

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS
SPECIAL MEETING**

October 29, 2008

- Paul Campos, Chair – District 4
- Virginia Vigil, Vice Chair – District 2
- Michael Anaya – District 3
- Harry Montoya – District 1
- Jack Sullivan – District 5



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC MINUTES
PAGES: 146

I Hereby Certify That This Instrument Was Filed for
Record On The 25TH Day Of November, 2008 at 03:14:29 PM
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Of The Records Of Santa Fe County

Deputy Marcella [Signature])
County Clerk, Santa Fe, NM)
Witness My Hand And Seal Of Office
Valerie Espinoza

SANTA FE COUNTY
SPECIAL MEETING
BOARD OF COUNTY COMMISSIONERS

October 29, 2008

This special meeting of the Santa Fe Board of County Commissioners was called to order at approximately 9:15 a.m. by Chair Paul Campos at Bishop's Lodge Ranch, 1297 Bishop's Lodge Road, Santa Fe, New Mexico.

Roll indicated the presence of a quorum as follows:

Members Present:

Commissioner Paul Campos, Chair
Commissioner Virginia Vigil, Vice Chair
Commissioner Mike Anaya
Commissioner Harry Montoya
Commissioner Jack Sullivan

Members Absent:

[None]

Commissioners-Elect Present:

Kathleen Holian
Liz Stefanics

Staff Present:

Roman Abeyta, Manager
Steve Ross, General Counsel
Julie Berman, Strategic Planner
Pete Garcia, Administrative Services Director
Gigi Gonzales, Employee Development Specialist
Joseph Gutierrez, Community Services Director
Bernadette Salazar, Human Resources Division Director
James Lujan, Growth Manager Division Director
Teresa Martinez, Finance Division Director
Annabelle Romero, Corrections Department Director
Naomi Salazar, Human Resources Department Administrator
Vicki Trujillo, Deputy Clerk

III. APPROVAL OF THE AGENDA

Upon motion by Commissioner Montoya and second by Commissioner Sullivan the agenda was unanimously approved as published. [Commissioner Vigil arrived directly after this action.]

IV. DEPARTMENT OVERVIEWS

[Exhibit 1: Booklet of County organization, department overviews, strategic plan and initiatives]

Roman Abeyta, County Manager, opened the retreat reciting Santa Fe County's mission statement:

Santa Fe County, through its elected officials and employees, strives for excellence and accountability to insure that government services are provided in an economical, fair, professional and courteous manner while insuring that its citizens' health, welfare and safety is of the highest priority.

A. Manager's/Executive Department

Mr. Abeyta reviewed his department highlighting constituent services, intergovernmental relations, strategic planning and human resources. The Manager's office developed the following mission statement:

The mission of the County Manager's office is to support and implement BCC policies and priorities, provide organizational direction and leadership, coordinate strategic and regional planning efforts, and foster efficient and effective management of County workforce and activities.

Mr. Abeyta reviewed the activities that occur within his office including meetings with managerial staff, elected officials, departments, AFSCME, city personnel, investment review and general tracking of all County business and relations. He provided a summary of the constituent services' responsibilities, activities within intergovernmental relations headed by Hutce Miller including working with the City of Santa Fe, Town of Edgewood, City of Española, and the Pueblos of Tesuque, Santa Clara, Nambe, San Ildefonso, Pojoaque, Cochiti and Santo Domingo.

Mr. Abeyta said the Human Resources Division has developed a clear mission statement as follows:

To provide quality services in recruitment, employee development, employee relations, benefits, classification and compensation, and human resources operations with integrity and responsiveness to support County goals.

[Exhibit 3: HR Division – Annual Report]

Bernadette Salazar, Human Resources Division Director said the division has developed a vision in providing a work environment where employees are inspired to perform their best. She said current challenges include a limited budget to negotiate the upcoming collective bargaining agreement and ensuring competitive wages Countywide. She also noted that the union bargaining unit representatives have not participated in labor relations training which impedes the process.

Ms. Stefanics mentioned that morale and salaries are tied and asked whether the County has been addressing that issue. Ms. Salazar said the County has taken the initiative to recognize outstanding employees and developed focus groups to discuss morale issues.

Mr. Abeyta said the County works hard to maintain transparency with employees and the community. Employees are kept in the loop and management decisions are discussed with employees.

Ms. Holian expressed concern that some of the union representatives were not participating in the training sessions and asked what administration could do about that. Ms. Salazar said staff has contacted the representatives and not received a response.

Commissioner Vigil commented on the employee benefit committee, quarterly recognition of outstanding employees and Commissioner Anaya's employee birthday greeting program.

B. Administrative Services Department

[Exhibit 3: ASD Information Packet]

Mr. Abeyta read the mission statements of the six divisions under Administrative Services – Building Services, Procurement, E-911 Rural Addressing, Finance, Information Technology, and GIS – identified the division director, the number of FTEs and its budget.

ASD Director Pete Garcia said the department was developed during the March 2007 reorganization efforts and he reviewed the division goals, which include providing management with critical analysis, and information that is objective and unbiased with financial impacts and other possible viable options. He discussed the challenge of staying current in finances and keeping a watchful eye out for red flags. There is a goal to sustain existing programs and staff in the County during economic recession, providing effective management services and administrative support to all departments and elected officials. Mr. Garcia said ASD works to balance the needs of all County departments and elected offices while maintaining efficient management of taxpayer dollars.

Commissioner Sullivan said he understood that E-911 rural addressing services department staff would be reduced to one person and was surprised to see there were still four employees. Mr. Garcia said staff was still developing addresses within the County pueblos but offered to review the situation and get back to the Commissioner.

James Lujan, Growth Management Director, said the County's street signage is incomplete and he hoped those employees could be utilized for the sign replacement program.

C. Community Services Department

[Exhibit 4: Community Services Department – FY2009-2010 Action Plan]

Mr. Abeyta reviewed the six divisions that fall under Community Services which include Community Projects, Fire, Housing, Health & Human Services, Teen Court and RECC (Regional Emergency Communication Center). He reviewed the mission statements of each, named the division directors, number of FTEs, budget and programs administered through that division. Some questions arose regarding affordable housing and Mr. Abeyta said the County has a few pools of funding: seed money from Las Campanas, federal grant money and proceeds from the sale of units.

Joseph Gutierrez, Community Services Department Director, said the major challenges are completing capital projects while addressing the complex and changing requirements linked to the recourses for funding the work; addressing use and access demands for public facilities; and fulfilling the safety needs of the community in the areas of emergency services and communications as the County's continues to grow at a rapid pace.

Mr. Gutierrez said his department is very action oriented.

D. Growth Management Department

Referring to the Growth Management Department and its three divisions, Planning & Development, Water/Wastewater, and Public Works, Mr. Abeyta identified the division directors, number of FTEs and operating budget.

Growth Management Department Director James Lujan identified his department as the most visible and receiving the most complaints. The current water projects are requiring a great deal of focus and regionalization is a key component to success. He discussed the transfer stations and the continued difficulties the County faces with illegal dumping.

In response to a question, County Attorney Ross said the County Utility Service has 1,300 users. Mr. Lujan said once the Buckman Direct Diversion is complete that count will substantially increase. He added that the County will seek to hire a strong utility division director when the time is right.

Regarding the landfill permit, Mr. Lujan said Santa Fe County has the lowest rates in the state for landfill use and those fees would have to be increased.

Commissioner Sullivan mentioned the County's satellite offices in Pojoaque, Edgewood, and Eldorado that have part-time staff where one can register to vote, purchase landfill permits and other services.

[A 10-minute recess occurred at this point.]

E. Corrections Department

Annabelle Romero, Corrections Department Director, reviewed the department's mission statement which focused on providing a safe secure, and humane environment with a variety of services to assist those in detention, whether they are sentenced to our facilities or awaiting transport, trial or sentencing. She said her department works closely with Law Enforcement Agencies, the Courts, Public Defender's Office, the District Attorneys Office, the New Mexico Department of Children Youth and Families, and the community to provide a range of services to meet the needs of Santa Fe's incarcerated population.

Through a power point presentation, Ms. Romero said the department provides oversight of all County Correctional programs including the Youth Development Program, the Electronic Monitoring Program, the Adult Correctional Facility and the bail bond program.

The Department consists of approximately 320 staff, the majority of whom work at the Adult Facility and Electronic Monitoring Programs. They can provide supervision of approximately 750 inmates who are detained daily in Santa Fe County. Currently there are 500 inmates.

Ms. Romero said as department director she collaborates with the Santa Fe County Jail Team on many issues regarding the facilities. In addition, the Board of County Commissioners has created by resolution, the Santa Fe County Corrections Advisory Committee, a group of several local citizens from different sectors of the community. The committee inspects the correctional facilities twice a year, reviews programs and policies, and presents an annual report to the County Commissioners with their recommendations. The committee meets with the Corrections Director twice a month in a public forum to discuss any issues or concerns regarding the Correctional Facilities.

Ms. Romero reviewed the department organization which includes an associate director, chief investigator, parole directors, jail administrators and associated deputies.

Ms. Romero said the goal at the adult correctional facility is to provide quality and professional services to our customers, employees and offenders. Values are to: exceed customer expectations; promote human dignity, fairness, and self-worth; achieve financial success; expect mutual accountability; and balance risk against rewards. She said her staff

was particularly focused on communicating and being respectful. She reviewed a schematic of the facility.

Referring to the Youth Development Program, Ms. Romero said her staff is dedicated to changing the lives of our youth by providing a safe, structured, caring and learning environment. Through meaningful interaction and role modeling, we will develop in our children the character traits of honesty, respect, and responsibility. A schematic of the youth facility was displayed. She discussed a stand-alone program attached to the juvenile program that is a residential federal center. Currently the youth residents are predominantly Native American from the southwest area. She said that both of the juvenile programs are highly structured and extremely staff-intensive with a staff to client ratio of 1 to 8. Staff works closely with each juvenile's probation officer, social worker, guardian and family to ensure that the juvenile receives the appropriate course of treatment while in the facility.

Ms. Romero reviewed the budget and compliance issues that are being reviewed or have been cleared. Referring to list of challenges, she said daily operations rank at the top and are essential. Daily operations include medical care, recreational programs, food delivery, religion and education programs, mental healthcare and interacting with the courts. She described the prison as a city within a city with "residents who don't necessarily want to be there."

Compliance with the Department of Justice Agreement ranked second in the department's challenges. Three areas that the DOJ noted in the past were medical care, mental health care and security to the inmates. She reported that the County was doing very well in regards to compliance and a recent audit provided positive results.

Ms. Romero said there the facility is experiencing a decrease in the state adult population and many inmates are going to the Clayton facility. She said she has contacted other municipalities to fill the facility.

V. STRATEGIC PLANNING

[Exhibit 5: Project database spreadsheet]

Mr. Abeyta said the County developed a strategic plan in 2006 with an aim to develop a unified growth management plan and strengthen internal support services. The internal structure was reorganized and consolidated based on services provided and funding sources, and reducing the departments to four from eleven. The reorganization has improved communications, increased efficiency and improved the budget process throughout the County. The County identified 30 initiatives in 2006 that ranged from emergency services, day care center, and streamlined personnel action forms. He reviewed the action taken on each of the 30 initiatives. He mentioned the transition of the EZ.

Mr. Abeyta reviewed the 2008 major initiatives that include the oil & gas issue, building permit program, green codes and facilities, affordable housing ordinance

amendments, regional transit, greater transparency with public, recession/depression planning to list a few. To address fuel issues the County has restricted take-home vehicles and has begun to purchase hybrids.

Referring to 2010 to 2012, Mr. Abeyta said he envisioned a few retreats with BCC and staff, conducting a resident survey, holding town hall meetings, conducting SWOT (strengths, weaknesses, opportunities, and threats) analysis, updates and implementing the strategic plan.

Responding to Ms. Stefanics' question regarding where transit fits in the County organization, Mr. Abeyta said the County recently hired a transportation planner in the Growth Management Department.

VI. FINANCIAL OVERVIEW.

[Exhibit 6: FY09 Budget Overview]

Teresa Martinez, Finance Department Director, reviewed the practices and policies regarding the budget that Santa Fe County has in place. The County imposes a balanced budget standard in conjunction with the standard that recurring expense in each fund be sourced with recurring revenue. Non-recurring expenses is defined as one-time expenditures for capital items or for the operation revenue not foreseen to be a part of the expense base in the following year's budget requirements. A non-recurring source is defined as budgeted cash or revenue to be realized in the current fiscal year.

Ms. Martinez stated that the recurring standard of balanced budgets facilitates the ability of the County to fund non-grant organizations and programs, minimizing the possibility of overextending County resources in the future.

The principal sources for ongoing revenue are property taxes, gross receipts taxes, fees and charges for services, intergovernmental grants and income from investments. Property taxes constitute 70 percent of the general fund revenue. Investment income is dependent on the amount invested, the rate at which it is invested and the duration of that investment. She noted that current expenditures for the BDD project and other capital projects have decreased the amount to be invested. She reviewed the levied taxes, estimated GRTs, and invested incomes. She noted that the County's Treasurer is a very active investor.

Santa Fe County FY09 budget is \$215 million. Ms. Martinez reviewed the corresponding revenue and expenditure numbers. The County organizes its accounts by six types: general fund, special revenue funds, capital outlay fund, capital improvement funds, debit service funds and enterprise funds. She discussed the County's bonding capacity and existing debt levels: Santa Fe County's maximum legal debt capacity for General Obligation indebtedness as of June 30, 2008 is \$257+ million of which \$88+ million has been obligated, leaving an available bonding capacity of \$169 million in excess of present debt limits. A chart of current bonds/debt instrument was provided outlining the date of issue, original

amount, outstanding amount and maturity date.

Ms. Martinez discussed the state of the economy in relation to the County. She attributed the County's healthy fund balance to the very conservative budget directors the County has had. The County maintains tight budgetary control over appropriations by preparing monthly, quarterly and annual expenditure reports and using a computerized accounting system that compares budgeted appropriations with actual expenditures and encumbrances to date.

Ms. Martinez read the following: "The principal factors affecting local government fiscal conditions are the economy, government spending and program requirements, and Federal and State financing. The recession has had or will have a severe impact on those revenues most relied on by local governments – property taxes, gross receipt taxes and state aid."

Acknowledging that the County has been frugal, the recession has the potential to affect the County's revenues as well as its ability to issue debt for capital projects. She said it may be necessary for the County to consider: salary and wage freezes, reductions in overtime, hiring freezes, postponing recruitment for new or vacant positions, postponing cost of living increases, layoffs, departmental spending cuts, departmental reorganization, service reductions, postponing capital spending for projects without external support and deferred maintenance. She said cell phones and staff travel will be reviewed.

Ms. Martinez mentioned the County had \$8 million set aside for water right acquisition. She said the focus is to sustain all existing program and staff. The County's immediate concern is the Corrections Department where two contracts -- \$2.5 million per contract – were lost. Staff will be monitoring the MOA with CHRISTUS/SVRMC very closely. The County will be pro-active, stated Ms. Martinez.

She discussed the County's workforce statistics highlighting age, pay ranges and years of service. The high turnover rate is attributable to the Corrections Department. Presently the County has 980 employees.

Ms. Martinez referred to a letter from Paul Griffin, County Budget Administrator, which establishes a set of steps to deal with County finances in an economic crisis. [Exhibit 6] His memo, based on a worst-case scenario, identifies County programs/services that could be reduced or dropped in the event the funding source is not available. She reviewed each of the programs Mr. Griffin recommended for cost monitoring.

Ms. Martinez repeated that Santa Fe County has a solid fund balance; however, the County must revisit its set-asides for water rights and the new facility's furniture and fixtures. Staff believes the Rail Runner activity will hold the GRT flat and perhaps lead to a dip in GRT through to July 09. In terms of property taxes, Ms. Martinez said during the 2002

recession, staff witnessed a drop in taxes of \$900,000. The Manager's office is working to implement cost saving measures and the reduction in take-home vehicles should save the County \$100,000. The State Treasurer's Office has identified potential areas of loss related to commercial paper and money market fund investments and the County Treasurer reported a potential loss to the County of the STO's investments of \$3.9 million.

She repeated that the County's immediate concern is the Corrections Department. The State has experienced a reduction in its number of adult inmates and there is a new 600-bed facility in Clayton. The County relied on the DOC contracts to meet its debt service payment – the County no longer has the contract but still has the debt. The Corrections Department is actively recruiting inmate populations from other agencies and reducing expenditures. The youth facility has a current population of nine with two from Santa Fe County. The facility is operating at a loss. The county needs to make a decision whether the facility will serve County youth or serve statewide juveniles. In either case the County must find and accept contracts large enough to meet the County's base level needs. The facility needs 40 to 45 youths to break even. The ARC (Adolescent Residential Center) has never had sufficient youth population to support the required expenses. ARC is demanding from the perspective that the contract requirements are large and only accommodate a small base of youth. Staff is recommending the closure of ARC by year-end. A plan to transition the Bureau of Prisons children out of the County facility should also be reviewed for closure of the Youth Facility.

VII. OTHER BUSINESS

Ms. Stefanics mentioned that the State was looking at budget cuts and she understood every state agency will be required to cut 5 percent from their budget. Agencies are working to insure employees that jobs will not be lost.

A discussion regarding transparency and CHRISTUS/SVRMC ensued and how important it was that SCP provide accountability.

A recommendation to review ValueOptions as the medical provider for the Corrections population was mentioned.

In response to the notion of raising property taxes, Mr. Abeyta said it would require a tremendous outreach/education effort to the public. The current Assessor is more aggressive than those of the past and the public has been complaining.

Chair Campos said it was unfortunate the former assessors did not keep up the State law regarding property tax rates.

Commissioner Montoya said making cuts politically neutral is imperative and may be difficult to achieve. Ms. Stefanics recommended equal cuts to each district.


In response to the closing of the ARC facility, Ms. Romero said she would be meeting with Mr. Abeyta to discuss this issue in greater detail.

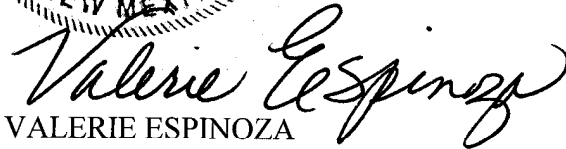
VIII. ADJOURNMENT

The meeting adjourned at approximately 12:10 p.m.



Approved by:


Board of County Commissioners
Paul Campos, Chair


VALERIE ESPINOZA
SANTA FE COUNTY CLERK

Respectfully submitted:

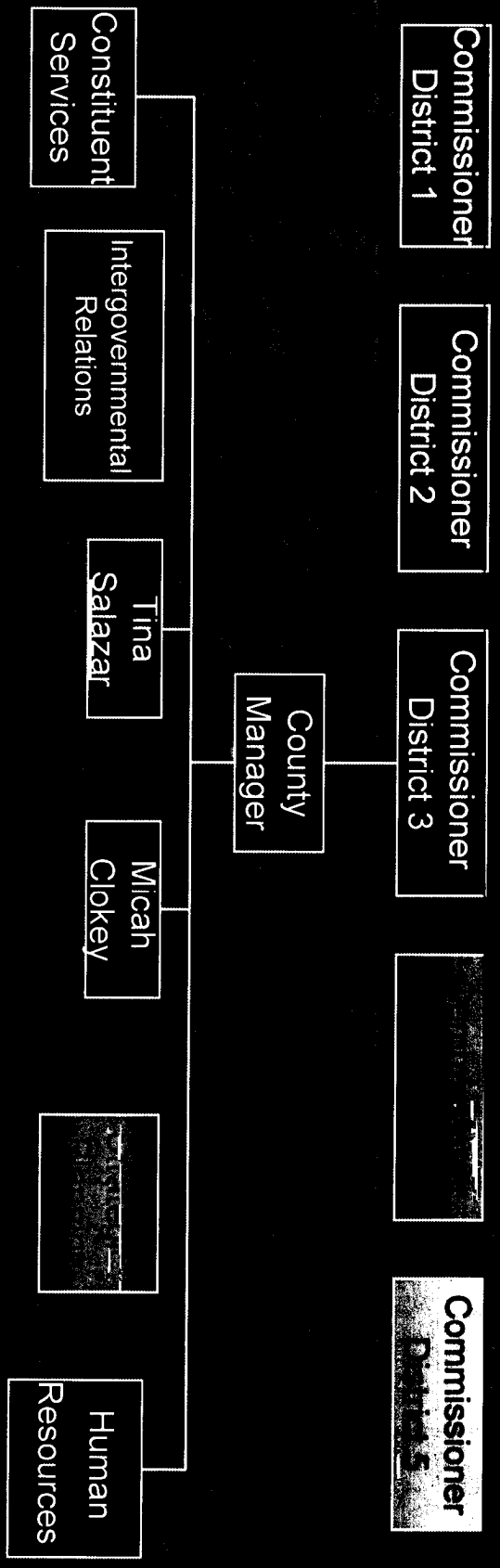
Karen Farrell, Wordswork
227 E. Palace Avenue
Santa Fe, NM 87501

MISSION STATEMENT

Santa Fe County, through its elected officials and employees, strives for excellence and accountability to insure that government services are provided in an economical, fair, professional and courteous manner while insuring that its citizens' health, welfare and safety is of the highest priority.



County Manager's Office



Mission Statement:

The Mission of the County Manager's office is to support and implement BCC policies and priorities, provide organizational direction and leadership, coordinate strategic and regional planning efforts, and foster efficient and effective management of County workforce and activities.

County Manager's Office Executive Rules

County Manager's Office:

Duties:

- Standing Meetings with Commissioners (weekly/monthly)

- County Manager Staff Meetings (twice a month/ 30 participants)

 - Monthly initiatives

 - BCC Agenda

- Standing meetings with Elected Officials (monthly)

 - Assessor

 - Clerk

 - Treasurer

- Department Meetings (monthly)

- Director's meeting (Bi-weekly)

- Meeting with AFSCME (monthly)

- Meeting with Mayor/ City of Santa Fe City Manager (monthly)

- Investment Committee Meeting (monthly)

- Track Commission Action Requests

- Track/Lead major County Projects/ Initiatives

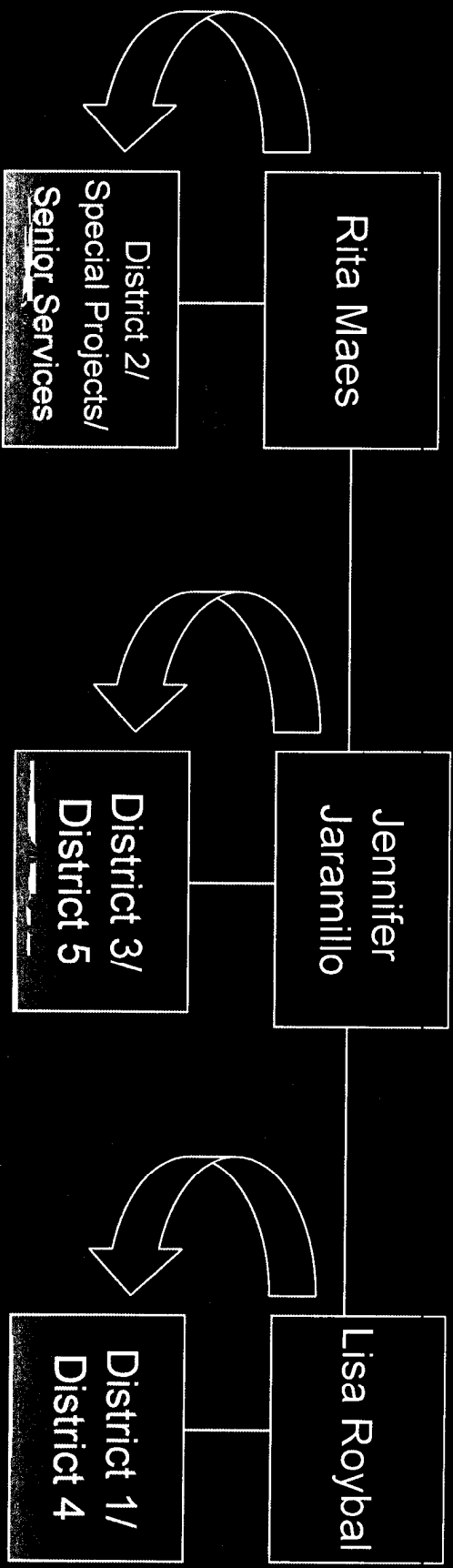
- Strategic Planning

- Intergovernmental Relations

- BCC Agenda and Packets

County Manager's Office Constituent Services

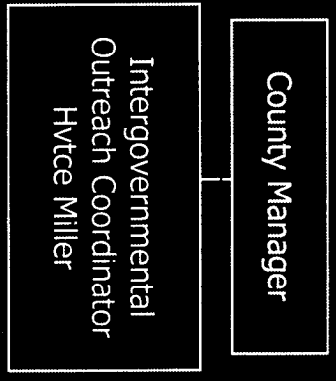
Overview:



Various Job Duties

Attend community meetings for/with Commissioners and Senior Staff meetings, Communicate issues between Commission and staff, Communicate with Congressional Delegation/Community Association Presidents/ Various Board Members, Compose speeches, Initiate Contracts, Coordinate Commissioner travel/travel reimbursements, Coordinate special constituent/employee presentations/recognition, Draft proclamations, Draft resolutions, La Cienega Task Force, Plan community meetings, Plan special events, i.e. Swearing-In Ceremony, Employee Appreciation Week, Purchase specialty items for County, Receive Constituent phone calls/assign/follow-up, Research with County departments re: miscellaneous Commissioner/constituent issues, Schedule meetings between constituents and staff, Schedule meetings for Commissioners, Send a welcome letter to new employees, Serve on State wide Illegal Dumping Task Force, Thank you/Sympathy/Congratulation letters to public officials, boards, constituents, volunteers, youth programs, Track cases (Land Use/BCC/etc.) for constituents, & Work with Senior Staff on miscellaneous projects

County Manager's Office Intergovernmental Relations



City of Santa Fe:

Regional Planning Authority
Regional Communications Dispatch Center
Soft Waste Management Authority
Extraterritorial Zoning Authority
Extraterritorial Zoning Commission
Project: Buckman Direct Diversion



Nambe

Project: Road Sign Placement # 911



San Ildefonso

Project: Ramney Well



Town of Edgewood

Project: Waste-Water plan
Regional Animal Shelter



City of Espanola

Projects: Water / Waste-Water



Tesuque

Project: Tesuque Transfer Station Upgrade



Santa Clara

Project: Waste-Water

Poioaque

Project: Regional Waste-Water System



Cochiti



Santo Domingo



County Manager's Strategic Planning

County
Manager



Julie Bernman

Major Initiatives:

- Projects Database
- Special Projects
- Staff Development
- Strategic Plan
- Constituent Service CRM Database

Human Resources Division

Human Resources Mission

To provide quality services in recruitment, employee development, employee relations, benefits, classification and compensation, and human resources operations with integrity and responsiveness to support County goals.

