

Daniel "Danny" Mayfield  
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

**DATE:** *October 16, 2013*

**TO:** *Board of County Commissioners*

**FROM:** *Katherine Miller, Santa Fe County Manager*

**ITEM AND ISSUE:** *BCC Meeting October 29, 2013*

DISCUSSION OF POSSIBLE CHANGES TO THE FORMAT OF THE AGENDA OF THE BOARD OF COUNTY COMMISSIONERS' MEETINGS TO BETTER ENGAGE, INVOLVE AND INFORM THE PUBLIC AND TO MORE EFFICIENTLY CONDUCT THE COUNTY'S BUSINESS

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### **BACKGROUND AND SUMMARY:**

Over the past couple of months there have been various concerns and discussions on public meeting noticing requirements, agenda format, packet materials and public participation at BCC meetings. As a result staff has undertaken a series of efforts to revise previous resolutions that affect the BCC meeting content, structure, noticing requirements and agenda format. Staff researched other public meeting agendas, reviewed comments and concerns regarding BCC meeting structure and sought the advice of a consultant. The objective of reorganizing the agenda is to address action items early in the meeting for more predictable timing of critical items for board members, presenters and the public, to encourage public comment on action items, to allow ample time for discussion and informational items and to allow for presentations at a more convenient time for individuals who work elsewhere or for students attending class during the day.

State Senator Daniel Ivey-Soto provided considerable expertise and experience in assisting staff in developing some procedural and organizational improvements to the agenda. These improvements are intended to lead to more predictable times for agenda items, to create opportunity for more public input on action items and to coincide with the other suggested changes in other resolutions.

### **ACTION REQUESTED:**

Please review the attached sample agenda format and discuss in order to direct the County Manager on possible changes to the BCC agenda format.



Santa Fe Board of County Commissioners  
County Commission Chambers  
County Administration Building

REGULAR MEETING

January 14, 2014 at 4:00pm

*Please turn off Cellular Phones during the meeting.*

*Not an Agenda – A Land Use Example*

1. Opening Business (These items can each be done by asking for objections (implied motion, implied second, ask for objections on each)) (15 minutes)
  - a. Call to Order
  - b. Roll Call
  - c. Pledge of Allegiance
  - d. State Pledge
  - e. Moment of Reflection
  - f. Approval of Agenda (and schedule)
  - g. Approval of Minutes
2. Consent Calendar (10 minutes)
  - a. Final Orders
    - i. CDRC Case # XYX Brand New Subdivision. John Q. Public, Applicant, Jane Smith, Agent, Request Master Plan Zoning Approval For A XXX YYY.
    - ii. CDRC Case # XYZ John Q. Public Variance. John Q Public requests a variance... Approved 4-0, XXX, Case Manager.
    - iii. ETC, etc.
  - b. Approval of Proclamations
    - i. A Proclamation Honoring the ... (Commissioner XX)
3. Action Items
  - i. PUBLIC HEARINGS (to begin at 4:30 PM)
    1. GROWTH MANAGEMENT DEPARTMENT
      - a. BCC CASE 14-001 Gorgeous Acres Master Plan / Preliminary Development Plan. Jane & John Doe Request Master Plan Zoning Approval for a ... (45 minutes)
      - b. BCC Case 14-002 West Edge Properties Vacation of Easement. West Edge Properties, applicant, Requests approval to vacate a platted 20' Wide Public Access and Utility Easement ... (45 minutes)

- b. Items pulled from Consent Calendar (10 minutes)
- 4. Presentations (begins at 6:15 PM)
  - a. Call for General Comment from the Public
  - b. Presentations
    - i. Acknowledgement And Recognition Of Volunteer .... (Commissioner ZZ) (30 minutes)
  - c. Reading of Proclamations
    - i. Reading of A Proclamation Honoring The ... (Commissioner XX) (20 minutes)
- 5. Discussion Items / Information Items (No action can be taken on these)
  - a. Items from Commissioners (50 minutes)
- 6. Executive Session (30 minutes)
  - a. Limited Personnel Matter
- 7. Concluding Business (10 minutes)
  - a. Announcements
  - b. Adjournment (at approximately 8:30 PM)

NOTES -

With the exception of the Presentations item to begin at 5:30 PM, the inclusion of expected times for the other agenda items is recommended but not mandatory.

If time is to be included, when the agenda is prepared, expected times for each item are added up and included in the Agenda. If time is slipping, any member can move for "Order of the Day" and it is time to move to the next item. If someone wants to add time to an item after approval of the agenda, it will require a 2/3 vote (four of five Commissioners.)

Note that there may be discussion about an item on the consent calendar without it being pulled from consent. Discussion will be allowed for five minutes. If more time is needed, the item will be pulled off consent and heard at the end of the Action Items section (at item 3.e in this example.)

**Santa Fe Board of County Commissioners**  
County Commission Chambers  
County Administration Building

**REGULAR MEETING**

**January 28, 2014 at 1:00pm**

*Please turn off Cellular Phones during the meeting.*

***Not an Agenda – An Admin Example***

1. Opening Business (These items can each be done by asking for objections (implied motion, implied second, ask for objections on each)) (15 minutes)
  - a. Call to Order
  - b. Roll Call
  - c. Pledge of Allegiance
  - d. State Pledge
  - e. Moment of Reflection
  - f. Approval of Agenda (and schedule)
  - g. Approval of Minutes
2. Consent Calendar (10 minutes)
  - a. Final Orders
    - i. CDRC Case # XYX Brand New Subdivision. John Doe, Applicant, Jane Smith, Agent, Request Master Plan Zoning Approval For A XXX YYY.
    - ii. CDRC Case # XYZ John Q. Public Variance. John Q Public requests a variance... Approved 4-0, XXX, Case Manager.
    - iii. ETC, etc.
  - b. Approval of Proclamations
    - i. A Proclamation Honoring the ... (Commissioner XX)
  - c. Budget Adjustment Requests (less than \$100,000)
    - i. BAR to Adjust the Budget to ...
    - ii. Another BAR
  - d. Grant Applications
    - i. Request approval to submit a grant to ...
    - ii.
3. Action Items
  - a. Procurement
    - i. Request Approval To Award Contract # 2014-001 to BLT Construction for ... (Chief Procurement Officer) (20 minutes)
  - b. Appointments –

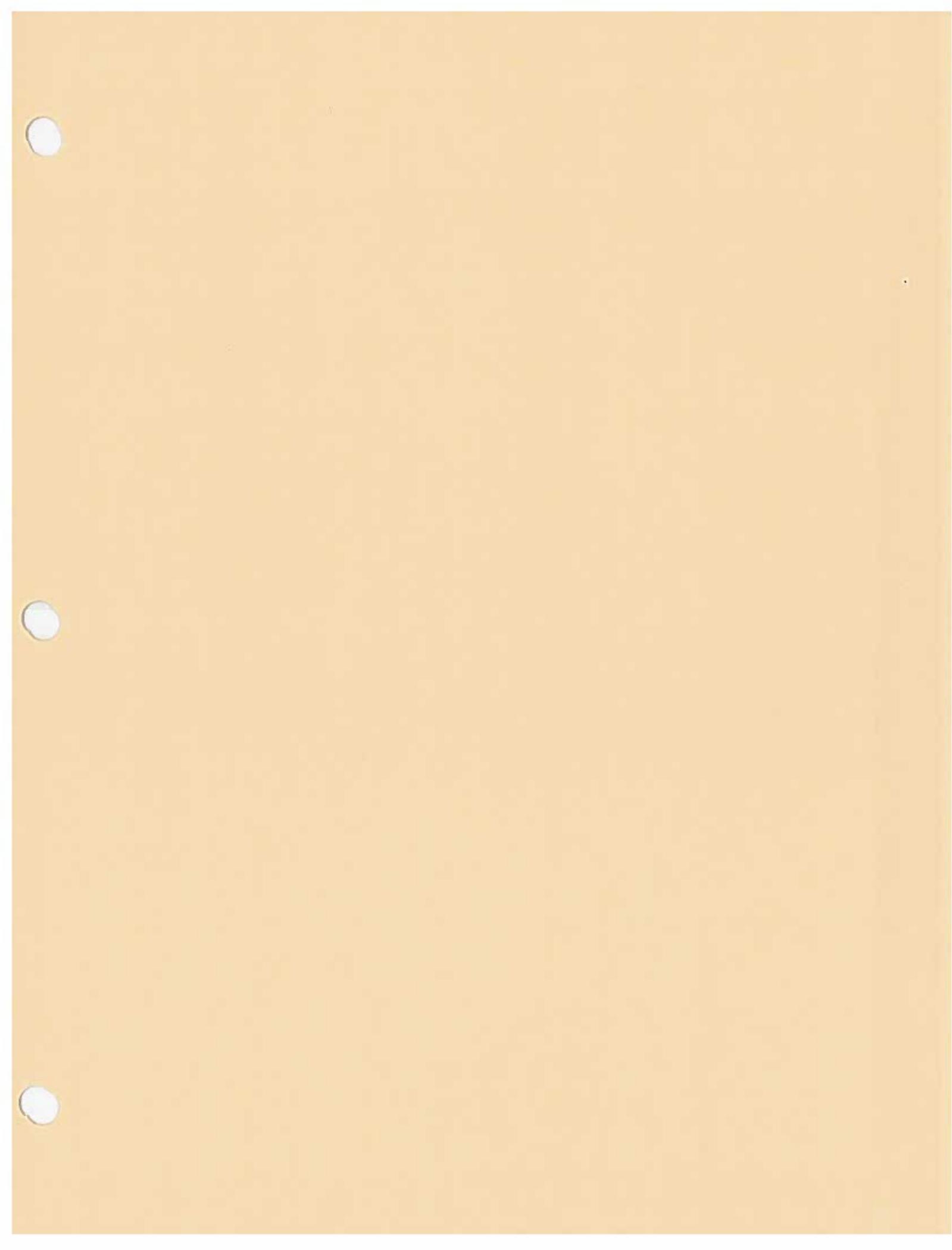
- i. Appointment Of John Doe To The Planning Council. (20 minutes)
    - ii. Appointment Of Extraterrestrial Land Use Committee Members (County Attorney) (30 minutes)
  - c. Resolutions -
    - i. Resolution No. 2014-\_\_\_, A Resolution Directing Staff To Investigate ... (Commissioner AAA And Commissioner BBB) (45 minutes)
    - ii. Resolution No. 2014-\_\_\_, A Resolution To Proclaim ... (XXX/ Public Safety) (30 minutes)
    - iii. Resolution No. 2014-\_\_\_, A Resolution Creating... (YYY/ Public Works) (60 minutes)
  - d. Items pulled from Consent Calendar (10 minutes)
  - e. Break (30 minutes)
- 4. Presentations (begins at 5:30 PM)
  - a. Call for General Comment from the Public
  - b. Presentations
    - i. Acknowledgement And Recognition Of Volunteer .... (Commissioner ZZ) (30 minutes)
  - c. Reading of Proclamations
    - i. Reading of A Proclamation Honoring The ... (Commissioner XX) (20 minutes)
- 5. Discussion Items / Information Items (No action can be taken on these)
  - a. Items from Commissioners (50 minutes)
  - b. Reports from Committees
    - i. Committee Report 1 (CAC, NCRTD, COLTPAC, e.g.) (40 minutes)
  - c. Reports from Departments
    - i. Staff Report 1
    - ii. Staff Report 2
- 6. Executive Session (30 minutes)
  - a. Limited Personnel Matter
- 7. Concluding Business (10 minutes)
  - a. Announcements
  - b. Adjournment (at approximately 8:30 PM)

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Note that there may be discussion about an item on the consent calendar without it being pulled from consent. Discussion will be allowed for five minutes. If more time is needed, the item will be pulled off consent and heard at the end of the Action Items section (at item 3.e in this example.)





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*Commissioner, District 4*

**Liz Stefanics**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## ***MEMORANDUM***

**DATE:** *October 11, 2013*

**TO:** *Board of County Commissioners*

**FROM:** *Katherine Miller, Santa Fe County Manager*

**ITEM AND ISSUE:** *BCC Meeting October 29, 2013*

DISCUSSION OF OPTIONS TO PROVIDE REASONABLE PUBLIC NOTICE FOR MEETINGS OF THE BOARD OF COUNTY COMMISSIONERS AND FOR BOARDS AND COMMITTEES APPOINTED OR ACTING UNDER THE AUTHORITY OF THE BOARD OF COUNTY COMMISSIONERS

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### **BACKGROUND AND SUMMARY:**

Members of the Board of County Commissioners have requested that staff examine the Open Meetings Act requirements and review our expenditures for public notice for meetings. Using that information, staff has developed some ideas of how to make sure that meetings are properly noticed while also ensuring that events out of our control (failure of a newspaper to properly publish, for example) for a meeting does not require cancellation of that meeting.

Please consider:

- Publishing a single notice at the start of a year on County Bulletin Boards would satisfy the statutory requirement for public notice
- Agendas posted separately from the meeting notice, posted only on County Bulletin Boards seven and three days before a meeting.
- Adopting the above changes to the County's Notice Rule would not preclude us from providing additional, electronic notice to reach the public.
- Santa Fe County spends approximately \$44,000 to publish newspaper ads for meeting notices in a year. Adoption of these changes could save approximately \$25,000 annually.

### **ACTION REQUESTED:**

Please review, discuss and give direction to the County Manager on suggested changes to our public notice resolution, if any, so that a draft resolution can be prepared for review and discussion.







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County Manager

**Pablo Sedillo, III**  
Public Safety Director

**To:** Santa Fe County Board of County Commissioners  
**From:** Pablo Sedillo, III *PS*  
Public Safety Department Director *KM*  
**Date:** 10/29/13  
**Re:** SFC Corrections Department Monthly Report for September 2013

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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 September 2013.

