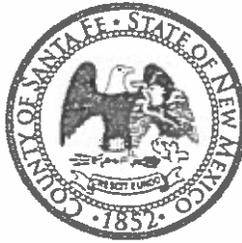


Henry P. Roybal
Commissioner, District 1

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: January 14, 2016
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director
Via: Katherine Miller, County Manager
Re: Growth Management Monthly Report November and December 2015

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

Planning Division

Affordable Housing

Home Sales

Staff facilitated the closing of a home in Rancho Viejo. The buyer was an income range 2 purchaser with and AMI of 78%. This home was purchased through the foreclosure prevention program and resold to another affordable buyer.

Staff is coordinating the sale of another home in the Valle Vista Subdivision. It is anticipated that this home will close in January, 2016.

Happy Roofs

A contract for a Happy Roof in Santa Cruz has been finalized and work should begin in January 2016.

Income Certifications

Staff received two requests to certify individuals to qualify for Affordable Housing Program.

Subordinations

Staff received and processed one new request for mortgage subordination on a home.

Open Space

The open space planner held a new member orientation for two new COLTPAC members, Greg Betts and Ruben Cedeno.

Staff and consultants have begun phase three of the open space management plans for Los Potreros Open Space, San Pedro Open Space, and La Cieneguilla Open Space. The planning team is beginning to schedule interactive meetings to develop conceptual master plans for all three properties with the respective communities. Staff is also selecting a consultant for the Lamy Open Space Park, Madrid Open Space and Ortiz Mountains Educational Preserve management plans through the RFP process.

Open Space staff conducted the final Petroglyph Hill Tour of the year occurred on November 14th., 2015.

Open space staff spent two days in consultation with tribal representatives to discuss potential open space development options and guided tours for Thornton Ranch Open Space and Petroglyph Hill.

Open space staff attended the Santa Fe River Traditional Community Collaborative meeting to update the group on the planning process for La Cieneguilla Open Space.

Food Policy Council

Staff has drafted a resolution to support the development of an Implementation Plan to support agriculture and ranching in Santa Fe County as outlined in the 2015 Sustainable Growth Management Plan. The draft resolution was approved by the Food Policy Council. Staff anticipates that the resolution will be presented to the BCC on January 12, 2016.

Transportation

Airport Master Plan Update

Planning staff attended the Dec. 3 Airport Master Plan meeting. Consultants presented items including alternatives for runway and facilities expansion and the clear zones required for proposed runway expansion alternatives which extend into existing La Cienega residential development on the south boundary and into the CR 56 on the north boundary. The next phase of the plan will be presented in March 2016 and include a technical write up of alternatives that include noise contours for runway expansion.

Mid Region Regional Transportation Planning Organization (MRRTPO)

Planning staff attended the MRRTPO meeting on Dec. 10. The meeting continued presentations of FTA grant proposals by applicants, and the group ranked applications. A presentation was made on the Great Streets, Great Places by NMDOT.

MPO

Planning staff attended the Nov. 19 Policy Board meeting when amendments were approved to Transportation Improvement Program (TIP) for the County project to add Bike Lanes on Old Santa Fe Trail from El Gancho Way to Mountain Cloud Zen Road in FFY 2016 with \$559,000 of County funds and no other funds.

NCRTD Update:

Planning staff attend the November 6, 2015 Board of Directors Meeting. The NCRTD discussed and adopted the 2015 Long Range Transit Service Plan. The plan establishes goals/ policies/ strategies to continue NCRTD operation in the next twenty years. In 2016, NCRTD plans to conduct a constituent poll to assess if there is support for removing the 2023 sunset provision on the Transit Gross Receipts Tax and for an increasing the Transit GRT from its current 0.125 % rate. In 2017, NCRTD plans to initiate discussions with NCRTD members on revising agreements on GRT allocation.

Planning staff attended the December 4, 2015 NCRTD Board of Directors Meeting. The NCRTD discussed and approved policies on charging fares. The current policy of no charge on normal routes will remain in place. The 2016 meeting schedule was approved and monthly meetings will be held the 1st Friday of the month. Santa Fe County generated GRT Transit Tax receipts increased by 5 % in 2015, the NCRTD plans to use the higher revenue for capital and operations cost.

SLDC Update

The Board held first and second public hearings on the Fee Ordinance, Zoning Map and SLDC in November and December. On December 8, 2015 the Board approved all 3 ordinances and staff completed the noticing of adoption of the Ordinances.

Staff has posted the approved Fees, SLDC and Zoning Map on the web page including the interactive zoning map.

Economic Development Division

The Estancia Valley Economic Development Association (EVEDA) held an Investor Breakfast on Dec. 1 in Moriarty to acknowledge its supporters and provide a snapshot of it activities and successes in 2015. EVEDA expressed an interest in supporting the Economic Development Staff Augmentation bill in the 2016 Legislature, which would provide staffing funding for rural economic development professionals. Also discussed was Google's presence at the Moriarty Airport for periodic equipment testing in Santa Fe County. A presentation was given by Iberdrola Renewables, a Spanish company which is moving forward with the 298 Megawatt El Cabo Wind Project in Torrance County, connecting to PNM's 345 kV transmission line that runs through SF County. The \$500 million wind project will bring hundreds of construction jobs into Torrance County, plus 6-12 full time jobs once completed. The next EVEDA Board meeting will be in February (date not set yet), which will be the annual meeting.

The Northern Rio Grande National Heritage Area (NRGNHA) had a Board meeting on Dec. 12 at Los Luceros in Alcalde. The Board discussed the need to find permanent headquarters for the organization, as well as the need for a proactive outreach/education effort now that the Management Plan has been approved by the National Park Service. Elmer Torres was elected to the Board as a representative from San Ildefonso. A "Passport to Pueblo Country" initiative was discussed, which would bring visitors and enhanced tourism to pueblos throughout NM. The next NRGNHA Board meeting is March 12.

North Central NM Economic Development District (NCNMEDD)

The North Central NM Economic Development District met on Dec. 4. At the meeting, the NM Association of Counties and the NM Municipal League presented their respective legislative agendas, which included, among other items: restoring detention center funding, funding for statewide EMS assessment, LIDAR mapping, amending Hold Harmless GRT distribution with a supplemental distribution, establishing a local government division at NM Tax/Rev to handle administrative and distribution issues affecting Cities and Counties, increased funding for roads, streets, bridges, increased funding for Law Enforcement Protection Fund, PERA Return-To-Work provisions, and bond issuance for libraries. The next NCNMEDD board meeting will be March 11, 2016.

Building and Development Services Division

Permits and Development Review

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

	November 2015	December 2015
New Residential Permits - Stick Built Homes	16	18
New Residential Permits - Manufactured Homes	2	2
Commercial Building Permits	1	2
Number of Lots Created – Subdivision	0 Lots	0 Lots
Exemptions	3 Lots	13 Lots
Summary Review Subdivisions	1 Lots	4 Lots
Commercial Business Licenses	0	0
Home Occupations Business licenses	1	2
Film Permits	1	0

Code Enforcement

The following statistics are provided for code enforcement actions in November and December 2015:

	November 2015	December 2015
Number of Initial Notices of Violation Issued	11	7
Number of Final Notices of Violation Issued	0	1
Number of Notices of Violation resolved without court action	13	10

Attached is a report that covers 2014 and 2015 of projects that were given a timeframe for complying with a condition or approval.

GIS Division

Mark Garland, GIS Analyst, received the statewide Excellence in Data Quality Award at the N.M. Public Safety Communications & GIS Conference (Las Cruces).

Staff assisted with the approval of and MOU with the City of Espanola for cooperation funding of the lidar project.

GIS staff assisted with the returned mail from the zoning map noticing including finding new addresses for over 300 returned mailings.

E911 Addressing

In November staff inspected 641 addresses and replaced 189 rural addresses signs.

In December staff inspected 556 addresses and replaced 154 rural addresses signs.

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Liz Stefanics
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: January 26, 2016
Re: SFC Public Safety Department Monthly Report for November and December 2015

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

CORRECTIONS DEPARTMENT

Adult Detention Facility (ADF)

November

Administration/Security

- Warden Caldwell organized a meeting to discuss implementation of a Veterans program through the Veterans Integration Centers.
- During the month of November 2015, the Santa Fe County Adult Detention Facility had a total of 658 intakes, and 657 releases.

Compliance

- Continue to collect data for the New Mexico Association of Counties reaccreditation files from all departments.
- Continue the process of the annual review of Santa Fe County Adult Detention Facility policies and procedures.

Behavioral Health

- Behavioral Health updated the Suicide Prevention Policy to be in compliance with the 2015 National Commission on Correctional Health Care Mental Health Standards.
- Behavioral Health conducted two 2-hour annual trainings on Suicide Prevention for the Adult Detention Facility staff.
- Behavioral Health and the new Re-entry Specialist became members of the Re-entry Counsel formed by the Santa Fe Behavioral Health Alliance

New Hires/Staffing

- Vacancy Rate for Detention Officers was 34% during the month of November 2015.
- During the month of November, the Adult Detention Facility had one new hire.

Programs

- Therapeutic role playing was conducted with the female population in conjunction with volunteers on “*Exploring Domestic Violence Creative Ways*”.
- Six new volunteers attended Volunteer Orientation.

Maintenance

- Prime Builders began construction on the Adult Detention Facility Server Room project.

December

Administration/Security

- During the month of December 2015, the Adult Detention Facility had a total of 721 intakes, and 716 releases.

Compliance

- Continue to collect data for the New Mexico Association of Counties re-accreditation files from all departments.
- Continue the process of the annual review of Santa Fe County Adult Detention Facility’s policies and procedures.
- Santa Fe County Adult Detention Facility is entering the third year of reaccreditation with the New Mexico Association of Counties.

Behavioral Health

- Judge Marlowe-Sommer was apprised of the recent achievements of Adult Detention Facility Behavioral Health. She was informed that we hired a re-entry specialist, Leslie Pacheco, and that the County of Santa Fe has budgeted for the hiring of two Adult Detention Facility re-entry specialists, one internal and one external, who would be based in the community.
- Dr. Ayad met with County Commissioner Miguel Chavez regarding the submission of an application for funding of a team to attend the;
 - Stepping Up Initiative in April, to be held in Washington, DC. The initiative is sponsored by the National Association of Counties to develop creative ways of keeping mentally ill and substance abusing people with misdemeanor charges out of the correctional system and into treatment.

New Hires/Staffing

- Vacancy Rate for Detention Officers was 31% during the month of December 2015.
- Santa Fe County Adult Detention Facility had seven (7) new hires.

Programs

- Santa Fe County Adult Detention Facility Staff donated toys to the children at Christus St. Vincent Hospital.
- Santa Fe County Adult Detention Facility Inmates donated \$257.50 to the Villa Theresa Catholic Clinic to be distributed to needy families designated by the church.
- Archdiocese of Santa Fe donated Christmas goodies and prayer cards to all the inmates in the facility.

Maintenance

- Construction continues on the Adult Detention Facility Server Room project.

Electronic Monitoring Program

November

- Providing services to 375 clients.

- There were 36 successful releases for November.
- Clients Financial Obligation – Paying - 31%, Waived - 0%, Unemployed - 68%, Out of County - 1%.
- Other Client Data – Arrests – 19, Absconded – 6, Intakes – 69, Releases –36, Drug Tested – 520, Surety Bonds – 99, Cash Bonds – 48, Municipal Bonds – 25 and Municipal Fees - \$250.00.

December

- Providing services to 415 clients.
- There were 38 successful releases for December.
- Clients Financial Obligation – Paying - 30%, Waived - 0%, Unemployed - 69%, Out of County - 1%.
- Other Client Data – Arrests – 11, Absconded – 4, Intakes – 80, Releases –38, Drug Tested – 262, Surety Bonds – 82, Cash Bonds – 40, Municipal Bonds – 21 and Municipal Fees - \$210.00.

Youth Development Program (YDP)

November

Special Activities

- The Santa Fe Community Foundation and volunteer group ARTsmart has an art exhibit scheduled for December 3, 2015 from 5:00 pm – 6:30 pm. The exhibit will display work from youth at the Youth Development Program, work displayed will be work that has been done at our facility over the past year.
- Magic Show was conducted on November 14, 2015 by David Jaramillo aka “Monte Davidson” Magician and his assistant Krystal Lucero.
- On November 10, 2015, met with Rob Hirsch with the Climate Change Leadership Institute (CCLI) regarding a Community Garden Project for Santa Fe County Youth Development Program. The institute has proposed to provide garden beds, covers, soil, seeds and starts as well as associated healthy food and environmental education for youth within the facility.

New Hires/Staffing

- YDP has a total of 27 staff (17 security staff, 4 Administrative Staff, 4 Medical Staff and 1 Maintenance Staff).
- There are a total of eight positions vacant at the Youth Development Program. (6 - Life Skills Worker I, 2 Assistant Shift Supervisor)
- Life Skill Worker I interviews conducted on October 28, 2015 (14 Applicants). 6 individuals recommended for position of Life Skill Worker I.

Inspections/Audits

- On November 4, 2015, Santa Fe Fire Department Inspected Fire Hydrants on facility grounds.
- On November 16, 2015, walk through of facility with Mark Lujan, Risk Manager, George Segura with Daniels Insurance Inc. and John Billingham from Travelers Companies, Inc.

Day Reporting

- Day Reporting Program commenced operations on August 31, 2015. Hours of Operation will be from 8:00 am until 2:00 pm.

- First referral to Day Reporting on October 21, 2015.
- Santa Fe Public Schools has not provided a teacher for the Day Reporting Program.
- There have been no resident referrals for the month of November 2015.

November 2015

Intakes	47
Releases	40
Male Intakes	31
Female Intakes	16
Average Daily Population	19

December

Special Activities

- Art exhibit began on December 3, 2015 from 5:00pm – 6:30pm. The exhibit displayed work from youth at the Youth Development Program at the Santa Fe Community Foundation. Art Exhibit will be displayed at the Santa Fe Community Foundation until January 6, 2016.
- Christmas Concert conducted on December 13, 2015, by Chris Abeyta and Michael Dellheim through the organization Outside In.

New Hires/Staffing

- The Youth Development Program has a total of 28 staff (19 security staff, 4 Administrative Staff, 4 Medical Staff and 1 Maintenance Staff).
- There are a total of six positions vacant at the Youth Development Program. (4 - Life Skills Worker I, 2 Assistant Shift Supervisor).
- Six employees started working at the Youth Development Program.

Training/Seminars

- New Hire Training, “Handle with Care”, was conducted by Matthew Duran, Case Manager, on December 16th and 17th.

Inspections/Audits

- December 14, 2015, start of server room project at the Youth Development Program.
- On December 14, 2015 walk through by vendors for Video Camera System.
- First Defense conducted fire suppression test and checked all fire extinguishers on December 21, 2015.

Day Reporting

- There have been a total of 2 referrals to the Day Reporting Program since August 31, 2015.

December 2015

Intakes	35
Releases	43
Male Intakes	24
Female Intakes	11
Average Daily Population	18

FIRE DEPARTMENT

November

Total Emergency Responses – 557

EMS –389

Fire and other related calls – 168

Operations and Administration

- Volunteer Fire Academy completed with testing at New Mexico Fire Fighter Training Academy in Socorro. Graduation scheduled for 8 cadets at IAIA on December 11th at 6:30pm. Next Volunteer Fire Academy starts in April, 2016.
- 2016 career Cadet Academy testing and interviews completed. Working to start career Cadet Academy on January 25, 2016.
- 2016 EMT and Paramedic refresher classes completed.
- Ambulance billing revenue \$76,145 for the month. Annualized revenue approximately 8% under projected budget.
- Received eleven District grant awards totaling \$741,929 to purchase protective gear, Self-Contained Breathing Apparatus, apparatus, electrical generator, burn building.
- Glorieta District/La Joya substation construction services out to bid.
- Initiated Galisteo apparatus bay expansion project.
- Contract negotiations with Fire Union on-going. Current contract has expired.
- Hazard Mitigation Plan work continues. Anticipated completion July 2016.
- Medical Director Contract out to bid. Contract in Legal review.
- New Agua Fria District Mini-Pumper manufactured and awaiting delivery. New ambulance order (Med 60) placed with Horton Ambulance. New Med 61 delivery scheduled for April. Tesuque Fire Engine to be delivered in February.
- La Cienega District received an ISO 5 as a result of a survey completed in 2014. This is an improvement from the previous ISO 6 and should result in lower fire insurance rates.
- Inventory completed in Fleet Division parts room and mechanic vehicles.
- 39 Apparatus Repair Orders processed.
- Fleet Mechanics responded to 3 structure fires countywide with Self-Contained Breathing Apparatus Air Truck.

