

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

Date: February 15, 2017
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director 
Via: Katherine Miller, County Manager
Re: Growth Management Monthly Report January 2017

This report is a summary of projects for Growth Management with statistics from January 2017. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

Planning Division

Affordable Housing

Bids were reviewed by a homeowner for the Happy Roof repair and replacement program and a vendor was selected, the home is located in La Puebla.

Staff received and processed one request for mortgage subordination.

Open Space

Open Space staff attended the January 2017 Santa Fe River Traditional Community Collaborative (SFRTCC) meeting and updated the Collaborative on La Cieneguilla Open Space maintenance and projects.

Open Space staff have been working to draft the Thornton Ranch Open Space Management Plan in order to wrap up the planning process for the property.

Food Policy Council

Staff attended the Land Use Subcommittee meeting on January 12th, 2017 and the Food Policy Council meeting on January 26th, 2017. At both meetings, staff provided updates regarding the progress made on the Agriculture Resource Inventory and the Transfer of Development Rights program and bank.

Staff is working with members of the Food Policy Council to gather information specific to Ag Resource Providers for the Agriculture Resource Inventory.

Agriculture & Ranching Implementation Plan

Staff has continued the process of operationalizing the TDR Bank and conducted a site visit with staff from the King County TDR program. Staff has continued outreach for the TDR program and met with 3 potential sending site candidates for TDR program qualification.

Staff is completing outreach for Agriculture Resource Inventory (ARI) to local food producers, buyers and resource providers in preparation for the completion of Phase 1 of the ARI.

Transportation

SFMPO

The Policy Board did not meet in January. Staff attended the January 13, 2017 Technical Coordinating meeting. Items addressed included:

- The status of NM599/Via Veteranos CR 70 Interim Safety Improvements, NMDOT design is 60 % complete, estimated cost is \$300,000- \$500,000, no funding has been identified. The possibility of using federal safety funding and the possibility of funding participation by County were mentioned. Safety funding requires a 10 % state and or local match, (\$30,000-\$50,000). It was requested that the NMDOT provide an update on the project as design nears completion.
- NMDOT will initiate a NM 599 Interchange reprioritization study. The 2017 study will update the 2010 NM 599 corridor study and make new recommendations for priorities for grade separated interchanges. Completion is projected to be in the latter part of 2017.
- The MPO has issued a call for candidate projects for the new MPO FY 2018-2022/23 Transportation Improvement Program. NMDOT has projected available federal funding of \$5-\$15 million dollars in FY 2022/23 for projects in the MPO area. Candidate projects are due Apr. 24 with Policy Board review and approval of ranking by June 19, 2017.

The Santa Fe County Title VI Plan along with the approved BCC resolution were submitted to NMDOT January 13, 2017.

Staff attended the January 11, 2017 Rio Grande Trail Commission Meeting. The NM Energy Mineral and Natural Resource Department (EMNRD) has received a \$500,000 grant to develop a Master Plan for the trail that includes proposed alignments. It is anticipated that proposed alignments will include parts of existing trails such as the Camino Real. Future quarterly meetings will focus on trail alignments and coordination with local governments on trail connections to existing and planned local trails.

NCRTD:

Staff attended the January 9, 2017 NCRTD Board of Directors Meeting. Items addressed included the following:

- Santa Fe City Councilor Joe Maestas was elected as the 2017 Vice Chair for the NCRTD Board of Directors.
- NCRTD discussed and approved the NCRTD agenda/priority list for the 60 day State legislative session. Priorities included capital requests for fleet replacement, bus stop and shelter improvements, and the design and construction of a new fleet maintenance facility. At the federal level, the NCRTD supports the same or increased federal transportation funding and opposes any efforts to reduced federal funding for transit.

- Amendments were discussed and approved to NCRTD Policies concerning contracting for Charter Bus Service, service animals and pets on buses, and NCRTD personnel use of prescription and over the counter drugs.

Community Planning

Staff continued to work on finalizing the Galisteo Revitalization Action Plan, staff has begun the consistency review process for a Plan Amendment to the Galisteo Community Plan which will incorporate the pertinent planning elements of the Galisteo Revitalization Action Plan.

Staff continued to work with the BLM to finalize an MOU for the County to cooperate on the scoping of the proposed VERDE electrical transmission line. Staff submitted to BLM a draft that was reviewed by Legal to finalize the MOU. Staff anticipates bringing the MOU to the BCC for consideration at the February 14th BCC meeting.

Community Organizations and Registered Organizations

Staff continued implementation of the SGMP through outreach and coordination of the Community Organization and Registered Organization process.

Staff continues to meet with community groups and provide start-up assistance, as requested.

Economic Development Division

Northern Rio Grande National Heritage Area (NRGNHA) Board of Directors met on January 7 and took action of various grants for communities and marketing items. The next meeting is March 25, 2017.

North Central New Mexico Economic Development Department (NCNMEDD) Board of Directors held its annual meeting January 13, 2017. Legislative issues were discussed. The next regular meeting is March 24, 2017.

REDI Net (fiber optic broadband) Board of Directors meets every 2nd and 4th Thursday of the month and discussed the hiring of a new manager. The job announcement is open now and a new person is targeted to be hired by the end of February.

The Estancia Valley Economic Development Association (EVEDA) will hold a board meeting February 17, 2017.

The economic development staff has been asked to assist with researching and renegotiation of cable TV franchise agreement between the County and Comcast and determining the 2017 Living Wage for the County.

Building and Development Services Division

Permits and Development Review

The following statistics are provided for permits and approvals issued in January 2017:

	January 2017
New Residential Permits - Stick Built Homes	13
New Residential Permits - Manufactured Homes	3
Commercial Building Permits	2
Number of Lots Created – Major Subdivision	0 Lots
Minor Subdivisions	0 Lots
Exemptions	0 Lots
Commercial Business Licenses	0
Home Occupations No Impact	5
Home Occupations Low Impact	1
Film Permits	1

Code Enforcement

The following statistics are provided for code enforcement actions in January 2017:

	January 2017
Number of Initial Notices of Violation Issued	27
Number of Final Notices of Violation Issued	2
Number of Notices of Violation resolved without court action	17

GIS Division

E911 Addressing

In January Addressing staff inspected 1,851 addresses and replaced 133 rural address postings. These 1,851 address inspections set an all-time monthly high water mark; albeit the area swept was the tightly packed Rancho Viejo area (thus the low number of address replacements).

Addressing staff (Kerrie Bushway) assisted the Town of Edgewood Planning & Zoning Manager, Larry Sullivan, with GIS software and the County Addressing Data for the Town to help facilitate the ongoing process of formalizing an Addressing Memorandum of Understanding (MOU) between the Town and the County.

The GIS Division prepared 36 development permit screening forms & maps which triggered 12 archeological screenings.

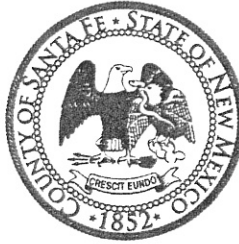
The 2014 LiDAR project data passed final quality control and inspection by US Geological Survey and was accepted by the USGS to be ingested into the National Elevation Dataset (NED). This acceptance triggered the release of, and reimbursement to the County, of \$100,000 in federal matching funds for the 2014 LiDAR Project.

The new GIS Supervisor, Christina Kelso, is coordinating with the GIS Analysts with creation and deployment of interactive mapping services and working to configure and improve the system architecture needed to support the deployment of these critical services. This deployment will be the ongoing primary task of the GIS Division over coming months.

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
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: February 28, 2017
Re: SFC Public Safety Department Monthly Report for January 2017

The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of January 2017.

CORRECTIONS DEPARTMENT

Adult Detention Facility (ADF)

January

Administration/Security

- The Santa Fe County Adult Detention Facility had 687 intakes and 668 releases for the month of January 2017.
- The Santa Fe County Adult Detention Facility was presented with a Certificate of Accreditation through the New Mexico Association of Counties.
- Administrative staff are working on enhancing relationships with the Judicial community to better assist in the day to day problem solving involving mental health disorders, recidivism, educational ideas, etc. The better relationship staff have with the community and Judicial community the better opportunity to have amplified resources when trying to work together to accomplish a mission that ultimately helps the community these inmates are getting released back into.
- Staff has been conducting training to enhance education to the inmate population regarding infectious disease prevention and other concerning health factors that are preventable with proper education.
- On January 20, 2017, Finance received and compiled requests from all departments for Training, Travel, and Capital Purchases for inclusion in the FY18 Budget Proposal.

