

**Henry P. Roybal**  
Commissioner, District 1

**Miguel M. Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

**Date:** August 12, 2015  
**To:** Board of County Commissioners  
**From:** Penny Ellis-Green, Growth Management Director *PEG*  
**Via:** Katherine Miller, County Manager *Aug. 17.15*  
**Re:** Growth Management Monthly Report July 2015

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This report is a summary of projects for Growth Management with statistics from July 2015. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

### **Planning Division**

#### **Affordable Housing**

##### **Home Sales**

Staff completed one closing in Turquoise Trail with an Income Range 1 buyer.

Staff received an appraisal for 99 Johnson Mesa in Rancho Viejo and has identified an interested buyer who is in Income Range 2 at 78% of AMI.

##### **Happy Roofs**

Staff initiated a contract for a Happy Roof installation but it was not able to be completed due to issues with the structure of current roof not meeting code. Staff is in discussion with a non-profit to determine if it can assist in bringing the structure up to code so that the roof can be replaced.

##### **Income Certifications**

Staff completed two new income certifications for potential future purchases in Rancho Viejo and Turquoise Trail.

##### **Developer Affordable Housing Agreements**

The amended agreement with Rancho Viejo for La Entrada was approved by the BCC.

## **Open Space**

Staff and the consultants have begun phase one of the open space management plans for Los Potreritos Open Space, San Pedro Open Space, and La Cieneguilla Open Space. Initial information gathering and key stakeholder meetings with community members related to all three properties have occurred and will continue through August.

Staff and the consultants have initiated the interpretive planning project for Petroglyph Hill. Preliminary information gathering has begun, focusing on historic uses of the property.

Staff met with representatives from Barrick Gold of North America and LAC Minerals to discuss right of way options for the access road to the Ortiz Mountains Educational Preserve. Legal teams from both the County and Barrick Gold will continue to discuss the right of way agreement. Staff toured the Cunningham Hill Gold Mine with LAC Minerals staff in order to gain a better understanding of the neighboring property as it relates to the opening and management of the Ortiz Mountains Educational Preserve.

## **Transportation SFMPO**

Drafts of the MPO Pedestrian Plan, the 2015-2040 Metropolitan Transportation Plan, and an amendment to the Transportation Improvement Program have been released for 30 day public comment. The amendment adds NMDOT projects for I-25 pavement preservation, preventative maintenance for the US 84, 285/NM 502 bridge, and projects for Defouri and Guadalupe street bridges.

## **NE and SE Connector Project**

Comments were forwarded to the consultant on the draft Phase B report. Phase C will evaluate environmental impacts for the NE Connector, SE Connector, and the Avenida Del Sur extension alignments. NMDOT has said they will include impacts to Rabbit Road as part of NE Connector project.

## **NCRTD Update**

There was no NCRTD Board of Directors meeting in July. On July 23, there was a NCRTD public comment meeting at Santa Fe City Hall regarding the proposed alignment and stops for the Mountain Trail (Santa Fe Ski Basin) Pilot Route. The proposed alignment begins at South Capital, loops through downtown, then to Fort Marcy and continues on NM 475 up to the ski basin. It was proposed that some stops near trailheads along NM 475 be reduced in the winter because the hiking trails would not be utilized due to snow. NCRTD plans to have an additional bus on stand-by if the first shuttle is full.

## **SLDC Update**

Staff conducted 6 planning committee meetings in July to finalize draft Community Plan Updates, Community District Overlays and Zoning District Maps as part of the SLDC update process.

Staff conducted 8 Community-wide public meetings in July to provide opportunities for the public to comment on draft Community Plan Updates, Community District Overlays and Zoning District Maps for individual communities.

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505-995-2740 [www.santafecountynm.gov](http://www.santafecountynm.gov)

Staff presented four Community Plan Updates in July which were approved by the BCC. Staff presented two new Community Plan Updates at the July 28th BCC meeting and anticipates that they will be heard for final approval at the August 11th BCC meeting.

Staff anticipates presenting three additional Community Plan Updates and two Community Plans for public hearings in August.

### **DCI Ordinance**

On July 14, 2015, the BCC gave approval to publish title and general summary of the Developments of County-wide Impact (DCI) Ordinance which establishes regulations for junkyards, landfills and sand and gravel with blasting. Staff conducted four area meetings in Pojoaque, Agua Fria, Galisteo and Edgewood to receive public comment on the proposed DCI Ordinance in July. Staff also presented DCI information at various Community planning meetings in July.

The first public hearing was held by the BCC on July 28<sup>th</sup>, the second and final public hearing is scheduled for the August 11th BCC meeting.

### **Economic Development Division**

The Arts Cultural, Cultural Tourism (ACCT) committee has been working for a year and provide the following update based upon their scope which is to develop policy options, action items, and specific project proposals for the BCC, especially in the following areas:

- An inventory of existing arts, culture, and cultural tourism nonprofit entities and an inventory of existing crafts, cottage industries, cultural tourism, film/digital media, and arts-related businesses in Santa Fe County
  - Working with the Northern Rio Grande National Heritage Area in developing a web-based inventory, working with an Inventory & Research subcommittee
- Recommendations on how Santa Fe County can enhance opportunities for local artisans and craftsmen through branding and/or development of export markets
  - Research on branding, marketing ideas, and plans
  - Currently developing a survey to send to local artisans, craftsmen, and artists to find out their needs; will be done when the inventory is implemented
  - Created a Branding & Marketing subcommittee to make recommendations
- Recommendations on the feasibility of using existing Santa Fe County buildings to showcase local artists and craftsmen
  - Developed a draft description of a portal program

### **North Central NM Economic Development District (NCNMEDD)**

John Olivas (NM Wilderness Alliance) presented on the proposed Pecos Wilderness Expansion, which includes National Forest lands in SF County immediately adjacent to and including Atalaya Mountain, National Forest lands on the right hand side of the Santa Fe Ski Basin road (from Nun's Corner to Aspen Vista), and National Forest lands around the Rio En Medio trail. Santa Fe County has passed a Resolution (2010-110) in favor, as have Mora and San Miguel Counties; Taos and Rio Arriba Counties have not yet adopted Resolutions in favor of the expansion. Santa Fe County proposed some additional language for the NCNMEDD Resolution to recognize and support the

efforts of local economic development plans and policy documents to increase tourism and business recruitment opportunities.

The next meeting will be held on Sept. 18.

### **Building and Development Services Division**

#### **Permits and Development Review**

The following statistics are provided for permits and approvals issued in July 2015:

|  | July 2015 |
|--|-----------|
| New Residential Permits - Stick Built Homes  | 11        |
| New Residential Permits - Manufactured Homes | 4         |
| Commercial Building Permits                  | 5         |
| Number of Lots Created – Subdivision         | 0 lots    |
| Exemptions                                   | 2 Lots    |
| Summary Review Subdivisions                  | 2 lots    |
| Commercial Business Licenses                 | 2         |
| Home Occupations Business licenses           | 2         |
| Film Permits                                 | 1         |

#### **Code Enforcement**

The following statistics are provided for code enforcement actions in July 2015:

|  | July 2015 |
|--|-----------|
| Number of Initial Notices of Violation Issued                | 20        |
| Number of Final Notices of Violation Issued                  | 2         |
| Number of Notices of Violation resolved without court action | 18        |

Attached is a report that covers 2013 and 2014 of projects that were given a timeframe for complying with a condition or approval.

### **GIS Division**

GIS and E911 Addressing staff assisted Economic Development by carrying the Google Trekker device to take 360-degree-views of Cuesta Colorada trail (in the Caja del Rio) and the Pecos National Historic Park main area and Civil War unit in Glorieta, on the ADA-accessible trail. This will help promote tourism in Santa Fe County.

Staff GPS mapped Talaya Trail to assist Open Space Planning staff.

In July the E911 Addressing staff checked 46, and replaced 35 addresses that were missing or damaged.









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*Commissioner, District 5*

**Katherine Miller**  
*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:** August 25, 2015  
**Re:** SFC Public Safety Department Monthly Report for July 2015

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The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of July 2015.

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

- A planned lockdown of the Adult Facility was initiated. Support staff was assigned to different posts within the Facility to assist during the four day duration to look for contraband.
- Installation of the upgraded Life Scan Fingerprint machine in Booking.

### **New Hires/Staffing**

- The Corrections Department had five (5) New Hires for the month of July.
- The Vacancy Rate for Detention Officers is 27%

### **Programs**

- Five new volunteers for program services
- Video of the **Reading for Moms and Dads Program** for the National Association of Counties 2015 Achievement Award Program
- Eight inmates received Certificates of Participation for Domestic Violence
- Started a new program class for inmates, "After Prison: Roadblocks to Reentry"

## **Electronic Monitoring Program**

- Providing services to 314 clients.
- There were 43 successful releases for July.
- Clients Financial Obligation – Paying - 33%, Waived - 0%, Unemployed - 65%, Out of County - 2%.
- Other Client Data – Arrests – 23, Absconded – 4, Intakes – 84, Releases – 43, Drug Tested – 648, Surety Bonds – 113, Cash Bonds – 63, Municipal Bonds – 21 and Municipal Fees - \$210.00.

## **Youth Development Program (YDP)**

### **Special Activities**

- Santa Fe Junior Police Academy presentation and tour conducted on July 29, 2015 from 1:00 pm – 2:30 pm. The mission of this group is to empower the youth to become self-assured, caring and disciplined in a challenging environment to instill confidence and courage in the legal process and the officers sworn to serve and protect the community. There were a total of 19 cadets for this event and a certificate of appreciation was given from Santa Fe County. Graduation was conducted on July 31, 2015. Next group will be visiting Santa Fe County Youth Development Program on August 5, 2015.

### **New Hires/Staffing**

- Currently YDP has a total of 19 security staff and 4 Administrative Staff.
- There are a total of six positions vacant at YDP. (4 Life Skills Worker I, Assistant Shift Supervisor and Senior Shift Supervisor)

### **Training/Seminars**

- Attended training with Public Safety Director “Back to Basics – Corrections 101” on July 21, 2015.

### **Inspections/Audits**

- CYFD audit – No date has been scheduled at this time. Ed Raff, Compliance Monitor with CYFD has indicated that he would give Santa Fe County a two week notice prior to audit.
- USM Annual Site Inspection scheduled for the week of August 3, 2015.

### **Santa Fe County Youth Development Program**

- Intakes for July 2015: 34
- Releases for July 2015: 40
- Male Intakes for July 2015: 23
- Female Intakes for July 2015: 11
- Average Daily Population: 19

## **FIRE DEPARTMENT**

Total Emergency Responses – 477

EMS – 385

Fire and other related calls – 92

### **Operations and Administration**

- 3 UNM/AFD paramedic students graduated July 8<sup>th</sup> from the UNM/AFD paramedic training program. All three successfully completed their National Registry examinations and are certified Firefighter Paramedics. Testing for next year’s program through the SFCC completed on July 15<sup>th</sup>. Two candidates from our Department selected to attend beginning in August.
- EMS Division attendance and participation in the Critical Cardiac Care and STEMI Conference at AFD and the EMS Region 1 Conference on rural trauma.
- EMS Medical Director out to bid.

- Hondo Station 1 and Pojoaque Main Station remodel and addition projects have been completed and the stations have been placed back in service.
- Glorieta District La Joya substation advertised for construction services. Bid opening August 10.
- Galisteo apparatus bay addition project moving forward with selection of an architect.
- Replacement of fire department water tank project at Stanley substation completed.
- Working with NMDOT to ensure emergency vehicle access through the road construction project at Highway 14 and I-25 interchange.
- Completed an ISO inspection with the Madrid Fire District. Expect results within six months.
- Contract negotiations with Fire Union on-going. Current contract expires at the end of August.
- Fire Captain-Training and Accountant-Ambulance Billing posted.
- 45 Apparatus Repair Orders processed and 94 FY16 blanket encumbrances processed.
- Ambulance, fire engine, 3 mini-pumpers, Light Rescue truck, 3 breathing-air cascade systems, brush truck all under construction at this time.
- Emergency Vehicle Technician certification training in Denver.
- All regional station fly cars have been placed in service to allow on-duty staff to commute between fire stations when reassigned.
- Fleet coordinating with SFFD for inspection of Pierce aerial for possible purchase and deployment in the Edgewood District.
- Placed new UTV in service for Wildland and Emergency Management Divisions.

### **Fire Prevention and Wildland**

- Business registrations – 4
- Development Reviews – 30
- Lot line Adjustments/Land Division/Family Transfers – 5
- Burn Permits-19
- School and business inspections – 32
- Hydrant testing - 66
- Pre-school/School fire and injury prevention presentations – 14
- Hazardous Fuels Mitigations completed – 1.5 acres (24 acres this year)
- Training and orientation for YCC forestry technicians
- Additional wildland trainings – 2
- Team deployments to wildland fires – 3 Commissary Fire (Pecos Ranger District)

### **Volunteer Recruitment and Retention**

- New member applications received and approved – 10 (YTD 59).
- Completed 11 Fire Council grant applications for fire districts.
- Preparing for the next Volunteer Fire Academy to start August 17.
- State Director of Firefighter Cancer Support Network.
- Chairperson of Company Officer Leadership Committee (International Association of Fire Chiefs).

## **Emergency Management**

- Appointed to NM Public Education Department Safe Schools Advisory Council.
- Technical Rescue team coordination and training. Developed next six month training calendar.
- Conducted final Battalion Multi-Casualty Incident Response in Hostile Environments training for southern region. All but one Edgewood Police Officer has attended.
- Pojoaque Valley School District Emergency Management team meeting.
- Completed nine Emergency Operations Plan annex drafts. 14 annexes remain to be re-written.
- RFP for the County Mitigation Plan. Closes in August.
- Attended NM Homeland Security Grant Program Technical Assistance Workshop.