Fire Prevention and Wildland

- Business registrations – 6
- Development Reviews – 26
- Lot line Adjustments/Land Division/Family Transfers – 15
- Burn Permits-13
- School and business inspections – 12
- Hydrant testing - 95
- Pre-school/School fire and injury prevention presentations/Health Fair – 11
- Evacuation drills conducted - 0
- Hazardous Fuels Mitigations completed – 35.4 acres this year
- Two training sessions conducted for 12 firefighters

Volunteer Recruitment and Retention

- New member applications received and approved – 7 (YTD 92).
- Conducting classes and training burns for the Volunteer Fire Academy and fire districts.

Emergency Management

- Continued rewrite of SFC All Hazard Emergency Operations Plan.
- Responded to report of active shooter at Pojoaque Schools. Established Unified Command structure.
- Conducted point of wounding care training for Pojoaque School District core staff.
- Meeting with New Mexico Department Of Health Strategic National Stockpile Coordinator, discussed SFCFD as a possible host site for a CDC ChemPak (Nerve Agent Antidote Cache).
- Strategic Planning meeting with City of SF Emergency Manager for 2016.
- Attended three day Federal Emergency Management Agency Recovery for Local Government course.
- Attended the annual International Association of Emergency Manager Conference.
- Attended NM Safe Schools Advisory Committee planning meeting.
- Maintain operational readiness of Fire Department/Emergency Management equipment and apparatus.

December

Total Emergency Responses – 568

EMS – 446

Fire and other related calls – 122

Operations and Administration

- Graduated 8 volunteer firefighters from the Volunteer Fire Academy. Graduation ceremony at Institute of American Indian Arts. Next Volunteer Fire Academy starts in April, 2016.
- Training Captain Jim Lovell retired after 20 years with Santa Fe County Fire Department.
- Testing and interviews completed for the 2016 Career Fire Academy. Ten new recruits anticipated to start the Academy in January or early February.
- Santa Fe Community College EMT students rode with our crews throughout the month.
- Ambulance billing revenue \$61,426 for the month. Annualized revenue approximately 7% under projected budget.
- Contract negotiations with Fire Union on-going. Current contract has expired.
- Hazard Mitigation Plan work continues. Anticipated completion July 2016.
- Medical Director Contract out to bid. Contract in Legal review.
- New Agua Fria District Mini-Pumper manufactured and awaiting delivery. New ambulance order (Med 60) placed with Horton Ambulance.
- La Cienega District received an ISO 5 rating. This is an improvement from the previous ISO 6 and should result in lower fire insurance rates in the La Cienega District.
- La Puebla Fire District preparing for an ISO inspection in January.
- Inventory of Fleet operation completed.
- 41 Apparatus Repair Orders processed.

- Fleet Mechanics responded to 4 structure fires countywide with Self-Contained Breathing Apparatus Air Truck.
- Tesuque Fire District engine delivery scheduled for late January; Medic 50 ambulance delivery in April.
- Fleet shop lighting upgrade to LED completed.

Fire Prevention and Wildland

- Business registrations – 5
- Development Reviews – 23
- Lot line Adjustments/Land Division/Family Transfers – 3
- Burn Permits-10
- School and business inspections – 39
- Hydrant testing - 30
- Pre-school/School fire and injury prevention presentations/Health Fair – 8
- Community meetings conducted - 1
- Hazardous Fuels Mitigations completed – 35.4 acres this year
- Ten training sessions conducted for 56 firefighters
- Residential property assessments – 10

Volunteer Recruitment and Retention

- New member applications received and approved – 4 (YTD 96).
- Conducting classes and training burns for the VFA and fire districts.

Emergency Management

- Continued rewrite of SFC All Hazard Emergency Operations Plan.
- Attended NM Tech planning meeting for school bomb incidents.
- Participated in the NM Disaster Animal Response plan workshop.
- Participated in the NM Region 1 Healthcare Coalitions meeting.
- Conducted MCI Response in Hostile Environments for the SFCC Emergency Response Team and Sheriff SWAT Team.
- Conducted highway safety training for Glorieta Pass District.
- Attended NM Safe Schools Advisory Council meeting.
- Facilitated Technical Rescue Team training throughout the month.
- Maintain operational readiness of Fire Department/Emergency Management equipment and apparatus.

RECC

November - Operations

- Total Telephone Calls Handled (incoming and outgoing)
 - November –31,181
- Total calls Received via 911
 - November –6,746
- County calls requiring response agency dispatch
 - November – 6,333

- City calls requiring response agency dispatch
 - November – 10,994
- Town of Edgewood calls requiring response agency dispatch
 - November - 539

Staffing

- 4 Call taker vacancies. Currently waiting for HR's approval for 2 recommended hires.
- NCIC Coordinator. Currently waiting for HR's approval on recommended hire.
- Data Entry Specialist. Currently in the process of submitting questions and interview panel to HR.

December - Operations

- Total Telephone Calls Handled (incoming and outgoing)
 - December – 32,117
- Total calls Received via 911
 - December – 6,855
- County calls requiring response agency dispatch
 - December – 5,733
- City calls requiring response agency dispatch
 - December – 12,325
- Town of Edgewood calls requiring response agency dispatch
 - December - 623

Staffing

- 7 Vacancies at this time and in the process of screening applicants

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

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

DATE: *January 12, 2016*

TO: *Board of County Commissioners*

VIA: *Katherine Miller, County Manager*

FROM: *Michael Kelley, Public Works Department Director*

ITEM AND ISSUE: *BCC Meeting January 26, 2016*
Public Works Monthly Report for December 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.

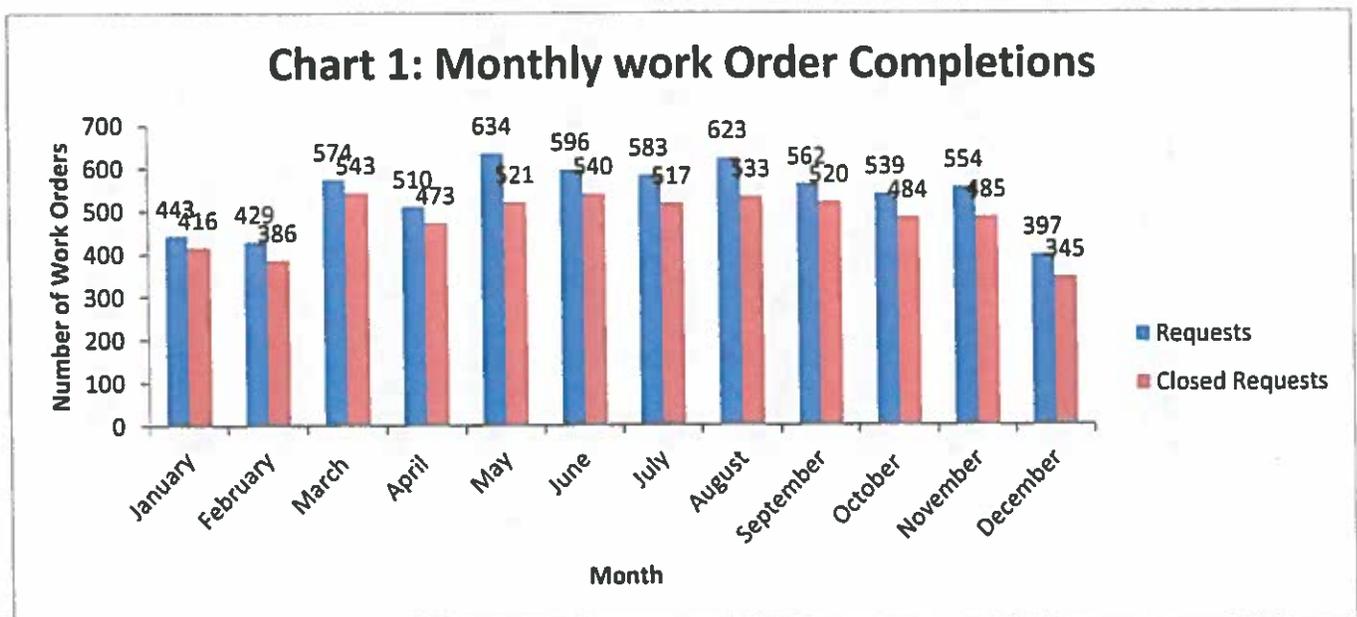
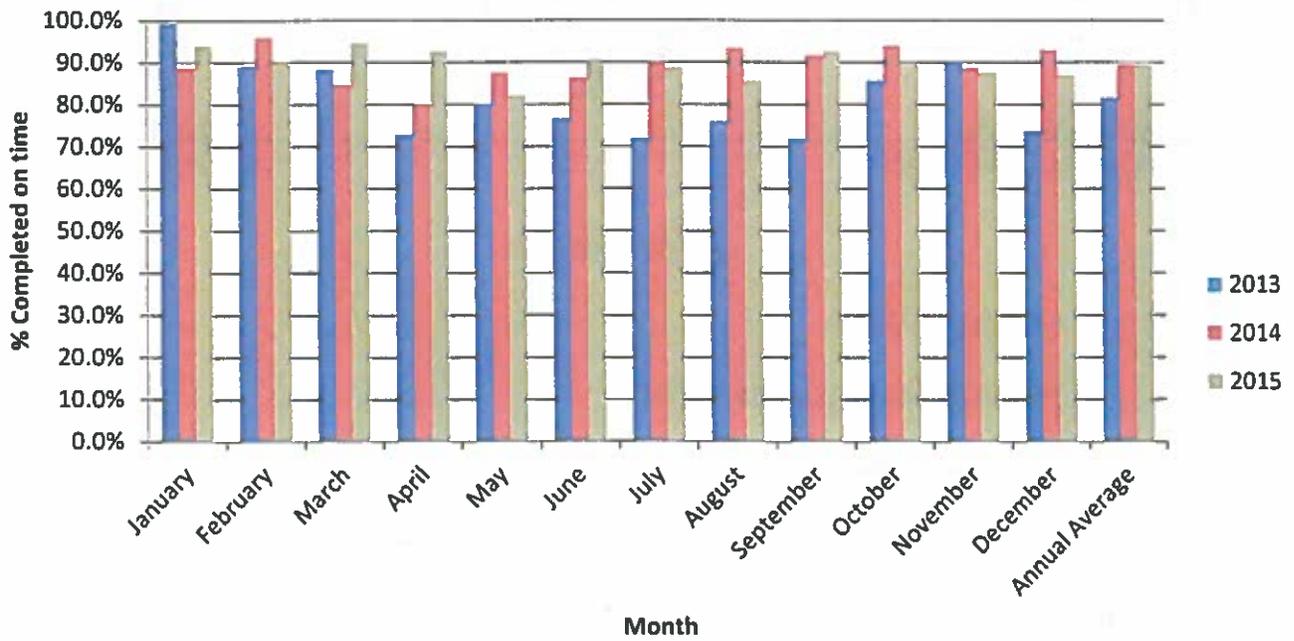
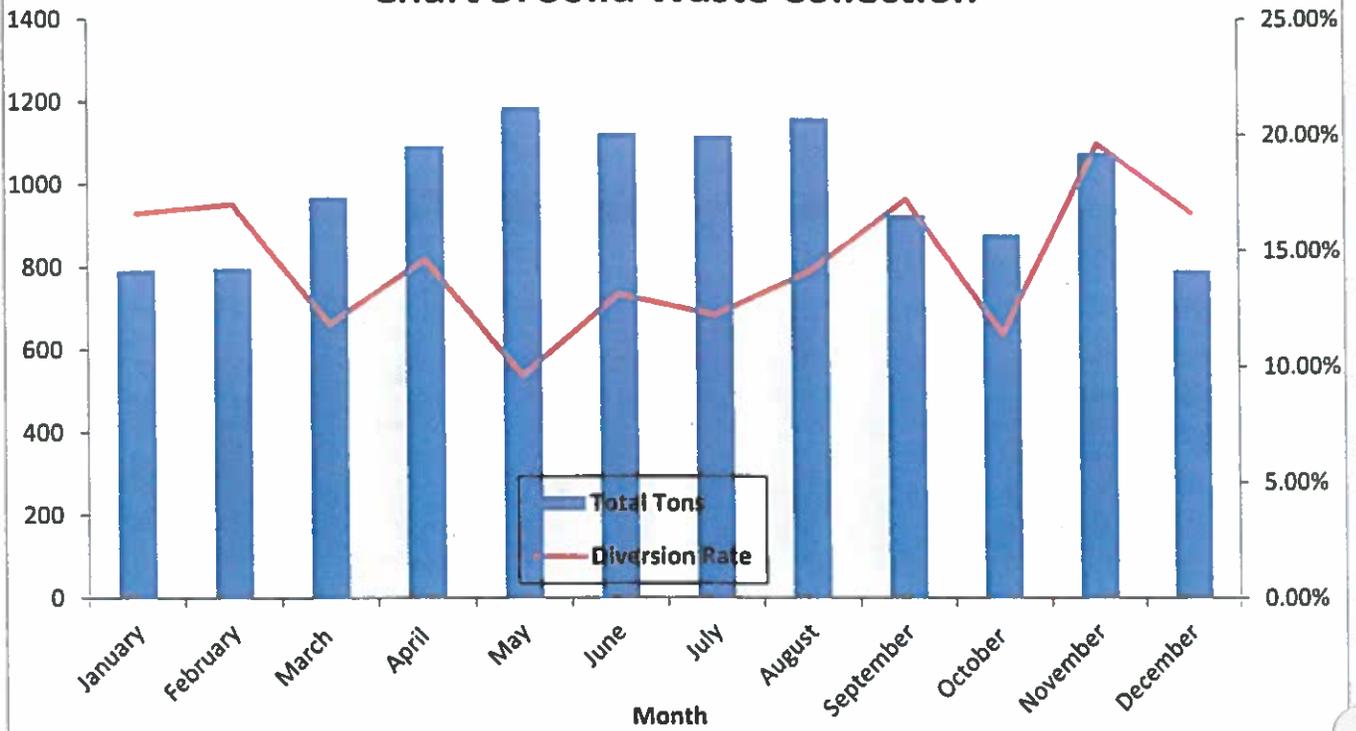


Chart 2: Year-to-year Work Order Completion Rates



Solid Waste: The County diversion rate was 16.62% in December, bringing the year-to-date average to 14.48%. See chart below.

Chart 3: Solid Waste Collection



Solid waste permits sales are shown below.

Permit Type	Number of Solid Waste Permits Sold	
	Dec 15	CY15
1-trip	12	266
6-trip	25	605
6-trip/senior	13	155
6-trip/low income	0	3
6-trip/veteran	2	26
12-trip	165	1,815
12-trip/senior	123	1,180
12-trip/low income	1	30
12-trip/veteran	14	120
Bag tags	58	712

Utilities:

Recent improvements at the Quill Wastewater Treatment Facility include installing a flow meter that measures the treated water exiting the chlorine contact chamber, a liquid chlorination system, and a heater to prevent the outfall from the chlorine contact chamber from freezing.

Buckman Direct Diversion Facilities Manager is having difficulty filling the 6 vacant positions. The Board is seeking up to \$ 2.2 million in contingency funding for Sheehan & Sheehan, P.A., litigation counsel for the matters related to the design and construction of the diversion structure; however, the item was tabled pending further discussions on the timing on when the funding was needed and the option to use pre-billing funding from previous years.

