

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: March 18, 2015
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director *PEG*
Via: Katherine Miller, County Manager *KM*
Re: Growth Management Monthly Report February 2015

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

Planning Division

Open Space

Received delivery of GIS Resources Inventory Open Space Assessment Modeling Tool from Earth Analytic and learned how to modify inputs to assess and weight factors. Earth Analytic completed the Open Space analysis mapping tool and trained planning and GIS staff how to use it. The mapping tool weights property based on criteria outlined in focus groups and with county staff to help with analysis of preservation and possibly acquisition.

Open Space staff visited Mesa Prieta petroglyph preserve in Rio Arriba County, which may serve as a model for the Petroglyph Hill site.

Open Space planner attended the Grand Unified Trails System (GUTS) strategy planning kick-off meeting. Santa Fe County Open Space and Trails will have an important role to play in implementing the GUTS plan, which includes a connected, multiuse trail system throughout Santa Fe and surrounding areas.

Bids were received for the RFP that was released for Management Plans for three County open space properties, Los Potreros in Chimayo, the Santa Fe River Greenway at La Cieneguilla and the San Pedro Open Space.

NCRTD Report

The NCRTD Board met on March 6th, the next meeting is scheduled for April 10th.

Economic Development Division

Santa Fe County hosted the production "Four Ten Four," in the Old Judicial Complex from January 26-March 3, starring Tina Fey. The total economic impact from the production includes \$7 million in wages, 150+ local hires, \$350k in hotel expenditures, \$250k average daily expenditures.

North Central NM Economic Development District (NCNMEDD)

The next NCNMEDD meeting will be held on March 27, 2015.

Building and Development Services Division

Permits and Development Review

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

	February 2015
New Residential Permits - Stick Built Homes	11
New Residential Permits - Manufactured Homes	5
Commercial Building Permits	1
Number of Lots Created – Subdivision	0 lots
Exemptions	4 Lots
Summary Review Subdivisions	2 lots
Commercial Business Licenses	3
Home Occupations Business licenses	2
Film Permits	3

Code Enforcement

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

	February 2015
Number of Initial Notices of Violation Issued	21
Number of Final Notices of Violation Issued	5
Number of Notices of Violation resolved without court action	14

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

GIS Division

Received delivery on Open Space/Trails/Parks Resource Inventory Mapping Model/Tool, and trained all staff on it.

Staff met with Public Works to start mapping culverts for "hydro-conditioning" of new hydro flow-lines from LiDAR project

Two GIS staff members presented on career options in GIS to Santa Fe High School's Innovation Academy students

Staff assisted the Open Space Planner with “Story Map” of Open Space and Parks via ArcGIS Online

In February the E911 Addressing staff checked 383, and replaced 127 addresses

SLDC Update

Community Districts

The Planning Division continued to meet with 11 communities to develop community plan updates, draft community district zoning and community district overlays for amendments to the SGMP and SLDC.

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Pablo Sedillo, III
Public Safety Director

To: Santa Fe County Board of County Commissioners
From: Pablo Sedillo, III
Public Safety Department Director
Via: Katherine Miller
County Manager
Date: March 31, 2015
Re: SFC Public Safety Department Monthly Report for February 2015

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

CORRECTIONS DEPARTMENT

Adult Detention Facility (ADF)

- Each morning, Communication/Status Meetings continue to be conducted at 8:00 AM to discuss past 24 hours events, activities, etc.
- Each week on Wednesday, the Inter-Disciplinary Team (IDT) continues to be conducted.
- Attended a briefing with Bill Taylor on the RFP Design/Build Consulting Services for Public Safety Complex.
- Attended the Countywide Strategic Planning/Performance Measures meeting at the County Manager's Office.
- Attended a meeting with legal to discuss the website and specific information that is shared with the public.
- Attended a meeting at the County Manger's office to discuss the water damage at the Adult Facility.
- Attended the Capital Projects meeting at Public Safety building.
- Conducted a mandatory supervisor meeting with the Major, Facility Lieutenants, and Facility Sergeants.
- Graduation was held for Cadet Class #27 at the State of New Mexico Corrections Academy on February 6, 2015.
- Attended Brown Bag meeting at Magistrate Court.
- Summit Food Service Conversion Meeting conducted.
- Held interviews for Re-Entry Specialist.

Electronic Monitoring Program

- Providing services to 327 clients.
- There were 28 successful releases for January.

- Clients Financial Obligation – Paying - 35%, Waived - 0%, Unemployed - 63%, Out of County - 2%.
- Other Client Data – Arrests – 25, Absconded – 2, Intakes – 72, Releases – 28, Drug Tested – 340, Surety Bonds – 95, Cash Bonds – 86, Municipal Bonds – 27 and Municipal Fees - \$270.00.

Youth Development Program (YDP)

Special Activities

- On February 12, 2015, First Group was conducted by ARTsmart. This group will be coming in to the facility once a month to work with youth within Santa Fe County Youth Development Program.
- Meet with Maria Padilla with the Spanish Colonial Art Society to set up volunteer program for the month of March. This program has been funded by The Santa Fe Community Foundation. This program will bring artists from Spanish Market to work with youth at YDP.

New Hires/Staffing

- Currently YDP has a total of 21 security staff.
- There are a total of four positions vacant at YDP. There are Three Life Skill Worker I positions and one Life Skill Worker II.
- Interviews conducted for the positions of Life Skill Worker I and II on February 2, 2015.
- Kenneth Roybal, Life Skill Worker II, recognized for 5 years of service with Santa Fe County
- John Ortega, Life Skill Worker I, Recognized for 5 years of service with Santa Fe County

Inspections/Audits

- Renee Nix, Fire Inspection Specialist, with Santa Fe County conducted inspection on February 5, 2015.
- State Fire Marshal Inspection completed on February 24, 2015.

Training

- Orientation training (30 hour course) conducted February 23rd through February 25th.
- Defensive Driving (4 hour course) conducted on February 19th.

Day Reporting

- Average population for Day Reporting Program was 4.2 per day for the Month of February.
- A total of 13 students participated in Day Reporting for the Month of February 2015.
- Average days of students, in Day Reporting Program are 6.
- Day Reporting expanded hours of operation from 8:00 am to 5:00 pm, Monday through Friday, due to programs implanted by City.

FIRE DEPARTMENT

Total Emergency Responses – 396

EMS – 310

Fire and other Related calls – 86

Operations and Administration

- Cadet class graduation Feb 12th – cadets released to the field, all regions
- Hondo Station 1 apparatus bay addition and roof construction started – August completion
- Pojoaque station remodel and addition project started – July completion
- Glorieta La Joya Station ready for bidding
- Paramedics continuing schooling with graduation scheduled for Mid-June – didactic portion of the program is completed, students have started clinical rotations. All three UNM/AFD students successfully passed National Registry skills testing.
- One paramedic student attending CNM will graduate in May.
- Personal Protective Gear cleaning, repair, and inspection program complete
- Initiated wideband frequency removal from all radios department-wide
- SCBA fit testing for all staff underway
- Ambulance Revenue \$92,710 (\$535,128 collected so far this fiscal year)
- 2016 budget kickoff
- Process underway to hire Wildland Urban Interface Specialist as well as YCC handcrew
- Established training calendar for the year, including VFA schedule for 2015
- Volunteer Fire Officer I class initiated for District officers
- Apparatus purchases for Edgewood, Galisteo, Agua Fria, as well as Training Tower procurement for Agua Fria underway
- Purchases new Tesuque fire engine
- Maintenance performed on all Fire Department repeaters and repeater sites
- Maintenance and cleanup work on-going for our Emergency Reporting system
- OHV instructor training held at training facility in cooperation with NM Game and Fish

Fire Prevention and Wildland

- Business registrations – 6
- Development Reviews – 19
- Lot line Adjustments/Land Division/Family Transfers – 3
- Burn Permits-16
- School and business inspections – 28
- Pre-school/School fire and injury prevention presentations – 3
- Assisted on prescribed burn, La Cueva

Volunteer Recruitment and Retention

- New member applications received and approved – 11 (YTD 21)
- Assisted Deputy County Manager with completing capital outlay meetings for 5 Year Plan

Emergency Management

- Participation in NM Haz-Mat Safety Board
- Pilgrimage planning meetings
- Presented at Christus St. Vincent Emergency Management meeting – Community Threat and Risk Assessment
- Attended/presented ICS 400 course, NMDHSEM

- Conducted Tech Rescue Team training to include deployment rules, operational readiness checks, Amtrak/Rail Runner patient removal from an elevated platform
- Attended NM State Intel Infusion information sharing session
- Attended NM Task Force 1 Zia Guardian Exercise Planning session
- Participated in CDC NM Strategic National Stockpile workgroup
- Attended Moriarity-Edgewood School District Emergency Planning meeting

RECC

Operations

- Total Telephone Calls Handled (incoming and outgoing)
- February – 37,684
- Total calls Received via 911
- February – 5,889
- County calls requiring response agency dispatch
- February – 7,484
- City calls requiring response agency dispatch
- February – 10,693
- Town of Edgewood calls requiring response agency dispatch
- February - 485

Staffing

- Currently awaiting approval from HR for 2 Call Takers and 3 Trainee to start.
- 1 Call Taker and 1 Trainee have started and begun their first phase of training
- Vacancies
- 1 Call Taker position

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



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County Manager

MEMORANDUM

DATE: *March 17, 2015*

TO: *Board of County Commissioners*

VIA: *Katherine Miller, County Manager* *KL*

FROM: *Adam Leigland, Public Works Director* *AL 3/17/15*

ITEM AND ISSUE: *BCC Meeting March 31, 2015*
Public Works Monthly Report for March 2015

