger service until the PTC is installed. The Rio Metro has submitted a Risk Mitigation Plan that would allow for continued service beyond the 2019 deadline. Rio Metro is awaiting response from FRA regarding this submittal.

Economic Development Division

There was no board meeting for the Northern Rio Grande National Heritage Area (NRGNHA) in February. The NRGNHA is a sponsor of the “Battle of Glorietta” documentary that is being produced by PROTEC graduates. The month of February was dedicated to reviewing this film. The next board meeting will be in April as a retreat.

There was no board meeting for the North Central New Mexico Economic Development District (NCNMEDD) in February. The next Board of Directors meeting is Friday, March 16th, 2018 at 1:30 pm.

The REDI Net board met on February 22nd where a presentation was made by OPTI PULSE with a new way to use laser light to transmit broadband signal – similar to LIDAR technology. This may become a relevant solution for providing service in the County.

The Estancia Valley Economic Development Association (EVEDA) met on Friday, March 2nd for its quarterly board meeting. Several items were discussed that included an audit of the financials and the fact that the prison in Torrance County may be reopened. Elections of officers and board members was held, Commissioner Anaya was voted to serve another term on the EVEDA board. The director’s report included the following:

- The El Cabo wind project is proposed with a total of 80 turbines. The DOD and Air Force is satisfied with the location of the towers and confirm they will not interfere with flight patterns;

- Capra Enterprise is an Ag oriented shipping and receiving hub that will build a \$6.5 mil warehouse in the Estancia Valley that will ship food products within a 200-mile radius – including to stores in Santa Fe County;
- The Google building at Moriarity airport has been looked at by four different companies: the number one company makes autonomous vehicles that specialize in serving the blind; the number two company is a super conductor company from Vietnam.

The Economic Development staff has been working with the Santa Fe Community College on a new concept: a wine incubator to be located out at La Bajada Ranch. The concept is to have a location that New Mexico wineries can rent equipment for making wine and to have a small demonstration vineyard (20-acres). The community college has started a viticulture program known as VESTA (Viticulture and Enology Science and Technology Alliance). The wine incubator will also be a learning lab. SFC applied for a grant from the NM Economic Development Department to have a feasibility study performed by a third party. The firm is from Sonoma Valley in California and wrote the strategic plan for the NM Wine Growers Association. The study started in February with an expected end date of April 16th. If findings from the feasibility study are positive, a second phase will include a business plan and implementation strategies.

Building and Development Services Division

Permits and Development Review

The following statistics are provided for permits and approvals issued in February 2018:

	February 2018
New Residential Permits - Stick Built Homes	18
New Residential Permits - Manufactured Homes	3
Commercial Building Permits	4
Number of Lots Created – Major Subdivision	0 Lots
Minor Subdivisions	2 Lots
Exemptions	2 Lots
Commercial Business Licenses	0
Home Occupations No Impact	8
Home Occupations Low Impact	1
Film Permits	0

Code Enforcement

The following statistics are provided for code enforcement actions in February 2018:

	February 2018
Number of Initial Notices of Violation Issued	20
Number of Final Notices of Violation Issued	5
Number of Notices of Violation resolved without court action	9

E911 Addressing

The GPS Field Technician continued to handle ongoing constituent requests for address and road sign postings and also continued to assist the Division with development permit screenings.

During February, the GPS Field Technician worked with Planning staff to GPS current and proposed new fence lines and gates in Los Potros County Open Space and also facilitated a meeting with Fire Prevention staff, the Madrid Volunteer Fire Chief, and Land Use staff to review 911 vehicle accessibility on a segment of Miller Gulch Road in the vicinity of Madrid.

The GIS Technician continued with the extensive review of Computer Aided Dispatch (CAD) records in order to set the stage for an update of the Sherriff's Office Patrol Area GIS layer needed pending RECC computer system upgrades.

GIS

During the month, staff provided 106 Address Verifications to County residents and prepared 75 development permit screening forms and maps which triggered 25 archeological screenings.

Work continued on testing and refinement of the suite of Web-Based Interactive Maps in conjunction with other daily work tasks. The focus in February was continued refinement of a Geocortex interactive map template. Once ready, this template will be applied to Fire Department and Utilities Department mapping needs.