On December 16, 2015, Santa Fe County sent a revised draft JPA for the Pojoaque Valley Regional Water System to the Nambe, Tesuque, Pojoaque and San Ildefonso Pueblos for consideration.

Project Delivery:

Road Projects:

- **CR67F, La Barbaria Drainage and Road Improvement Project:** PPR package to amend Louis Berger Group’s contract was submitted to Purchasing on November 18, 2015. Received PO and executed amendment No. 3 on December 12, 2015. Currently waiting for good weather conditions to begin surveying.
- **NE/SE Connector Alignments:** *Amendment No. 2 for the MOU between NMDOT and Santa Fe County for design and construction of the NE Connector was approved on December 8, 2015 and delivered to NMDOT on December 11, 2015 for final signatures.* A meeting with

NMDOT was held January 7, 2016 to provided background information on the NE/SE Connector Corridor Study and coordinate efforts for NMDOT's upcoming design services pre-proposal meeting scheduled for January 21, 2016.

- **CR55A General Goodwin Drainage and Road Improvements:** Santa Fe Conservancy Trust presented the proposed design for the retention pond on Mr. Hyatt's property to the Santa Fe Conservancy Land Committee on December 1, 2015. Mr. Richard Hughes, Chair of the Santa Fe Conservancy Trust, provided his response to SFC on December 15, 2015 and Mr. Mike Hyatt provided his response on December 22, 2015 in favor of the Retention Pond preliminary design and moving forward with the project. Prior to moving forward with further design, Santa Fe County will meet with Mr. Hyatt and Santa Fe Conservancy Trust to discuss construction and acquisition of maintenance easements.
- **CR54 Los Pinos All Weather Water Crossing:** IFB review is 90% complete. Amendment to Bohannon Huston's contract to add Inspection Services has been approved and executed. Hearing for the Las Estrellas structure was scheduled for December, 2015 but was apparently postponed. Projects is not aware of a new date for legal resolution.
- **Old Santa Fe Tail Multi-Modal Road Improvements:** 85 ft. of culvert removal completed on El Gancho Way for the waterline installation. 265 ft. of fence removal and relocation on El Gancho Way completed and 2,030 of asphalt saw cutting and asphalt remove completed along El Gancho Way and Old Santa Fe Trail.
- **Vista Redonda Drainage and Road Improvements:** Currently in Winter Suspension. Submitted Change Order No. 2 to extend the contact thru the winter suspension and new anticipated substantial completion date to Purchasing on December 14, 2015. On December 10, 2015, Santa Fe County and Santa Fe Engineering met with AAC Construction to discuss a Change Order having to do with the utility delays on the Vista Redonda Drainage and Road Improvements project. AAC initially submitted a Change Order in the amount of \$166,491.61. After reviewing AAC's costs, Santa Fe County and Santa Fe Engineering, returned AAC's change order cost submittal and informed AAC Construction that there are costs that will not be considered justifiable as per the NMDOT specifications. Received response from AAC Construction's attorney and forward to Santa Fe County Legal Department for review and response. Response from Santa Fe County needs to be submitted by January 15, 2106.
- **CR50A San Jose Road Drainage and Road Improvements:** Discussions from the meeting with affected property owners reflect a lack of commitment from all four parties. The improvements to the road surface require drainage improvements on the properties of the four parties mentioned. Options as to how to proceed with this project will be discussed.
- **CR89 Feather Catcher Road:** This work is On-Hold pending direction from SFC Legal Department regarding permanent easements.
- **CR89C Calle Catalina:** Santa Fe Engineering has submitted 100% design drawings for final review and comments. SFC Fire Department has completed their review. PW Traffic Department scheduled to complete their review on December 4, 2015. PW Director completed

his review on December 10, 2015. Santa Fe Engineering will take comments and incorporate on final drawings. EA began on December 7, 2015. Land acquisition appraisals began December 14, 2015.

- **CR84D Drainage Improvements and Paving Design:** "Priority Plan" revision was received from Louis Berger Group on October 28, 2015. Completed review on November 12, 2015. Receive final Priority Plan on December 3, 2015. E-mailed electronic copy of priority plan and engineer's estimate to Commissioner Roybal's liaison on December 3, 2015. **THIS PROJECT IS 100% COMPLETE.**

2015 ANNEXATION PHASE 2B ROAD PROJECTS - All Roads have been completed by Santa Fe County and accepted by the City of Santa Fe with no cost over-runs, delays and no risk management issues.

2016 ANNEXATION PHASE 2C ROAD PROJECTS – Will be meeting with Eric Aaboe to ensure funding is budgeted for these projects.

- **Remuda Ridge Subdivision** - Completed road measurements on October 28, 2015. Estimates and bid sheets are being developed. 95% complete
- **Rancho de la Luna Subdivision** - Completed road measurements on November 10, 2015. Estimates and bid sheets are being developed. 95% complete

2015 Bond Road Project

- **Race Track Subdivision** – Met with Santa Fe Engineering on December 3, 2015 to discuss drainage study and review drainage easement requirements, drainage flows within this subdivision and preliminary easements widths for affected properties. Final drainage report was submitted on December 14, 2015. Meeting with affected property owners will be scheduled for the end of January.

2016 Bond Road Projects

- **1st Street Improvements for Cerrillos** – Completed road measurements and road cores on October 19, 2015. Developing estimates for paving and chip sealing to ensure that there is sufficient funding, 90% complete. Funding for this project still needs to be budgeted.
- **Glorieta Estates** – Completed road measurements on October 21, 2015. Estimates and bid sheets are being developed. 95% complete.
- **Cerros Cantando** - Completed road measurements on November 3, 2015. Estimates and bid sheets are being developed. 95% complete.
- **Puye Road** - Completed road measurements on November 4, 2015. Estimates and bid sheets are being developed. 95% complete.
- **Camino Pacifico** - Completed road measurements on November 6, 2015. Estimates and bid sheets are being developed. 95% complete.

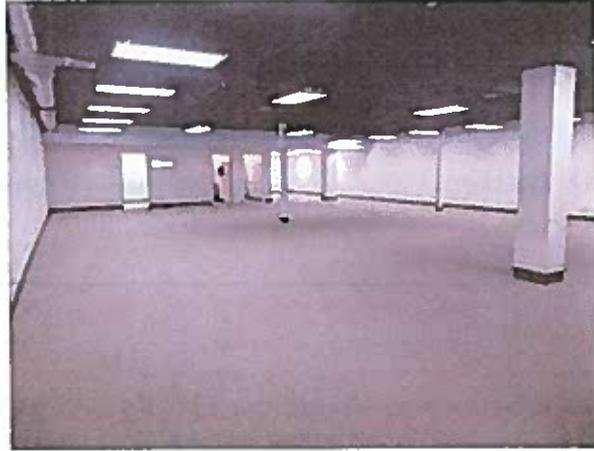
- **Pinon Hills Subdivision** - Completed road measurements on November 16, 2015. Estimates and bid sheets are being developed. PM is waiting for funding to be budgeted.

Building Projects

- **County Administrative Office Campus:** Interviews for the selection of A/E firms was completed on Tuesday, January 5, 2016. Purchasing to formally notify the selectee and the unsuccessful Offerors. Contract preparation and negotiations is underway at Purchasing
- **County Administrative Office Campus (Commissioning Agent RFP):** The selection committee is to meet January 8, 2016 to review proposals and determine short list for interviews.
- **Plan and Design Improvements at County Fairgrounds:** Procurement package for A/E LOI's was routed through finance December 3, 2015 and has been delivered to purchasing for selection of design team.
- **Public Works Expansion Phase II:** Procurement package for A/E LOI's was routed through finance December 1, 2015 and has been delivered to purchasing for selection of design team.
- **Nancy Rodriguez Community Center:** Procurement package for Landscape Architect LOI's was routed through finance December 22, 2015 and is slated for delivery to purchasing for selection of design team.
- **PW Fleet Maintenance Doors:** Service agreement has been received from Windsor Door (the original installer during construction). Working with Erik to authenticate method of funding so that procurement package can be executed.
- **PW Campus, HVAC:** Authoring draft LOI for Retro-Commissioning to assess and recommend improvements to the existing HVAC systems.
- **Jacona Collection Center:** Bid opening is scheduled for January 15, 2016.
- **Women's Health/Senior Services Renovation:** Property Control has completed all work on the work order. Carpet has been installed. New keys will be order next week. Creative Interiors has placed there order for the furniture, Expected in three weeks.



Before



After

- **Stanley Cyclone Center-Phase 2:** Sub-Contractor has completed most of the dirt work. The sub-contractor has completed pouring the footings and the stem wall, concrete is about 80% complete. Subs are installing utilities that go under the concrete floors. Fire line is about 70% complete. Power to the facility is about 80% complete and is expected to be done by December 23, 2015. Due to bad weather in the area the contractor has not been able to work.

Adult Detention Facility / Youth Development Program Projects

- **County Detention Facility Master Plan:** Initial kickoff meeting, January 6, 2016, with Mark Hogan, Pablo Sedillo, Erica Lovato and Thaddeus Chapman to discuss needs for the Adult and Juvenile Detention facilities. Proceeding with preparation of information to procure an A/E for development of a Master Plan. Anticipated earliest date for executing a contract is March, 2016.
- **Server Rooms:** Temporary power shut down test was conducted on January 4, 2016 and during the test It was discovered that all the power to the facility was shut down which was not anticipated and unacceptable. The connection for the new panel will have to be done live and has generated a change order in the amount of \$1398.00. Staff received the change order on January 8, 2016 which also includes the request of an additional 15 days due to time lost. Staff is preparing the documents for the change order and will forward to corrections for processing when completed. The original date of substantial completion was February 29, 2016 and will now be moved to March 23, 2016 including the additional time requested in the change order. Overall the project is progressing at a good pace.
- **Replace Storm Water Catchment Structures:** Work included in original scope of work has been 100% completed. The approved change order for additional work requested was received on December 7, 2015. Blueline Construction originally had scheduled the work to begin on

January 11, 2016 but, has now requested that the NTP for the additional work to extend the drain line be issued for work to begin on February 8, 2016 due to scheduling conflicts and also including 15 days to do the work.

- **ADF Kitchen Floor Removal – Project Support:** Project Manager has submitted IPR, PPR and scope of work for Purchase Requisition.

Utility Projects

- **Quill Wastewater Treatment Facility Sludge Disposal Plan–Construction Phase:** Disposal Management Plan has been submittal to NMED. Project Manager has submitted documentation to hire Waste Hauler/Contractor to remove and dispose of sludge in compliance with NMED requirements.
- **Vista Aurora Subdivision Sewer Line Upgrade–Design Phase:** Project Manager is proceeding with the procurement of Engineering Design Services.
- **La Cienega Water Line Improvements–Construction Phase:** Project Manager has started construction phase. Bids are due on January 15, 2015.
- **UDV Temple Cost Estimate Verification–Construction Phase:** Construction should be completed as planned.
- **Old Santa Fe Trail TL2N Waterline Extension–Construction Phase:** Contractor is continuing work on Old Santa Fe Trail.
- **Madrid Fire Station Fire Protection System–Design Phase:** Project Manager is proceeding with Design Phase of project.
- **Lamy Junction Waterline Extension–Design Phase:** Project Manager is obtaining a Cultural Resource Survey of waterline alignment.
- **TL6S Waterline Extension–Design Phase:** Project Manager is obtaining a Cultural Resource Survey of waterline alignment.
- **Agua Fria Utilities Plan–Design Phase:** Project Manager is proceeding with the procurement of Engineering Design Services

Park and Open Space Projects

- **Romero Park:** The Landscape Contractor's work is suspended until the spring. The Landscape Contractor will remobilize in April to complete the irrigation, landscaping and

installation of the sod. Ordered playground equipment on December 28, 2015. The first shipment of the playground equipment was delivered on January 6, 2016.

- **Arroyo Hondo Trail:** Received signed ROE from Century Bank on December 10, 2015. Submitted the ROE to Purchasing for County Manager's signature on December 18, 2015. Received the Century Bank ROE back from Purchasing on December 30, 2015 with revisions from Roberta Joe. Sent the rived ROE to Century Bank for signature on January 7, 2016.
- **Mt. Chal:** Held conference call with the Glockhoff Trust on December 15, 2015 to review the draft warranty deed. Tierra ROW is working to resolve the title to the 10 acres that is excepted from the Glockhoff deed. They expect to have it completed in two weeks. Once the title is resolved, Tierra ROW will make any necessary revisions to the legal description and prepare the final purchase agreement for signature. Tierra ROW contacted Mr. Aitken to make a final offer for purchase of the fee interest in the whole parcel. If Mr. Aitken is not willing to sell the whole parcel for the amount offered then they will prepare the final purchase agreement for the access easement and cap area.
- **Pojoaque Sports Fields:** Submitted the PPR for the additional services request from the Landscape Architect for the Phase II design to Purchasing on January 7 2016.
- **Rio Quemado Watershed Restoration:** The certificate of substantial completion for the structures on the Rio Santa Cruz was issued on December 16, 2015. The contractor will remobilize in the spring to complete construction of the structures on the Rio Quemado. Expect completion in March 2016.
- **Thornton Ranch Open Space:** Submitted the SLO Business Lease Application on January 6, 2016.
- **Agua Fria Monument Sign:** Received direction to put the Cornerstones contract on hold, disencumber the funding and re-budget the funding to the project account, and use the funding to acquire an easement for the monument on the west end of the Village. Notified Cornerstones of the direction and closed the purchase order. Sent request to finance to re-budget the funding.
- **Santa Fe Rail Trail:** Received concurrence from FHWA to advertise the IFB for construction of Segment 4 on December 22, 2015. The IFB will be advertised January 10-11. The Pre-Bid Conference in scheduled for February 4, 2016. The bids are due February 29, 2016. Plan to award the construction contract at the March 29, 2016 meeting. Scheduling final walkthrough for Segments 2-3 with NMDOT the week of January 25, 2016.

- **El Camino Real Retracement Trail FLAP project:** Conference call regarding on going NEPA coordination scheduled for January 12, 2016. Public Meeting planned for February 17, 2016.
- **SF River Property Acquisition:** The fully executed Hilgendorf and Teng/Levy Offer Packages were received by staff on January 6th. Tierra will submit to Southwest Title & Escrow for closing. Tierra has presented Offer Packages to Jason Krause, Susan Montoya and Estella Rivera. The Castillo and Sandoval Offer Packages are ready for presentation pending input from Karl Sommer (Larry Boylan's attorney) as to their necessity. He is trying to resolve ownership issues on Mr. Boylan's behalf. Appraisals and Phase I's for Section "B" are being completed for the first 6 parcels in the stretch. Offer Packages will be prepared in the next 4 to 6 weeks. Five Right of Entries for Segment "B" were recorded this week.
- **Santa Fe River-El Camino Real Design:** The Archaeological report is being submitted on January 7th to the City's Archaeological Review Committee for their final review and approval.
- **Santa Fe River-Frenchy's to Siler Design Update:** Purchasing has accepted Weston's Proposal including daily inspections and is moving forward with procurement.

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

ACTION REQUESTED:

None; for information only.