DISCUSSION

Operations and Maintenance

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

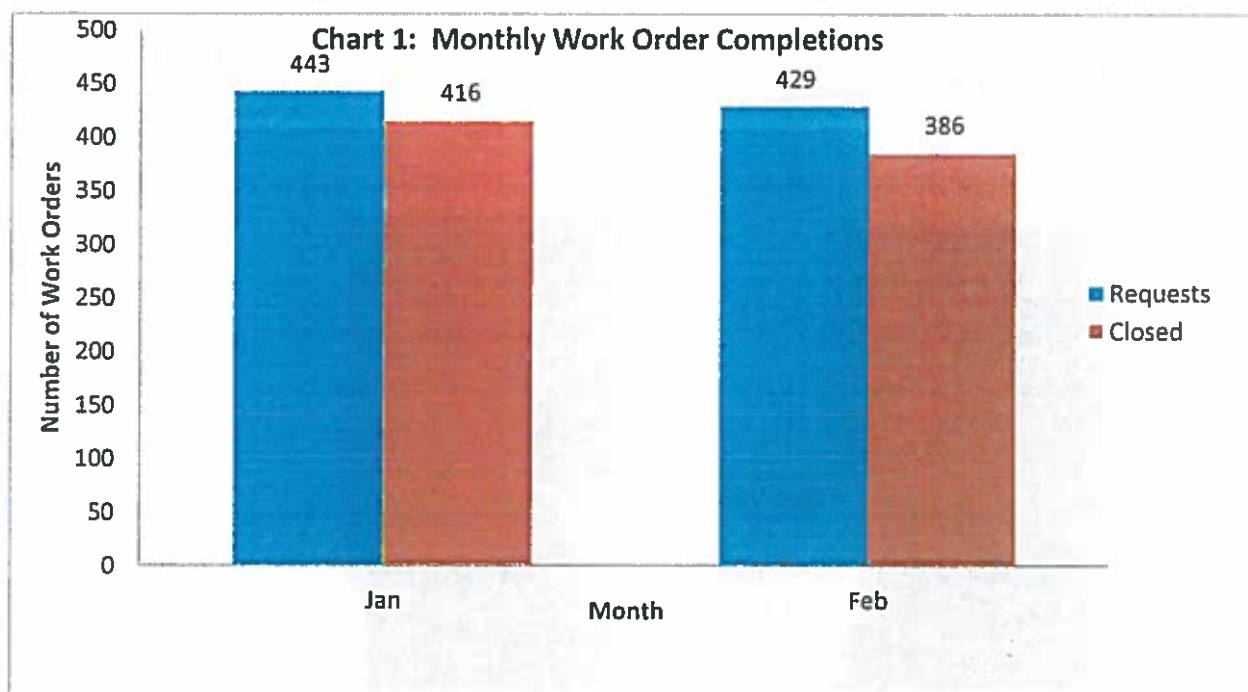
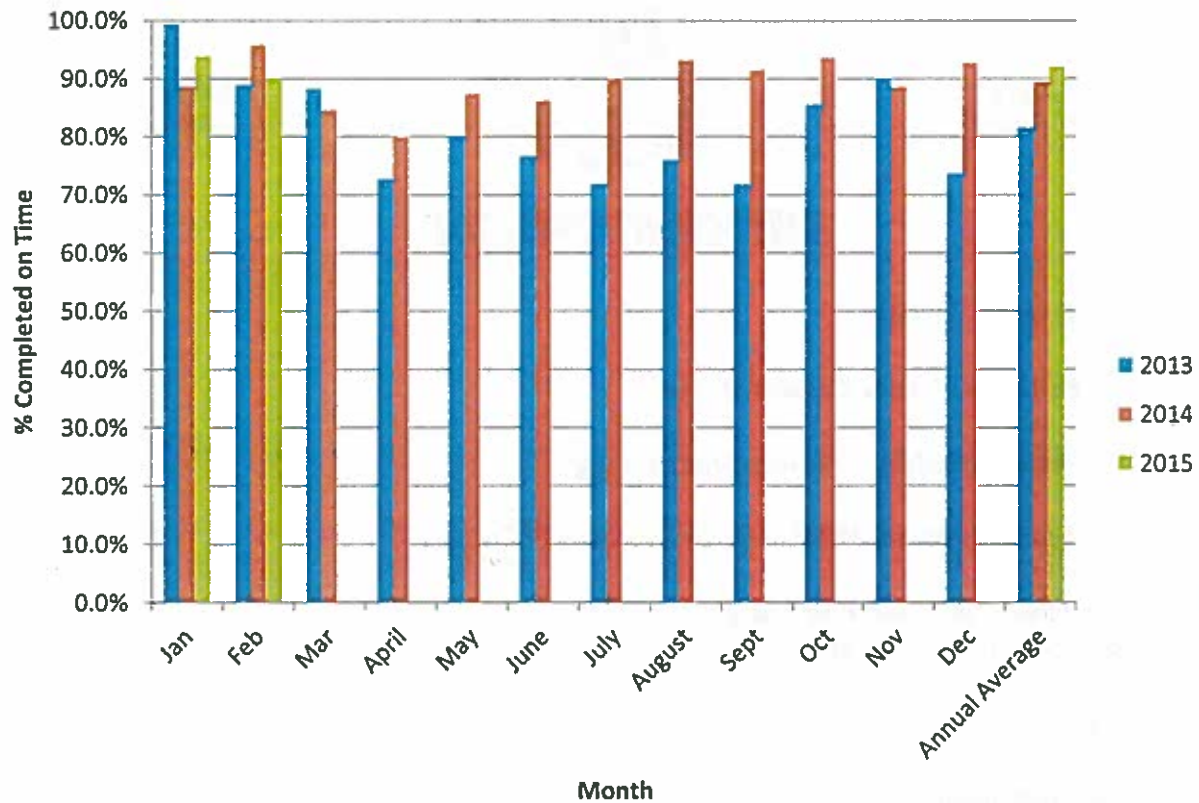
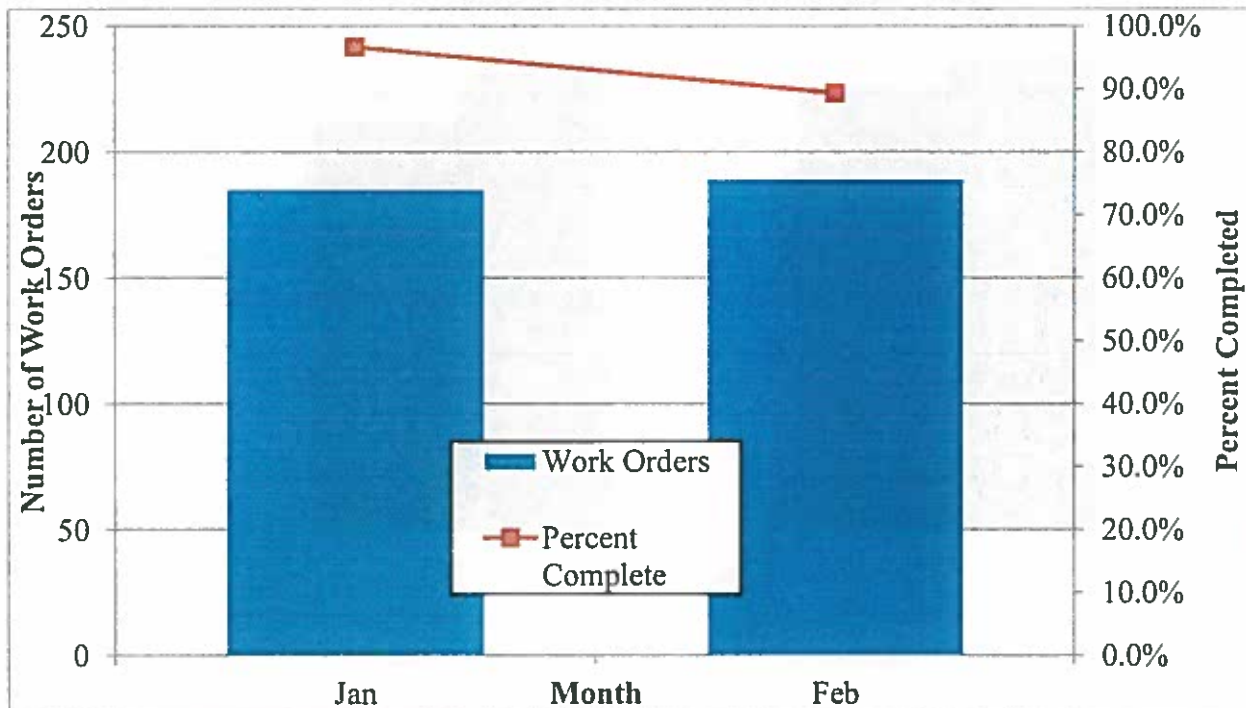


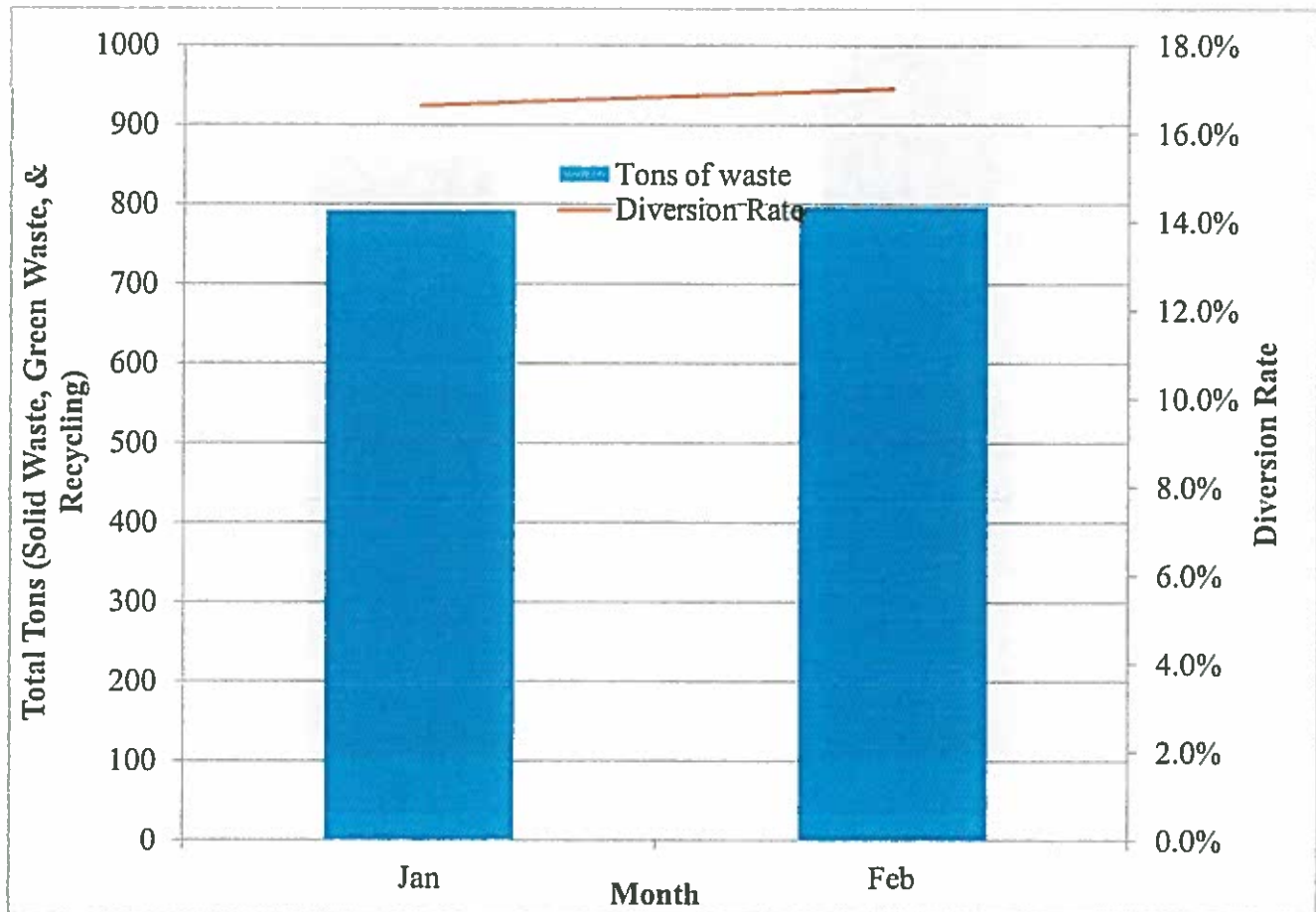
Chart 2: Year-to-year Work Order On-time Completion Rates



Fleet Maintenance: Fleet maintenance work order completion can be seen in the chart below.



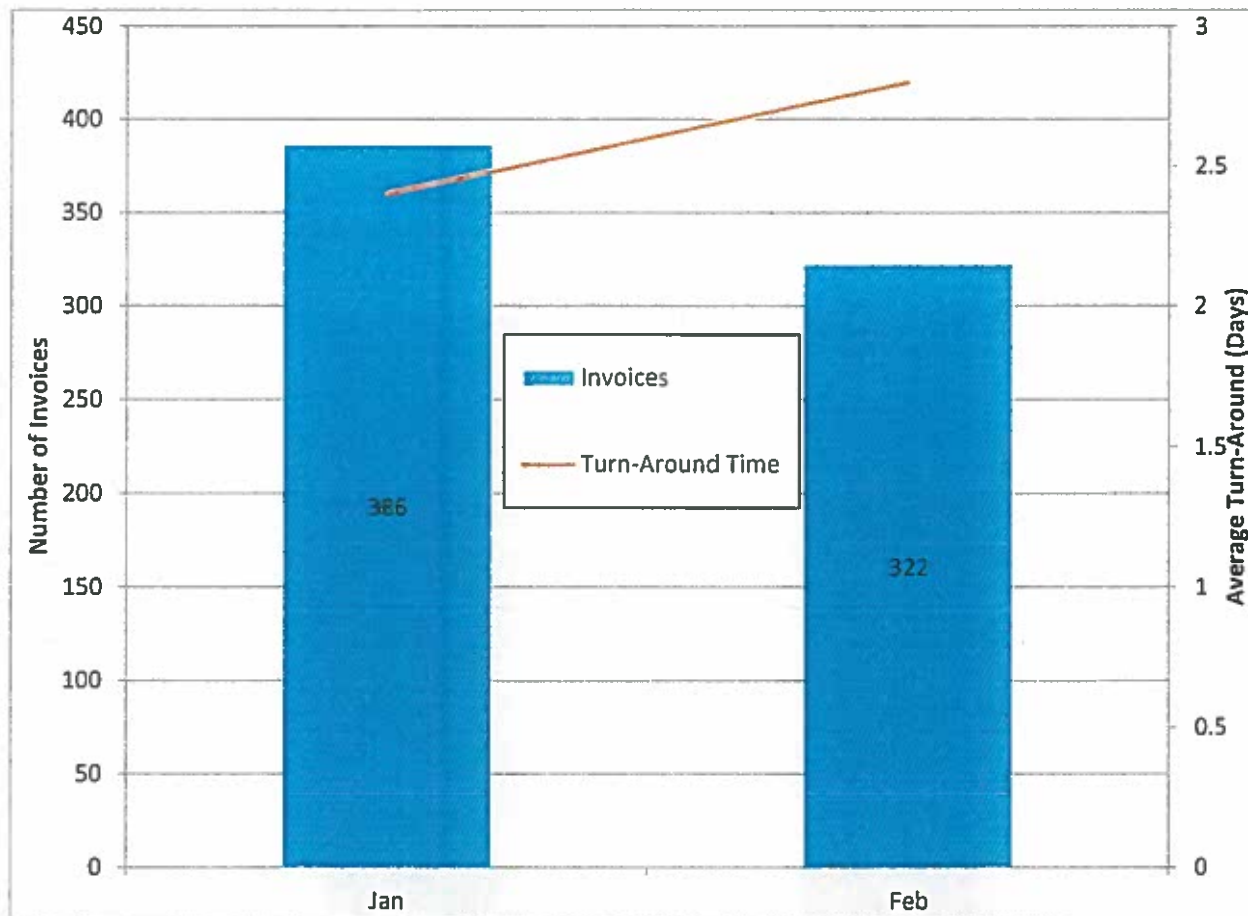
Solid Waste: So far this calendar year, the County's diversion rate (the amount of recycling compared to total material disposed, by weight) has been high, at 17%, as seen in the chart below (for comparison, the CY14 average diversion rate was 11%, with only two months exceeding the average).