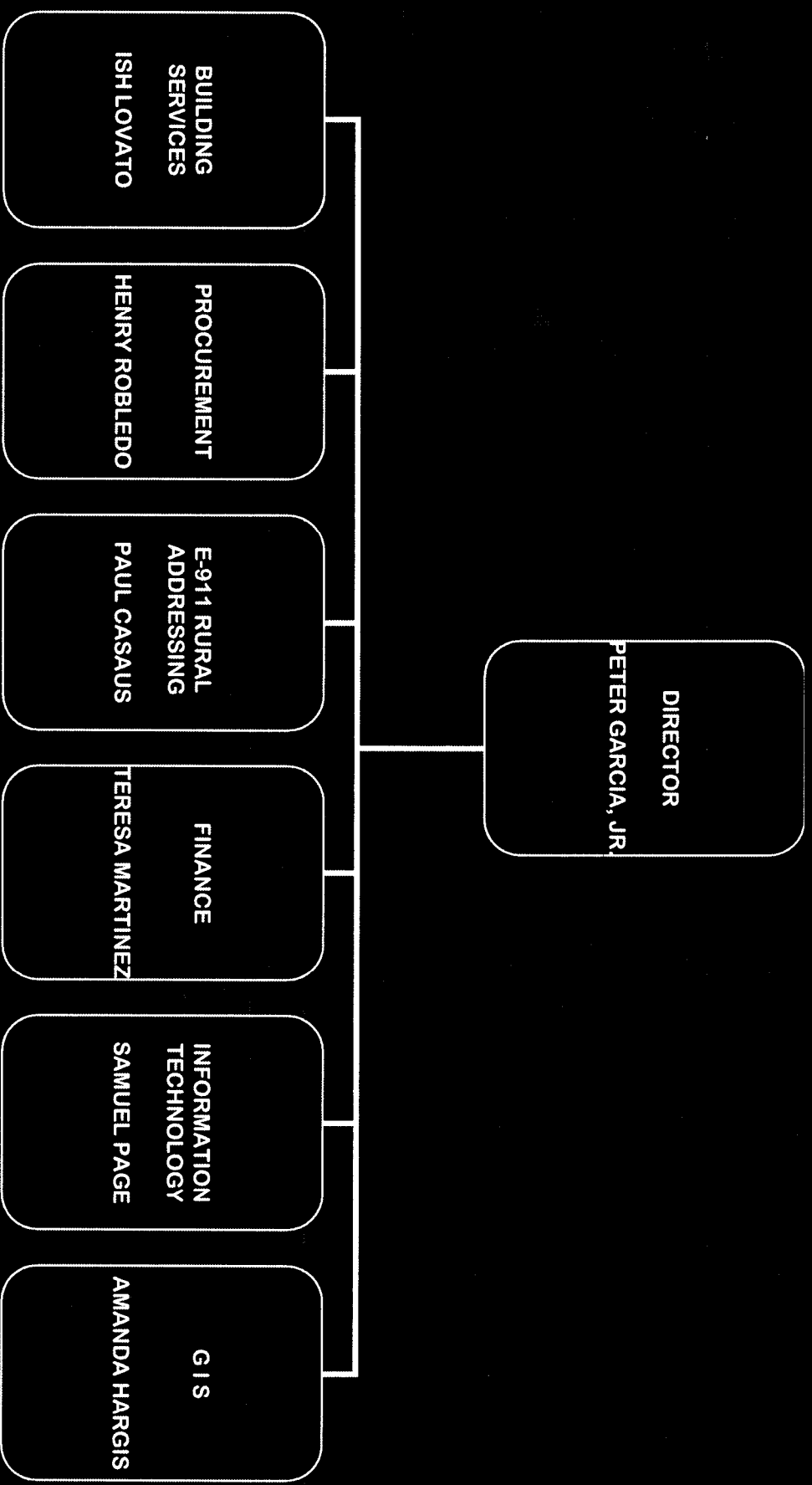
Human Resources Division Key Programs

- Online Application Process
- Numerous Employee Training Opportunities
- Supervisor/Leadership Training
- Employee Recognition Awards
- Tuition Assistance
- College for Working Adults
- Classification and Compensation Plan
- Fair grievance process
- Updated Human Resources Information System
- Competitive Benefits Package

Human Resources Division Challenges

- Limited budget resources to negotiate upcoming collective bargaining agreements
- Limited budget resources to ensure competitive wages County-wide
- Working with bargaining unit representatives who have not participated in labor relations training

ADMINISTRATIVE SERVICES ORG CHART



BUILDING SERVICES

Mission Statement:

Provides custodial and building maintenance services for all county owned buildings and facilities including parks and community centers.

Division Director:

Ish Lovato

FTE's:

15 employees

Budget:

\$663,108

Programs:

Assisting in graffiti clean up

PROCUREMENT

Mission Statement:

Provides procurement services to all county staff for the acquisition of all goods and services. Insures compliance with the provisions of the NM State Procurement Code.

Division Director:

Henry Robledo

FTE's:

4 employees

Budget:

\$333,041

Programs:

E-911 RURAL ADDRESSING

Mission Statement:

Provide a wealth of accurate, professional and prompt information to the public and other governmental entities for the health, safety and welfare of the public; by establishing a physical location of every structure, driveway and road centerline.

Division Director:

Paul Casaus

FTE's:

4 employees

Budget:

\$311,206

Programs:

FINANCE

Mission Statement:

The Finance Division is responsible for providing government officials and the public with the financial information required to assess the current and future financial position of the county.

Division Director:	Teresa Martinez
FTE's:	18 employees
Budget:	\$1,357,637

Programs:
Treasurer's Investment Committee
Implementation of new Payroll System

INFORMATION TECHNOLOGY

Mission Statement:

To provide a stable and functional business centric technical environment that enhances the productivity and efficiency of all County Departments and Offices.

Division Director:

Samuel Page

FTE's:

13 employees

Budget:

\$1,977,168

Programs:

- Implementation of new software for different departments
- Implementation of new components for AS400

GEOGRAPHIC INFORMATION SYSTEM

Mission Statement:

Responsible for development, maintenance and upgrade of the County Geographic Information Systems.

Division Director:

Amanda Hargis

FTE's:

3 employees

Budget:

\$418,361

Programs:

Administrative Services Department Challenges

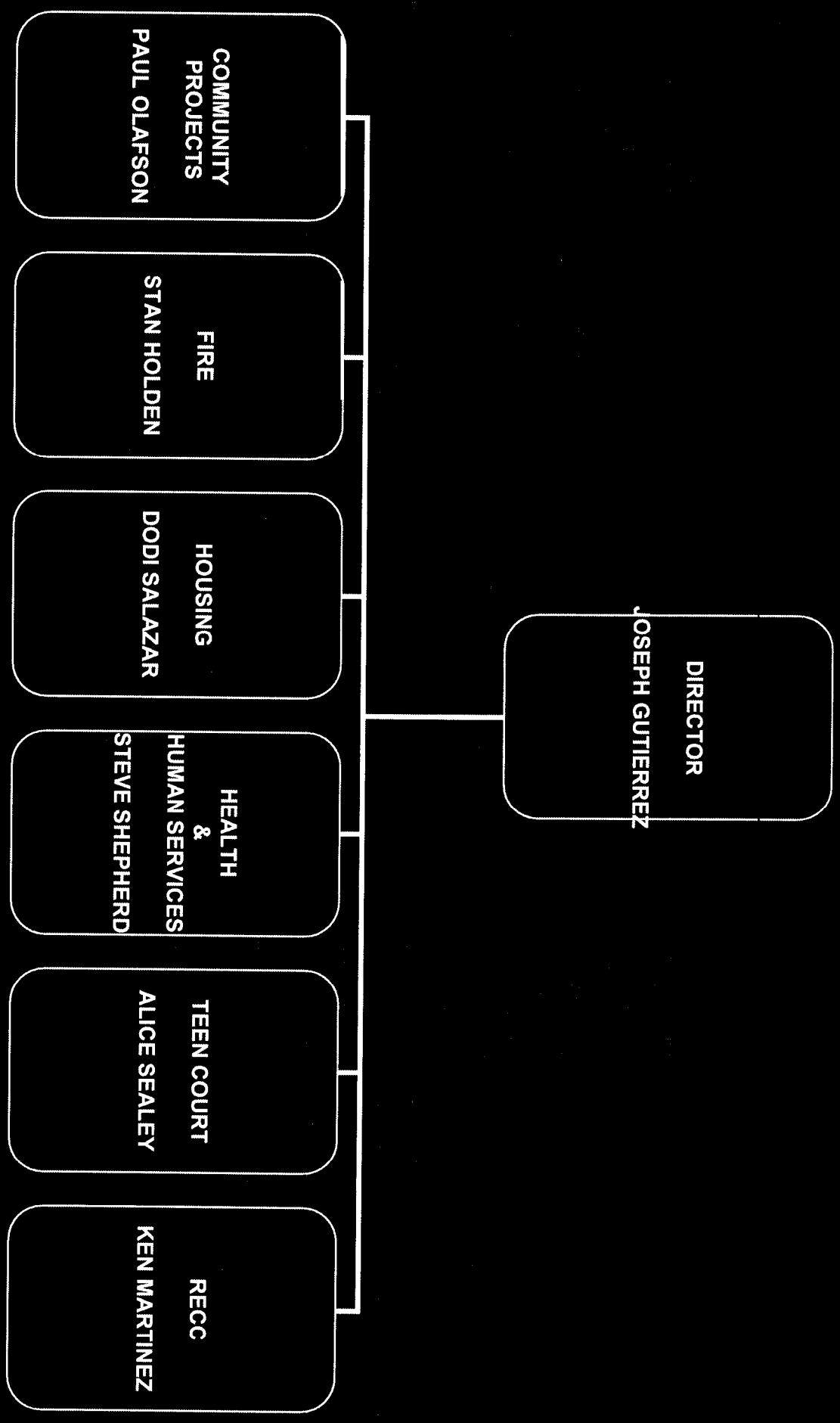
Sustain existing programs and staff county-wide during this economic recession.

Provide effective management services and administrative support to all County departments and Elected Officials. Assist in the review of all existing programs to streamline a more efficient and cost saving process where possible.

Balance the needs of all County departments and Elected Offices while maintaining efficient management of taxpayer dollars.

**Santa Fe County
Community Services
Department**

Community Services Org Chart





Mission Statement:

Our essential mission and number one priority is to provide high quality and compassionate emergency services to the people of Santa Fe County

Division Director:

Chief Stan Holden

FTE's:

70

Volunteers:

292

Budget:

\$7,622,000

Programs:

- Fire Administration
- Fire Prevention Bureau
- Emergency Management Div
- Volunteer Fire Districts
- Fire Prevention Division
- Field Operations Division
- Wildfire Bureau
- 34 Fire Stations

Community Projects Division

Mission Statement

We are responsible for all new construction and renovation of County owned buildings, acquisition and development of open space/parks/trails, and the administration of various other capital projects

Division Director:

Paul Olafson

FTE's

31 Employees

Budget:

\$98,065,098

Programs:

- Community Projects**
- Open Space & Trails**
- Operations & Property Control**
- 145 Properties**

RECC Division

Mission Statement

To act with integrity and professionalism: maintaining an environment responsive to the needs of the agencies, organizations and communities we serve. To capitalize on new and advancing technology and innovations to further our mission and strengthen our partnership with all whom we serve

Division Director:	Ken Martinez
FTE'S:	48
Budget:	\$3,378,089

Teen Court Division

Mission Statement

We support the philosophy of breaking the cycle of behavior leading to criminal activity. Our vision is to maintain the philosophy by educating, informing, assisting, and inspiring teens and families to make healthier choices

Division Director: Alice Sealey

FTE'S: 3

Volunteers: 20

Budget: \$248,100

Programs: Restorative Justice

Graffiti Clean Up

Shoplifting Prevention Class

DWI Prevention Class

Housing Division

Mission Statement:

It is the mission of the SFC Housing Authority to provide drug-free, safe, decent and sanitary housing to low-income and very low-income families in an environment that fosters self-sufficiency and community pride

Division Director:

Dodi Salazar

FTE'S:

18

Budget:

\$4,099,901

Programs:

- | | |
|-------------------------------------|---------------------------------|
| Public Housing (191 Total Units) | |
| Family Self-Sufficiency | |
| Affordable Housing | |
| Section 8 Home Ownership | |
| (closed on the 1 st one) | |
| 5(h) Home Ownership Program | |
| (61 homes sold) | |
| | Housing Choice Voucher (Rental) |
| | Development Project |
| | Capital Fund Program |
| | (upgrade existing units) |

Health Division

Mission Statement

We are dedicated to the effective and efficient coordination and distribution of health care resources to the citizens of Santa Fe County. We are committed to expending resources in a coordinated fashion that most effectively address health concerns in Santa Fe County

Division Director:

Steve Shepherd

FTE'S:

45

Budget:

\$17,056,632

Programs:

**County Fair
Maternal & Child Health
Mobile Healthcare Van
DWI Program**

**Health Care Assistance Program
Health Policy & Planning Commission
Senior Services
Care Connection-Sobering Center**

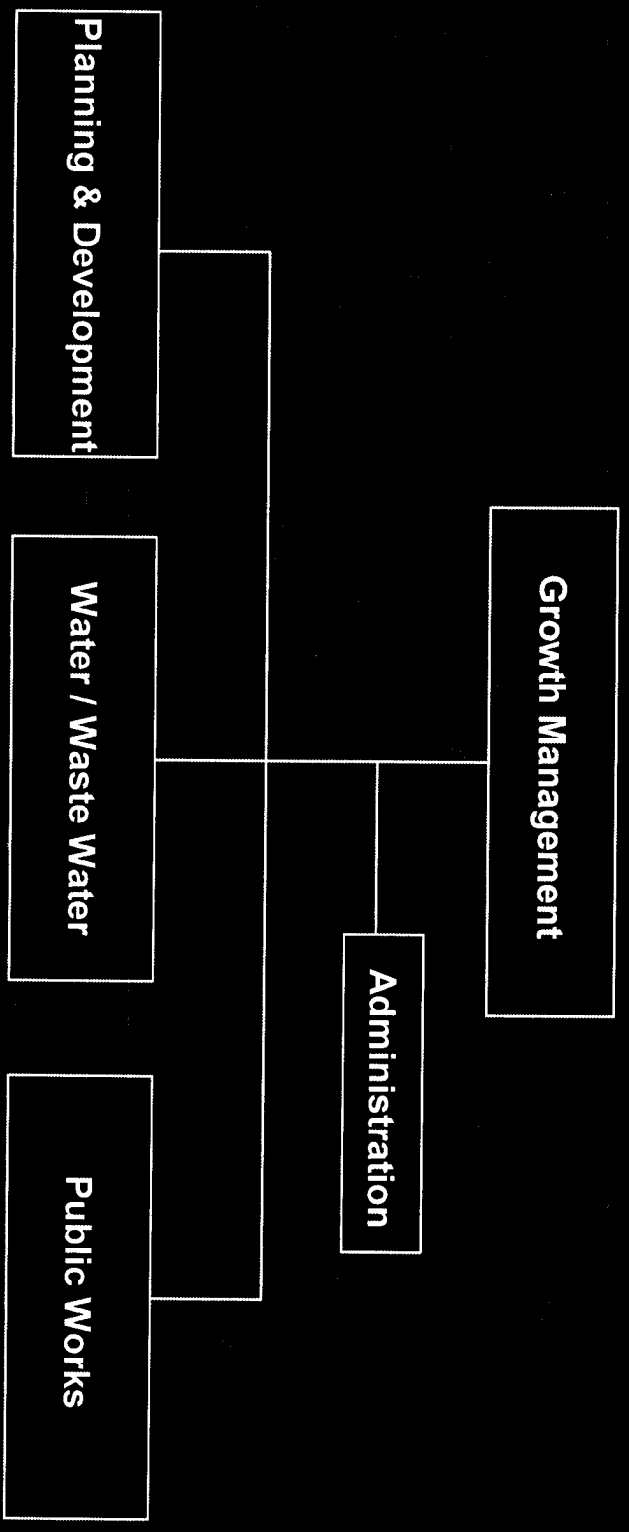
MAJOR CHALLENGES FOR THE CSD DEPARTMENT

Completing capital projects while addressing the complex and often changing requirements linked to the resources for funding the work.

To address use and access demands for public facilities within the existing resources available.

Fulfilling the safety needs of the community in the areas of emergency services and communications as the population base of the county continues to grow at a rapid pace.

Growth Management Department



Planning and Development Division

Mission Statement:

The Mission of the Planning & Development Division is to guide future growth and development through effective planning, zoning, permitting and enforcement to make available meaningful choices in terms of alternative living environments and life styles, preserve resources for future generations, and to address the needs and concerns of its citizens while ensuring their quality of life.

Division Director:

Jack (John) Kolkmeier

FTE's:

29

Volunteers:

0

Budget:

\$2,242,654

Programs:

- Planning & Development / Administration
- Permits & Inspections
- Economic Development
- Development Review

Water / Waste Water Division

Mission Statement:

The Mission of the Santa Fe County Water / Waste Water Operations Division is to provide a safe and reliable water supply to its current and future customers, along with responsive and responsible services at fair and reasonable costs.

Division Director:

Doug Sayer

FTE's:

12

Volunteers:

0

Budget:

\$1,602,707

Programs:

Water

Waste Water

Public Works Division

Mission Statement:

The Mission of the Public Works Division is to maintain and improve the quality of life for residents in Santa Fe County; by maintaining and improving County Roads for the safe and efficient movement of people, goods and services; by constructing water and sanitary sewer systems; provide for the solid waste disposal; as an internal service provide fleet maintenance services.

Division Director:

Robert Martinez

FTE's:

90

Volunteers:

0

Budget:

\$8,971,561.00

Programs:

Public Works / Administration
Road Maintenance
Project Development
Solid Waste

Fleet Maintenance
Traffic Engineering

Growth Management Department **Challenges**

Planning & Dev. – Completion of Growth Management Plan and four Area Plans.

Water / Waste Water - Completion of current proposed Regional Water Supply Projects in Santa Cruz Valley and for El Dorado – Canoncito areas.

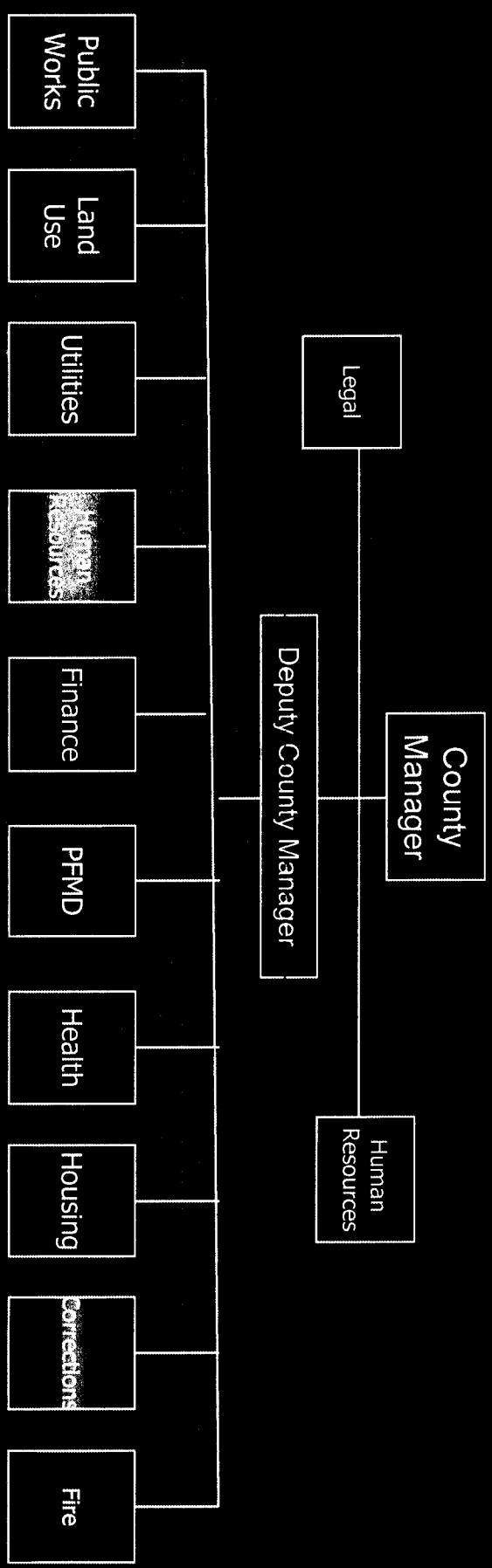
Public Works – Need long term Lease with the Pueblos of Tesuque and Pojoaque for the transfer stations.