## **CORRECTIONS DEPARTMENT**

### **Adult Detention Facility**

- Began housing overflow population for Bernalillo County (MDC); male and female inmates.
  - Programming began with MDC inmates; Substance Abuse and Thinking for a Change.
- N.M. Criminal Justice Association (NMCJA) held 30<sup>th</sup> Annual Conference on September 25<sup>th</sup> – 27<sup>th</sup>, 2013. Santa Fe County Adult Detention Facility Classification Supervisor, Melissa Oberg, is on the NMCJA Board of Directors. This year's Conference was attended by Director Pablo Sedillo III; Warden Mark S. Gallegos; Programs Manager Renee Fernandez and Ms. Oberg.
- Bixie, K-9, utilized in contraband identification with three successful contraband findings.
- Held Volunteer Orientation with 14 attending the session.
- Conducted two sessions of 40 hour In-Service Training for Security and Support personnel.
- New Mexico Association of Counties Detention Affiliate Audit has been re-scheduled for the week of November 11, 2013.
- Santa Fe County Public Safety Day was held on September 28, 2013. Event was attended by Director Pablo Sedillo, III; Warden Mark Gallegos; Deputy Warden Mark Caldwell; Sgt. Aaron Martinez; Sgt. Demetrio Padilla and Administrative Manager Stephanie Martinez.
- 17 rides provided in month of September

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

- Intern Olivia Green will be working with residents at YDP focusing on Art Therapy.
- Santa Fe Fiesta Council visited YDP residents and gave an overview of Santa Fe history.
- YDP staff are now all on the Kronos time clock system.

### **Electronic Monitoring (EM)**

- New installation fee of \$25.00 began on September 23<sup>rd</sup>.
- BI Inc. bill has decreased by \$11,921.88 since September 2012. (September 2012 billing was \$37,376.53 and September 2013 billing is \$25,454.65).
- EM has begun its first 40hr in-service training
- Conducted interviews and in process of hiring additional staff.

## **FIRE DEPARTMENT (August 29th – September 26<sup>th</sup>)**

Total emergency responses – 377

- Fire – 12
- EMS – 365

Transports - 244

### **Operations and Administration**

- Seven (7) career recruits completed International Fire Service Accreditation Congress (IFSAC) Fire Fighter II testing and accreditation.
- Three (3) field staff began a six month paramedic training program at Albuquerque Fire Department.
- Volunteer Fire Academy began with 18 new members attending 16 hours/week.
- Completed 16 hours of career and volunteer aerial training for Pojoaque District, Northern Region and Medic 50.
- Internal posting for Fire Lieutenant position received 24 applicants.
- Ambulance revenue of \$108,735 receipted.
- Filled vacant Accounts Payable position.

### **Fire Prevention**

- Business registrations – 8
- Development Reviews – 26
- Lot line Adjustments/Land Divisions/Family Transfers – 3
- School Inspections – 14
- Burn Permits – 9

### **Volunteer Recruitment and Retention**

- New member applications approved - 8
- Grant applications submitted – 15/total request \$1,189,423

### **Emergency Management**

- 9 day flood activation
- Exercise Director County EOC – Bureau of Reclamation Flood Drill
- Participated in enterprise Pipeline Table Top Exercise for Santa Fe & Torrance Counties
- Taught classes in Medical Response to Active Shooter, Highway Safety, National Preparedness Goal

## **RECC**

- Incoming calls to date
  - July to September – 106,227
  - Year to Date – 311,652
- 911 calls to date
  - July to September – 21,210
  - Year to Date - 58,934
- County calls for service to date
  - July to September – 18,932
  - Year to Date – 56,879
- City calls for service to date
  - July to September – 37,723

- Year to Date – 104,691
- Town of Edgewood calls for service to date
  - July to September – 1,857
  - Year to Date – 4,252
- Current vacancies
  - 3 Call Taker Positions
  - 5 Trainee Positions
- Training Status
  - Two employees are in the final month of training before they are signed off to work alone in Center.
  - Two new hires in the RECC Academy for 5 weeks.
  - Two re-hires are on the floor with their trainers and are both taking calls for service.
  - Interviews conducted 10/09/13 for 4 candidates.
- Training Academy
  - Academy scheduled to start on October 21<sup>st</sup> and call taker Eddie Lumb will be attending

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







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County Manager

## Memorandum

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

**From:** Rachel O'Connor, Director, Community Services Department *RLO*

**Date:** October 13, 2013

**Subject:** Community Services Monthly Report

The Community Services Department has been tracking SF County community center activity following passage of the resolution (see below summary). The Nancy Rodriguez Community Center leads in the number of times rented at 51 for a three month period. Overall our community centers were rented 87 times for a three month time period.

SFC Community Center Activity July, August, September 2013								
Location	Bennie J.	Cundiyo	El Rancho	La Cienega	Nambe	NRCC	Rio En Medio	Total
July	0	3	0	6	1	14	3	27
August	0	0	1	4	3	19	1	28
September	2	1	1	6	2	18	2	32
<b>Dept. Total</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>16</b>	<b>6</b>	<b>51</b>	<b>6</b>	<b>87</b>

The DWI Planning Council will be kicking off a new public awareness campaign for the holiday season. Santa Fe County has had four alcohol involved fatalities thus far this year. Last year Santa Fe County had eight fatalities for the total year.

Santa Fe County has a new Senior Services Transportation Director, Leroy Kahn. In addition we also have a new Nutritional Coordinator, Elizabeth Lujan.



Santa Fe County is coordinating a Drug Take Back event on October 26, 2013. We are again partnering with the Drug Enforcement Agency (DEA), all three law enforcement agencies and the Santa Fe Public Schools to hold Take Back events in five locations. We will also be handling advertisement of the event.

The Community Services Department is in the process of finalizing a Request for Proposals (RFP) to be released to increase Medicaid and other health care insurance enrollment in rural areas of the County. We are hoping to partner with one of the agencies already providing navigator services.

We are working with the Department of Public Safety to finalize the position for Medicaid enrollment/Narcan training. We are meeting with the SF County Fire Department to see if they may be able to assist us in training family members on the use of Narcan.

The DWI program worked with Traffic Safety Bureau this week to finalize a grant that was awarded to the program. The grant is in the amount of \$75,000.00. The Sheriff's department will receive \$45,000.00, to fund a clerk position that will assist with the vehicle forfeiture program.

The Santa Fe County Community Services Department processed 2002 requests at Satellite offices from July through September, 2013. The majority were landfill permits (see below).

SATELLITE OFFICE ACTIVITY LEVEL										
July, August, September 2013										
Location	Assessor	ASD	Clerk	CSD	Grth Mgt.	LF Permits	Sheriff	Treasurer	other	Office Total
Edgewood	0	0	1	1	0	288	0	0	0	290
Eldorado	0	0	6	0	0	919	0	0	0	925
Pojoaque	8	23	1	4	10	734	1	1	5	787
<b>Dept. Total</b>	<b>8</b>	<b>23</b>	<b>8</b>	<b>5</b>	<b>10</b>	<b>1941</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>2002</b>







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**MEMORANDUM**

To: Board of County Commissioners

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

Date: October 15, 2013

Re: HR Monthly Report for September 2013

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**Issue:**

The HR Division provides the Santa Fe County Board of County Commission a monthly report regarding HR information and events.

**Background:**

The purpose of this memo is to provide you with information relative to HR functions and statistics for the month of September 2013. Throughout the month of September, HR coordinated/conducted thirteen training sessions. For the first quarter of FY2014, thirty-one training sessions have been offered to County employees. During the September session of NM EDGE courses, thirty County employees were granted approval and funding to attend. For the first quarter of FY2014, a total of forty-five employees attended NM EDGE courses as supported by Santa Fe County for a total dollar amount of \$11,050.00.

In regards to recruitment, the 2<sup>nd</sup> Annual Public Safety Day occurred on September 28, 2013. This was an opportunity for the public to learn more about careers in public safety to include the Sheriff's Office, the Corrections Department, the Fire Department and the Regional Emergency Communications Center. The event allowed interested candidates to take practice written and physical agility exams to help them prepare for the actual testing process. A coordinated effort was established for getting the information out to the community to include interviews on a local radio station, information provided via Facebook, Twitter, the County website, at the State Fair, at the National Night Out event, and flyers distributed to various businesses. The number of people who attended was lower than expected (fourteen people attended); however these people gained valuable insight to potential careers with Santa Fe County. The low turnout could be attributed to the weather on that particular day. The committee who worked on the event has great ideas to prepare for the 3<sup>rd</sup> Annual Public Safety Day to increase participation such as changing the date, discussion about the venue, other resources for advertising, etc. Our plan is to continue to offer this event to the public as a resource for them.

In September, we recruited for the position of Fire Lieutenant. Twenty-five applicants qualified and the testing process is underway. At the Sheriff's Office, we conducted Sheriff Deputy Cadet testing. Twenty-eight applicants attended, and eight successfully completed the written and physical agility tests. We also recruited for the position of Sheriff Sergeant and this process is also underway. At the Corrections Department, we had forty-eight applicants for the position of Detention Officer. Twelve applicants attended the testing process, and seven successfully completed it.

At the end of September, the HR Division began receiving information from the State of New Mexico Risk Management Division regarding open switch enrollment for insurance benefits. The open/switch enrollment period is October 1, 2013 – November 15, 2013. HR will be going to different County worksites beginning October 16, 2013 to provide employees with information and assistance. In addition, information was provided to all employees about what is changing, times and dates of meetings conducted by the state, and information posted on the state's website regarding the changes. This open/switch enrollment is not mandatory which means if employees do not want to make any changes, they are not required to complete an enrollment form; however they will be required to complete a No Change Form by November 15, 2013. If changes are made, enrollment forms are due to the HR Division on or before November 15, 2013. The information provided by the state confirms no rate increases effective January 1, 2014 through June 2014; however effective July 1, 2014, there will be a 10% increase to medical premiums. Another change noted is that the deductibles will resume back to a full year.

With regard to voluntary benefits, HR is securing an agreement with ASI Flex, a flexible spending account vendor for employees to participate in such programs effective January 1, 2014. This is the same company currently being utilized for this purpose under the state's plan, but is scheduled to cease effective December 31, 2013 for local public bodies under the state's plan. With the new agreement, employees will not see an interruption in services with flexible spending accounts. The HR division is currently working with purchasing on the RFP process to offer other appropriate voluntary benefits to complement our benefits package.

Attached are the HR Statistics Report, the New Hire Report, and the Labor Statistics Report for September 2013. If you have any questions, I can be contacted at 992-9886. Thank you.

# HR STATISTICS FOR THE MONTH OF SEPTEMBER 2013

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations
MANAGER'S OFFICE	01-COUNTY MANAGER AD MINIS.	6		6			1	7						
	02-COMMISSION	5		5	5			5						
	15-HUMAN RESOURCES	10		10			1	11						
	21-FINANCE	21		21			2	23						
<b>CMO TOTAL</b>		<b>42</b>		<b>42</b>	<b>5</b>		<b>4</b>	<b>46</b>						
	01-LEGAL ADMINISTRATION	8		8				8						
<b>LEGAL TOTAL</b>		<b>8</b>		<b>8</b>				<b>8</b>						
SERVICE DEPARTMENT	00-ADMINISTRATION	2		2				2						
	02-INFORMATION TECHNOLOGY	12		12			1	13	1					0
	12-PURCHASING	7		7				7						
	16-MAIL ROOM	1		1				1						
	17-RISK MANAGEMENT	3		3				3						
<b>ASD TOTAL</b>		<b>25</b>		<b>25</b>			<b>1</b>	<b>26</b>	<b>1</b>					<b>0</b>
SERVICE DEPARTMENT	01-ADMINISTRATION	4		4				4						
	03-MCH GRANT PROJECT						1	1						
	20-INDIGENT HOSPITAL FUND	3		3				3						
	21-EMS-HEALTH CARE	3		3				3						
	54-HOME FOR GOOD PROGRAM '06													

# HR STATISTICS FOR THE MONTH OF SEPTEMBER 2013

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations
	74-MOBILE HEALTH FAIR VAN	1	1				4	5						
TOTAL		11	1	10	0	0	5	16	0	0	0	0	0	0
	04-DWI LOCAL	8		8			1	9						
TOTAL		8	0	8	0	0	1	9	0	0	0	0	0	0
	09-DWI TEEN COURT	2		2				2						
TOTAL		2	0	2	0	0	0	2	0	0	0	0	0	0
	89-SENIOR PROGRAMS - ADMIN.	8		8			2	10	2					
	90-SR SVCS- CONGREGATE MEALS	7	1	6		1	2	9						
	92-SR SVCS - HOME DELIVERED	2	1	1		1	2	4						
	93-SR SVCS - TRANSPORTATION	4		4		1		4						
TOTAL		21	2	19	0	3	6	27	2	0	0	0	0	0
	01-POJOAQUE SATELLITE OFFICE					1								
	02-EDGEWOOD SATELLITE OFFICE					1								
						2								
GSD TOTAL HOUSING DEPARTMENT		42	3	39	0	5	12	54	2	0	0	0	0	0
	30-ADMINISTRATION	11		11			1	12						
	49-HOUSING SECTION 8 VOUCHER	2		2				2						
	82-HOUSING CFP - 2012	1		1				1						

# HR STATISTICS FOR THE MONTH OF SEPTEMBER 2013

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations
<b>HOUSING TOTAL</b>		14		14			1	15						
MANAGEMENT DEPARTMENT	01-LAND USE ADMINISTRATION	4		4				4	1					
	02-PLANNING	6		6			1	7	1					
	15-AFFORDABLE HOUSING-COUNTY	2		2				2						
	08-REGIONAL PLANNING AUTHRITY													
<b>TOTAL</b>		12	0	12	0	0	1	13	2	0	0	0	0	0
<b>TOTAL</b>	16-BUILDING & DEVELOPMENT	13		13			2	15						
<b>TOTAL</b>	14-GIS	8		8			1	9						
<b>TOTAL</b>		8		8	0	0	1	9	0	0	0	0	0	0
<b>GMD TOTAL</b>		33	0	33	0	0	4	37	2	0	0	0	0	0
PUBLIC WORKS DEPARTMENT	00-OFFICE OF THE DIRECTORS	6		6				6						
	01-PUBLIC WORKS ADMIN.	11		11			1	12						
	02-FLEET SERVICE	9		9				9						
	03-TRAFFIC ENGINEERING	6		6			2	8						
	05-SOLID WASTE	20		20		1	1	21						
	11-ROAD MAINTENANCE	34		34		1	5	39						
<b>TOTAL</b>		86		86		2	9	95						