Solid waste permits sales are shown below.

Permit Type	Number of Solid Waste permits sold	
	Feb-15	CY15 YTD
1-trip	13	27
6-trip	34	70
6-trip/Senior	9	18
6-trip/low income	2	2
6-trip/Veteran	0	2
12-trip	126	275
12-trip/Senior	74	143
12-trip/low income	5	9
12-trip/Veteran	8	15
Bag tags	38	86

Administration Invoice Processing: The Public Works Administrative team processed 322 invoices February. The average turn-around time was 2.8 days. See chart below.



Utilities:

Assessment of the BDD river diversion structure. In order to assess the diversion structure, BDD has hired ASI to install a metal, sheet-piling coffer around the diversion structure in approximately end of March. The BDD facility manager expects the diversion to be up and running again by May 1st to 15th. The County will participate in the weekly conference calls that have been set up to coordinate efforts and increase communication during this investigation.

The stream run-off forecast for the Rio Grande at Otowi gage is 75% of historical average. Meanwhile, because of reservoir intake structure construction, the City of Santa Fe's reservoirs have a combined storage of 7%, 280 acre-feet.

Aamodt. The most recent draft of the Regional Water System (RWS) JPA was distributed to the Pueblos and to representatives of potential RWS customers, with comments solicited. At the time of this writing, no comments have yet been received.

Project Delivery

We are currently managing 75 procurements. Details on 43 of them follow below.

1. **Romero Park:** The construction contracts were awarded at the February 24 BCC meeting. Plan to give notice to proceed at the end of March.
2. **Santa Fe River Greenway Wayside Exhibits:** Received Final 100% designs from the consultant on February 9, 2015. Staff is currently working to get approval from the City of Santa Fe for the wayside, road, and pedestrian signs within the City's jurisdiction.
3. **Arroyo Hondo Trail:** Staff is preparing Right-to-Enter (ROE) agreements for the private properties along the trail alignment in order to conduct detailed surveys, with the plan to present the ROEs to the landowners in March and April.
4. **Pojoaque Sports Fields:** Project underway. The contract time is 120 calendar days with substantial completion expected on June 8, 2015. Grading issues resolved March 13, 2015.
5. **Rio Quemado Watershed Restoration:** Invitation for bid to be solicited by March 27.
6. **Thornton Ranch Open Space.** Comments on the draft Petroglyph Hill Management Plan, distributed to the planning committee on February 20, are due by March 20. Master Plan design charrette with design team was held on February 26.
7. **Agua Fria Monument Sign:** Cornerstones is in the process of finalizing the contract for the structural work that must be completed by a licensed contractor.
8. **Santa Fe Rail Trail Segments 2 & 3:** Work progressing. Contractor has been able to place crusher fines surface in between snow events, with about 2-1/4 miles of surface placed since January, currently to Nine Mile road. Contractor is finishing up subgrade to Avenida Vista Grande and has started to lay crusher fines in segment 3.
9. **El Camino Real Retracement Trail FLAP project:** Staff received and is reviewing the revised cost estimate from federal project manager. Once staff approves the cost estimate, federal project manager will revise the Project Memorandum of Agreement and the Reimbursable Agreement and submit them to the County for review and approval.
10. **Camino Torcido Loop:** The 30% study and design has been completed.
11. **CR67F, La Barbaria Drainage and Road Improvement Project:** Received approved amendment to consultant's contract to provide a priority list of construction and engineering services that will be able to be accomplished with the allocated construction funding.
12. **NE/SE Connector Alignments:** The Phase A portion of the study is now complete. Two alignments are going into the Phase B of the study. Staff has authorized consultant to proceed in completing Phase B of the study.

13. **Old Santa Fe Tail Multi-Modal Road Improvements/TL2N Water Line:** On February 2, 2015, water flow requirements were submitted by Fire Department for the TL2N Waterline to Santa Fe County Utilities Department. Staff met with the City of Santa Fe March 4 and provided the customer demand and fire flow requirements for the line for hydraulic modeling.
14. **Vista Redonda Drainage and Road Improvements:** A meeting with all parties was held on February 16, to discuss if any further information is required for Vista Redonda Mutual Domestic Water Association (VRMDWCA). It was determined that it is in the best interest of the County to proceed with its own independent bid and construction of this project independently of the work to the water lines that is the responsibility of VRMDWCA.
15. **CR50A San Jose Road Drainage and Road Improvements:** Drainage analysis report is due on March 13 that will provide a priority list of next step tasks and associated construction costs and well as a summary of any unanticipated field and utility conditions that may have been discovered as a result of the ROW and Drainage Analysis.
16. **Pinon Hills Subdivision All-Weather Crossing –** Staff obtaining permission from property owners along the Fijoles Arroyo to allow surveyors onto their property to obtain survey data required for the drainage analysis.
17. **Richards Avenue Slip Lane Design –** Received bids on March 5, 2015. Staff developing bid tabulations and reviewing bids.
18. **CR84D Drainage Improvements and Paving Design:** Drainage Analysis has been completed. Only one of the two property owner is interested in providing easements to Santa Fe County for this project. Project site visit scheduled for next week on March 19 to review alternative drainage routes.
19. **County Road 89 and 89C Drainage and Road Improvements:** Conducting additional pot-holing along CR 89-C as part of 100% design completion and to coordinate necessary utility relocations along CR 89-C. Cultural clearance reports sent to SHPO and THPO for approval of proposed drainage outfall alignment.
20. **TL6S/Lamy Junction Waterline Design:** Surveyors are working to prepare final easement descriptions for Rancho Viejo and Ellis property; currently at about 50% complete. Prepared staff recommendations for SFC response to Ellis'. Engineer working to finalize plans; expect 90% drawings by April 10.
21. **Install Master Meters for Utility Department – Design Phase** The 60% design phase is complete. Potholing of utilities and updated surveying of existing utilities has been completed. The 90% design submittal is scheduled for March 20.
22. **Quill Water Reclamation Plant–Treatment Improvements:**

- a. **Design Upgrade Entrance Works Bar screen–Construction Phase:** A pre-construction conference was held on February 27. Bar screen has been ordered by Contractor.
 - b. **Design Improvements to Effluent Irrigation System–Construction Phase:** Project in procurement.
 - c. **Design Improvements to Access Driveways – Design Phase:** Staff received the 100% engineer stamped design drawings and specifications for this project.
 - d. **Sludge Disposal Plan – Consultant Phase:** Project in procurement.
23. **Design La Cienega Water Line Improvements – Design Phase:** The 60% Design Submittal completed. Staff and Legal are working on easement issues.
24. **Public Safety Complex Upgrade Design – Planning Phase:** Contract negotiations with the highest-rated technical consultant firm were held on February 20. Staff awaiting a revised fee structure from the firm.
25. **UDV Temple Cost Estimate Verification – Construction Phase:** The construction schedule has been revised based on additional fire protection requirements. Mobilization is now scheduled for the first week of April. The UDV Temple project manager has submitted a change order for the trenching plan.
26. **Install Bar Screen and Modular Building at ADF – Design Phase:** Sewer line invert measurements have been taken at the ADF and information provided to consultant. Three types of influent screens are being considered for this project.
27. **Madrid Fire Station Fire Protection System – Planning Phase:** Additional direction from Fire Department has been provided and a new scope of work is being generated.
28. **Construct ADA Accessibility from Rodeo Road to Fair Grounds Building:** Currently reviewing plan submittal for a possible reconfiguration of sidewalk.
29. **Improve Edgewood Senior Center Parking Lot:** In procurement process
30. **Edgewood Senior Center Food Storage:** Project put on temporary hold pending approval of BAR for design funding. Grant covers construction only not design services. Money for design will be covered from CSD.
31. **Improve Rio En Medio Senior Center:** Souder Miller & Associates has been issued the subject LOI and staff has requested a schedule of values.
32. **Replace overhead doors at Fleet:** Gathering additional data regarding existing “Schweiss” Doors for revision of Scope of Work for specific needs of doors for formal solicitation.
33. **Jacona Transfer Station:** Meeting with consultant and NMDOT was held on March 12 regarding access to the proposed site. Discussed acceleration and deceleration lane specifications/requirements and also driveway access. Traffic study is due March 27.

34. **Ken and Patty Adam Senior Center/County Community Center:** The plumbing contractor completed the rough-in plumbing. The general contractor and architect are working with the steel fabricator to complete order for structural steel.
35. **Glorieta Fire Station:** The project is awaiting DOT permit for road access. DOT Representative stated that permit review is underway.
36. **Pojoaque Fire Station–Volunteer side interior remodel:** The contractor completed demolition work and is working on forming for footers. A meeting was rescheduled to meet with Tribal Works (water company) representatives to March 18 to discuss requirements of the water company for the tap into the community water system for the fire suppression system.
37. **Hondo Fire Station # 1 Remodel:** The contractor completed the pouring of the footers and is now laying the stem wall out of masonry block. The contractor completed the patch work over the skylights within the existing apparatus bays and started installing headers above openings that will provide access into the new bays from the existing bays.
38. **Rancho Viejo Fire Station–Staircase:** Drawings are 100% complete.
39. **La Cienega Community Center Playground:** Staff is working on the playground quotes.

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

Committee Meetings:

BDD Board: BDD staff presented the BDD's 2015 Annual Operating Plan. The Plan identifies that the three partners' combined orders equal 7018 acre-feet per year (of the 8730 acre-feet total capacity of the system).

ACTION REQUESTED:

None; for information only.

Table 1: February 2015 Work Order Report

Property Control

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	13	13	11	12
2	4	4	4	3
3	12	12	11	12
4	9	9	6	9
5	17	17	17	17
All	64	64	58	62
TOTAL	119	119	107	115
		100.00%	89.92%	97%

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	14	14	13	10	9
2	10	10	9	3	2
3	9	9	7	3	2
4	11	11	10	3	2
5	26	26	24	7	6
All	11	11	11	0	0
TOTAL	81	81	74	26	21
		100.00%	91.36%		81%

Building Services

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	11	11	8	8
2	2	2	2	2
3	2	2	2	1
4	3	3	3	2
5	3	3	2	2
All	43	41	37	40
TOTAL	64	62	54	55
		96.88%	84.38%	86%

Open Space

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	28	28	28	28
2	20	20	20	20
3	20	20	19	20
4	10	10	10	10
5	9	9	9	9
All	11	11	11	11
TOTAL	98	98	97	98
		100.00%	98.98%	100%

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	27	27	26	0	0
2	5	5	2	0	0
3	8	8	7	0	0
4	4	4	3	1	1
5	13	13	9	2	2
All	10	10	7	1	1
TOTAL	67	67	54	4	4
		100.00%	80.60%		100.00%

Fleet

	WORK ORDER REQUESTS	WORK ORDERS CLOSED	WORK ORDERS SENT OUT FOR REPAIRS	
Light Duty	155	140	15	
Heavy Equip.	34	29	5	
Autobody	11	11	0	
TOTAL	200	180	20	
		90.00%		

SANTA FE COUNTY

Capital Project Status Update (As of 3/17/2015 12:24:18 PM)

PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
1	0132	Perform design an all weather crossing for Pinon Hills Subdivision in SFC	15	2	\$50,000.00	\$49,961.34	11/3/2014	4/17/2015	Chuck Vigil
2	0133	Madrid Fire Protection Upgrades	33	3	\$15,000.00		3/2/2015	5/29/2015	David Madrid
3	0135	Richards Avenue Slip Lane	95	5	\$153,306.52	\$43,667.22	8/21/2014	1/30/2015	Chuck Vigil
4	0135	Improvements of trails for the Eldorado Community Improvement Association	20	5	\$90,000.00		4/15/2015	5/29/2015	Paul Olafson
5	0150	Public Safety Complex Upgrade Design	5	5	\$200,000.00	\$17,334.00	1/30/2014	8/7/2015	David Madrid
6	0182	Design and Construction of all roads listed in Phase 2 of annexation	33		\$950,000.00	\$695,987.86	9/22/2014	11/28/2014	Chuck Vigil
7	0702	Replace Existing Roof at County Administration Building		1 2 3 4 5	\$160,000.00				PJ Montano
8	0715	Evaluation of Heating & Cooling State Health Center,	15	1 2 3 4 5	\$10,000.00		1/15/2015	3/15/2015	Paul Olafson
9	0718	Construct ADA Accessibility from Rodeo Road to Fair Grounds Building(s)	15	1 2 3 4 5	\$30,000.00		2/9/2015	6/26/2015	Joseph Martinez
10	0718	Install Cistern/connction for Youth Shelters	3	3	\$12,000.00		3/2/2015	4/24/2015	Ron Sandoval
11	0718	Replace Existing Garage Doors in Fleet Maintenance Building	5	2	\$115,000.00		2/9/2015	5/29/2015	Joseph Martinez
12	0732	Romero Park	9	2	\$1,194,082.00	\$163,351.00	5/17/2013	8/31/2015	Colleen Baker
13	0736	Pojoaque Valley Recreation Complex	10	1	\$1,785,000.00	\$83,169.00	1/28/2014	7/8/2015	Colleen Baker
14	0737	Improve Edgewood Senior Center Parking Lot	5	3	\$100,000.00		2/23/2015	7/31/2015	Joseph Martinez
15	0737	Edgewood Food Storage	5	3	\$7,150.00	\$1,000.00	2/16/2015	5/29/2015	Joseph Martinez
16	0753	Construct Addition to Ken & Patty Adam Senior Center	22	5	\$1,456,963.00	\$1,363,302.84	8/18/2014	6/13/2015	Ron Sandoval
17	0759	Plan and Design Improvements to the Santa Fe County Fairgrounds		1 2 3 4 5	\$610,000.00		12/16/2014		Paul Olafson
18	0798	Design Old Santa Fe Trail Multimodal	100	4	\$264,692.00	\$252,011.10	3/5/2013	1/30/2015	Chuck Vigil
19	0834	Hondo Fire Station #1 Addition	20	4	\$370,000.00	\$280,300.00	2/10/2014	8/7/2015	Ron Sandoval
20	1410	Install master meters for Utility Department - Design Phase	60	2 5	\$150,000.00	\$85,000.00	12/15/2014	3/13/2015	David Madrid
21	1449	TL6S Water Transmission Line	60	4 5	\$333,080.30	\$333,080.30	2/17/2012	12/5/2014	Scott W. Rivers
22	1457	Design La Cienega Water Line Improvements	60	3	\$300,000.00	\$51,360.00	1/8/2014	7/31/2015	David Madrid
23	1465	Construct Glorieta MDWCA Water System Improvements	99	4	\$424,759.00	\$551,630.00	2/28/2014	12/11/2014	Paul Olafson

SANTA FE COUNTY

Capital Project Status Update (As of 3/17/2015 12:24:18 PM)

24	1472	Rio Quemado Watershed Restoration	Construction	57	1	\$306,000.00	\$96,681.75	5/8/2013	12/31/2015	Colleen Baker
25	1473	Quill Water Reclamation Plant – Treatment Improvements	Construction	30	5	\$500,000.00	\$85,000.00	1/1/2014	8/28/2015	David Madrid
26	1474	Old Santa Fe Trail Water Line	Design	100	4	\$190,000.00	\$167,154.00	2/15/2013	1/30/2015	Chuck Vigil
27	1474	Design Lamy Junction Water Transmission Line	Design	60	4 5	\$411,368.96	\$411,368.96	5/4/2012	12/5/2014	Scott W. Rivers
28	1484	Acquisition Canoncito Water System	Environmental	5	4	\$80,000.00				Erik Aaboe
29	1485	Acquisition Hyde Park Estate Water System	Environmental	5						Erik Aaboe
30	1487	UDV Waterline Analysis	Other	5		\$365,000.00		2/2/2015	8/28/2015	David Madrid
31	1860	Upgrade server rooms at Adult Detention Facility and Youth Development Program	Construction	100	5	\$616,000.00	\$54,834.83	5/25/2015	8/31/2015	Joseph Martinez
32	1860	Install Bar Screen and Modular Building at ADF	Plan	5	5	\$200,000.00		1/2/2015	6/12/2015	David Madrid
33	1860	Repair and replace recreation doors and cement on yard floors	Construction	100	5	\$60,000.00		2/10/2015	6/26/2015	Joseph Martinez
34	1860	Replace and Repair Stormwater catchment structures at ADF	Construction	100	5	\$30,000.00		2/9/2015	6/26/2015	Joseph Martinez
35	2219	Renovate Old Judicial Courthouse Redevelopment	Design	10	1 2 3 4 5	\$475,000.00		3/31/2015	3/31/2016	Paul Olafson
36	6159	Upgrade County Road 50A - Camino San Jose	Design	20	3	\$178,000.00	\$87,220.76	10/10/2014	4/3/2015	Chuck Vigil
37	6167	CR 54 Los Phos Road All Weather Structure Design	Design	99	3	\$95,000.00	\$79,411.76	8/12/2013	9/25/2015	Chuck Vigil
38	6170	Install Fence County Road 98	Construction	10	1	\$12,500.00	\$10,451.76	2/2/2015	2/27/2015	Scott Rivers
39	6181	NE-SE Connectors Location Study	Plan	75	5	\$500,000.00	\$454,133.49	2/4/2013	3/13/2015	Chuck Vigil
40	6182	CR 55A General Goodwin Rd Design Upgrade	Design	60	3	\$100,000.00	\$79,452.43	9/23/2013	3/27/2015	Chuck Vigil
41	6183	Torcido Loop - Design/Archaeological Survey	Design	30	3	\$48,683.69	\$48,683.69	7/18/2013	3/27/2015	Chuck Vigil
42	6197	Vista Rendonda Drainage and Road Paving Design	Design	70	1	\$120,000.00	\$90,590.78	12/16/2013	2/27/2015	Chuck Vigil
43	6198	Programming for Drainage and Roadway Improvements on County Road 89.	Design	90	1	\$55,000.00	\$80,629.59	2/12/2014	12/15/2014	Scott W. Rivers
44	6199	Programming for Drainage and Roadway Improvements on County Road 89 C	Design	50	1	\$35,000.00	\$141,283.83	3/28/2014	12/31/2014	Scott W. Rivers
45	6201	Jacana - Northern Santa Fe County Solid Waste Convenience Center	Design	10	1	\$268,498.00		1/12/2015	6/30/2015	Paul Olafson
46	6202	Design drainage and roadway Improvements on County Road 84 D	Design	30	1	\$80,000.00	\$39,526.54	5/21/2014	3/27/2015	Chuck Vigil
47	6204	Design and construct drainage and pavement improvements for County Road 109 S	Design	15	1	\$260,000.00		10/20/2014	3/27/2015	Chuck Vigil

SANTA FE COUNTY

Capital Project Status Update (As of 3/17/2015 12:24:18 PM)

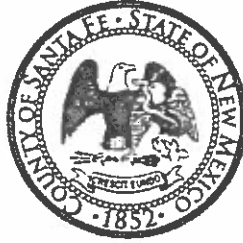
48	6206	Upgrade Spruce Road Improvements				5	\$156,000.00					Chuck Vigil
49	6207	Upgrade Race Track Subdivision Chip Seal				3	\$167,700.00					Chuck Vigil
50	6209	Upgrade Rancho Alegre's Subdivision Road up	Construction	10		3	\$264,335.00	6/15/2015	8/15/2015			Paul Olaison
51	6210	Calle Cantando - Cerros Subdivision				4	\$118,500.00					Chuck Vigil
52	6211	Paseo Rincon - Cerros Subdivision					\$59,500.00					Chuck Vigil
53	6212	Upgrade Camino Pacifico Road Improvements				4	\$192,000.00					Chuck Vigil
54	6213	Upgrade Puye Road Improvements				4	\$140,000.00					Chuck Vigil
55	7006	La Bajada Ranch Planning, Programming, & Design	Plan	10		3	\$120,000.00	9/28/2012	3/29/2015			Mark Hogan
56	7118	Rio En Medio Senior Center - Improve Site Drainage	Design	5		1	\$25,000.00	2/16/2015	7/31/2015			Joseph Martinez
57	7120	Santa Fe River Greenway: Wayside Exhibit Planning, Design, Fabrication	Other	90		2	\$84,841.50	\$76,398.38	7/1/2012	9/30/2015		Colleen Baker
58	7121	Design and Construct Stanley Community Wellness Center Phase 2	Design	10		3	\$50,000.00	\$59,503.13	9/2/2013	12/30/2015		David Padilla
59	7122	Highway 14 Senior/Community Center District Attorney Complex Energy & Accessibility Upgrades	Acquisition	10		3	\$350,000.00		11/5/2012	8/28/2015		Agnes Leyba-Cruz
60	7123	Admin Building Computer & Communications Room	Design	70			\$850,000.00		12/21/2012	3/31/2015		Paul Olaison
61	7124	Arroyo Hondo Trail	Construction	99		1 2 3 4 5	\$275,000.00	\$52,285.73	3/31/2014	11/25/2014		Paul Olaison
62	7701	Mt. Chalcihuitl	Design	22		5	\$470,572.00	\$442,524.00	12/13/2012	12/31/2015		Colleen Baker
63	7706	Santa Fe River Greenway Engineering	Acquisition	50		3	\$988,499.00	\$52,859.35	8/1/2012	9/30/2015		Colleen Baker
64	7707	Design Services	Construction	9		4, 5	\$1,476,900.00	\$1,148,870.77	9/15/2014	7/31/2015		Scott W. Rivers
65	7708	Santa Fe River Greenway Engineering	Design	90		2	\$412,725.85	\$340,633.57	10/3/2012	3/31/2015		Scott Kaseman
66	7708	Santa Fe River Greenway Acquisition	Acquisition	35		2	\$1,814,850.60	\$531,756.83	10/9/2012	6/30/2015		Scott Kaseman
67	7708	Field to Siller Rd.	Archaeology	100		2	\$59,406.47	\$59,406.47	3/1/2009	6/30/2015		Scott Kaseman
68	7711	Thornton Ranch Open Space	Plan	15		3	\$224,564.00	\$200,000.00	3/3/2014	7/30/2015		Colleen Baker
69	7732	Agua Fria Gateway Monuments	Construction	12		2	\$83,846.00	\$72,543.01	4/21/2014	9/30/2015		Colleen Baker
70	7733	Design and Construct El Camino Real Buckman Road Segment Retracement Trail	Other	2		2	\$3,330,000.00	\$10,000.00	3/1/2015	4/30/2018		Colleen Baker
71	8009	Glorieta Fire Station #2 - New Construction	Design	100		4	\$50,000.00	\$72,240.00	5/16/2014	4/10/2015		Ron Sandoval
72	8010	Pojoaque Fire Station - Interior Remodel Volunteer Side	Construction	15		1	\$346,398.00	\$289,699.00	2/23/2015	7/20/2015		Ron Sandoval
73	9692	CR67F La Barbara Drainage and Road Paving Design	Design	40		4	\$100,000.00	\$16,197.08	12/16/2013	3/27/2015		Chuck Vigil



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 *KM*
Bernadette Salazar, Human Resources Director *BS*

Date: March 11, 2015

Re: HR Monthly Report February 2015

Topic:

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

Information:

The purpose of this memo is to provide you with information relative to various HR functions and statistics for the month of February. Throughout the month of February, HR coordinated/ conducted twenty-three training sessions. Three-hundred forty-one employees attended these training sessions. Also in February, HR supported twenty New Mexico Edge classes for five Santa Fe County employees. This resulted in a total of \$1,350.00 of financial support for New Mexico Edge courses not inclusive of per diem costs. This is another great opportunity for employees to attend courses specifically related to their jobs as local government employees and also provides them with the resources to obtain nationally recognized certifications.

In the month of February, HR processed eight HR action forms increasing employee's hourly rates to the newly implemented minimum wage of \$10.84/ per hour. The following employees received an increase of approximately 2%.

- Eian Chang
- Kassandra Romero
- Emma Salgado-Esparza
- Gia Black
- Alex Griego

- John Vigil
- Michelle Plummer
- Sarah Martinez

During the month of February, Santa Fe County Corrections promoted Mari Ortiz, Richard Roybal and Christopher Salas. Corporal Ortiz began her employment with the Adult Detention Facility August, 27 2012 as a Detention Officer. On February 21, 2015, Ms. Ortiz was promoted to Adult Detention Facility Corporal. Richard Roybal began his employment with Santa Fe County Adult Detention Facility July 11, 2011 as a Detention Officer. He was promoted to an Adult Detention Facility Sergeant February 21, 2015. The Public Safety Corrections department also promoted Christopher Salas. Sergeant Salas began employment with Santa Fe County Corrections July 23, 2012 as a Detention Officer. On February 21, 2015 he was promoted to Adult Detention Facility Sergeant.