Table 1: November 2015 Work Order Report

Property Control

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	3	3	3	2
2	5	5	4	4
3	11	10	7	7
4	5	5	3	3
5	15	15	14	11
All	78	78	78	76
TOTAL	117	116	109	103
		99.15%	93.16%	88.03%

Building Services

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	4	4	4	3
2	2	2	2	2
3	0	0	0	0
4	4	4	4	4
5	1	1	1	1
All	41	41	30	32
TOTAL	52	52	41	42
		100.00%	78.85%	80.77%

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	21	21	19	15	13
2	6	6	6	3	3
3	89	89	86	14	11
4	39	39	37	3	1
5	38	38	27	31	20
All	4	4	4	1	1
TOTAL	197	197	179	67	49
		100.00%	90.86%		73.13%

Open Space

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	35	35	31	30
2	28	28	19	19
3	26	26	20	20
4	13	13	11	11
5	18	18	10	9
All				
TOTAL	120	120	91	89
		100.00%	75.83%	74.17%

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	30	30	29	0	0
2	8	8	7	0	0
3	8	8	8	0	0
4	3	3	3	1	1
5	12	12	11	0	0
All	7	7	7	0	0
TOTAL	68	68	65	1	1
		100.00%	95.59%		100.00%

Table 1: December 2015 Work Order Report

Property Control

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	4	4	2	2
2	10	10	9	9
3	12	12	7	8
4	15	15	14	12
5	8	8	7	6
All	65	65	65	58
TOTAL	114	114	104	95
		100.00%	91.23%	83.33%

Building Services

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	8	8	8	6
2	3	3	2	2
3	2	2	2	2
4	3	3	3	3
5	3	3	3	3
All	22	22	15	13
TOTAL	41	41	33	29
		100.00%	80.49%	70.73%

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	39	39	39	7	7
2	6	6	6	1	1
3	18	18	10	12	4
4	14	14	14	6	6
5	15	15	6	11	2
All	4	4	4	0	0
TOTAL	96	96	79	37	20
		100.00%	82.29%		54.05%

Open Space

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	26	26	24	24
2	18	18	14	14
3	17	17	15	14
4	8	8	8	8
5	9	9	8	8
All	16	16	8	6
TOTAL	94	94	77	74
		100.00%	81.91%	78.72%

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	11	11	11	1	1
2	4	4	4	0	0
3	3	3	3	0	0
4	7	7	7	0	0
5	17	17	17	1	1
All	10	10	10	0	0
TOTAL	52	52	52	2	2
		100.00%	100.00%		100.00%



SANTA FE COUNTY

Capital Project Status Update (As of 1/12/2016 11:53:32 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								1/1/1900		
2	0755 Bennie J Chavez Septic System	Construction		1	\$45,000.00	0%		1/1/1900		
3	0718 Service Agreement to inspect and maintain Existing Garage Doors in Fleet Maintenance Building	Construction	15	2	\$115,000.00	0%		8/31/2015	12/31/2015	Brad Isaacson
4	0725 Improve Nancy Rodriguez CC Access and Parking	Construction	5	2	\$300,000.00	0%		8/3/2015		Brad Isaacson
5	0759 Plan and Design Improvements to the Santa Fe County Fairgrounds including the Ag Extension Office			1 2 3 4 5	\$610,000.00	0%		12/16/2014		Brad Isaacson
6	2219 County Admin Office Campus + Old Admin Re-development	Design	10	1 2 3 4 5	\$475,000.00	0%		8/14/2015	8/31/2016	Brad Isaacson
7	6208 Public Works Expansion Phase II	Design		1 2 3 4 5	\$2,300,000.00	0%		1/30/2016	7/29/2016	Brad Isaacson
8	7123 District Attorney Complex ADA & Office Upgrades	Design	70		\$850,000.00	0%		12/21/2012	3/31/2015	Brad Isaacson
9	0132 Perform design an all weather crossing for Pinon Hills Subdivision in SFC	Design	95	2	\$50,000.00	100%	\$49,961.34	11/3/2014	11/13/2015	Chuck Vigil
10	0798 Design Old Santa Fe Trail Multimodal	Construction	15	4	\$1,078,036.08	0%		10/19/2015	4/22/2016	Chuck Vigil
11	6167 CR 54 Los Pinos Road All Weather Structure Design	Construction	95	3	\$876,000.00	12%	\$107,269.21	4/4/2016	10/28/2016	Chuck Vigil
12	6181 NE-SE Connectors Location Study	Plan	75	5	\$500,000.00	91%	\$454,133.49	2/4/2013	9/30/2016	Chuck Vigil
13	6182 CR 55A General Goodwin Rd Design Upgrade	Design	75	3	\$100,000.00	79%	\$79,452.43	9/23/2013	12/31/2015	Chuck Vigil
14	6197 Vista Rendonda Drainage and Road Paving Design	Construction	65	1	\$600,000.00	81%	\$486,564.85	8/24/2015	12/31/2015	Chuck Vigil
15	6202 Design drainage and roadway improvements on County Road 84 D	Design	95	1	\$80,000.00	49%	\$39,526.54	5/21/2014	10/30/2015	Chuck Vigil
16	6215 Glorieta Estates Chip Seal	Plan	5	4	\$200,000.00	0%		6/6/2016		Chuck Vigil
17	6217 Bridge Rebuild on CR72A	Design		1	\$250,000.00	0%				Chuck Vigil
18	6218 Puesta del Sol Roads	Construction	0	2	\$604,000.00	0%		4/30/2016		Chuck Vigil
19	6219 Carrillos Village Road Improvement	Construction		3	\$115,000.00	0%		1/1/1900		Chuck Vigil



SANTA FE COUNTY

Capital Project Status Update (As of 1/12/2016 11:53:32 AM)

PW Project#tr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/ Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
20	9692 CR67F La Barbara Drainage and Road Paving Design	Plan	95	4	\$100,000.00	16%	\$16,197.08	12/16/2013	12/31/2015	Chuck Vigil
21	6199 Programming for Drainage and Roadway Improvements on County Road 89 C	Acquisition	5	1	\$652,137.00	22%	\$141,283.83	3/28/2014	12/18/2015	Chuck Vigil / Paul Kavanaugh
22	0182 Road improvements of all roads listed in 2015 Phase 2 of annexation, Agua Fria Project, Geo Lane, Town, County Subdivision, Caja de Oro and Jame	Construction	90		\$1,000,000.00	79%	\$789,576.59	9/22/2014	12/4/2015	Chuck Vigil
23	6159 Upgrade County Road 50A - Camino San Jose	Design	50	3	\$178,000.00	49%	\$87,220.76	10/10/2014	5/15/2015	Chuck Vigil
24	6207 Upgrade Race Track Subdivision Chip Seal	Survey	50	3	\$317,134.00	0%			12/31/2015	Chuck Vigil
25	0732 Romero Park	Construction	70	2	\$1,000,000.00	98%	\$978,098.72	4/6/2015	5/31/2016	Colleen Baker
26	0736 Design Polesaque Valley Recreation Complex - Phase II	Design	11	1	\$28,890.47	100%	\$28,890.47	8/1/2015	3/31/2016	Colleen Baker
27	1472 Rio Quemado Watershed Restoration	Construction	27	1	\$310,410.00	98%	\$304,783.08	11/2/2015	3/31/2016	Colleen Baker
28	7701 Arroyo Hondo Trail	Design	22	5	\$470,572.00	94%	\$442,524.00	12/13/2012	11/27/2016	Colleen Baker
29	7706 Ml. Chalchihuitl	Acquisition	50	3	\$988,499.00	5%	\$52,859.35	8/1/2012	6/30/2016	Colleen Baker
30	7707 Construct Santa Fe Rail Trail Segment 4	Construction	9	4	\$508,527.00	0%		4/15/2016	8/30/2016	Colleen Baker
31	7707 Acquire Santa Fe Rail Trail Segment 6	Acquisition	1	5	\$118,267.76	0%				Colleen Baker
32	7711 Thornton Ranch Open Space	Plan	60	3	\$594,564.00	100%	\$592,951.31	3/3/2014	7/26/2016	Colleen Baker
33	7732 Agua Fria Gateway Monuments	Acquisition	50	2	\$100,000.00	72%	\$71,714.46	5/4/2015	6/30/2016	Colleen Baker
34	7733 Design and Construct El Camino Real Buckman Road Segment Retracement Trail	Other	15	2	\$4,296,000.00	100%	\$4,294,170.41	6/10/2015	4/30/2018	Colleen Baker
35	7707 Santa Fe Rail Trail Segments 2-3	Construction	99	4	\$1,148,870.77	100%	\$1,146,008.07	9/15/2014	2/29/2016	Colleen Baker / David Padilla
36	0753 Solarize Ken & Pally Adam Senior Center	Construction		5	\$100,000.00	0%				Craig O'Hare
37	8011 Install Solar Electric System at Turquoise Trail Fire Station	Construction	15	5	\$25,328.00	100%	\$25,328.00	5/29/2015	10/15/2015	Craig O'Hare



SANTA FE COUNTY

Capital Project Status Update (As of 1/12/2016 11:53:32 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	
38	8011	Install Solar Electric System on Arroyo Hondo #2 Fire	Construction	15	4	\$30,379.00	100%	\$30,379.00	5/29/2015	10/15/2015	Craig O'Hare
39	0133	Madrid Fire Protection Upgrades	Plan	33	3	\$15,000.00	0%		3/2/2015	6/1/2016	David Madrid
40	1444	Agua Fria Utilities Plan	Plan	5	2	\$80,000.00	0%			3/26/2016	David Madrid
41	1449	Design TL6S Water Transmission Line	Design	95	4 5	\$5,436,470.00	6%	\$333,080.30	2/17/2012	4/1/2016	David Madrid
42	1457	La Cienega Water Line Improvements	Construction	5	3	\$600,000.00	9%	\$51,360.00	1/8/2014	6/1/2016	David Madrid
43	1473	Quill - Solid Waste Removal	Plan	20	5	\$100,000.00	38%	\$38,000.00	6/1/2015	3/1/2016	David Madrid
44	1473	Quilt Water Reclamation Plant - Treatment Improvements	Construction	90	5	\$500,000.00	17%	\$85,000.00	1/1/2014	12/25/2015	David Madrid
45	1474	Old Santa Fe Trail TL2N Waterline	Construction	15	4	\$1,110,000.00	74%	\$826,910.00	9/1/2015	3/1/2016	David Madrid
46	1474	Design Lamy Junction Water Transmission Line	Design	60	4 5	\$411,368.96	100%	\$411,368.96	1/1/2016	9/1/2016	David Madrid
47	1487	UDV Waterline Construction Reimbursement	Other	80	4	\$376,737.00	98%	\$367,907.00	2/2/2015	3/1/2016	David Madrid
48	1489	Design Vista Aurora Sewer System	Design	5	2	\$102,000.00	0%			3/25/2016	David Madrid
49	1477	Chupadero Acquisition	Acquisition	5	1	\$482,656.00	0%				David Madrid / Erik Aaboe
50	50	Edgewood Fire #2 ADA	Design	0%	3	\$40,000.00	0%		1/1/1900		David Padilla
51	51	Edgewood Fire Station #2/Cedar Grove (1)	Design	0%		\$40,000.00	0%				David Padilla
52	52	Edgewood Senior Center ADA Improvements	Design	0%	3	\$178,000.00	0%		1/1/1900		David Padilla
53	0775	Women's Health / Senior Services Renovation	Construction	10	2	\$167,256.00	0%		9/28/2015	1/21/2015	David Padilla
54	7121	Stanley Cyclone Center Arena	Construction	10	3	\$4,102,604.00	63%	\$2,589,428.00	6/2/2016	7/8/2016	David Padilla
55	7724	Leo Gurule Basketball Court	Construction	0	5	\$50,000.00	0%				David Padilla
56	1484	Acquisition Canoncio Water System	Environmental	5	4	\$80,000.00	0%				Erik Aaboe
57	1485	Acquisition Hyde Park Estate Water System	Environmental	15	4	\$115,000.00	17%	\$19,496.00	8/25/2015	11/30/2015	Erik Aaboe



SANTA FE COUNTY

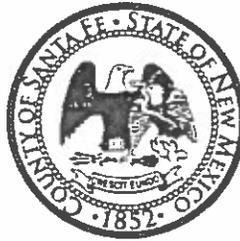
Capital Project Status Update (As of 1/12/2016 11:53:32 AM)

PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
58 1860	Replace and Repair Stormwater catchment structures at ADF	Construction	90	5	\$64,662.00	101%	\$64,992.00	10/5/2015	12/11/2015	Joseph Martinez
59 1860	Upgrade server rooms at Adult Detention Facility and Youth Development Program	Construction	50	5	\$616,000.00	73%	\$449,291.91	11/30/2015	2/29/2016	Joseph Martinez
60 6201	Jacoma - Northern Santa Fe County Solid Waste Convenience Center	Design	90	1	\$268,498.00	0%		2/29/2016	7/29/2016	Joseph Martinez
61 0702	Replace Existing Roof at County Administration Building	Construction		1 2 3 4 5	\$160,000.00	0%		6/1/2015		PJ Montano
62	Pojoaque Fire Station Volunteer HVAC	Construction		1	\$35,000.00	0%				Ron Sandoval
63	Glorieta Fire Station Insulate	Construction	0	4	\$25,000.00	0%				Ron Sandoval
64 0753	Construct Addition to Ken & Patty Adam Senior Center	Construction	55	5	\$1,456,963.00	94%	\$1,363,302.84	8/18/2014	1/29/2016	Ron Sandoval
65 0766	Santa Fe Mountain Center Renovation	Construction		2	\$75,000.00	0%				Ron Sandoval
66 0832	Rancho Viejo Fire - Lot Access	Design	90		\$30,000.00	0%				Ron Sandoval
67 8009	Glorieta Fire Station #2 - New Construction	Construction	5	4	\$1,433,155.00	0%		1/11/2016	10/21/2016	Ron Sandoval
68 8012	Agua Fria Fire Facility	Other	3	2	\$402,429.00	0%				Ron Sandoval
69 8013	Galisteo Fire Station Remodel	Design	3	5	\$50,000.00	0%		11/30/2015	3/30/2016	Ron Sandoval
70 8014	Jacoma Fire Station	Design		1	\$75,000.00	0%				Ron Sandoval
71 0833	Edgewood Main Station Staircase	Design	90	3	\$20,000.00	0%				Ron Sandoval
72 7708	Santa Fe River Greenway Acquisition	Acquisition	56	2	\$1,814,850.60	29%	\$531,756.83	10/9/2012	10/9/2016	Scott Kaseman
73 7708	Santa Fe River Greenway: Franchy's Field to Silver-Update Design	Design	5	2		0%		3/1/2009	12/31/2015	Scott Kaseman
74 7708	Santa Fe River Greenway Design - El Camino Real	Design	95	2	\$412,725.85	83%	\$340,633.57	10/3/2012	12/1/2015	Scott Kaseman
75 7122	Highway 14 Senior/Community Center	Acquisition	10	3	\$350,000.00	0%		11/5/2012	8/28/2015	Terry Lease

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 *JS*

Date: January 13, 2016

Re: HR Monthly Report for December 2015

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 December.

Training and Employee Development

Throughout the month of December, HR coordinated/conducted fifteen sessions. One hundred and six employees attended these training sessions. HR supported twelve New Mexico Edge classes for two Santa Fe County employees. This resulted in a total of \$600.00 of financial support for the NM Edge courses not inclusive of per diem costs. This is a 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. Two tuition assistance applications were processed and approved for the total amount of \$2,608. This is a great program that provides a supportive environment for employees to obtain a job related degree.

Promotions and Recruitment

The Public Safety Department had nine promotions during the month of December. Thomas Garcia began employment with Santa Fe County July 3, 2008 and was promoted to Adult Detention Facility Lieutenant. Patricia Martinez began employment with Corrections October 29, 2012 and was promoted to Adult Detention Facility Corporal. Joe Marquez began employment with Santa Fe County December 1, 2014 and was promoted to Life Skills Worker I. Norbu Frances began employment with Santa Fe County Fire December 1, 2014 and was promoted to Firefighter EMT-B. Connor Lino began employment with Santa Fe County Fire December 1, 2014 and was promoted to Firefighter EMT-B. Clarence Romero began employment with Santa Fe County Fire December 1, 2014 and was promoted to Firefighter EMT-Paramedic. Justin Sena began employment with Santa

Fe County Fire December 1, 2014 and was promoted to Firefighter EMT-I. Gregory Sower began employment with Santa Fe County Fire December 1, 2014 and was promoted to Firefighter EMT-I. Brandon Lopez began employment with Santa Fe County December 1, 2014 and was promoted to Emergency Communications Specialist I.

The Sheriff's Office had one promotion during the month of December. Eric Eccles began employment with the Sheriff's Office July 29, 2013 and was promoted to Sheriff Deputy II.

The Public Works Department had one promotion during the month of December. Donald Pound began employment with Public Works on June 9, 2014 and was promoted to Heavy Equipment Operator.

