



March 8, 2017

**Agenda**

10:00 A.M. Planning Workshop  
Valencia County Commission Chambers  
444 Luna Ave.  
Los Lunas, NM 87031

*Board of County Commissioners*

Charles D. Eaton, Chair	District IV
Jhonathan Aragon, Vice-Chair	District V
Helen Y. Cole	District I
Billy Ray Martinez	District II
David A. Hyder	District III

**Please Silence all Electronic Devices**

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda

*Sponsorship does not indicate endorsement of a given topic*

**PRESENTATIONS**

- 4) Introduction, Purpose and Process
- 5) 2014-2015 Identified Priorities
- 6) 2014-2015 Priority Accomplishments
- 7) Departments/Offices 2016 Accomplishments & 2017 Goals (approx. 5 minutes each)
  - Adult Detentions
  - Animal Control
  - Assessor's Office
  - Clerk's Office
  - Community Development
  - Finance
  - Fire/Emergency Services
  - Grants Management
  - Human Resources
  - Information Technologies
  - Manager's Office
  - Office of Emergency Management
  - Older American's Program
  - Public Works Department
  - Purchasing Department
  - Sheriff's Office
  - Treasurer's Office
- 8) ICIP
- 9) 2017 Priority Topics Identified
- 10) 2017 Priority Projects Identified

*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Valencia County Manager's Office at the Valencia County Administration Building, Los Lunas, New Mexico, (505) 866-2014 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Valencia County Manager's Office if a summary or other type of accessible format is needed.*

**B: 92 P: 703**



PUBLIC COMMENT

Please sign up on the sheet located just outside the Commission Chambers. The Board will allow each member of the public wishing to address the Board an opportunity to address the board in conjunction with the Public Participation Resolution, Resolution No. 2017-09 adopted by the board. Limited to three (3) minutes per person

NEXT COMMISSION MEETINGS

March 15, 2017- Public Hearing/Business Meeting @ 3:00 P.M.  
Valencia County Commission Chambers, 444 Luna Ave., Los Lunas, NM 87031

ADJOURN

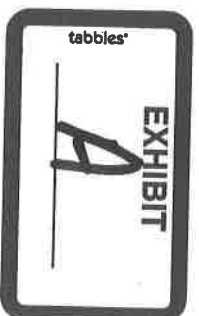


*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Valencia County Manager's Office at the Valencia County Administration Building, Los Lunas, New Mexico, (505) 866-2014 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Valencia County Manager's Office if a summary or other type of accessible format is needed.*

DEPARTMENTS 2016 ACCOMPLISHMENTS AND  
2017 GOALS

ON FILE WITH THE CLERKS OFFICE

**B : 92 P : 705**



VALENCIA COUNTY BOARD OF COMMISSIONERS  
PLANNING WORKSHOP

MARCH 8, 2017

PRESENT	ABSENT
Jhonathan Aragon, Vice-Chair	Charles D. Eaton, Chairman
David A. Hyder, Member	
Billy Ray Martinez, Member	
Helen Y. Cole, Member	
Danny Monette, County Manager	
Dave Pato, County Attorney	Adren Nance, County Attorney
Peggy Carabajal, County Clerk	
Press and Public	

1) The meeting was called to order by Commissioner Aragon at 10:08 A.M.

2) Mr. Schueller led the Pledge of Allegiance.

Commissioner Aragon announced that Chairman Eaton will not be present for today's meeting.

3) Approval of Agenda

Commissioner Cole moved for approval. Seconded by Commissioner Martinez. Roll call vote. Commissioner Martinez voted yes. Commissioner Hyder voted yes. Commissioner Cole voted yes. Commissioner Aragon voted yes. Motion carried 4-0.