The Clerk's Office also promoted Laura Hernandez during the month of February. Ms. Hernandez began employment with the Clerk's Office June 3, 2013 as a Recording Clerk. She was promoted to Administrative Assistant February 7, 2015.

Public works promoted Robert Gallegos during the month of February. He began employment with Santa Fe County Public Works as a Road Maintenance Worker April 8, 2013. He was promoted to Equipment Worker February 21, 2015.

Daniel Quintana with RECC was promoted during the month of February. He began employment with Santa Fe County RECC January 27, 2014 as an Emergency Communications Specialist Trainee. He was promoted to Emergency Communications Specialist I February 7, 2015. We congratulate these employees on their accomplishments.

In February we conducted Detention Officer testing. We had 28 qualified applicants and 10 participated in the testing process. Those who successfully passed are moving forward with the hiring process in accordance to SFC procedures.

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

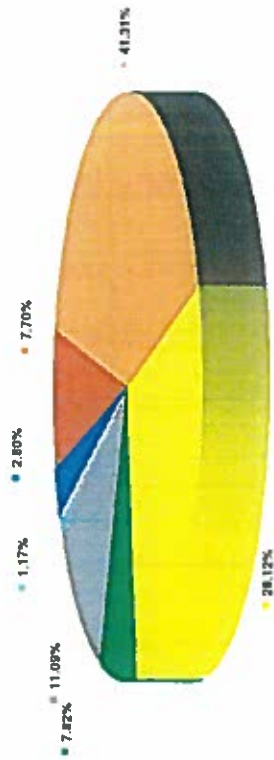
SANTA FE COUNTY NEW HIRES FOR FEBRUARY 7, 2015 - MARCH 6, 2015

LAST NAME	FIRST NAME		DEPARTMENT	POSITION	EMP STATUS	HIRE DATE
CINTRON	RAMON	A	COUNTY MANAGER'S OFFICE	ACCOUNTANT	PB	2/16/2015
LEWIS	JEREMY	D	COUNTY SHERIFF'S OFFICE	ANIMAL CONTROL OFFICER	PB	2/23/2015
LOVATO	ERIKA	D	COUNTY MANAGER'S OFFICE	BUSINESS FINANCE MANAGER	E	2/16/2015
GALLEGOS	ESTEBAN	L	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	2/23/2015
QUINTANA	RAMON	F	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	2/23/2015
MARTINEZ	SARAH	L	PUBLIC SAFETY DEPARTMENT	EMG COMMUNICATIONS CALL TAKER	PB	2/16/2015
PLUMMER	MICHELLE	T	PUBLIC SAFETY DEPARTMENT	EMG COMMUNICATIONS CALL TAKER	PB	2/16/2015
GUTIERREZ	JOHNNY	L	PUBLIC SAFETY DEPARTMENT	MAINTENANCE TECHNICIAN	PB	2/16/2015
HERRERA	TOBY	A	PUBLIC WORKS DEPARTMENT	MAINTENANCE TECHNICIAN	PB	2/23/2015
MONDRAGON	NORMAN	L	PUBLIC WORKS DEPARTMENT	MAINTENANCE TECHNICIAN	PB	2/9/2015
OLIVERES	MELQUIADES		PUBLIC SAFETY DEPARTMENT	MEDICAL DIVISION DIRECTOR	E	2/23/2015
ELY	SANDRA	J	PUBLIC WORKS DEPARTMENT	PROJECT MANAGER III	PB	2/23/2015
THOMS	SCOTT	A	COUNTY SHERIFF'S OFFICE	SHERIFF DEPUTY II	PB	2/9/2015
VRUGITZ	CHARLES	S	COUNTY SHERIFF'S OFFICE	SHERIFF DEPUTY II	PB	2/9/2015
GRIEGO	CHARMAINE	I	PUBLIC WORKS DEPARTMENT	SOLID WASTE MAINTENANCE WORKER	PB	2/9/2015
VIGIL	MANUEL	R	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	2/21/2015

LABOR STATISTICS FOR FEBRUARY 2015

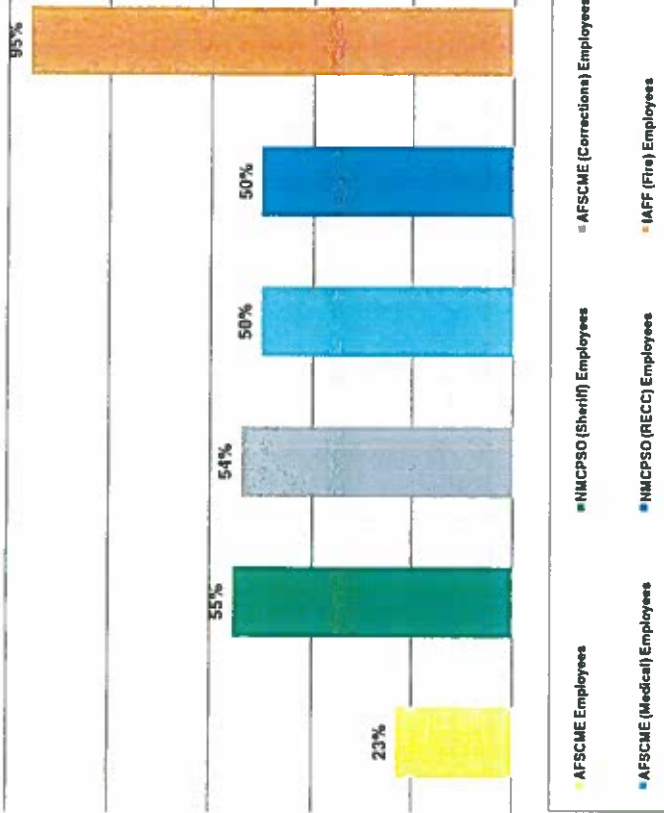
Union Status		Percentage of Union Status		Percentage Of Employees Paying Union Dues	
AFSCME Employees	241	AFSCME Employees	28.12%	AFSCME Employees	55
NMCPSO (Sheriff) Employees	67	NMCPSO (Sheriff) Employees	7.82%	NMCPSO (Sheriff) Employees	37
AFSCME (Corrections) Employees	95	AFSCME (Corrections) Employees	11.09%	AFSCME (Corrections) Employees	51
AFSCME (Medical) Employees	10	AFSCME (Medical) Employees	1.17%	AFSCME (Medical) Employees	5
NMCPSO (RECC) Employees	24	NMCPSO (RECC) Employees	2.80%	NMCPSO (RECC) Employees	12
IAFF (Fire) Employees	66	IAFF (Fire) Employees	7.70%	IAFF (Fire) Employees	63
Total Number of Union Employees	503	Total Percentage of Union Employees	58.69%	Total Number of Employees Paying Dues	223
Non-Union Employees	354	Non-Union Employees	41.31%		
Total Number of Employees	857		100%		

Union Status



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

Paying Members



- AFSCME Employees
- NMCPSO (Sheriff) Employees
- AFSCME (Corrections) Employees
- AFSCME (Medical) Employees
- NMCPSO (RECC) Employees
- IAFF (Fire) Employees

SANTA FE COUNTY HR STATISTICS FOR THE MONTH OF FEBRUARY 2015

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions
MANAGER'S OFFICE	01-COUNTY MANAGER ADMINIS.	8		8			1	9
	02-COMMISSION	5		5	5			5
	15-HUMAN RESOURCES	10		10			1	11
	21-FINANCE	24		24			1	25
CMO TOTAL		47		47	5		3	50
	01-LEGAL ADMINISTRATION	8		8			1	9
LEGAL TOTAL		8		8			1	9
ADMINISTRATIVE SERVICES DEPARTMENT	00-ADMINISTRATION	3		3				3
	02-INFORMATION TECHNOLOGY	15		15			2	17
	12-PURCHASING	6		6			1	7
	16-MAIL ROOM	1		1				1
	17-RISK MANAGEMENT	3		3				3
ASD TOTAL		28		28			3	31
COMMUNITY SERVICES DEPARTMENT	01-ADMINISTRATION	3		3				3
	20-INDIGENT HOSPITAL FUND	3		3				3
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN	4	2	2			1	5
TOTAL		13	2	11	0	0	1	14
	04-DWI LOCAL	7		7			1	8
TOTAL		7	0	7	0	0	1	8
	09-DWI TEEN COURT	3		3				3

SANTA FE COUNTY HR STATISTICS FOR THE MONTH OF FEBRUARY 2015

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions
		3	0	3	0	0	0	3
	89-SENIOR PROGRAMS - ADMIN.	12		12			1	13
	90-SR SVCS-CONGREGATE MEALS	7	2	5				7
	92-SR SVCS - HOME DELIVERED	7		7		2		7
	93-SR SVCS - TRANSPORTATION	2		2				2
TOTAL		28	2	26	0	2	1	29
	02-EDGEWOOD SATELLITE OFFICE					1		
TOTAL						1		
CSD TOTAL		51	4	47	0	3	3	54
HOUSING		13		13			2	15
GROWTH MANAGEMENT DEPARTMENT	01-LAND USE ADMINISTRATION	4		4				4
	02-PLANNING	7		7			1	8
	08-REGIONAL PLANNING AUTHRTY							
	14-GIS	9		9				9
	15-AFFORDABLE HOUSING-COUNTY	1		1			1	2
	16-BUILDING & DEVELOPMENT	15		15				15
GMD		36		36			2	38
PUBLIC WORKS DEPARTMENT	01-PUBLIC WORKS ADMIN.	13	1	12			1	14
	02-FLEET SERVICE	8		8		1	1	9
	03-TRAFFIC ENGINEERING	5		5			2	7
	05-SOLID WASTE	20		20			1	21

SANTA FE COUNTY HR STATISTICS FOR THE MONTH OF FEBRUARY 2015

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions
	11-ROAD MAINTENANCE	39		39			3	42
	02-PROPERTY CONTROL	13		13			2	15
	03-BUILDING SERVICES	18	1	17				18
TOTAL		116	2	114	0	1	10	126
	18-PROJECT DEVELOPMENT DIV	9		9			1	10
	26-OPEN SPACE	3		3			2	5
	08-SANTA FE RIVER GREENWAY	1		1				1
TOTAL		13	0	13	0	0	3	16
	10-WATER	16		16			3	19
	15-AAMODT	1		1				1
	20-WASTEWATER	1		1				1
TOTAL		18		18			3	21
PWD TOTAL		147	2	145	0	1	16	163
PUBLIC SAFETY DEPARTMENT	01-FIRE ADMINISTRATION	28		28		9	3	31
	09-FOREST RESTORATION	2		2			1	3
	11-FIRE REGIONS	73		73			1	74
TOTAL		103		103		9	5	108
	01-ADMINISTRATION	6		6			2	8
	60-ADULT FACILITY	125		125			31	156
	62-MAINTENANCE DIVISION	7		7				7
	63-MEDICAL SERVICES	26		26			3	29

SANTA FE COUNTY HR STATISTICS FOR THE MONTH OF FEBRUARY 2015

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Vacancies	Total Positions
	65-ELECTRONIC MONITORING	8		8			1	9
	70-YOUTH DEVELOPMENT FAC.	23		23			6	29
	72-ADOLESCENT RESIDENCE CTR							
	73-DAY REPORTING ASSESSMENT							
TOTAL		195		195			43	238
	01-ADMINISTRATION	39		39			9	48
TOTAL		39		39			9	48
PSD TOTAL		337	0	337	0	9	57	394
COUNTY CLERK'S OFFICE	01-REPORTING & RECORDING	17	3	14	1		4	21
	02-BUREAU OF ELECTIONS	11	1	10			2	13
CLERK'S OFFICE		28	4	24	1		6	34
COUNTY TREASURER'S OFFICE	01-COUNTY TREASURER ADMIN.	12		12	1		1	13
COUNTY ASSESSOR'S OFFICE	01-COUNTY ASSESSOR ADMIN.	25		25	1		4	29
	11-PROPERTY VALUATION	13		13			1	14
COUNTY ASSESSOR'S OFFICE		38		38	1		5	43
COUNTY SHERIFF'S OFFICE		112		112	1		11	123
COUNTY PROBATE OFFICE	01-COUNTY PROBATE JUDGE				1			
COUNTY WIDE TOTAL		857	10	847	10	13	110	967

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: March 31, 2015

To: Board of County Commissioners

From: Jeffery Trujillo, ASD Director *JT*

Via: Katherine Miller, County Manager *KM*

Subject: Administrative Services Monthly Report – February 2015

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

Information Technology

Work Orders/Technical Support														
All IT requests are captured using a work order tracking system located on SharePoint.		347 work orders were completed/resolved in February 2015.												
Systems and Network Uptime														
<table><tr><th colspan="3">February Unscheduled Downtime</th></tr><tr><th>Date</th><th>Description</th><th>Hours</th></tr><tr><td></td><td></td><td></td></tr><tr><td colspan="2">Total</td><td>0.00</td></tr></table>		February Unscheduled Downtime			Date	Description	Hours				Total		0.00	Q1 2015 Actual: 100%
February Unscheduled Downtime														
Date	Description	Hours												
Total		0.00												
		Q2 2015 Actual: 99.03%												
		FY 2015 YTD: 99.52%												

Legal

Legal has processed 327 contracts, 75 resolutions, and reviewed or drafted (or participated in drafting) 6 ordinances this fiscal year.