The Finance Division had one promotion during the month of December. Samuel Montoya began employment with Santa Fe County October 12, 1999 and was promoted to Capital and Grant Manager. We congratulate all these employees for their great accomplishment!

In December Santa Fe County Human Resources Division administered Detention Officer testing. We had twenty-three applicants who qualified for the positions, seven participated in the testing process and six successfully passed both the written and physical tests and will move forward through the new hire process.

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Report for December 2015 and the list of Years of Service for Santa Fe County Employees for January 2016. If you have any questions, I can be contacted at 992-9886. Thank you.

SANTA FE COUNTY
Human Resources - Statistics - December 2015

Department	Division	Regular	Part Time	Full Time	Elected Officials	Temp	Vacancies	Total Positions
01-COUNTY MANAGER	COUNTY MANAGER ADMINISTRATION	8		8			1	9
	COMMISSION	5		5	5			5
	HUMAN RESOURCES DIVISION	12		12				12
	FINANCE DIVISION	22		22			3	25
01-COUNTY MANAGER Total		47		47	5		4	51
02-LEGAL DEPARTMENT	LEGAL ADMINISTRATION	9		9				9
02-LEGAL DEPARTMENT Total		9		9				9
15-ADMINISTRATIVE SERVICES DEPARTMENT	ADMINISTRATION	3		3				3
	INFORMATION TECHNOLOGY	16		16			1	17
	PURCHASING	5		5			3	8
	MAIL ROOM	1		1				1
	RISK MANAGEMENT	3		3				3
15-ADMINISTRATIVE SERVICES DEPARTMENT Total		28		28		1	4	32
04-COMMUNITY SERVICES DEPARTMENT	DWI LOCAL	8		8				8
	DWI TEEN COURT	2		2				2
	INDIGENT HOSPITAL FUND	3		3				3
	EMS-HEALTH CARE	3		3				3
	MOBILE HEALTH FAIR VAN	3	1	2			2	5
	SENIOR PROGRAMS - ADMIN.	29		29		2		29
	ADMINISTRATION	4		4				4
	POJOAQUE SATELLITE OFFICE						1	102
	EDGEWOOD SATELLITE OFFICE						1	
04-COMMUNITY SERVICES DEPARTMENT Total		52	1	51		4	2	54
05-GROWTH MANAGEMENT DEPARTMENT	LAND USE ADMINISTRATION	4		4				4
	PLANNING	9		9				9
	GIS	8		8			1	9
	AFFORDABLE HOUSING-COUNTY	1		1				1
	BUILDING & DEVELOPMENT	14		14			1	15
05-GROWTH MANAGEMENT DEPARTMENT Total		38		36			2	38
19-HOUSING DEPARTMENT	ADMINISTRATION	9		9			3	12
	HOUSING SECTION 8 VOUCHER	2		2				2
	HOUSING CFP - 2013	1		1				1
19-HOUSING DEPARTMENT Total		12		12			3	15
06-PUBLIC WORKS DEPARTMENT	PUBLIC WORKS ADMIN.	13	1	12				13
	FLEET SERVICE	6		6			3	9
	TRAFFIC ENGINEERING	6		6			1	7
	SOLID WASTE	22	1	21			1	23
	ROAD MAINTENANCE	32		32			10	42
	PROPERTY CONTROL	12		12			3	15
	BUILDING SERVICES	18	1	17				18
	PROJECT DEVELOPMENT DIV	8		8			2	10
	OPEN SPACE	4		4			2	6
	AAMODT	1		1				1
	WATER	15		15			4	19
	WASTEWATER	1		1				1
06-PUBLIC WORKS DEPARTMENT Total		138	3	135			27	165
08-PUBLIC SAFETY DEPARTMENT / FIRE	FIRE ADMINISTRATION	24		24			7	31
	FIRE REGIONS	69		69			7	76
	WILDLAND PROGRAM	3		3				3
08-FIRE Total		96		96			14	110
18-PUBLIC SAFETY DEPARTMENT / CORRECTIONS	01-ADMINISTRATION	6		6				6
	60-ADULT FACILITY	121		121			34	155
	82-MAINTENANCE DIVISION	5		5			2	7
	63-MEDICAL SERVICES	22	1	21			8	30
	65-ELECTRONIC MONITORING	6		6			4	10
	70-YOUTH DEVELOPMENT FAC.	22		22			7	29
18-CORRECTIONS Total		182	1	181			55	237

SANTA FE COUNTY

Human Resources - Statistics - December 2015

Department	Division	Regular	Part Time	Full Time	Elected Officials	Temp	Vacancies	Total Positions
21-PUBLIC SAFETY DEPARTMENT / RECC	01-ADMINISTRATION	40		40			8	48
21-RECC Total		40		40			8	48
PUBLIC SAFETY DEPARTMENT Total		318	1	317			77	395
09-COUNTY CLERK'S OFFICE	REPORTING & RECORDING	14	2	12	1		7	21
	BUREAU OF ELECTIONS	12		12			1	13
09-COUNTY CLERK'S OFFICE Total		26	2	24	1		8	34
10-COUNTY TREASURER'S OFFICE	COUNTY TREASURER ADMIN.	14	1	13	1			14
10-COUNTY TREASURER'S OFFICE Total		14	1	13	1			14
11-COUNTY ASSESSOR'S OFFICE	COUNTY ASSESSOR ADMIN.	28		28	1		1	29
	PROPERTY VALUATION	10		10			3	13
11-COUNTY ASSESSOR'S OFFICE Total		38		38	1		4	42
12-COUNTY SHERIFF'S OFFICE	ADMIN/ANIMAL CNTRL/ENFORC	115		115	1		5	120
	REG III DRUG ENF GRANT-A	1		1				1
	REG III-MIDTA GRANT	1		1				1
	DWI SEIZURE	1		1				1
12-COUNTY SHERIFF'S OFFICE Total		118		118	1		5	123
13-COUNTY PROBATE OFFICE	COUNTY PROBATE JUDGE				1			
13-COUNTY PROBATE OFFICE Total					1			
TOTAL		836	8	828	10	5	136	972

SANTA FE COUNTY

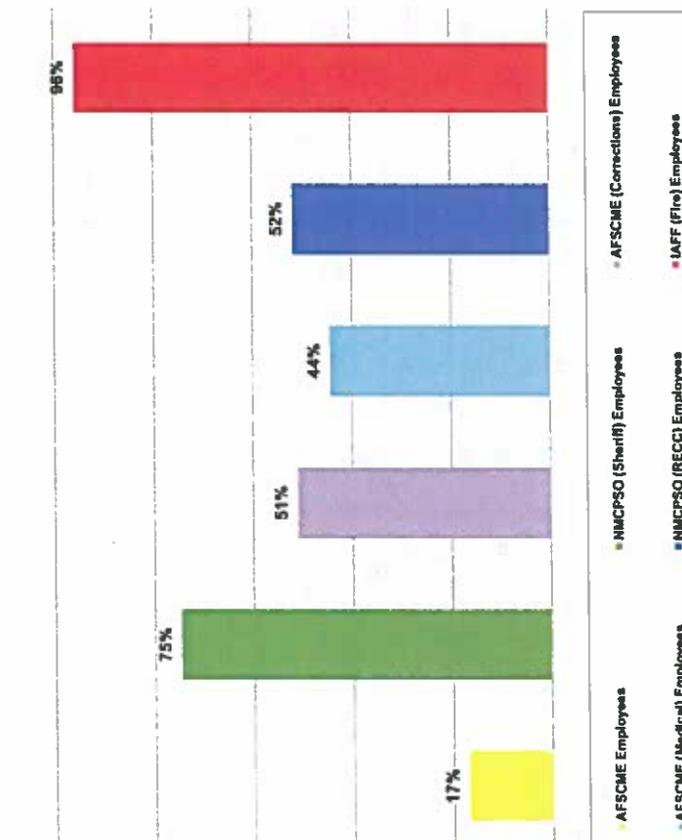
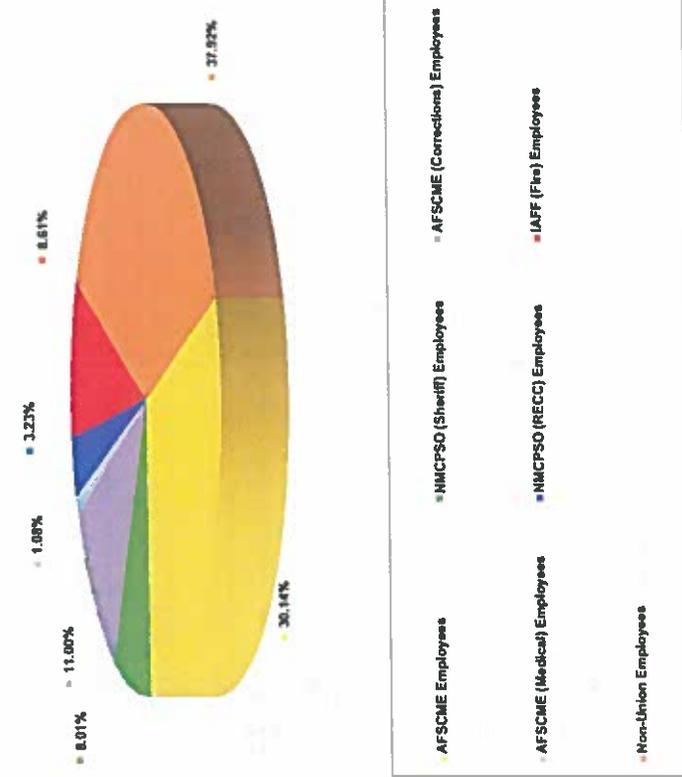
Human Resources Division- New Hire Report- December 2015

LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	TITLE	HIRE DATE
SPANIER	MICHAEL	A	COMMUNITY SERVICES DEPARTMENT	ADMINISTRATIVE MANAGER	12/14/2015
ABEYTA	SHAYNA	C	CORRECTIONS DEPARTMENT	DETENTION OFFICER	12/1/2015
ADAMS	CLINT	J	CORRECTIONS DEPARTMENT	DETENTION OFFICER	12/14/2015
CARRILLO-MARTINE	BRIANNA	E	CORRECTIONS DEPARTMENT	LIFE SKILLS WORKER I	12/14/2015
GARCIA	MARCOS	R	CORRECTIONS DEPARTMENT	DETENTION OFFICER	12/28/2015
LOPEZ	CRISTINA	R	CORRECTIONS DEPARTMENT	PHARMACY TECHNICIAN	12/28/2015
ORTIZ	EDWARD	H	CORRECTIONS DEPARTMENT	LIFE SKILLS WORKER I	12/14/2015
PALOMINO RUIZ	GUSTAVO		CORRECTIONS DEPARTMENT	DETENTION OFFICER	12/14/2015
ROMERO	JOSEPH	R	CORRECTIONS DEPARTMENT	DETENTION OFFICER	12/14/2015
SANCHEZ	ISAAC	A	CORRECTIONS DEPARTMENT	CASE MANAGER	12/1/2015
LUCERO	NATASHA	D	COUNTY CLERK'S OFFICE	VOTER REGISTRATION CLERK	12/28/2015
FLORES	TED	A	COUNTY MANAGER'S OFFICE	HR ADMINISTRATOR	12/12/2015
MARTINEZ	ELIZABETH	S	COUNTY MANAGER'S OFFICE	PAYROLL SPECIALIST	12/28/2015
VALDEZ	DANYELLE	B	COUNTY MANAGER'S OFFICE	EMPLOYEE DEV. PROG. SPECIALIST	12/14/2015
HALPIN	ELIZABETH	M	GROWTH MANAGEMENT DEPARTMENT	COMMUNITY PLANNER	12/29/2015
VELASQUEZ	ADRIANNA	F	HOUSING DIVISION	CLERICAL SPECIALIST	12/28/2015
SANCHEZ	LEROY	H	PUBLIC WORKS DEPARTMENT	HEAVY EQUIPMENT MECHANIC SR.	12/14/2015
CAMPOS	JULIE	A	RECC	EMG COMMUNICATIONS CALL TAKER	12/28/2015

LABOR STATISTICS FOR DECEMBER 2015

Union Status		Percentage of Union Status			Percentage Of Employees Paying Union Dues		
AFSCME Employees	252	AFSCME Employees	30.14%	AFSCME Employees	43	AFSCME Employees	17%
NMCP SO (Sheriff) Employees	67	NMCP SO (Sheriff) Employees	8.01%	NMCP SO (Sheriff) Employees	50	NMCP SO (Sheriff) Employees	75%
AFSCME (Corrections) Employees	92	AFSCME (Corrections) Employees	11.00%	AFSCME (Corrections) Employees	47	AFSCME (Corrections) Employees	51%
AFSCME (Medical) Employees	9	AFSCME (Medical) Employees	1.08%	AFSCME (Medical) Employees	4	AFSCME (Medical) Employees	44%
NMCP SO (RECC) Employees	27	NMCP SO (RECC) Employees	3.23%	NMCP SO (RECC) Employees	14	NMCP SO (RECC) Employees	52%
IAFF (Fire) Employees	72	IAFF (Fire) Employees	8.61%	IAFF (Fire) Employees	69	IAFF (Fire) Employees	96%
Total Number of Union Employees	519	Total Percentage of Union Employees	62.08%	Total Number of Employees Paying Dues	227		
Non-Union Employees	317	Non-Union Employees	37.92%				
Total Number of Employees	836	Total Number of Employees	100%				

Paying Members



- AFSCME Employees
- NMCP SO (Sheriff) Employees
- AFSCME (Corrections) Employees
- AFSCME (Medical) Employees
- NMCP SO (RECC) Employees
- IAFF (Fire) Employees
- Non-Union Employees

Henry P. Roybal
Commissioner, District 1

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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: January 4, 2016

Re: Recognition of Years of Service for Santa Fe County Employees for January 2016

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 January 2016, the following employees will be recognized:

Employee Name	Department/Office	Title	Years of Service	Hire Date
Christopher Barela	County Manager	Constituent Services Liaison	5	01/01/2011
Gary Perez	County Assessor	Chief Deputy Assessor	5	01/01/2011
Esmeralda Coronado	Corrections	Case Manager	5	01/18/2011
Christobal Gallegos	Corrections	Detention Officer Corporal	5	01/31/2011
Roberta Joe	Legal Department	Assistant County Attorney	5	01/31/2011
Juan Rios	Sheriff's Department	Public Relations Media Coordinator	5	01/31/2011
Adamina Pino	County Manager	Accounts Payable Supervisor	10	01/09/2006
Clyde Hill	Fire Department	Emergency Vehicle Technician	10	01/21/2006

Jeremy Renda	Fire Department	Fire Lieutenant	10	01/21/2006
Tracy Baca	Sheriff's Department	Sheriff Deputy III	15	01/02/2001

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Commissioner,
District 5

Katherine Miller
County Manager

MEMORANDUM

Date: January 13, 2016
To: Board of County Commissioners
From: Jeff Trujillo, ASD Director *957*
Via: Katherine Miller, County Manager
Subject: Administrative Services Monthly Report – November and December 2015

Below is an informational report in regards to the Administrative Services Department for the months of November and December 2015.

Information Technology

November

Work Orders/Technical Support		
All IT requests are captured using a work order tracking system located on SharePoint.		358 work orders were completed/resolved in November 2015.
Systems and Network Uptime		
Unscheduled Downtime		Q1 FY 2016 Actual: 100%
Date	Description	Hours
	Total	N/A
		Q2 FY 2016 Actual: TBD
		FY 2016 YTD: 100%

December

Work Orders/Technical Support																	
All IT requests are captured using a work order tracking system located on SharePoint.	283 work orders were completed/resolved in December 2015.																
Systems and Network Uptime																	
<table border="1"><thead><tr><th colspan="3">Unscheduled Downtime</th></tr><tr><th>Date</th><th>Description</th><th>Hours</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td>Total</td><td>N/A</td></tr></tbody></table>		Unscheduled Downtime			Date	Description	Hours								Total	N/A	Q1 FY 2016 Actual: 100%
Unscheduled Downtime																	
Date	Description	Hours															
	Total	N/A															
		Q2 FY 2016 Actual: 100%															
		FY 2016 YTD: 100%															

Legal

November

Legal has processed 243 contracts, 56 resolutions, and reviewed or drafted (or participated in drafting) 2 ordinances this fiscal year.