## **RECC**

- **Operations**
  - Total Telephone Calls Handled (incoming and outgoing)
    - July – 41,527
  - Total calls Received via 911
    - July – 8,414
  - County calls requiring response agency dispatch
    - July – 8,200
  - City calls requiring response agency dispatch
    - July – 11,497
  - Town of Edgewood calls requiring response agency dispatch
    - July – 524
- **Staffing**
  - Currently awaiting approval from HR for 1 trainee to start.
  - Vacancies
  - 2 Call Taker positions and 1 Trainee position

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





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Katherine Miller  
County Manager

**MEMORANDUM**

DATE: August 11, 2015

TO: Board of County Commissioners

VIA: Katherine Miller, County Manager

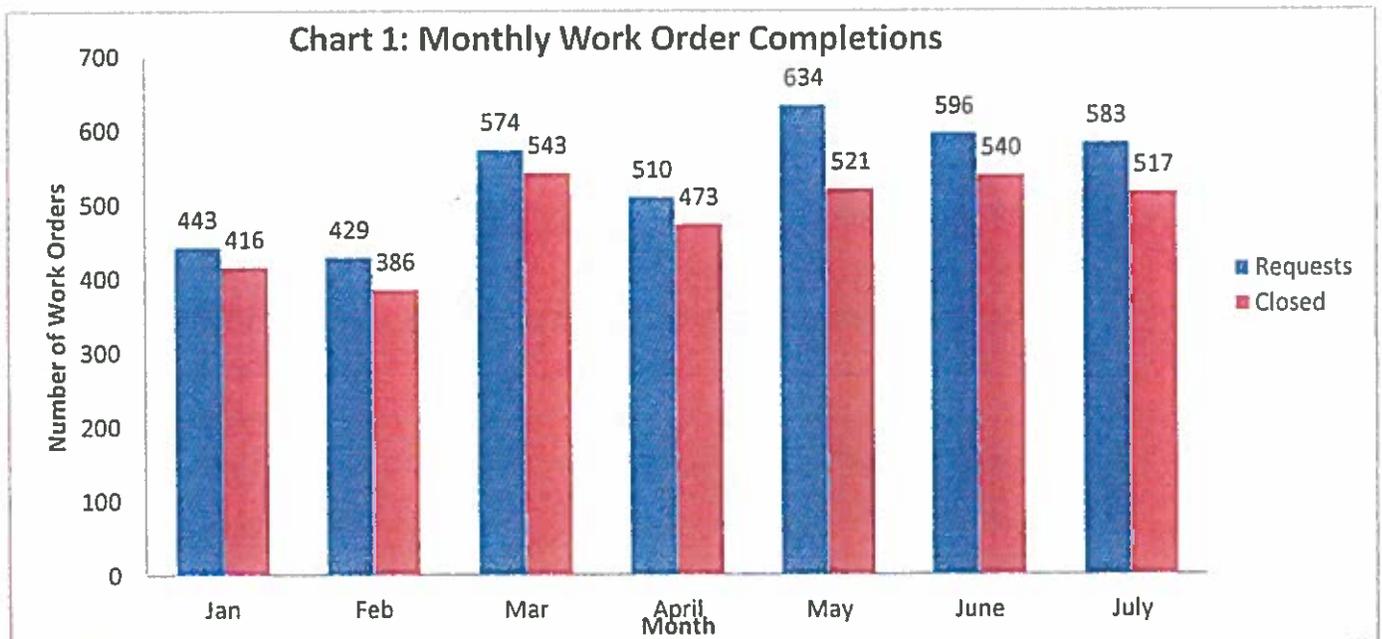
FROM: Adam Leigland, Public Works Director *4/12/15*

ITEM AND ISSUE: BCC Meeting August 25, 2015  
Public Works Monthly Report for August 2015

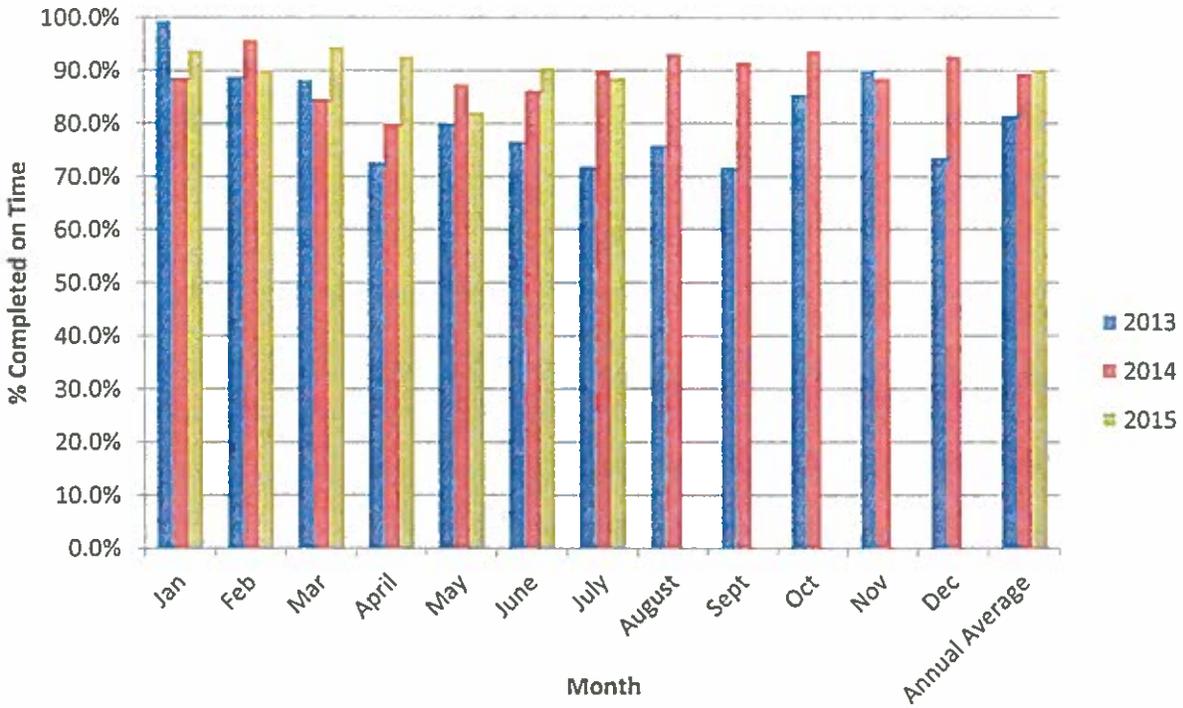
**DISCUSSION**

**Operations and Maintenance**

Charts 1 and 2 below show our monthly work order volume. A more detailed break-out can be seen in Table 1, attached.

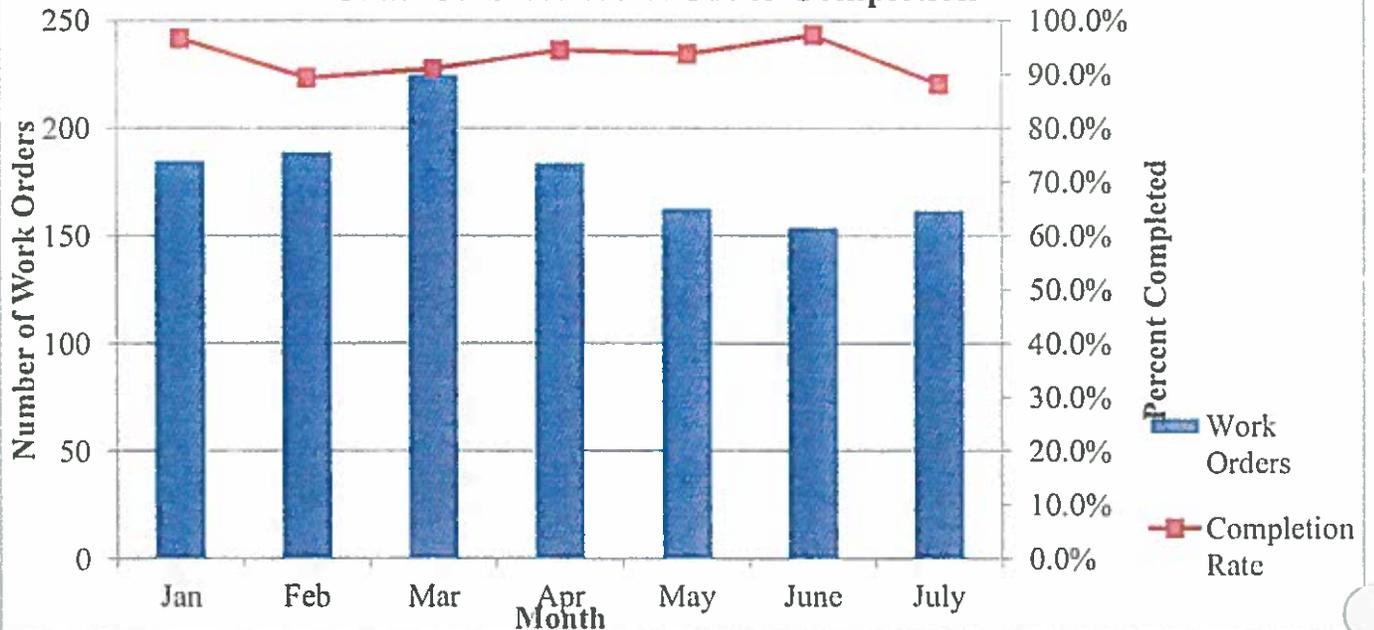


### Chart 2: Year-to-year Work Order On-time Completion Rates

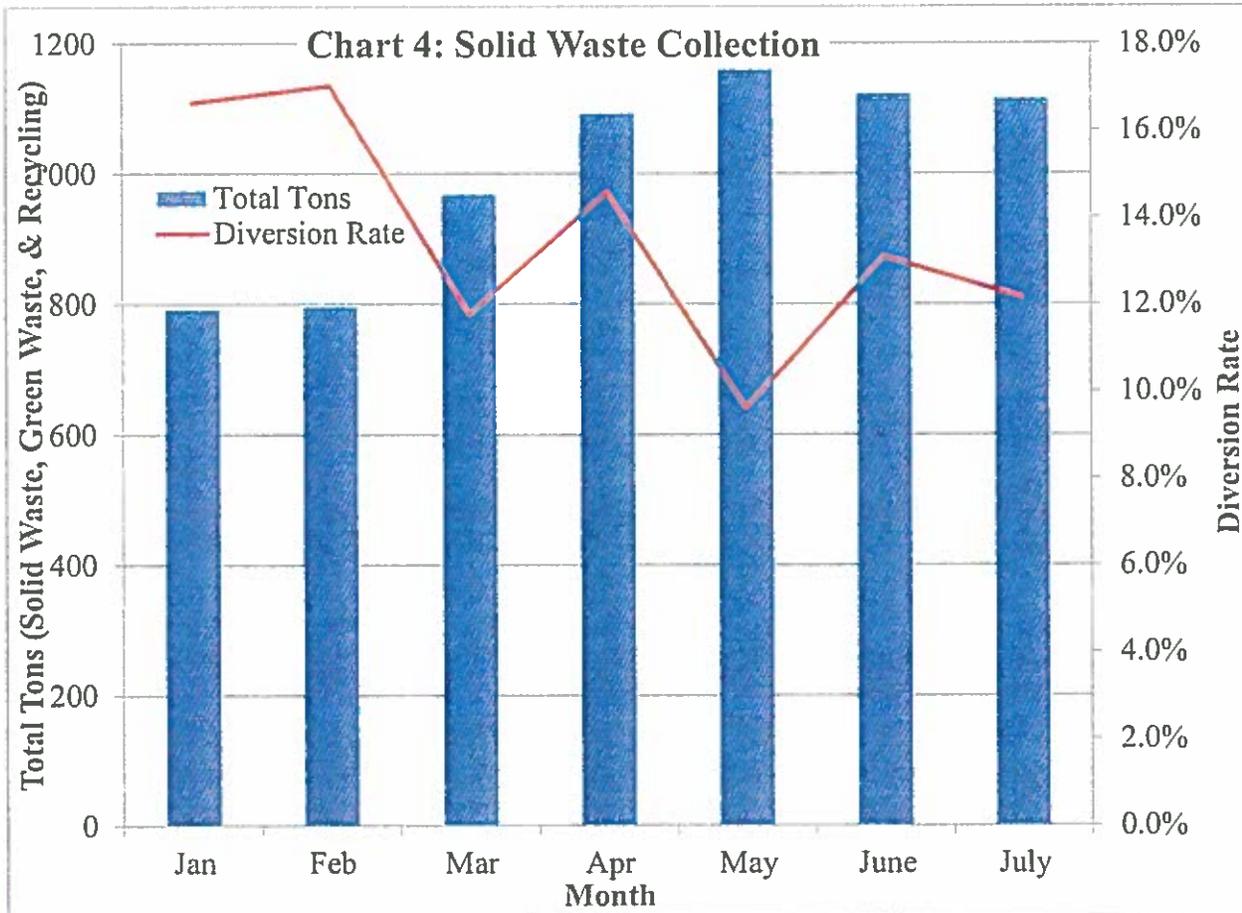


**Fleet:**

### Chart 3: Fleet Work Order Completion



**Solid Waste:** The County diversion rate was 12.2% in June, bringing the year-to-date average to 11.7%. Unfortunately, the recycling trend seems to be going down. See chart below.



Solid waste permits sales are shown below.

| Permit Type        | Number of Solid Waste Permits Sold |          |
|--------------------|------------------------------------|----------|
|                    | July 15                            | CY15 YTD |
| 1-trip             | 30                                 | 156      |
| 6-trip             | 73                                 | 381      |
| 6-trip/senior      | 13                                 | 72       |
| 6-trip/low income  | 0                                  | 3        |
| 6-trip/veteran     | 5                                  | 20       |
| 12-trip            | 170                                | 978      |
| 12-trip/senior     | 129                                | 583      |
| 12-trip/low income | 5                                  | 23       |
| 12-trip/veteran    | 12                                 | 59       |
| Bag tags           | 54                                 | 298      |

## Utilities:

**BDD.** The BDD has been largely not diverting water since approximately August 3, with the exception of small diversions on August 7. Approximately 50% of the daily demand of 12 mg is being supplied by the Canyon Road WTP, with the other 50% shared evenly between the City wells and the Buckman wells. Meanwhile, a field check of 3 of the 4 diversion screens earlier in the week confirmed that the March repairs of the screens have been successful in keeping all sediment larger than silt out of the diversion structures and preventing significant silt build up. The coffer dam may also be preventing sand dunes from being deposited on the river floor in front of the diversion screens.

**Aamodt.** Chapter 2 of the EIS, the Alternatives chapter, is out for review. Comments are due to the Bureau of Reclamation by August 28, 2015.

## Project Delivery:

We are currently managing 82 procurements. Details on 48 of them follow below.