Mailroom

The Mailroom processed the following in the month of February

Name	Items
Co. Manager (Commissioners)	5
Human Resources	920
Fire Department	786
Finance/Payroll	1224
Utilities (Water Resources)	117
Public Works	28
Land Use	24
Housing	71
Indigent/HAP	12
DWI	48
MCH	0
PFMD	0
Clerks	139
Elections	133
Assessors	527
Treasurers	1054
Probate Judge	0
Attorney or Legal	28
Sheriff	184
Corrections Admin	2
Home for Good Program	0
Purchasing	21
PW-Solid Waste	0
Care Connection	0
HHS Admin	32
Sobering Center	0
Adult Jail	0
Teen Court	88
ASD	21
E-911	1
RECC	7
Senior Services	0
YDF	0
Natural Resources	0
Affordable Housing	0
Section 8	92

Purchasing

February 2015 Activity

582 Purchase Orders were processed in February: \$ 3,069,906.94 Encumbered
\$ 202,133.10 Expended

The following procurement activities were performed by 3 Procurement Specialists, Senior in February:

IFBs	11
RFPs	10
LOI	6
On-call	8
Price Agreements	15
Contract Amendments	9
Lease or Agreements	0
MOU/MOA	6
Grant Apps	2
Sole Source	0
DOE	2
3 Quotes	25

Current Solicitations:

IFB's	10
RFP's	12

Risk Management

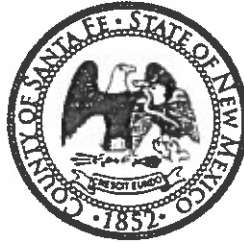
Number of Fire Safety Inspections	55
Number of Facility Inspections	3
Number of Road Inspections	23
Number of Worker's Compensation Processed	4
Number of Employees out on Worker's Comp	1
Number of RAP Lessons	4
Number of County Involved Auto Accidents	3
Number of Century Link Cut Cables	1
Number of Safety Trainings	6
Number of Evacuation Drills	0
Number of New Employee Orientations	2



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe County Board of County Commissioners

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

Date: March 19, 2015

Subject: Community Services Monthly Report

Community Operations

To date we have 550 children enrolled in Dolly Parton's Imagination Library Program, which has exceeded expectations. We are increasing the funding so that we can enroll up to 725 this year.

Anna Bransford is working with Public Works on a scope of work for the Pojoaque Recreation Center. We are also working on a resolution that should come forward in April.

The bookshelves have been built at the La Cienega Center; many thanks to Public Works for their quick response.

Health Services

CSD staff are joining Wendy Johnson, Medical Director of La Familia, in presenting on April 1 at the Statewide Public Health Conference "*Redefining Public Health: Building Sustainable Communities*". We are presenting on our treatment program for pregnant women.

The Mobile Health Van will be going to Chimayo April 2-3 for the annual pilgrimage and has been coordinating with Martin Vigil of Santa Fe County Fire. We will also be participating in Community Day on the Santa Fe Plaza.

We are continuing to see a significant drop in the number of claims coming into the Health Care Assistance Program. Some of the programs, such as Life Link, have clients who are almost entirely Medicaid eligible and have not submitted any claims this year. In next years budget we are rearranging funds to provide MORE support to inpatient substance abuse treatment to reflect our Health Action Plan.

We are working with Procurement to contract with two providers who responded to the RFP on reducing low birth weight babies in Santa Fe County. The contracts should be completed in April.

Legislative Session. SB 117, the sunset clause bill, was heard in the House Government, Elections, and Indian Affairs Committee on Monday. The bill passed House Ways and Means Thursday but was caught up in final passage on the floor.

Community Safety

Rio Arriba DWI program attended the Santa Fe DWI Planning Council meeting that took place on Thursday the 12th. A discussion was held to address the number of Rio Arriba residents being arrested for DWI in Santa Fe County. Rio Arriba and our DWI program will work together, coordinating law enforcement operations along the county line. The first multi -agency operation is being planned for May 2, 2015. The two programs will be meeting in the near future to look at other ways to work together.

Teen Court held the pre-proposal conference for the Youth Program RFP. Five organizations attended and eight have shown interest. This year we tied the RFP to the priorities of Teen Court and the Health Action Plan.

Senior Services

Our first public stakeholders meeting on the Senior Strategic Plan is next week on the 26th. We plan to present the results to the BCC and solicit their input before moving forward.

Senior Services is finalizing the AAA budget and the Capitol package.

MINUTES OF THE
SANTA FE COUNTY
HEALTH POLICY & PLANNING COMMISSION

February 6, 2015

Santa Fe, New Mexico

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 County Community Services Department Conference Room, 2052 Galisteo Street, Suite B. A quorum was achieved following Ms. Cardenelli's arrival at 10 a.m.

Members Present:

Judith Williams, Chair
John Abrams
Don Reece
Vivian Heye
Bonnie Keene
Carolyn Roberts
AnnaMaria Cardenalli

Member(s) Absent:

Catherine Kinney [excused]
Bryan Conkling
Reena Szczepanski [excused]
Shirlee Davidson [excused]

County Staff Present:

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

Others Present:

Kathy Holian, County Commissioner
Amy Sandoval, DOH
Kim Straus, Brindle Foundation
Sarah Fisher, Highlands University
Michael Weinberg, Thornburg Foundation, Early Childhood Program
Rose Sanchez, Adelante
Rebecca Garcia, Nurse Manager, Health Services, DOH
Erica Archuleta, Santa Fe WIC, DOH
Amanda Lucero, Families First Care Coordination Program
Tom Starke, Santa Fe Behavioral Health Alliance
Elais Ponton, Nurses with Heart Home Care
Yolanda Montaña, La Familia
Magi Gerety, New Vistas
Bernadette Aragon, Highlands University
Carol I. Johnson, United Way of Santa Fe County
Wendy Johnson, La Familia, Medical Director

Chatmanee Winkelmaier, SFPS Nurse

III. Introductions

Those present introduced themselves.

Items requiring action were moved to the end of the agenda. [See page 5]

VI. Matters of Public Concern

Tom Starke spoke on behalf of Santa Fe Behavioral Health Alliance, a group whose goal is to keep people with mental illness out of the judicial system, and rather have them treated and functioning in society. The Alliance recently applied for and won a national SAMHSA competition that will provide a free workshop in Sequential Intercept Model: A conceptual framework for the community to use when considering the interface between the criminal justice and mental health systems as they address concerns about criminalization of people with mental illness. The idea is to improve treatment and thus greatly reduce the number of people with mental illness who come into the justice system. The workshop will be offered in May and he invited a representative from the HPPC to participate.

Chair Williams said the workshop sounds very exciting and she assured Mr. Starke that HPPC would send representation(s). Mr. Starke said he would keep the HPPC advised of workshop details.

VII. Presentations

A. NM Department of Health's Public Health Programs within Santa Fe County

Ms. Boies said the programs DOH provides in prenatal, maternal and child health are often known more to insiders than the wider community. Several HPPC priorities identified in the *Community Health Action Plan* directly speak to maternal and child health issues, specifically low birth weight, opioid dependent pregnant women, and healthy food. Ms. Boies acknowledged and thanked DOH representative Amy Sandoval for attending HPPC meetings.

Ms. Sandoval said the New Mexico Department of Health (DOH) statewide has 55 public health offices. Santa Fe is within DOH's northeast region where there are 10 public health offices.

Rebecca Garcia, RN, Health Services Nurse Manager at the Santa Fe Public Health Office said her office conducts a great deal of outreach and offers family planning, screenings for STDs, HIV, and breast and cervical cancer, WIC (Women, Infant and Children), immunizations, tuberculosis program, and disease prevention. They also have a needle exchange program three days a week and promote and provide Narcan. Ms. Garcia said all of their information is provided in both English and Spanish. The office works closely with the Disease Prevention Program.

Last year, the Santa Fe office served 1,700 clients. Home visits are provided to TB patients. Ms. Garcia said the office sees a wide range of clients.

Erica Archuleta, WIC supervisor in the Santa Fe Health Office, said WIC is essentially a nutrition program for women, infants and children which started 40 years ago. The WIC office recently moved to the south side of Santa Fe where most of their clients reside. The program currently serves 2,700 clients within three clinics – Southside, La Familia, and Santa Fe High – in the County. Each client receives a prescribed food package based on their nutritional risks. WIC also provides referrals to other programs, i.e., Families First, HSD, etc.

Last year \$2.3 million was spent on WIC clients in the Santa Fe district.

Ms. Archuleta said the WIC program is less restrictive than food stamps and said the eligibility depends on the family size and is approximately 135 percent of the poverty level. Very rarely do we deny people, stated Ms. Archuleta. Individuals with food stamps are eligible for WIC assistance.

Ms. Archuleta mentioned their breast feeding peer counseling program and a hospital pilot program at Christus St. Vincent to encourage breast feeding.

Amanda Lucero, RN, Families First Care Coordination Program, said they care for pregnant women and children up to age nine on Medicaid. The program is what's called a one-stop shop. Her focus is within the rural communities. Four visits are provided to the pregnant woman – once each trimester and one postpartum – which focus on educating the expectant mother. At the postpartum visit the mother is checked for depression and disorders and the child is signed up for a year of visits. Families First provides a medical assessment and psycho-social assessment. Families First will refer the patient to ensure the client is getting the best care possible. She said it is important that the clients realize people care about them. ASQs (Ages and Stages Questionnaires) are conducted to ensure the child is developing emotionally. Ms. Lucero emphasized that Families First's strength is in its referral services and outreach through home visits.

The Children's Medical Services (CMS) is holding a workshop today and were unable to attend and Ms Sandoval summarized the program. This is a statewide program within the Public Health Division of DOH. This program provides services for the prevention, diagnosis, and treatment of children with chronic conditions. They see children from birth to 21 years of age. She provided a partial list of covered conditions and noted asthma is included. CMS provides care coordination for all the child's care specialists. The families of chronically ill children experience more stress than other families and CMS provides a "wrap around service" addressing the needs of the entire family. In terms of payment, CMS works within the federal poverty guidelines but serves all families.

Ms. Boies asked whether the comprehensive services offered by DOH are available to women and children regardless of immigration status. The response was that WIC provides services based on income guidelines and no one is turned away.

DOH provides immunization for A and B hepatitis and HPV for children. Immunizations are available at all of the health offices. For adults there are a select group of vaccinations. They

also provide morning after pills for ages 13 and above with extensive history and intake information.

Ms. O'Connor said DOH has been very receptive to working with the County and they formed some important partnerships. She mentioned DOH's support in injury prevention and Ms. Sandoval's assistance with the Narcan program and the health priorities of HPPC.

B. Thornburg Foundation's Early Childhood Initiative

Michael Weinberg, Early Childhood Education Policy Officer with Thornburg, provided an overview stating that it's a family foundation created by Garrett Thornburg and his wife Katherine Oppenheimer and they fund causes which they support. Last year they determined to grow the foundation and influence policy outcomes in the state and selected three areas to focus on: food and agriculture; money in politics/campaign finance reform; and, early childhood education. He provided his education background.

The early childhood initiative has identified three areas of focus: measurable outcomes for high quality early childhood care and education; a highly effective early childhood care and education workforce; and, a well-managed, fully-funded early childhood care and education system. Childcare includes home visiting and pre-k.

The largest organization funded by Thornburg has been the Early Childhood Development Partnership which is a function of United Way of Santa Fe County. United Way convened a variety of stakeholders to develop consensus around a Childcare Accountability Act that has been introduced this legislative session.