PRESENTATIONS:

4) Introduction, Purpose and Process

Ms. Kozacek stated that today's meeting is not about the budget it's about setting the priorities for staff to go back and build the budget based on the priorities that are set. It is crucial to set priorities for the zero based budget. (Exhibit A) (On file with the clerk's office)

5) 2014-2015 Identified Priorities

Ms. Kozacek stated that the 7 priorities that the county had for 2014 were:

1. Organizational development
2. Public safety
3. Financial health
4. Comprehensive planning
5. Inter-governmental/Regional collaboration
6. Quality of life
7. County image/branding

Priorities for 2015 included:

1. Organizational development
2. Enhanced public safety
3. Financial health and Comprehensive planning
4. Quality of life and county image/branding

6) 2014-2015 Priority Accomplishments

Ms. Kozacek stated that employee turnover rate has greatly improved from FY 16. By having a low termination rate the county is also able to save money.

7) Departments/Offices 2016 Accomplishments & 2017 Goals. (approx. 5 minutes each)

Adult Detentions

Warden Chavez stated that accomplishments from 2016 include:

Expansion plan brought before the commission.  
CPR trained officer.

Detention center is fully staffed.

The DA's, judges and public defenders are working well together.  
The detention center is within its budget

B : 92 P : 706



- 2017 Goals include:
- Get NM Association of Counties accreditation.
- Get PREA accreditation.
- Work towards facility expansion.
- Be proactive not reactive for additional mental health hours.

Assessor's Office

County Assessor Michelle Miliam stated that some of her department's accomplishments include:

- Fully staffed department.
- Implemented an in house training program.
- Completed 53 maps.
- Purchased 2 tablets for employees use in the field.
- Employees attended EDGE classes.

2017 Goals include:

- Complete 83 maps.
- Purchase 3rd tablet.
- Generate revenues.

Ms. Paula Lovell introduced herself as the new Deputy Assessor.

Animal Control

Animal Control Director Jess Weston stated that some of the department's accomplishments include:

- Filling the director position.
- Purchased 2 new vehicles for officers in the field.
- 3 of 5 officers are nationally certified in animal control.
- Implemented internal tracking system.
- Received ASPCA grant for cleaning equipment.
- Intake specialist was hired.
- 2 new kennel technicians were hired.
- Continued work with rescue groups.
- Held shot and spay/neuter clinics.

Goals for 2017 include:

- Get PetPoint computer program up and running.
- Paint dog kennels.
- Hire 2 more officers.
- Purchase 2 more trucks.
- Be proactive while out in the field.
- Remodel the intake area.
- Cleanup the area around the shelter.
- Create a Trap/Neuter/Release program for feral cats.

Clerk's Office

County Clerk Peggy Carabajal stated that some of her department's accomplishments include:

- Digitized marriage licenses and plats.
- Upgraded computers for Bureau of Elections.
- Implemented several office policies.
- Acquired a van for BOE to transport voting machines.
- Purchased a new micro-fiche machine.

Goals for the department include:

- Update job descriptions.
- Purchase a new lektriever to store voter registrations.
- Obtain additional storage for recording and filing office.
- Complete voter purge.
- Hold voter registration drives.
- Recruit new poll officials.
- Bind old/worn record books.

Community Development

Community Development Director James Aranda stated that some of Planning and Zonings accomplishments in 2016 include:

- Establishing historic overlay and solar field overlay zones.

B : 92 P : 707



- Updated business licenses.
- Processed 541 business licenses.
- Processed 75 land use applications.
- Rural addressing address match rate improved to 96.5%

Code Enforcement Officer Brenda Alberts listed some accomplishments for Code Enforcement including:

- Team building.
- Automating records.
- Completed 99% record retention.
- Worked on eliminating paper files.
- Increased community awareness.
- Better tracking on cases for each individual property.
- 68% closure rate on cases last year.

Mr. Aranda stated that Planning and Zonings goals for 2017 include:

- Improve land use application process.
- Reclassify staff and create a planner position.
- Reclassify administrative assistant into more of a clerk position.
- Make the tracking process for long term land use applications more efficient.
- Begin the process to update the comprehensive plan and zoning ordinance.

Ms. Alberts stated that Code Enforcement's goals for 2017 include:

- Revision of the zoning ordinance.
- Better communication between Planning and Zoning and Code Enforcement.
- Decrease the amount of time that the customer spends going from department to department.
- Work on code of ordinances.
- Make sure staff receives appropriate training.