# HR STATISTICS FOR THE MONTH OF SEPTEMBER 2013

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions	New Hires/Re-employments	Resignations	Retirements	End of term/Temp status	Terminations	Total separations
	96-JUDICIAL COURT COMPLEX						1	1						
	02-PROPERTY CONTROL	11		11			3	14						
	62-MAINTENANCE DIVISION	7		7				7						
	03-BUILDING SERVICES	16	2	14			2	18	1					
	18-PROJECT DEVELOPMENT DIV	8		8			1	9						
	26-OPEN SPACE	3		3			2	5						
	08-SANTA FE RIVER GREENWAY						1	1						
<b>TOTAL</b>		45	2	43	0	0	10	55	1	0	0	0	0	0
	10-WATER	14		14			7	21						
	20-WASTEWATER						1	1						
<b>TOTAL</b>		14		14			8	22						
<b>PWD TOTAL</b>		145	2	143	0	2	27	172	1	0	0	0	0	0
<b>PUBLIC SAFETY DEPARTMENT</b>		24		24			4	28						
	01-FIRE ADMINISTRATION													
	08-EMERGENCY PREPAREDNESS						1	1						
	09-FOREST RESTORATION	3		3				3						
	11-FIRE REGIONS	68		68			5	73		1				1
	14-FEMA GRANT	1		1				1						
	74-YOUTH/CONSERV. CORP GRANT					9								

# HR STATISTICS FOR THE MONTH OF SEPTEMBER 2013

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions	New Hires/Re-employments	Resignations	Retirements	End of Term/Temp status	Terminations	Total separations
<b>TOTAL</b>		96		96		9	10	106		1				1
	01-ADMINISTRATION	10	1	9			2	12						
	60-ADULT FACILITY	133		133			23	156						
	63-MEDICAL SERVICES	22		22		1	7	29						
	65-ELECTRONIC MONITORING	8		8			1	9						
	70-YOUTH DEVELOPMENT FAC.	25		25		2	4	29						
	72-ADOLESCENT RESIDENCE CTR							0						
	73-DAY REPORTING ASSESSMENT							0						
<b>TOTAL</b>		198	1	197	0	3	37	235		0		0	0	0
	01-ADMINISTRATION	39		39			9	48	2					
<b>TOTAL</b>		39	0	39	0	0	9	48	2	0		0	0	0
<b>PSD TOTAL</b>		333	1	332	0	12	56	389	2	1		0	0	1
COUNTY CLERK'S OFFICE	01-REPORTING & RECORDING	15		15	1		7	22						
	02-BUREAU OF ELECTIONS	11	1	10			1	12						
<b>CLERK' OFFICE TOTAL</b>		26	1	25	1		8	34						
TREASURER'S OFFICE TOTAL	01-COUNTY TREASURER ADMIN.	11		11	1		1	12						
ASSESSOR'S OFFICE	01-COUNTY ASSESSOR ADMIN.	29		29	1			29						
	11-PROPERTY VALUATION	14		14				14						

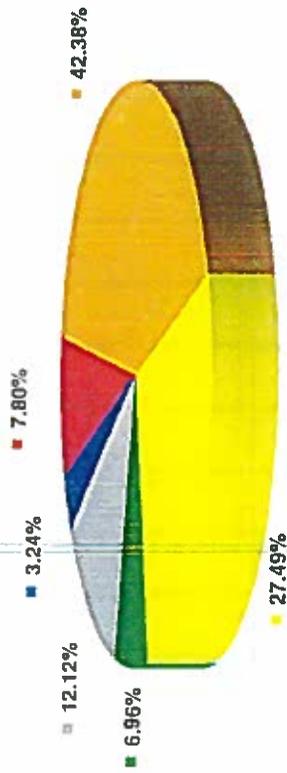
# HR STATISTICS FOR THE MONTH OF SEPTEMBER 2013

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations
<b>ASSESSOR'S OFFICE TOTAL</b>		43		43	1			43						
SHERIFF'S OFFICE	01-ADMIN/ANIMAL CNTRL/ENFORC	108		108	1		10	118	5					
	04-REG.III DRUG ENF GRANT-A	2		2				2						
	06-REG III-HIDTA GRANT	1		1				1						
<b>SHERIFF'S OFFICE TOTAL</b>		111		111	1		10	121	5					
COUNTY PROBATE	01-COUNTY PROBATE JUDGE				1									
COUNTY SURVEYOR	01-ADMINISTRATION													
<b>COUNTY WIDE TOTAL</b>		833	7	826	10	19	124	957	13	1	0	0	0	1

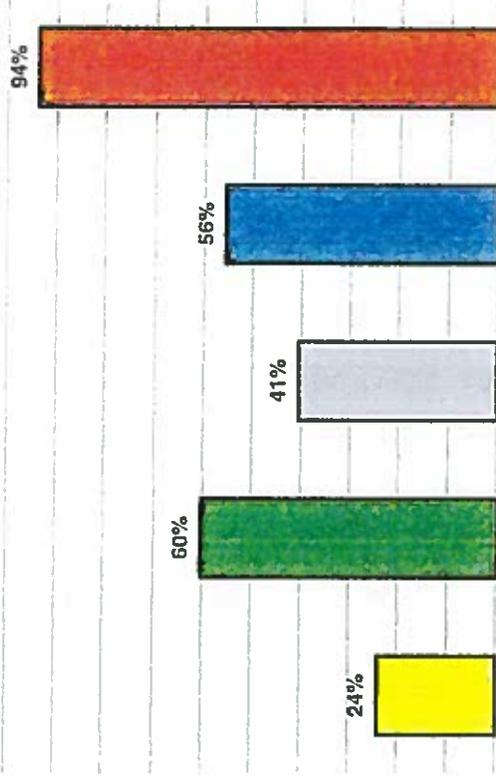
# LABOR STATISTICS FOR SEPTEMBER 2013

Union Status		Percentage of Union Status		Number of Employees Paying Dues		Percentage Of Employees Paying Union Dues	
AFSCME Employees	229	AFSCME Employees	27.49%	AFSCME Employees	55	AFSCME Employees	24%
CWA (Sheriff) Employees		CWA (Sheriff) Employees		CWA (Sheriff) Employees		CWA (Sheriff) Employees	
CWA (Corrections) Employees	101	CWA (Corrections) Employees	12.12%	CWA (Corrections) Employees	41	CWA (Corrections) Employees	41%
CWA (RECC) Employees	27	CWA (RECC) Employees	3.24%	CWA (RECC) Employees	15	CWA (RECC) Employees	56%
IAFF (Fire) Employees	65	IAFF (Fire) Employees	7.80%	IAFF (Fire) Employees	61	IAFF (Fire) Employees	94%
<b>Total Number of Union Employees</b>	<b>480</b>	<b>Total Percentage of Union Employees</b>	<b>57.62%</b>	<b>Total Number of Employees Paying Dues</b>	<b>207</b>		
Non-Union Employees	353	Non-Union Employees	42.38%				
<b>Total Number of Employees</b>	<b>833</b>	<b>Total Percentage of Employees</b>	<b>100%</b>				

Union Status



Paying Members









# Memorandum

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

**From:** Teresa C. Martinez, Finance Director *TCM*

**Via:** Katherine Miller, County Manager

**Date:** October 15, 2013

**Re:** *Financial report for the quarter ending 09/30/2013*

**ISSUE:**

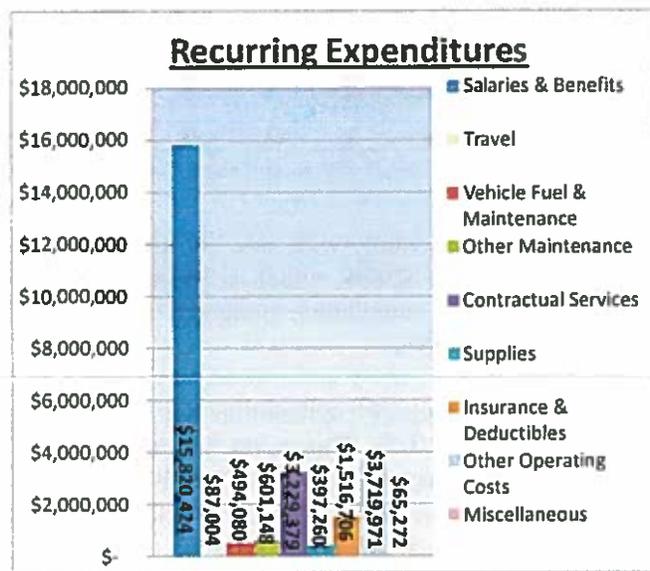
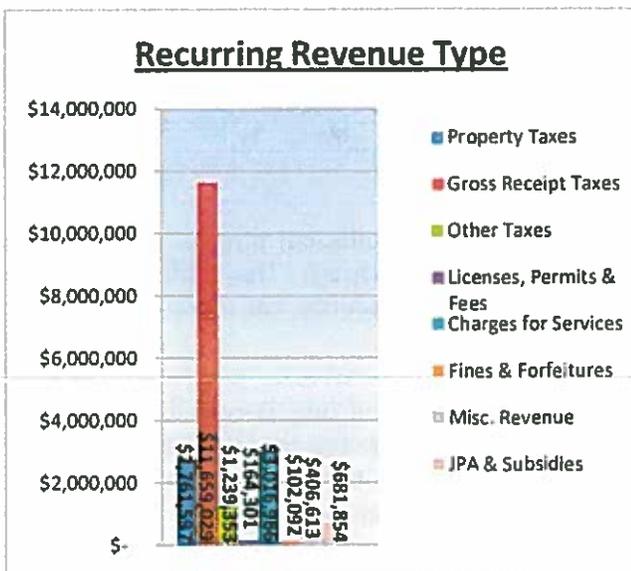
Enclosed is a report summarizing the financial activities of the County through the quarter ending September 30, 2013.

**BACKGROUND:**

The following report will summarize total revenues and expenditures county-wide and by major fund. The numbers presented within this report are as of September 30, 2013.

**ALL FUNDS:**

For the first quarter ending September 30, 2013, the county collected a total of \$23.2 million from all revenue sources. The largest share of revenue sources were generated by taxes; property taxes of \$2.8 million and GRT's of \$11.7 million excluding \$366,000 which is a pass-through to the regional transit district. On September 30<sup>th</sup>, expenditures across all funds totaled \$43.7 million. Capital expenditures totaled \$8.9 million, debt service payments totaled \$8.8 million and operational expenditures totaled \$25.9 million. The capital expenditures were mainly for the Judicial Complex \$858K, Santa Fe County Town of Edgewood fire station \$840K, vehicles/heavy equipment for Open Space, Eldorado Fire, Land Use, Public Works, Senior Services and Road Maintenance of \$3.1 million and other projects funded by the capital outlay GRT.

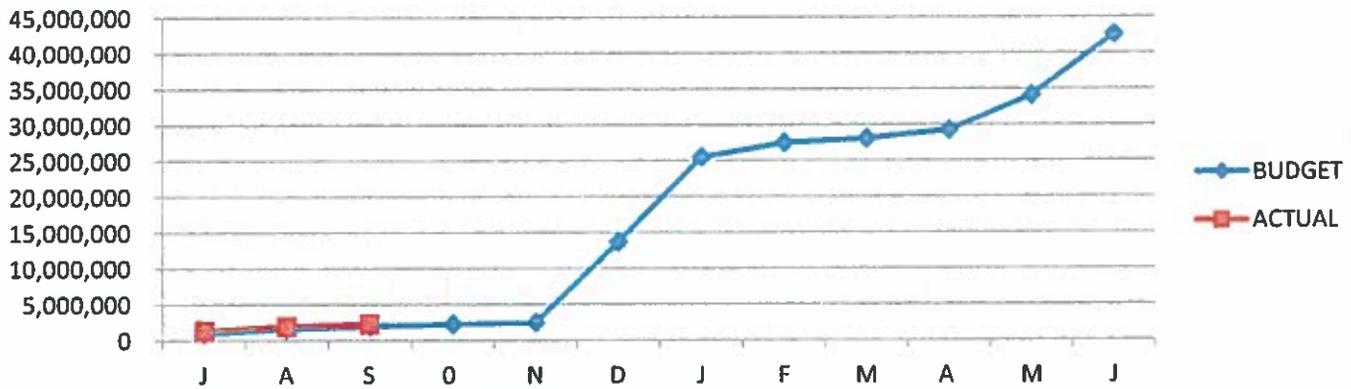


## Recurring Revenues versus Recurring Expenditures



The following charts reflect how the two largest revenue sources fared when compared to the budgeted amounts. Actual property tax collections of \$2.3 million through the end of September exceeded the projected budget of \$1.9 million by \$373K. The property tax collections for the months of July and August exceeded budget forecasts by \$388K and the month of September fell short by \$29K. The property tax collections of \$2.3 million through September 30<sup>th</sup> are \$110K better than the previous year's collections of \$2.2 million. This equates to a 4.9% higher rate of collections over the previous year's collections.