December

Legal has processed 273 contracts, 62 resolutions, and reviewed or drafted (or participated in drafting) 6 ordinances this fiscal year.

Mailroom

November

Co. Manager	1
Human Resources	41
Fire Department	681
Finance/Payroll	910
Utilities (Water Resources)	83
Public Works	17
Land Use	29
Housing	40
Indigent/HAP	4
DWI	43

MCH	0
PFMD	0
Clerks	96
Elections	726
Assessors	660
Treasurers	685
Probate Judge	0
Attorney or Legal	20
Sheriff	156
Corrections Admin	0
Home for Good Program	0
Purchasing	24
PW-Solid Waste	0
Care Connection	0
HHS Admin	26
Sobering Center	0
Adult Jail	0
Teen Court	119
ASD	0
E-911	2
RECC	6
Senior Services	0
YDF	10
Natural Resources	0
Affordable Housing	0
Section 8	150
COMMISSION	18

December

Co. Manager	1
Human Resources	71
Fire Department	877
Finance/Payroll	1095
Utilities (Water Resources)	59
Public Works	66
Land Use	16
Housing	36
Indigent/HAP	10
DWI	29
MCH	0

PFMD	0
Clerks	219
Elections	8337
Assessors	29
Treasurers	4425
Probate Judge	0
Attorney or Legal	27
Sheriff	270
Corrections Admin	7
Home for Good Program	0
Purchasing	46
PW-Solid Waste	0
Care Connection	0
HHS Admin	76
Sobering Center	0
Adult Jail	0
Teen Court	70
ASD	0
E-911	0
RECC	8
Senior Services	2
YDF	9
Natural Resources	0
Affordable Housing	7
Section 8	67
COMMISSION	2

Purchasing

November

464 Purchase Orders were processed in November totaling \$1,831,827.98 encumbered and \$515,120.62 Invoiced or expended.

The following procurement activities were performed by 2 Procurement Specialists, Senior and the Procurement Manager in November:

28 Active Procurements, Solicitations or Contract Processes, Including, but not limited to RFP's, LOI's, IFB's, Quotes, Grants, Leases, Price Agreements, On-Call Services, Easements, MOU's, Amendments and Change Orders. NOTE: Beginning in July, the Purchasing Division experienced a 50% reduction in force. The Division is currently at 40% reduction in force. One

position has been filled beginning October 19 and we are currently in the hiring process for two (2) Procurement Specialist vacancies.

Current Solicitations to Date (December 21, 2015):

IFB's	5
RFP's	11
DOE's	0
Sole Source	1
LOI's	2

December

409 Purchase Orders were processed in December totaling \$1,738,809.71 encumbered and \$101,556.19 invoiced or expended.

The following procurement activities were performed by 3 Procurement Specialists, Senior, 1 Procurement Specialist and the Procurement Manager in December:

32 Active Procurements, Solicitations or Contract Processes, Including, but not limited to RFP's, LOI's, IFB's, Quotes, Grants, Leases, Price Agreements, On-Call Services, Easements, MOU's, Amendments and Change Orders. NOTE: Beginning in July, the Purchasing Division experienced a 50% reduction in force. The Division is currently at 40% reduction in force. One position has been filled beginning October 19 and we are currently in the hiring process for two (2) Procurement Specialist vacancies.

Current Solicitations to Date (January 12, 2016):

IFB's	4
RFP's	11
DOE's	1
Sole Source	2
LOI's	

Risk Management

November

Number of Fire Safety Inspections	56
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Number of Facility Inspections	2
Number of Road Inspections	9
Number of Worker's Compensation Processed	2
Number of Employees out on Worker's Comp	1
Number of RAP Lessons	4
Number of County Involved Auto Accidents	2
Number of Century Link Cut Cables	2
Number of Safety Trainings	8
Number of Evacuation Drills	1
Number of New Employee Orientations	2

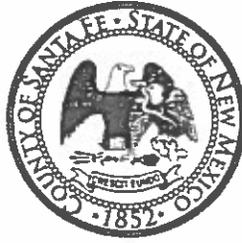
December

Number of Fire Safety Inspections	55
Number of Facility Inspections	0
Number of Road Inspections	5
Number of Worker's Compensation Processed	6
Number of Employees out on Worker's Comp	1
Number of RAP Lessons	4
Number of County Involved Auto Accidents	5
Number of Century Link Cut Cables	0
Number of Safety Trainings	7
Number of Evacuation Drills	0
Number of New Employee Orientations	2

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Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners

Through: Katherine Miller, County Manager

From: Patricia Boies, Health Services Division Director, Community Services Department

Date: January 13, 2016

Re: Community Services Department Report

Health Services

The PMS Mobile Crisis Response Team provided a six-month status report to the Health Policy and Planning Commission. The Mobile Crisis Response Team specializes in responding to referrals from first responders in both the City and the County on cases where mental health consultation and intervention are needed. The Team has gone on 147 call-out and have referred and linked 174 people to behavioral health treatment. Feedback from first responders who have brought in the Team has been enthusiastic. The linkages for behavioral health follow-up are critical, and we are pleased with the results the Mobile Crisis Response Team is reporting half way through the first year of this County-funded program.

Dede Feldman and Barak Wolff provided the HPPC with an update of the research they are doing on how County Fire may assist in meeting health care goals. In addition, we have allocated \$25,000 in Health Care Assistance Program funds for the City Fire Department's case management, care coordination, and emergency room diversion services. Along with the funds provided to County Corrections for intensive case management for people who are being released into the community, these programs are designed to provide management and care for community residents, for behavioral health as well as for other health and social welfare concerns.

The Community Services Department was a sponsor of the Santa Fe Community Foundation early childhood summit held at the Convention Center. Staff participated in a session on low birth weight, highlighting the County's low birth weight prevention initiative, which is under contract with La Familia and Las Cumbres. The first baby born into Las Cumbres's program was at a healthy weight and is doing well.

As approved by the BCC, we have contracted with the New Mexico Dental Foundation to provide outreach services, planning and implementation of the New Mexico Mission of Mercy free dental care event that will be held at the Santa Fe Convention Center on April 8 and 9, 2016. We will be getting flyers out to County offices and to Commissioners soon.

Senior Services

For the period October through December, Senior Services provided 12,118 congregate meals, 15,981 home-delivered meals, and 1995 units of transportation.

Senior Services has moved from Camino Jacobo to the Solana Center on West Alameda, next to Public Works/Projects.

During the Legislative Session, staff will be following the allocation of Aging and Long Term Services capital funding. Santa Fe County has applied for \$200,000 for vehicle replacement.

Community Safety

The DWI program is partnering with local liquor establishments to promote the *Two Too Many* Campaign. Ten establishments have agreed to have their wait staff wear T-Shirts with the Two Too Many message. The establishments will be wearing the T-shirts on a regular basis, reminding their patrons not to drink and drive.

DWI program staff and the DWI Planning Council will be conducting a one-day meeting in late February or early March to review and revise the current strategic plan. At the January Planning Council meeting a subcommittee will be established to conduct a series of meetings with community partners, including law enforcement and schools, to help identify challenges they are presented with in regards to alcohol/drug abuse, drinking and driving, domestic violence, and other issues. DWI program Staff and the Planning Council will review the subcommittee's findings and then work on revising the strategic plan based on those findings.

The Teen Court Program recidivism study was completed in December. Recidivism is one of the most important measures of Teen Court success. The study included data over the past five years. Findings include that a youth's primary offense resulting in Teen Court referral differs by agency. Juvenile Probation is most likely to refer for shoplifting, as well as drug or alcohol possession. Santa Fe Public Schools is most likely to refer for being under the influence, as well as drug and alcohol possession. For Juvenile Probation referrals, the one-year recidivism rate was 24 percent. This is in line with recidivism rates reported in other studies, including a study conducted in Dona Ana County between 1994 and 1998, which found a 25 percent recidivism rate. No difference between recidivism rates was observed between males and females. The study found that youth who completed the Teen Court Program consistently had lower recidivism rates than those who did not complete the program. The Teen Court Program study was not able to identify an appropriate comparison, or control, group. However, the one year recidivism rate was lower for those completing the Teen Court program (17 percent), versus those referred back (28 percent) or terminated (33 percent). The study will soon be formatted for electronic sharing.

Community Operations

Imagination Library has 850 children enrolled to receive the free monthly books. We are in contract negotiations with United Way to extend the contract and increase the target to 1200 children.

The Fair Board meeting scheduled for January 11th has been rescheduled for lack of a quorum to February 15th. Two vacancies need to be filled and officers and committee chairs need to be chosen.

MINUTES OF THE
SANTA FE COUNTY
HEALTH POLICY & PLANNING COMMISSION

December 4, 2015

Santa Fe, New Mexico

I. This regular meeting of the Santa Fe County Health Policy & Planning Commission (HPPC) was called to order by Chair Judith Williams at approximately 9:00 a.m. on the above-cited date at the Santa Fe County Community Services Department conference Room, 2052 Galisteo Street, Santa Fe.

II. The following members were present:

Members Present:

Judith Williams, Chair
John Abrams
Bonnie Keene
Vivian Heye [telephonically]
Don Reece
Carolyn Roberts
Anna Voltura

Member(s) Excused:

AnnaMaria Cardinalli
Kim Straus
Reena Szczepanski
[Three Vacancies]

County Staff Present:

Patricia Boies, Director, Health Services Division
Rachel O'Connor, Director, Community Services Department

Others Present:

W. Azul la Luz, San Ildefonso
Kristen Carmichael, Community Health, Christus St. Vincent
Desiree Valdez, DOH, Health Promotion
Jim Breland, Presbyterian
Deborah Kendall-Gallagher, DOH
Kelly Gallagher, DOH
Ron Hale, New Mexico Alliance for Health Policy Councils
Julian Duran, Blue Cross/Blue Shield
Rosa Lopez, DOH
Teresa Flanagan, Christus SV CARE Connection
Daniel Slavin, SVH Support

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Commissioner Abrams moved to approve the agenda and Commissioner Reece seconded. The motion to approve the agenda passed without opposition.

V. Approval of Minutes

Approval of the minutes was deferred and ultimately postponed until the next meeting.

VI. Matters of Public Concern

Desiree Valdez announced that the Health System Innovation project's application deadline was extended. It is now scheduled for March. The summit meeting that was to happen in December was cancelled and may be rescheduled for later.

VII. Election of New Chair

Commissioners Roberts mentioned that Commissioner Szczepanski was willing to accept the nomination and so moved. The nomination was seconded by Commissioner Keene, and Reena Szczepanski was unanimously elected Chair.

Chair Williams was given a round of applause and the thanks from the entire Commission.

VIII. Presentations

A. Health Policy and Legislative Training for Health Councils

Kelly Gallagher, stated that in addition to her epidemiology work she does some lobbying and bill analysis. She participates in the Policy Committee for the New Mexico Alliance of Health Councils. She said it is their goal to educate community members to become advocates for health policy initiatives.

Ms. Gallagher gave a Power Point presentation which included a schematic on the essential services of the health councils. She said James Ross is the Governor's advisor on public health and is receptive to meeting with constituents. It is also useful to work with state agencies and non-profits. On the community level collaboration with governing bodies and school boards is productive.

She pointed out that over 1,300 bills were introduced at last year's long session, not including resolutions and memorials; very few actually pass. Ms. Gallagher presented a flow chart showing how a bill becomes law, with introductions, committee assignments, floor debates, and vote. Should the bill pass, it goes to the other house for reconciliation and compromise. She

said all of these steps happen in public meetings, and many are streamed live. The legislature website provides daily schedules, bill locators, bill texts, committee memberships with contact information, legislative reports, and financial impact reports..

Don Tripp, as House speaker, plays an important role, as does Senate President Pro Tem Mary Kay Papen. Ms. Gallagher provided lists of House and Senate committees, highlighting those of most interest to the Health Policy Councils. Committees have six options: do pass, do pass with amendments, do not pass, no recommendations, committee substitute, and table. The Governor has various options with regard to bills that have passed, including signing, requesting more information or vetoing. For bills passed within three days of the end of the session, the Governor has 20 days to sign or pocket veto.

Health councils have two champions: Howie Morales in the Senate and Sharon Clahchischilliage in the House.

Ron Hale outlined the history of funding requests for health councils in the past several years. This year the request is for \$700,000, which would provide a half-time position for each of the state's community and tribal health councils.

Deborah Kendall-Gallagher stressed the importance of grassroots participation. Anecdotes about how a bill will impact the community are especially effective, and constituent input can carry more weight than input from state agencies. Ms. Gallagher indicated that emphasizing the cost-effective aspects of prevention is positive. Mr. Hale noted that analyses can have a political slant.

Ms. Gallagher reviewed the importance of Financial Impact Reports. She gave the following dates:

- Pre-filing: December 15th
- Session convenes: January 19th
- Public Health Day: January 26th
- Session Ends: February 18th

With an eye toward providing input, Commissioner Heye asked about the timeline departments use for developing their budgets. Mr. Hale said it was generally around June, and he suggested contacting a cabinet secretary, for instance Secretary Ward, or the Office of Policy and Accountability at the Department of Health.

[Commissioner Heye excused herself from remainder of the meeting.]

Noting she would be attending a the New Mexico Public Health Association legislative forum the following week, Ms. Boies asked if there were other public health bills coming up. Mr. Hale mentioned the dental therapist bill. Ms. O'Connor stated the Hospital Association would like to recoup the counties' reserve funding, currently used for indigent care and special programs, and use it for Medicaid; however, she doubted it would gain any legislative traction. Additionally, there is a bill proposed by the Drug Policy Alliance to expand the use of Narcan.

VIII. Matters from the Commission and Staff

A. Director's Report

Ms. O'Connor reported that Imagination Library now has 850 kids enrolled and this number will increase. She said they have committed funds to the jail for case management for those being released who have serious mental issues. The jail would like the Health Services Division to participate in a national effort called Stepping Up. A number of the jail initiatives are moving forward slowly but hopefully will have an impact.

Chair Williams asked about the possibility of using the youth facility as transitional housing. Ms. O'Connor said she would have to ask the Corrections Department about that.

Ms. Boies mentioned the Health Care Assistance Program/Indigent Fund will have a meeting with Ms. Szczepanski, Ms. Williams, Catherine Kinney, and Kyra Ochoa to look at other ways to use the reserve fund. She also noted that the financial assistance policies of Christus St. Vincent are still being sought. In addition, it is expected that around 1,000 people will attend a two-day free dental care event scheduled for next April at the convention center, to which the County is contributing in the amount of \$50,000.

B. Other Matters from the Commission

Commissioner Voltura asked about the reserve funds. Ms. Boies said the Health Care Assistance Program/Indigent Fund is used for reimbursing claims and for the contracts for special programs such as the mobile crisis response team and the low birth weight prevention initiative, which are targeted to priorities in the Health Action Plan. Ms. O'Connor clarified that the cash reserves are funds that have not been spent over the last several years. Ms. Boies added that the New Mexico Association of Counties fights attempts by the state to take control of those monies away from the counties.

Chair Williams pointed out that while hospitals' revenues are up, their charity care expenses are down.

Commissioner Reece noted the health clinic in Stanley is yet to open.

X. Future Agenda Items

Ms. Boies anticipated that in January there would be a report on progress from the mobile crisis response team on their first six months of operation. Ms. O'Connor suggested inviting Dede Feldman to talk about possibly using the Fire Department personnel to meet health care needs, particularly using EMTs for home visits for high utilizers and the frail elderly in order to reduce 911 calls. Ms. Feldman has been researching the issue.

XI. Announcements

- A. Next HPPC meeting Friday, January 8, 2016, 9 a.m., Santa Fe County Community Services Department Conference Room, 2052 Galisteo Street, Santa Fe**

XII. Adjournment

This meeting was declared adjourned at approximately 10:10 a.m.