Division staff completed review of the U.S. Census Bureau's GIS representation of the Santa Fe County boundary for the annual U.S. Census Bureau's Boundary and Annexation Survey (BAS) program. Division staff submitted a minor boundary adjustment on February 26, 2018, requesting the U.S. Census Bureau update their GIS representation of the Santa Fe County boundary to correctly reflect alignment of the County's southwest border to the Range line. Division staff also provided technical assistance to the Town of Edgewood and the New Mexico State Certifying Official, Larry Brotman, at New Mexico Taxation and Revenue, for the Town of Edgewood's boundary update to the U.S. Census Bureau BAS program.

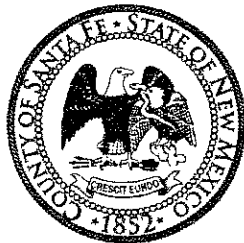
Division staff continued budget preparations for FY2019. As part of this effort, GIS, IT, Public Works and Utilities continued coordination efforts regarding new GIS/IT architecture necessary to support the County as a whole. This new architecture will facilitate 3rd party vendor solutions such as a Work Order and Asset Management System critical for Public Works business processes.



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County Manager

Pablo Sedillo, III
Public Safety Director

To: Santa Fe County Board of County Commissioners
From: Pablo Sedillo, III
Public Safety Department Director
Via: Katherine Miller
County Manager
Date: March 27, 2018
Re: SFC Public Safety Department Monthly Report for February 2018

The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of February 2018.

CORRECTIONS DEPARTMENT **Adult Detention Facility (ADF)**

- Camera project underway at ADF, it is approximately 40% complete and estimated completion date is the end of May.
- Volunteer Socorro Rios and Father Chris came to the facility to provide ashes to inmates and staff for Ash Wednesday.
- The Warden held a meeting with approximately 16 volunteers. It went exceptionally well and included the following:
 - Introduction and vocalized appreciation
 - Background history
 - Security concerns and rationale to practices/ procedures
 - Stance on staff professionalism, responsibilities, customer service to the public, and ultimate objective in safety and security
 - Operational scheduling
 - Escorts of volunteers coming in for their safety
 - Undue familiarity concerns
 - Introduction of contraband concerns
 - Educational based programming and services focus
 - Front entrance screening process
 - Open invitation to scheduling of meetings with me if and when needed
 - Questions and answers opportunity

During the questions and answers closing of the meeting, there was a great deal of positive feedback and compliments towards the facility staff. I was more than pleased to hear that these volunteers were very receptive and understanding to operational and security based concerns vocalized. I will be ensure that continued meetings such as this one continue from this point on.

- Community Re-entry Specialist attended the NMAC (Transition of Individuals with Opioid Use Disorders (OUD) from Detention Centers to the Community) Work Group Meeting on February 21, 2018 in Albuquerque, NM. Meeting consisted of several Jail administrators from across New Mexico.

The purpose of the meeting is to create a blue print to assist individuals with OUD transition from Detention Centers back into the Community.

Electronic Monitoring Program

- Providing services to 400 clients.
- There were 31 successful releases for February.
- Clients Financial Obligation – Paying - 24%, Waived - 3%, Unemployed - 69%, Out of County - 4%.

Youth Development Program (YDP)

- Presentation conducted by Santa Fe County Fire Protection Specialist, Edi Marquez about first aid with the residents.
- Members from the International Relations Committee toured the Youth Development Facility. Senior Shift Supervisor Montoya and Volunteer Coordinator Pena led them throughout the facility.
- Santa Fe County Commissioners conducted their annual visit and inspection of the Youth Development Facility.

February 2018

Intakes	24
Releases	27
Male Intakes	20
Female Intakes	4
Average Daily Population	17

FIRE DEPARTMENT

Administration, Facilities, Fleet

- The Department received a new brush truck for the La Puebla Fire District. Placed into service.
- We received Purchase Orders for an Engine for Hondo, Tesuque Rescue Truck, and Agua Fria and Turquoise Trail Water Tenders. An additional replacement Tender for the Stanley Fire District will be ordered before the end of the Fiscal Year.
- The Fleet Manager did a final inspection on 5 District Water Tenders scheduled for delivery in March.
- Construction continues on Galisteo Station 1 apparatus bay and training room addition with an anticipated completion date during the month of April.
- We completed and submitted on time our Fiscal Year 2019 department budget.
- Completed and submitted fixed asset reports for 14 Fire Districts and Admin. Additional work is being done to complete the Inventory Exempt reports by the end of March.
- Ambulance revenue at \$112,931 for the month. Annualized receipts are projected to meet budgeted amount of \$1,178,126 for FY 2018.