Finance

Finance Director Christina Card stated that some of her department's accomplishments include:

- Completed unclaimed property reporting.
- Capital Asset Committee created.
- Received an unmodified audit.
- W2's and 1099's were issued in a timely manner.
- Budget and Accounting manual was updated.

Ms. Card stated that some goals for her department include:

- Purchase asset tagging system.
- Address a time management solution.
- Get department fully staffed.
- Attend Certified Government Finance Manager training.
- Allow payroll specialist to take classes to become a certified payroll specialist.
- Create a zero based budget for the county.
- Identify new revenue sources to allow the county's goals to be accomplished.

Fire/Emergency Services

Fire Chief Brian Culp stated that some of his department's accomplishments from 2016 include:

- Implemented a nominal fee program for volunteers.
- ISO evaluations were conducted in 2 districts.
- Bosque Thinning Crew has made a lot of progress.
- Several districts received grants from the state fire marshal's office.
- New records management system was started.
- 125 inspections were conducted by the department.
- Expanded American Heart Association training to include additional instructors in the Sheriff's department as well as the Detention Center.
- All career staff attended EMT-intermediate level training
- All county rescues renewed their Certified Medical Rescue status.
- Updated training materials.
- Revised and updated patient care guidelines.
- Submitted an upgrade to the cardiac monitors for the ICIP.

Chief Culp stated that some goals for 2017 include:

- Volunteer recruitment and retention.

**B: 92 P: 708**



Increase training levels of all volunteers.  
Work with the state fire academy to provide additional courses in Valencia County.  
Look at district wide training.  
Streamline records management system.  
Establish social media to showcase positive image of the department.  
Command staff will attend NFPA 1021 training.  
Increase additional career staff.  
Update career staff to PERA Municipal Fire Plan 5.  
Update policy and procedures.  
Establish a duty chief.  
Evaluate the current and future status of Highland Meadows fire district.

Grants Management

Ms. Kozacek presented on behalf of Grants Manager Nancy Sanchez. Ms. Kozacek listed the department's accomplishments including:  
Keep America Beautiful grant.  
ASPCA grant.  
State/Federal Safety grants.  
Juvenile Justice grants.  
Older Americans Program grants.  
Capital Appropriations.  
Framework established to make sure all aspects of grant administration was done in accordance with all appropriate guidelines.

Some of Ms. Sanchez's goals include:  
Ensure that a consistent and uniform process for administering grants is followed throughout Valencia County.  
Research, evaluate, and solicit government, private and non-profit grant funding opportunities for Valencia County.

*Commissioner Aragon called for a 5 minute break.*

Human Resources

Human Resource Director Orlando Montoya stated that some of his department's accomplishments include:  
Increased wages by 15% across all departments.  
Important positions within the county were filled.  
Retained Mr. Chavez as the warden at the detention center.  
Reduced workers comp and unemployment claims to the county.  
The HR department was able to work with their reduced budget.

Mr. Montoya stated that some of his department's goals include:  
Improve moral of county employees.  
Trim the fat as much as possible, such as vacant positions or anything that is unfair to taxpayers.  
Update some county policies.  
Revamp the tuition reimbursement policy.

Information Technologies

Information Technology Director Julian Barraza stated that some of his department's accomplishments include:  
Updated domain controllers.  
Switched from Century link to Comcast which is a \$17,000 per year cost savings for the county.  
Currently the department is in the middle of moving over the county's email system to a google cloud server.  
Retired some file servers.  
In the process of switching battery back up in server room.  
Hired an additional IT staff member.

Mr. Barraza stated some goals for his department include:  
Update desk phone system.  
Upgrade switches on virtual environment.  
Maintain security standing and protection of environment.  
Update sonic firewall.  
Update anti-virus system.

Manager's Office

County Manager Danny Monette and Assistant County Manager Adrienne Kozacek stated that one of the accomplishments made in 2016 was:  
Staff appreciation day was held

Mr. Monette and Ms. Kozacek stated that some goals for the county include:  
Handle illegal dumping and abatement.  
Create a solid waste plan.  
Get metal building erected for storage use by departments.  
Roof and basement repair for administrative building.  
Hire Building inspector.  
Improve efficiency between all departments.  
Purchase tablets for use by the commissioners.