Booking & Classification

- Intake/release inventory
 - Documentation of property, contraband and monies upon inmate intake and release according to procedure.

Programs

- During the month of January, 37 inmates attended and earned certificates for the Food Safety for Inmate Kitchen workers class.

Electronic Monitoring Program

January

- Providing services to 349 clients.
- There were 57 successful releases for January.
- Clients Financial Obligation – Paying - 19%, Waived - 0%, Unemployed - 72%, Out of County - 9%.

Youth Development Program (YDP)

January

- State of New Mexico Environmental Department conducted an annual site inspection of the food service program on January 3, 2017. Ronald Romero, Inspector for the Environmental Department noted no major issues or concerns.
- An art exhibit was held on January 19, 2017, at the ARTsmart Community Studio, displaying resident artwork from the past year; this was the second gallery showing supported by the Dollars4Schools Initiative. The current artwork in the Santa Fe County Chambers will be changed out with the new art work that was displayed at this gallery showing. The Dollars4Schools program through the Santa Fe Community Foundation has funded the ARTsmart program through January 2018.
- On January 24, 2017, re-accreditation of the Santa Fe County Youth Development Program was received from the State of New Mexico Children Youth and Families department. A total of 23 detention standards were reviewed and documentation received from site inspection did not notate any discrepancies or issues.

FIRE DEPARTMENT

January

Administration, Facilities, Fleet

- Galisteo District apparatus bay addition project out to bid.
- Emergency Communications Trailer out to bid.
- Started planning process for an addition to the Madrid Fire Station.
- Fire Fund reconciliation and carryover approved by State Fire Marshal and BCC.
- BCC approval of purchasing plan to acquire 13 replacement fire and EMS vehicles using grant, fire fund, and excise tax revenue.
- Mid-Year budget review and approval for additional computers for response apparatus, EMS gurney, Emergency Management equipment.
- New Med 60 in service at Rancho Viejo Fire Station.
- Protective Gear extractors have been installed in the regional stations. Training to be accomplished by the Training Captains.
- Worked with Planning Division on the infrastructure build-out plan/SGMP.
- Hired a new Secretary for Prevention Division. Advertising in process to fill Fire Prevention Specialist, Fire Lieutenant, and Wildland Technicians.
- Ambulance billing collected \$86,819 in the month of December.
- Retirement and promotional ceremony held at Rancho Viejo station.

Operations and Training

Total Emergency Responses – 484 January

Total Emergency Responses 2016 calendar year – 7994. This represents a 6.8% increase from 2015. This increase is in line with our emergency response growth trend of approximately 7% per year over the last 11 years.

- 12 volunteers from the Volunteer Fire Academy graduated as certified Firefighters during our graduation ceremony on January 6th.
- Preparations completed for Edgewood and Turquoise Trail ISO inspections scheduled for the month of February.
- 2017 shift and station changes for regional staff implemented.
- Station visits with regional crews for dialog and updates.
- On-line HR trainings facilitated for all regional staff.
- Preparation of a comprehensive department training calendar with training staff and others.
- Coordinated Stanley burn building training for Southern Districts and regional staff.
- Coordinated with International Association of Fire Fighters (IAFF) in peer support and training opportunities for staff.
- NM Board of Pharmacy clinical license applications completed and submitted.
- 14 District EMS Fund Act applications completed and submitted to the EMS Bureau.
- EMT license renewal applications completed and submitted to the EMS Bureau for regional staff. Also performed EMT license verification through the Bureau for all Department EMT personnel.

Fire Prevention and Wildland

- Business registrations – 9
- Development Reviews and Adjustments – 26
- Burn Permits – 11
- School and business inspections – 27
- Hydrant Inspections and testing - 0
- Pre-school/School fire and injury prevention presentations/Health Fair – 20
- Investigated 5 complaints
- No wildland fire suppression activities during January.
- Fuel mitigation activities 2.5 acres.
- 14 Wildland fire training sessions conducted for 110 students.

Volunteer Recruitment and Retention

- New member applications recruited and approved in January - 8.
- Worked closely with the District Chiefs on the annual PERA reports for volunteer enrollment and credit.
- Worked with the Operations Division on preparing new bid specifications for protective gear and facilitated the order and fitting for 20 sets for career staff.
- Worked on planning with staff for the next Volunteer Fire Academy and other training activities for volunteers.
- Attended training on volunteer retention hosted by the International Association of Fire Chiefs.

Emergency Management

- Delivered Emergency Management seminar to the Executive Team at the Santa Fe Community College. Also presented a campus Community Emergency Response Team (CERT) overview to the college staff.
- Attended the Santa Fe Public School District Safety Committee.
- Participated in the Regional Emergency Communication Center mass notification study group.
- Conducted the annual cold weather night rescue training in Pacheco Canyon with the SFCFD Technical Rescue Team.
- Participated in the Vigilant Guard mid-term planning meeting, including a site visit with Herzog and BNSF Railway representatives and the National Guard.
- Deployed the County Rehab unit to a Chimayo/Rio Arriba structure fire.
- Worked closely with County Purchasing on the Emergency Communications Trailer bid process.
- Operational readiness checks for all Emergency Management Deployable Resources.
- Final draft review conducted of the SFC All-Hazard Emergency Operations Plan.

RECC January

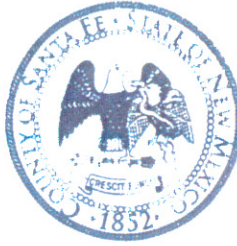
- **Operations**
 - Total Telephone Calls Handled (incoming and outgoing)
 - January – 26,561
 - Total calls Received via 911
 - January – 5,729
 - County calls requiring response agency dispatch
 - January – 6,930
 - City calls requiring response agency dispatch
 - January – 10,238
 - Town of Edgewood calls requiring response agency dispatch
 - January - 679
- **Staffing**
 - We have 8 vacancies
 - Currently in the process of conducting backgrounds on 3 possible candidates

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

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *February 8, 2017*

TO: *Board of County Commissioners*

VIA: *Katherine Miller, County Manager*

FROM: *Michael Kelley, Public Works Department Director*

ITEM AND ISSUE: *BCC Meeting February 28, 2017*
Public Works Monthly Report for January 2017

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.