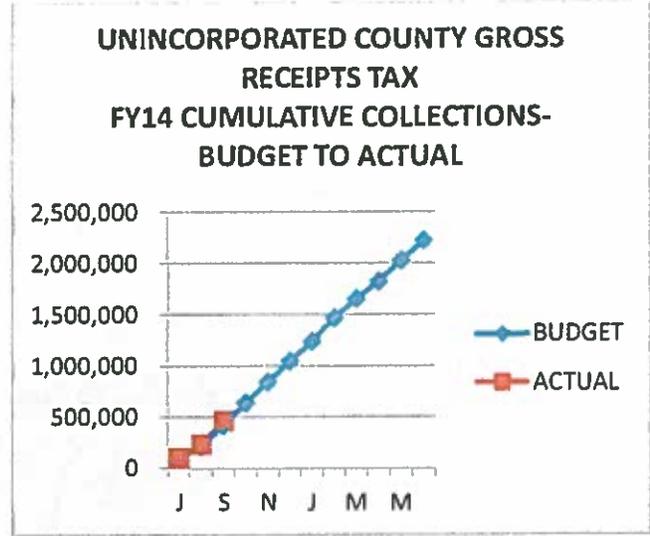
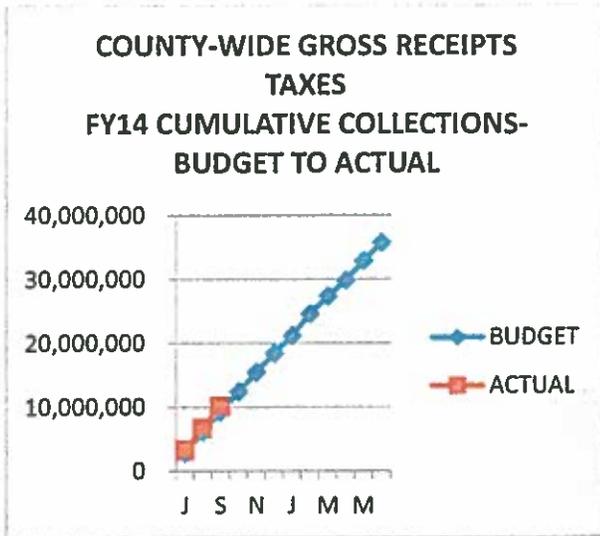
## General Fund Property Tax FY14 Cumulative Collections-Budget to Actual



Cumulatively, both the county-wide and the unincorporated gross receipt taxes collected through September total \$10.5 million (excluding \$366K which is passed through to the regional transit district). The GRT collections are \$949K greater than the cumulative budgeted amount of \$9.6 million. The collections are above the prior year collections by \$636K or 6%.

Lastly, the unincorporated GRT collections did not fall under budget for the months of July through September for an overall net excess of \$41,077. This is the first time the collections have been greater than the budgeted amount since the economic recovery began. Thus far the collections exceed the budgeted amount by 9%. Again, small amounts of money had been collected, mainly penalty and interest, to this point relative to delinquent collections for the sunsetted Fire Excise Tax totaling \$4,293 year-to-date. It is important to note that first month's collection of \$107,280 was received for the enacted fire excise tax.

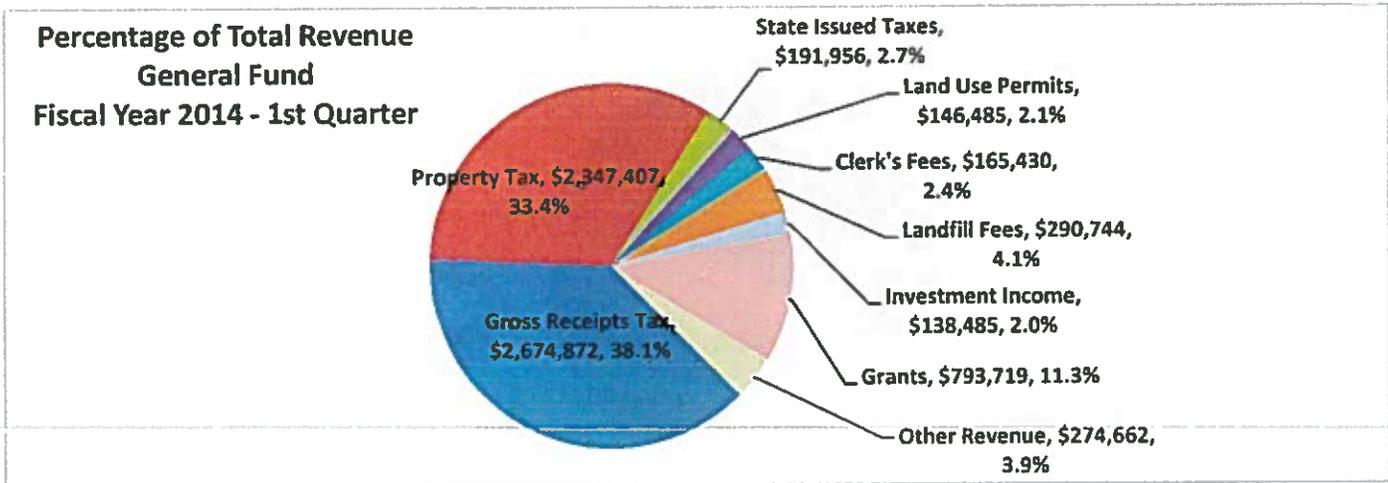
The total GRT collections of \$10.5 million are \$636K or 6% above the prior year's collections for the same time period. The total county-wide GRTs collections of \$10.1 million are \$510K or 5% greater than the prior year's collections. The unincorporated GRTs are up a total of \$41,077 or 12% from the previous year's collections of \$332,915.



**GENERAL FUND**

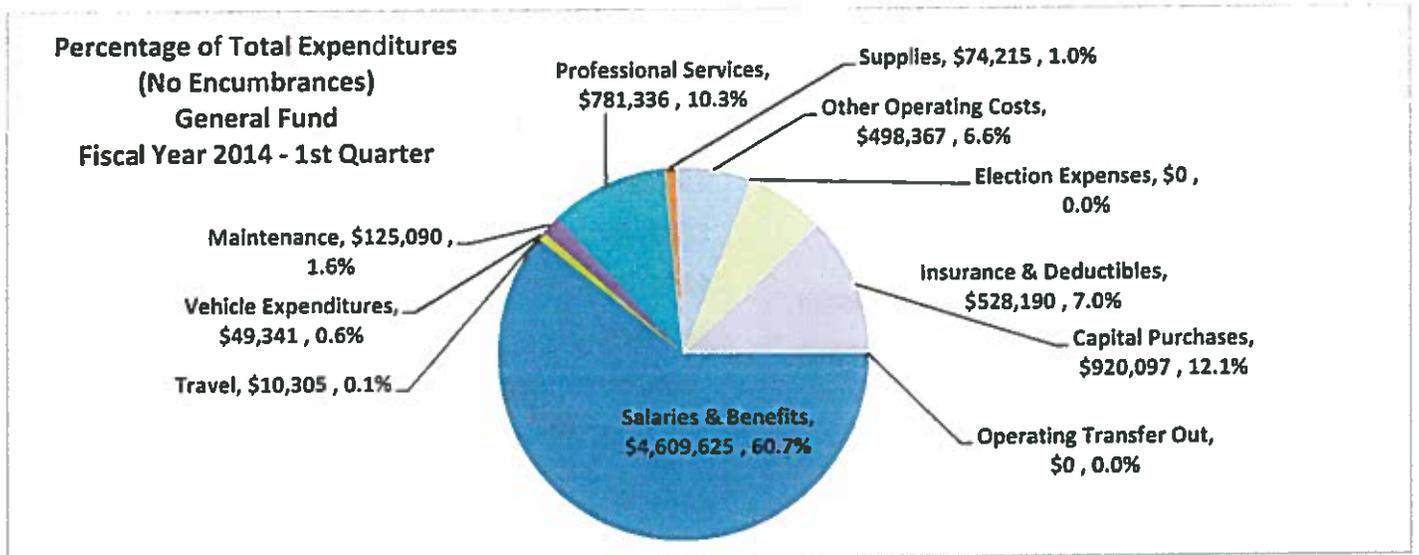
The chart below summarizes all revenue for the general fund; all revenue sources total \$7 million. Recurring revenue totaled \$6.8 million; recurring revenue includes property taxes, gross receipt taxes, state issued taxes, construction permits, clerk's fees, landfill fees and other revenue. In recent years, with the recessed economy, investment income has been calculated in the total revenue picture and has supported recurring expenditures, and for the quarter ending 09/30/2012 totaled \$138K; which is an increase of \$61K or 80% from the previous year.

Overall, total general fund revenues in FY 2014 of \$7 million are slightly greater than the previous fiscal year's revenues by \$774K or 12%.



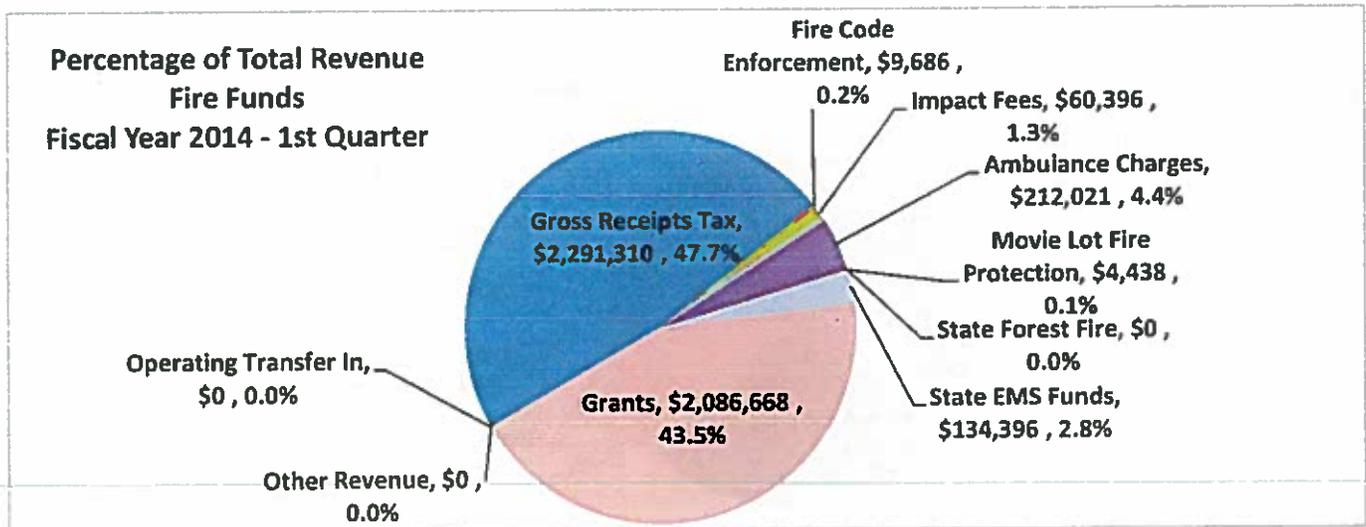
General fund expenditures totaled \$7.5 million. Recurring expenditures totaled \$6.6 million. Strictly based on actual expenditures incurred through September 30<sup>th</sup>, the general fund revenues plus budgeted cash supported operational expenditures. On September 30<sup>th</sup>, the Fund still had outstanding encumbrances just over \$5.4 million.

Total General Fund expenditures were \$1.0 million or 16% greater than the expenditures incurred in the prior fiscal year for the same time period. The increase is mainly related to increased expenditures in the salaries and benefits category related to new FTE's and increases in the contractual services, supplies, insurance and deductibles and other operating costs categories. These increases were additionally offset by decreased expenditures in the maintenance category.



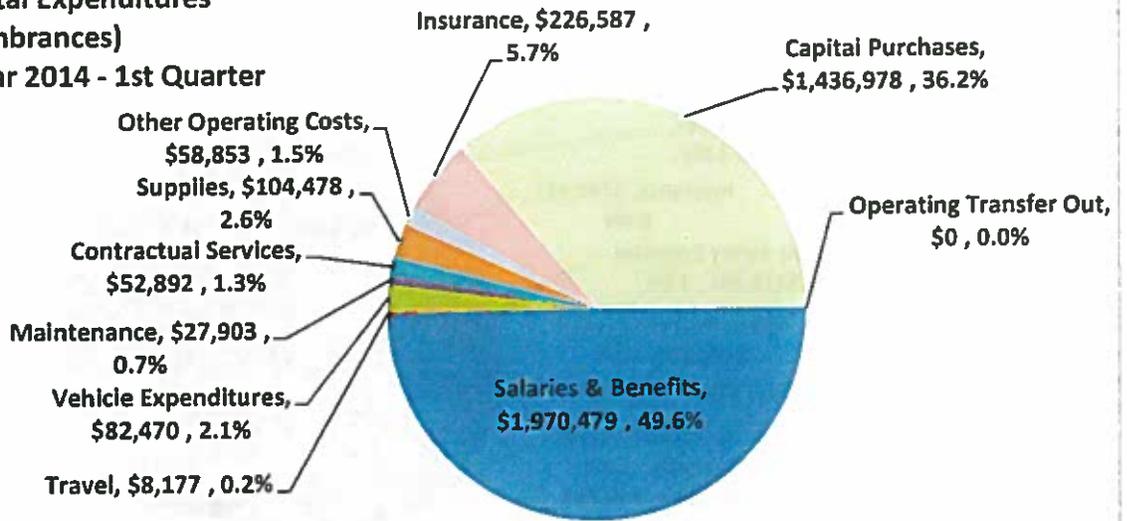
**FIRE FUNDS:**

The chart below identifies the major revenue sources for all Fire Funds. Total recurring revenues of \$4.7 million were collected and consist of gross receipt taxes, ambulance charges and some of the grants. Through September 30<sup>th</sup>, the ambulance charges exceeded budget by \$24K and are \$51K less than the prior year's collections. The remaining revenue sources for the fire operations are considered non-recurring and are highly impacted by the economic activity.



Expenditures for fire operations totaled \$3.9 million and included operational expenditures of \$2.53 million. The FY 2014 expenditures are \$620K more than the previous fiscal year. Capital expenditures of \$1.4 million were incurred and included such projects as the Santa Fe County Town of Edgewood Fire station \$840K, \$248K for vehicle purchases and other miscellaneous capital expenditures of \$30K.