1. **CR67F, La Barbaria Drainage and Road Improvement Project:** Meeting with design consultant to review their cost and negotiate for a lower cost has been scheduled for August 13, 2015.
2. **NE/SE Connector Alignments:** Awaiting NMDOT for their review and request their approval to; 1) Proceed with Phase C, 2) Determination on environmental level of effort (Categorical Exclusion, Environmental Assessment or Environmental Impact Statement), and 3) NMDOT determination as to whether or not Phase C shall include or exclude a Noise Analysis for the two preferred alternatives. Amendment No. 2 to the MOU between NMDOT and Santa Fe County will be drafted by NMDOT in order to change the design and construction of the NE Connector from Santa Fe County to NMDOT.
3. **CR55A General Goodwin Drainage and Road Improvements:** Received flows for the structures along NM14 from NMDOT to design the drainage structure west of the NM14 / CR55A intersection. Design for this segment of CR55A is scheduled to be completed by September 4, 2015. Meeting to restart planning of the drainage structure through private property is scheduled for August 18, 2015. Land owner, Santa Fe Conservancy, NMDOT, and Miller Engineering will be in attendance. District 3 liaison invited.
4. **Old Santa Fe Tail Multi-Modal Road Improvements/TL2N Water Line:** Ortiz and Levine properties have closed. Pre-bid meeting scheduled for August 7, 2015; bids will be received on August 21, 2015. BCC approval of contract is anticipated for September 29, 2015.
5. **Vista Redonda Drainage and Road Improvements:** Pre-Construction Meeting scheduled for August 18, 2015 and tentatively beginning construction on August 24, 2015.
6. **CR50A San Jose Road Drainage and Road Improvements:** SFC completed meeting with Morris Engineering on July 9, 2015, to review the final priority plan based on three (3) segments of this road so that the SFC can make an informative decision on how to proceed

forward with this project. Final edits scheduled to be submitted and reviewed on August 12, 2015.

7. **Pinon Hills Subdivision All-Weather Crossing:** 50% design submitted week of August 17, 2015.
8. **CR89 Feather Catcher Road:** 30% design is complete.
9. **CR89C Calle Catalina:** 90% submittal review completed on July 9, 2015. Santa Fe Engineering will take design to 100% by July 17, 2015 and provide survey data to begin property easements along the north and south side of Calle Catalina on week of July 20, 2015.
10. **CR84D Drainage Improvements and Paving Design:** A meeting has been scheduled with designer for August 13, 2015 to discuss the development of a priority plan for this project.
11. **Agua Fria / San Felipe:** Complete and accepted by City
12. **Camino Jalisco:** Reclaiming 100% complete as of July 9, 2015 chip seal 95% complete. Scheduled to be completed by August 15, 2015)
13. **Calle Vera Cruz:** Reclaiming 100% complete as of July 9, 2015; chip seal scheduled to be completed by August 15, 2015.
14. **Durango Drive:** Crack seal completed on July 14, 2015; fog seal scheduled to be completed on August 15, 2015.
15. **Race Track Subdivision** – Have received proposals from two of the three engineering firms for the drainage analysis for this area. Will submit requisition for these services week of August 3, 2015.
16. **Spruce Road:** 100% complete. Work began on June 22, 2015 and completed on July 30, 2015
17. **Rancho Alegre:** Construction began on August 5, 2015 and scheduled to be completed by Sept 4, 2015.
18. **Quill Wastewater Treatment Facility Entrance Works Bar Screen–Construction Phase:** Contractor is addressing punch list items.
19. **Quill Wastewater Treatment Facility Improvements to Effluent Irrigation System–Construction Phase:** Contractor is addressing punch list items.
20. **Quill Wastewater Treatment Facility Sludge Disposal Plan–Consultant Phase:** Kick-off meeting held on August 5, 2015, to start elevation profile and volume determination for Sampling Plan required by NMED.
21. **Design La Cienega Water Line Improvements–Design Phase:** Public Meeting at La Cienega Community Center scheduled for August 12, 2015.

22. **UDV Temple Cost Estimate Verification–Construction Phase:** Utility installation is beginning with excavation for fire protection storage tanks. Tank installation scheduled for August 14, 2015.
23. **Old Santa Fe Trail TL2N Waterline Extension–Construction Phase:** Pre-bid Conference will be held on August 11, 2015.
24. **ADF Influent Screen - Design Phase:** Design firm is proceeding to 90% Design Submittal.
25. **Lamy Junction Waterline Extension–Design Phase:** 70% design submittal due September 1, 2015.
26. **TL6S Waterline Extension–Design Phase:** 90% design submittal projected for September 1, 2015.
27. **Three Master Meters – Construction Phase:** Pre-bid conference was held on August 8, 2015. Bid opening scheduled for August 21, 2015.
28. **Women’s Health/Senior Services Renovation:** Staff and architect met with users on July 24, 2015 to determine the layout of the 4000sq. ft. of vacant area. Architect will work on the floor plan and staff will schedule a meeting once the floor plan is complete with the user to get approval. Plans complete by August 21, 2015.
29. **Ken and Patty Adam Senior Center/County Community Center:** The contractor experienced problems with his order for the roof joists. The contractor is waiting on the joists to be delivered to the site before he will bring a crane onto the site to begin erecting steel.
30. **Glorieta Fire Station:** The bid opening for the construction of the facility was extended to the August 10, 2015, to accommodate additional questions received from bidders. A meeting is scheduled for August 13, 2105, to review the water well specifications with the design team. The project manager met with a Mora-San Miguel Electric Coop representative to begin discussion on the installation of the electrical transformer for the project.
31. **Pojoaque Fire Station–Volunteer side interior remodel:** The fire riser switched over was completed on July 31, 2105. A final walk-through was held on August 5, 2015. The contractor completed the punch list on August 7, 2015. The gas meter relocation was completed on August 5, 2015.
32. **Hondo Fire Station #1:** The project is still experiencing problems with the light sensor in the bays. A meeting is scheduled for August 13, 2105, with the design team, the light vendor and the contractor to try to resolve this issue.
33. **ADF Recreation Yard Concrete Floor and Door Replacement:** Doors are scheduled to arrive late August/early September. Installation should take about two weeks.

34. **Construct ADA Accessibility from Rodeo Road to Fair Grounds Building:** Revised scope of work and bid packet with construction drawings are currently in purchasing.
35. **Edgewood Senior Center Food Storage:** Began construction on July 27, 2015. Project is scheduled for completion on August 14, 2015.
36. **Improve Rio En Medio Senior Center:** Received final revised drainage plan from designer on August 5, 2015.
37. **Jacona Transfer Station:** Project is scheduled to go before the Board of County Commissioners for approval of CDRC recommendations on September 8, 2015.
38. **Santa Fe Rail Trail Segments 2 & 3:** Final walk-through for the week of August 10, 2015.
39. **Santa Fe Rail Trail Segment 4:** Submitted Authorization Request ("9-Day Letter") for Segment 4 to NMDOT on July 1, 2015. This is the final form required for NMDOT to execute the Cooperative Project Agreement. Received work from NMDOT on July 28, 2015, that the 9-Day letter had been signed and submitted to the contract office and that the County should receive the signed Cooperative Project Agreement soon.
40. **Trail Improvements for the Eldorado Community (ECIA):** Contractor has completed subgrade prep and is installing hot mix asphalt.
41. **Santa Fe River Greenway Wayside Exhibits:** Placed order for National Historic Trail signs on August 3, 2015.
42. **Arroyo Hondo Trail:** Contacting landowners to obtain Right of Entry (ROE) on July 23, 2015. Met with Warren Thompson on July 29, 2015.
43. **Mt. Chal:** Received revised purchase agreement for Glockhoff Trust on from Tierra ROW on July 22, 2015. Tierra ROW issued request for proposals for Aitken mineral appraisal on July 30, 2015. Responses were due August 5, 2015.
44. **Pojoaque Sports Fields:** Contractor achieved Substantial Completion on July 1, 2015. Certificate of Substantial Completion for the Civil Improvements was issued July 13, 2015. Punch list issued on July 6, 2015. Expect the Contractor to complete the punch list by August 12, 2015. The scoreboards were delivered on July 27, 2015. One of the scoreboards was damaged during shipment. Staff is making arrangements to return it to the vendor for repair/replacement. Delivery of the field equipment is expected by the week of August 10, 2015.
45. **Thornton Ranch Open Space:** Staff held tribal consultation meeting July 8-9, 2015. Plan to discuss the Thornton Ranch Open Space planning process at the next on August 18, 2015. Staff plans to present Master Plan alternatives for tribal input at the Galisteo Basin Archaeological Site Protection Act Working Group Meeting in September. The agricultural lease was submitted to the State Land Office on August 3, 2015. The Cultural Properties Review Committee will review the Petroglyph Hill and Galisteo Basin Multiple Property National Register Nominations on August 7, 2015.

46. **Agua Fria Monument Sign:** Cornerstones is working with students from the Santa Fe Community College Adobe Technology Class and volunteers from the Village of Agua Fria to lay adobes for the walls.
47. **El Camino Real Retracement Trail FLAP project:** Conference call held August 5, 2015, to discuss the Phase II trail alignment alternatives. Focus group meeting with trail users scheduled for August 14, 2015. Requested examples of maintenance agreements from BLM and Forest Services. Conducted site visit with NPS National Historic Trails staff on August 7, 2015.
48. **Santa Fe River–Frenchy’s to Siler Design Update:** Staff met with designer today on site to determine the extent of the design update. Proposal is expected August 14, 2015.

Information on all active projects can be found in the attached Capital Project Status Update.

**ACTION REQUESTED:**

None; for information only.

Table 1: August 2015 Work Order Report

Property Control

| COMM. DIST.  | REQUESTS   | ISSUED     | WORK ORDER CLOSED | WORK ORDER ISSUE ASSESSED ON TIME |
|--------------|------------|------------|-------------------|-----------------------------------|
| 1            | 13         | 12         | 12                | 10                                |
| 2            | 6          | 6          | 6                 | 6                                 |
| 3            | 8          | 8          | 5                 | 6                                 |
| 4            | 17         | 17         | 15                | 13                                |
| 5            | 19         | 19         | 19                | 14                                |
| All          | 83         | 80         | 77                | 71                                |
| <b>TOTAL</b> | <b>146</b> | <b>142</b> | <b>134</b>        | <b>120</b>                        |
|              |            | 97.26%     | 91.78%            | 82%                               |

Roads

| COMM. DIST.  | Overall WO's from public & staff | Overall WO Issued from public & staff | Overall WO Closed from public & staff | Request from public only | On-time request from public only |
|--------------|----------------------------------|---------------------------------------|---------------------------------------|--------------------------|----------------------------------|
| 1            | 28                               | 28                                    | 12                                    | 23                       | 7                                |
| 2            | 23                               | 23                                    | 21                                    | 2                        | 1                                |
| 3            | 74                               | 74                                    | 64                                    | 24                       | 14                               |
| 4            | 34                               | 34                                    | 34                                    | 6                        | 6                                |
| 5            | 38                               | 38                                    | 23                                    | 21                       | 7                                |
| All          | 12                               | 12                                    | 12                                    | 3                        | 3                                |
| <b>TOTAL</b> | <b>209</b>                       | <b>209</b>                            | <b>166</b>                            | <b>79</b>                | <b>38</b>                        |
|              |                                  | 100.00%                               | 79.43%                                |                          | 48%                              |

Building Services

| COMM. DIST.  | REQUESTS  | ISSUED    | WORK ORDER CLOSED | WORK ORDER ISSUE ASSESSED ON TIME |
|--------------|-----------|-----------|-------------------|-----------------------------------|
| 1            | 17        | 17        | 15                | 15                                |
| 2            | 7         | 7         | 7                 | 7                                 |
| 3            | 4         | 4         | 4                 | 4                                 |
| 4            | 5         | 5         | 5                 | 3                                 |
| 5            | 5         | 5         | 5                 | 5                                 |
| All          | 31        | 31        | 26                | 23                                |
| <b>TOTAL</b> | <b>69</b> | <b>69</b> | <b>62</b>         | <b>57</b>                         |
|              |           | 100.00%   | 89.86%            | 83%                               |

Open Space

| COMM. DIST.  | REQUESTS   | ISSUED     | WORK ORDER CLOSED | WORK ORDER ISSUE ASSESSED ON TIME |
|--------------|------------|------------|-------------------|-----------------------------------|
| 1            | 32         | 32         | 32                | 32                                |
| 2            | 16         | 16         | 15                | 16                                |
| 3            | 17         | 17         | 17                | 16                                |
| 4            | 11         | 11         | 11                | 11                                |
| 5            | 13         | 13         | 13                | 13                                |
| All          | 12         | 12         | 12                | 12                                |
| <b>TOTAL</b> | <b>101</b> | <b>101</b> | <b>100</b>        | <b>100</b>                        |
|              |            | 100.00%    | 99.01%            | 99%                               |

Traffic

| COMM. DIST. | Overall WO's from public & staff | Overall WO Issued from public & staff | Overall WO Closed from public & staff | Request from public only | On-time request from public only |
|-------------|----------------------------------|---------------------------------------|---------------------------------------|--------------------------|----------------------------------|
| 1           | 21                               | 21                                    | 16                                    | 1                        | 0                                |
| 2           | 8                                | 8                                     | 8                                     | 0                        | 0                                |
| 3           | 10                               | 10                                    | 10                                    | 3                        | 3                                |
| 4           | 3                                | 3                                     | 2                                     | 1                        | 1                                |
| 5           | 10                               | 10                                    | 9                                     | 0                        | 0                                |
| All         | 10                               | 10                                    | 10                                    | 0                        | 0                                |
| TOTAL       | 62                               | 62                                    | 55                                    | 5                        | 4                                |
|             |                                  | 100.00%                               | 88.71%                                |                          | 80.00%                           |

Fleet

|              | WORK ORDER REQUESTS | WORK ORDERS CLOSED | WORK ORDERS SENT OUT FOR REPAIRS |
|--------------|---------------------|--------------------|----------------------------------|
| Light Duty   | 118                 | 100                | 18                               |
| Heavy Equip. | 44                  | 43                 | 1                                |
| Autobody     | 0                   | 0                  | 0                                |
| TOTAL        | 162                 | 143                | 19                               |
|              |                     | 88.27%             |                                  |