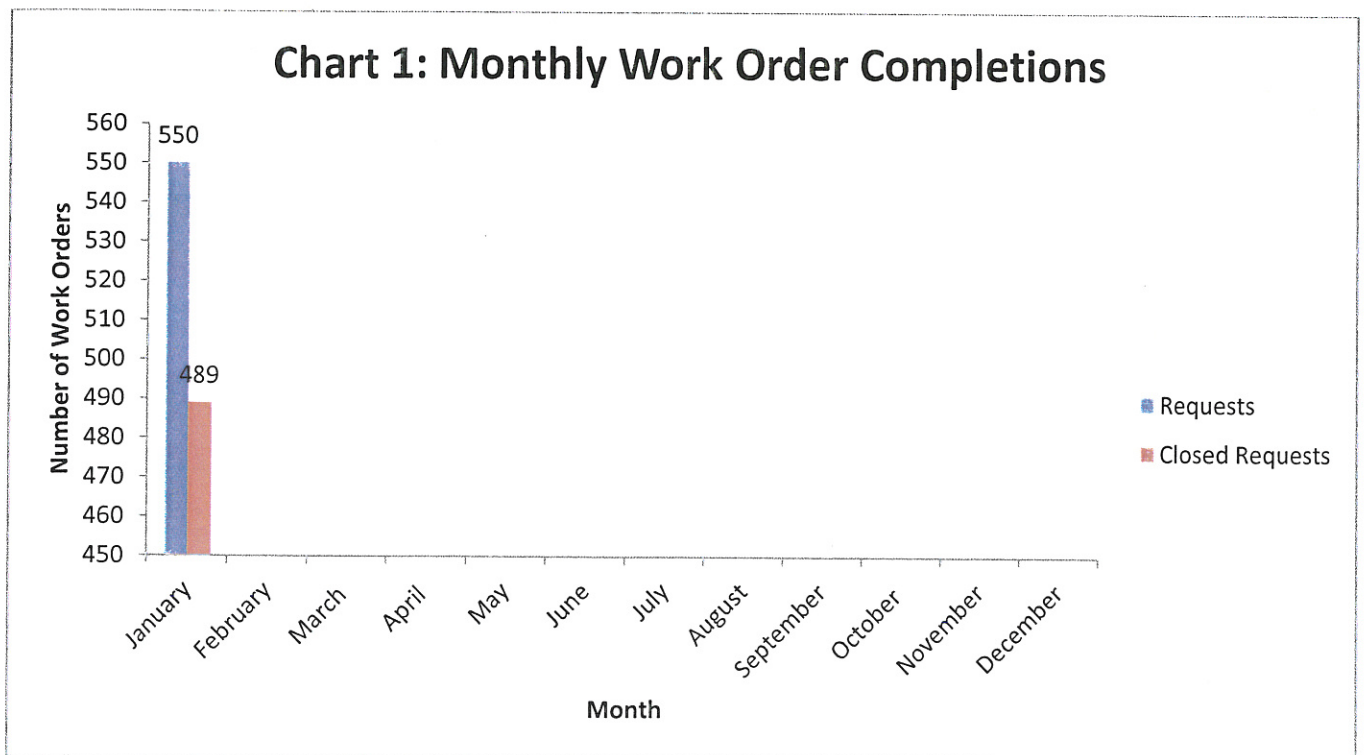
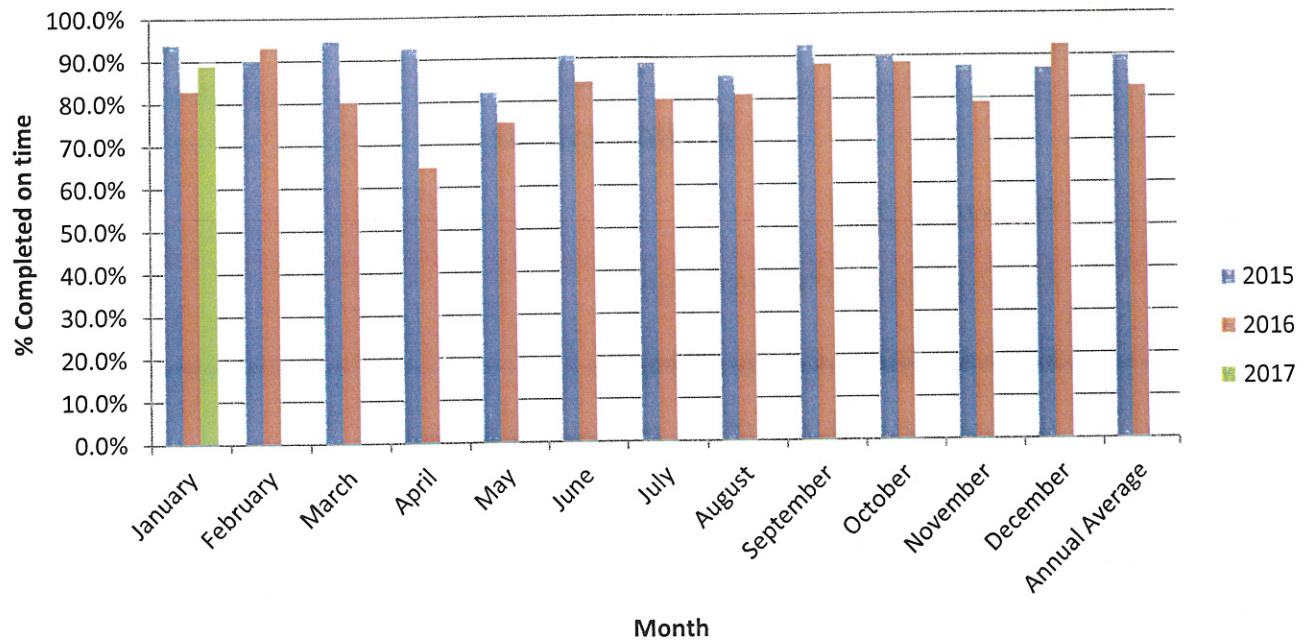
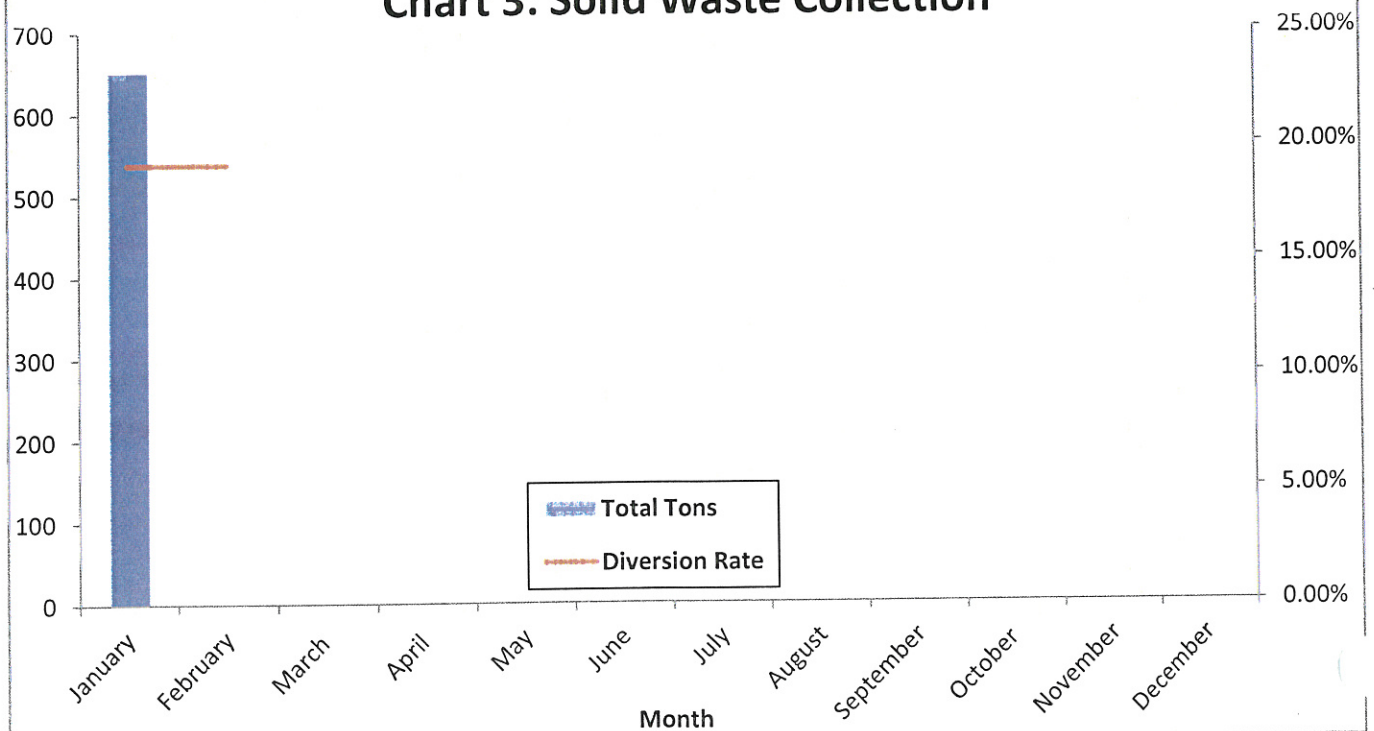


Chart 2: Year-to-year Work Order Completion Rates



Solid Waste: The County average diversion rate was 14.32% in 2016. The month of January diversion rate was 19.20%, bringing the year-to-date average to 19.20%. See chart below.

Chart 3: Solid Waste Collection



Solid waste permits sales are shown below.