2006

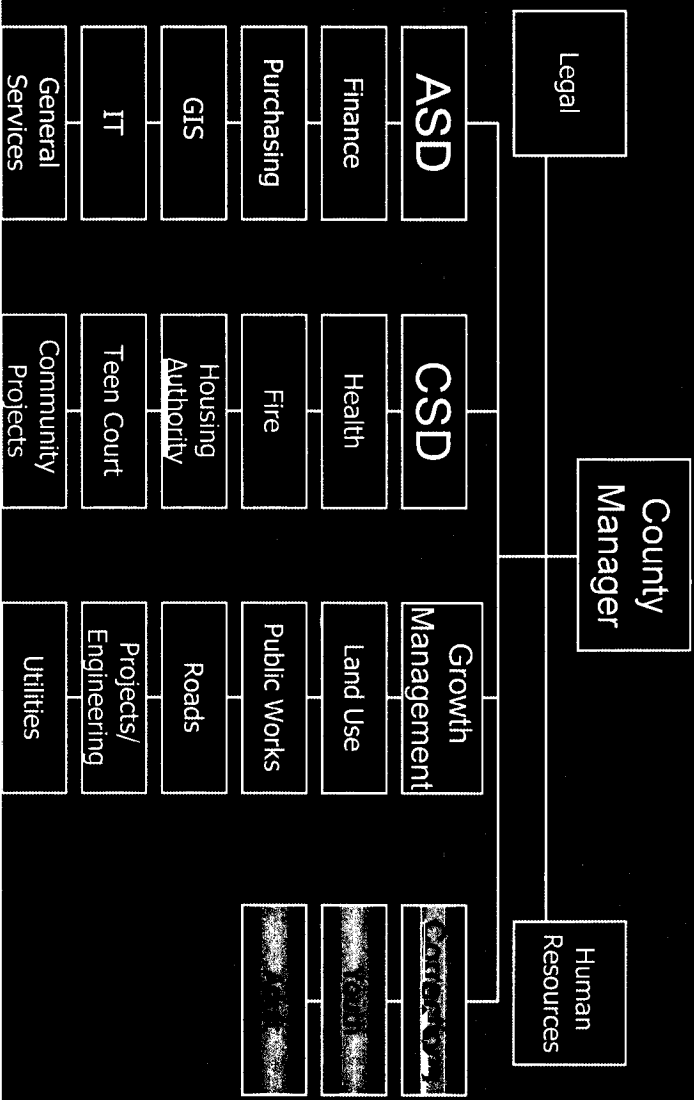
County Strategic Plan

Develop a unified Growth
Management Plan and Strengthen
Internal Support Services

2006 Organizational Chart



2007 Organizational Chart



County Strategic Plan

"INITIATIVES IDENTIFIED IN 2006"

- 1) **Assess Emergency Services Needs**
 - 2) **Assess Solid Waste Facility Needs**
 - 3) **Assess Road Maintenance Needs**
 - 4) **Define Conservation Area in Galisteo Basin**
 - 5) **Implement Rural Land Development Process**
 - 6) **Adjust the County Water Services area to support the Growth Management Strategy**
 - 7) **Annexation and Elimination of the EZ**
 - 8) **Growth Management Strategy**
 - 9) **Internal Re-organization**
- 23) **Define Process to Support Ongoing Projects**
 - 24) **Secure Funding for Facilities**
 - 25) **Build the Judicial Complex**
 - 26) **Space Needs for Corrections**
 - 27) **Secure Additional Parking**

(Facilities)

(Accountability)

- 28) **Projects Prioritization**
- 29) **Annual Reporting**
- 30) **County Jail**

(Data, Technologies, and Information Resources)

- 10) **IT Division Staff Upgrade**
- 11) **Construct a Training Room**
- 12) **Update and Interface GIS and Business Applications**
- 13) **House GIS and IT Staff together**
- 14) **CAMA Project**
- 15) **Document Imaging**

(Workforce Development)

- 16) **Streamline Personnel Action Forms**
- 17) **Establish Satellite Offices**
- 18) **Implement a New Human Resources Information System**
- 19) **Daycare Center for Children of Employees**
- 20) **Workforce Housing Opportunities for County Employees**
- 21) **Well trained, compensated work force.**
- 22) **Implement a new Payroll System.**

2006 County Strategic Plan

2006 Initiatives & Action Taken

- 1) Assess Emergency Service Needs
- 2) Assess Solid Waste Facility Needs
- 3) Assess Road Maintenance Needs
- 4) Define Conservation Area in Galisteo Basin
- 5) Implement Rural Land Development Process
- 6) Adjust the County Water Services area to support the directed Growth Management Strategy.
- 7) Annexation and Elimination of the EZ
- 8) Growth Management Strategy
- 9) Internal Re-organization

County Strategic Plan

2006 Initiatives & Action Taken

- 10) IT Division Staff Upgrade
- 11) Construct a Training Room
- 12) Update and Interface GIS and Business Applications
- 13) House GIS and IT Staff together
- 14) CAMA Project
- 15) Document Imaging
- 16) Streamline Personnel Action Forms
- 17) Establish Satellite Offices
- 18) Implement a New Human Resources Information System

County Strategic Plan

2006 Initiatives & Action Taken

- 19) Daycare Center for Children of Employees
- 20) Workforce Housing Opportunities for County Employees
- 21) Well trained, compensated work force.
- 22) Implement a new Payroll System
- 23) Define Process to Support Ongoing Projects
- 24) Secure Funding for Facilities
- 25) Build the Judicial Complex
- 26) Space Needs for Corrections
- 27) Secure Additional Parking
- 28) Projects Prioritization
- 29) Annual Reporting
- 30) County Jail

2008- 2009 Major Initiatives County Strategic Plan

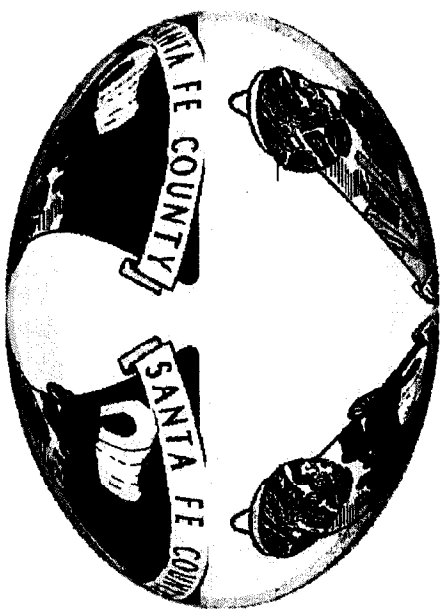
2008 Major Initiatives

- 1) Oil & Gas
- 2) County Building Permit Program
- 3) Green Code
- 4) Green Facilities
- 5) Affordable Housing Ordinance Amendments
- 6) Senior Services
- 7) Liability Insurance
- 8) Regional Transit
- 9) Media Park Development
- 10) Water/ Waste Water Planning
- 11) Solid Waste Fee & Ordinance Amendments
- 12) Transparency/ Public Information
- 13) Fuel Reduction Program
- 14) County Affordable Housing Development
- 15) Code Rewrite
- 16) Recession/Depression Planning

County Strategic Plan "The Future 2010-2012"

- Continue to Implement 2006 Plan
- Vision for 2010-2012
 - Retreat with BCC
 - Retreat with Staff
 - Constituent / Resident Survey BCC
- Town Hall Meetings
- Staff SWOT Analysis
- Update the Strategic Plan
- Action Plan
- Implementation and Actions

FISCAL YEAR
2008



ANNUAL REPORT

Santa Fe County
Human Resources Division



The Santa Fe County Human Resources Division provides Human Resources services to both our external and internal customers. Our external customers are all our applicants and members of the public with questions about the County. Our internal customers are all our County employees and Elected Officials. We provide services in six functional areas to include Recruitment, Employee Development, Employee Relations, Benefits, Classification Compensation, and Human Resources Operations.

Mission Statement

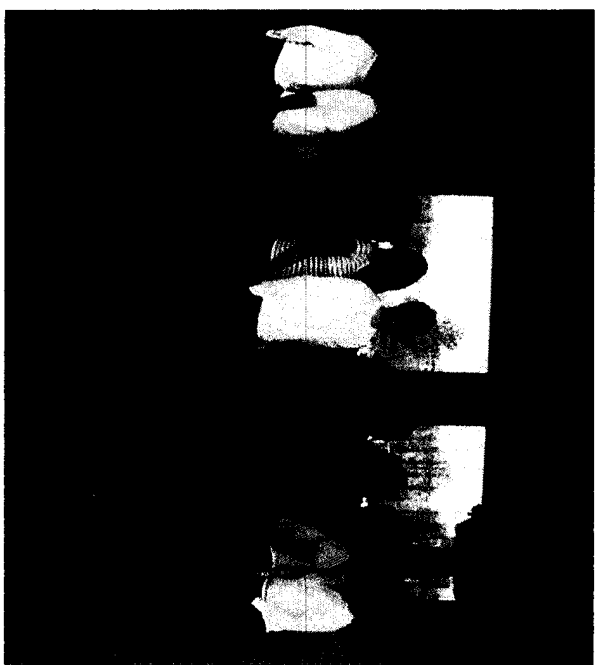
To provide quality services in Recruitment, Employee Development, Employee Relations, Benefits, Classification and Compensation and Human Resources Operations with integrity and responsiveness to support County Goals.

Vision

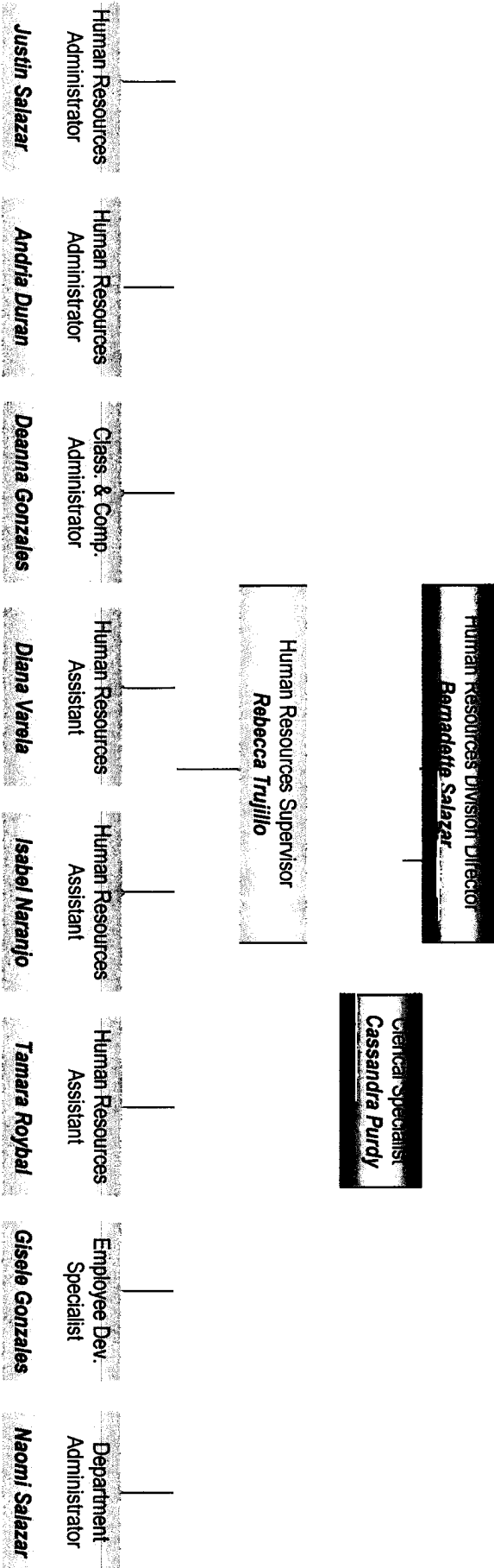
Providing a work environment where employees are inspired to perform at their best.

Values

- **Exceptional Customer Service**
- **Integrity**
- **Respect**
- **Positive Attitudes**
- **Teamwork**
- **Ongoing Learning**



Santa Fe County Human Resources Division



Recruitment

Addition to Santa Fe County

A new effort to improve the application process has been implemented by the Human Resources Division. The updated application is now available online at (www.santafecounty.org). This electronic process allows users to easily apply for available positions, and gives them the convenience to do so from anywhere. The online application process has allowed Human Resources to streamline the recruitment process and assists in quickly staffing vacant positions. We began accepting the online applications April 10, 2008 and since have received 630 applications.

Santa Fe County Job Search Program

Job Search is a weekly radio program aired on KSWV 810 AM and hosted by Santa Fe County Employee Development Specialist, Gisele Gonzales. The program is designed to announce job openings, descriptions, salary, and qualifications. Job Search includes an overview of County employee incentives such as insurance benefits, retirement, tuition assistance and where and how to apply for positions. Santa Fe County received an award for "Effective" and "Creative" Programming from the National Association of Counties (NACo) for the creation of this program in June of 2008.

Human Resources also utilizes a local publication "Hometown News" to help with recruitment. Santa Fe County uses this publication to solicit potential applicants and encourage them to begin a career with Santa Fe County. This publication is delivered monthly to approximately 170 Santa Fe businesses, and reaches an estimated 20,000 readers each month.

Fire Academy

Santa Fe County implemented our first fire cadet academy in July 2007, we had approximately 80 applicants. Twenty successfully completed the entire process, and graduated from the academy. They assigned to a fire station and began serving our community.

July 1, 2007 Santa Fe County acquired the Regional Emergency Communications Center (RECC). RECC provides 277/7365 dispatch and communications services for all Law Enforcement, Fire, EMS and Animal Control agencies within the City and County of Santa Fe, including the newly formed Police Department and Animal Control Office in the town of Edgewood. These employees were previously employed by the City of Santa Fe. We are happy to have these employees as part of our team. Before the transition occurred, Human Resources conducted several meetings to assist in alleviating any stress regarding the change and answer questions. The transition was very efficient. This fiscal year, RECC successfully retained many employees and was able to promote two level III operators to supervisor positions, two level II operators to level III, three level I operators to level II, and 5 trainees to level I positions.

Corrections Department Retention

Recruitment and retention proved to be such a critical issue within the Corrections Department. Vacancy rates reached a high of 42 vacancies within the Santa Fe County Adult Detention Facility (SFCADF), which translates into a vacancy rate of 36%. The Youth Development Program reached up to 18 vacancies around the same timeframe which translates into a vacancy rate of 28%. To address this issue Santa Fe County began aggressively recruiting through multiple media outlets and other public resources. Additionally, Santa Fe County negotiated a successful collective bargaining agreement which resulted in pay increases for detention center staff, and allows for an accelerated retirement program under PERA for eligible staff. In April of 2008 we had a 0% vacancy rate.

Employee Development

Trainings

The Santa Fe County Employee Development Program provides opportunities for employees to grow both personally and professionally.

Human Resources conducted the following trainings to the employees of Santa Fe County in Fiscal Year 2008:

- Spanish Classes
- Interviewing and Hiring Skills
- Sexual Harassment
- Coping with Conflict
- Hazcom
- Mediation
- Disciplinary Process
- Basic Internet Skills
- Chemical Dependency in the Workplace
- Reasonable Suspicion
- Supervisory Training
- Blood Born Pathogens
- Effective Workplace Investigations
- Labor Relations Training
- Defensive Driving
- Customer Service
- Union contract Training
- PA/New Hire Process

Santa Fe County Employee Development trained a total of (871) employees in FY 2008. Human Resources also offers a New Employee Orientation for all new hires. We had 449 new hires in Fiscal Year 2008 that attended the orientation.

ADOBE Award

ADOBE stands for **Actions or Deeds of Santa Fe County employees Being Exceptional**. This is an excellence award and is given to employees who have provided exceptional customer service well beyond the County's expectation. The Adobe Award seeks out exceptional employees. This Award is given by the County Manager. This Award was been given to nine Santa Fe County employees in FY 2008.

Hats Off Award

The Hats Off Award is similar to the Adobe Award but is given to Departments/Divisions/Sections as a team for exceptional collaborative teamwork. This award is also given and determined by the County Manager. Two departments and two divisions received this award in FY 2008

Santa Fe County Annual Health & Safety Fair

Santa Fe County held its annual Health and Safety Fair on June 20th, at the Santa Fe County Extension Building. The health fair, in collaboration with St. Vincent Hospital, and The Santa Fe Boys and Girls Club, included participants from the Santa Fe County Fire Division, National Guard, and St. Vincent's Hospital. The Fair included free health screens for diabetes, blood pressure, body mass index and nutrition. In addition to the medical screens, free therapies including massage, acupuncture, skin analysis, foot care, reflexology and alternative healing were offered. The Santa Fe County Fire and Sheriff's Office included interactive displays for Fire Safety, Boat Safety and free Child ID Tags. Approximately 200 Santa Fe County employees attended the fair.

Suggestion Box

In order to seek out employee input, Human Resources placed suggestion boxes at County facilities in the fall of 2007. These suggestion boxes are emptied every two weeks and all suggestions are reviewed by the Santa Fe County Focus Group which meets monthly. The suggestion boxes have helped employees to be more vocal in suggesting ideas. Many great ideas have been implemented based on suggestions received from the boxes. Updates are posted on the Legend.

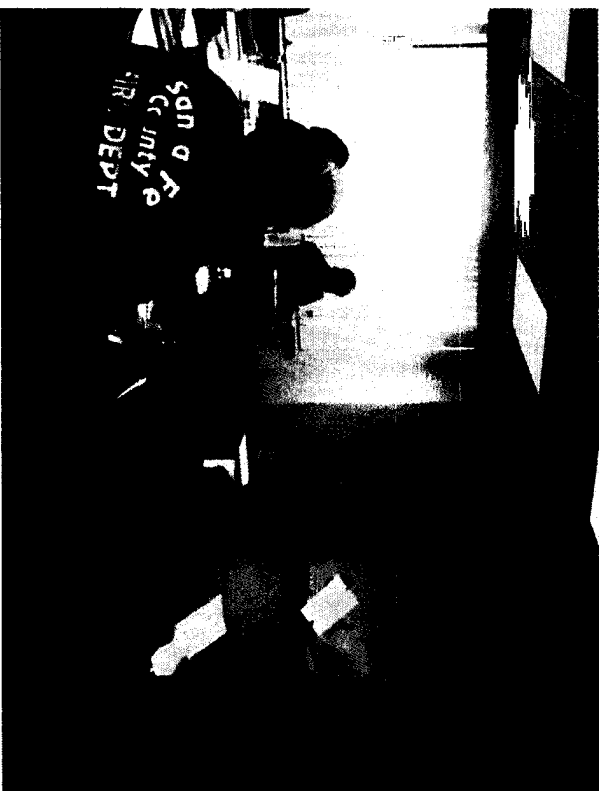
Tuition Assistance

Human Resources, in collaboration with the Santa Fe Community College, began a College for Working Adults Program in the fall of 2007. By successfully completing the program, participants will receive an Associate of Arts degree in Business Administration in 2 ½ years while at work in an accelerated program. This program includes eighteen, highly motivated Santa Fe County employees who comply with the following criteria:

Tuition Assistance was approved for 77 applications in Fiscal Year 2008 including eighteen for the first block of County employees entering the College for Working Adults Program. The amount of money expended for tuition assistance and the College for Working Adults in Fiscal Year 2008 was \$81,965.00.

CRITERIA:

- ⇒ Completion of probationary period
- ⇒ Current satisfactory performance evaluation
- ⇒ No disciplinary actions within the last twenty-four months
- ⇒ Recommendation from immediate supervisor and department director



Employee Relations

CWA Sheriff's Contract

The CWA Sheriff contract was ratified in November of 2007. The average increase was \$4,2330 or 18%. With this increase, we were able to recruit ten lateral deputies for the Sheriff's Office resulting in no vacancies by the time the contract was ratified. These increases also made the Sheriff's Office competitive to surrounding agencies and to date, there is only one vacancy.

CWA Correction's Contract

The CWA Corrections contract was ratified in March of 2008. The average increase was 7%. These increases made SFCADF one of the highest paying facilities in the State of New Mexico. After implementation of the aforementioned increases in March of 2008 the vacancy rate within SFCADF dropped to 0% by April and remained at this level for two months. Today the facility has a vacancy rate of 12%.

Benefits

Open Switch Enrollment for Benefits

Santa Fe County offers health insurance under the State of New Mexico Risk Management. This year Risk Management had a few changes for the annual open /switch enrollment that are not usually offered each year. Open/ switch enrollment began in April 2008 and concluded in June 2008. Dental and vision insurance were offered this year. These services are only offered every (4) years. Risk Management deleted Cigna as one of our health carriers and added two (2) new carriers to include Lovelace, and United Health Care. Human Resources had 165 employee enrollment changes, which included about 95 employees who were covered by Cigna that were required to choose another carrier.

Classification & Compensation

Classification & Compensation Study

A classification and compensation study was conducted to evaluate internal and external equity to measure Santa Fe County's competitiveness as an employer to other agencies, and to ensure that our plan was effective. Santa Fe County implemented salary ranges with the minimum range starting at \$9,60 per hour. This was done in an effort to remain competitive in response to the City of Santa Fe Living Wage Ordinance. The salaries for 125 county employees were brought up to the minimum of the salary range for their position August 4, 2007. Sixty-one percent (61%) of classifications had no change, twenty-nine percent (29%) had only title modifications, and six percent (6%) of classifications were merged or deleted. An FTE was added to Human Resources to administer the new classification and compensation plan and the Classification and Compensation Administrator was filled in December 2007. The Classification and Compensation Administrator maintains the Salary Range Schedule and has updated the schedule and classifications based on ongoing research regarding classification and compensation.

Cost of Living Increase (COLA)

Effective the first full pay period in January of 2008 AFSCME & non-union employees received a cost of living adjustment (COLA). Employees who earned less than 25k annually received a 5% increase, those who earned 25-40k annually received a 4% increase and those who earned 40k and above annually received a 3% increase.

Human Resources Operations

Our Process

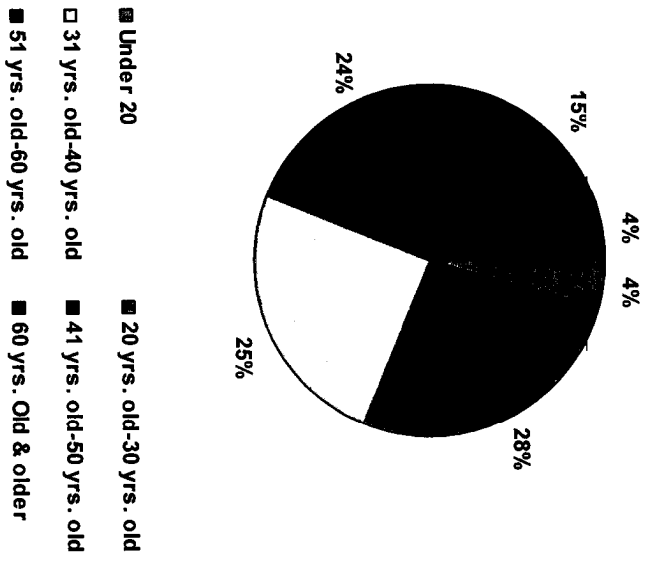
Human Resources is constantly evaluating processes to ensure efficiency and that they are user-friendly. This fiscal year we completed the following:

- Revised all Human Resources Forms to be more user-friendly and uniform.
- Enhanced our records management by adding more security
- Scanned separated employee files for convenience and efficiency
- Added employee numbers in lieu of using social security numbers for security

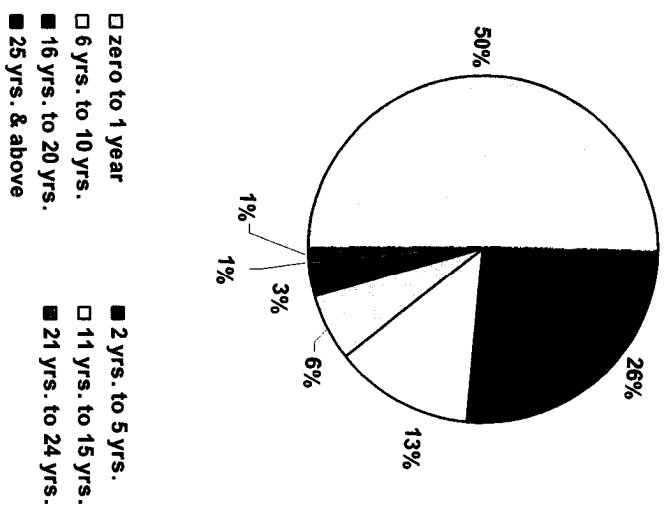
Santa Fe County Human Resources Division was located at the Enacon Building at 205 Montezuma Street for approximately 5 years. Since the staff has grown in size and also the number of internal employees we support, we were in need of a move. In mid April of 2008 the Human Resources Division moved to 949 West Alameda. This new location provides better parking for our customers, and also provides more room for employee training. Since the move we have been able to conduct College for Working Adults classes and New Employee Orientation in our building.