Approved by:

Judith Williams, Chair
Health Policy & Planning Commission

Respectfully submitted by:

Debbie Doyle, Wordswork

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: Santa Fe Board of County Commissioners

From: Carole H. Jaramillo, Finance Division Director

Via: Katherine Miller, County Manager

Date: January 12, 2016

Re: **Financial Report for the Quarter Ending December 31, 2015**

ISSUE

The following is a report summarizing the financial activities of the County for fiscal year 2016 through the quarter ending December 31, 2015.

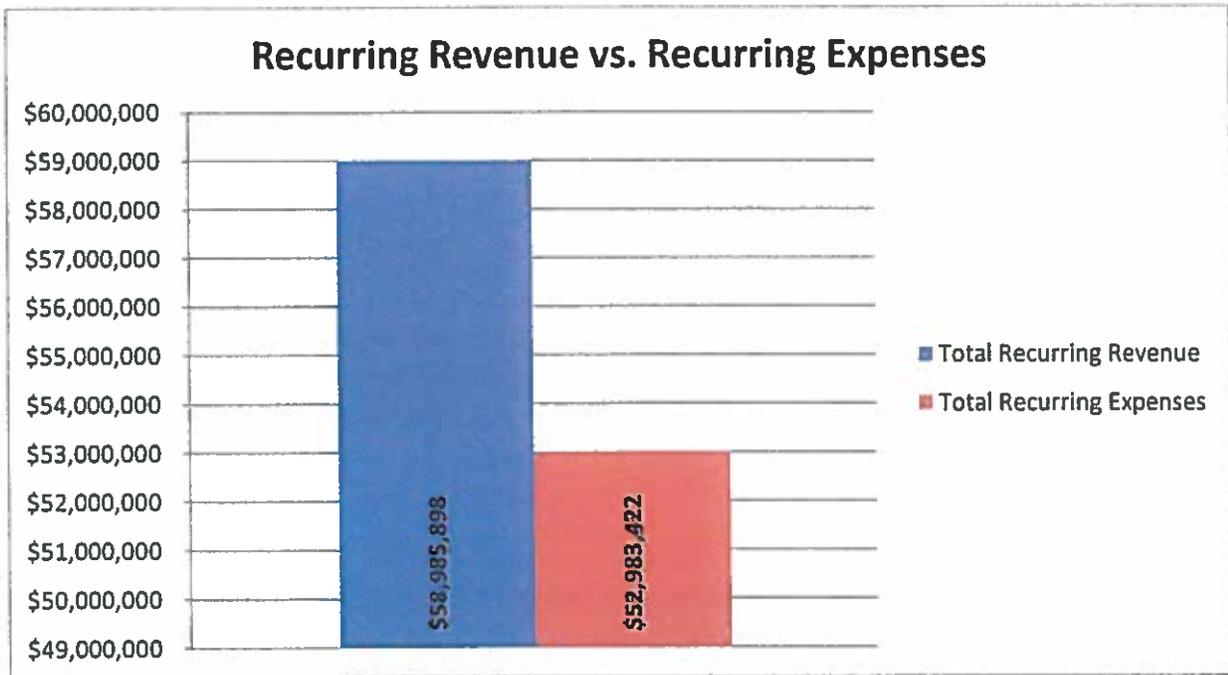
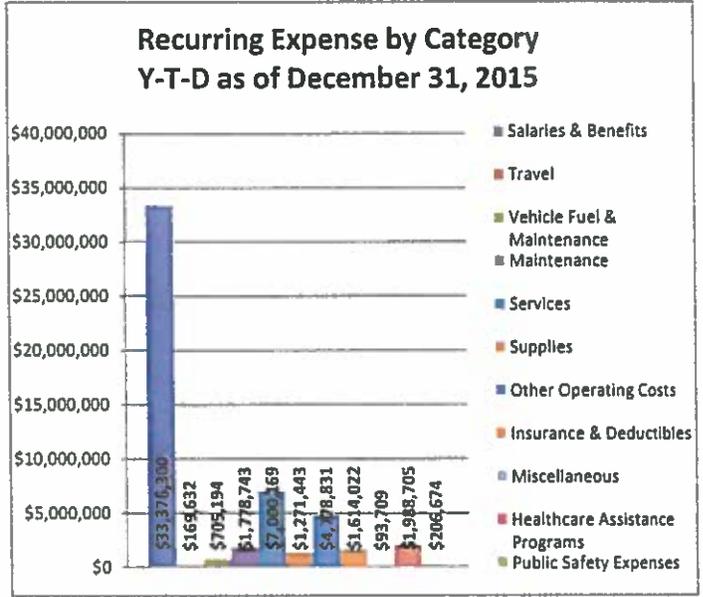
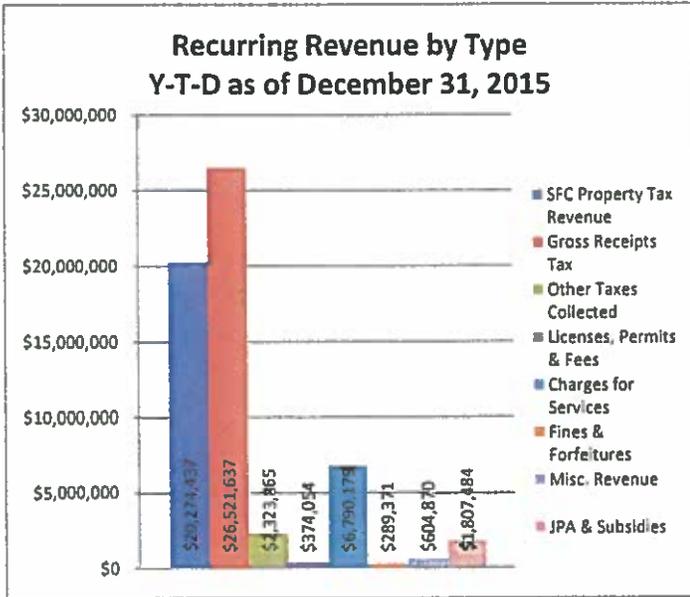
BACKGROUND

On June 9, 2015, the Board of County Commissioners (BCC) approved the County's FY 2016 Budget in the amount of \$297,946,652. The information presented in this report reflects second quarter activity from October 1, 2015 through December 31, 2015 as well as year to date information through December 2015.

All Funds:

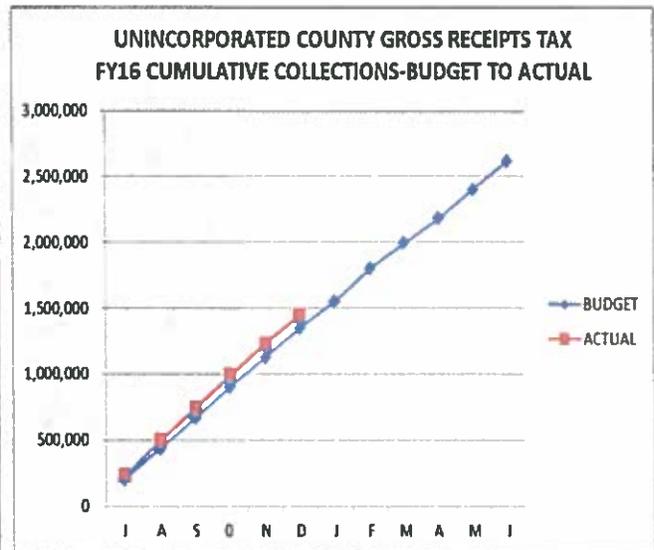
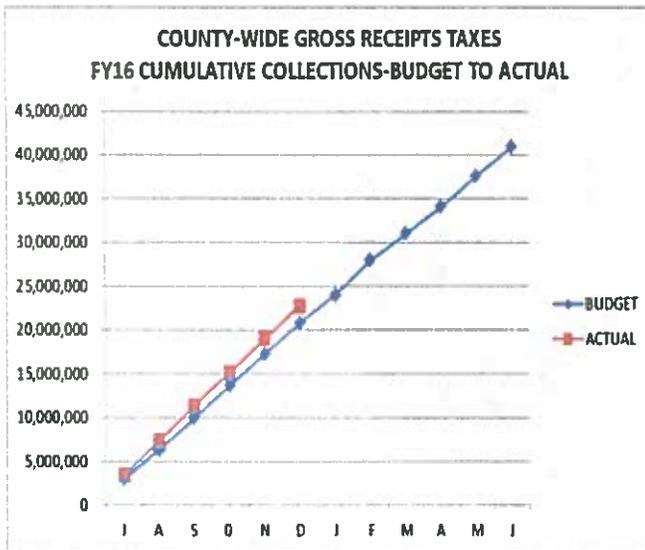
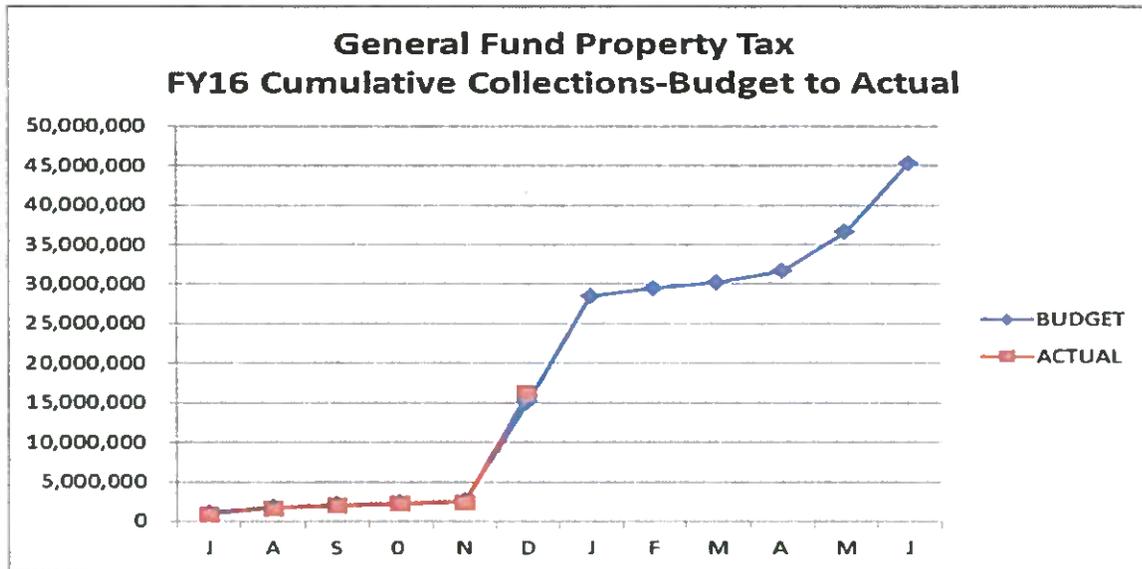
For the quarter ending December 31, 2015, the county collected a total of \$74.0 million from all revenue sources; \$59.0 million was from recurring sources. The largest portion of revenue, 66.4% was generated by taxes. Property taxes totaled \$20.3 million, gross receipts taxes (GRTs) totaled \$26.5 million, and other taxes totaled \$2.3 million. Expenditures across all funds totaled \$83.8 million for the same period. Of these expenditures, capital expenditures totaled \$7.5 million, debt service payments totaled \$23.2 million and operational expenditures totaled \$53.1 million.

The following charts reflect recurring revenue and recurring expenses. They illustrate that the vast majority of recurring revenue comes in the form of property and gross receipts taxes and the vast majority of recurring expenses are for personnel costs; that is salary and benefits. Also shown is a chart reflecting recurring revenue as compared to recurring expenses.



Actual property tax collections of \$20.3 million through the end of December are slightly below the projected budget of \$19.4 million by \$0.9 million. This is \$239K more than the previous year's collections of for the same period.

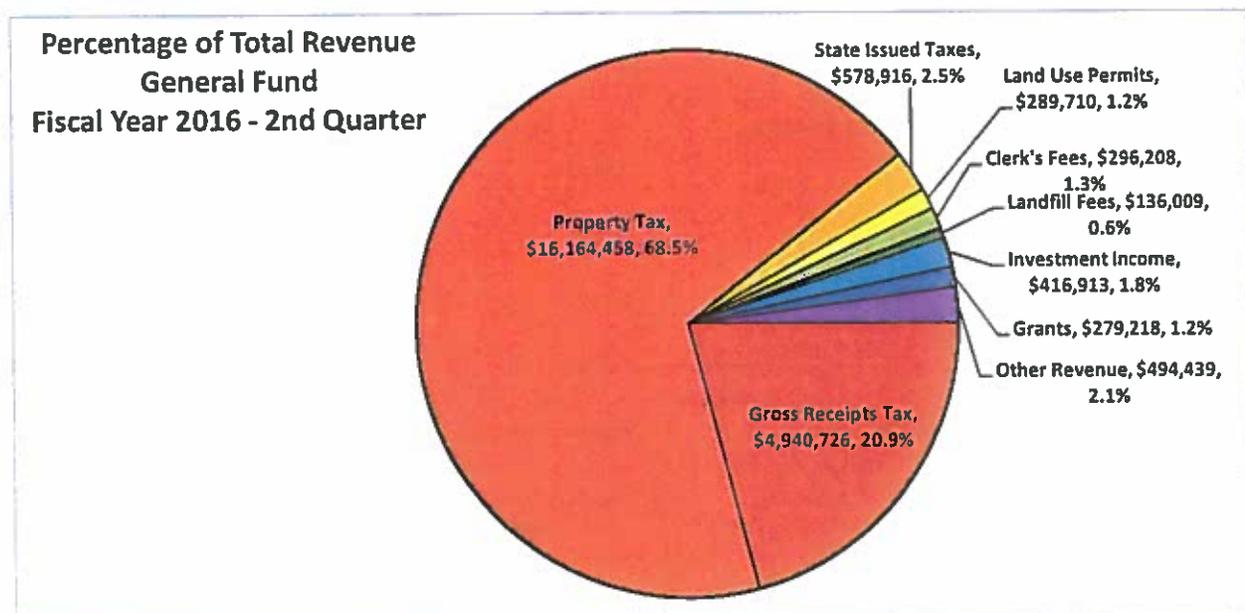
The following charts reflect the two largest revenue sources for the County, property taxes and gross receipts taxes.



Excluding the 1/8th percent Regional Transit Gross Receipts Tax which is passed-through to the North Central Regional Transit District, cumulatively, both the countywide and unincorporated gross receipts taxes collected through December total \$24.2 million. Collections of the Regional Transit GRT equal \$2.3 million through December. The total GRT collections are \$2.0 million greater than the cumulative budgeted amount of \$22.1 million. The countywide GRT collections are above prior year collections by \$2.3 million or 11.5%. The unincorporated GRT collections exceeded budget by \$97K and are \$77K greater than the previous year's collections of \$1.4 million. September, 2015 is the first month that the County received budgeted collections for the Hold Harmless GRT (HH GRT) and also experienced the phase out of hold harmless distributions from the State of New Mexico. Through December, the HH GRT brought in \$1.5 million which is \$105K greater than budgeted. The budgets for the other increments which receive hold harmless distribution from the State contemplate the phase out of that distribution.