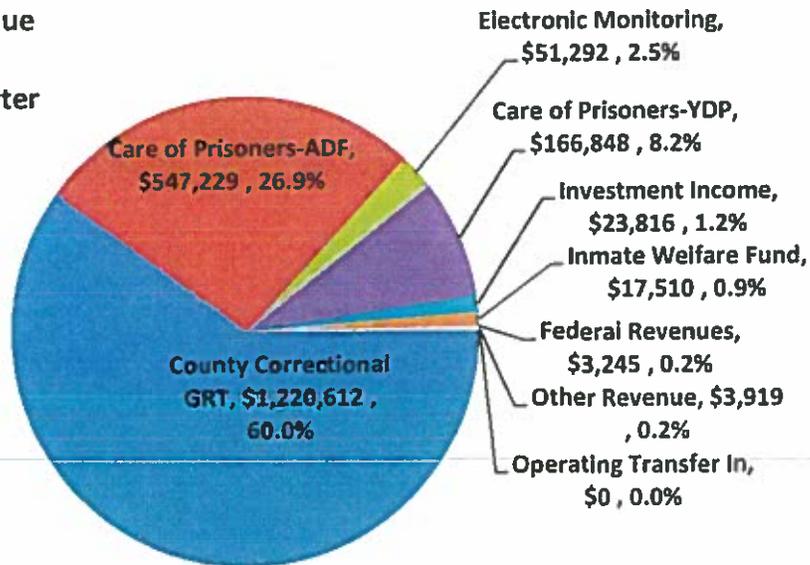
**Percentage of Total Expenditures  
(No Encumbrances)  
Fire Funds - Fiscal Year 2014 - 1st Quarter**



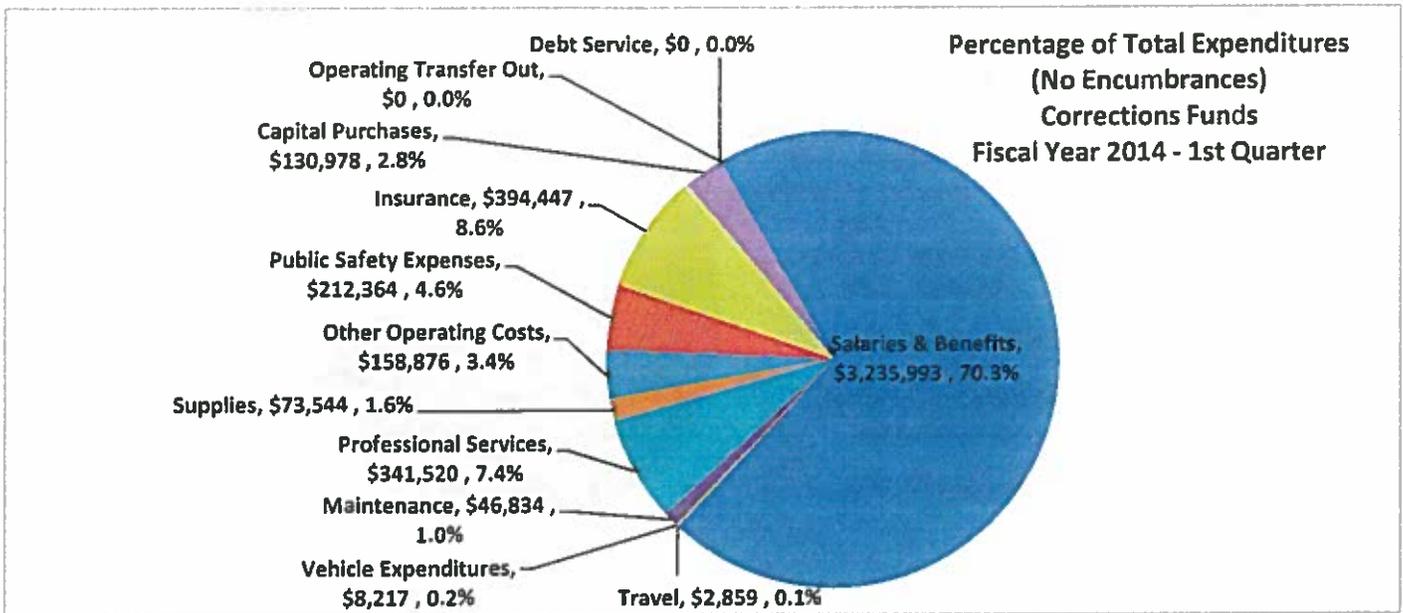
**CORRECTIONS FUNDS:**

The chart below identifies the major revenue sources for the Corrections Funds. Recurring revenue, which includes Correctional GRT collections, totaled \$2 million. The Care of Prisoner revenues of \$901K in FY 2014 are \$318,015 less than the previous year's collections of \$1.2 million. The majority of the decrease is related to the Adult care of prisoner (COP) revenue collections, which reflect that the U.S. Marshal's office was behind in making payments and with the federal shutdown, no payments are being made at this point and time. The County does expect that the payments will be made retroactively to cover services rendered for the care of prisoners once the federal government is opened for business again.

**Percentage of Total Revenue  
Corrections Funds  
Fiscal Year 2014 - 1st Quarter**



Total expenditures for the Corrections fund are \$4.6 million and the operational expenditures totaled \$4.4 million. Capital expenditures totaled \$131K.



**CLOSING:**

The numbers reflected within this report reflect activity as of close of business on September 30<sup>th</sup>. Capital expenditures, one-time expenditures and debt service payments are not considered recurring expenditures.

In summary, the 1<sup>st</sup> quarter revenues and expenditures were as follows:

- Property Taxes of \$2.2 million – collections exceeded budget by \$373K and the prior year’s collections by \$110K.
- Gross Receipt Taxes of \$10.5 million – cumulatively, collections have exceeded budget by \$949K and are above the prior year’s collections by \$636K.
- Capital expenditures totaled \$8.9 million and debt service payments totaled \$8.8 million.





**Daniel "Danny" Mayfield**  
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: October 15, 2013

To: Santa Fe Board of County Commissioners

From: Erick Aune, Senior Transportation Planner *EA*

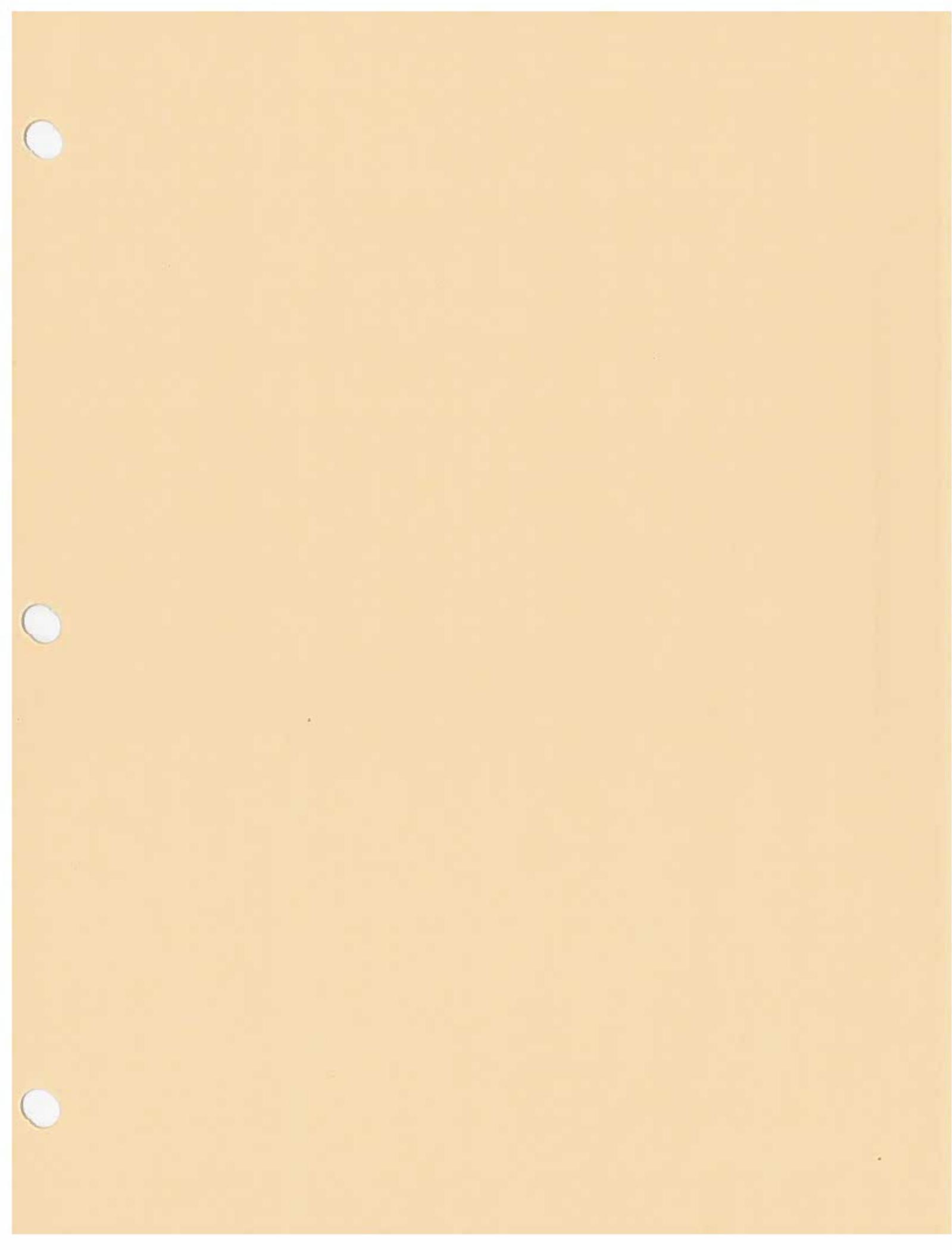
Cc: Robert Griego, Planning Manager *RG*  
Penny Ellis-Green, Growth Management Director *PEG*

Re: NCRTD UPDATE

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- **Ski Resort Service:** During the October 4<sup>th</sup> Board Meeting, the Board instructed NCRTD Staff to continue conversations regarding the possibility of providing blue bus service to Ski Santa Fe within the Santa Fe National Forest. The route may begin in downtown Santa Fe with stops along the way to the ski resort. Conversations will continue as to the feasibility of the service and to engage all parties that may be involved. To this date leadership from Ski Santa Fe New Mexico have not been fully engaged on the issue and that shall take precedent. Discussions will include the need for weekend service at which time the NCRTD only provides weekday service. Any possible added or modified routes would not occur until FY 2014 beginning July, 2014 and will follow all NCRTD protocols for new service requests.
- **Turquoise Trail Bus Stop:** On October 8th, Santa Fe County Staff and NCRTD Staff met with Fire Chief David Sperling and Assistant Chief Steve Moya to discuss the possibility of utilizing the Turquoise Trail Volunteer Fire Station as a bus stop for the Madrid/599 Route. A cooperative agreement with the County would be executed to authorize a stop. During the site visit parking spaces were designated as well as an area for the bus to stop and complete a turn-around was agreed upon that will not interfere with station operations.







**Daniel "Danny" Mayfield**  
*Commissioner, District 1*

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*Commissioner, District 2*

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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*

**Date:** October 15, 2013  
**To:** Board of County Commissioners  
**From:** Penny Ellis-Green, Growth Management Director *peg*  
**Via:** Katherine Miller, County Manager  
**Re:** Growth Management Monthly Report – September 2013

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This report is a summary of projects for Growth management with statistics for September 2013. Growth management consists of 3 divisions; planning, GIS and Building and Development services.

### **Planning Division**

#### **Affordable Housing**

A draft developer solicitation package is being created for the County-owned old Public Works site on Galisteo Road. The intent is to redevelop the site for residential use with an affordable housing component. Developers will be selected through a competitive process which ranks proposals on the basis of criteria that include the amount of affordable housing and senior housing proposed, the compatibility of the proposed site plan and elevations and the experience of the developer performing mixed-income infill projects.

The fourth County-owned affordable home purchased under the Foreclosure Prevention Program was sold and closed. The buyer was a household who held a Housing Choice Voucher through the County Housing Authority and was able to apply the voucher to the new mortgage payment. Permanent financing was arranged through Los Alamos National Bank.

Another low income household was approved for down payment assistance. The recipient is a single mother with a two year old son who is now able to purchase a two bedroom home in Rancho Viejo for an effective price, after subsidy of \$91,000.

#### **Open Space**

The 2 COLTPAC committee vacancies were appointed by the BCC on October 8. The COLTPAC Meeting of August 22nd included a presentation regarding the acquisition process and procedures set forth in Resolution 2009-206, the Open Meetings Act and rules of order for meetings of COLTPAC, the reorganization of the Open Space and Trails Program. The COLTPAC Meeting of October 2<sup>nd</sup> included

discussion of the COLTAC mission and process and the need to work in the future as well as presentations on the ethics ordinance and the Sustainable Growth Management Plan and the relationship to Open Space and Trails. Lisa Roach has joined the planning team as the Open Space Planner.

### **Community Planning**

The community planning program is working on two active community planning efforts:

#### **Tesuque Community Plan**

- After a two years of collaboration with the community, the Tesuque Community Plan is in its final phase; a final draft has been completed, reviewed by the community, approved by the planning committee and submitted to the Growth Management Director and Legal Department for review and submittal to the Board for adoption as amendment to the SGMP.

#### **Chimayo Community Plan**

- The Chimayo Community Plan is approximately 70% complete. This summer staff and community members finished background research and conducted a SWOT analysis on issues and opportunities. Current work is focused on developing strategies and identifying and mapping appropriate land uses to achieve goals and objectives. Five community meetings have been scheduled and noticed for the months of October, November and December. Meetings with key stakeholders, including Rio Arriba planning staff are on-going.

Maria Lohmann, a recent graduate of UNM's Masters of Community and Regional Planning Program, joined the planning team in early October as a Community Planner.

### **Transportation**

As approved by the BCC, Santa Fe County submitted two Transportation Planning Applications for consideration by the Santa Fe MPO and the Northern Pueblo's Regional Planning Organization respectively.

- Santa Fe Rail Trail Segment 4
- CR 89D Sunlight View Road – Cuyamungue Pedestrian Improvements

The transportation planner is working with NMDOT District 5 Engineers to review the issues, constraints and opportunities for the following road segments:

- Madrid Highway 14 Bridge Pedestrian Railing
- Shoulder Widening of CR 503 - Accommodate bicycle and pedestrian movements
- Safety Issues at Boneyard and US285 – Possible "Safety Audit" to study safety improvement alternatives
- Netting for Falling Rock on 502 – Continuation of mountain side rock fall mitigation measures
- Safety Street Lighting on 502 @ El Rancho Exit 101-D – Analysis of need

We are working with MRCOG and the Salt Mission Trail project to develop new Mission Trail signs along Route 66 through Southern Santa Fe County.

### **Economic Development**

The Economic Development Plan is being drafted and will then have legal review before being released.