# SANTA FE COUNTY

## Capital Project Status Update (As of 8/11/2015 9:05:08 AM)

| PW ProjectNbr | Project Name  | Nature of Procurement | % Comp | District  | Project Budget | Current Contract Amount | Estimated Start Date | Estimated Completion Date | Project Manager                 |
|---------------|---|-----------------------|--------|-----------|----------------|-------------------------|----------------------|---------------------------|---------------------------------|
| 1             | ADF Booking/Medical Expansion   | Plan                  |        | 5         | \$375,000.00   |                         | 9/1/2015             | 12/25/2015                | David Madrid                    |
| 2             | Perform design an all weather crossing for Pinen Hills Subdivision in SFC   | Design                | 50     | 2         | \$50,000.00    | \$49,961.34             | 11/3/2014            | 9/25/2015                 | Chuck Vigil                     |
| 3             | Madrid Fire Protection Upgrades   | Plan                  | 33     | 3         | \$15,000.00    |                         | 3/2/2015             | 6/1/2016                  | David Madrid                    |
| 4             | La Cienega Community Center Playground  | Other                 | 10     | 5         | \$31,321.57    |                         | 9/15/2015            | 10/15/2015                | Ron Sandoval                    |
| 5             | Richards Avenue Slip Lane   | Construction          | 98     | 5         | \$135,136.00   | \$115,131.00            | 6/1/2015             | 7/10/2015                 | Chuck Vigil / Paul Kavanaugh    |
| 6             | Improvements of trails for the Eldorado Community Improvement Association   | Construction          | 20     | 5         | \$130,000.00   |                         | 7/21/2015            | 9/25/2015                 | David Padilla                   |
| 7             | Road Improvements of all roads listed in 2015 Phase 2 of annexation, Agua Fria Project, Geo Lane, Town and County Subdivision | Construction          | 70     |           | \$1,000,000.00 |                         | 9/22/2014            | 11/27/2015                | Chuck Vigil                     |
| 8             | Avenida Amistad   | Construction          |        |           | \$100,000.00   |                         | 1/1/1900             |                           |                                 |
| 9             | Replace Existing Roof at County Administration Building   | Construction          |        | 1 2 3 4 5 | \$160,000.00   |                         | 6/1/2015             |                           | PJ Montano                      |
| 10            | Replace Existing Garage Doors in Fleet Maintenance Building   | Construction          | 15     | 2         | \$115,000.00   |                         | 8/31/2015            | 12/31/2015                | Joseph Martinez                 |
| 11            | Construct ADA Accessibility from Rodeo Road to Fair Grounds Building(s)   | Construction          | 15     | 1 2 3 4 5 | \$30,000.00    |                         | 9/7/2015             | 12/31/2015                | Joseph Martinez                 |
| 12            | Improve Nancy Rodriguez CC Access and Parking   | Construction          |        | 2         | \$300,000.00   |                         |                      |                           |                                 |
| 13            | Romero Park   | Construction          | 40     | 2         | \$1,000,000.00 | \$968,042.81            | 4/6/2015             | 11/13/2015                | Colleen Baker / Joseph Martinez |
| 14            | Pojoaque Valley Recreation Complex  | Construction          | 95     | 1         | \$1,785,000.00 | \$1,068,301.91          | 1/28/2014            | 7/29/2015                 | Colleen Baker / Joseph Martinez |
| 15            | Design Pojoaque Valley Recreation Complex - Phase II  | Design                | 10     | 1         | \$28,890.47    | \$28,890.47             | 8/1/2015             | 11/30/2015                | Colleen Baker                   |
| 16            | Edgewood Food Storage   | Construction          | 15     | 3         | \$7,150.00     | \$6,729.52              | 7/27/2015            | 8/14/2015                 | Joseph Martinez                 |
| 17            | Construct Addition to Ken & Pally Adam Senior Center  | Construction          | 35     | 5         | \$1,456,963.00 | \$1,363,302.84          | 8/18/2014            | 10/29/2015                | Ron Sandoval                    |
| 18            | Solarize Ken & Pally Adam Senior Center   | Construction          |        |           | \$100,000.00   |                         | 1/1/1900             |                           | Craig O'Hare                    |
| 19            | Plan and Design Improvements to the Santa Fe County Fairgrounds   | Construction          |        | 1 2 3 4 5 | \$610,000.00   |                         | 12/16/2014           |                           | Joseph Martinez                 |
| 20            | Women's Health / Senior Services Renovation   | Construction          | 5      | 2         | \$167,256.00   |                         |                      |                           | David Padilla                   |
| 21            | Design Old Santa Fe Trail Multimodal  | Construction          | 90     | 4         | \$1,078,036.08 |                         | 7/6/2015             | 12/30/2015                | Chuck Vigil                     |
| 22            | Rancho Viejo Fire - Loft Access   | Design                | 90     | 3         | \$20,000.00    |                         |                      |                           | Ron Sandoval                    |
| 23            | Edgewood Main Station Staircase   | Design                | 90     | 3         | \$20,000.00    |                         |                      |                           | Ron Sandoval                    |
| 24            | Hondo Fire Station #1 Addition  | Construction          | 95     | 4         | \$370,000.00   | \$283,500.00            | 2/10/2014            | 7/24/2015                 | Ron Sandoval                    |
| 25            | 3 Master Meters Construction Phase  | Construction          | 5      | 2 5       | \$150,000.00   | \$85,000.00             | 9/1/2015             | 12/1/2015                 | David Madrid                    |
| 26            | Agua Fria Utility Plan  | Plan                  |        |           |                |                         |                      |                           | Rudy Garcia                     |

# SANTA FE COUNTY

Capital Project Status Update (As of 8/11/2015 9:05:08 AM)

|    |      |  |               |    |   |   |                |              |            |            |                              |
|----|------|--|---------------|----|---|---|----------------|--------------|------------|------------|------------------------------|
| 27 | 1449 | Design TL6S Water Transmission Line  | Design        | 60 | 4 | 5 | \$333,080.30   | \$333,080.30 | 2/17/2012  | 7/1/2015   | David Madrid                 |
| 28 | 1457 | Design La Cienega Water Line Improvements                                      | Design        | 90 | 3 |   | \$300,000.00   | \$51,360.00  | 1/8/2014   | 7/31/2015  | David Madrid                 |
| 29 | 1472 | Rio Quemado Watershed Restoration  | Construction  | 9  | 1 |   | \$310,410.00   |              | 10/1/2015  | 3/31/2016  | Colleen Baker                |
| 30 | 1473 | Quill - Bar Screen Replacement/Upgrade   | Construction  | 95 | 5 |   | \$400,000.00   | \$128,250.00 | 6/15/2015  | 8/21/2015  | David Madrid                 |
| 31 | 1473 | Quill - Solid Waste Removal  | Plan          | 10 | 5 |   | \$100,000.00   | \$38,000.00  | 6/17/2015  | 10/1/2015  | David Madrid                 |
| 32 | 1473 | Quill Water Reclamation Plant - Treatment Improvements                         | Construction  | 80 | 5 |   | \$500,000.00   | \$85,000.00  | 1/17/2014  | 12/25/2015 | David Madrid                 |
| 33 | 1474 | Old Santa Fe Trail TL2N Waterline  | Construction  | 5  | 4 |   | \$1,110,000.00 |              | 9/1/2015   | 1/1/2016   | David Madrid                 |
| 34 | 1474 | Design Lamy Junction Water Transmission Line                                   | Design        | 60 | 4 | 5 | \$411,368.96   | \$411,368.96 | 1/17/2016  | 9/1/2016   | David Madrid                 |
| 35 | 1477 | Chupadero Acquisition  | Acquisition   |    |   |   | \$482,656.00   |              | 1/17/1900  |            | Erik Aaboe                   |
| 36 | 1484 | Acquisition Canoncito Water System   | Environmental | 5  | 4 |   | \$80,000.00    |              |            |            | Erik Aaboe                   |
| 37 | 1485 | Acquisition Hyde Park Estate Water System                                      | Environmental | 5  | 4 |   |                |              | 8/25/2015  | 10/30/2015 | Erik Aaboe                   |
| 38 | 1487 | UDV Waterline Construction Reimbursement                                       | Other         | 25 | 4 |   | \$367,907.00   | \$367,907.00 | 2/2/2015   | 11/27/2015 | David Madrid                 |
| 39 | 1489 | Design Vista Aurora Sewer System   | Plan          | 0  | 2 |   | \$102,000.00   |              |            | 12/25/2015 | David Madrid                 |
| 40 | 1860 | Upgrade server rooms at Adult Detention Facility and Youth Development Program | Construction  | 15 | 5 |   | \$616,000.00   | \$54,834.83  | 10/5/2015  | 2/26/2016  | Joseph Martinez              |
| 41 | 1860 | Design ADF Influent Screen   | Plan          | 75 | 5 |   | \$200,000.00   | \$30,000.00  | 3/20/2015  | 12/1/2015  | David Madrid                 |
| 42 | 1860 | Repair and replace recreation doors and cement on yard floors                  | Construction  | 75 | 5 |   | \$137,000.00   | \$137,000.00 | 6/1/2015   | 9/1/2015   | Joseph Martinez              |
| 43 | 1860 | Replace and Repair Stormwater catchment structures at ADF                      | Construction  | 20 | 5 |   | \$64,662.00    | \$64,992.00  | 8/24/2015  | 11/27/2015 | Joseph Martinez              |
| 44 | 2219 | Renovate Old Judicial Courthouse Redevelopment                                 | Design        | 10 | 1 | 2 | \$475,000.00   |              | 8/14/2015  | 8/31/2016  | Brad Isaacson                |
| 45 | 6159 | Upgrade County Road 50A - Camino San Jose                                      | Design        | 30 | 3 |   | \$178,000.00   | \$87,220.76  | 10/10/2014 | 5/15/2015  | Chuck Vigil                  |
| 46 | 6167 | CR 54 Los Pinos Road All Weather Structure Design                              | Construction  | 5  | 3 |   | \$726,000.00   |              |            | 12/24/2015 | Chuck Vigil                  |
| 47 | 6181 | NE-SE Connectors Location Study  | Plan          | 75 | 5 |   | \$500,000.00   | \$454,133.49 | 2/4/2013   | 6/24/2016  | Chuck Vigil                  |
| 48 | 6182 | CR 55A General Goodwin Rd Design Upgrade                                       | Design        | 75 | 3 |   | \$100,000.00   | \$79,452.43  | 9/23/2013  | 12/31/2015 | Chuck Vigil                  |
| 49 | 6197 | Vista Rendonda Drainage and Road Paving Design                                 | Construction  | 15 | 1 |   | \$600,000.00   |              | 7/20/2015  | 12/31/2015 | Chuck Vigil                  |
| 50 | 6198 | Programming for Drainage and Roadway improvements on County Road 89.           | Design        | 95 | 1 |   | \$55,000.00    | \$60,629.59  | 2/12/2014  | 12/18/2015 | Chuck Vigil / Paul Kavanaugh |
| 51 | 6199 | Programming for Drainage and Roadway Improvements on County Road 89 C          | Design        | 98 | 1 |   | \$35,000.00    | \$141,283.83 | 3/28/2014  | 12/18/2015 | Chuck Vigil / Paul Kavanaugh |
| 52 | 6201 | Jacoma - Northern Santa Fe County Solid Waste Convenience Center               | Design        | 90 | 1 |   | \$268,498.00   |              | 1/1/2016   | 6/30/2016  | Joseph Martinez              |
| 53 | 6202 | Design drainage and roadway improvements on County Road 84 D                   | Design        | 60 | 1 |   | \$80,000.00    | \$39,526.54  | 5/21/2014  | 8/28/2015  | Chuck Vigil                  |

| 54 | 6206 | Upgrade Spruce Road Improvements  | Construction | 98 | 5   | \$217,277.00   |                | 11/20/2015 | Chuck Vigil                   |
|----|------|---|--------------|----|-----|----------------|----------------|------------|-------------------------------|
| 55 | 6207 | Upgrade Race Track Subdivision Chip Seal                                    | Construction | 5  | 3   | \$317,134.00   |                | 11/20/2015 | Chuck Vigil                   |
| 56 | 6208 | Improve Public Works Facility   | Design       |    |     | \$1,170,373.00 | 9/30/2015      | 7/29/2016  | Brad Isaacson                 |
| 57 | 6209 | Upgrade Rancho Alegre's Subdivision Road up                                 | Construction | 10 | 3   | \$264,335.00   | 6/15/2015      | 8/15/2015  | Chuck Vigil                   |
| 58 | 6215 | Glorieta Estates Chip Seal  | Other        |    |     | \$200,000.00   | 1/1/1900       |            |                               |
| 59 | 6216 | Alamo Lane  | Other        |    |     | \$20,000.00    |                |            |                               |
| 60 | 7118 | Rio En Medio Senior Center - Improve Site Drainage                          | Design       | 90 | 1   | \$25,000.00    | \$23,855.05    | 8/7/2015   | Joseph Martinez               |
| 61 | 7120 | Santa Fe River Greenway: Wayside Exhibit Planning, Design, Fabrication      | Other        | 95 | 2   | \$84,841.50    | \$76,398.38    | 9/30/2015  | Colleen Baker                 |
| 62 | 7121 | Design and Construct Stanley Community Wellness Center Phase 2              | Design       | 10 | 3   | \$164,681.00   | 6/2/2016       | 5/18/2016  | David Padilla                 |
| 63 | 7122 | Highway 14 Senior/Community Center  | Acquisition  | 10 | 3   | \$350,000.00   | 11/5/2012      | 8/28/2015  | Agnes Leyba-Cruz              |
| 64 | 7123 | District Attorney Complex Energy & Accessibility Upgrades                   | Design       | 70 |     | \$850,000.00   | 12/21/2012     | 3/31/2015  | Brad Isaacson                 |
| 65 | 7701 | Arroyo Hondo Trail  | Design       | 22 | 5   | \$470,572.00   | \$442,524.00   | 11/27/2016 | Colleen Baker                 |
| 66 | 7706 | Mt. Chaichihuitl  | Acquisition  | 50 | 3   | \$988,499.00   | \$52,859.35    | 9/30/2015  | Colleen Baker                 |
| 67 | 7707 | Construct Santa Fe Rail Trail Segment 4                                     | Construction | 7  | 4.5 | \$508,527.00   | 9/8/2015       | 5/25/2015  | Colleen Baker                 |
| 68 | 7707 | Santa Fe Rail Trail Segments 2-3  | Construction | 90 | 4.5 | \$1,476,900.00 | \$1,148,870.77 | 7/31/2015  | Colleen Baker / David Padilla |
| 69 | 7707 | Acquire Santa Fe Rail Trail Segment 6                                       | Acquisition  | 1  | 5   |                |                |            | Colleen Baker                 |
| 70 | 7708 | Santa Fe River Greenway Engineering Design Services                         | Design       | 95 | 2   | \$412,725.85   | \$340,033.57   | 8/28/2015  | Scott Kaseman                 |
| 71 | 7708 | Santa Fe River Greenway Acquisition   | Acquisition  | 40 | 2   | \$1,814,850.60 | \$531,756.83   | 12/31/2015 | Scott Kaseman                 |
| 72 | 7708 | Santa Fe River Greenway: Frenchy's Field to Siler Rd.                       | Design       | 90 | 2   |                |                | 12/31/2015 | Scott Kaseman                 |
| 73 | 7711 | Thornton Ranch Open Space   | Plan         | 50 | 3   | \$594,564.00   | \$592,951.31   | 4/30/2016  | Colleen Baker                 |
| 74 | 7732 | Agua Fria Gateway Monuments   | Construction | 40 | 2   | \$83,846.00    | \$72,543.01    | 9/30/2015  | Colleen Baker                 |
| 75 | 7733 | Design and Construct El Camino Real Buckman Road Segment Reinfacement Trail | Other        | 10 | 2   | \$4,296,000.00 | \$10,000.00    | 4/30/2018  | Colleen Baker                 |
| 76 | 8009 | Glorieta Fire Station #2 - New Construction                                 | Construction | 5  | 4   | \$1,433,155.00 | \$72,240.00    | 7/15/2016  | Ron Sandoval                  |
| 77 | 8010 | Pojoaque Fire Station - Interior Remodel Volunteer Side                     | Construction | 95 | 1   | \$346,398.00   | \$289,699.00   | 7/24/2015  | Ron Sandoval                  |
| 78 | 8011 | Install solar electric system at the Pojoaque Fire Station                  | Construction | 3  | 1   | \$36,400.00    | \$31,982.00    | 10/30/2015 | Craig O'Hare                  |
| 79 | 8011 | Install Solar Electric System at Turquoise Trail Fire Station               | Construction | 3  | 5   | \$25,328.00    | \$25,328.00    | 10/15/2015 | Craig O'Hare                  |
| 80 | 8011 | Install Solar Electric System on Arroyo Hondo #2 Fire                       | Construction | 3  | 4   | \$30,379.00    | \$30,379.00    | 10/15/2015 | Craig O'Hare                  |
| 81 | 8013 | Galisteo Fire Station Remodel   | Design       | 3  | 5   | \$50,000.00    | 8/17/2015      | 12/1/2016  | Ron Sandoval                  |
| 82 | 9692 | CR67F La Barbara Drainage and Road Paving Design                            | Design       | 60 | 4   | \$100,000.00   | \$16,197.08    | 12/16/2013 | Chuck Vigil                   |