Thornburg is funding an evaluation of the Collaborative Teachers Institute, a model of professional development, teaching how to be instructional leaders within their staff. They have funded the Rand Longitudinal Evaluation of the First Born Program as well as a partnership to create a business plan to take First Born from its current state and develop it further.

Thornburg has been working with Pew Charitable Trust to develop a statewide marketing campaign around home visiting specific to the families eligible for the services. CYFD is also involved in this project.

Mr. Weinberg said Thornburg has recognized the need for the philanthropic community to work together in a more coordinated manner and to accomplish that Thornburg, Kellogg Foundation, McCune, Daniels, Maddox Foundation, and the Santa Fe Community Foundation are meeting.

Referring to the 2013 Home Visiting Accountability Act, Mr. Weinberg said two years of of home visiting accountability data have been compiled by UNM Educational Policy Research. The report outlines who is being served, who provides the services, what are the initial outcomes and provides baseline data.

Mr. Weinberg mentioned two bills: A bill that would direct HSD to include home visiting as a Medicaid-eligible service; and, a higher education endowment fund, where the state will match private dollars to endow chairs or positions at the higher end institutions.

Kim Straus said the Brindle Foundation has made a gift to the Santa Fe Community College that they would like to see leveraged with state funds.

IV. Approval of Agenda

With a quorum present, Mr. Reece moved to approve the agenda. Ms. Cardenalli seconded and the motion passed without opposition.

V. Approval of Minutes

Upon motion by Ms. Roberts and second by Mr. Abrams, the minutes of the December 2014 meeting were unanimously approved.

VIII. Matters from the Commission and Staff

A. Update on *Health Action Plan* Priorities

Ms. Boies reported that each of the six HPPC priorities has an HPPC liaison and staff support. She outlined each of the priorities and the member liaison.

- The insurance-related team has provided PSAs specifically in Spanish to promote the open enrollment period and other outreach related projects
- Reducing alcohol abuse, Ms. Kinney serves as liaison
- Reducing drug abuse is jointly headed by Ms. Heye and Ms. Roberts
- Reducing low birth weight, Ms. Keene serves as liaison and the County recently released a proposal for the prevention initiative
- Reducing suicides/improving mental health, Ms. Davidson is liaison
- The food priority, Mr. Reece is the liaison

Ms. Boies said the bill to provide funding for New Mexico grown fruits and vegetables to be served in the public school was endorsed by the HPPC and the BCC and has passed the committee level and is moving forward. Within the food initiative, HPPC included breastfeeding.

Mr. Reece said there was an outstanding turnout in support of the food initiative bill.

Chair Williams said she and Ms. Kinney met with the Santa Fe Recovery Center in preparation of their upcoming meeting with HPPC and it was a very productive meeting.

Chair Williams said the HPPC promised an annual report card to the BCC and she asked that the members consider producing a report regarding the *Health Action Plan* and its outcome measures.

Ms. Boies noted that Santa Fe County is the first county to expand their healthcare assistance funds from what had previously been strictly claims-related to contracts.

Dr. Wendy Johnson said La Familia had been one of the biggest recipients of indigent fund money from the claims-based model. LFMC welcomes the change because with the

Affordable Healthcare Act former indigent clients are now on Medicaid. She noted that LFMC receives federal money to subsidize uncompensated care.

Dr. Johnson pointed out the biggest problem with undocumented patients is when they need large services, i.e., surgery or specialist care.

Chair Williams remarked that there was an article in the *New York Times* that cited New Mexico as one of the states that benefitted the most from Obamacare.

B. Director's Report

Ms. O'Connor reported on the following:

- The mobile crisis team RFP was re-released and bids were received. The RFP has a \$350,000 contract with \$100,000 of that not tied to indigent claims
- The low birth weight RFP has a reconfigured funding base
- As the County moves away from claims-based payment it must consider how to fund services
- The jail Medicaid enrollment has reached over 100 individuals and the distribution and training of Narcan has reached 74. The County continues to work with HSD to define processes in terms of the Medicaid enrollment program

Ms. O'Connor reviewed the La Familia Subutex/Suboxone program report noting 77 women and 15 men have been enrolled. To date there have been 23 newborns averaging a six day hospital stay.

Dr. Johnson said she and Ms. Boies submitted an abstract on the project to the New Mexico Public Health Association. The number of opioid-addicted women delivering is close to none which she attributed to the program. The length of hospital stay for the babies is dramatically reduced.

Dr. Johnson said La Familia was collaborating with Southwest Care to provide more Hepatitis C treatment out of La Familia. All pregnant patients are screened for Hep C and she offered to provide that information on the report in the future.

La Familia was congratulated on their Buprenorphine Program for pregnant women.

Returning to her report, Ms. O'Connor offered:

- DWI Planning Council will receive a report on the electronic SBIRT (Screening and Brief Intervention Tool)
- The Imagination Library Program kicked off last week – Santa Fe County provided \$50,000 to United Way for a partnership with Imagination Library which provides free books to kids
- Santa Fe Public Schools was the first in the nation to require a measles vaccine for enrollment
- Santa Fe County has been asked to pass a resolution declaring its commitment to early childhood initiatives

Ms. Boies added to the report that there is a bill to provide more funding to health councils. This would allow for \$900,000 to be divided among the health councils across the state. She encouraged HPPC member participation at the legislation.

Some of the money that had been within the indigent care program goes to the Safety Net Care Pool which is divided among hospitals. Ms. Boies said she attended an LFC session where the HSD secretary-designate talked about HSD programs and the support of the counties as a critical component to funding hospitals. Ms. Boies expressed concern that the counties may be asked to contribute a greater amount to the pool. Senator Nancy Rodriguez has proposed a bill (SB 177) that reinstates a four-year sunset clause in regards to the HSD obtaining the counties monies.

C. Other Matters from the Commission

Mr. Abrams said he has been involved with an educational project initiated with through federal training funds called the "Skill Up Network." Santa Fe Community College serves as the lead institution for a consortium of New Mexico colleges. The Skill Up Network (SUN) allows for on-line sharing of the educational curriculum across the state. The state was awarded \$15 million to move SUN to the next phase which is health information technology. Santa Fe Community College will put together that training to address the Affordable Care Act which is moving forward with an electronic medical records system.

Mr. Abrams said these jobs will help the community in helping our health care facilities. He hoped to invite some of the curriculum developers to an HPPC meeting.

IX. Future Agenda Items

Next month's agenda in Albuquerque appears very full with First Choice and substance abuse.

Prior to the meeting HPPC members should review current indicators and forward any thoughts to Ms. Boies and Chair Williams.

X. Announcements

- A. Next HPPC meeting Friday, March 6, 2015, 9 a.m., First Choice South Valley Family Health Commons, 2001 N. Centro Familiar SW, Albuquerque 87105**

XI. Adjournment

This meeting was declared adjourned at approximately 11:00 a.m.

Approved by:

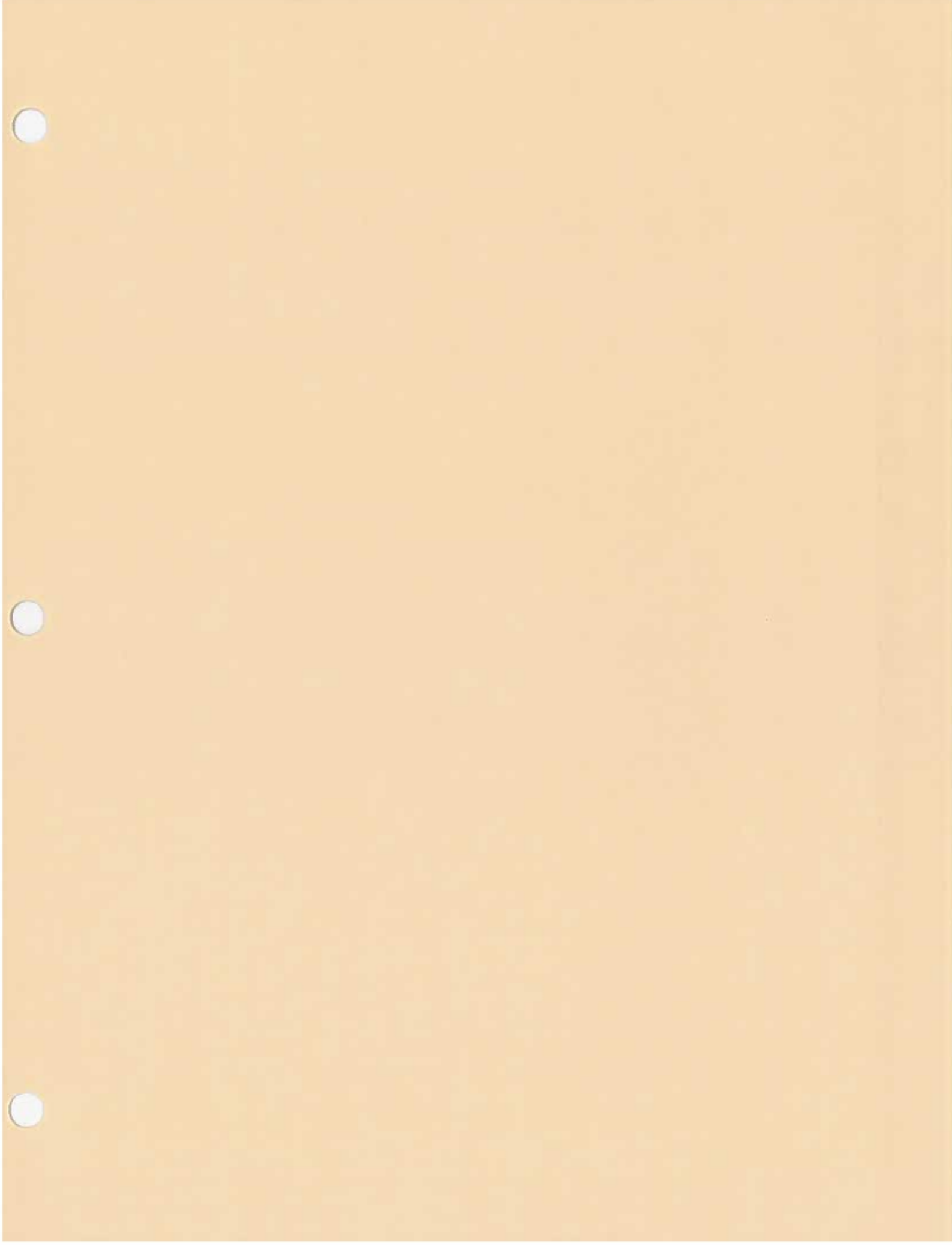
Judith Williams, Chair
Health Policy & Planning Commission

Respectfully submitted by:

Karen Farrell, Wordswork

DRAFT

SUBJECT TO APPROVAL



Memorandum

Santa Fe Board of County Commissioners

From: Carole H. Jaramillo, Finance Director

Via: Katherine Miller, County Manager

Date: March 12, 2015

Re: *Financial report for the month ending 2/28/2015*

ISSUE:

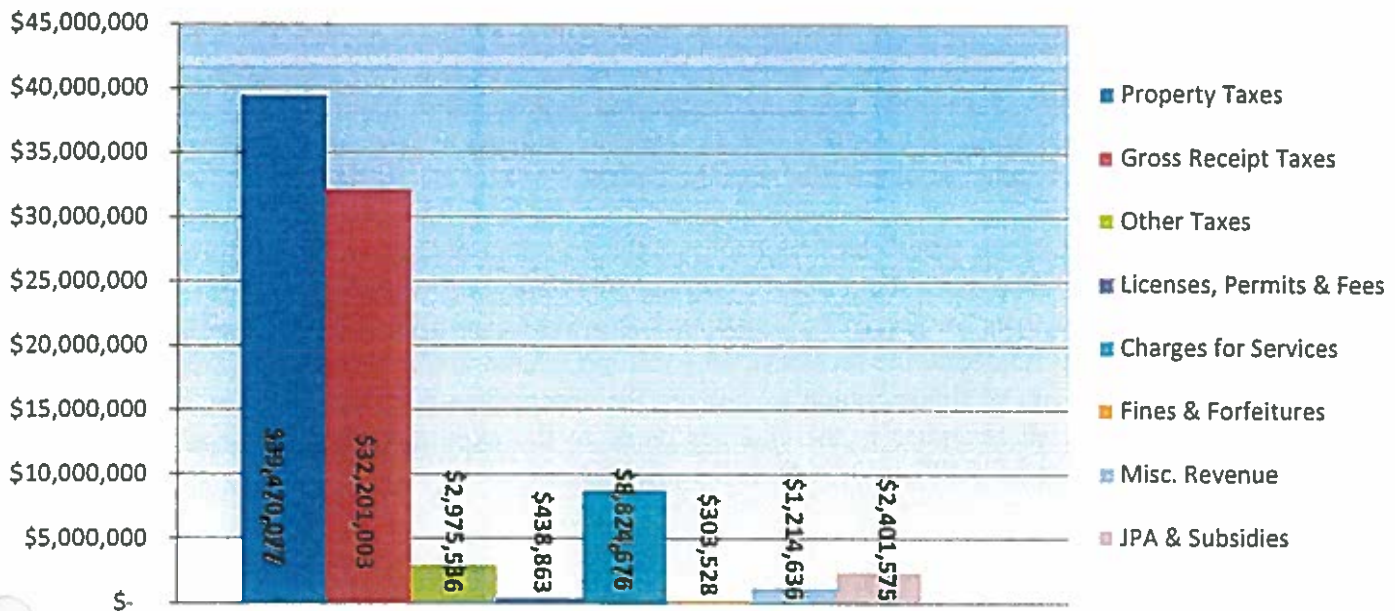
Enclosed is a report summarizing the financial activities of the County through the month ending February 28, 2015.