We are drafting language for ACCT (Arts, Culture, Cultural Tourism) resolution, which proposes to research what kinds of support ACCT industries need, and how SFC can support.

We are initiating discussions with SF Regional Telecommunications Coalition (SF RTC) regarding regional broadband planning; an initial meeting is planned for October.

In collaboration with RDC, we organized a series of 3 Economic Development courses for elected officials in Santa Fe County and surrounding areas. Courses taught by Jack Allston of the NM partnership, with the intent to provide and convey basic economic development tools, policies, and strategies for elected officials.

**SLDC**

The adoption draft was released at the beginning of October. BCC study sessions are scheduled for October 15, 22 and November 5<sup>th</sup>. Public meetings will be held in each of the County's 4 Growth management Area and are scheduled as follows:

- October 15 – Estancia - Edgewood Senior Center
- October 22 - El Centro – Nancy Rodriguez Community Center
- October 30 - Galisteo – Galisteo Community Center
- November 7 - El Norte Benny J Chavez Community Center

**Building and Development Services Division**

**Permits and Development Review**

The following statistics are provided for permits and approvals issued in September, 2013:

New Residential Permits - Stick Built Homes	21
New Residential Permits - Mobile Homes	3
Commercial Building Permits	3
Number of Lots Created – Subdivision Exemptions	4 lots
Summary Review Subdivisions	5 lots
Subdivisions	0 lots
Commercial Business Licenses	2
Home Occupations Business licenses	1
Film Permits	1

**Code Enforcement**

Growth management currently has 3 code enforcement officers. One additional officer was added in the FY 14 budget, staff has completed the advertisement and interviewing for this position. The new officer is due to start in October.

Number of Initial Notices of Violation Issued	22
Number of Final Notices of Violation Issued	7
Number of Notices of Violation resolved without court action	18

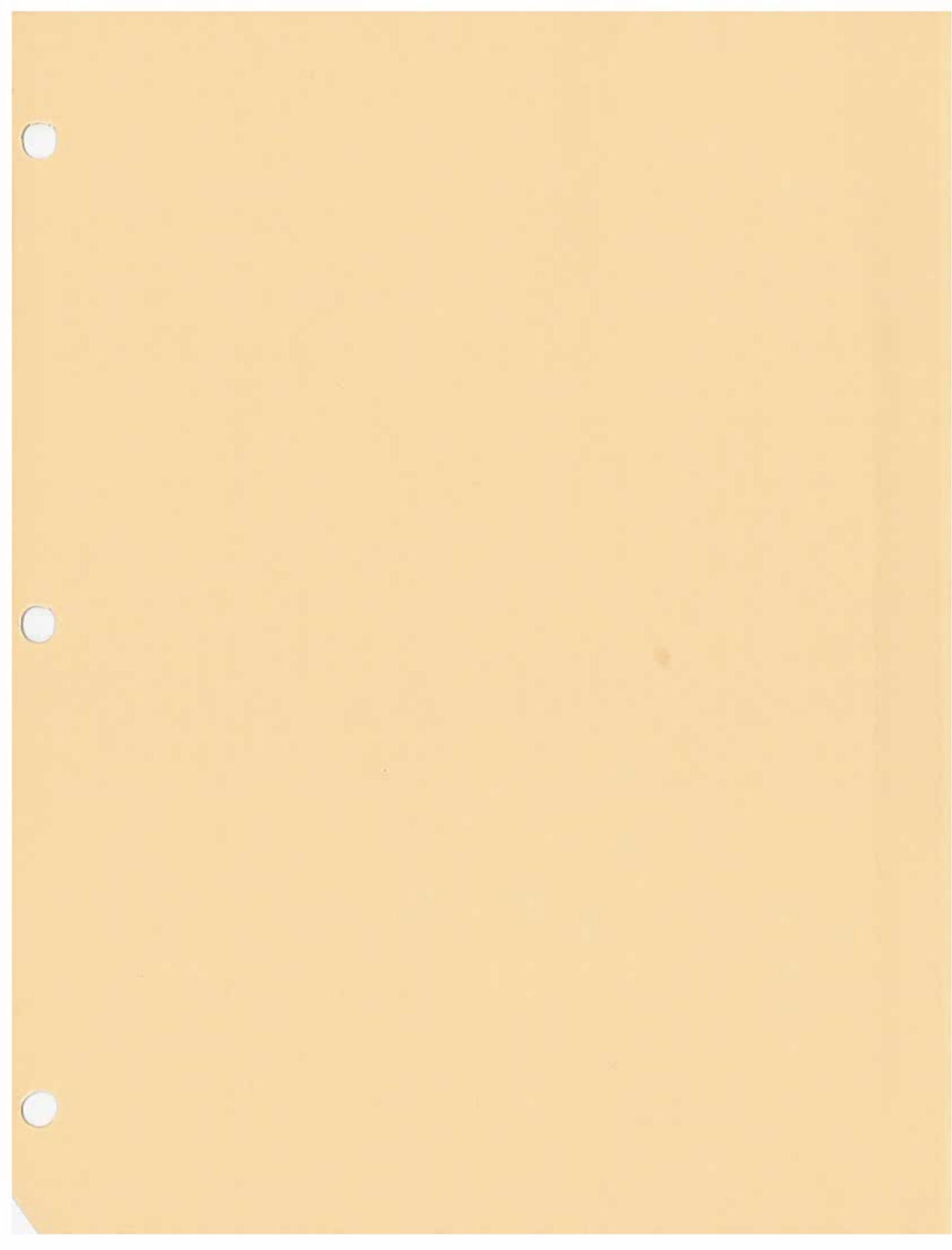
**GIS Division**

In September, special GIS projects included:

102 Grant Avenue · P.O. Box 276 · Santa Fe, New Mexico 87504-0276 · 505-986-6200 · FAX:  
505-995-2740 www.santafecounty.org

Creating new maps for new Precinct number 89, for inclusion in Resolution and dissemination to the public  
Adding latitude/longitude to County Facilities GIS point layer to investigate possibility of using ESRI Maps for Office.

Rural addressing created house numbering plaques for 60 Camino Jacobo housing units, with the remaining 15 upcoming with a resupply of numbers.

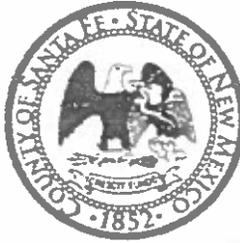




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Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

**DATE:** Oct 15, 2013

**TO:** Board of County Commissioners

**VIA:** Katherine Miller, County Manager

**FROM:** Adam Leigland, Public Works Director *10/15/13*

**ITEM AND ISSUE:** PUBLIC WORKS MONTHLY REPORT FOR OCTOBER 2013

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### DISCUSSION

#### Capital Project Delivery

We are currently managing 93 procurements. Some highlights below:

- CR98 Road Widening Phase II construction is 35% complete.
- Old Santa Fe Trail Multimodal Design is 99% complete. Staff waiting on review comments from NMDOT. The TL2N Water Line Design is 85% complete.
- CR54 Los Pinos All Weather Crossing Archaeological Survey is 100% complete and the design is 50% complete.
- Herrada Drainage and Road Design (Eldorado) is 40% complete.
- NE/SE Connector Corridor and Alignment Study is 40% complete.
- Arroyo Alamo West Drainage Study is 60% complete..
- Cundiyo Parking Lot Design is 99% complete. Staff is currently awaiting survey information to proceed with land acquisition from the Land Grant.
- District Attorney Renovation – Staff and the architect are scheduling to meet with the DA and the design is continuing toward 60%.
- Old Courthouse Redevelopment – Materials testing was completed Oct 9<sup>th</sup>. Staff and consultants are working to provide Manager with final draft and presentation to BCC on Nov. 12<sup>th</sup>.
- Canoncito Waterlines –30% design review with County Technical Review Team on Oct 17.

- Madrid Ball Park – Architectural plans and specs are 100% complete. Staff has initiated Bid package with Procurement. Staff will meet with Land Use for review and to deliver plans for CID.
- Stanley Wellness Center - The pre-bid conference for the Phase 1 project was held on Oct 7.
- Vista Grande Library Expansion: Framing is near completion. Contractor is scheduled to begin installation of overhead beams by week of October 24.

On June 26, 2012, the BCC approved a list of “Quick Start” capital projects. The list and present status is shown in the attached Table 1.

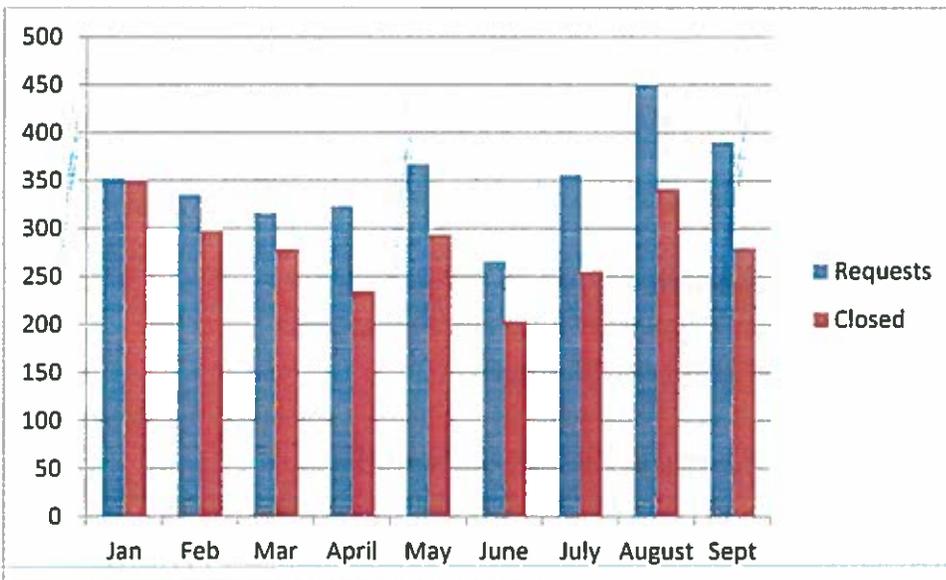
Information on all active projects can be found in the attached Table 2: Capital Project Status Update.

The Capital Improvement Advisory Committee met on Oct 10, 2013, and recommended to renew the Fire Impact Fee with no increase to current rates. This recommendation will be presented to the BCC at the October 29 meeting.

The County’s ICIP was submitted to DFA on time with no issues.

**Operation and Maintenance**

Work order completion rates for the month of September are shown at Table 3 (attached), while the chart below shows the monthly work order activity levels. Despite the storm response, our work order completion rate was still 72%.



As part of performance-based budgeting, work order response times were developed. These response times are attached. The on-time completion rates are now tracked and can be seen in Table 4. The goal is an on-time response rate of 75%.

**Utilities**

The master meter plan for annexation of water infrastructure of the City has been reviewed and updated and was discussed with the City on Wednesday, October 9. We are scheduling field visits with the City crew to view each location in preparation for the scoping of the master meter project.

The Federal government shutdown resulted in the cancellation of the Pojoaque Basin Regional Water System Alternatives meeting originally scheduled for October 2<sup>nd</sup> in Santa Fe; it has not yet been rescheduled.

**ACTION REQUESTED:**

None; for information only.

Table 1: "Quick Start" GRT Project Status

Project	Budget (\$000)	Status
Highway 14 Senior Center Design and Land Acquisition	350	In negotiations for land purchase
Vista Grande Library Addition Construction	1,500	In construction
Ken and Patty Adams Senior Center Design	150	In design
Nambe Center Improvements	20	In design
DA Complex Improvements	850	In design
Corrections Upgrades	2,000	A series of small projects; 50% complete
Public Safety Complex Upgrade Design	200	Design in procurement
Old Judicial Courthouse Redevelopment Analysis	250	Redevelopment analysis contract in progress
Admin Bldg Computer Room Upgrade	325	In design
La Bajada Ranch Immediate Needs and Remediation	325	Remediation and reroofing in progress
Santa Fe Rail Trail Segments 2 and 3	821	In planning
Los Potreros Opens Space Master Plan	260	In design
Pojoaque Sports Fields Design	50	In negotiations for land purchase
Northern SF County Rec Fields Planning and Design	180	Planning contract in progress
Romero Park Planning and Development	100	In design
CR98 Phase II Construction	1,500	In construction
Ojo de la Vaca Road ROW purchase	15	Complete
Edgewood Senior Center Garden	45	Complete
Camino Real Monument Signs	100	In construction
Tesuque FS Solarization	12	Complete
CR 84/84J Intersection Study	14	In procurement
Oshara Playground	20	In procurement
Cundiyo/El Rancho Playground	70	In procurement
HR Building Renovation	100	In construction
Road Project Engineering	500	Series of projects; 25% complete
LGRF Local Match	100	Complete