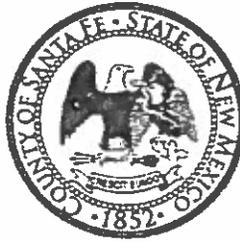




Henry P. Roybal  
Commissioner, District 1

Miguel M. Chavez  
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

Via: Katherine Miller, County Manager  
Bernadette Salazar, Human Resources Director *ms*

Date: August 12, 2015

Re: HR Monthly Report for July 2015

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### Topic:

The HR Division provides the Santa Fe County Board of County Commission with a monthly report regarding highlighted HR information and events. The purpose of this memo is to provide you with information for the month of July.

### ***Training and Employee Development***

Throughout the month of July, HR coordinated/ conducted twenty training sessions. Three hundred eighteen employees attended these training sessions. One tuition assistance application was processed and was approved for the total amount of \$2,014. This is a great program that provides a supportive environment for employees to obtain a job related degree. Also in July, HR supported sixty one New Mexico Edge classes for ten Santa Fe County employees. This resulted in a total of \$3,100.00 of financial support for New Mexico Edge courses not inclusive of per diem costs. This is another great opportunity for employees to attend courses specifically related to their jobs as local government employees and also provides them with the resources to obtain nationally recognized certifications.

### ***Promotions and Recruitment***

The Community Services Department had one promotion during the month of July. James Martinez began employment with Santa Fe County December 4, 2014 as a Cook and was promoted to Nutrition Inventory Specialist.

The Public Works Department had four promotions during the month of July. Jeffrey Spillers began employment with Santa Fe County November 5, 2011 as a Truck Driver I and was promoted to Adopt-a-Road Coordinator. John Romero began employment with Santa Fe County June 3, 2013

as a Custodian and was promoted to Custodian Lead. David Baros began employment with Santa Fe County February 17, 2014 as an Equipment Operator and was promoted to Heavy Equipment Operator. Richard Lopez began employment with Santa Fe County March 24, 2012 as a Truck Driver I and was promoted to Truck Driver II. We congratulate all these employees for their great accomplishment.

On July 17, 2015, Santa Fe County Human Resources Division administered Detention Officer testing. There were twenty-nine qualified applicants, seven participated and five passed all testing requirements and are currently under the new hire process.

### ***Employee and Community Outreach***

The Santa Fe County Employee Health Fair was held in conjunction with the Employee Picnic on Friday, July 17, 2015. This year we had thirteen vendors participate. Some of these vendors were Erisa (the third party administrator for our benefits under the state of NM), Heart and Soul Wellness Center, Santa Fe Boot Camp, VSP (our vision insurance carrier), The National Guard and Delta Dental (our dental insurance carrier). In addition, we had many fun "mini-fitness challenges" such as a men and women's pull-up contest, a men and women's push-up contest, sit-up challenge, push up challenge and an obstacle course. Eighty employees visited and participated in the health fair activities and many of these employees were awarded health incentives for competing and/or winning the mini-fitness challenges. Feedback received from employees was very positive!

The Human Resources Division will host our 4th Annual Public Safety Recruitment Event August 1, 2015 from 10:00 am to 2:00 pm at Sam's Club. HR staff and staff from the Public Safety Department to include the Fire and Corrections Departments, Regional Emergency Communications Center and Sheriff's Office will be present to talk to members of our community about public safety job opportunities and to answer questions from the community. There will be practice written tests available for individuals to take for Fire and Corrections Department positions as well as Sheriff's Office positions. Members of our community will be provided the opportunity to take practice physical agility tests for these positions. These practice tests give potential applicants a good idea of what to expect during the recruitment process. During this event, the Sheriff's Office will display their SWAT truck and the Fire Department will display an ambulance and fire engine as well as their smoke house. Posters and flyers have been distributed throughout the community at restaurants, local gyms, local television stations, Facebook, Twitter, Countywide emails, Santa Fe County website, Craigslist and County buildings. Flyers were also distributed at the 4th of July Pancake breakfast in the plaza downtown. Good Day New Mexico (KOB Channel 4) aired a three minute segment on July 30th discussing the event with employees from the CMO, HR, Sheriff's Office and Corrections. On July 28th, HR had a booth at Santa Fe Band Stand for Santa Fe County night to promote this event.

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Report for July 2015 and the Years of Service Report for Santa Fe County Employees for August 2015. If you have any questions, I can be contacted at 992-9886. Thank you.

SANTA FE COUNTY HR STATISTICS FOR THE MONTH OF JULY 2015

| Department                         | Division                     | Regular Employees | Part Time Employees | Full Time Employees | Elected/Officials | Temporary Employees | Vacancies | Total Positions |
|------------------------------------|------------------------------|-------------------|---------------------|---------------------|-------------------|---------------------|-----------|-----------------|
| MANAGER'S OFFICE                   | 01-COUNTY MANAGER ADMINIS.   | 7                 |                     | 7                   |                   |                     | 1         | 8               |
|                                    | 02-COMMISSION                | 5                 |                     | 5                   | 5                 |                     |           | 5               |
|                                    | 15-HUMAN RESOURCES           | 11                |                     | 11                  |                   | 4                   | 1         | 12              |
|                                    | 21-FINANCE                   | 22                |                     | 22                  |                   |                     | 2         | 24              |
|                                    | 22-PUBLIC INFORMATION OFFICE | 1                 |                     | 1                   |                   |                     |           | 1               |
| <b>CMO TOTAL</b>                   |                              | <b>46</b>         |                     | <b>46</b>           | <b>5</b>          | <b>4</b>            | <b>4</b>  | <b>50</b>       |
|                                    | 01-LEGAL ADMINISTRATION      | 9                 |                     | 9                   |                   |                     |           | 9               |
| <b>LEGAL TOTAL</b>                 |                              | <b>9</b>          |                     | <b>9</b>            |                   |                     |           | <b>9</b>        |
| ADMINISTRATIVE SERVICES DEPARTMENT | 00-ADMINISTRATION            | 3                 |                     | 3                   |                   |                     |           | 3               |
|                                    | 02-INFORMATION TECHNOLOGY    | 16                |                     | 16                  |                   |                     | 1         | 17              |
|                                    | 12-PURCHASING                | 6                 |                     | 6                   |                   | 1                   | 1         | 7               |
|                                    | 16-MAIL ROOM                 | 1                 |                     | 1                   |                   |                     |           | 1               |
|                                    | 17-RISK MANAGEMENT           | 3                 |                     | 3                   |                   |                     |           | 3               |
| <b>ASD TOTAL</b>                   |                              | <b>29</b>         |                     | <b>29</b>           |                   | <b>1</b>            | <b>2</b>  | <b>31</b>       |
| COMMUNITY SERVICES DEPARTMENT      | 01-ADMINISTRATION            | 3                 |                     | 3                   |                   |                     | 1         | 4               |
|                                    | 20-INDIGENT HOSPITAL FUND    | 3                 |                     | 3                   |                   |                     |           | 3               |
|                                    | 21-EMS-HEALTH CARE           | 3                 |                     | 3                   |                   |                     |           | 3               |
|                                    | 74-MOBILE HEALTH FAIR VAN    | 4                 | 2                   | 2                   |                   |                     | 1         | 5               |
| <b>TOTAL</b>                       |                              | <b>13</b>         | <b>2</b>            | <b>11</b>           | <b>0</b>          | <b>0</b>            | <b>2</b>  | <b>15</b>       |
|                                    | 04-DWI LOCAL                 | 7                 |                     | 7                   |                   |                     | 1         | 8               |
| <b>TOTAL</b>                       |                              | <b>7</b>          | <b>0</b>            | <b>7</b>            | <b>0</b>          | <b>0</b>            | <b>1</b>  | <b>8</b>        |

SANTA FE COUNTY HR STATISTICS FOR THE MONTH OF JULY 2015

| Department                          | Division                     | Regular Employees | Part Time Employees | Full Time Employees | Elected/Officials | Temporary Employees | Vacancies | Total Positions |
|-------------------------------------|------------------------------|-------------------|---------------------|---------------------|-------------------|---------------------|-----------|-----------------|
|                                     | 09-DWI TEEN COURT            | 3                 |                     | 3                   |                   |                     |           | 3               |
| <b>TOTAL</b>                        |                              | <b>3</b>          | <b>0</b>            | <b>3</b>            | <b>0</b>          | <b>0</b>            | <b>0</b>  | <b>3</b>        |
|                                     | 89-SENIOR PROGRAMS - ADMIN.  | 12                |                     | 12                  |                   |                     |           | 12              |
|                                     | 90-SR SVCS-CONGREGATE MEALS  | 6                 |                     | 6                   |                   | 1                   | 1         | 7               |
|                                     | 92-SR SVCS - HOME DELIVERED  | 7                 |                     | 7                   |                   | 1                   | 1         | 8               |
|                                     | 93-SR SVCS - TRANSPORTATION  | 2                 |                     | 2                   |                   |                     |           | 2               |
| <b>TOTAL</b>                        |                              | <b>27</b>         | <b>0</b>            | <b>27</b>           | <b>0</b>          | <b>2</b>            | <b>2</b>  | <b>29</b>       |
|                                     | 01-POJOAQUE SATELLITE OFFICE |                   |                     |                     |                   | 1                   |           |                 |
|                                     | 02-EDGEWOOD SATELLITE OFFICE |                   |                     |                     |                   | 1                   |           |                 |
| <b>TOTAL</b>                        |                              |                   |                     |                     |                   | <b>2</b>            |           |                 |
| <b>CSD TOTAL</b>                    |                              | <b>50</b>         | <b>2</b>            | <b>48</b>           | <b>0</b>          | <b>4</b>            | <b>5</b>  | <b>55</b>       |
| <b>HOUSING TOTAL</b>                |                              | <b>12</b>         |                     | <b>12</b>           |                   |                     | <b>3</b>  | <b>15</b>       |
| <b>GROWTH MANAGEMENT DEPARTMENT</b> | 01-LAND USE ADMINISTRATION   | 4                 |                     | 4                   |                   |                     |           | 4               |
|                                     | 02-PLANNING                  | 8                 |                     | 8                   |                   |                     | 1         | 9               |
|                                     | 08-REGIONAL PLANNING AUTHRTY |                   |                     |                     |                   |                     |           |                 |
|                                     | 14-GIS                       | 7                 |                     | 7                   |                   |                     | 2         | 9               |
|                                     | 15-AFFORDABLE HOUSING-COUNTY | 1                 |                     | 1                   |                   |                     | 1         | 2               |
|                                     | 16-BUILDING & DEVELOPMENT    | 14                |                     | 14                  |                   |                     | 1         | 15              |
| <b>GMD TOTAL</b>                    |                              | <b>34</b>         |                     | <b>34</b>           |                   |                     | <b>5</b>  | <b>39</b>       |
| <b>PUBLIC WORKS DEPARTMENT</b>      | 01-PUBLIC WORKS ADMIN.       | 14                | 1                   | 13                  |                   |                     |           | 14              |
|                                     | 02-FLEET SERVICE             | 6                 |                     | 6                   |                   |                     | 3         | 9               |

SANTA FE COUNTY HR STATISTICS FOR THE MONTH OF JULY 2015

| Department                      | Division                   | Regular Employees | Part Time Employees | Full Time Employees | Elected/Officials | Temporary Employees | Vacancies | Total Positions |
|---------------------------------|----------------------------|-------------------|---------------------|---------------------|-------------------|---------------------|-----------|-----------------|
|                                 | 03-TRAFFIC ENGINEERING     | 6                 |                     | 6                   |                   |                     | 1         | 7               |
|                                 | 05-SOLID WASTE             | 20                |                     | 20                  |                   |                     | 3         | 23              |
|                                 | 11-ROAD MAINTENANCE        | 37                |                     | 37                  |                   |                     | 5         | 42              |
|                                 | 02-PROPERTY CONTROL        | 12                |                     | 12                  |                   |                     | 4         | 16              |
|                                 | 03-BUILDING SERVICES       | 17                | 1                   | 16                  |                   |                     | 1         | 18              |
| <b>TOTAL</b>                    |                            | <b>112</b>        | <b>2</b>            | <b>110</b>          | <b>0</b>          | <b>0</b>            | <b>17</b> | <b>129</b>      |
|                                 | 18-PROJECT DEVELOPMENT DIV | 8                 |                     | 8                   |                   |                     | 1         | 9               |
|                                 | 26-OPEN SPACE              | 5                 |                     | 5                   |                   |                     |           | 5               |
|                                 | 08-SANTA FE RIVER GREENWAY | 1                 |                     | 1                   |                   |                     |           | 1               |
| <b>TOTAL</b>                    |                            | <b>14</b>         | <b>0</b>            | <b>14</b>           | <b>0</b>          | <b>0</b>            | <b>1</b>  | <b>15</b>       |
|                                 | 10-WATER                   | 17                |                     | 17                  |                   |                     | 2         | 19              |
|                                 | 15-AAMODT                  | 1                 |                     | 1                   |                   |                     |           | 1               |
|                                 | 20-WASTEWATER              | 1                 |                     | 1                   |                   |                     |           | 1               |
| <b>TOTAL</b>                    |                            | <b>19</b>         |                     | <b>19</b>           |                   |                     | <b>2</b>  | <b>21</b>       |
| <b>PWD</b>                      |                            | <b>145</b>        | <b>2</b>            | <b>143</b>          | <b>0</b>          | <b>0</b>            | <b>20</b> | <b>165</b>      |
| <b>PUBLIC SAFETY DEPARTMENT</b> | 01-FIRE ADMINISTRATION     | 28                |                     | 28                  |                   |                     | 3         | 31              |
|                                 | 11-FIRE REGIONS            | 72                |                     | 72                  |                   |                     | 3         | 75              |
|                                 | 15-WILDLAND PROGRAM        | 3                 |                     | 3                   |                   |                     |           | 3               |
|                                 | 81-2015 YCC GRANT          |                   |                     |                     |                   | 10                  |           |                 |
| <b>TOTAL</b>                    |                            | <b>103</b>        |                     | <b>103</b>          |                   | <b>10</b>           | <b>6</b>  | <b>109</b>      |
|                                 | 01-ADMINISTRATION          | 6                 |                     | 6                   |                   |                     |           | 6               |