Santa Fe County Workforce Statistics

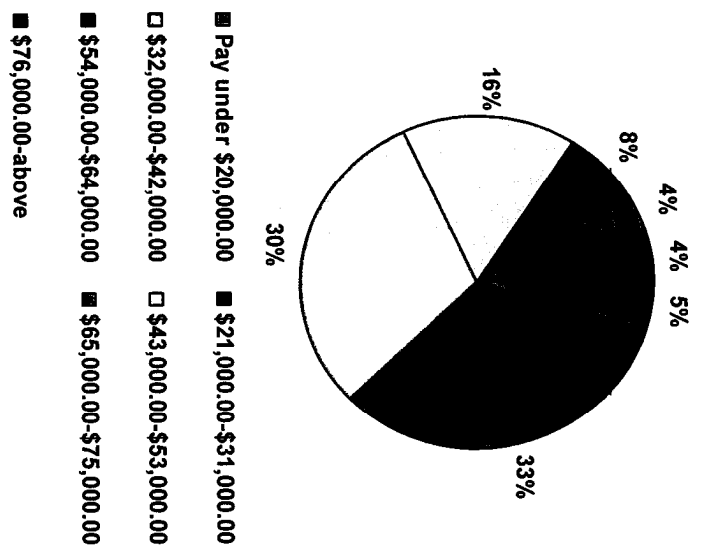
AGE OF COUNTY EMPLOYEES



YEARS OF SERVICE

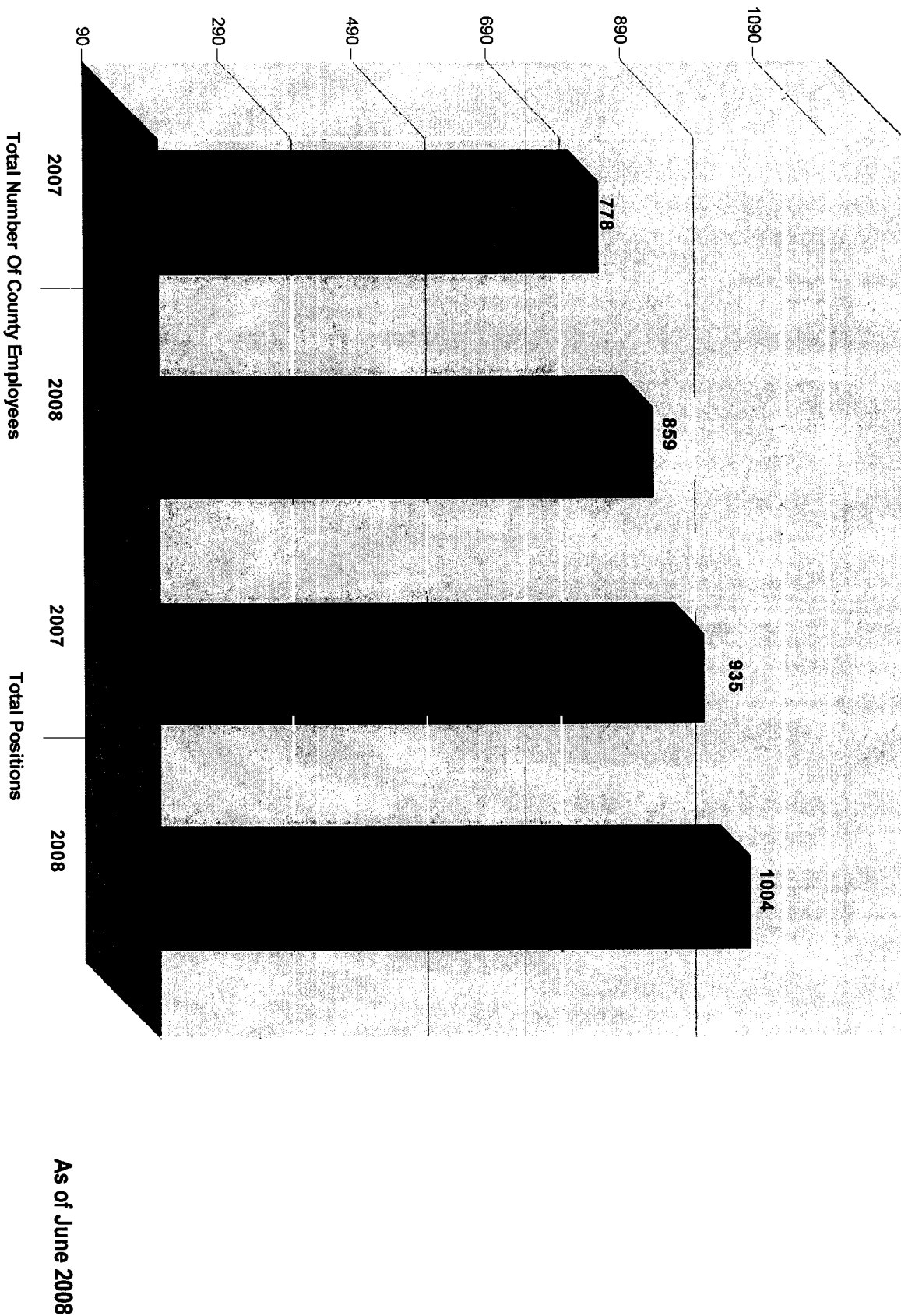


PAY GRADE OF COUNTY EMPLOYEES

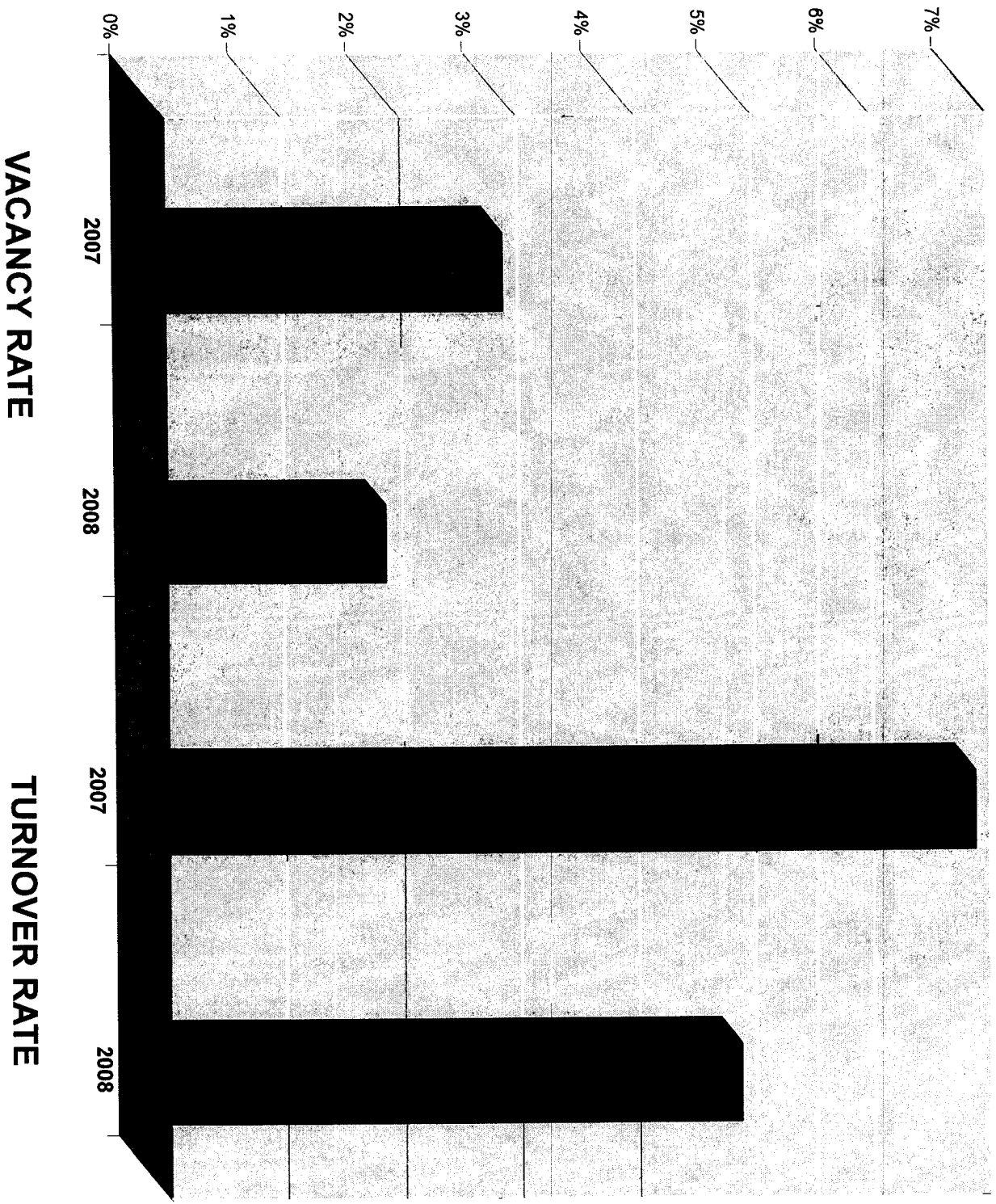


Santa Fe County Workforce Statistics

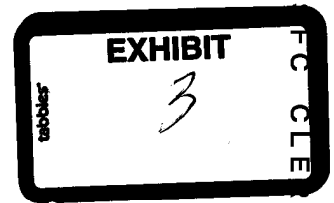
Employee Workforce Statistics Annual Report



Santa Fe County Workforce Statistics



As of June 2008



SANTA FE COUNTY
Administrative Services Department

Page 3

FC CLK
RECORDED 11/25/2008

ASD Division Information (continued)

I. Financial Services Division

A. Goals

- Prepare monthly General Fund and quarterly (on other funds) financial (revenues and expenses versus budget) reports and present to the BCC.
- Prepare policies and procedures for Fixed Assets, Taxable Fringe Benefits, Purchase of Uniforms, Propriety of Certain Expenditures, Payroll Time Auditing, Fuel Reduction and Alternative Fuel Vehicle Acquisition and Use, Budget, Purchase Order Procedures, and Accounts Receivables.
- To provide information, training and guidance to all staff as needed.
- To provide management with critical analysis and information that is objective and unbiased and includes financial impacts and other possible viable options.

B. Major Accomplishments

- Clean financial audits by the independent auditor for the past several years. Good audit reports confirm strong financial controls and are the basis for higher bond ratings and lower interest rates for county taxpayers.
- County received higher bond ratings of Aa+ and Aa2 on our latest Gross Receipts Tax Bond Issue.
- Regular financial reports are made to the BCC.
- Development and approval of various policies for the financial areas noted in the 2nd bullet under Goals.
- Completion of the county-wide accounting manual and provided comprehensive training.
- Recognition of county FY2008 budget document by the Government Finance Officers Association (GFOA).

C. Current Initiatives

- Created an Accounts Payable Workgroup.
- Conducting various trainings for the new Accounting Manual, new Employee Timesheet, Accounts Payable, travel, and Taxable Fringe Benefits.
- Worked on AS400 conversion----tested, implemented and now researching impacts of conversion that included 2 version upgrades and potential changes to procedures resulting from these upgrades.
- Starting the phased process for the preparation and completion of the County's Comprehensive Annual Financial Report (CAFR) by county staff.

SANTA FE COUNTY
Administrative Services Department

Page 4

Financial Services Division (continued)

D. Significant Challenges

- The tracking of project budgets. The County has grown tremendously with regard to capital projects resulting from state appropriations, severance and General Obligation Bond (GOB) bond funding.
- Accounts payable volume and staff shortage.
- Production of CAFR by internal staff. The goal is to be able to prepare a comprehensive CAFR for the fiscal year ending 2010.
- Audit findings that need remediation. Decentralized support-Corrections.

II. IT Division

A. Goals

- Collaborate, align with and proactively plan with departments and offices that IT supports.
- Create a methodology to effectively manage IT resources-document plans, policies and inventories and make this information readily available.
- Enhance and maintain County's application portfolio including:
 1. Mainframe (AS400) server application (i.e. Sungard).
 2. Microsoft Server application.
 3. GIS applications.
- Analyze, develop and implement the different projects and programs that were included in the FY2009 Budget.
- Maintain and continue to roll out a secure and scalable infrastructure.
- Implementation of CAMA (Computer Aided Mass Appraisal) application for the Assessor's Office.
- To assess and implement a comprehensive disaster recovery plan.
- Enhance and integrate GIS technology platform.

B. Major Accomplishments

- Significant progress has been made on the Computer Aided Mass Appraisal (CAMA) implementation project. IT is responsible for coordination and oversight.
- Successfully upgraded the iSeries (AS400) Sungard System (includes General Ledger, Land Use and other systems) to the current release (2 releases back).
- Working with Qwest on a proposal to increase county's broadband network through implementation of their QMoe technology. The goal is to acquire this enhanced application with little or no net cost increase.

SANTA FE COUNTY
Administrative Services Department

Page 5

IT Division (continued)

- Implementing a reporting application using Crystal Reports and Business Objects Enterprise to expand reporting capabilities for all county departments.
- Continue the implementation of VMWARE technology that allows the county to reduce the need for server upgrades and computer room power needs.

C. Current Initiatives

- Continue to work on the CAMA implementation project.
- Work on the QMoe proposal from Qwest to increase county broadband.
- Complete the implementation of VMWARE technology.
- Implement the Human Resources and Time and Effort software applications.
- Continue PC and Server cascade program.

D. Significant Challenges

- Finding a qualified Data Base Administrator has proven to be a challenge.
- Increased network bandwidth.
- Knowledge of iSeries (AS400) system administration.
- Institutional knowledge of installed legacy Sungard applications.
- Fragmented IT support (Corrections IT personnel; RECC support (Marty Black); Sheriffs support (Larry Martinez); Assessor/Treasurer (Rick Caudell).
- Permissions migration from Unix to Windows.

III. GIS Services Division

A. Goals

- Implement Phase 1 of the Enterprise Geographic Information System (EGIS), pursuant to the Weston Study.
- Integrate GIS database information into the CAMA system.
- Respond to all staff and public requests for GIS data and reports.
- Maintain and enhance current GIS System.

B. Major Accomplishments

- Completed Phase 1 of EGIS Plan by installing servers and software and testing them.
- Assisted the Assessor's Office with the CAMA/GIS integration project.
- Completed production of GIS data sets needed for the Land Use Code Rewrite Project.

SANTA FE COUNTY
Administrative Services Department

Page 6

GIS Division (continued)

- Provided hardcopy maps to the Clerk's Office to support the 2008 Primary Election.
- Established procedures for monthly updates of annexations to the RECC.
- Facilitated acquisition of new county-wide orthophotography through collaboration with various federal and state agencies.
- Provided digital GIS data to support the Buckman Direct Diversion Project, the Sombrillo/Arroyo Seco Wastewater Project, the NM Department of Transportation Ortho-Mosaic Project, the Galisteo Basin Plan Project, the Oil and Gas Ordinance, the County 40-year Water Plan, the Cerrillos Hills Park, the Greater Chimayo Mutual Domestic Water Consumers Association Plan, the Rancho Viejo Temporary Recycling Project, the Affordable Housing Strategic Plan, the La Bajada Historic Preservation Project, and the County Trails GPS Mapping Project.

C. Current Initiatives

- Working on Phase 2 of the EGIS Plan: Goal is to implement a modern online mapping service including parcels for the first time.
- Phase 2 of EGIS Plan: provide daily updates to the online mapping services.
- Continue to assist the Assessor's Office with the CAMA/GIS integration project.
- Continue to provide digital GIS data to support County and Regional Projects.
- Working on GIS Data Fee Ordinance.

D. Significant Challenges

- Lack of a Data Base Administrator.
- Lack of solid UNIX support for remaining GIS servers.
- Ongoing need to support last minute requests for custom mapping by Elected Officials and Manager's Office.
- Ongoing need for training of GIS staff and County users of GIS software and data in other departments due to increased complexity of software.

IV. E-911 Rural Addressing Services

A. Goals

- Finalize road naming projects for the Pueblo of Nambe and the Pueblo of Tesuque.

SANTA FE COUNTY
Administrative Services Department

Page 7

E-911 Rural Addressing Services (continued)

- Continue to GPS roads, driveways and structures. Verify that road signs are up, that the red and white numbers are accurate and visible. Coordinate with open space, utilities, and land use on GPS work.
- Work with the City GIS, City and County Fire, and City and County Public Safety and insure that the RECC has the most current information.
- Physically post E-911 red/white reflective numbers on all rural driveways.

B. Major Accomplishments

- Established Standard Operating Procedures (SOP's) for E-911 Rural Addressing road centerline updates to RECC.
- Physically posted E-911 red/white reflective numbers on all driveways.
- Finalized road naming projects within the Pueblo of Nambe and the Pueblo of Tesuque.
- Established a better working relationship with the Post Office.
- Created new Map Reference Area (MRA) boundaries that are consistent with the City of Santa Fe and Santa Fe Counties Fire Departments.

C. Current Initiatives

- Work on establishing SOP's for RECC to receive GIS data.
- Finalize 2nd part of the San Ildefonso road naming project.
- Finalize physical addressing for the La Bajada Village.
- Follow up on all areas where GPS data was incomplete or incorrect.

D. Significant Challenges

- Improve current process of obtaining/changing a rural address.
- Develop an electronic process for obtaining/changing a rural address.
- Have all staff in one location.

V. Building Services Division

A. Goals

- Provide custodial and building maintenance support for all county owned facilities, parks and community centers. Conduct periodic inspections to insure that buildings are properly cleaned and maintained.
- Handle work orders and special requests quickly and efficiently.

SANTA FE COUNTY
Administrative Services Department

Page 8

Building Services Division (continued)

- Oversee and manage the Motor Pool operation and insure that these services are being effectively provided.
- Handle moving of the offices due to the demolition of the Enacon, Blue Monkey, and Paramount Facilities. Coordinate parking.

B. Major Accomplishments

- Moved Finance, Human Resources, Community Services, Utilities, Purchasing, and Risk Management to new locations.
- Painted entire 2nd floor of the Bokum Building for Finance, painted 3rd floor of the Bokum Building for IT, painted office for ASD Director and Public Information Officer and painted jail cells at District Court.
- Stacked and loaded 48 pallets containing computers, desks, chairs, and office partitions to State Police Department for annual surplus.
- Installed a secured bike rack in back of the Administration Building.
- Painted over graffiti at the El Rancho Bridge, La Cienega Bridge, and the RAP Center on Airport Road.
- Continue to maintain and clean all county buildings, parks, and community centers.

C. Current Initiatives

- Patching, painting and moving cubicles in Land Use Department.
- Painting halls on 3rd floor of the Bokum Building
- Move furniture in IT for carpet installation.
- Working with Finance on surplus items for September auction.
- Strip, seal, wax and buff floors at the Edgewood Community Center and paint walls.
- Finish installing audio equipment at the Nancy Rodriguez Community Center.

D. Significant Challenges

- Will lose 30 parking spaces when the Cathedral parking lot is closed. Need to find additional parking spaces.
- Find adequate parking for the Law Complex employees when the new District Court House is being built.
- Work on scheduling manpower to cover the new Public Works Facility.

SANTA FE COUNTY
Administrative Services Department

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VI. Purchasing Division

A. Goals

- To insure compliance with the NM State Procurement Code.
- To coordinate all Request for Proposals (RFP's) and Request for Bids (RFB's), advertise these procurements and review the Scope of Work and Bid Specifications to insure they are adequate, set proposal and bid deadlines, develop evaluation criteria, open and review proposals and bids. Insure that appropriate contracts are developed, notify successful and unsuccessful offerors, issue purchase order and/or award notification.
- Work with all staff to assist them with the Procurement Process.

B. Major Accomplishments

- Successfully completed \$5,403,825 in procurements for goods and services.
- Built a team work structure and that improved relationships between Senior Procurement Specialists and Procurement Specialist I's. Procurement Specialist I's can now handle IFB's and RFP's and larger procurements than before.
- Improved relationships between departments.

C. Current Initiatives

- Currently working on several procurements including: Road Maintenance and Construction Materials, Fire Recruitment and Retention Coordinator, Janitorial Supplies, Employee Assistance Program, Towing Services and Seizure Lot, Printing and Mailing of Property Tax Notices, Removal and Replacement of Asphalt at the Abedon Lopez Senior Center, Construction of the new Steve Herrera Judicial Complex, Web Hosting and Maintenance Services, and General Legal Services.
- Look at more purchasing training opportunities and send staff to these trainings.

D. Significant Challenges

- Review department requests for services and/or materials purchases and insuring compliance with the NM State Procurement Code.
- The Procurement Manager has to learn all the nuances and details of the State Procurement Code and how the purchasing process works in the public sector. This has been a challenge for the Procurement Manager.
- Learn the General Ledger System and how it pertains to the purchasing function.

SANTA FE COUNTY
Administrative Services Department

Page 10

VII. Public Information Office

A. Major Accomplishments

- Managed the public relations/participation process for getting the Courthouse from initial design to construction phase.
- Managed public information projects for each Commissioner resulting in over 30 related TV, radio, and print media interviews/stories.
- Redesigned County web site page.
- Created system to handle "crisis communications"
- Created 10 question survey on website seeking feedback on County performance.
- Collaborated with League of Women Voters to create a County Transparency Advisory Committee to review County's transparency and make recommendations.
- Ordered podcasting equipment for weekly podcasts.

B. Current Initiatives

- Audio podcasts of all County meetings, interviews with Commissioners and staff.
- Video broadcasts of all public meetings.
- Digital archiving of all recordings of previous meetings.
- Post on line schedule, agenda, and minutes of meetings.
- Improve search ability of web site.

C. Significant Challenges

- Increase digitization of information (audio/video/data).
- Working on developing blog to allow for an ongoing, interactive conversation between County officials and residents.
- Working with the 5 member Transparency Advisory Committee to have a transparency audit of Santa Fe County completed.
- Post budget on line.
- View before vote----which places new proposed ordinances on County web site to allow for public review and comment before a vote is taken.

SANTA FE COUNTY
Administrative Services Department

Page 11

VIII. Project Specialist

A. Major Accomplishments

- Implemented and oversee Anti-Graffiti Program.
- Implemented Summer Recreation Program.
- Oversaw IT upgrades at the Bokum, Women's Health and Morgan Stanley Buildings.
- Assisted IT with email, internet and security policies.
- Assisted IT with staffing.
- Oversaw Phase 1 of the AV upgrade in the BCC Chambers
- Acting IT Director for 3 months.
- Implemented contract and funding for Outside-In-Program.

B. Current Initiatives

- Phase 2 of the AV upgrade in the BCC Chambers.
- In the process of implementing a policy and regulations for adequate security over fuel usage.
- In the process of implementing a policy and regulations for adequate control over the ordering of building supplies.
- Working with the City of Santa Fe Anti-Graffiti Task Force on a joint policy.
- Serving as ASD liaison for the County Managers Project Database.
- Working on new contract and funding for Outside-In-Program.
- Trying to become a member of the Juvenile Justice Board.

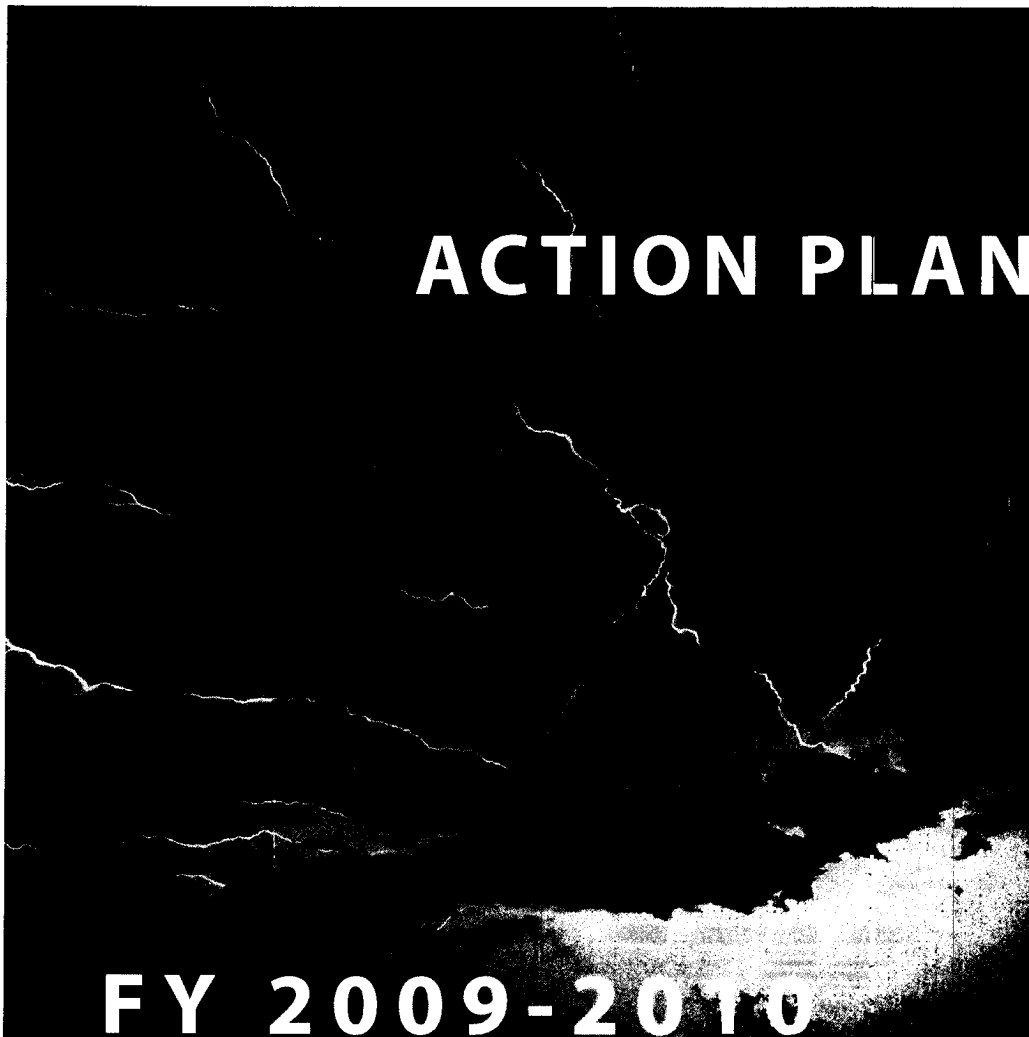
C. Significant Challenges

- No response from the Juvenile Justice Board.

tabbles
EXHIBIT
4

SFC CL RK RECORDED 11/25/2008

**SANTA FE COUNTY
COMMUNITY SERVICES DEPARTMENT**



"Generating a Positive Charge in the Community"

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introduction

The purpose of the Community Services Department Action Plan is to highlight FY 2007-2008 accomplishments and outline what we all hope to accomplish in the upcoming year.