# SANTA FE COUNTY

## Capital Project Status Update (As of 10/15/2013 8:22:10 AM)

PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
1	Design La Cienega Water Line Improvements	Design	15	3	\$300,000.00	0%		3/15/2013	11/15/2013	Paul Olafson
2	Tesuque Solar Project	Construction	100	1	\$18,910.29	0%				
3	0132 Upgrade Human Resources Building Public Works Programming & Master Plan	Construction	80	1 2 3 4 5	\$100,000.00	53%	\$52,957.78	7/15/2013	9/25/2013	Joseph Martinez
4	0150 Public Safety Complex Upgrade Design	Plan	10	1 2 3 4 5	\$25,000.00	0%		8/27/2013	12/24/2013	Paul Olafson
5	0150 Espanola Basin Water Conservation Grant	Design	10	1 2 3 4 5	\$100,000.00	0%		8/15/2013	12/31/2013	Paul Olafson
6	0533 Romero Park	Other	35	1 2 3 4 5		0%	\$77,447.88	3/1/2012	9/30/2013	Joseph Gutierrez
7	0732 Pojoaque Sports Field	Design	15	2	\$175,000.00	93%	\$163,351.00	5/17/2013	1/10/2014	Colleen Baker
8	0736 Pojoaque Sports Fields	Design	9	1	\$50,000.00	0%				Colleen Baker
9	0736 Vista Grande Library Addition / Construction	Construction	0	1	\$950,000.00	0%				Colleen Baker
10	0739 Oscar Huber Grandstand Phase II Design Ken & Patty Adams Senior Center	Design	12	3	\$22,000.00	103%	\$22,719.38	8/20/2013	10/31/2014	David Padilla
11	0753 Construct Addition to Ken & Patty Adam Senior Center	Design	80	5	\$120,000.00	39%	\$46,225.00	10/17/2012	9/16/2013	Ron Sandoval
12	0753 Construct Addition to Ken & Patty Adam Senior Center	Construction	0	5	\$850,000.00	0%		10/30/2013	7/30/2014	Ron Sandoval
13	0789 Cundiyo Parking Lot	Design	95	1	\$8,557.63	100%	\$8,557.63	2/18/2013	10/31/2013	Chuck Virgil
14	0798 Design Old Santa Fe Trail Multimodal	Design	97	4	\$264,692.00	95%	\$252,011.10	3/5/2013	9/27/2013	Chuck Virgil
15	0834 Design Hondo Fire Station Addition	Design	5	4	\$180,000.00	0%		8/15/2013	6/30/2014	Paul Olafson
16	0840 Remodel La Cienega Fire Station No. 1	Construction	35	5	\$650,000.00	77%	\$501,607.62	6/30/2013	10/31/2013	Ron Sandoval
17	0840 Add to and Renovate La Cienega Fire Station No. 2	Design	30	3	\$350,000.00	9%	\$31,590.75	6/30/2013	9/22/2013	Ron Sandoval
18	0842 Construct Santa Fe County Glorieta Fire Station	Design	0	4	\$50,000.00	100%	\$50,000.00	10/15/2013	4/15/2014	Ron Sandoval
19	1430 Design CR62/Caja del Oro Waterline Extension	Design	20	2	\$212,636.00	11%	\$23,563.20	7/16/2013	10/31/2013	Paul Olafson



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PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
21	1449 Design Water Transmission Line TL6S TL6S (Rancho Viejo-Eldorado Connector Line	Design	27	4 5	\$333,080.30	100%	\$333,080.30	2/17/2012	10/30/2013	Paul Olafson
22	1449 Design Water Transmission Line TL6S TL6S (Rancho Viejo-Eldorado Connector Line	Construction	0	5	\$2,500,000.00	0%		2/1/2014	8/1/2014	Paul Olafson
23	1458 La Cienega / Ciengulla Monitoring	Design	2	3	\$150,000.00	0%		6/10/2013	2/3/2014	Karen Torres
24	1463 Design Valle Vista Force Main	Design	15	3	\$11,399.00	100%	\$11,399.00	7/15/2013	9/30/2013	Paul Olafson
25	1465 Construct Glorieta MDWCA Water System Improvements	Construction	15	4	\$424,759.00	0%		9/10/2013	11/27/2013	Paul Olafson
26	1472 Rio Quemado Watershed Restoration	Design	15	1	\$96,681.75	100%	\$96,681.75	5/8/2013	4/4/2014	Colleen Baker
27	1473 Design Grinder Pump at PW Complex	Design	20	1 2 3 4 5	\$5,000.00	82%	\$4,111.13	5/15/2013	9/30/2013	Scott Rivers
28	1473 Replace Pumps at Quill Wastewater Treatment Plant	Construction	15	3	\$85,000.00	65%	\$54,900.20	7/30/2013	9/30/2013	Paul Olafson
29	1473 Upgrade West Lagoon Liner at Quill Treatment Plant	Construction	20	3	\$222,995.44	100%	\$222,995.44	5/20/2013	10/13/2013	Paul Olafson
30	1473 Quill Plant South Field Effluent Distribution Valve Replacement Phase 2	Construction	10	3	\$50,000.00	0%		8/15/2013	9/30/2013	Paul Olafson
31	1473 Quill Water Reclamation Plant - Treatment Improvements	Construction	0	5	\$500,000.00	0%		1/1/2014	10/31/2014	Paul Olafson
32	1473 Design Quill Plant Improvements 1	Design	98	3	\$200,000.00	10%	\$20,300.00	8/24/2012	12/14/2012	Paul Olafson
33	1474 Old Santa Fe Trail Water Line	Design	85	4	\$190,000.00	88%	\$167,154.00	2/15/2013	8/30/2013	Russell Rodke
34	1474 Design Lamy Junction Water Transmission Line	Design	27	4 5	\$411,368.96	100%	\$411,368.96	5/4/2012	10/30/2013	Paul Olafson
35	1476 Construct a Wastewater Collection and Water Reclamation System for Greater Glorieta	Construction	0	4	\$600,000.00	0%		1/1/2014	12/31/2014	Paul Olafson
36	1860 Upgrade ADF Security Cameras	Construction	15	1 2 3 4 5	\$170,000.00	0%		10/7/2013	12/31/2013	Joseph Martinez
37	1860 Upgrade Adult Detention Facility Perimeter Lighting	Construction	15	1 2 3 4 5	\$930,000.00	0%		10/16/2013	12/31/2013	Joseph Martinez
38	1860 Upgrade Adult Detention Light Fixtures	Construction	15	1 2 3 4 5	\$105,025.63	0%		10/1/2013	12/31/2013	Joseph Martinez
39	1870 Upgrade Youth Development Program Control Panel	Construction	15	1 2 3 4 5	\$310,000.00	0%		9/23/2013	10/30/2013	Joseph Martinez



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PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/ Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
40	1870 Youth Development Center Perimeter Lighting	Construction	10	1 2 3 4 5	\$200,000.00	0%		8/5/2013	9/30/2013	Joseph Martinez
41	1870 Youth Development Center Shower Upgrade & Repair	Construction	100	1 2 3 4 5	\$148,753.98	0%		8/5/2013	9/30/2013	Joseph Martinez
42	2219 Renovate Old Judicial Courthouse Redevelopment	Design	0	1 2 3 4 5	\$475,000.00	0%		12/15/2013	6/15/2014	Paul Olafson
43	2219 Old Judicial Complex Redevelopment Study	Plan	25	1 2 3 4 5	\$125,000.00	75%	\$93,751.80	5/21/2013	10/31/2013	Paul Olafson
44	6104 Arroyo Alamo West Drainage Study - FY14	Design	30	1	\$15,000.00	79%	\$11,813.75	7/29/2013	11/29/2013	Chuck Vigil
45	6163 Improve Jaymar Road	Construction	25	3	\$182,300.00	100%	\$182,300.00	8/1/2013	8/28/2013	David Padilla
46	6166 Caja Del Rio Road - Construction	Construction	98	2	\$4,100,000.00	93%	\$3,800,366.47	9/4/2012	9/27/2013	Chuck Vigil
47	6166 Caja Del Rio - Project Management, QA & Inspection Services	Construction	98	2	\$343,872.97	100%	\$343,872.97	8/1/2012	10/25/2013	Chuck Vigil
48	6167 CR 54 Los Pinos Road All Weather Structure Design	Design	30	3	\$95,000.00	84%	\$79,411.76	8/12/2013	12/31/2013	Chuck Vigil
49	6167 CR 54 Los Pinos - Archaeological Study	Archaeology	100	3	\$5,798.54	100%	\$5,798.54	7/18/2013	8/16/2013	Chuck Vigil
50	6170 CR 98 Road Widening Phase II - Construction Services	Construction	30	1	\$2,362,631.73	0%		9/16/2013	4/30/2014	Chuck Vigil
51	6170 CR98 Road Widening Phase II - Eng During Construction Svcs	Construction	30	1	\$15,270.30	100%	\$15,270.30	9/16/2013	4/30/2014	Chuck Vigil
52	6170 CR98 Road Widening Phase II - PR, Inspection and QA Services	Construction	15	1	\$156,987.27	100%	\$156,598.27	9/16/2013	4/30/2014	Chuck Vigil
53	6181 NE-SE Connectors Location Study	Plan	45	5	\$500,000.00	84%	\$420,000.00	2/4/2013	7/18/2014	Chuck Vigil
54	6182 Upgrade County Road 55A General Goodwin Rd.	Design	10	3	\$100,000.00	0%		9/23/2013	12/27/2013	Chuck Vigil
55	6183 Torcido Loop - Archaeological Survey	Archaeology	15	3	\$48,683.69	100%	\$48,683.69	7/18/2013	10/31/2013	Chuck Vigil
56	6184 Herrera Road Improvements - Construction	Construction	0	5	\$900,000.00	0%		4/28/2014	9/30/2014	Chuck Vigil
57	6184 Herrera Road Paving Design	Design	30	5	\$100,000.00	86%	\$86,474.16	8/12/2013	12/27/2013	Chuck Vigil
58	6188 Upgrade La Tierra Road	Construction	90	2	\$640,000.00	0%		7/8/2013	7/31/2013	David Padilla
59	6191 Improve Hale Road	Construction	45	3	\$501,325.00	155%	\$775,126.82	8/1/2013	8/30/2013	David Padilla



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60	6192 Improve Western Road	Construction	0	3	\$452,565.00	0%		8/1/2013	9/2/2013	David Padilla
61	6193 Improve B Anaya Road	Construction	0	3	\$311,000.00	100%	\$311,359.79	8/1/2013	9/2/2013	David Padilla
62	6194 Improve North Weimar Road	Construction	80	3	\$348,600.00	105%	\$364,600.00	7/8/2013	8/29/2013	David Padilla
63	6195 Improve Roach Road	Construction	0	3	\$138,540.00	100%	\$138,540.00	8/1/2013	9/2/2013	David Padilla
64	6196 Upgrade County Road 26 - Simmons Road	Construction	0	3	\$460,000.00	97%	\$447,513.66	8/30/2013	9/16/2013	David Padilla
65	6197 Vista Rendonda Drainage and Road Paving Design	Design	0	1	\$120,000.00	0%		12/16/2013	4/25/2014	Chuck Vigil
66	7006 La Bajada Ranch Planning & Programming	Plan	10	3	\$120,000.00	0%		9/28/2012	3/29/2015	Mark Hogan
67	7006 Design La Bajada Ranch	Design	0	3	\$504,726.00	0%		6/15/2015	6/15/2016	Mark Hogan
68	7006 La Bajada Ranch Remediation and Renroofing	Construction	10	3	\$70,000.00	0%		8/15/2013	10/31/2013	David Padilla
69	7120 Santa Fe River Greenway, Wayside Exhibit Planning, Design, Fabrication	Other	71	2	\$84,841.50	71%	\$60,131.50	7/1/2012	9/30/2015	Colleen Baker
70	7121 Design Stanley Community Wellness Center Phase 2	Design	2	3		0%		9/2/2013	12/31/2013	Scott Rivers
71	7121 Stanley Wellness Center Phase 1	Design	99	3	\$35,000.00	93%	\$32,468.15	11/6/2012	8/30/2013	Scott Rivers
72	7121 Stanley Wellness Center Phase 1	Construction	39	3	\$490,000.00	39%	\$188,963.00	5/7/2013	11/15/2013	Scott Rivers
73	7122 Highway 14 Senior/Community Center Construct a Senior / Community Center on HWY 14	Acquisition	10	3	\$350,000.00	0%		11/5/2012	10/31/2013	Agnes Leyba-Cruz
74	7122 District Attorney Complex Energy & Accessibility Improvements	Design	0	3 5	\$494,839.00	0%		1/1/2014	7/1/2014	Ron Sandoval
75	7123 District Attorney Complex Energy & Accessibility Improvements	Design	40	1 2 3 4 5	\$120,000.00	65%	\$78,262.84	12/14/2012	8/30/2013	Paul Olafson
76	7123 District Attorney Complex Energy & Accessibility Improvements	Construction	0	1 2 3 4 5	\$650,000.00	0%		11/15/2013	3/30/2014	Paul Olafson
77	7124 Admin Building Computer & Communications Room	Construction	0	1 2 3 4 5	\$275,000.00	0%		10/1/2013	12/31/2013	Paul Olafson
78	7124 Admin Building Computer & Communications Room	Design	30	1 2 3 4 5	\$35,000.00	67%	\$23,540.00	4/30/2013	8/31/2013	Paul Olafson
79	7125 Northern Santa Fe County Recreation Complex	Plan	15	1	\$180,000.00	94%	\$168,846.57	7/11/2013	6/19/2014	Colleen Baker



# SANTA FE COUNTY

## Capital Project Status Update (As of 10/15/2013 8:22:10 AM)

PW Project Nbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
80	7701 Arroyo Hondo Trail	Design	15	5	\$470,572.00	94%	\$442,524.00	12/13/2012	2/28/2014	Colleen Baker
81	7706 Mt. Chachihuil	Acquisition	20	3	\$988,499.00	5%	\$52,859.35	8/1/2012	12/27/2013	Colleen Baker
82	7707 Santa Fe Rail Trail Segment 4	Construction	2	5	\$440,901.00	0%		8/30/2013	1/31/2014	Colleen Baker
83	7707 Santa Fe Rail Trail Segments 2-3	Construction	5	4, 5	\$1,289,857.00	0%		7/1/2013	1/31/2014	Scott Rivers
84	7708 Santa Fe River Greenway Acquisition	Acquisition	15	2	\$531,756.83	100%	\$531,756.83	10/9/2012	11/11/2014	Colleen Baker
85	7708 Santa Fe River Greenway Engineering Design Services	Design	76	2	\$412,725.85	48%	\$199,285.15	10/3/2012	12/20/2013	Colleen Baker
86	7708 Santa Fe River Greenway Frenchy's Field to Silver Rd.	Design	100	2	\$59,406.47	100%	\$59,406.47	3/1/2009	12/31/2013	Colleen Baker
87	7711 Thornton Ranch Open Space	Design	2	3	\$200,000.00	0%		2/1/2014	1/30/2015	Colleen Baker
88	7716 Construct South Meadows Open Space Phase 1	Construction		2	\$400,361.00	1%	\$4,111.13	11/15/2013	5/12/2014	Scott Rivers
89	7723 Nambé Community Center, Park and Headstart Site Improvements	Design	18	1	\$193,029.00	24%	\$46,615.39	6/14/2013	11/8/2013	Colleen Baker
90	7725 El Rancho and Pogoque Court Renovation	Construction	95	1	\$80,500.00	94%	\$75,355.30	4/29/2013	10/15/2013	Scott Rivers
91	7732 Agua Fria Monument Signs	Construction	2	2	\$83,846.00	0%		9/16/2013	6/30/2014	Colleen Baker
92	8005 Edgewood Fire Station	Construction	99	3	\$3,370,259.00	95%	\$3,192,080.90	9/17/2012	8/24/2013	Ron Sandoval
93	9692 CR67F La Barbara Drainage and Road Paving Design	Design	0	4	\$100,000.00	0%		12/16/2013	4/25/2014	Chuck Vigil