Operations and Training

Emergency Responses/593 total - 151 Fire Incidents and 452 EMS Incidents

- The career Cadet Academy class finished the technical rescue module. They will then complete the fire training portion of the Academy with wildland fire suppression and driver training. The

Emergency Medical Services class will begin on March 12 for those cadets in need of an EMT Basic license. The Academy has been going well, with strong work from all cadets and instructors.

- We are in the process of assembling field staff interest in a Department sponsored EMT-Advanced class and an on-line Fire Officer/Fire Instructor class. Our intention is to offer both classes to eligible field staff this calendar year.
- Captains Feulner and Lundquist conducted a training for certain Public Works heavy equipment operators on their potential role on an emergency scene. The focus of the training is on safety for the operators and equipment.
- Laptops have been installed in some of the Department's front-line apparatus. These devices provide connectivity to the dispatch system, allowing for improved mapping, data transmission, and report completion.
- Battalion trainings are scheduled for March. The topic is preparation for the wildland fire season.

Fire Prevention and Wildland

- Development Reviews, Adjustments and Variances – 42
- Site visits and applicant meetings – 90
- Burn Permits – 14
- Complaints and follow-up - 18
- Annual Inspections – 4
- Fire Protection Systems Review – 40
- ISO Requests – 12
- Pre-school/School fire and injury prevention presentations/Health Fair – 16
- Fire Prevention related trainings – 21
- Film and special event management – 2
- Fire Hydrant Operations – 19
- Additional areas of concentration for the Prevention Division include a burn permit form update, Fire Protection Specialist deputation and citation program, Wildland Fire Prevention community outreach (4 public meetings), and work researching and preparing for the proposed adoption of the 2015 International Fire Code (IFC). The Division is now fully staffed.
- Wildfires – 4
Number of acres burned in the County - 12
- The Wildland Division conducted 2 training sessions for 28 participants during the month.
- Hired the last 3 YCC members. We will be transitioning out of the YCC and into the 6 month County funded crew in April and May.
- Crews assessed 6 properties and 1 community for wildfire prevention considerations.

Volunteer Recruitment and Retention

- New member applications recruited and approved this month – 9 (YTD 16)
- Participated in live burn certification testing for cadets at the NMFFTA.
- Participated in an evaluation committee for an architect for the new Turquoise Trail Fire Station.
- Captain Jaffa and Assistant Chief Montoya attended a 'Drafting and Implementing Effective Fire Department Policies and Procedures' class in Georgetown, Texas.
- Coordinated the joint 2017 volunteer and career cadet academy graduation ceremony held at IAIA.
- Hosted a new member orientation class for 13 volunteers.

- Completed the annual volunteer PERA submittal forms and forwarded the packets to the County Manager for signature. The final packets will then be forwarded to PERA to ensure that eligible volunteers receive PERA retirement credit.

Emergency Management

- Participated in the Northern NM Healthcare Coalition conference call.
- Served as an Observer at the La Familia Medical Center table top exercise.
- Presented at the SFCC Teacher Orientation event and taught a full day Citizens Emergency Response Team (CERT) class at the college.
- Participated in the Pojoaque School District exercise planning team.
- Participated in the Regional Trauma Advisory Board Multi-Casualty Incident (MCI) table top planning exercise.
- Participated in the final FEMA Region 6 conference call about the Santa Fe County Mitigation Plan. The Plan will now be moved to the Commission for approval.
- Attended a full week course and received certification as a Type 3 Incident Commander. The course was conducted by FEMA/Emergency Management Institute (EMI).
- Operational Readiness checks conducted as usual on emergency management assets.

RECC

• Operations

- Total Telephone Calls Handled (incoming and outgoing)
 - February – 25,746
- Total calls Received via 911
 - February – 5,296
- County calls requiring response agency dispatch
 - February – 7,227
- City calls requiring response agency dispatch
 - February – 9,143
- Town of Edgewood calls requiring response agency dispatch
 - February - 711

• Staffing

- Vacancies
 - In the process of interviews and backgrounds on 3 possible candidates.
 - Vacancies – 9 trainee positions

If you have any questions, I can be contacted at 992-3092. Thank you.