SANTA FE COUNTY HR STATISTICS FOR THE MONTH OF JULY 2015

| Department                            | Division                     | Regular Employees | Part Time Employees | Full Time Employees | Elected/Officials | Temporary Employees | Vacancies | Total Positions |
|---------------------------------------|------------------------------|-------------------|---------------------|---------------------|-------------------|---------------------|-----------|-----------------|
|                                       | 60-ADULT FACILITY            | 128               |                     | 128                 |                   |                     | 28        | 156             |
|                                       | 62-MAINTENANCE DIVISION      | 6                 |                     | 6                   |                   |                     | 1         | 7               |
|                                       | 63-MEDICAL SERVICES          | 24                |                     | 24                  |                   |                     | 5         | 29              |
|                                       | 65-ELECTRONIC MONITORING     | 9                 |                     | 9                   |                   |                     | 1         | 10              |
|                                       | 70-YOUTH DEVELOPMENT FAC.    | 22                |                     | 22                  |                   |                     | 8         | 30              |
| <b>TOTAL</b>                          |                              | <b>195</b>        |                     | <b>195</b>          |                   |                     | <b>43</b> | <b>238</b>      |
|                                       | 01-RECC ADMINISTRATION       | 45                |                     | 45                  |                   |                     | 3         | 48              |
| <b>TOTAL</b>                          |                              | <b>45</b>         |                     | <b>45</b>           |                   |                     | <b>3</b>  | <b>48</b>       |
| <b>PSD TOTAL</b>                      |                              | <b>343</b>        | <b>0</b>            | <b>343</b>          | <b>0</b>          | <b>10</b>           | <b>52</b> | <b>395</b>      |
| COUNTY CLERK'S OFFICE                 | 01-REPORTING & RECORDING     | 15                | 2                   | 13                  | 1                 |                     | 6         | 21              |
|                                       | 02-BUREAU OF ELECTIONS       | 11                | 1                   | 10                  |                   |                     | 2         | 13              |
| <b>COUNTY CLERK'S OFFICE</b>          |                              | <b>26</b>         | <b>3</b>            | <b>23</b>           | <b>1</b>          |                     | <b>8</b>  | <b>34</b>       |
| COUNTY TREASURER'S OFFICE             | 01-COUNTY TREASURER ADMIN.   | 12                |                     | 12                  | 1                 |                     | 2         | 14              |
|                                       | 01-COUNTY ASSESSOR ADMIN.    | 27                |                     | 27                  | 1                 |                     | 2         | 29              |
|                                       | 11-PROPERTY VALUATION        | 13                |                     | 13                  |                   |                     |           | 13              |
| <b>COUNTY ASSESSOR'S OFFICE</b>       |                              | <b>40</b>         |                     | <b>40</b>           | <b>1</b>          |                     | <b>2</b>  | <b>42</b>       |
|                                       | 01-ADMIN/ANIMAL CNTRL/ENFORC | 115               |                     | 115                 | 1                 |                     | 5         | 120             |
|                                       | 06-REG III-HIDTA GRANT       | 1                 |                     | 1                   |                   |                     |           | 1               |
|                                       | 14-REG.III DRUG ENF GRANT-B  | 1                 |                     | 1                   |                   |                     |           | 1               |
|                                       | 25-DWI SEIZURE               | 1                 |                     | 1                   |                   |                     | 1         | 2               |
| <b>12-SHERIFF'S DEPT. ADMIN Total</b> |                              | <b>118</b>        |                     | <b>118</b>          | <b>1</b>          |                     | <b>6</b>  | <b>124</b>      |

SANTA FE COUNTY HR STATISTICS FOR THE MONTH OF JULY 2015

| Department                   | Division                | Regular Employees | Part Time Employees | Full Time Employees | Elected/Officials | Temporary Employees | Vacancies | Total Positions |
|------------------------------|-------------------------|-------------------|---------------------|---------------------|-------------------|---------------------|-----------|-----------------|
| 13-COUNTY PROBATE DEPARTMENT | 01-COUNTY PROBATE JUDGE |                   |                     |                     | 1                 |                     |           |                 |
| COUNTY WIDE TOTAL            |                         | 864               | 7                   | 857                 | 10                | 19                  | 109       | 973             |
| TOTAL                        |                         | 864               | 7                   | 857                 | 10                | 19                  | 109       | 973             |

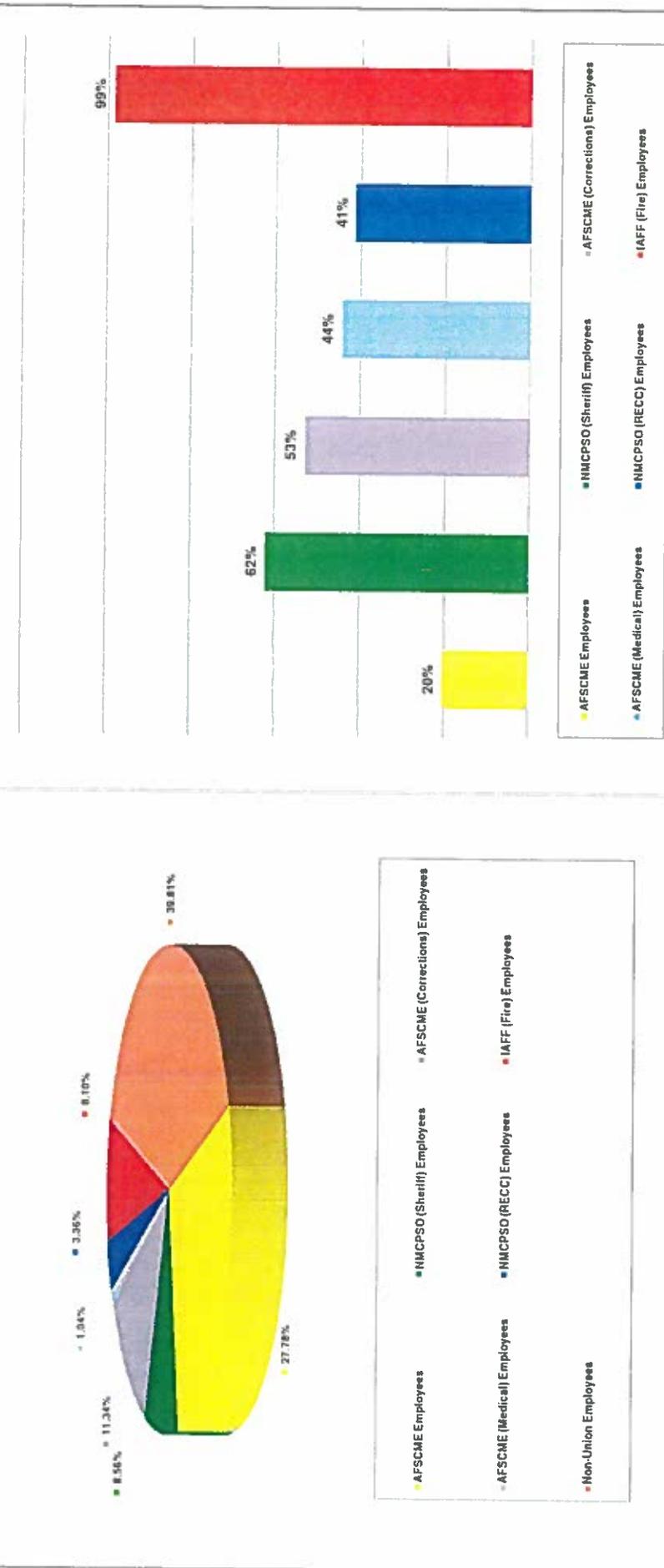
SANTA FE COUNTY NEW HIRES FOR THE MONTH OF JULY 2015

| LAST NAME     | FIRST NAME |   | DEPARTMENT                         | POSITION                      | EMP STATUS | HIRE DA   |
|---------------|------------|---|------------------------------------|-------------------------------|------------|-----------|
| FLORES        | TED        | A | ADMINISTRATIVE SERVICES DEPARTMENT | ADMINISTRATIVE ASSISTANT      | TB         | 7/7/2015  |
| FRESQUEZ      | STEVE      | A | COUNTY CLERK'S OFFICE              | CHIEF DEPUTY BUR OF ELECTIONS | E          | 7/27/2015 |
| REIFF         | ANDREA     | T | COUNTY MANAGER'S OFFICE/HR         | STUDENT INTERN                | T          | 7/20/2015 |
| ROYBAL        | ALYSSA     |   | COUNTY MANAGER'S OFFICE/HR         | STUDENT INTERN                | T          | 7/20/2015 |
| STARR-SALCIDO | CASSANDRA  | J | COUNTY MANAGER'S OFFICE/HR         | STUDENT INTERN                | T          | 7/20/2015 |
| WHITE         | FRANKIE    |   | COUNTY MANAGER'S OFFICE/HR         | STUDENT INTERN                | T          | 7/13/2015 |
| OLAECHEA      | BRIAN      | D | COUNTY TREASURER'S OFFICE          | ACCOUNTANT                    | PB         | 7/27/2015 |
| GONZALEZ      | CARLA      | A | PSD/CORRECTIONS DIVISION           | BOOKING CLERK                 | PB         | 7/13/2015 |
| SUAREZ        | EDITH      |   | PSD/CORRECTIONS DIVISION           | BOOKING CLERK                 | PB         | 7/13/2015 |
| MAESTAS       | SARA       |   | PSD/CORRECTIONS DIVISION           | DETENTION OFFICER             | PB         | 7/27/2015 |
| NOLAN         | RYAN       | J | PSD/CORRECTIONS DIVISION           | DETENTION OFFICER             | PB         | 7/13/2015 |
| VALDEZ        | BRANDON    |   | PSD/CORRECTIONS DIVISION           | DETENTION OFFICER             | PB         | 7/27/2015 |
| YOUTS         | CARY       | W | PSD/FIRE DIVISION                  | FORESTRY TECHNICIAN           | T          | 7/13/2015 |
| LYNCH         | GREG       | W | PSD/RECC DIVISION                  | EMERGENCY COMM SPEC III       | PB         | 7/13/2015 |
| MONROE        | RYAN       | J | PSD/RECC DIVISION                  | EMERGENCY COMM SPEC III       | PB         | 7/13/2015 |
| CHAVEZ        | SHAWNELLE  | A | PSD/RECC DIVISION                  | EMERGENCY COMM SPEC TRAINEE   | PB         | 7/13/2015 |
| ROYBAL        | AMBER      |   | PSD/RECC DIVISION                  | EMERGENCY COMM SPEC TRAINEE   | PB         | 7/13/2015 |
| ISAACSON      | BRAD       | M | PUBLIC WORKS DEPARTMENT            | PROJECT MANAGER II            | PB         | 7/27/2015 |
|               |            |   |                                    |                               |            |           |
|               |            |   |                                    |                               |            |           |
|               |            |   |                                    |                               |            |           |

# LABOR STATISTICS FOR JULY 2015

| Union Status                    |     | Percentage of Union Status          |        | Percentage Of Employees Paying Union Dues |     |
|---------------------------------|-----|-------------------------------------|--------|---|-----|
| AFSCME Employees                | 240 | AFSCME Employees                    | 27.78% | AFSCME Employees                          | 49  |
| NMCPD (Sheriff) Employees       | 74  | NMCPD (Sheriff) Employees           | 8.56%  | NMCPD (Sheriff) Employees                 | 46  |
| AFSCME (Corrections) Employees  | 98  | AFSCME (Corrections) Employees      | 11.34% | AFSCME (Corrections) Employees            | 52  |
| AFSCME (Medical) Employees      | 9   | AFSCME (Medical) Employees          | 1.04%  | AFSCME (Medical) Employees                | 4   |
| NMCPD (RECC) Employees          | 21  | NMCPD (RECC) Employees              | 3.36%  | NMCPD (RECC) Employees                    | 12  |
| IAFF (Fire) Employees           | 70  | IAFF (Fire) Employees               | 8.10%  | IAFF (Fire) Employees                     | 69  |
| Total Number of Union Employees | 520 | Total Percentage of Union Employees | 60.19% | Total Number of Employees Paying Dues     | 232 |
| Non-Union Employees             | 344 | Non-Union Employees                 | 39.81% |   |     |
| Total Number of Employees       | 864 | Total Percentage of Employees       | 100%   |   |     |

## Paying Members



**Henry P. Roybal**  
Commissioner, District 1

**Miguel M. Chavez**  
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

Via: Katherine Miller, County Manager  
Bernadette Salazar, Human Resource Director *BS*