Permit Type	Number of Solid Waste Permits Sold	
	Jan 17	CY17
1-trip	18	18
6-trip	37	37
6-trip/senior	14	14
6-trip/low income	0	0
6-trip/veteran	1	1
12-trip	203	203
12-trip/senior	193	193
12-trip/low income	0	0
12-trip/veteran	20	20
Bag tags	100	100

Project Delivery Division:

Utility Projects:

- **Vista Aurora Subdivision Sewer Line Upgrade** – Design Phase: This project is still in the Procurement Development Phase. Funding is in jeopardy due to State Legislative procedures.
- **Lamy Junction Waterline Extension Design Phase** - Project Manager has requested contract amendment #8 for additional design services for a water quality report.
- **TL6S Transmission Line Design Phase** - Design Phase is complete. Project Manager has requested a quote for water modeling from the City of Santa Fe Public Utilities Department.
- **Agua Fria Utilities Infrastructure Plan** – Preliminary Engineering Report (PER): PER is 90% complete. A public meeting was held on February 9, 2017.
- **Antonio Lane Sewer Upgrade Planning Phase** - Funding is in jeopardy due to State Legislative procedures.

Road Projects:

- **Camino San Jose** - A priority plan has been completed by a consultant engineer. In the process of reviewing it so see how the County wants to proceed.
- **Camino Jacobo** – In the process of receiving quotes from Contractors to procure a PO utilizing the on call road construction price agreement.
- **CR54 Los Pinos All-weather structure design** - IFB went out for advertisement on January 15, 2017. Bid opening date is being delayed, to provide information for the potential bidders regarding the pre-cast concrete box culverts.
- **NE/SE Connector Phase C of the Location Study** - MOU has been delivered to NMDOT for their review.
- **CR55A General Goodwin Ranch Road** - Design Contract expired on 10/11/2016. Working with Procurement on a Sole Source Memo to extend the contract for Miller Consultants.

- **Torcido Loop Chip Seal and Drainage Improvements** – Working on issue with the drainage structures. Currently drawings show drainage designed for 2 year storm.
- **CR89 and 89C Drainage and Roadway Improvements** - BCC approved the County Manager authority to purchase easement's necessary for the construction project.
- **Racetrack Chip Seal and Drainage Improvements** – Drainage Report has been completed by Santa Fe Engineering. County Staff is debating on whether this can be designed in house or needs to go out to RFP.
- **Calle Cantando, Puesta Del Sol, Paseo de Rincon, Puye Road, Camino Pacifico chip seal projects** are in the design process by County Staff. Road Maintenance crews have begun widening the roads where the existing road is not 20' wide. Held a Public Meeting with the Puesta Del Sol Subdivision on 2/2/17 at the Nancy Rodriguez Community Center.
- **Glorieta Estates Chip Seal project** - Surveyor has surveyed the R.O.W and located encroachments within the R.O.W.
- **CR67F La Barbaria** – Have directed Louis Berger to provide plans to extend construction to the limits of county maintenance. Waiting on price for additional engineering services so the contract can be amended. Held meeting with utilities on February 9th to coordinate relocations for the project.
- **CR 54 Los Pinos All Weather Crossing at Arroyo Hondo** - Submitted PPR, IPR and LOI to procurement for engineering services for the Design of the all-weather crossing.
- **CR 72A All Weather Crossing** - Submitted PPR, IPR and LOI to procurement for engineering services for the Design of the all-weather crossing.

Building Projects:

- **Leo Gurule Basketball - Tennis Courts:** Projected construction costs previously indicated a shortfall within the allocated budget for reconstruction. Projects identified the need for the additional funding to complete this work which has now been allocated. The BAR has been approved and staff is preparing and submitting the bid package to Purchasing.
- **Santa Fe Mountain Center:** Projects received the signed contract and P. O. on December 14, 2016. The project Kick-off meeting with R2 Architectural Design & Consulting occurred December 16, 2016. The Notice of Obligation was received on January 12, 2017 and R2 Architecture Design and Consulting were directed to proceed with the design. A copy of the construction documents for redlining are scheduled to be delivered on Friday, February 10, 2017.
- **Bennie J. Chavez Center Septic system:** The project was originally bid on October 3, 2016. The awarded contractor for this project was unable to get bonding which significantly delayed the contract award. The determination to go out for a new IFB was determined on January 9, 2017. The project will now advertise on February 5 and 6, 2017. Pre-bid meeting is scheduled for February 16, 2017. Bids are due March 10, 2017. The funding for this project (\$45,000.) falls under the DFA freeze and cannot proceed without replacement of those funds.
- **Edgewood Senior Center ADA Upgrades:** Procurement package was forwarded to purchasing on February 6, 2017. IPRs and requisitions for advertising of IFB were submitted to Purchasing on February 10, 2017.
- **Edgewood Fire Station #2 - Cedar Grove:** Procurement package was forwarded to purchasing on February 6, 2017. IPRs and requisitions for advertising of IFB were submitted to purchasing on February 10, 2017.
- **Jacona Collection Center:** Plans for moving this project forward are being discussed and coordinated to include a review of all options.

- **Women's Health Building:** Staff is gathering information to complete a scope of work commensurate with the available budget. A cost estimate for critical mechanical and electrical upgrades is a pending. Drawings and cost projections from Peak Power Engineering for the electrical upgrades is scheduled to be delivered in early February. Staff is currently working on the costing of other requirements requested for this facility.
- **Madrid Fire Station:** The scope of work is being developed and coordinated with the available budget. A preliminary cost estimates for critical mechanical and electrical upgrades are pending.
- **Ken and Patty Adam Senior Center/Max Coll Community Center:** A conference call was held Tuesday, February 6, 2017 with the representatives of the bonding company, hired contractor and County Staff. A contractor has been awarded the work for the HVAC system. The contractor is working on the schedule. Projects staff is coordinating with Community Services regarding ongoing repairs and new work.
- **Hwy 14 –Senior Community Center:** A meeting was held on Monday, February 6, 2017 with CSD Staff to review the final Programing phase. The design team also presented three initial schematic design schemes. A follow up meeting is scheduled for Monday, February 13, 2017 to review the Schematic Design which will include Staff's input/comments from the meeting that was held on February 6, 2017.
- **Glorieta Fire Station #2:** The design team completed the revised drawings for the buried storage tanks. Additional information was received from the Architect which delayed the meeting with the Purchasing Division to begin solicitation for bids to perform the work.
- **Agua Fria Fire Station Training Center:** The structure is scheduled to be erected Monday, February 20, 2017. The work is scheduled to take 4 days to complete.
- **Galisteo Fire Station Remodel:** The bid opening is scheduled for February 28, 2017. BCC approval is scheduled for March 28, 2017.
- **Stanley Cyclone Center Training Center Site Improvements:** The training on the operation and maintenance of equipment was conducted on Tuesday, February 7, 2017 with County Staff. The final inspection occurred Tuesday, February 7, 2017 with the inspection passing. An additional visit to the site by the inspector occurred Thursday, February 9, 2017 where the Certificate of Occupancy will be turned over to the contractor. The PM received two quotes and is waiting for a third for the plaque for the facility. A coordination meeting is scheduled for Friday, February 10, 2017 for the ribbon cutting ceremony which is scheduled for March 2017.
- **Nancy Rodriguez Community Center:** Contract negotiations have been completed and the contract is being reviewed by the County Legal Department. The contract with Longhorn construction is being prepared for signatures. The cost is below the \$250,000 threshold and therefore will not require BCC approval. Construction is estimated to begin approximately March 6, 2017.
- **Plan and Design Improvements at County Fairgrounds & Ag Extension Office:** The Requisition for bidding the Plans and Specifications were delivered to Purchasing on February 10, 2017. Procurement is preparing the IFB for advertisement on February 26. The pre-bid conference for the Sewer & Water project was held at the Fairgrounds on Wednesday, February 8. The bids are due in February.
- **County Administrative Offices:** A Schematic progress review was conducted at Projects Conference room with the Design Team on February 10, 2017. The Schematic Design activities are continuing. The next regular meeting is scheduled for February 15, 2017.
- **District Attorney Office Remodel:** Project staff met with Wayne Lloyd to review the budget for the project. The options for executing the project were reviewed and a revised budget presentation has been received from Wayne Lloyd, as requested. Upon review of the revised

budget spread sheet Projects staff recommendations will be presented to Management prior to our next scheduled meeting with DA and his staff.