The Community Services Department has just completed its second year as a new Santa Fe County Department. During the year, the department's six divisions worked independently and in collaboration with community workers, other county departments and partnering agencies to fulfill division and department goals. In addition, there were monthly meetings with the County Manager to review what has been accomplished regarding Commissioner's projects, Manger's action items, and division projects and goals. The Community Services Department includes:

- Fire
- Community Projects
- Regional Emergency Communications Center
- Housing
- Health
- Teen Court.

The Community Services Department continues to maintain structure and significant interaction and communication between the department's divisions. The following items highlight significant action steps that have taken place within the Community Services Department.

- Fire started it's second fire training academy for 15 new recruits, bringing a total of 34 new recruits that are a direct result of the implementation of the new Fire GRT.
- Health was been very successful in implementing the new senior services program for El Dorado as well as managing the other senior programs and community centers.

- Housing has just completed their Housing Needs Assessment. Housing has started the process of planning for new County Affordable Housing at the old public works site on Galisteo Road. Housing also continues work on updates for the Affordable Housing Ordinance.
- RECC has implemented an aggressive plan to recruit new employees as well as retain existing employees.
- Projects will be completing a new Public Works Facility in November. The \$16 million dollar 45,000 sq. ft. facility is located on a 37 acre site with and incorporates energy efficient and environmentally friendly systems such as passive solar heating, rainwater catchment systems and a wind turbine for electricity generation. The new Courthouse project received 4 viable bids for construction and a contract is scheduled for approval in October 2008. The project is scheduled to break ground in December 2008.
- Teen Court continues to increase its participants and outreach for what is considered the model program for the state.

It's very exciting for me to have the opportunity to work with a highly dedicated team of professionals. I know that in the years to come, this Department will reach new levels of success for Santa Fe County. This report reflects the positive directions of this new Community Services Department. We will continually strive to implement actions that create results and improvements for the many communities within Santa Fe County that we all serve.

Joseph Gutierrez,
CSD Director



From Left: Fire Chief Stan Holden, RECC Director Ken Martinez, Teen Court Director Alice Sealey, Community Services Department Director Joseph Gutierrez, Housing Director Dodi Salazar, County Manager Roman Abeyta, Health Director Steve Shepherd, Community Projects Director Paul Olafson

fire

mission

Department Mission

Our essential mission and number one priority is to provide high quality and compassionate emergency services to the people of Santa Fe County

Fire Administration Vision

To provide leadership and high quality, efficiently managed and customer oriented support for each fire district, our volunteers and regional personnel to ensure the mission statement can and will be accomplished.

Our Vision is of Working Together As A Team

Our pledge to one another are not just words upon paper, it is our commitment to one another, because we believe all personnel, regardless of rank, status or position, are important and should be treated with respect.

overview

The Santa Fe County Fire Department won a national award for its "Regionalized Approach to Providing Emergency Services" design concept in 2000 from the National Association of Counties. This concept remains the basis for department's direction and growth.

The SFCFD is a Combination Department, Consisting of both volunteer and paid firefighters and emergency medical technicians. We have approximately 280 volunteers; some are both firefighters and EMT's, some are only firefighters and some are only EMT's. The department has 48 existing paid field personnel, not including support personnel.

growth impact statement

The expectations and needs of the citizens of Santa Fe County require us to be progressive and proactive in planning for the future to ensure our customer expectations and needs are met. Because of the size of our county and of its suburban, rural and wilderness makeup and because our funding is small relative to customer expectations we must be innovative in our approach to meeting those expectations.

DIVISION NAME
Santa Fe County Fire Department

CHIEF
Stan F olden
505-992-3077

DEPUTY CHIEF
Dave S oerling
505-992-3076

ASSISTANT CHIEF
Martir Vigil
505-992-3070

STAFF SIZE
72 Employees
320 Volunteers

PRIMARY FACILITY LOCATION
35 Camino Justicia
Santa Fe, New Mexico 87508

ADDITIONAL FACILITIES
34 Fire Stations
throughout Santa Fe County

budget

Fiscal Year 2008 | \$7,622,000

divisions

Fire Administration (Command Staff)

- 48 Additional Firefighter Project. July 2008 Fire Academy has begun with 16 new fire cadets. Training is 18 weeks long. Cadets will become Firefighter level II, Hazardous Materials Technician level and Emergency Medical Technicians upon completion.
- Currently we have hired 35 new firefighters utilizing the new County-wide Fire Tax (19 in the 2007 Academy and 16 in 2008 Academy).
- Regional strength of staff (FTE) is now at 35 new +29 existing = 64. With implementation of all new 48 regional positions department strength will be at 96 firefighter/EMTs in the field which translates to 32 on duty during any given day of the year utilizing an industry standard A, B, C shift schedule.
- With a county population of 85,000 regional field staff should be 170; 2 firefighter/EMTs per 1000 population. We attempt to accomplish this through use of volunteers and paid firefighters/EMTs.

Emergency Management Division

- Currently staffed with 1 Assistant Chief, Martin Vigil.
- Program intended to prepare community for all-hazard disaster readiness and response through training of personnel and acquisition of necessary equipment & apparatus
- Responsible for maintaining county Emergency Operations Center
- Responsible for implementation/compliance with National Homeland Security, National Incident Management Mandates.

Wildfire Bureau

- Staffed with 1 bureau Captain, Greg Gallegos and 3 grant-funded wildland firefighters/fuel reduction specialists.
- Community Wildfire Protection Program
- Partnership program with other regional, state & federal jurisdictions intended to reduce the risk of catastrophic wildfires in wildland interface areas
- Santa Fe County's Urban-Wildland Interface Ordinance
- Department's Wildland Firefighter Capabilities based on NWCG stnds

Fire Prevention Bureau

- Staffed with 1 bureau Captain, Buster Patty and 3 specialists
- Primary duties are fire prevention via new development review, inspections, investigations & public education.
- Challenges: (1) increased growth in county brings higher density development with municipality-type needs from emergency services, (2) volume of development plan review & customer expectation with turn around times.

Volunteer Fire Districts

- Challenges: Dependency on declining resource to provide emergency services. With increased call volume comes increased demand on volunteer time. Assimilation of volunteers into structured government service roles.
- Volunteers are in decline nationally irrespective of area of specialty. Especially true in the Fire Service.
- Volunteer Recruitment and Retention Incentive Program
- We will be dependent upon volunteers well into the next 20+ years.

Fire Prevention Division

Headed by Deputy Chief, Dave Sperling and Fire Marshall

Field Operations Division

- Staffed with 1 Assistant Chief, Kimmie Holland, 1 administrative assistant, 3 BC's (1 for each shift A,B,C) and all Regional Personnel assigned to regional stations.
- Regionalized Fire Suppression Response
 - Triple Role/Cross-trained as Emergency Medical Service providers at EMT-B, EMT-I or Paramedic level + Structural Firefighter II + Wildland Firefighter 130/190 certified.
- Regionalized Emergency Medical Services
 - Advanced Life Support (Paramedic) level of service 90% of all calls within 10 minutes 80% of the time
 - Supported by paid and volunteer EMT-B's and EMT-I's
 - Six ALS Transport Units, + five ILS volunteer transport units
- Fire & EMS Training Bureau staffed with 1 EMS Captain, 1 Fire Captain and 1 Fire Lt.
- Challenges: Growth county-wide. 5,266 calls in 2007
 - 1) Town of Edgewood and surrounding county in Southern SFC
 - 2) growth/development in Northern SFC, Pojoaque, Tesuque, Nambe, Tribal Gaming Enterprises. While Town of Edgewood supports fire & EMS services, tribal governments do not. Demands of call volume in these high call volume areas will put more strain all both volunteer and paid resources.
 - 3) Lack of trained workforce especially Paramedics
 - 4) Competitive environment for ALS (paramedic) providers.
 - 5) Lack of affordable workforce living in Santa Fe.
 - 6) need to fully implement training division from bureau level to meet growing volunteer and paid training needs including appointment of Training Division Chief.

fire

2007 - 2008 accomplishments

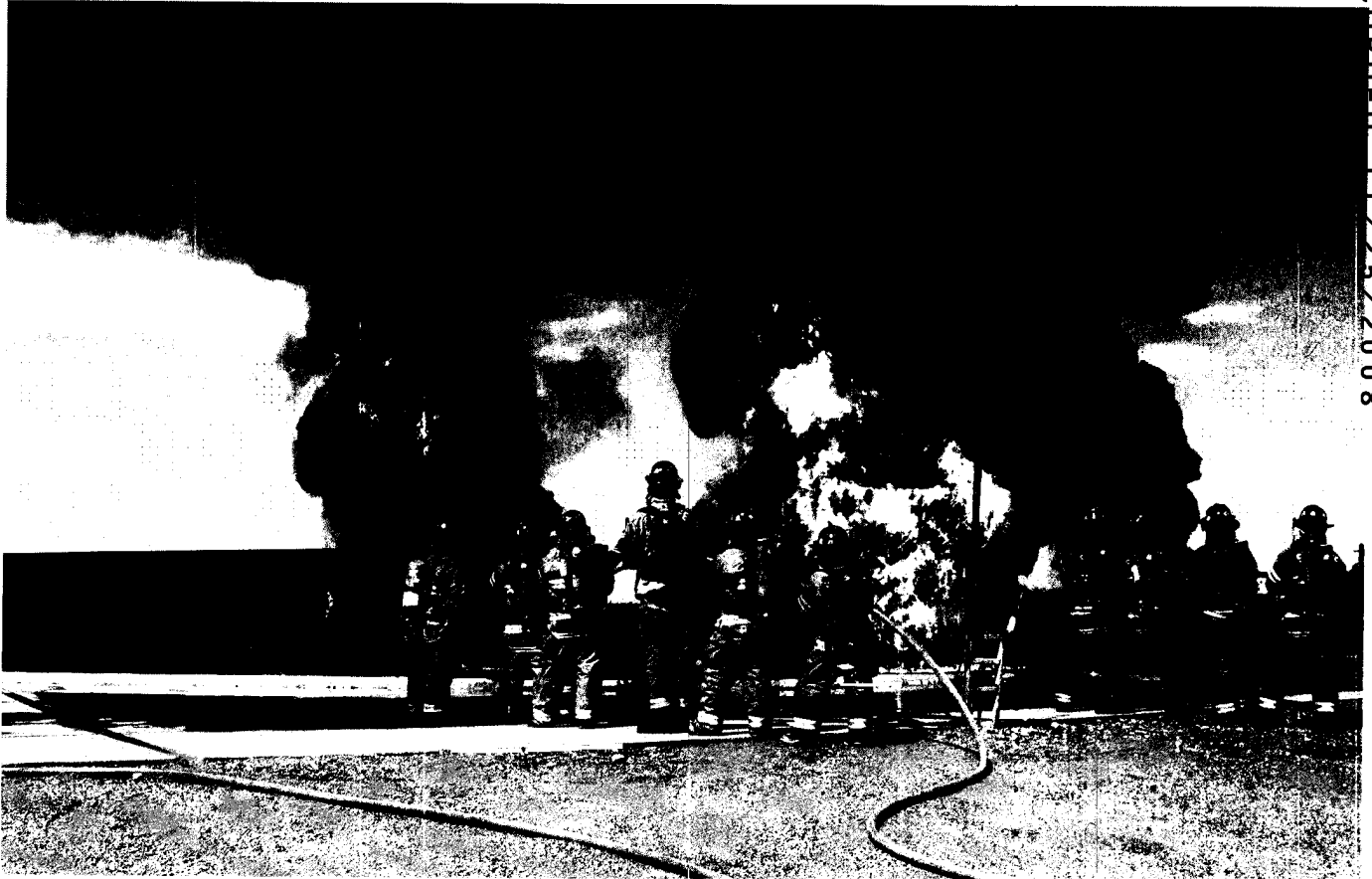
- Fire Department is a personnel and equipment intensive organization which requires significant support from these departments but in addition, because of our infrastructure growth we also require assistance from the Community Projects Division for construction of fire stations and remodel and maintenance of existing stations. To this end, and to a significant degree, the Fire Department's success is dependent upon the support of these other departments. To be blunt, we cannot be successful without a team-work atmosphere and can-do spirit. I have said publicly before that the County Fire Department could not and would not be successful in accomplishing our overall mission without the significant support and involvement of these other county departments and divisions. As the County goes, so goes Santa Fe County Fire Department.
- Overall the last few years our County Corrections Department has seen a huge increase in operational demand secondary to Department of Justice oversight, especially in the medical, juvenile and adult corrections areas of operation. The recruitment and retention of corrections officers has been a major hurdle to overcome and it appears we have finally reached our goals in that area. Significant time and energy of critical resources from county departments has played a huge role in this accomplishment. But, to some extent this success has come at a cost to other departments including the fire department. If we as a county can now look forward to a time in the near future where we might move out from under the DOJ oversight some of these resources might once again be free to assist other departments to a higher degree. It is my hope that such will be the case in FY09.



2008 Cadet Academy

accomplishments

SFC CLERK RECORDED 11/25/2008



2008 Cadet Academy Exercises

- Without the great people working for Santa Fe County we could not accomplish what we have, (which is amazing when you look back over the year), with the resources we've been given and I believe it is a credit to the dedication and commitment of our county employees. We are very much like a family, we struggle with the day-to-day tasks of accomplishing our daily missions, while taking on more and more responsibility as the demands of our county citizens grow. The adage of do more with less has reached its breaking point and we must plan better for the future and make difficult decisions as a County about what we can do with the resources we've been given and stop the notion that we can be all things to all people. In short we must focus our attention on the critical functions of local government first and foremost before agreeing to take on more programs or projects of special interest groups.



2008 Cadet Academy Exercises

fire

2008 - 2009 goals

Our goal is to protect life, limb and property; ensure the safety and welfare of our personnel; to treat everyone with respect; and to develop and implement standards to ensure our goal is accomplished.

Other specific goals include:

County Fire Protection Excise Tax (1/4%)

- Gross Receipts Tax imposed only in the unincorporated areas of the County
- Sunsets in December 2008
- Currently raises \$1.7 million per year.
- Proceeds can only be used for capital and operating expenses other than personnel/benefits.
- Funds department's apparatus replacement schedule via Revenue Bond. Extremely important funding source for volunteers.
- Updated state statute removed sunset provision of the law in 2003.
- Challenge: Without this tax the fire department cannot meet its future capital infrastructure needs

Santa Fe County Ordinance 1997-11 (Fire Administration Ordinance)

- Rewrite of Ordinance needed
- Challenges: (1) to balance government oversight of services provided to citizens with needs of volunteer workforce while ensuring quality, consistency and risk management exposure to county.
- District Operations and Officer "Elections"

Fire Training Facility/Complex

- Challenge: (1) Cannot ask volunteers to give up their two week vacation to travel to Socorro (State Fire Academy) for training, (2) Expense of sending paid firefighters out of town several times a year for mandated training updates.
- History of need and State Penitentiary Site.
- New site located in Southern Santa Fe County; Thompson & Martin Roads
- \$915,000 asking purchase price. Awaiting appraisal.
- Currently a working training center for New Mexico Laborers Union
- Partial funding for purchase of site.
- Nov. 4th General Obligation Bond Ballot Question. \$1.5 million to upgrade facility; purchase and install training props.



2008 Cadet Academy Exercises

County-wide Emergency Communications Network Interoperability Study

- Challenge: To overcome spotty coverage throughout county to provide better quality and higher reliability of communication, both voice and data, in preparation for digital requirements mandated by federal government.
- Study partially funded by Homeland Security with match from SFC
- Phase-I. Upgrade existing infrastructure network including towers and repeater sites to achieve 90% county-wide coverage pattern with mobile radios and 75% county-wide with portable radios.
- Phase II. Establish microwave links between outer districts and RECC
- Phase III. Implement county-wide voice and data system to allow for AVL and mobile data transmission.
- Need \$12 million dollar overall with potential to obtain up to \$8.0 million in federal funding with remainder (\$4.0 million) to be county match.

Fire Station Construction & Remodel Projects

- Challenge: (1) To meet growing need to upgrade existing infrastructure built primarily by volunteers and unskilled labor in 1950's and 60's while addressing growing community demands county-wide. (2) Need dedicated Emergency Operations Center to conduct on-demand emergency operations during local emergencies or disasters.
- \$1.5 Million (GO Bond) Fire Station Remodel Project
 - Tesuque Fire Station Addition
 - Glorieta Fire Station Addition
 - Chimayo Fire Station Addition
 - La Puebla Fire Station Addition
- \$3.5 Million (GO Bond 2008) Western Region, La Cienega Fire Station
- \$3.5 Million (Revenue Bond) Southern Region, Edgewood Fire Station
- \$750,000 (244) Northern Region, Pojoaque Fire Station Crew Quarters Addition
- \$500,000 (Impact Fees) La Tierra Fire Station Crew Quarters Addition

Discussion of Fire Department Funding Sources

- Challenges:
 - 1) Department has historically been responsible for finding and obtaining its own funding. Even then, past funding sources have been utilized for other needs within the county (jail inmate medical, senior programs etc.) creating resource issues for growing needs within both the county and the department. Fire Department receives no General Fund dollars.
 - 2) Increased level of technological hazards county-wide. Railrunner, WUI growth, Commercial developments like Super Wal-Marts, Buffalo Thunder, etc in the face of significant staffing and specialized equipment and apparatus needs.
- The following were fire department initiatives supported by BCC
 - County Fire Protection Excise Tax (Fire % Tax). 1982 until Dec. 2008.
 - 3rd 1/8th Gross Receipts Tax for Emergency Services & OHN (Commonly but mistakenly called the MOA tax)
 - Countywide Emergency Services and Communications Tax (New Tax)
- State Fire Protection Funds (Fire Districts only) ISO rating dependant
- State EMS Funds (Fire Districts only) Service level dependent
- County Fire-Rescue Impact Fees (Fire Districts only)

County Fire-Rescue Impact Fees

- Enabling legislation is the Development Fee Act. Adopted by ordinance in Santa Fe County in 1995. Fees based on square footage and NFPA risk classification. Residential .27 cents per square foot. Collected and spent within fire district boundaries for capital expenses directly related to growth/development within the fire district.
- Landuse Assumptions and Capital Improvement Plan must be reviewed &/or updated every 5 years.
- Challenge: Raises \$75-\$100 k in larger fire districts per year. Only \$5 - \$10 k in smaller fire districts thus is not sufficient alone to meet district needs.

community projects

vision

The Community Projects Division is responsible for all new construction and renovation of County owned buildings, acquisition and development of open space/parks/trails, and the administration of various other capital projects.

budget

Fiscal Year 2008

\$98,065,098

DIVISION NAME
Community Projects Division

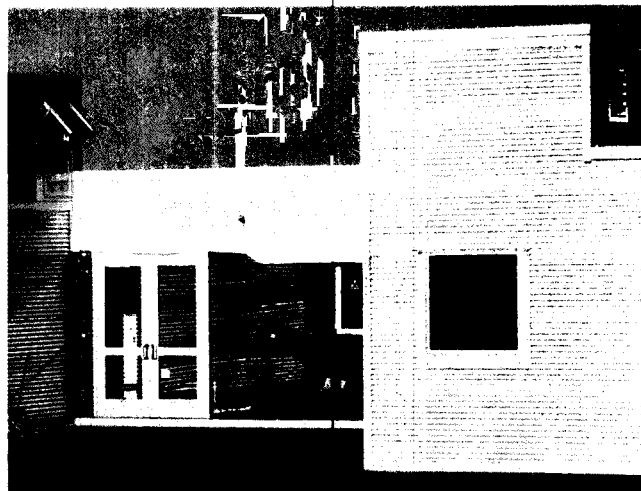
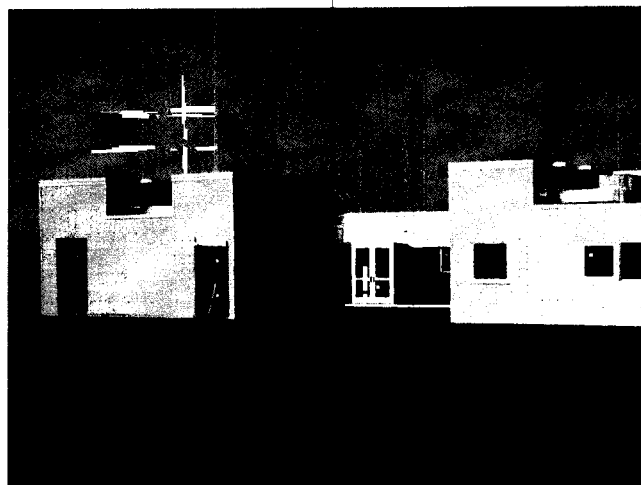
DIRECTOR
Paul Olafson
505-992-9866

PROJECT SPECIALIST
Agnes Lopez
505-995-6516

STAFF SIZE
31 Employees

PRIMARY FACILITY LOCATION
Community Services Department Offices
901 West Alameda, Suite 20C
Santa Fe, New Mexico 87501

ADDITIONAL FACILITIES
3 Offices
146 properties, including county-owned buildings, and open space, trails and parks



The new Public Works building site

overview

The division has affirmed their commitment to energy efficiency and by incorporating appropriate green technologies in all new projects. The Operations Program, in addition to maintaining the County's facilities and renovating them as needed, has been replacing less energy efficient systems with new more efficient systems in existing buildings. The Open Space and Trails Program is responsible for the acquisition, planning, management and operation of the County's open space and trails facilities and parks. The program also focuses on efforts within the County's parks and open space to make new improvements environmentally sensitive and sustainable. The Projects Program is responsible for the administration of capital projects from initial project development through construction and focuses primarily on legislatively funded capital projects.

The Community Projects Division employs community based planning to include the public, facility users, partner organizations and County staff to develop all projects. The Community Projects team creates timetables, budgets and works with all parties to create viable projects. The team works with all parties throughout the project implementation period and beyond, to occupancy and use of developed facilities. Currently, the Community Projects Division is coordinating approximately \$100 million in new capital projects, 26 open space sites, 17 parks, approximately 45 miles in trails, and 120 County facilities.