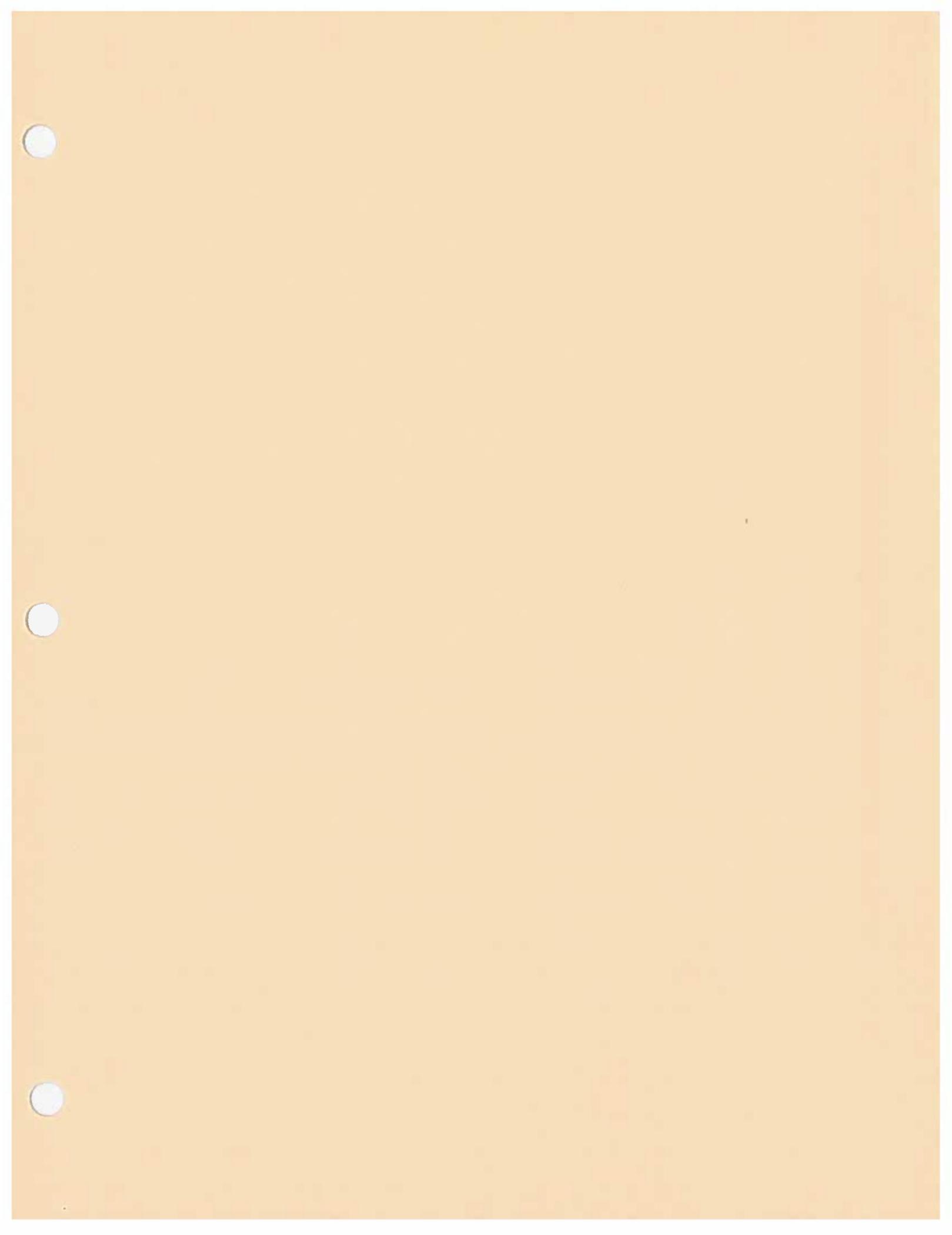
Date: August 12, 2015

Re: Recognition of Years of Service for Santa Fe County Employees for August 2015

Santa Fe County initiated a years of service recognition program in July of 2014. This program recognizes employees on a monthly basis who have completed years of service in five year increments. Santa Fe County recognizes the value of employee retention. It is important that we express our appreciation to those employees who contribute to the County and choose to make their career with us. Employees receive a service pen with the years of service listed.

For the month of August 2015, the following employees will be recognized:

| Employee Name        | Department/Office    | Title                                 | Years of Service | Hire Date  |
|----------------------|----------------------|---------------------------------------|------------------|------------|
| Sammy Vigil          | PSD / Corrections    | Adult Detention Officer               | 5                | 08/16/2010 |
| Richard Hilderbrandt | Sheriff's Office     | Sheriff Deputy II                     | 5                | 08/30/2010 |
| Adam Bailey          | CMO / Finance        | Accountant Senior                     | 10               | 08/06/2005 |
| Nanette Demague      | PSD / Corrections    | Adult Detention Officer<br>Lieutenant | 10               | 08/29/2005 |
| Anthony Martinez     | PSD / Corrections    | Auditing Compliance<br>Manager        | 10               | 08/29/2005 |
| Agnes Leyba-Cruz     | PWD / Administration | Project Specialist                    | 25               | 08/20/1990 |





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*Commissioner, District 3*



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*Commissioner, District 4*

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*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## MEMORANDUM

Date: August 25, 2015  
To: Board of County Commissioners  
From: Jeff Trujillo, ASD Director   
Via: Katherine Miller, County Manager  
Subject: Administrative Services Monthly Report – July 2015

Below is an informational report in regards to the Administrative Services Department for the month of July 2015.

### Information Technology

| Work Orders/Technical Support  |   |                        |
|--|---|------------------------|
| All IT requests are captured using a work order tracking system located on SharePoint. | 382 work orders were completed/resolved in July 2015. |                        |
| Systems and Network Uptime   |   |                        |
| July Unscheduled Downtime  |   | Q1 FY 2016 Actual: TBD |
| Date   | Description   | Hours                  |
|  |   |                        |
|  |   |                        |
|  | Total   |                        |
|  |   | FY 2016 YTD: 100%      |

### Legal

Legal has processed 72 contracts, 18 resolutions, and reviewed or drafted (or participated in drafting) 0 ordinances this fiscal year.

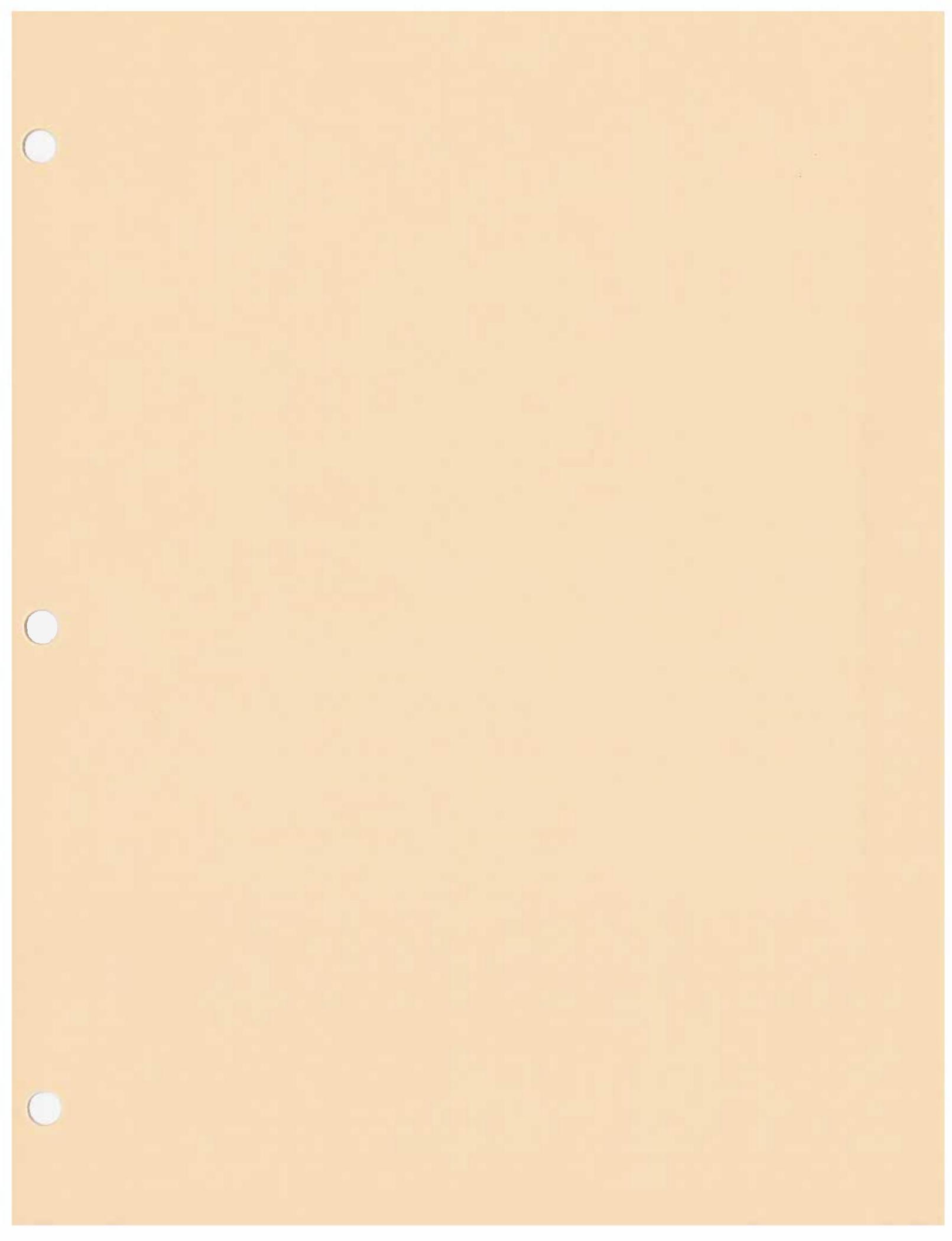
## Mailroom

The Mailroom processed the following in the month of July

|                             |      |
|-----------------------------|------|
| Co. Manager                 | 9    |
| Human Resources             | 52   |
| Fire Department             | 629  |
| Finance/Payroll             | 1118 |
| Utilities (Water Resources) | 210  |
| Public Works                | 22   |
| Land Use                    | 454  |
| Housing                     | 24   |
| Indigent/HAP                | 7    |
| DWI                         | 38   |
| MCH                         | 0    |
| PFMD                        | 0    |
| Clerks                      | 210  |
| Elections                   | 63   |
| Assessors                   | 65   |
| Treasurers                  | 207  |
| Probate Judge               | 0    |
| Attorney or Legal           | 9    |
| Sheriff                     | 206  |
| Corrections Admin           | 0    |
| Home for Good Program       | 0    |
| Purchasing                  | 14   |
| PW-Solid Waste              | 0    |
| Care Connection             | 0    |
| HHS Admin                   | 28   |
| Sobering Center             | 0    |
| Adult Jail                  | 0    |
| Teen Court                  | 83   |
| ASD                         | 0    |
| E-911                       | 0    |
| RECC                        | 9    |
| Senior Services             | 1    |
| YDF                         | 0    |
| Natural Resources           | 0    |
| Affordable Housing          | 0    |
| Section 8                   | 97   |
| COMMISSION                  | 1    |









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*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

### Memorandum

**To:** Santa Fe County Board of County Commissioners

**From:** Katherine Miller, County Manager, SFC  
Rachel O'Connor, Director, Community Services Department, SFC

**Date:** August 11, 2015

**Subject:** Community Services Monthly Report

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#### Health Services

The Mobile Crisis Team has responded to 19 calls to date, and is being very well received.

We are pursuing doing a BCC resolution authorizing an outreach services contract with the NM Dental Foundation using \$50,000 in HCAP funds. This will be a sole source contract, with the 30-day website posting requirement.

We are working with the Santa Fe Community Foundation for the web based "Community Health Report Card".

CSD/Fire will be contracting with Dede Feldman and Co. to do a study on the alternate use of Fire Department employees in assisting Santa Fe County in meeting their health care goals.

We will be working with the Santa Fe Opiate Safe group and CHRISTUS to hold a one day conference on the Prescription Drug Monitoring Program.

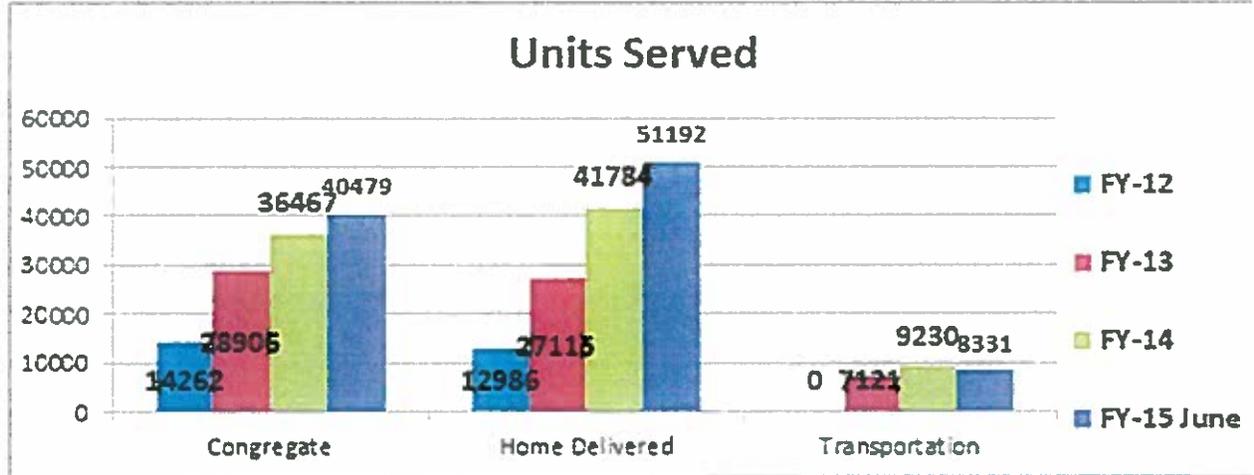
Staff met with Commissioner Chavez, Tony Flores, and Pablo Sedillo about what can be done to further intensive case management upon release of inmates with mental health issues and their return to the community. We are also consulting with Bernalillo County.

Health Services attended the County Fair and conducted outreach including surveys on health care gaps in Santa Fe County. We completed 66 surveys. Staff will be going out regularly with the Mobile Health Van and doing surveys as well as enrolling eligible individuals in Medicaid.



## Senior Services

Here are the final numbers for FY-15. We continue to have significant growth, especially in HD meals.



## Community Safety

The DWI program is working with Purchasing to release a Request for Proposal to conduct an evaluation of the Compliance and Prevention components of the DWI program. Once a contract is in place the DWI program will work closely with the evaluator to identify the best evaluation design for each component.

Teen Court is moving forward with scoping out the site for a mural at Rio En Medio.

The Teen Court mural at Sage Inn was listed in the Santa Fe Reporter for Best New Train Themed Mural. This was a very specific "Best", however the gesture is well received and appreciated. The mural was also mentioned on the National Association of Counties website ([www.countynews.org](http://www.countynews.org)) beginning Monday, August 3rd.

## Community Operations

The County Fair was completed this past week, and was very successful. There were 30 more indoor exhibits than last year. The Mobile Health Van and our DWI program were both there.