- **Adult Detention Facility Youth Detention Facility Master Plan:** The kickoff meeting with Wilson and Company was held at the ADF conference room on Wednesday, Feb 7, 2017. A questionnaire was sent to the stakeholders from the A/E team for data collection. A preliminary scheduled was presented at the meeting.
- **PW Expansion Phase II:** The final schematic presentation by Baer Architects is scheduled for Wednesday, February 15, 2017 at 1:30 Pm. The project remains on schedule.
- **PW Admin. HVAC Upgrades:** Purchasing has scheduled Pre-bid conference for February 15th, 2017 at Public Works conference room. Bids due March 2, 2017.

Open Space & Trails Projects:

- **Arroyo Hondo Trail:** Projects staff issued the Notice to Proceed on the new contract with Loris and Associates on January 17, 2017. The Engineer submitted a preliminary set of 60% plans for review on January 27, 2017. The Engineer scheduled a meeting with their sub consultant Souder Miller and Associates to review the drainage analysis on February 9, 2017. Terry Lease scheduled a meeting with the Land Use Department to review the land use code requirements in relation to the proposed acquisition of an easement through the L'Heureux property for the trail.
- **Mt. Chal:** The County awarded the contract for the mineral appraisal services on September 29, 2016. Notice to proceed was issued October 13, 2016. The Appraiser estimated that it would take 60-120 days to complete the appraisal. Projects staff and the acquisition specialists held conference call with the mineral appraiser on January 25, 2017. The appraiser submitted a data request on February 3, 2017 in preparation for scheduling a trip to Santa Fe to conduct a site visit and obtain the data they need to complete a valuation of the minerals. The Project Manager forwarded the request to Vicki Lucero on February 7, 2017.
- **Pojoaque Sports Fields:** Staff submitted PPR for Amendment No. 3 to Design Office's contract to Purchasing on January 19, 2017. The Project Manager met with Purchasing on January 20, 2017 to discuss rebidding the project for construction. The Landscape Architect will submit the revised bidding documents on February 10, 2017. The tentative plan is to advertise February 19, 2017, Pre-bid meeting on February 28, 2017, and bid opening on March 17, 2017. Plan to present the contract to BCC for approval on March 28, 2017. Approximately \$100,000. of funding toward this project has been frozen. The loss of budget will not affect the available funds to cover the procurement currently underway for parking lot and limited irrigation system improvements. Subsequent improvements will need to be reduced in scope and/or phased.
- **Rio Quemado Watershed Restoration:** The Engineer submitted the construction documents for Phase II on February 2, 2017. Projects staff reviewed the plans. Project Manager sent request to Purchasing to close the balance on PO 162646 with Reineke Construction for the construction of Phase I per Change Order No. 3 on January 30, 2017. The prior year balance from PO 162646 must be budgeted before staff can submit a PPR to Purchasing for an IFB to construct Phase II.
- **Thornton Ranch Open Space:** Staff presented an update to the Board of County Commissioners at the November 29, 2016 BCC Meeting. BCC granted staff's request to delay approval of the Master Plan to allow further consultation with the tribes. Staff met on January 5, 2017 to create an action plan and timeline for drafting the Thornton Ranch Open Space Management Plan, completing the Petroglyph Hill Management Plan, conducting further

outreach with tribal organizations and approval of the plans including the Master Plan and Galisteo Basin Interpretive Plan. The Project Manager received the Business Lease from the NM State Land Office on January 18, 2017 and requested a purchase requisition for the lease from Terry Lease on January 20, 2017. The Project Manager received the requisition on January 31, 2017 and submitted the PPR to Purchasing on January 31, 2017. The County Attorney's Office reviewed the business lease and approved it as to form on February 7, 2017. The Project Manager will prepare the memo packet to submit the Business Lease to the Board of County Commissioners for approval at the February 28, 2017 BCC Meeting. The Deputy County Manager briefed the Board on the proposed tribal consultation process at the January 31, 2017 BCC meeting. At the direction of the Deputy County Manager, Projects and Planning staff prepared a primer on the Thornton Ranch Open Space to use to brief the County Commissioners and Tribal Governors on the project and the planning process to date in preparation for a tribal consultation meeting in late March, early April 2017.

- **Agua Fria Monument Sign:** Staff received approval from the land owner to order an appraisal on October 12, 2016. Terry Lease requested quotes for an appraisal of the easement. The Project Manager submitted an IPR for the appraisal on December 12, 2016. The Purchase Order was issued December 22, 2016. Staff issued the Notice to Proceed to Olcott Appraisals on December 23, 2016. Staff received the appraisal on January 26, 2017. Terry Lease is preparing the offer package and will present the offer to the land owner.
- **Santa Fe Rail Trail Segment 4:** The Certificate of Substantial Completion was issued December 19, 2016. The contractor completed the punch list items on January 12, 2017. The Contractor submitted the as-built record to the County on January 26, 2017. Staff mailed the as-built record to the Engineer. The Engineer is preparing the final over and under change order.
- **Santa Fe Rail Trail Segment 6:** The BCC approved a Resolution granting the County Manager authority to execute the documents at the October 25, 2016 Meeting. One of the three easements was executed on December 1, 2016. Terry is working with the other two landowners to complete the easements. The Project Manager met with Commonweal Conservancy on January 26, 2017 to review the trail alignment. Staff agreed to develop a conceptual plan for the terminus of Segment 6 so that Commonweal has a better idea of the overall plan for the trail before signing the easement.
- **El Camino Real Retracement Trail FLAP project:** The draft EA was released for a 30 day public comment period on November 21, 2016. Public comments on the EA were due December 23, 2016. The design consultant plans to complete the 90% documents by the end of January 2017. Plans are to bid the project for construction in May 2017. Received the final MOU between the County, BLM and Forest Service for the maintenance of the trail from BLM. Submitted the MOU for County signature on January 4, 2017. Staff received the final MOU between the County, BLM and Forest Service for the maintenance of the trail from Purchasing signed by the CMO on January 20, 2017 and delivered it to Forest Service on January 24, 2017. Staff has received word from the Forest Service that the Forest Supervisor cannot sign the MOU at this time per an Executive Order that puts a hold on the federal government doing any business or signing MOU with outside agencies. Forest Service is working on what they can do to get the MOU signed. Received a letter from BLM concurring with the amendment to the Plan of Development for the MRC patent on January 30, 2017.
- **Santa Fe River Property Acquisition:** Section B- The 5 Offer Packages for the first properties downstream of the Siler Bridge are pending updated appraisals. Appraisals, Title Commitments and Environmental Site Assessment Phase I's have been ordered for the next 11 prioritized parcels. County Legal staff has taken over trying to acquire the Partial Mortgage

Release for Lemus. Section A- Padilla's Condemnation Petition is pending the County Attorney's final approval. Krause is balking at his mortgage company's request that \$3,000 of the purchase price be used to pay down the loan balance. Tierra is negotiating with Mr. Krause, he had been informed that this was a possibility.

- **Santa Fe River-El Camino Real Design:** Staff received the final 100% Construction Drawings from Design Enginuity on January 27th.
- **Santa Fe River-Frenchy's to Siler Design Update:** Weston is preparing the 100% Construction Drawings including the County's revisions; final documents are expected February 22nd. Bidding and construction to follow. Work is anticipated to be underway through the upcoming summer.

ACTION REQUESTED:

None; for information only.

Table 1: Jan 2017 Work Order Report

Property Control

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	16	16	15	16
2	10	9	8	8
3	17	16	15	15
4	7	7	7	7
5	15	15	12	13
All	65	61	59	61
TOTAL	130	124	116	120
		95.38%	89.23%	92.31%

Building Services

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	9	9	9	9
2	5	5	4	4
3	1	1	1	1
4	1	1	1	0
5	7	6	6	5
All	45	44	43	34
TOTAL	68	66	64	53
		97.06%	94.12%	77.94%

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	44	44	42	2	0
2	3	3	3	1	1
3	47	47	44	15	12
4	18	18	16	5	3
5	54	54	42	23	12
All	15	15	15	2	2
TOTAL	181	181	162	48	30
		100.00%	89.50%		62.50%

Open Space

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	30	26	26	26
2	18	15	15	15
3	11	8	8	8
4	11	10	10	10
5	11	10	10	10
All	35	24	23	22
TOTAL	116	93	92	91
		80.17%	79.31%	78.45%

Fic

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	12	12	12	3	3
2	10	10	10	1	1
3	12	12	12	1	1
4	4	4	4	1	1
5	5	5	5	0	0
All	12	12	12	1	1
TOTAL	55	55	55	7	7
		100.00%	100.00%		100.00%

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director 

Via: Katherine Miller, County Manager

Date: February 15, 2017

Re: HR Monthly Report for January 2017

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 January.