BACKGROUND:

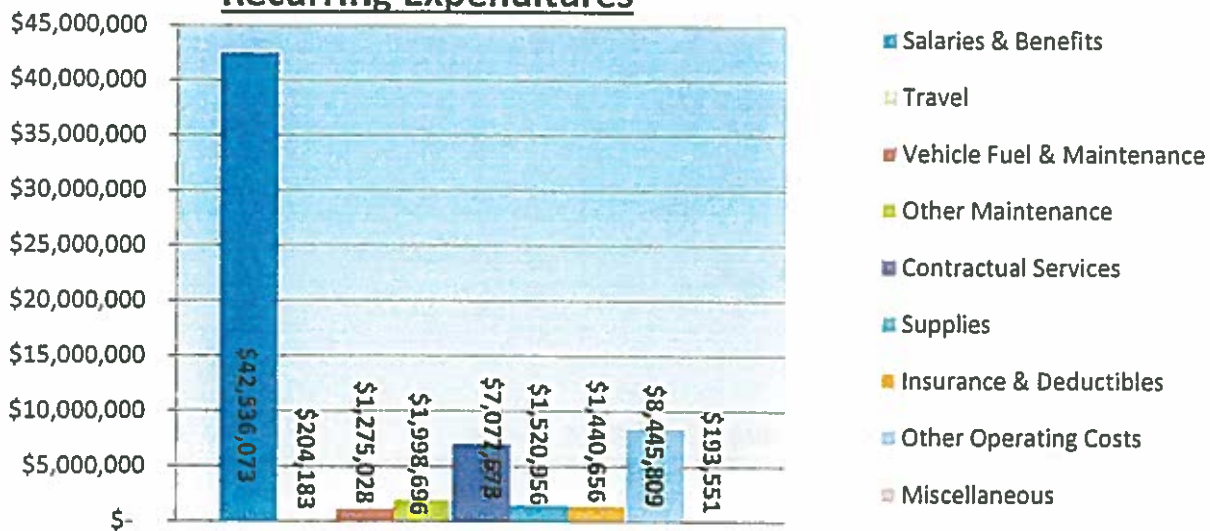
This is a comparison of revenues and expenditures on a recurring versus non-recurring basis. The monthly report will still highlight major revenue sources. Below are several charts that identify 1) the recurring revenue sources, 2) the recurring expenditures and 3) a comparison of the two side by side.

CURRING VERSUS NON-RECURRING

Recurring Revenue Type



Recurring Expenditures



Recurring Revenues versus Recurring Expenditures



Through the month of February, as noted in the charts above, the revenues collected totaled \$87.8 million and the expenditures total \$64.7 million. Expenditures exceeding revenue collections at the start of each fiscal year is normal. Typically, the collection of property taxes is cyclical and higher within the months of December – January and May – June. As witnessed by the chart above, the revenue collections have exceeded expenditures. In those earlier months, it is the budgeted cash that balances the budget.

The revenue collections were below the prior year's collections for the same period by \$5.4 million or 5.5%. The decrease can be attributed to decreased collections for gross receipt taxes (\$199,656), other taxes (\$57,764), JPAs and subsidies (\$329,862), charges for services (\$538,469) and miscellaneous revenue (\$6.7 million). The biggest portion of the difference is related to the receipt of \$5.4 million related to the Aamodt Settlement during FY 2014. This is a one-time receipt of funds, which is skewing the comparison from year to year. The other factor contributing to the decreased revenues is the changes made to the expiration date of transfer station permits. The permit sales are down \$129,777 or 39% from the prior year.

NON-RECURRING EXPENDITURES

Capital expenditures are non-recurring expenditures funded by non-recurring sources. Such sources include bond proceeds, special appropriations, grants and cash balances from excess revenues of prior years.

The following is a listing of some of the major capital expenditures incurred through the month of February:

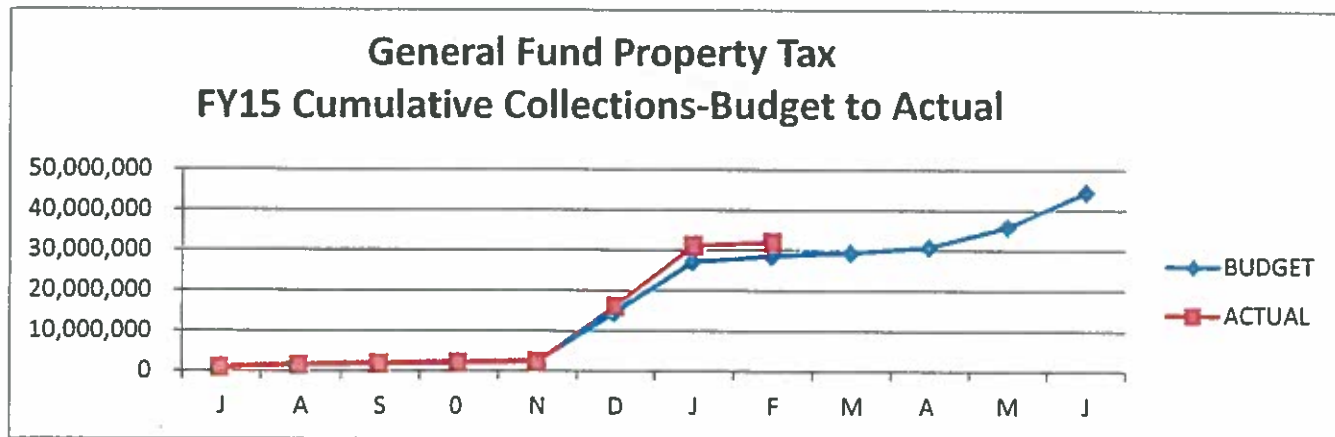
La Cienega Fire #2/CC/Library	\$ 343,793	Glorieta Estate MDWA	\$224,944
Agua Fria Park Improvement	\$ 949,760	Madrid Ball Park	\$148,793
Solid Waste Backhoe Loaders	\$ 296,685	Corrections Vehicle Purchases	\$137,097
Sheriff Vehicle Purchases	\$ 390,544	Utilities Vehicle/Eqmt Purchases	\$ 88,994
Eldorado/Canoncito/SE Sector	\$ 126,072	Santa Fe Rail Trail	\$455,859
Herrada Road	\$1,300,893	Phase 2A Road Annexation	\$944,495
Pojoaque Little League Fields	\$ 379,410	Glorieta/El Dorado Sr Ctr	\$317,342

Also included for your information are the charts reflecting major revenue sources and collections through February.

REVENUE:

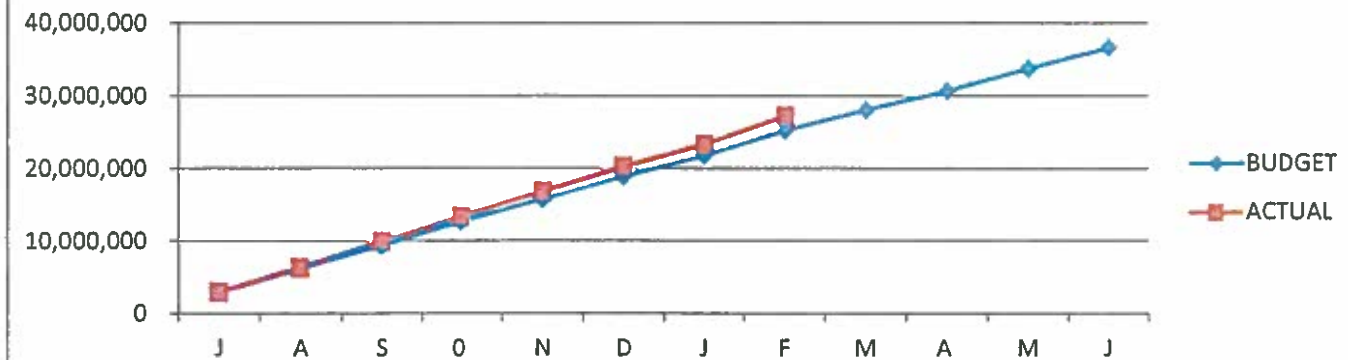
Property tax is recorded monthly and compared to the actual monthly budget forecasts. Property tax revenue budget estimates are conservative, as a budget shortfall in tax receipts would have a serious impact on various County operations.

Actual property tax collections of \$32.1 million through the end of February exceeded the budget of \$28.7 million by \$3.3 million. The collections are \$1.1 million greater than the prior year's collections for the same time period.



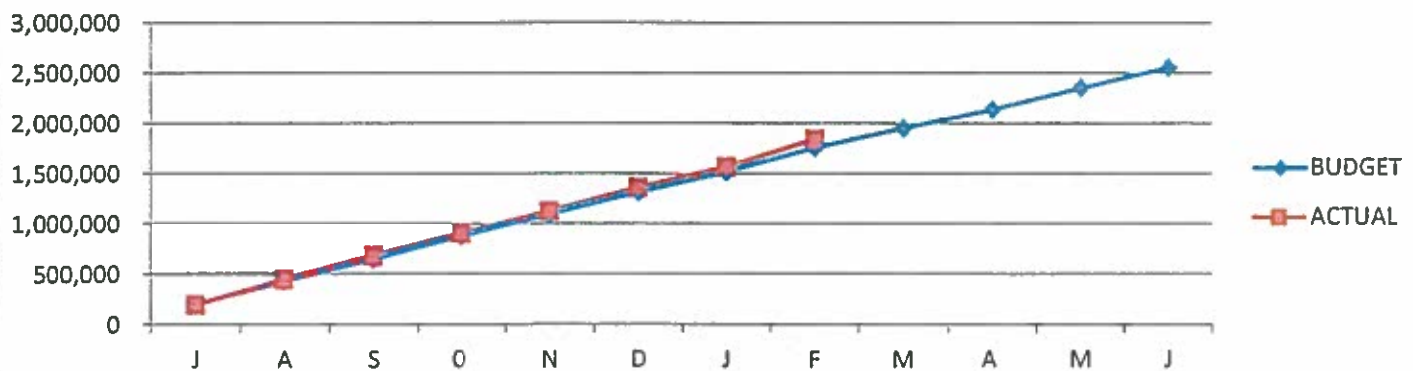
The gross receipts taxes are estimated from trend data and from economic analysis of the business activities in the areas of construction, wholesale, retail and service sectors. Combined, both the county-wide and the unincorporated gross receipt taxes collected through February total \$29.2 million and are \$2.2 million above the budgeted amount of \$27 million. Total year-to-date collections were above the collections of the prior year by \$185,489 for the same time period.

COUNTY-WIDE GROSS RECEIPTS TAXES FY15 CUMULATIVE COLLECTIONS-BUDGET TO ACTUAL



The unincorporated GRT collections total \$1.8 million through the month of February and are \$89,714 above the budgeted amount of \$1.75 million. The collections are \$148,469 above the prior year collections. The increase is mainly attributable to the enacted Fire Excise Tax which began receiving monthly collections in September of FY 2014 resulting in an average monthly amount of \$100,000 to \$115,000. Through February, the Fire Excise GRT collections total \$917,411.

UNINCORPORATED COUNTY GROSS RECEIPTS TAX FY15 CUMULATIVE COLLECTIONS-BUDGET TO ACTUAL



SUMMARY:

In summary, the property tax collections exceeded budget through the month of February. The GRT collections exceeded the monthly budget and the prior year collections through February. Finance completed the budget kick-off on February 23rd. Departments/Offices submitted new FTE requests on March 13th and the FY 2016 budget requests are due to finance on March 20th. Finance has worked closely with the manager's office and department directors to arrive at a final list of strategies to be used for the FY 2016 budget process.