Table 3: Monthly On-time Work Order Completion Rates

Property Control						
COMM. DIST.	REQUESTS	ISSUED	CLOSED	ON TIME		
1	12	9	7	7		
2	16	14	10	10		
3	3	3	2	2		
4	10	8	6	6		
5	5	5	5	5		
All	63	55	41	41		
TOTAL	109	94	71	71		
		86.24%	65.14%	65%		

Building Services						
COMM. DIST.	REQUESTS	ISSUED	CLOSED	ON TIME		
1	7	6	6	6		
2	6	6	6	6		
3	3	3	3	3		
4	1	0	0	0		
5	5	5	5	5		
All	13	11	10	10		
TOTAL	35	31	30	30		
		88.57%	85.71%	86%		

Open Space						
COMM. DIST.	REQUESTS	ISSUED	CLOSED	ON TIME		
1	32	32	32	31		
2	14	11	10	10		
3	16	16	16	16		
4	6	6	5	5		
5	7	7	6	6		
All	0	0	0	0		
TOTAL	75	72	69	68		
		96.00%	92.00%	91%		

**Roads**

	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
COMM. DIST.					
1	43	43	24	43	24
2	21	21	16	16	11
3	40	40	26	36	23
4	18	18	17	17	16
5	15	15	2	14	2
All	5	5	4	5	3
<b>TOTAL</b>	<b>142</b>	<b>142</b>	<b>89</b>	<b>131</b>	<b>79</b>
		<b>100.00%</b>	<b>62.68%</b>		<b>60%</b>

**Traffic**

	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
COMM. DIST.					
1	7	3	3	1	1
2	2	1	1	0	0
3	8	6	6	1	0
4	2	2	2	0	0
5	5	5	5	0	0
All	5	4	4	2	2
<b>TOTAL</b>	<b>29</b>	<b>21</b>	<b>21</b>	<b>4</b>	<b>3</b>
		<b>72.41%</b>	<b>72.41%</b>		<b>75.00%</b>

# Table 3

## Response times for Divisions TRAFFIC RESPONSE POLICY

<u>REQUEST</u>	<u>RESPONSE TIME (HOURS OR CALENDAR DAYS)</u>	<u>STANDARD OPERATING PROCEDURE</u>
TRAFFIC SIGNAL ISSUE	3 HOURS AFTER REPORTED	EMERGENCY-CALL JOHNNY BACA. TRAFFIC STAFF WILL PLACE TRAFFIC CONTROL DEVICES TO MANAGE TRAFFIC IF NEEDED.
STOP SIGN DOWN	3 hours after being reported	EMERGENCY-CALL JOHNNY BACA.
FLOODING AT LOW WATER CROSSINGS	3 hours after reported	Emergency-call Johnny Baca. Traffic will place traffic control devices to manage traffic if needed
OTHER REGULATORY SIGNS (SPEED LIMIT, ETC.)	5 days after reported	If anchor is posing a hazard, then its considered a priority
WARNING SIGNS	7 days after reported	If anchor is posing a hazard, then its considered a priority
STREET NAME SIGNS	10 days after reported	If anchor is posing a hazard, then its considered a priority
DEUNEATOR ISSUE	10 days after reported	If broken Delineator is posing a hazard, then it is considered a priority
DRIVER FEEDBACK REQUEST	30 days after requested	will schedule ASAP
GIS REQUEST	5 days after requested	GIS Tech will prioritize as needed
STREETLIGHT DOWN/OUT	30 days after requested	will determine if considered a Emergency. Will deploy control devices if damaged
PAVEMENT MARKERS MAINTENANCE/INSTALLATION	30 days after requested Seasonal placement only	Placement contingent 50 degrees and rising temps. If feasible
ROAD STRIPING	180 days after requested Seasonal placement only	Will schedule striping in Spring or Early fall. Contingent on 50 degrees on consistent and rising temps.
TRAFFIC STUDY	30 days after requested	Traffic will determine Ir Priority. Cannot place tube counters if snow or ice is present
TREE TRIMMING	30 days after requested	if trees are obscuring sight distance, then considered priority
GUARDRAIL REPAIR	45 days after reported	traffic will determine if Emergency
GUARDRAIL INSTALLATION	60 days	work will be procured & scheduled at its earliest convenience, will determine if emergency
WORK ZONE REQUEST	5 days	if health, safety and welfare of the motorist public is compromised
PRIORITIES	2 days	Traffic will determine
EMERGENCIES	3 hours	traffic will determine

## ROADS MAINTENANCE RESPONSE POLICIES

### REQUEST

### RESPONSE TIME(CALENDAR DAYS)

### STANDARD OPERATING PROCEDURE

CATTLE GUARD DAMAGED	21 DAYS	IF CATTLE GUARD IS PUNCTURING TIRES OR CATTLE ARE GETTING OUT IT IS CONSIDERED AN EMERGENCY IF CULVERT IS PUNCTURING TIRES IT IS CONSIDERED AN EMERGENCY. IF CULVERT CAUSING FLOODING DAMAGE TO PROPERTIES DURING THE RAINY SEASON THEN IT IS CONSIDERED A PRIORITY
CULVERT DAMAGED	28 DAYS	IF CULVERT IS CAUSING FLOODING DAMAGE TO PROPERTIES CONSIDERED A PRIORITY DURING RAINY SEASON
CULVERT PLUGGED	28 DAYS	IF DIRT IS IMPEDING TRAFFIC CONSIDERED EMERGENCY
DIRT ON ROAD	14 DAYS	IF DAMAGED FENCE IS LETTING LIVESTOCK ONTO ROAD THAN IT IS CONSIDERED AN EMERGENCY CONTACT JAIL STAFF TO COORDINATE LITTER PICKUP
FENCE NEEDS REPAIR	14 DAYS	IF CAUSING DAMAGE TO PROPERTY THAN CONSIDERED EMERGENCY
LITTER ON RIGHT OF WAY	21 DAYS	REPAIRED AS SOON AS POSSIBLE
PLUGGED GRATES	28 DAYS	SCHEDULED & COMPLETED BASED ON SCHEDULE
POTHOLES ON ROAD	5 DAYS	WILL BE DONE AT IT'S EARLIEST CONVENIENCE
PREVENTATIVE MAINTENANCE	56 DAYS	IF ROCKS ARE IMPEDING TRAFFIC THEN AN EMERGENCY
PROCESS MATERIAL	28 DAYS	IF IMPEDING TRAFFIC THEN AN EMERGENCY
PROTRUDING ROCKS	28 DAYS	UTILITY LINE LOCATES NEED TO BE MADE PRIOR TO GRADING A ROAD, THEN WILL BE GRADED AS SOON AS SCHEDULE DICTATES
ROAD FLOODING	3 DAYS	IF AT LOW WATER CROSSING THE DEBRIS WILL BE REMOVED WITH A GRADER OR LOADER FIRST SO THAT TRAFFICE CAN PASS. SWEEPING WILL BE PERFORMED ONCE FLOODING ISSUES HAVE BEEN RESOLVED
ROAD GRADING	14 DAYS	IF WASHED OUT IS REPEDING TRAFFIC CONSIDERED EMERGENCY
ROAD SWEEPING	28 DAYS	SNOW REMOVAL BEGINS WITH PRIORITY ONE ROADS WHICH ARE HIGH VOLUME TRAFFIC ROADS, THEN FILTERS DOWN TO PRIORITY TWO AND LOCAL ROADS
ROAD WASHED OUT	3 DAYS	IF IMPEDING TRAFFIC THEN AN EMERGENCY
SNOW & ICE	3 DAYS	
TREE BLOCKING ROAD	2 DAYS	

TREE BRUSH OVERGROWN  
PRIORITIES  
EMERGENCIES

28 DAYS  
3 DAYS  
1 DAY

IF TREES ARE BLOCKING THE SIGHT DISTANCE  
CONSIDERED A PRIORITY  
STAFF WILL DETERMINE  
STAFF WILL DETERMINE

**REQUEST**

BROKEN WATERLINES, SEWERLINES WHERE SEWAGE IS COMING OUT, ROOF  
LEAKS WHERE LEAKING INTO BUILDING, TOILETS THAT OVERFLOW, BROKEN  
WINDOW, DOOR LOCKS AT JUDICIAL COMPLEX  
HEATING/COOLING-UNLESS PARTS HAVE TO BE ORDERED, EXTERIOR DOOR  
LOCKS, BREAKER TRIPPED, PLUGGED TOILETS OR DRAINS, PUMP SEPTIC, PUP  
GREASE TRAPS  
BURNT LIGHT BULBS, BALLAST REPLACEMENT, DOOR KNOB REPLACEMENT,  
REPLACE CEILING TILES, SHELVES, PLASTIC ON WINDOWS, EMERGENCY  
LIGHTING

EMERGENCY

8 HOURS

WITHIN 30 DAY PERIOD

**PROPERTY CONTROL RESPONSE POLICY**

**RESPONSE TIME(CALENDAR DAYS)**

**STANDARD OPERATING PROCEDURE**

**REQUEST**

FURNITURE MOVES  
GRAFFITI REMOVAL  
LIGHTING (NON ELECTRICAL)

**BUILDING SERVICES RESPONSE POLICY**

**RESPONSE TIME(CALENDAR DAYS)**

10 DAYS PROVIDED OFFICE IS READY

10 DAYS WEATHER PERMITTING

10 BUSINESS DAYS

**STANDARD OPERATING PROCEDURE**

STAFF WILL SCHEDULE  
STAFF WILL SCHEDULE  
STAFF WILL SCHEDULE

after ordering supplies will be scheduled

after ordering supplies will be scheduled







**NO PACKET MATERIAL FOR THIS ITEM**

**XV. L. MISCELLANEOUS UPDATES**



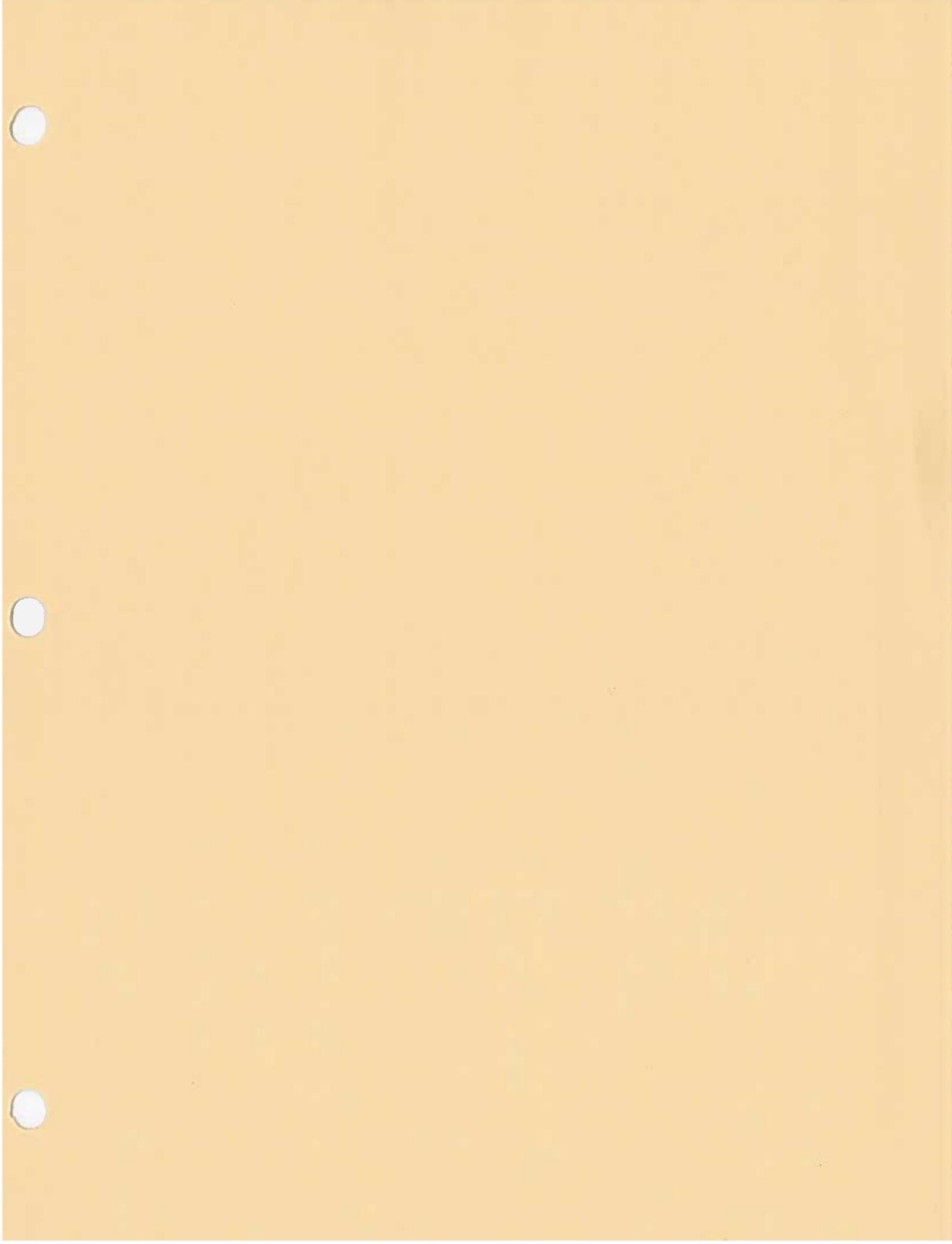




**NO PACKET MATERIAL FOR THIS ITEM**

**XVI. A. EXECUTIVE SESSION**







**NO PACKET MATERIAL FOR THIS ITEM**