Training and Employee Development

Throughout the month of January, Human Resources conducted 39 training sessions. Three hundred and fifty-three employees (353) attended these training sessions. Human Resources processed ten (10) NM Edge applications and two (2) tuition reimbursements. During the month of January 2017, we had the following employees graduate from the NM Edge Program. We are very pleased to see employees accomplish this goal.

Ashley Bravo	Treasurer's Office	NMCTO-NM Certified Treasury Official
Rob Jackson	Growth Mgt. Dept.	NMCPO-NM Certified Public Officer
George Gurule	Assessor's Office	NMCGISS-NM Certified GIS Specialist
Johnny Baca	Public Works Dept.	NMCAPE-NM Certified Advocate for Public Ethics
Debra Garcia	Growth Mgt. Dept.	NMCPS and NMCAPE- NM Certified Public Supervisor and NM Certified Advocate for Public Ethics
Kimberly Martinez	Public Works Dept.	NMCPO-NM Certified Public Officer
Katherine Miller	CMO	NMCPS-NM Certified Public Supervisor
Socorro Ojeda	Growth Mgt. Dept.	NMCPO- NM Certified Public Officer
Matthew Roybal	Public Works Dept.	NMCGISS- NM Certified GIS Specialist

Employee Benefits and Wellness

As of January 1, 2017 Santa Fe County became a self-insured benefits provider. As a self-insured provider, Santa Fe County has more control and flexibility of our plan designs which can be tailored specifically to County employee needs. Part of evaluating plan designs will be to ensure we are providing the best benefits possible to employees and hopefully reduce benefit costs for County employees in the future.

The Manager's 1 Million Step Walking Initiative is a program under the Santa Fe County Cares Wellness Program. It was originally implemented on March 1, 2015 and the second annual Manager's 1 Million Step Walking Initiative concluded on January 1, 2017. This year, the challenge time was shortened by two months with a daily step goal of 4761 per day. At the end of the 7 month challenge, the 33 participants walked 49,562,237 steps for a total of 24,781 miles. All participants were provided with a wrist wallet, lunch box water bottle and a commemorative T-shirt. The top three walkers received gift cards.

In January 2017, the cost of living adjustments (COLAs) were implemented in accordance with BCC approval of the budget for non-union employees and for eligible bargaining unit employees. This approval was appreciated by employees.

Recruitment and Retention

In January, there were two (2) promotions county-wide.

In Finance, Don Moya was promoted from Budget Administrator to Finance Division Director. He began employment with Santa Fe County in on April 20, 2016

In Public Safety, Greg Lynch was promoted from Emergency Communications Specialist III to Communications Team Leader. He started working for Santa Fe County on July 13, 2015.

We congratulate these employees for their great accomplishments.

The Human Resources Division conducted Sheriff Cadet testing on January 27, 2017. Of twenty seven (27) qualified applicants, eight (8) appeared for testing and four (4) passed the written exam. Of those four (4) candidates, three (3) passed the physical testing. The new hire process is underway.

We look forward to the new hires that will begin employment with Santa Fe County.

Attached are the HR Statistics Report and the Labor Statistics Reports for January 2017. If you have any questions, I can be contacted at 992-9886. Thank you.

SANTA FE COUNTY

Human Resources - Statistics

(1/1/2017 - 1/31/2017)

Department	Division	Reg	Part Time	Full Time	Elected Officials	Temp	Vac	Total Positions
COUNTY MANAGER'S OFFICE	COUNTY MANAGER ADMINIS.	7		7				7
	COMMISSION	5		5	5			5
	HUMAN RESOURCES	11		11			1	12
	FINANCE	24		24			2	26
	PUBLIC INFORMATION OFFICE	1		1				1
	SANTA FE FILM OFFICE	1		1				1
COUNTY MANAGER'S OFFICE TOTAL		49		49	5		3	52
	ADMINISTRATION	3		3				3
	INFORMATION TECHNOLOGY	17		17			1	18
	PURCHASING	6		6			1	7
	MAIL ROOM	1		1				1
	RISK MANAGEMENT	3		3				3
ADMINISTRATIVE SERVICES DEPT. TOTAL		30		30			2	32
COMMUNITY SERVICES DEPARTMENT	ADMINISTRATION	4		4				4
	DWI LOCAL	4		4				4
	DWI SCREENING	1		1				1
	DWI TEEN COURT	2		2				2
	INDIGENT HOSPITAL FUND	3		3				3
	EMS-HEALTH CARE	3		3				3
	MOBILE HEALTH FAIR VAN	3	1	3			2	5
	TEEN COURT JUVENILE ADJUD	1		1				1
	DWI COMPLIANCE MONITORING	2		2				2
	SENIOR PROGRAMS - ADMIN.	26		26		1	3	29
	94-DWI COMPLIANCE EXPAN.-TSB	1		1				1
	POJOAQUE SATELLITE OFFICE					1		
	EDGEWOOD SATELLITE OFFICE					1		
COMMUNITY SERVICES DEPT. TOTAL		50	1	50		3	5	55
GROWTH MANAGEMENT DEPARTMENT	LAND USE ADMINISTRATION	4		4				4
	PLANNING	8		8				8
	REGIONAL PLANNING AUTHRTY							
	GIS	9		9				9
	AFFORDABLE HOUSING-COUNTY	1		1				1
	BUILDING & DEVELOPMENT	13		13			2	15
	ECONOMIC DEVELOPMENT	1		1				1
GROWTH MANAGEMENT DEPT TOTAL		36		36			2	38
HOUSING DEPARTMENT	ADMINISTRATION	10		10			2	12
	HOUSING SECTION 8 VOUCHER	2		2				2
	HOUSING CFP - 2014	1		1				1
HOUSING DEPARTMENT TOTAL		13		13			2	15
LEGAL DEPARTMENT	LEGAL ADMINISTRATION	9		9				9
LEGAL DEPARTMENT TOTAL		9		9				9
PUBLIC WORKS DEPARTMENT	PUBLIC WORKS ADMIN.	13		13				13
	FLEET SERVICE	10		10				10
	TRAFFIC ENGINEERING	6		6			1	7
	SOLID WASTE	20		20			2	22
	ROAD MAINTENANCE	32		32			9	41
	PROPERTY CONTROL	12		12			2	14
	BUILDING SERVICES	16	1	16			2	18
	PROJECT DEVELOPMENT DIV	9		9			1	10
	OPEN SPACE	5		5				5
	WATER	15		15			4	19
	AAMODT	1		1				1
	WASTEWATER	1		1				1
	OFFICE OF SUSTAINABILITY	1		1			2	3
	SANTA FE RIVER GREENWAY	1		1				1
PUBLIC WORKS DEPARTMENT TOTAL		142	1	142			23	165
PUBLIC SAFETY DEPARTMENT	FIRE ADMINISTRATION	31		31			1	32
	FIRE REGIONS	69		69			7	76

SANTA FE COUNTY

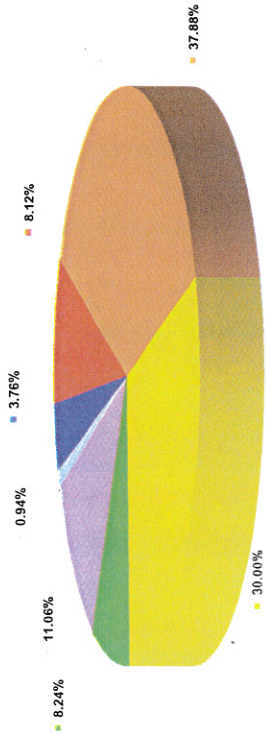
Human Resources - Statistics (1/1/2017 - 1/31/2017)