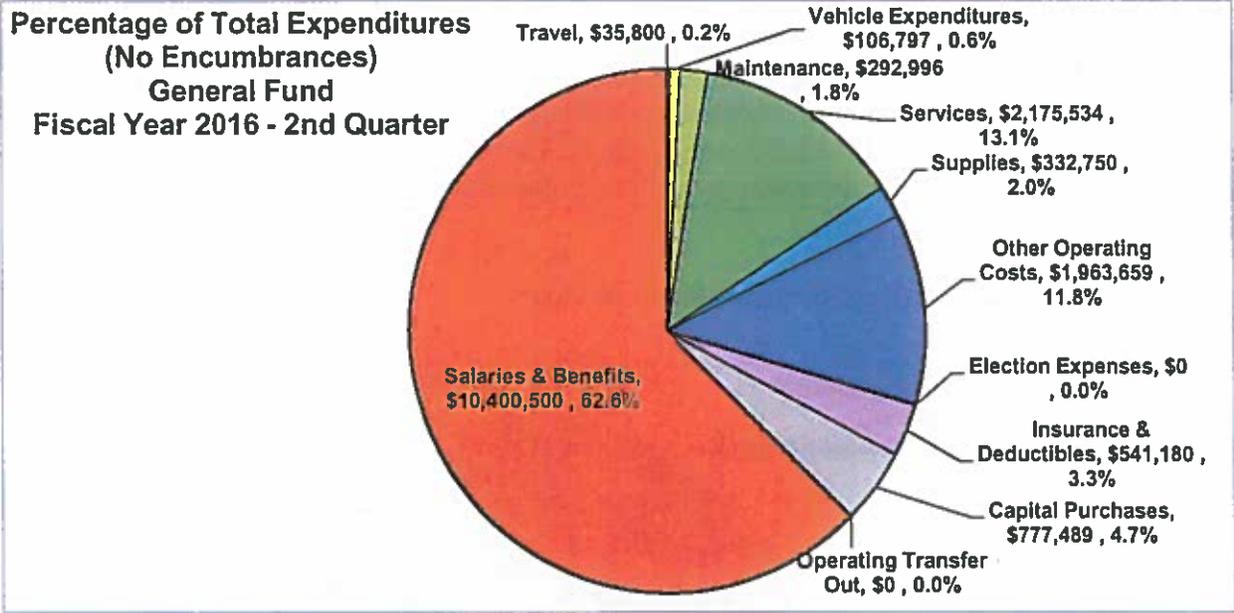
General Fund

The chart below summarizes all revenue for the general fund; all revenue sources total \$23.6 million. Recurring revenue totaled \$23.3 million; recurring revenue includes property taxes, gross receipts taxes, state shared taxes, licenses and permits, clerk's filing fees, solid waste permit fees, and other revenue. Overall, total general fund revenues in FY 2016 of \$23.6 million are lower than the fiscal year 2015 revenues by \$582K. This decrease consists of the net of increases and decreases in various types of revenue. The largest increases over fiscal year 2015 can be found in gross receipts taxes (\$358K), and state shared taxes (\$102K), while the largest decreases from fiscal year 2015 are investment income (\$259K), solid waste permit fees (\$48K) and grants (\$699K). It is important to note that included in FY 2015 grant revenue was Payment in Lieu of Taxes (PILT), which is in jeopardy of being discontinued. The amount recognized for PILT in FY2015 fiscal year was \$698,926. Also important to note is that some investment income is not yet posted for the second quarter as of the date of this memo. Finally, the solid waste transfer permit sales continue to decline from previous years due to a change in the solid waste ordinance which eliminated the expiration of permits.



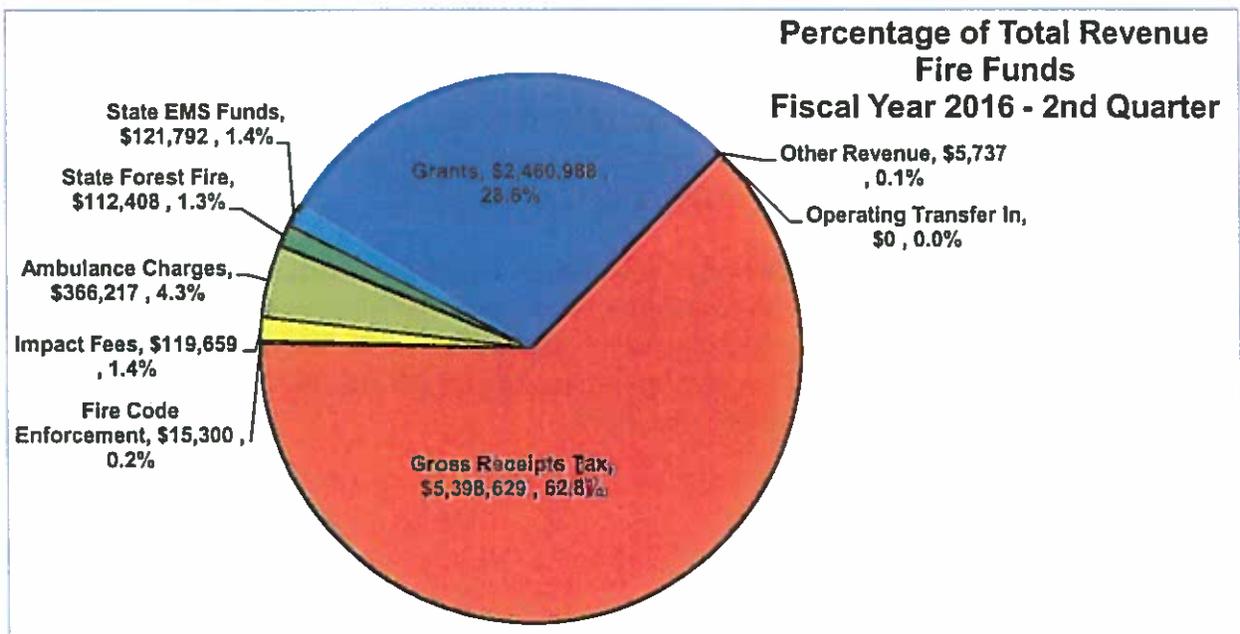
General Fund expenditures totaled \$16.6 million of which \$15.8 million are recurring in nature. Total General Fund expenditures were \$2.1 million greater than the expenditures incurred in fiscal year 2015 for the same period. This result is the net of increases and decreases in the various expense categories. Salaries and benefits increased by \$919K, services increased by \$632K, other operating expenses by \$842K, and insurance and deductibles increased by \$163K. Maintenance expenses decreased by \$264K and capital purchases decreased by \$87K. Other small category increases and decreases comprise the remaining difference.

The following chart shows General Fund expenditures by category through the second quarter of fiscal year 2016.



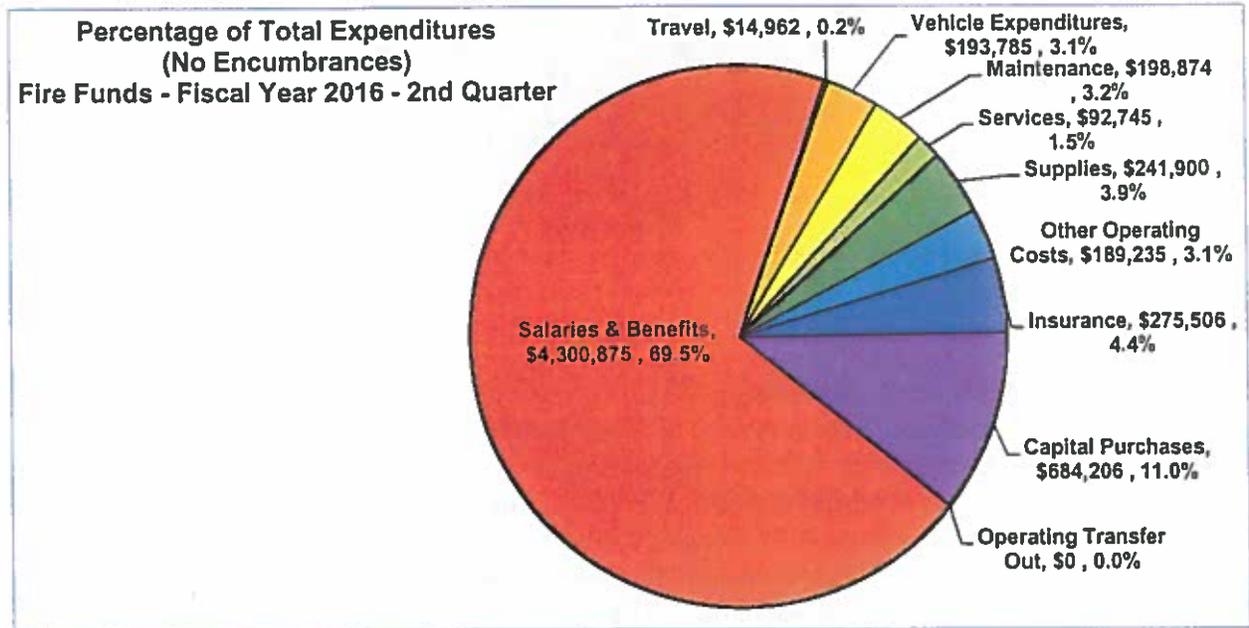
Fire Funds

The chart below identifies the major revenue sources for all Fire funds. Total recurring revenues of \$8.6 million were collected and consist mainly of gross receipts taxes, ambulance charges and certain grants. Through December 31st ambulance charges fell slightly below the budget by \$9K and are \$8K less than the same period in fiscal year 2015. The gross receipts tax revenue consists of the Emergency Communications and Emergency Medical GRT (EC & EM GRT) and the Fire Excise Tax. The EC & EM GRT has revenue collections of \$4.7 million to date which is \$270K greater than the same period in fiscal year 2015. The Fire Excise Tax has revenue collections of \$717K to date which is \$38K greater than the same period in fiscal year 2015. The remaining revenue sources for the fire operation are considered non-recurring.



Expenditures for fire operations totaled \$6.2 million and included operational expenditures of \$5.5 million (excluding transfers out). The FY 2016 operational expenditures are \$456K greater than the same period in FY 2015. All operating categories with the exception of travel and other operating expenses are higher than the previous fiscal year including salaries and benefits by \$382K, maintenance by \$34K, services by \$32K, supplies by \$13K, and insurance by \$38K. The difference is made up of smaller increases in the other expense categories and decreases in travel of \$13K other operating costs of \$30K.

The following chart shows expenditures across all fire funds.

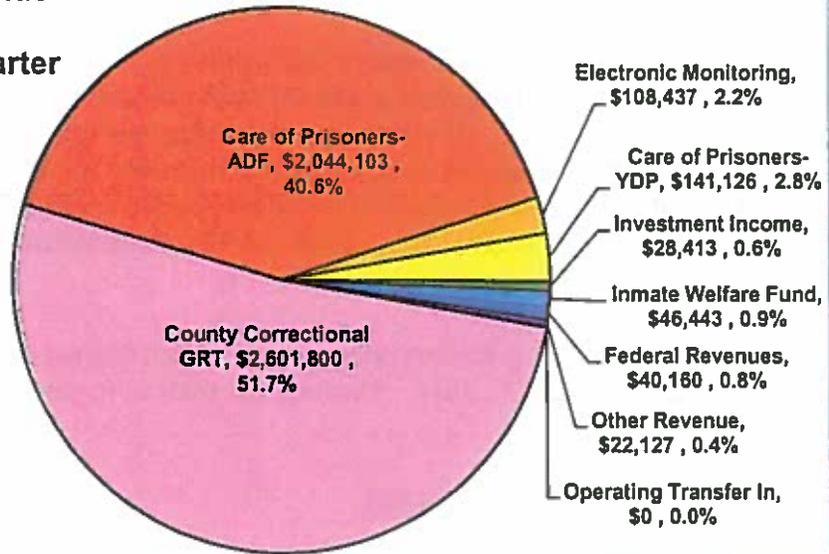


Corrections Funds

The chart below identifies the major revenue sources for the Corrections Department. Recurring revenue which primarily consists of Correctional GRT collections, and care of prisoners revenue which includes electronic monitoring fees, totaled \$5.0 million. The care of prisoners revenue of \$2.3 million is greater than the previous year's collections by \$387K.

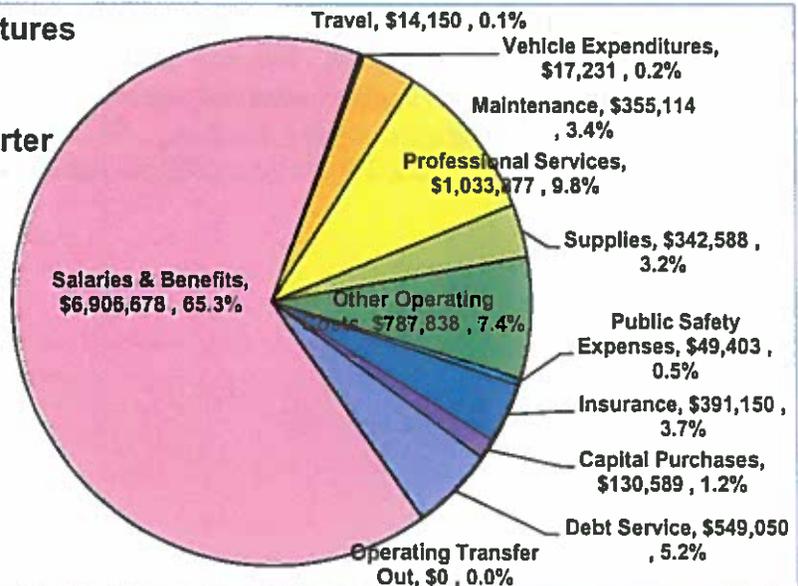
Care of prisoners revenue is better than budget and is approximately \$81K greater than budget for the second quarter of the fiscal year. It is important to note that the Corrections Department relies very heavily on support from the general fund and any shortfalls in department revenue not offset by lower than expected expenses will result in additional support needed from the general fund which is budgeted at \$12.6 million in fiscal year 2016.

**Percentage of Total Revenue
Corrections Funds
Fiscal Year 2016 - 2nd Quarter**



Total Corrections expenditures are \$10.0 million. This does not include debt service or the transfer out for debt service. Capital expenditures totaled \$131K. The total expenditures are \$1.5 million more than the same period in fiscal year 2015. The increase can be attributed to the net of increases and decreases in various expense categories. All expense categories are higher than the same period in FY 2015 with the exceptions of vehicle expenses (\$12K), capital purchases (\$21K) and debt service (\$27K). Salaries and benefits expenses are higher than fiscal year 2015 by \$604K, maintenance expenses are higher by \$189K, services are higher by \$219K, and other operating expenses are higher by 500K. Other smaller increases comprise the remainder of the overall increase.

**Percentage of Total Expenditures
(No Encumbrances)
Corrections Funds
Fiscal Year 2016 - 2nd Quarter**



SUMMARY

The numbers reflected within this report include activity as of the December 31, 2015. Total recurring revenues of \$59.0 million are greater than total recurring expenses of \$53.0 million by \$6.0 million across all funds. Total revenue (recurring and non-recurring) through the second quarter was \$74.0 million and total expenditures (recurring and non-recurring) were \$83.8 million. It should be noted that this includes \$9.4 million in cash from issuance of the 2015 general obligation bond for purposes of refunding the 2005A Series general obligation bond which was paid off on July 1, 2015.

In general, Santa Fe County has experienced very stable revenue collections and expenses are being well managed throughout FY 2016. There are no areas of major concern in the County's financial position.

FINANCE DIVISION ACTIVITIES

During the second quarter of FY 2016, the fiscal year 2015 Comprehensive Annual Financial Report (CAFR) and audit were completed and submitted to the State Auditor for approval. The CAFR was also submitted to the Government Finance Officers Association (GFOA) to be reviewed for the Certificate of Achievement for Excellence in Financial Reporting award. Also, during the second quarter of FY 2016, the Budget Office, in conjunction with the County Manager's Office, began the first steps of the results-accountable FY 2017 budget, providing training and forming a steering committee to help drive the process forward. Work has begun with departments and elected offices to establish key performance indicators and performance scorecards. The Budget Office completed the FY 2016 Public Budget Document which has been distributed to the BCC. This document will also be submitted to GFOA to be reviewed for the Distinguished Budget Presentation award.

Finance Division activities in the third quarter of FY 2016 will include mid-year budget reviews and the formal FY 2017 budget kick-off in February. Departments and Offices will be asked to submit their budget requests to the Budget Office in March. Also in the third quarter, a new section within the Finance Division is being launched. This new section, the Capital and Grants Section will be tasked with coordinating grants countywide (both capital and operational), overseeing the County's fixed assets program and managing capital financing. This section will create new and better coordination between Finance and Departments/Offices relative to grants, capital financing and fixed assets.