Mr. Aranda stated that he believes the building inspector position would pay for itself. Commissioner Aragon stated that he believes that the county should hire a building inspector for the county but have the ability to hire out for other entities that may need an inspectors services. Ms. Kozacek stated that not only would a building inspector be needed but an engineer would be needed as well.

Office of Emergency Management

Ms. Kozacek presented on behalf of Emergency Manager Seth Muller. Ms. Kozacek stated that some of the department's goals include:  
Revise comprehensive emergency management plan.  
Complete Cities Readiness Initiative tasks.  
Attended minimum of 10 trainings/trainings/conferences.  
Continue working with VRECC to establish training facility.  
Establish a Public Safety Committee.  
Develop 2018 budget and hire an assistant for the Office of Emergency Management.

Older American's Program

Mr. Schueller who is a member of the OAP Advisory Council stated that an accomplishment for the OAP is that the number of senior participants in the program has increased.

Mr. Schueller stated that some goals for 2017 include:  
Establish and find new sources of funding to meet the increased demand for services.  
Stabilize the program in the county and bring it back up to the high quality it was at before.  
Improvements to the Belen Senior Center were included on the ICIP.

Ms. Kozacek stated that some other goals include:  
Looking at the efficiency of the department.  
Increase collaborative efforts with other programs/agencies.

Public Works Department

Public Works Director Lina Benavidez stated that some accomplishments include:  
All construction for roads funded with GRT money will be completed by end of the year.  
Several state transportation improvement projects are under design.  
1<sup>st</sup> phase of Manzano Expressway was completed.  
Ongoing CAP, SB CO-OP projects.  
Second water truck was purchased.  
Street lighting improvements on Manzano Expressway.  
Improvements were made to Meadowlake Road.

Ms. Benavidez stated that some goals for 2017 include:  
Complete pending projects.  
Build up roads with base course.  
Apply dust control.  
Pulverize all chip sealed roads.  
Purchase additional equipment.  
Provide additional training for employees.

Ms. Benavidez stated that some accomplishments for the Building and Grounds department include:  
Building usage resolution was approved.  
El Cerro Mission soccer fields under design.

**B : 92 P : 710**





Upgrade of heating and cooling is 85% complete.  
Netting for birds at the judicial complex was installed.

Goals for the Building and Grounds department include:  
Complete capital appropriations construction projects

Ms. Benavidez stated that some accomplishments for the Solid Waste department include:  
Shoulder work done on Manzano Expressway for Conejo parking.  
Minimized wait time at Conejo.

Goals for the Solid Waste department include:  
Complete landfill design.  
Implement solid waste program.  
Make improvements to the facility until solid waste plan is established.

Ms. Benavidez stated that some of the accomplishments for the Fleet department include:  
Several improvements were done to the shop.  
Continued education of the mechanics to get ASE certified.

Goals for the Fleet department include:  
Upgrade equipment.  
Hire additional employees.

Purchasing Department

Purchasing Director Michelle Romero stated that some accomplishments for her department include:  
Vacant buyer position was filled.  
There is a great working relationship with all departments.  
Held training with all departments regarding procurement policy.  
Issued 1,524 purchase orders to date.

Ms. Romero stated that goals include:  
Update purchasing policy.  
Establish contract for on call architect services.  
Issue price agreement for medical supplies.  
Continue training county staff on purchasing policies.  
Recertify CPO certification.

Sheriff's Office

Sheriff Burkhart and Undersheriff Shea stated that some of the department's accomplishments include:  
Increased community engagement and outreach.  
VIN etching program available to the public to assist in reducing auto thefts.  
Involved in monthly meetings with all law enforcement agencies in the county/surrounding entities.  
Monthly drug task force meetings.  
Creation/Expansion of the CRIT team.  
Implemented MOA with Rio Communities for law enforcement.  
Attending public safety day.  
Increased participation in community events.  
Assists the US Marshall's office in warrant round up.  
Sex offender registry updated on monthly basis.  
Maintain accreditation standards.

Some of the department's goals include:  
Get department staffing up.  
Continue with CRIT team initiatives.  
Develop county wide taskforce.  
Implement an in house instructor level training.  
Move evidence room to storage/metal building.  
Obtain a new training room.  
Invigorate the chaplain program.  
Obtain additional vehicles.  
Install CAD software on laptops.