	WILDLAND PROGRAM	3		3				3
	2017 YCC GRANT					10		
	CORRECTIONS ADMINISTRATION	6		6				6
	ADULT FACILITY	119		119			36	155
	MAINTENANCE DIVISION	4		4			3	7
	MEDICAL SERVICES	20		20			12	32
	ELECTRONIC MONITORING	8		8			2	10
	YOUTH DEVELOPMENT FAC.	23		23			5	28
	RECC ADMINISTRATION	39		39			8	47
PUBLIC SAFETY DEPARTMENT TOTAL		322		322		10	74	396
COUNTY ASSESSOR;S OFFICE	COUNTY ASSESSOR ADMIN.	27		27	1		2	29
	PROPERTY VALUATION	13		13				13
COUNTY ASSESSOR'S OFFICE TOTAL		40		40	1		2	42
COUNTY CLERK'S OFFICE	REPORTING & RECORDING	16		16	1		5	21
	BUREAU OF ELECTIONS	9		9			4	13
COUNTY CLERK'S OFFICE TOTAL		25		25	1		9	34
COUNTY PROBATE OFFICE	COUNTY PROBATE JUDGE				1			
COUNTY PROBATE DEPARTMENT TOTAL					1			
COUNTY SHERIFF'S OFFICE	ADMIN/ANIMAL CNTRL/ENFORC	121		121	1		2	123
COUNTY SHERIFF'S OFFICE TOTAL		121		121	1		2	123
COUNTY TREASURER'S OFFICE	COUNTY TREASURER ADMIN.	13		13	1		1	14
COUNTY TREASURER'S OFFICE TOTAL		13		13	1		1	14
COUNTY-WIDE TOTAL		850	2	850	10	13	125	975

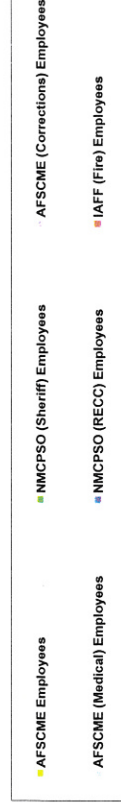
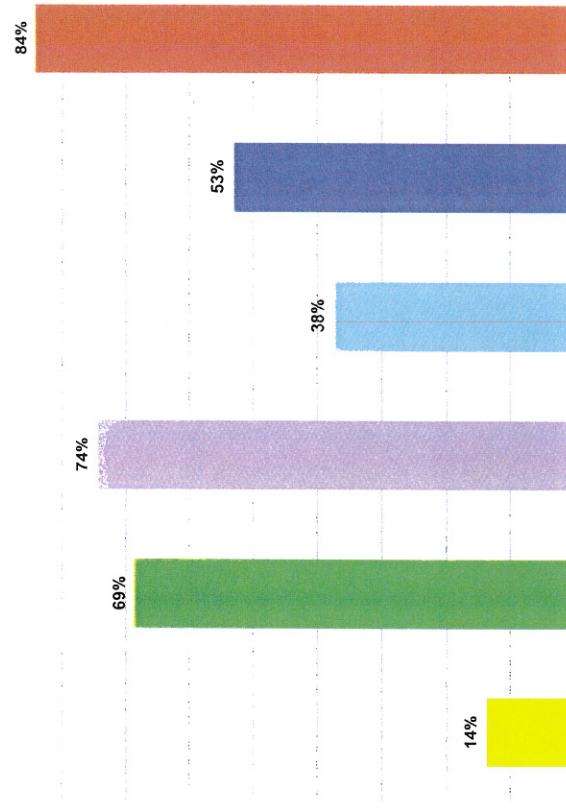
LABOR STATISTICS FOR JANUARY 2017

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	255	AFSCME Employees	30.00%	AFSCME Employees	35	AFSCME Employees	14%
NMCPSO (Sheriff) Employees	70	NMCPSO (Sheriff) Employees	8.24%	NMCPSO (Sheriff) Employees	48	NMCPSO (Sheriff) Employees	69%
AFSCME (Corrections) Employees	94	AFSCME (Corrections) Employees	11.06%	AFSCME (Corrections) Employees	70	AFSCME (Corrections) Employees	74%
AFSCME (Medical) Employees	8	AFSCME (Medical) Employees	0.94%	AFSCME (Medical) Employees	3	AFSCME (Medical) Employees	38%
NMCPSO (RECC) Employees	32	NMCPSO (RECC) Employees	3.76%	NMCPSO (RECC) Employees	17	NMCPSO (RECC) Employees	53%
IAFF (Fire) Employees	69	IAFF (Fire) Employees	8.12%	IAFF (Fire) Employees	58	IAFF (Fire) Employees	84%
Total Number of Union Employees	528	Total Percentage of Union Employees	62.12%	Total Number of Employees Paying Dues	231		
Non-Union Employees	322	Non-Union Employees	37.88%				
Total Number of Employees	850						

Number of Employees



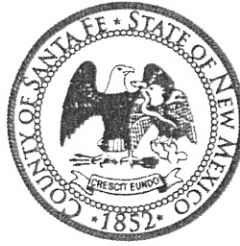
Number Paying Dues Members



Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: February 28, 2017
To: Board of County Commissioners
From: Jeff Trujillo, ASD Director
Via: Katherine Miller, County Manager
Subject: Administrative Services Monthly Report – January 2017

Below is an informational report in regards to the Administrative Services Department for the month of January 2017

Information Technology

Work Orders/Technical Support			
All IT requests are captured using a work order tracking system located on SharePoint.		394 work orders were completed/resolved in January 2017.	
Systems and Network Uptime			
		Q1 FY 2017 Actual: 100% Q2 FY 2017 Actual: 100% Q3 FY 2017 Actual: TBD Q4 FY2017 Actual : TBD FY 2017 YTD: 100%	
Unscheduled Downtime			
Date	Description		Hours
	Total		N/A

Legal

Legal has processed 35 5 contracts, 55 resolutions, and reviewed or drafted (or participated in drafting) 4 ordinances this fiscal year.

Mailroom

Name	Items
Co. Manager	12
Human Resources	191
Fire Department	748
Finance/Payroll	1629
Utilities (Water Resources)	123
Public Works	10
Land Use	33
Housing	62
Indigent/HAP	4
DWI	45
MCH	0
PFMD	0
Clerks	89
Elections	3743
Assessors/Property Valuation	239
Treasurers	1536
Probate Judge	7
Attorney or Legal	28
Sheriff	148
Corrections Admin	0
Home for Good Program	0
Purchasing	17
PW-Solid Waste	0
Care Connection	0
HHS Admin	51
Sobering Center	0
Adult Jail	0
Teen Court	58
ASD	0
E-911	4
RECC	11
Senior Services	0
YDF	15
Natural Resources	0
Affordable Housing	0
Section 8	89
COMMISSION	2

Purchasing

429 Purchase Orders were processed in January totaling 1,295,515.12 encumbered and \$289,765.48 invoiced or expended.

The following procurement activities were performed by 3 Procurement Specialist Seniors, 2 Procurement Specialist in January:

28 Active Procurements, Solicitations or Contract Processes during November, 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. Division is fully staffed.

Current Solicitations to Date (February 6, 2017):

IFB's

HVAC Upgrade at PW's Bldg.
Water/Sewer Lines at Fairgrounds
Galisteo Fire Station Addition
Mobile Repeater Tower & Trailer
Printing/Mailing Utility Bills
Los Pinos Rd Improvements
- Sewer Line- Camino Jacobo Housing
Construction - Nancy Rodriguez Comm. Ctr

RFP's

Hearing Officer Services

Sole Source Determinations: - Total of Four (4)

- Tierra Right of Way Services - Public Works, Open Space
- Manatron, Inc.- Assessors
- Pictometry - Assessors
- Yardi Systems, Inc. - Housing

DOE Determination - Total of Two (2)

- Water Line Repair - Las Lagunitas Subdivision
- Water line Repair - Aldea Subdivision

Risk Management

Number of Fire Safety Inspections	58
Number of Facility Inspections	0
Number of Road Inspections	16
Number of Worker's Compensation Processed	5
Number of Employees out on Worker's Comp	1
Number of RAP Lessons	0
Number of County Involved Auto Accidents	4
Number of Century Link Cut Cables	0
Number of Safety Trainings	10
Number of Evacuation Drills	0
Number of New Employee Orientations	2

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
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: *February 13, 2017*

Subject: *Community Services Monthly Report*

Health Services

Staff has been working with Hyde and Associates to plan and execute a series of Town Hall meetings to collect information on gaps in health and human services in Santa Fe County. The first of such meetings will be held on February 28, 2017 and will seek information on gaps in services for Families and Children.