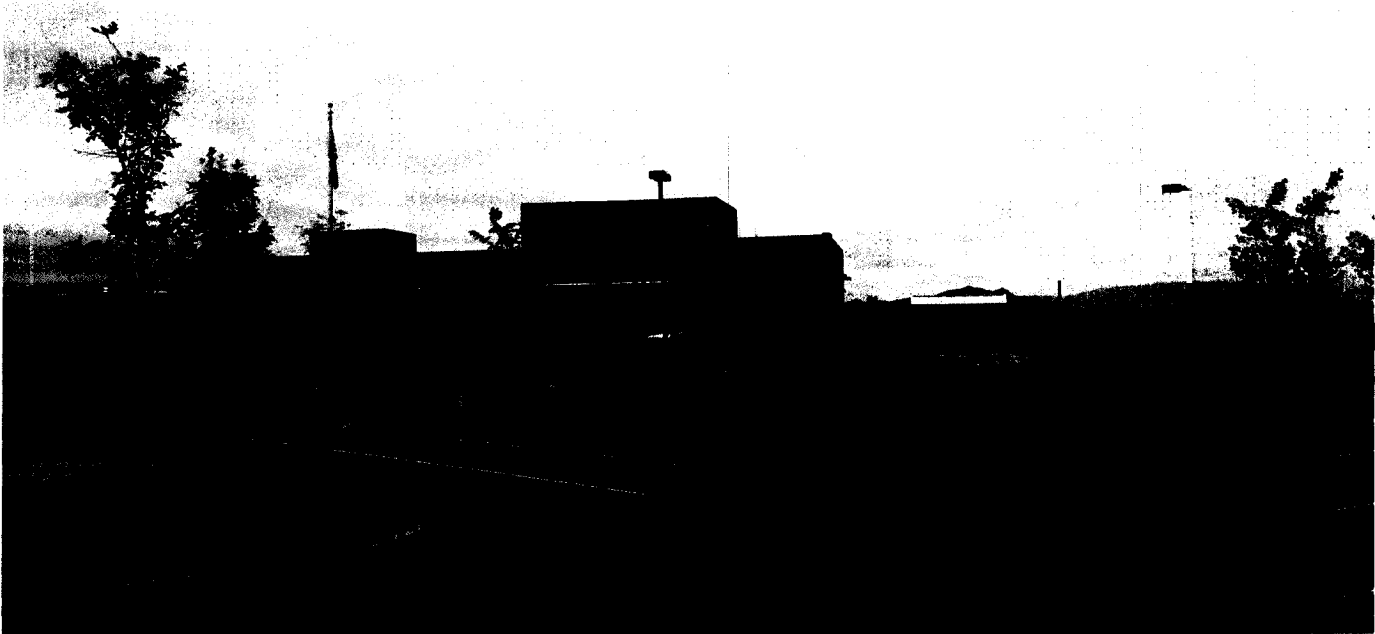
Thornton Ranch Petroglyphs (above)
San Isidro River Restoration Project (below)



community projects

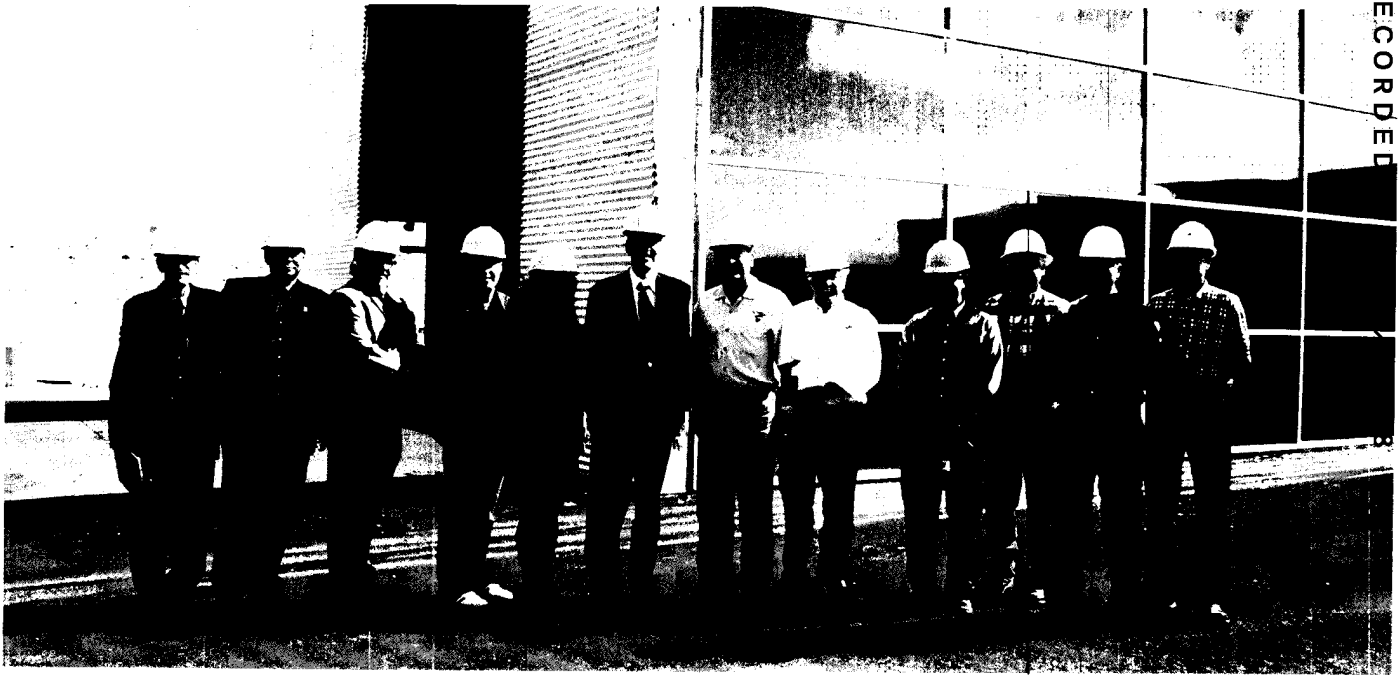
2007 - 2008 accomplishments

- **Archeological clearances and site demolition for the new 1st Judicial Facility**
All clearances were granted and the three buildings within the 2.4 acre site were cleared.
- **Construction of the new Public Works Facility**
Construction of the \$16 million, 45,000 sq. ft. building will be complete in November 2008.
- **Remodel of 4 Fire Stations - Chimayo, Glorieta, La Puebla, Tesuque**
The remodels include living quarters for staff and will all be complete by the end of 2008 with the exception of La Puebla. The La Puebla station will be completed in 2009.
- **Award design contract the Western Regional Station in Rancho Viejo and Southern regional Fire Station in Edgewood**
Architectural design was solicited in August 2008 and design will be completed in 2009.
- **Design for Esperanza Shelter**
Staff has worked with the Esperanza staff to develop facility programming and initial design. Staff is coordinating the installation of manufactured buildings for the new facility and anticipates completion in 2009.
- **Land acquisition for new 4H/ Agricultural facility in Stanley**
The County is pursuing the acquisition of land in the Stanley area to serve as a site for a 4H/agricultural facility. Construction is anticipated for 2009.
- **Completion of the Edgewood Senior Center Addition**
The Edgewood Senior Center added 2,000 sq ft to the center to expand the dining area, add a nurse's office, and provide a space for exercise equipment. The grand opening is scheduled for November 2008.
- **Madrid restroom facility installation**
A new facility with two new restrooms was installed in Madrid. The grand opening was held in September 2008.



Eldorado Vista Grande Library Parking Lot

accomplishments



From Left: Bauer Freeman Architect Michael Freeman, Senator's Office Pablo Sedillo, SFC James Lujan, SFC County Manager Roman Abeyta, Commissioner Virginia Vigil, U.S. Senator Jeff Bingaman, Commissioner Harry Montoya, Commissioner Jack Sullivan, CSD Director Joseph Gutierrez, SFC Frank Jaramillo, SFC Paul Olafson and Louis Berger Group Rich Rotto, visit the new Public Works building site.

- **Remodel of the El Rancho Community Center and kitchen renovation**

Staff completed an addition to the center in 2008 to add approximately 800 square feet for a new arts and crafts room. Staff is contracting services for remodel of the kitchen and it is anticipated to be completed in early 2009. The kitchen renovation will facilitate the seniors meal program.

- **Nambe community facility land acquisition**

The land acquisition agreement was approved by the Department of Finance and is awaiting title clearance to complete the transaction. Staff will begin a master plan process for the property when the purchase has been completed.

- **Pojoaque Valley Community Center – site analysis and land acquisition**

Staff is working with community members and elected officials to identify and acquire property to serve as a site for a future community center.

- **Coordination and oversight of the County's community centers and satellite offices**

Staff worked to open three new satellite office facilities in Edgewood, El Dorado and Cuyamunge in 2007 and 2008. Staff oversees the operation of the community centers and satellite offices and develops new programs and uses for these community facilities.

- **Public Works**

The Santa Fe Public Works Facility project is located on a 37-acre site along Highway 599 northwest of the intersection with Airport Road.

The project includes approximately 45,000 square feet of new buildings and structures, including: administrative office building, vehicle maintenance building, sign shop, vehicle wash bay, wind turbine to generate electricity, material and equipment storage yard, vehicle fuel station

The project is scheduled for completion in November 2008 and has an estimated budget of \$16 million..

The facility will take advantage of state-of-the-art technology and design to be energy and cost efficient along with low operations and maintenance costs. Among the energy-saving systems designed into the buildings are the following:

- 1) The project rehabilitates a former gravel strip mine.
- 2) Passive solar heating and use of natural light.
- 3) Solar panels heat water for Vehicle Wash Building and wash water is recycled up to 7 times.
- 4) Rainwater is stored in two 25,000 gallon underground tanks and used for landscaping.
- 5) 10 kW wind turbine to generate electricity for site and Infrastructure for 2,600 kWh/month photovoltaic panels for electricity generation.

community projects

2008 - 2009 goals

First Judicial District Courthouse

- Santa Fe County has initiated the development of a new courthouse facility to house the First Judicial District Court.
- A 2.4 acre site at the corner of Sandoval and Montezuma in Santa Fe has been selected for the site of the new Courthouse. The architect for this project is NCA Architects.
- The project has a \$55 million budget and we are scheduled to break ground in December 2008.
- The Courthouse project will have an estimated construction schedule of 24 months with occupancy by the Court beginning in January 2011.
- There are four essential parameters that guided the design of the Steve Herrera Judicial Complex:
 - 1) Security: provide safe vehicular and pedestrian circulation patterns and separations to maintain the security of judges, defendants, and the public
 - 2) Space: provide a minimum of eight courtrooms and two public hearing rooms
 - 3) Parking: provide secure parking for judges and the public; the current design provides for approximately 150 underground parking spaces
 - 4) Budget: provide an appropriate facility within the allocated budget
- The new Courthouse will be LEED certified and incorporate multiple energy and green features including:
 - Water collection from building roof area to cisterns
 - Photo sensors in spaces with high levels of natural light (day lighting control)
 - Design to meet night sky code requirements
 - Occupancy sensors
 - Re-circulation pump for domestic water system (temperature controlled)
 - Computer based energy management system (EMCS)
 - Low flow toilet fixtures with automatic electronic valves
 - Construction Waste Management – plastics, wood, paper and metals recycle
 - Low-E glazing
 - Water efficient landscaping
 - Heat reflective roofing material
 - Heat island effect elimination – parking below grade and plaza
 - Photo-Voltaic Cells for irrigation lighting
 - Operable windows at second and third levels for natural air circulation

Future Long-Range Goals

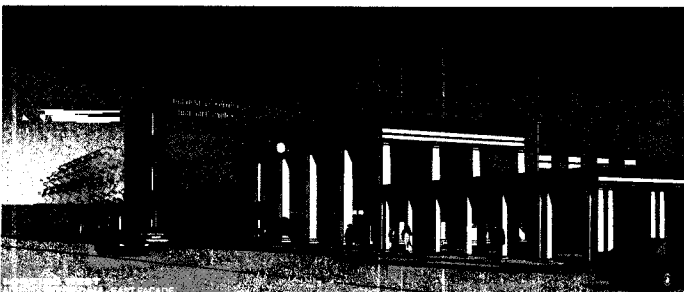
- **First Judicial Courthouse Expansion**
The new 1st Judicial District Court facility will be completed in 2011 and has been designed to accommodate future expansion.
- **Jail Expansion**
Staff has identified a potential need for expansion of detention facilities in the future.
- **Public Safety Expansion**
Staff has identified the need for expansion of the County Public Safety Complex as Fire, RECC, and Sheriff staffing and services expand.
- **Top of the World Land Exchange**
The County currently owns approximately 1,300 acres of land near Questa, NM. The property is associated with future water needs and may be available for land exchange with other public entities at a future date.
- **New Fire Stations**
New fire stations will be required to accommodate future growth in the County. In coordination with the County's Growth Management Plan, the Fire Division will plan for new stations to support services demanded by new growth.
- **New Community/Multipurpose Centers**
New Community/Multipurpose centers will be required to accommodate the growth in the County. In coordination with the County's Growth Management Plan, the Projects Division will plan for centers to provide services for multiple constituencies, including: seniors, youth, community meeting space, child care, etc.

Projects In Progress

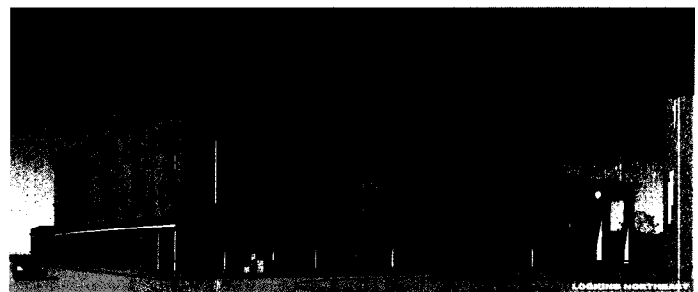
- Esperanza Shelter
- Agua Fria Park improvements
- Agua Fria Fire Station living quarters
- Edgewood Southern Regional Fire Station
- Rancho Viejo Western Regional Fire Station
- Stanley Ag facility/Fairground/Rodeo Ground
- La Puebla Community Center and Park
- Madrid Ballpark
- Agua Fria Children's Zone |
- SF Mountain Center Admin Facility
- Nambe community facility
- Vista Grande Library – Phase II
- Cundiyo Community Center
- Galisteo Park improvements
- La Cienega Park/Community Center land acquisition

Five-Year Goals

- Best use analysis for the exiting 1st Judicial Courthouse**
 Staff will research options for renovating the exiting 1st Judicial Courthouse after the courts have been moved to their new courthouse. Options include space for County employees and Public/private partnership opportunities. Staff anticipates programming and initial design to be completed in 2009.
- Remodel of County Administrative Building**
 The County Administration Building requires upgrades to accommodate growing staff and programs within the County. Staff will conduct a space and program flow analysis to define the remodel of existing available space. Staff anticipates programming and initial design to be completed in 2009 in conjunction with the renovation of the existing courthouse facility
- Remodel of existing District Attorney building**
 The District Attorney's Building will be studied for renovation and upgrades as part of the construction of the new 1st Judicial District Courthouse. Staff anticipates programming and initial design to be completed in 2009
- Redevelop old Public Works Facility**
 The existing public works site will be cleared and prepared for sale, new facilities, or housing opportunities. Staff is conducting due diligence and planning for potential uses of the site.
- Examine opportunities for future County parking needs**
 The County is looking for additional parking in the downtown area to accommodate the present needs for constituents, County employees and future needs for the 1st Judicial Court and the District Attorney's Office.
- Examine potential for future Satellite Office/ Multipurpose Centers**
 The County has begun offering services at satellite offices in different areas of the County and projects staff is researching options for permanent spaces. Staff is also planning the construction of multipurpose centers in the Pojoaque, Nambe, and La Cienega areas.
- Enhance Record Storage**
 Projects has created and utilized a projects database application to document and track all projects within the division. Staff is also creating a filing system for County owned properties in digital format.
- Examine potential for future Housing projects**
 The projects staff will be helping the Housing Division identify new sites for affordable housing as well as the construction of new housing sites within the County.
- Examine potential for future Health Facilities**
 The projects staff will be helping the Health Division identify new sites to provide health services and managing the construction of those sites within the County.
- Develop Agua Fria Recreation facilities**
 The projects staff has hired an architect to create a master plan for Agua Fria area to include possible road improvements, new facilities, and new recreational areas for the park.
- Develop Open Space maintenance plans**
 Open Space is responsible for 26 properties throughout the County and will begin creating a maintenance plans for those properties. The maintenance plans will include processes, maintenance and future enhancements to the properties.



1st Judicial Building Rendering



1st Judicial Building Rendering

RECC



RECC Staff



RECC Staff

vision

The vision of the Santa Fe Regional Emergency Communications Center (RECC) is to be recognized as a trusted provider of emergency communications services. To act with integrity and professionalism; maintaining an environment responsive to the needs of the agencies, organizations, and communities that we serve. To capitalize on new and advancing technology and innovations to further our mission and strengthen our partnership with all whom we serve.

overview

- Santa Fe RECC provides 24/7/365 Dispatch and Communications services for all Law Enforcement, Fire, EMS and Animal Control agencies within the City and County of Santa Fe, including the newly formed Police Department and Animal Control Office in the town of Edgewood.
- With a complete staff of 48 individuals, the RECC is an entity created and supported through a joint effort between the City of Santa Fe and Santa Fe County, and has been performing its crucial public safety duties as a combined dispatch/911 operations center since 2002.
- Utilizing the latest Communications technology available, including a Computer Aided Dispatch system, GPS and Cell tower assisted mapping, and reverse 911 notification systems, the RECC fields over 315,000 calls for service from the public and dispatches over 185,000 calls to client agencies each year. As a critical part of the Public Safety Community, the Santa Fe Regional Emergency Communications Center is committed to providing prompt, accurate, coordinated and reliable E9-1-1 and emergency dispatch services for all the residents and visitors of the City of Santa Fe and Santa Fe County in a courteous, responsive, and professional manner.

DIVISION NAME
Regional Emergency
Communications Center (RECC)

DIRECTOR
Ken Martinez
505-992-3096

CENTER MANAGER
Mary Mandigo
505-992-3092

STAFF SIZE
48 Employees

PRIMARY FACILITY LOCATION
Santa Fe County Public Safety Complex
35 Camino Justicia
Santa Fe, New Mexico 87508

budget

Fiscal Year 2008 \$3,378, 089.00



RECC Staff



RECC Staff

RECC

2007 - 2008 Accomplishments

- Based on the goals outlined in the FY08 Organizational Overview, this fiscal year, we have successfully retained current employees to be able to promote two level III operators into supervisor positions, two level II operators to level III, three level I operators into level II, and 5 trainees into level I positions.
- We have improved our average medical pre-arrival instruction scores from 69.42% in FY07 to 81.81% in FY08.
- We have increased the number of EMD certified personnel this year from 23 to 29, and we are currently at 100% compliance regarding current medical continuing education credits.
- We have also completed a necessary upgrade to our EMD protocols to ensure compliance with national standards.
- We have implemented and are using electronic methods of filing and interoffice communications to maximize operating efficiency, and have upgraded our office equipment to facilitate these processes.
- We have taken on the Edgewood Police Department as an additional Law Enforcement Client Agency and have been providing dispatch services to them since July 1, 2008.
- We have compiled and implemented a new training program and manual and we are sending more employees to external trainings than we have in the past.
- The County and the Department needs only to continue to support the RECC in policy and practice to enable us to set and achieve our Division goals. Assistance in streamlining procedures to minimize delays is always appreciated.

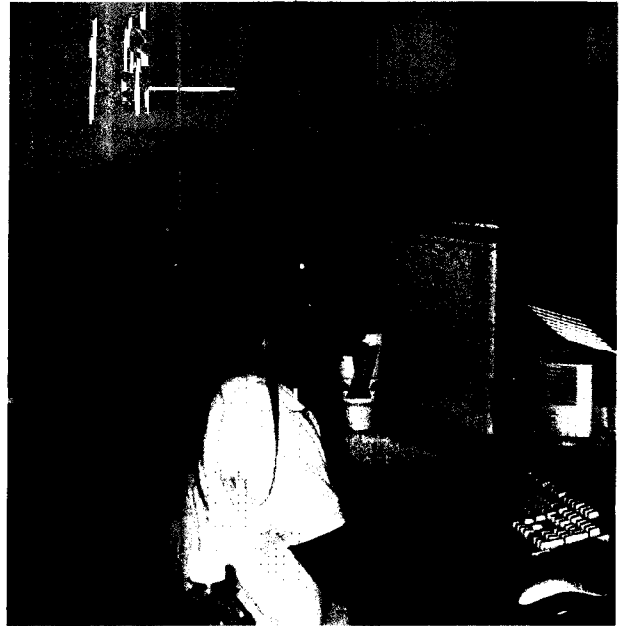


RECC Staff

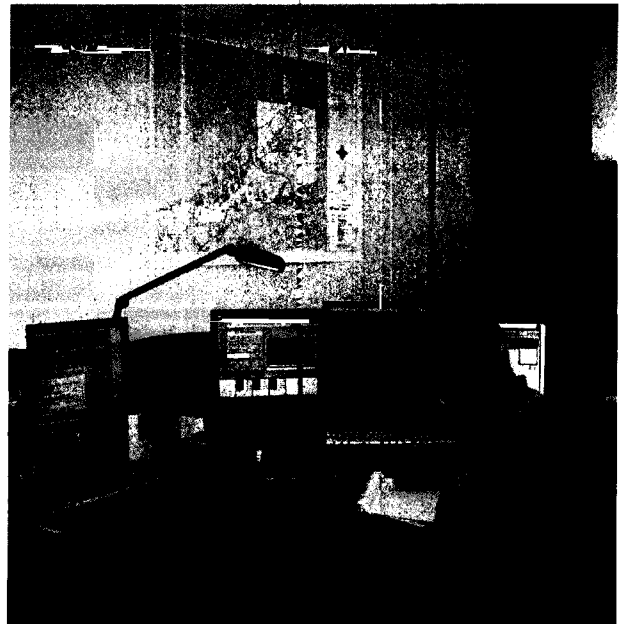
accomplishments + goals

2008-2009 Goals

- This fiscal year we plan on continuing to strive toward consistency in maintaining high EMD pre-arrival instruction scores to allow our center to apply for accreditation with the National Academies of Emergency Dispatch, a goal that only 2% of 911 centers nationwide have reached.
- We plan to fill vacancies, raise existing employee morale and maintain adequate staffing levels by implementing more competitive pay rates.
- We plan to retain existing staff to be able to move another group of employees through the yearly career promotion path, bringing trainees to level 1 status, level 1's to 2's, etc.
- We endeavor to continue existing incentive programs that promote proficiency and excellence in job performance and we plan to establish new ones to foster teamwork, professionalism and career growth. We will provide more training and learning opportunities by increasing employee participation at national dispatch conventions, conferences and classes.
- We will increase public knowledge and awareness regarding our field through more participation in job fairs, trade shows, community outreach functions and public forums.



RECC Staff



RECC Staff

Long-Term Goals

We would like to expand our current facilities by about 2500 square feet to accommodate a work area for supervisory and administrative staff, meeting areas for RECC and additional storage capability for records maintained by RECC staff. Approximate cost of expansion is about \$1.5 million.

housing

overview

- The Santa Fe County Housing Authority was created on November 17, 1972 and remains one of the largest landlords in Santa Fe.
- The Housing Authority currently manages 191 public housing units and 241 Housing Choice Vouchers (previously called Section 8). The Housing Authority also manages a Public Housing Homeownership Program, a Section 8 Homeownership Program, a Family Self-Sufficiency Program (FSS), and the Capital Fund Program (CFP).
- The Housing Authority's budget primarily consists of rental income and subsidies provided by the U.S. Department of Housing and Urban Development.
- For the first time this year, the Housing Authority also oversees the Affordable Housing Program for Santa Fe County and is in the process of exploring options for providing additional affordable housing opportunities through a new development project for Santa Fe County residents.

budget

Fiscal Year 2008 - 2009	\$4, 099, 901
Public Housing Operating Fund(HUD)	\$1,417,151
Section 8 HCV Funding (HUD)	\$1,848,709
Capital Fund Program (HUD)	\$305,460
Public Housing FSS Program Coordinator	\$51,785
Section 8 HCV FSS Program Coordinator	\$45,417
Section 8 Homeownership Coordinator	\$63,363
Affordable Housing	\$164,103
Abedon Lopez Senior Center	\$15,245
Administrative Budget (General Fund)	\$113,668
Boys and Girls Club	\$75,000
	FTE's 18

vision

It is the mission of the Santa Fe County Housing Authority to provide drug-free, safe, decent and sanitary housing to low-income and very low-income families in an environment that fosters self-sufficiency and community pride.