Staff completed the Santa Fe County Food drive, which produced around 450 pounds of food for the Food Depot summer program.

Our Volunteer Coordinator teamed up with Teen Court for three trail building events held at La Piedra Trail.







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Commissioner, District 5

**Katherine Miller**  
County Manager

**Memorandum**

**To:** Santa Fe Board of County Commissioners  
**From:** Carole H. Jaramillo, Finance Division Director  
**Via:** Katherine Miller, County Manager  
**Date:** August 10, 2015  
**Re:** *Financial report for the month ending 7/31/2015*

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**ISSUE:**

Presented herein, is a report summarizing the financial activities of the County through the month ending July 31, 2015.

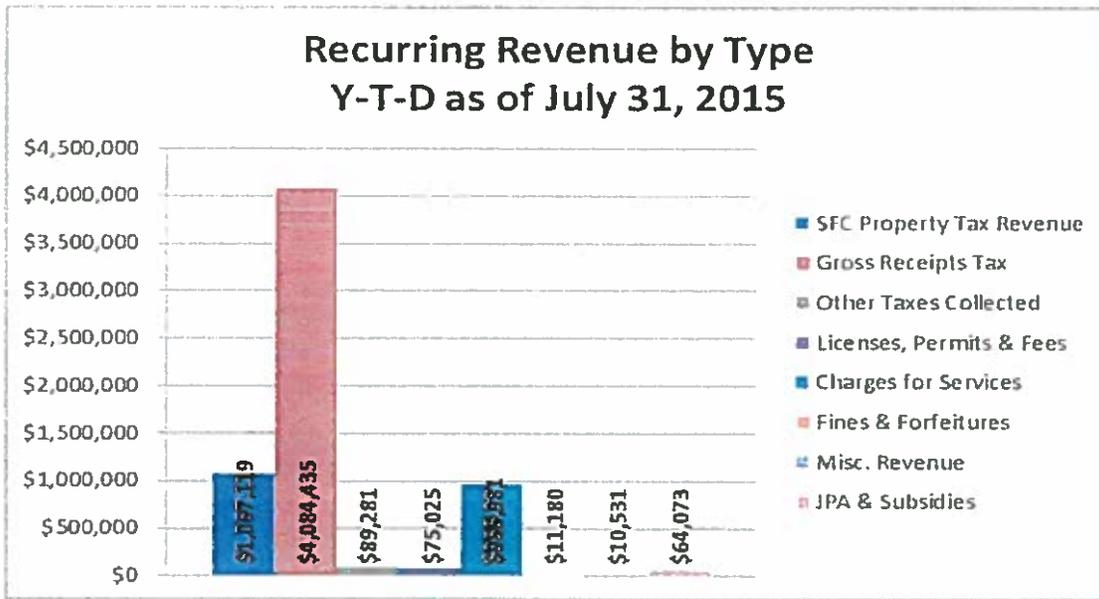
**BACKGROUND:**

This report presents a comparison of recurring revenues and expenditures and highlights various capital expenditures which are non-recurring. Also highlighted are major sources of revenue: property taxes and gross receipts taxes, with year over year comparisons to fiscal year 2015.

**Recurring Revenue**

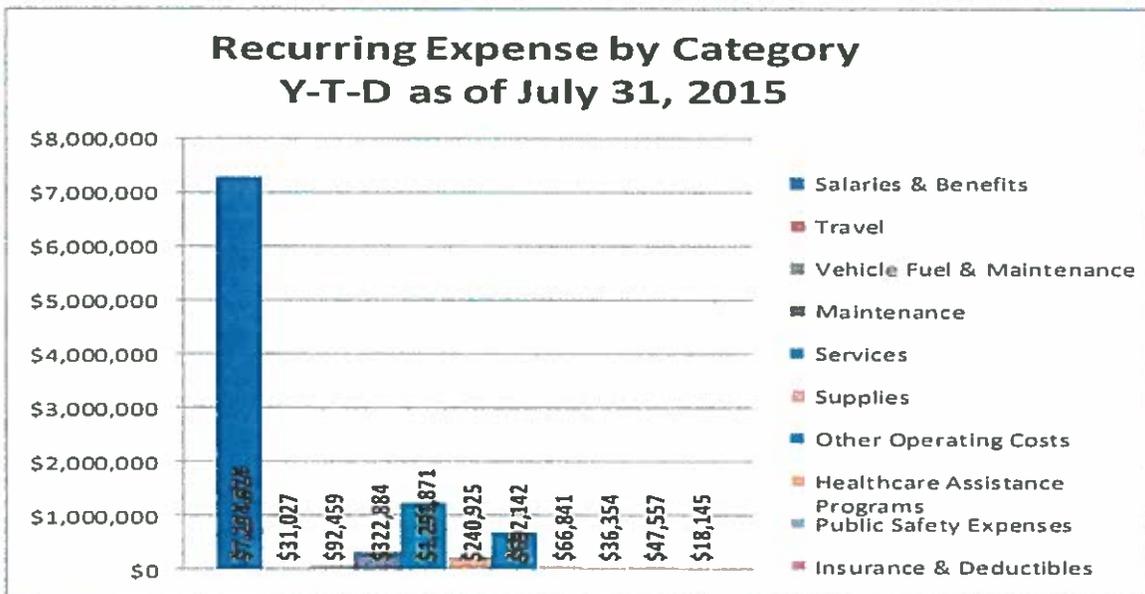
Through the month of July, the recurring revenues collected totaled \$6.4 million. The revenue collections were above the prior year's collections for the same period by \$0.3 million or 4.7%. The increase can be attributed to the net of increased collections of gross receipts taxes (\$548,902), and decreases in property tax collections (\$119,048) and JPAs and subsidies (\$147,838), and the net of minor increases and decreases in other recurring sources. While gross receipts tax revenues are significantly higher than the same period in FY 2015 it should be noted that this is NOT attributable to the new Hold Harmless GRT which will not be reflected in the County's revenue until September, 2015. Revenue for the month of July reflects business activity for the month of May, 2015 which is before the HHGRT took effect.





**Recurring Expenses**

During the month of July, the recurring expenditures total \$10.1 million. This exceeds the prior year expenditures of \$8.1 million for the same period by \$2.0 million or 24.7%. This increase is primarily the result of increases in salaries and benefits expenses which are significantly higher because employees were paid three (3) times in July of 2015 as opposed to the normal two (2) times paid in July, 2014. The balance is the net of increases in maintenance, services, supplies and public safety expenses offset by decreases in travel, vehicle fuel and maintenance, other operating costs, subsidies, and insurance and deductibles. The chart below represents the amounts expended for the various categories of recurring expenses through July 31, 2015.



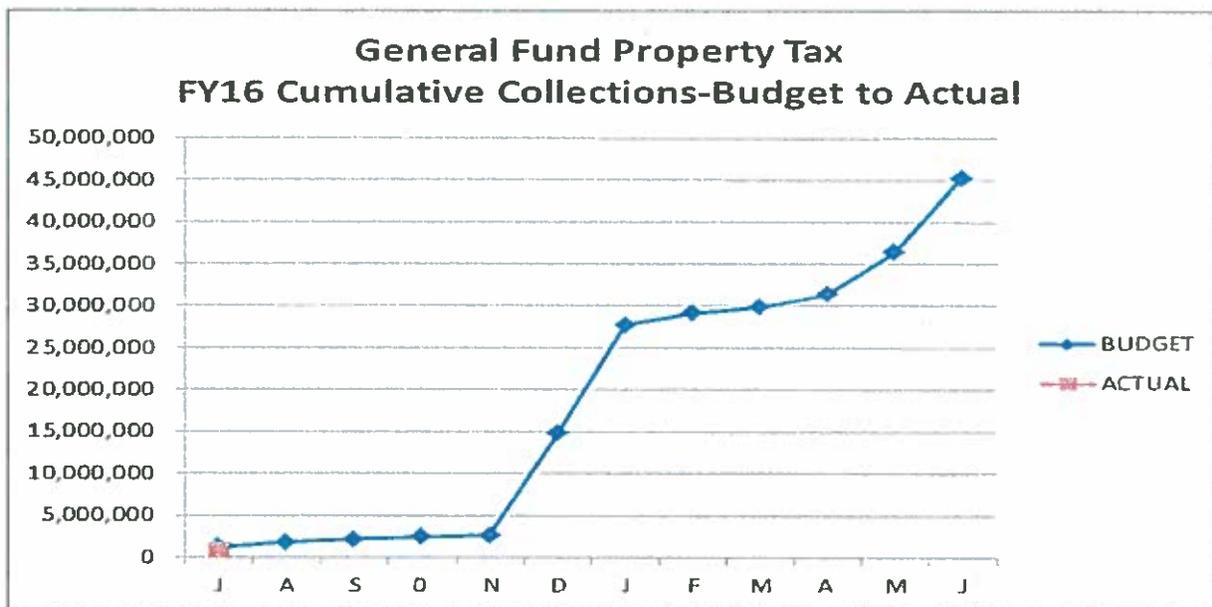
In the month of July, 2015, recurring expenses exceeded recurring revenue by \$3.7 million. Typically expenditures will exceed revenue collections at the start of each fiscal and equalize later in the year as property taxes are collected. This condition is caused by the cyclic nature of property tax collections where the months following when bills are sent and when payments are due see the highest revenues. These are the months of December, January, May and June. In the early months of the fiscal year, it is the budgeted cash that balances the budget.

Below are charts reflecting the primary sources of recurring revenue for Santa Fe County year-to-date through July 31, 2015.

*Property Tax 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 property tax receipts would have a serious impact on various County operations. Property taxes are the primary source of revenue for the County’s General Fund.

Actual property tax collections of \$902K through the end of July was less than the budget of \$1.2 million by \$309K (operational only). The collections are \$104K less than the prior year’s collections for the same time period. It is anticipated that the first several months of the fiscal year will have fairly low property tax collections and then the months of December and January collections will be significantly higher as illustrated in by the blue line in the chart below. Property tax revenue for the month of July has declined in each of the last three fiscal years, while total property tax revenue has increased for those fiscal years.

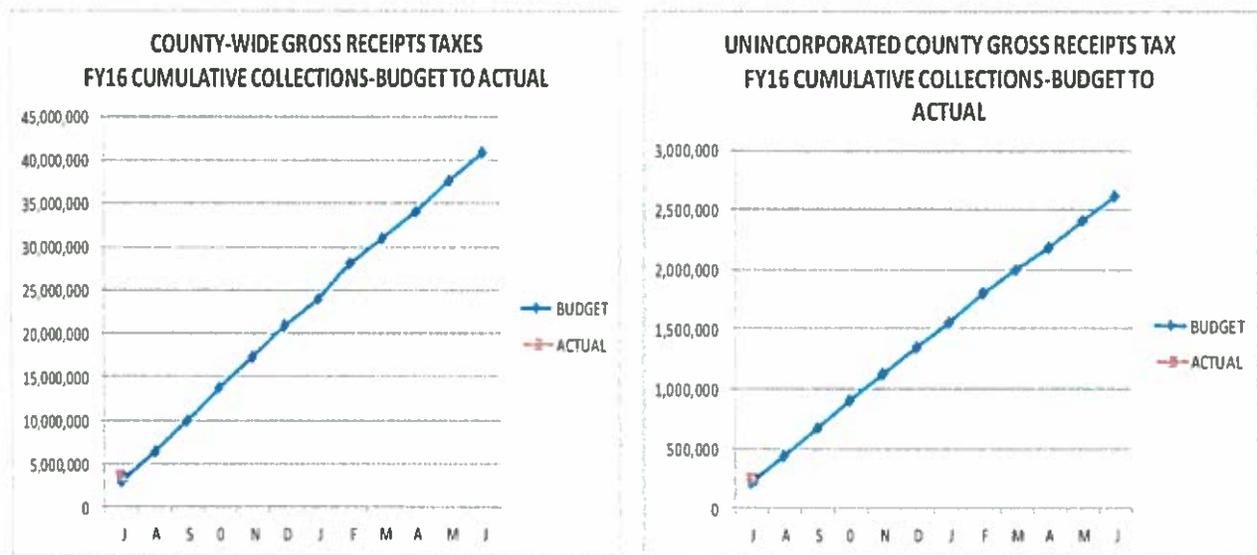


*Gross Receipts Tax Revenue*

The gross receipts taxes are estimated from trend data taking into account economic factors that impact various business activities such as construction, wholesale, retail and service sectors. Combined, both the county-wide and the unincorporated gross receipt tax revenue in July total \$3.7 million and is \$0.5 million above the budgeted amount of \$3.2 million. Total year-to-date

collections were above the collections of the prior year by \$0.5 million for the same time period. These amounts exclude the Regional Transit District GRT which is passed through in its entirety to the North Central Regional Transit District. Fiscal year to date that tax has raised \$374K.

The unincorporated GRT collections total \$234K through the month of July and are \$27K above the budgeted amount of \$207K. The collections are \$35K above the prior year collections. Combined Countywide and unincorporated GRT revenue is 15% above the same period in FY 2015.



**Non-Recurring Expenditures**

Capital expenditures are considered non-recurring expenditures and may be funded by recurring or non-recurring sources. Non-recurring sources include bond proceeds, special appropriations, grants and cash balances from excess revenues of prior years. Recurring sources used for capital include the capital outlay gross receipts tax.

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

|                               |           |                          |           |
|-------------------------------|-----------|--------------------------|-----------|
| Pojoaque Little League Fields | \$353,531 | Phase II Road Annexation | \$530,150 |
| Romero Park Improvements      | \$157,602 | Quill Plant Improvements | \$120,675 |
| Spruce Street                 | \$166,301 |                          |           |

**Finance Division Activities**

The Finance Division is finalizing the closing entries for Fiscal Year 2015 and is currently working with the County’s independent auditors on the FY 2015 audit and preparing the Comprehensive Annual Financial Report (CAFR). The Budget Office will begin working with Departments on performance management to advance the performance budgeting process for next fiscal year (FY17). Staff coordinated and carried out a successful effort to deliver obsolete and non-serviceable vehicles, equipment, computers and other items to the surplus auction which will be held on August 15<sup>th</sup>. Finally, the Payroll Office is undertaking an assessment of the Kronos

timekeeping system in anticipation of a major upgrade and the completion of Countywide implementation of the electronic timekeeping system.

**SUMMARY:**

In summary, Santa Fe County continues to enjoy a healthy financial position. Recurring revenue and recurring expenses are at anticipated levels for the first month of the fiscal year and there is adequate funding to support its capital project priorities. There are no areas of concern in the financial outlook at this time.