Health Services held its first meeting with Hilary Hamlin, IT Consultant, this past month. Hilary will be coming to New Mexico to meet with Community Services staff and behavioral health providers the third week in February. It is her job to assist the County in developing a viable RFP for the purchase of IT software to be used by the Community Services Department to hold providers accountable under the Accountable Health Community. I am having her speak with behavioral health providers first as I am trying to wed together the goals of the Accountable Health Community with those of the Crisis Triage Center.

Staff of CSD continues to work with Pam Hyde to discuss the Crisis Triage Center model, and to discuss the whitepaper that she is developing in response.

Staff of CSD planned and participated in the NMAC Conference, including participation in the behavioral health workshop sessions.

We are working with Kopelman, Director of the NMAC to discuss the Accountable Health Community. Steve is interested in taking a Regional approach to the Accountable Health Community, having the AOC serve as a hub. We are interested in perhaps having Medicaid partner with us to get this approach up and running.

Staff has had several meetings with CHRISTUS St. Vincent and the Santa Fe Recovery Center to discuss detox services. The DWI program currently provides \$300,000 a year to CHRISTUS for
102 Grant Avenue · P.O. Box 276 · Santa Fe, New Mexico 87504-0276 · 505-986-6200 · FAX:
505-995-2740 www.santafecountynm.gov

detox services, they are currently considering partnering with the Recovery Center to provide a more medically based model.

We received four applications for the HPPC vacancies. There are four vacancies: District 1, 2, 5, and countywide. Staff is in the process of interviewing applicants.

The \$100k overdose prevention project launched October 1, 2016 with Santa Fe Public Schools and the Santa Fe Prevention Alliance as part of Santa Fe Opiate Safe, or SOS, has resulted in 584 two-dose Narcan kits being dispensed with training to all county and city first responders and community agencies and entities county-wide, with close to 300 individuals trained in overdose prevention. Since October, there have been 15 reported saves and the project has become a statewide model. SOS Coordinator Bernie Lieving has been appointed statewide trainer and coordinator for a federally-funded project to be run through BHSD and serve 5 counties statewide, including Santa Fe. Federal funding will replace Santa Fe County funding for the project beginning in May.

CSD staff met with PMS to iron out some of the identified issues with the Mobile Crisis Team contract. A revised amendment has been submitted to purchasing and hence to legal for review. This is expected to be on the BCC agenda in March.

The Santa Fe County Mobile Health Van is working on the opportunity to secure electronic medical records software free of charge because of our non-profit nature and our services are provided free of charge.

Community Safety

The DWI program is currently working on the FY 18 LDWI Distribution and Detox grant applications. This year the estimated Distribution dollar amount for Santa Fe County is \$1,273,389.54, the projected amount is \$114,000.00 less than the FY 17 projected amount of \$1,398,000.00.

The pre-Notice of Funding Availability conference for the Youth Education and Recreation Program funding was successful. We had 14 individuals from 11 organizations attend the conference. Based on the number of attendees, number of past applicants, and the number of those inquiring via email, we are expecting approximately 20-25 applications.

Magistrate Court Judge Bevaqua-Young has requested more information on the Teen Court Program and would like to start referring clients on a more regular basis. Magistrate Court rarely refers to Teen Court as they have stated that the requirements are too harsh for traffic offenders. We met with the judge this morning at Magistrate Court and thoroughly discussed the referral process and logistics of how we will retrieve the referrals. We are optimistic about receiving more referrals from Magistrate Court.

Community Operations

Plans for updates to the Nancy Rodriguez Community Center have begun to be operationalized. Plans include enlarging the parking lot to create extra spaces, a new shade structure with tables and benches as well as BBQ grill and landscaping. Public Works will also be fixing the cistern system.

The certificate of occupancy for the Stanley Cyclone Center has been issued, and CSD has received the keys. We are still awaiting the completion of the kitchen. We are planning to have a kickoff on March 18, 2017. Staff is working with Manager Don Reese on issues related to scheduling the Center.

We received construction documents for the Extension Office renovation and model. Public Works is working on an aggressive schedule to get a contractor in place for this remodel. This project is not expected to be completed until Fall 2017.

The County Volunteer Coordinator completed the following:

- 21 volunteers groomed 28 rolling dips, (water diversion features) on segment 4 of the rail trail which is a 2 mile stretch
- Trail steward Dr. Bill Johnson spent 3 hours clearing snow off of the Arroyo Hondo trail
- Trail Alan Karp spent 3 hours removing a damaged tree that was blocking the Talaya Trail

Senior Services

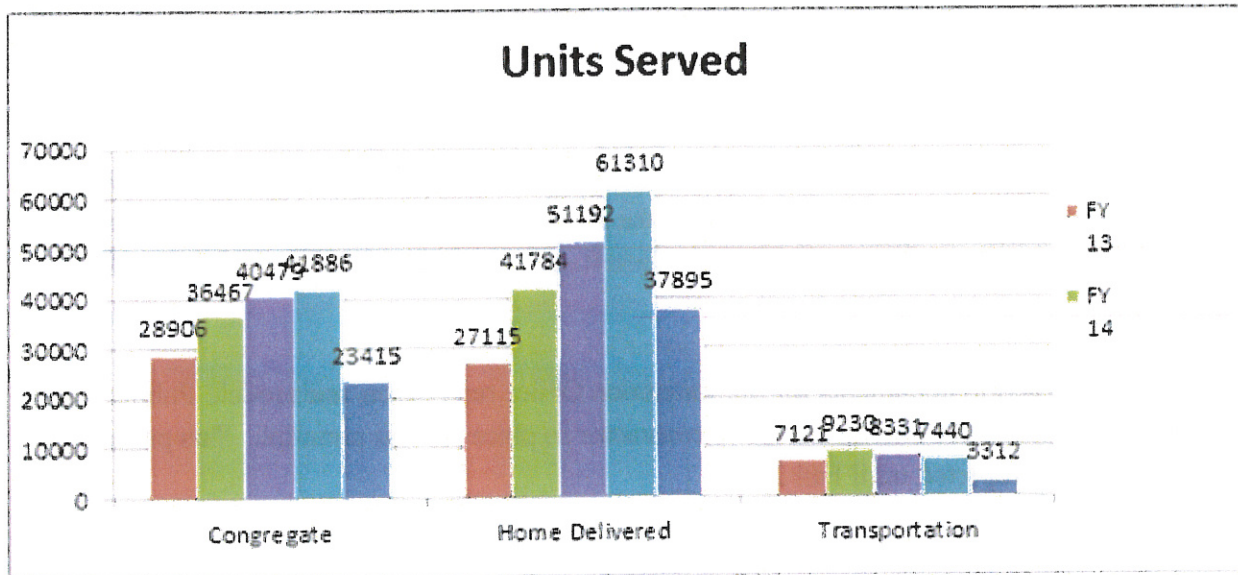
Senior Services continues to have several vacant position including the Senior Services Administrative Program Manager and Department Administrator. We are moving forward with plans to hire a Senior Secretary and Cook.

We had three meetings in the month of January with Public Works regarding HWY 14. The CSD provided input in the development of the design, and also reviewed three designs that were presented to us.

New steam tables were purchased for the kitchens in Santa Cruz and Chimayo, and were delivered this week.

HAFC hearing for the NM Aging and Long-Term Services Department (ALTSD) was on January 30th. The room was packed with Seniors and Advocates – The hearing was low-key and both FY18 recommendations (LFC and DFA) are “flat” after the adjusting for the 5% reduction already applied to FY17. The next budget hearing for ALTSD is Tuesday, February 7th before the Senate Finance Committee.

For the month of January the SSD served 3,184 congregate meals, 5,384 home delivered meals, and provided 352 units of transportation. Transportation services are up for January, all other services are relatively stable. We are about 2% below our target for the year.



X. Information Items

G. Financial Report