Division Name

Housing Services Division

Director

Dodi Salazar
505-992-3058

Housing Manager

Ron Pacheco
505-992-9891

Staff Size

18 Employees

Primary Facility Location

52 Camino de Jacobo
Santa fe, New Mexico 87507

facilities + programs

Public Housing Program

The Santa Fe County Housing Authority currently manages 191 Public Housing units located at three scattered housing neighborhoods.

The Valle Vista Housing Neighborhood, located off State Rd. 14, initially consisted of 100 public housing units. As a result of renovation and sale, 29 public housing units have been sold leaving 71 units available for rent in the neighborhood. The neighborhood has an on-site office and manager as well as a satellite Boy's and Girl's Club located in the community center. The Housing Authority built 12 new town-homes scattered throughout the neighborhood that have been sold to qualifying families under the Homeownership Program.

The Valle de Esperanza Housing Neighborhood, located in Santa Cruz, has a total of 52 units available for rent. As well as being surrounded by breathtaking views of the mountains, this housing neighborhood includes the Abedon Lopez Senior Center and a satellite Boy's & Girl's Club. Integrated into the neighborhood are 7 newly constructed town-homes that will be sold under the Housing Authority's Homeownership Program or rented through the Housing Authority's Public Housing Program.

The Camino de Jacobo Housing Neighborhood has 68 units available for rent. The neighborhood includes a satellite Boy's & Girls Club located in the community center. The neighborhood also has an active Resident Council. The Housing Authority's Administration Office is located in this neighborhood.

Housing Choice Voucher Program

The Housing Authority currently manages 241 Housing Choice Vouchers (previously called the Section 8 Program). The Housing Choice Voucher Program assists qualifying families with rental assistance in the private market within Santa Fe County. Once a family comes up on the waiting list and the Housing Authority determines that the family still qualifies for assistance, the family will be issued a "Voucher". The Voucher allows the family to seek and secure a housing unit that is inspected by Housing Authority staff to ensure that it is decent, safe, and sanitary and meets the family's needs. Once the unit is approved, the family goes into a lease agreement with the landlord and the Housing Authority goes into a Housing Assistance Payments (HAP) Contract with the landlord.

Family Self-Sufficiency Program

The Housing Authority implemented the Family Self-Sufficiency Program in 1992. The Program's success is evident by the 28 families that have successfully completed the Program and the 21 families that were able to move on to homeownership as a result of the program.

The Family Self-Sufficiency Program is a contractual program that is available only to existing Public Housing residents and Housing Choice Voucher participants. The program is designed to help families become self-sufficient within a five-year period. The Housing Authority provides the housing assistance and works closely with agencies in the community that provide needed resources to participating families.

Affordable Housing Program

In February of the 2006 the Board of County Commissioners adopted the current Affordable Housing Ordinance. The Ordinance requires the development of housing projects in Santa Fe County to include affordably priced workforce homes for individuals and families who choose to live and work in Santa Fe County. With the average price of housing in Santa Fe well beyond the means of many families who work in this community, the Affordable Housing Ordinance has helped almost two hundred families accomplish the dream of homeownership since its inception. Depending on the size of housing projects in the Santa Fe County, developers are required to price up to thirty percent of homes built in these developments as affordable. The Program provides homes priced from \$76,000 to \$250,000 dollars depending on family size and annual income levels.

The Affordable Housing Ordinance includes regulations that govern both the development of affordable housing and the purchase of affordable housing. Individuals or families interested in purchasing a home through this program are provided direction and assistance in becoming buyer eligible and securing a mortgage to buy the home of their choice. Developers who are required to provide workforce housing are also provided direction and incentives to accommodate the building of these homes. As this initiative to provide workforce housing continues, the Housing Services Division will look for ways to improve the Ordinance by making recommendations to the Board of County Commissioners to improve the ability of the development community to provide affordable workforce housing.

housing

2007 - 2008 accomplishments

The Housing Authority has gone through major changes in the last 15 months. The Housing Authority was also restructured to include the Affordable Housing Program. We have been able to build on the accomplishments of 2007 and have achieved several of the goals we set for 2008 including:

- Provided homeownership opportunities to 61 families through the Public Housing Program
- Implemented the Linkages Program (through funding received from the NMMFA)
- Implemented a Homeownership Orientation Program to promote our Section 8 Homeownership Program

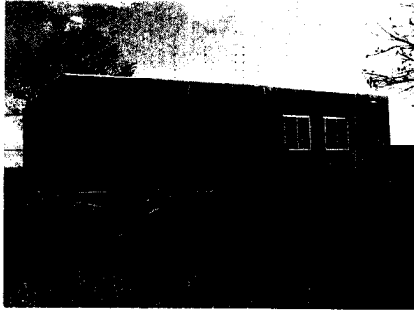
- Implemented a Landlord Orientation Program to promote and educate existing and potential landlords of the Housing Choice Voucher Program
- Since the Program was implemented, 28 families have successfully completed the Family Self-Sufficiency Program. Twenty-one of these families moved on to homeownership as a result of participating in the program.
- Under the Capital Fund Program completed substantial renovation and upgrades to numerous public housing units (i.e., stucco, door replacement, re-roofing, refrigerator and stove replacement, sewer replacement in Valle Vista)



Housing Department Staff

accomplishments

SFC CLERK RECORDED 11/16/2008



Santa Cruz Housing Unit



Jacobo Housing Unit



Valle Vista Housing Unit



Jacobo Housing Unit

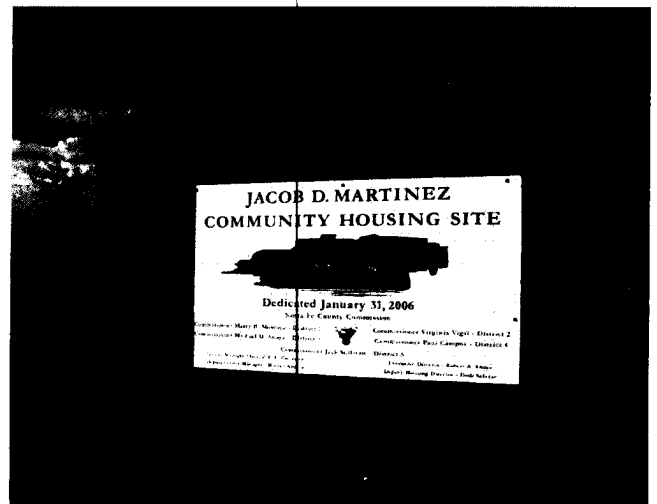


Abedon Lopez Senior Center



Vista Verde Housing Unit

- Contracted with Suby Bowden + Associates to help facilitate the process for a new development project in Santa Fe County as well as completing a Housing Needs Assessment and a Strategic Housing Affordability Plan.
- Amended the Admissions and Continued Occupancy Policy, Lease and Grievance Procedures
- Coordinated with the Water Utility Division to replace the sewer system in Valle Vista
- Since inception of the Affordable Housing Ordinance, provided 181 affordable units in Santa Fe County.



housing

2008-2009 Goals

General:

- Consistently provide decent, safe and sanitary housing to low and very low-income Santa Fe County residents
- Improve customer service
- Improve access to community resources for existing tenants and applicants on the waiting list
- Promote economic self-sufficiency in Public Housing and the Housing Choice Voucher Program (Section 8)
- Develop additional affordable rental and homeownership housing in Santa Fe County
- Make capital improvements to current public housing units, as well as the common areas and streets in the public housing neighborhoods
- Obtain "High Performer" status in the Public Housing Program by improving the Public Housing Assessment System (PHAS) score
- To obtain and maintain a public housing vacancy rate of 5% or less
- Maintain a Section 8 Utilization Rate of 97%
- Review the Affordable Housing Ordinance and make recommendations for improvements
- Create a Housing Assistance Fund to assist developers with infrastructure assistance for affordable housing units
- Amend the Housing Choice Voucher Administrative Plan and Grievance Procedures
- Amend the Maintenance Policy

Affordable Housing Programs:

- Continue the due diligence, and release of an RFP or RFQ for the design and construction of the new development project at the "Public Works Site".
- Establish a Fund Ordinance to be used for Developers and Homebuyers which will support infrastructure and down-payment assistance
- Review existing Affordable Housing Ordinance and related regulations and make recommendations for changes
- Hire an Affordable Housing Specialist and assist in training
- Implement a 2 year Strategic Plan with stated goals and objectives for the Affordable Housing Program
- Assist with the development of the Housing Plan to be submitted to the NMMFA for approval
- Develop a process for tracking developments, affordable housing units, homebuyers, home costs, and other statistical information for the Affordable Housing Program
- Develop procedures for the Affordable Housing Program • Move forward with implementing a Development Impact Analysis Study

Capital Fund Program:

- Obligate and expend open CFP grants in a timely manner
- Close out 2006 CFP Grant
- Review 2007 CFP Grant Work Items and start the bidding/contracting process (as applicable)
- Develop timeline for 2007 CFP project completion. This timeline will be strictly adhered to
- Review 2002, 2005 and 2008 Legislative Allocations and
- Develop a work plan for the expenditure of funds (\$240,000 total)
- Maintain vacant home-sale units until sold. Ensure that units are maintained in a decent, safe and sanitary manner.
- Address any issues that arise in a timely manner
- Complete and submit all required reports/budget revisions within stated deadlines
- Expend the remaining Legislative allocation for the Abedon Lopez Community Center (\$90,000)

Public Housing Program:

- Obtain and maintain a 97% occupancy rate
- Draft and implement policy in conjunction with Maintenance staff which will decrease unit down time and increase lease up
- Create a document that is an easy to read reference guide to the lease
- Design a comprehensive Tenant Handbook for distribution
- Develop staff procedures for the Voyager System (housing programs)
- Develop and implement policies/procedures not yet in place per the new ACOP
- Decrease Tenant's Accounts Receivable to no more than 5% of rents charged
- Prepare and distribute the Public Housing Newsletter no later than the last day of each month with minimal errors
- Review all applicant/tenant forms and update if necessary
- Review all tenant files to make sure they are structured and maintained in a consistent manner
- Review Flat Rents, Utility Allowance Schedules, etc., annually and make changes if needed
- Maintain MTCS reporting rate at 97%
- Monitor Repayment Agreements to ensure Tenant's compliance
- Monitor MASS indicators to ensure compliance and maximize score
 - Work on Decreasing lease-up time (Tenants must be screened and approved before the unit becomes ready)

Public Housing Program (continued):

- Create Log to track and Monitor Community Service Requirements

Section 8 HCV Program:

- Work with the Accounting Section to maintain escrow logs
- Review participant files to ensure they are complete and up-to-date
- Assess current FSS Advisory Committee and re-establish if necessary
- Set FSS Participant training schedule for the next year
- Conduct FSS participant reviews on a quarterly basis
- Schedule FSS Program Orientations for the next year
- Prepare and submit the FSS Annual Report to the Department of HUD no later than 8/31/08
- Prepare and submit all other FSS related reports in a timely manner
- Become familiar with the FSS Program Coordinator Grant Funding Application Process. Prepare grant application and submit in a timely manner
- Work with the Accounting Section to obtain and maintain 97% utilization rate
- Market and Conduct Landlord Orientations on a quarterly basis
- Develop quarterly Section 8 HCV Program Newsletter for distribution
- Create and implement a new and improved Rent Reasonableness System to include policies and procedures
- Work with County Finance Department to establish Direct Deposits for Section 8 HAP Payments
- Maintain MTCS reporting rate at 97%
- Monitor SEMAP indicators monthly to ensure compliance and maximize scoring
- Work within set timelines to ensure that HAP payments are mailed out in a timely manner
- Monitor Repayment Agreements to ensure Tenant's compliance
- Complete and implement the HCV Administrative Policy and Grievance Procedures
- Obtain and maintain maximum score on SEMAP related to unit inspections
- Obtain and maintain maximum score on PHAS related to unit inspections
- Obtain and maintain maximum score on PHAS related to unit inspections
- Attend Mold and Lead Based Paint training
- Schedule and Conduct Preventive Maintenance Inspections
- Schedule and Conduct Building/Systems Inspections (REAC)
- Attend UPCS Training

Family Self-Sufficiency Program:

- Market the Program in an effort to increase participation
- Increase Section 8 Program size by 15 families
- Increase Section 8 Program by an additional 10 families
- Increase Public Housing Program size by 5 families
- Increase Public Housing Program size by an additional 5 families
- Work with community resource agencies to identify resources and contacts for the FSS participants (create in-house listing)
- Establish resource material for reference and/or distribution
- Develop a quarterly FSS newsletter for program wide distribution

Maintenance:

- Obtain and maintain an acceptable vacancy rate (5% or less)
- Complete all work orders per PHAS requirements to obtain maximum score
- Develop and implement a comprehensive Maintenance Policy
- Update Maintenance List of Charges
- Develop plan for Improving site appearance (grounds maintenance)
- Create a comprehensive list of tools and equipment

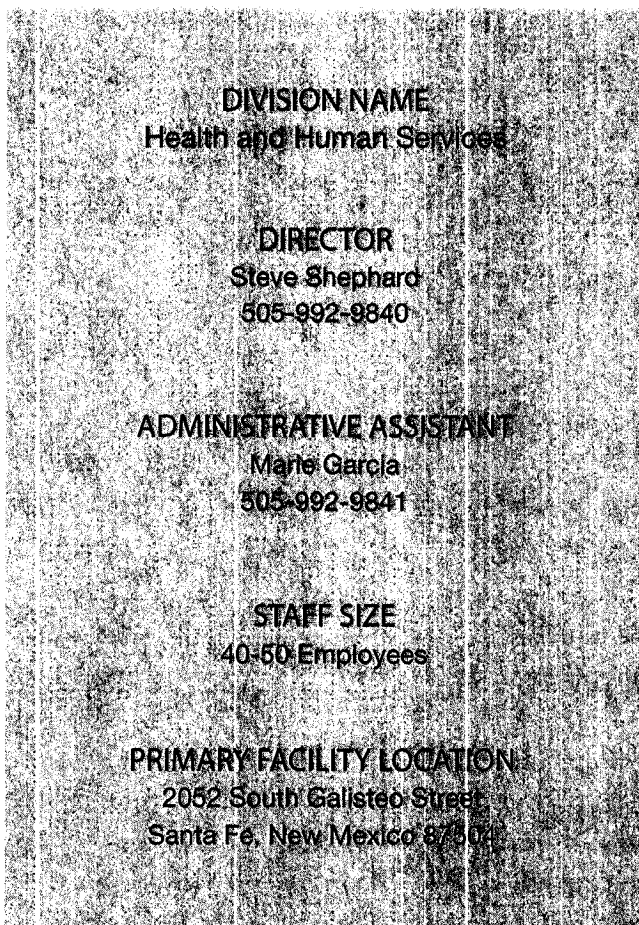
Financial:

- Submit the FYE 6/30/07 REAC Audited Financial Submission prior to the deadline
- Submit the FYE 6/30/08 REAC Unaudited Financial Submission prior to the deadline
- Report and budget grant awards in AS400 in a timely manner and reconcile to County financials
- Properly report CFP obligated/expended funds and complete draw-downs in e-LOCCS
- Operate within budget – make timely budget adjustment if necessary
- Monitor HCV Utilization and work with staff to ensure maximum budget authority is expended
- Work on logging utility consumption on a monthly basis in an effort to be prepared for the submission of the Operating Budget (due in October)
- Implement a system to destroy old files
- Submit all required financial data and reports in a timely manner
- Review existing policies and make improvements where needed in an effort to improve the accounting functions of the Housing Authority
- Work with the Finance Department to Reconcile the Home sales Proceeds fund
- Establish fund and policy for the Public Housing FSS Escrow account

health

vision

The staff of the Santa Fe County Health and Human Services Division is dedicated to the effective and efficient coordination and distribution of health care resources to the citizens of Santa Fe County. We are committed to expending resources in a coordinated fashion that most effectively address health concerns in Santa Fe County.



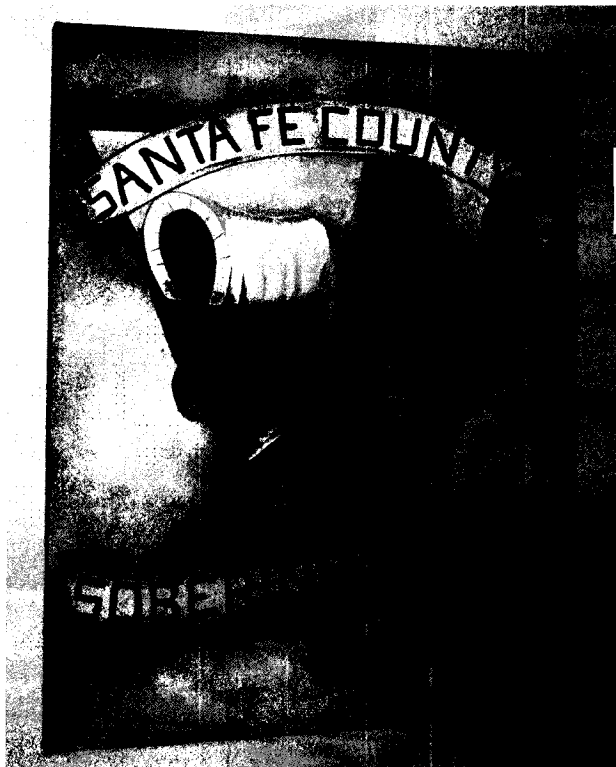
overview

- The Health and Human Services Division consists of seven distinct base programs dedicated to different, but increasingly coordinated efforts:
- The CARE Connection Assessment and Sobering Centers, DWI, Healthcare Assistance (formerly, the "Indigent Fund"), Senior Services, Maternal and Child Health Program, the Mobile Health Fair Van, the County Fair and division administrative staff.

These groups are deeply involved with most aspects of health care within the County, while attending to our core business tasks. Division staff is also involved in numerous other programs, community efforts, and issues.

- These other efforts include, but are not limited to , the NACO Drug Card Program, technical assistance to organizations, and hospital relations.
- The Division also staffs and supports four advisory groups: The Health Policy and Planning Commission, the DWI Planning Council, the Maternal and Child Health Planning Council, and the CARE Connection Advisory Council.
- These groups are responsible for advising the Board of County Commissioners on matters concerning health care in their various areas of expertise.
- The Health Policy and Planning Commission is the umbrella organization for the other groups, and represents all of the key health sectors operating in the County.

overview



programs

- County Fair
- Healthcare Assistance Program
- Maternal and Child Health
- Health Policy and Planning Commission
- Mobile Healthcare Van
- Senior Services
- DWI - Local
- DWI - Community
- DWI - Screening Fees
- Teen Court - Fees
- Care Connection - Assessment Center

budget

The Health Division operates under a fairly complicated budget structure containing no less than 18 cost centers.

Fiscal Year 2008 **\$17,056,632**

<i>Revenue Source</i>	<i>Budget Request</i>
General Fund	216,186.00
Special Revenue GRT	4,842,450.00
SVH MOA	2,132,000.00
NM Dept. of Health	312,523.00
SVH MOA	241,661.00
SVH MOA	277,995.00
SVH MOA	90,500.00
SVH MOA/Fees/SR GRT	651,000.00
SVH MOA	69,000.00
Special Revenue GRT	4,842,450.00
State of NM/DFA	1,153,469.00
State of NM/NMDOT	56,506.00
Fees from Clients	50,000.00
Fees from Clients	67,400.00
State of NM/Legislature	75,000.00
State of NM/MOA	841,537.00
MOA	272,850.00
Federal Through State	422,213.00

FTE's 45

health

2007 - 2008 accomplishments

Care Connection Assessment Center:

1,573 Total Clients
 1,333 Recovery and Clinical Vouchers Issued
 714 Treatment Vouchers Issued

Care Connection Sobering Center:

792 Total Encounters
 514 Unduplicated Clients

County Fair:

This is the first year the Division has administered the Fair. We do not keep attendance, but are please with the attendance and quality of the Fair that started as the 2008 fiscal year ended.

DWI Program:

478 DWI offenders were screened
 43,759 persons attended 330 prevention activities
 1,313 offenders are being tracked by staff to ensure compliance
 5,100,700 persons reached through media activities (Duplication Probable)

Healthcare Assistance Program:

9,539 Claims Processed and Approved
 \$4,011,105.93 Claims Processed and Approved

Maternal and Child Health Program:

245 Child Infant Mental Health Encounters Funded
 987 Pre-Natal and Perinatal Encounters Funded
 556 Teen Health Center Medical and/or Mental Health Encounters Funded
 3,182 Hours of Temporary Child Care Funded

Miscellaneous:

Participated in a successful application with the State of NM Health Department to the federal government resulting in a grant award to the state of \$ 915, 000 a year for four years to be expended by United Way of Santa Fe County in Santa Fe County.

Mobile Healthcare Van (10 Months of Data):

2,232 Total Visitors to Van
 2,183 Blood Pressure Checks Performed
 1,286 Blood Glucose Checks Performed
 403 Cholesterol Checks Performed
 633 NACO Drug Discount Cards Distributed
 205 Flu Shots and Immunizations Given
 407 Referrals Made to Medical Providers, Health Screenings, etc.
 2 Persons Sent Directly to the St. Vincent ER
 NACO Drug Discount Card Program:
 13,886 plan priced prescriptions were obtained
 8,394 persons utilized the program (Duplication Probable)
 Total savings to constituents of \$ 186,803.

Senior Services:

At the Eldorado site we just begun researching meals served for the center. We are averaging:

- 20-50 Meals on Wheels weekly; delivering 5 days a week.
- We are serving between 100-150 Congregate Meals weekly; serving 3 days a week.
- Activities such as Yoga, Line Dancing, Ceramics, Weaving, Painting, Computer Training, etc. are being provided.
- Five other county Senior Centers are contracted to the City of Santa Fe.

Long-Term Goals

- Provide adequate staffing levels for the Division.
- Stabilize Funding Sources for Health Programs.
- Run all County Senior Programs, or contract them with the City of Santa Fe.
- Further integrate Division Programs as much as possible.

accomplishments + goals

SFC CLERK RECORDED 11/25/2008



2008 Santa Fe County Fair Overall Showmanship winner Kristin Smith

2008 - 2009 Goals

- Continue work on stabilizing funding sources for health programs.
- Assist New Mexico Association of Counties with state and national legislation.
- Revise both burial and general county rules and regulations for the Healthcare Assistance Program.
- Revise enabling resolution and by-laws for the Health Policy and Planning Commission.
- Fully staff and bring Senior Services Program into compliance with state and federal rules and regulations.
- Provide information for the County Commissioners to make a determination on future contracting with the City for the Senior Program.

teen court

overview

Teen Court of Santa Fe County is an alternative court where teens are judged and sentenced by a teen jury. All teen court cases are heard at District Court (First Judicial Complex) and teen attorneys facilitate court and also prosecute and defend the misdemeanor cases. Teen Court does not determine guilt or innocence; Teen Court is for sentencing only. A teen must accept complete responsibility for their offense(s) to be heard in Teen Court.

Teen Court is a way for eligible teens to keep their record clean. If a teen successfully completes his or her sentence, the charges and fines are dismissed. Teen Court is voluntary for teens (age 12 - 17) charged with traffic violations, shoplifting less than \$250 value, possession of marijuana or alcohol, disorderly conduct, and other misdemeanors.

Teen Court is for misdemeanor offenses which are referred by Municipal Court, Juvenile Probation and Parole, Magistrate Court, Santa Fe Public Schools, and Children's Court. Teens can go to Teen Court if they have not committed an offense within the past two years. No one can go through Teen Court more than twice.