Treasurer's Office

B: 92 P: 711



County Treasurer Desiree Sichler introduced her new deputy treasurer Russ Schmidt. Ms. Sichler stated that the previous treasurer did not leave a list of department accomplishments but goals for her department for 2017 include:

- Work on interdepartmental relationships.
- Work on SOP for treasurers department.
- Working on getting training up to date
- Work on delinquent property tax situation in the county.
- Revive and revamp the delinquent mobile home program.
- Review the county's investments.
- Look into new provider for online payment system.
- Look into e-mail service for billing.

Commissioner Aragon thanked all departments and offices that came and spoke to day. *Commissioner Aragon called for a lunch break 1:01 P.M. Meeting resumed at 2:05 P.M.*

#### 8) ICIP

Ms. Kozacek listed the top 10 items on the 2018-2022 ICIP:

1. Remediate Valencia County Admin complex
2. Interoperable Communication equipment
3. Update Cardiac Monitors and AED
4. Meadowlake Road reconstruction
5. Security System for Public Safety building
6. Voter Registration filing system
7. El Cerro Mission Community center Renovations
8. Illegal dumping abatement equipment
9. Animal Control ventilation system
10. Detention Center remodeling

#### 9) 2017 Priority Topics Identified

After brief discussion the top 3 priorities for the county were identified as:

1. Organizational development
2. Infrastructure/equipment
3. Improved efficiency

#### 10) 2017 Priority Projects Identified

Projects for Priority #1 were identified as:

1. Create building inspector position
2. Obtain accreditation for Detention Center and Re-accreditation for Sheriff's office.
3. Grant research
4. Training
5. Voter registration drives
5. Recruitment and retention

Projects for Priority #2 were identified as:

- Solid Waste plan
- 2. Repairs and roof for administration building
- 3. Road projects
- 4. Safety equipment
- 5. Storage

Projects for Priority #3 were identified as:

1. Illegal dumping plan
2. Comprehensive planning
3. Policy/procedure update/creation
4. Deal with delinquent taxes in the county
5. Streamline processes
5. Position reclassifications
6. Crime task force
7. Records retention
8. Proactive actions/programs

#### PUBLIC COMMENT:

Tom Mraz- Mr. Mraz commented that he wished more of the public would get involved, but it's easier to complain then to get involved and get things done. The commission is working together and it's refreshing, he has also noticed a vast improvement around the county offices. He commented that the county still needs a recreation department, the kids need to be taken care of. Everything is important but kids are number 1, he would



like to see the community made better for the kids. Also animal control is doing a great job as well but he would like to see animal control patrols out earlier in the day.

**NEXT COMMISSION MEETING:**

March 15, 2017- Public Hearing/Business Meeting @ 3:00 P.M.  
Valencia County Commission Chambers, 444 Luna Ave., Los Lunas, NM 87031

The commission thanked staff and each other for coming together and wanting to work together to get things accomplished for the county.

**11) Adjournment**

Commissioner Hyder moved for adjournment. Seconded by Commissioner Cole. Roll call vote. Commissioner Martinez voted yes. Commissioner Hyder voted yes. Commissioner Cole voted yes. Commissioner Aragon voted yes. Motion carried 4-0. **TIME: 2:58 P.M.**

**NOTE:** All proposals, documents, items, etc., pertaining to items on the agenda of the March 8, 2017 Planning Workshop (presented to the Board of County Commissioners) are attached in consecutive order as stated in these minutes.

**VALENCIA COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
CHARLES D. EATON, CHAIRMAN

  
\_\_\_\_\_  
JHONATHAN ARAGON, VICE-CHAIR

  
\_\_\_\_\_  
DAVID A. HYDER, MEMBER

  
\_\_\_\_\_  
BILLY RAY MARTINEZ, MEMBER

  
\_\_\_\_\_  
HELEN Y. COLE, MEMBER

ATTEST:

  
\_\_\_\_\_  
PEGGY GARABUAL, COUNTY CLERK

DATE 4/15/2017