In FY08 Teen Court of Santa Fe County has made many changes to the program in order to meet the needs of our clients. We have added new programs and we have improved our ongoing programs. Restorative Justice has been incorporated into our Shoplifting Intervention Class. We are collaborating with the City of Santa Fe and the Graffiti Task Force. We have completely revamped our DWI Prevention Class. Aside from these changes our numbers have increased in many arenas such as: the number of Community Service Hours completed, DWI Prevention Class attendance, Defensive Driving Course attendance, Middle School Parent Involvement Program attendance, Reality Program attendance, Substance Abuse Program attendance, completed Letters of Apology, and attendance of Family Counseling sessions. Most importantly, we have had a higher number of Teen Court sentence completions and a lower number of Teen Court terminations for non-compliance, meaning that more clients are getting the help that they need and successfully finishing the program. In FY07 we served a total of 621 clients and in FY08 we served a total of 699 clients, so as usual we continue to grow and to serve the needs of our community.

vision

Teen Court of Santa Fe County supports the philosophy of breaking the cycle of behavior leading to criminal activity. Our Vision is to maintain this philosophy by educating, informing, assisting, and inspiring teens and families to make healthier choices.

training and programs

Teen Programs

- Strategies for Teen Anger Management Program
- Restorative Justice Circle
- Graffiti Cleanup Project
- DWI Prevention Class with the Anti-Underage Drinking Curriculum
- Shoplifting Intervention Class
- Parent Involvement Program
- Substance Abuse Program
- Counseling/Family Therapy
- Care Connection
- Defensive Driving Classes
- Family Night Presentations
- Drug Testing
- Counseling
- Parent/Child Prevention in Middle School
- Reality Program

Training

- Restorative Justice
- Envision Your Future
- Anti-Underage Drinking
- Training and Testing to Become Certified Prevention Specialists

overview

DIVISION NAME
Teen Court of Santa Fe

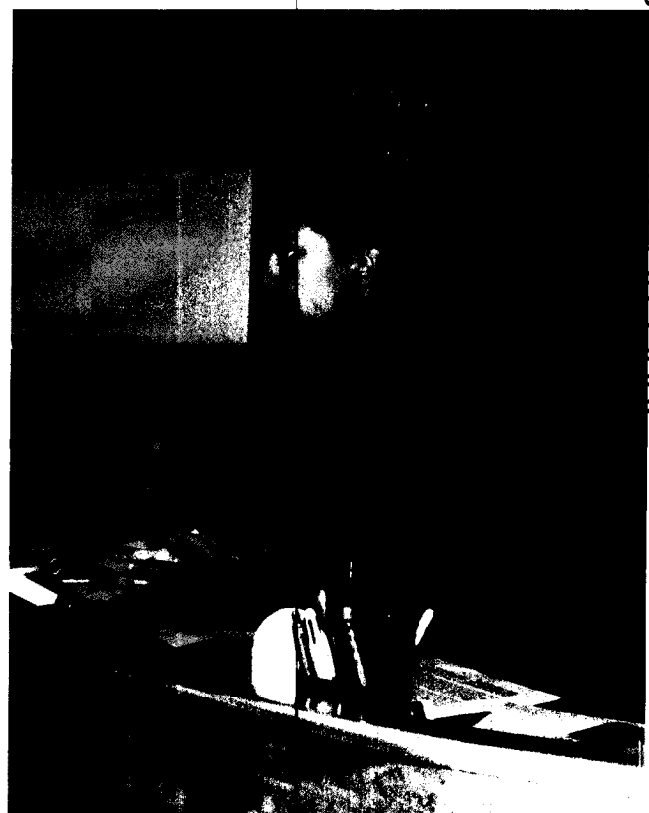
DIRECTOR
Alice Sealey
505-995-9555

ADMINISTRATIVE ASSISTANT
Jennifer Romero
505-992-9875

SECRETARY SENIOR
Melanie Perez
505-995-9532

STAFF SIZE
Employees: 3 full-time and
1 part-time teenager
Volunteers: 3 adults and 20 teenagers
plus the Mayor, Judges and Lawyers

PRIMARY LOCATION
Santa Fe County
Law Enforcement Complex
327 Sandoval Street
Santa Fe, New Mexico 87501



Amanda Rabe volunteers as a Teen Attorney Judge.

budget

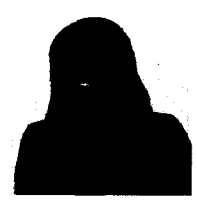
Fiscal Year 2008	\$248, 100
City of Santa Fe Annual Grant	\$20, 600
Recurring Legislative Appropriation	\$75,000
Local Government DWI Funds	\$44, 500
Santa Fe County General Funds	\$75,000
Teen Court Fees Collected	\$33,000
	FTE's 3



Alice Sealey



Jennifer Romero



Melanie Perez

teen court

2007 - 2008 accomplishments

- We have incorporated Restorative Justice into our Shoplifting Intervention Class by introducing Mary Louise Romero as our new facilitator.

The basic concepts of Restorative Justice are:

- 1) View of offense (not a violation but rather a violation of relationship within our community)
- 2) Sanction should include repairing the harm to the victim, restoring the community, and helping the defendant make better future choices.
- 3) Let the youth have a voice in what happened and what will happen next.
- 4) Involve victims, offenders, and community members.
- 5) Accountability

Mary Louise is also facilitating Restorative Justice Circles for our cases involving assault or battery.

- We now have a new DWI Prevention Class curriculum with Dr. Peter DeBenedittis as our facilitator. The class not only emphasizes DWI and its consequences, but it introduces the idea of expectancies shown through media and how it affects the way teens think about alcohol. (The Santa Fe New Mexican did an article on the class in their July 13th, 2008 issue.)

- Our program is now more easily accessible as we have created a website (www.santafecounty.org/teencourt) that includes schedules for each of our program components, gives a description of the Teen Court Program and updates on all Teen Court events including a list of our community service agencies.
- We have made Teen Court more Spanish friendly by translating all forms into Spanish for our clients who would prefer Spanish forms.
- We have collaborated with the City of Santa Fe Graffiti Clean-up program and they have used our teens to help cleanup graffiti around the city. (The Santa Fe New Mexican did an article on the Santa Fe County Graffiti Program in their July 6th, 2008 issue.)
- Teen Court of Santa Fe County is a very well-known, respected, and stable program that is able to accommodate and assist teens and families with our wide range of specialized components.

With enough staffing and more efficient computer system, we are now better able to track each client as they go through our program.



Peter Wirth, Legislator and Attorney, coaches new teen attorneys.

accomplishments

numbers

- 39 Court Sessions Held
- 518 Cases heard
- 441 Completed Sentences
- 13,745 Hours of Community Service Completed
- 97 Terminated for Non-Compliance
- 182 Completed Letters of Apology
- 458 Completed DWI Prevention Class
- 208 Drug & Alcohol Screenings
- 146 Attended Substance Abuse Program (SAP)
- 69 Completed Shoplifting Intervention Class (SIC)
- 154 Attended Middle School Parent Involvement Program (PIP)
- 46 Completed Defensive Driving Class (DDC)
- 219 Attended "Family Night", a Presentation on How Substances Effect the Growing Brain
- 108 Completed Reality Program at Youth Detention Center
- 156 Private Counseling Sessions (61 Clients)
- 360 Referrals from Municipal Court
- 146 Referrals from Juvenile Probation
- 162 Referrals from Santa Fe Public Schools
- 42 Referrals from Magistrate Court
- 393 Average Active Cases
- 699 Total Number of Clients Served

Types and Numbers of Offenses:

- 432 Traffic Citations (no license, no insurance, careless, reckless, speeding, etc.)
- 88 Shoplifting/Larceny
- 176 Possession/Under the Influence of Alcohol or Marijuana (and Paraphernalia)
- 49 Reckless/Careless Driving
- 3 Possession of Narcotics
- 2 Evading a Police Officer
- 2 Trespassing
- 61 Assault/Battery
- 4 Truancy
- 14 Criminal Damage to Property/Tagging/Graffiti
- 831 Total Number of Offenses (greater than the number of cases due to multiple offenses)



Commissioner Virginia Vigil volunteers as a Teen Court Judge.

teen attorney training

The Teen Attorneys volunteer to work at Teen Court on Wednesday evenings as prosecution and defense lawyers, judges, court clerks, bailiffs, sentencing table workers and jury trainers.

These teens come from local high schools and are trained by local community lawyers. The Teen Court program would not be possible without the volunteer support of the teen attorneys and the adult volunteer judges/trainers who are often attorneys and elected officials from the Santa Fe community.



Teen Court Volunteers discuss strategies for upcoming court cases.

teen court



Judge George Anaya volunteers as a Teen Court Judge.



Mayor David Coss volunteers as a Teen Court Judge.

2008 - 2009 goals

- Many of our schools are having gang-related issues and do not have a means of addressing the problem. We are planning to develop a program to target gang issues. We plan to start a pilot group at Devargas Middle School. This program will then evolve to the high school level.
- We feel that the Reality Program at the Youth Detention Center needs to be updated to fit the requirements of a science based program. We are planning to meet with the facilitators of the Youth Development Program and to make the necessary changes.
- We plan to become more of a prevention based program and continue to have our staff be trained in the prevention field as certified prevention specialists.
- We plan to keep updating and improving our program components to meet the needs of the community and to increase our client base as necessary.

long-term goals

One long term goal of Teen Court of Santa Fe County is to have a permanent home and court room in the new 1st Judicial District Court building. We anticipate the gathering of courts into one building as it will bring better communication and efficiency to both staff and clientele. With this change, a simultaneous goal is to be technologically secure and up to date.

We also plan for a recidivism study to determine where improvement is needed.

Lastly, it is always our goal to strengthen, improve, and expand our program to better serve our teens and families.

goals



Attorney Nancy Long volunteers as Teen Court Judge while Teen Attorney, Julia Leitner, volunteers as a witness.

program - specific goals

- Restorative Justice: our goal is to have every appropriate case successfully complete a Restorative Justice Circle
- Computer Data Entry: our goal is to update and transfer data from our old computer system to our new computer system, which is now in progress
- Graffiti: our goal is to continue to coordinate and improve the Graffiti Cleanup Program and to collaborate with the City of Santa Fe and the Graffiti Task Force.
- DWI: our goal is to revamp the curriculum for the DWI Prevention Class by introducing Peter DeBenedittis and his very effective anti-underage drinking program.
- Shoplifting Prevention: our goal is to revamp the curriculum for the Shoplifting Intervention Class by introducing Mary Louise Romero and her special restorative justice techniques.
- Client Tracking: our goal is to review, assess, and inform all Teen Court clients of their status, as necessary.



Teen Court convenes for session.



**Community Services Department
CONTACT INFORMATION**

OFFICE OF THE DIRECTOR

Joseph Gutierrez 992-9862
Director
Community Services Department

Shelley Dimas 986-6274
Administrative Assistant

Pamela Lindstam 992-9860
Administrator

COMMUNITY PROJECTS

Paul Olafson 992-9866
Community Projects Director

Agnes Lopez 995-6516
Projects Specialist

Colleen Baker 992-9868
OS&T Program Manager

Frank Jaramillo 992-3043
Operations Supervisor

FIRE

Stan Holden 992-3077
Fire Chief

David Sperling 992-3076
Deputy Chief

RECC

Ken Martinez 992-3096
RECC Director

Mary Mandigo 992-3096
RECC Center Manager

HOUSING

Dodi Salazar 992-3058
Housing Director

Rosemary Bailey 992-3055
Administrative Assistant

HEALTH

Steve Sheppard 992-9840
Health Director

Marie Garcia 992-9841
Administrative Assistant

TEEN COURT

Alice Sealey 995-9555
Teen Court Director

Jennifer Romero 992-9875
Administrative Assistant



Santa Fe County Projects

SFC CLERK

EXHIBIT

5

tabbies

RECORDED 11/25/2008

Project Database

Project No	Project Name	Department	Division	Manager's List	Project Type	ICIP	Completed	District	Est. Project Cost	Funded Amount	Balance	Estimate Complete Date
2	Youth Shelters & Family Services Phase II	Community Services	Projects	Yes	Capital Projects	No	No	3	\$1,385,960.00	\$1,385,960.00	\$38,066.00	12/8/2008
Project Description	<p>The Santa Fe Youth Shelter and Family Services facility is a building footprint of approximately 5,600 sq.ft, the building will be located adjacent to the existing facility on Aqua Fria Road of the Youth Shelter's master plan. The building will house the following programmed spaces: • Entry/Reception area with Office and Work Room • Youth Shelter and Family Services Adm Offices • Juvenile Community Corrections Program • La Otra Puerta Emergency Shelter Offices • Play and Group Therapy Rooms • Individual Therapy Offices • Counseling Offices • Conference Room • Toilet Facilities • Long Term and Short Term Storage Rooms.</p>											
History/Status	<p>10-09-08 - Project manager working to get Cistern working properly. In contact with electrical contractor to run electric. Landscaping will be completed once cistern is on line. Window shades are being ordered. Waiting on response from architect on problem with exhaust fans in restrooms. Working on quote for window break - added security requested by users. Advanced Fire Sprinkler Co. scheduled to cap sprinkler in communication room on 9-14-08 RS</p> <p>10/6/2008 - The Staff of the Youth Shelters held an open house on September 26th, 2008. Staff is still on working on expending the remaining funds on landscaping of the property. al</p> <p>8/1/08 - Financials Updated/PL Facility has been constructed and clients have moved into the facility. Staff is working on landscaping and finishing items</p>											
4	Agua Fria Headstart Project	Community Services	Projects	No	Capital Projects		No	3	\$192,005.37	\$192,005.37	\$63,994.63	8/27/2010
Project Description	<p>Presbyterian Medical Services (PMS) has requested approximately 2.5 acres of property on Agua Fria Road for a new Head start facility. The property is leased by Santa Fe County from Office (SLO) and currently houses the Youth Shelters facility. The SLO has proposed leasing 2.5 acres directly to PMS. The County will have no management or fiduciary responsibilities to County staff will work with PMS to ensure that the infrastructure development associated with the head start facility compliments the County's current and future needs on the site.</p>											
History/Status	<p>10/3/2008 - PMS will be complete with their building in October. Paul Olafson, Rudy Garcia, and Agnes Lopez met with PMS and the Youth Shelter to discuss traffic conditions after the August 8, 2008 - Land transfer is completed and PMS is currently constructing a facility on the site. Santa Fe County currently has legislative funds for furnishing and fixtures for the new facility and are working with PMS to acquire the items needed and expending the funds.</p>											
10	Edgewood Senior Center	Community Services	Projects	No	Capital Projects	Yes	No	3	\$500,000.00	\$486,600.00	\$168,032.00	9/30/2008
Project Description	<p>The addition to the Edgewood Senior Center includes approximately 2,000 sq. feet. SFC is adding an additional dining area, a nurses office and a furnace room.</p>											
History/Status	<p>September 23, 2008 - Building and Parking Lot are complete. Final walk through with Vigil Contracting, Soleli West & Franks Crew Sept. 19th with no concerns. There will be a fire inspection. Soon after we will be seeking a final inspection from CID. DP</p> <p>August 4-2008 - Interior walls textured & painted, ADA parking facilities completed, utilities to addition are in place, parking lot storm drain under construction. DP</p> <p>08/1/08 - Financials Updated/PL</p> <p>July 8, 2008 - Plumbing stubbed out and Roof was completed.</p> <p>June 10, 2008 - The contractor is working on the interior framing at this time. He has also begun to furr out the Fire Bay walls.</p> <p>May 15, 2008 - Framing of the exterior building and the roof has been completed.</p> <p>May 2008 - Separation Wall has been constructed to accommodate the seniors and allow the center to stay open during construction.</p> <p>April, 2008 - Construction is underway.</p>											
11	Eldorado Soccer Field	Community Services	Projects	No	Capital Projects	Yes	No	5	\$250,000.00	\$125,000.00	\$125,000.00	12/30/2008
Project Description	<p>The El Dorado Soccer Club successfully lobbied and received \$25,000 for the NM Legislature for the installation of an artificial turf soccer field in El Dorado on SF Public Schools land. The County received \$25,000 and \$75,000 in additional funding. The remaining balance will be funded by the Santa Fe Public Schools. County staff drafted an MOU with the Public Schools for expenditure of the funds on school property, pending full funding of the project. The MOU passed. We are the fiscal pass through agent. The contact is Bobbie Gutierrez, Superintendent of Santa Fe Public Schools. Her email is Bgutierrez@sfps.info. 10/01/2008 - Emailed Bobbie Gutierrez again for an update. 09/09/2008 - Emailed Bobbie Gutierrez to find out if there was any action on the field. Have yet to hear from Jim Romero.</p>											
History/Status	<p>08/18/08 Bobbie Gutierrez reported that field construction will start soon. Jim Romero is to provide more detail. 08/01/08-Financials Updated/PL The Schools will start design in July 2008. The site is being determined by the schools.</p>											
12	Esperanza Shelter Administrative Complex	Community Services	Projects	Yes	Capital Projects	Yes	No	2	\$1,955,750.00	\$1,955,750.00	\$1,886,926.00	6/30/2009
Project Description	<p>10-09-08 Land donated for project by City of Santa Fe. Parcel is .72 acres and is located at 3130 Rufina St. Facility is at 8,764sq/ft. The programed space is as follows: 4 - 300 sq/ft Adult Meeting Rooms, a Childrens Group Play/Therapy Room, a Staff/Kitchen Breakroom, 2 - Child Therapist Rooms, a Board/Training Room, an Outreach Room, 17 - Office Restrooms, 3 - Womens Restrooms,</p>											

4 - Waiting Rooms, a Copy Room, 2 - Storage Rooms, a Small Library, a Custodial Room, a 27 Parking Space Parking Lot with 2- ADA Parking Spaces. Landscaping will be Irrigated by Cistern.

Project Description

Esperanza's Administrative complex is currently utilizing a 5,500sq.ft. building, and they hoped to double their square footage for a total of 10,000 to 12,000 sq. ft. Because of constructi available funds would allow construction of a building of only 4,000 to 5,000 sq. ft. Modular building options are being highly considered by both Esperanza administration staff and CSD, difference in cost.

10-09-08 - Site has been cleaned and grubbed.
Sign has been posted to identify project.
Silt fence has been put up along perimeter of property.
Staff visited Preferred Builders in Albuquerque to see if they are capable of constructing facility with plans county has on hand. Preferred Builders has a GB-98 and gave an estimate of \$170.00 per sq/ft on the high end to build facility. RS

History/Status

10/03/2008 - I drafted a letter informing Comark that the County wishes to cancel our contract. The draft was sent to the Attorney's Office for review. Richard is drafting an RFP/IFB for a building for the group. a
08/01/08 - Financials Updated/PL

The City of Santa Fe has offered Esperanza a lot on Rufina for their administrative offices. The City has agreed to lease the property to the county for \$1 a year for 25 years. The lease has by both the City and the County. Staff is working on the lease between the City and the County. The design is complete. Cost estimates and permits are currently being acquired.

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La Cienega Community Center - Existing	Community Services	Projects	No	Capital Projects	Yes	No	5	\$140,000.00	\$140,000.00	\$110,398.00	6/30/2010
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Project Description

Community Center was in need of a kitchen remodel and parking lot renovation.

08/01/08 - Financials Updated/PL

History/Status

Kitchen remodel Completed- July 2006.
Parking lot renovations are still pending. The County is in the process of obtaining state land to build the community center. An application has been submitted to the State Land Office.

17

La Cienega Community Park	Community Services	Projects	No	Capital Projects	Yes	No	5	\$150,000.00	\$150,000.00	\$143,524.00	6/30/2011
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Project Description

The state legislature has appropriated \$150,000 toward the development of a community park in the La Cienega area. In meeting with local residents, it has been decided to apply the developing two park sites, one in the La Cieneguilla area on existing Santa Fe County Open Space property and one in the La Cienega area on State Land Office property near the Las Gol museum. The second site would also serve as a future site for a new community center and recreational fields.

9-23-08 - The survey (Paramount Survey) for the lot adjustment has been completed and will be submitted to the SLO for review and approval. DP

History/Status

09-10-2008 - Application for a grazing lease was approved on 4/29/08 by the BCC. The application was received from legal at the end of August and then submitted to Michael Quintana approval. The SLO is discussing line adjustments with the surveyor and reviewing the project. DP
08-08-2008 - An bid application for a grazing lease on the 48 acres has been prepared and submitted to the Commission for approval. Upon approval it will be submitted to the SLO for re 07-28-2008 - Staff met with Sen Griego and SLO staff to discuss the 48 acre property and decided to obtain a grazing lease.
08/01/08 - Financials Updated/PL
04/2008 - Staff has been working with the NM State Land Office (SLO) on acquisition options for approximately 48 acres of SLO land. A boundary survey of the SLO parcel is currently be

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La Puebla Park/Basketball Court	Community Services	Projects	No	Capital Projects	Yes	No	1	\$108,800.00	\$108,800.00	\$90,317.00	1/30/2010
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Project Description

The County has a request for an Outdoor Restroom at the park. The State Legislature appropriated the funding for this purpose.
The users asked for additional equipment including: Swings, See Saws for both younger and older youth. This will require expanding existing playground area surfaced with palyground
The La Puebla Basketball Court improvements consist of raising the ground level to the court level on the southside of the basketball court. Two baskets were installed at a height for sma installation of an eight ft. high fence on three sides of the court and two sets of bleachers were set on the ground that was raised. Filter Fabric was laid down and playground mulch was inside perimeter of the fence.

10-09-08 - Received quote for outdoor restroom to be installed at park.
Will advertise for Engineer to masterplan plan to include Community Center Layout.
Community Organization has requested information on a skatebaord park at the site. RS

History/Status

08/01/08 - Financials Updated/PL
All work has been completed. With the remaining money, the county is soliciting quotes for an outdoor solar parking lot light, that will be placed over the basketball court.

19

La Puebla Community Center	Community Services	Projects	No	Capital Projects	Yes	No	1	\$1,300,000.00	\$451,700.00	\$451,700.00	6/30/2011
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Project Description

The county received a request from the La Puebla Community for a community center. The community requests a large meeting room that can easily be seperated by a folding divider to smaller meeting rooms. An enclosed entrance, reception office, kitchenette, janitor room, storage room and two unisex restrooms will also be implented for the center.

10-09-08 Seeking an Engineer to masterplan parcel.
Will hire surveyor to survey parcel and create a Property Boundary Survey.
RS

History/Status

08/01/08 - Financials Updated/PL
The county is in the process of requesting a quote from Comark Builders. This firm would bid on the project as a design/build package. Comark Builders will partner with Cooperative Edu (CES). CES is a contract specialist and is on contract with GSA with the State.

20

Oscar Huber Memorial Park	Community Services	Projects	Yes	Capital Projects	Yes	No	5	\$395,000.00	\$395,000.00	\$394,137.00	6/29/2009
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Project Description

Rep. King secured three separate appropriations for renovation of the ballpark grandstands in Madrid. Following extensive meetings with community members and the general members Landowners Association (MLA), staff and the community representatives have designed an approach to address county ownership of the grandstands while ownership of the ballfield area by the MLA. A Management Agreement will be developed between the County and the Madrid Landowner's Association so that Madrid (not the County) will manage activities held at the the grandstand.

The contact for this project is Jerry Warrick with the Madrid Home Owner's Association. He can be reached at 660-2395 or 471-0021. He has no email.

10/01/08 - Staff spoke with Jerry Warrick who said that the ballots were coming in at a good rate. He will notify staff of the voting results on October 14th.

9/10/08 - Jerry Warrick said that the Board of Directors of the Land Owner's Association called a special meeting about a week and a half ago to discuss the Land Aquisition and the Mana Agreement. The Board voted in favor of recommending to the General Membership the approval of these 2 items. A paper ballot with these questions were mailed to the membership and at a Landowners Association meeting on October 13th.

09/09/2008 - Staff left a message for Jerry Warrick to find out if the Association passed the 2 agreements.

08/18/08 - Steve Ross and Jack Hardwick have agreed on the final drafts of the Land Acquisition and the Management Agreements. These documents will be presented for a vote to the L Association on September 8th. Hopefully, these agreements will be passed and forwarded to the BCC for approval later in September. A draft RFP for an EA is being drafted and needs to prior to the County taking title to the property.

08/04/08 - Financials Updated/PL

History/Status July 2008 - Steve Ross is working with the Landowners Association's attorney Jack Hardwick to iron out a few changes to the Management Agreement. Once this is completed, the Land A Agreement and the Management Agreement will be taken to the Association for a vote.

June 2008 - The MLA is meeting in June, 2008 to discuss the transfer of the grandstand portion of the property to the County and approval of the Service Agreement. Pending an affirmat County will work with community members to begin A/E services for the project.

21	Marcus P. Trujillo Teen Center Phase III	Community Services	Projects	No	Capital Projects	Yes	No	1	\$1,500,000.00	\$50,000.00	\$43,739.00	
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Project Description

Arroyo Seco Teen Center/Hands Across Cultures, Corp. (HACC) a non-profit organization serving Santa Fe County and surrounding communities is proposing to develop an area for the placing the youths in an area where they can be assisted in developing self-motivation and release them from a confined and substance abuse environment. The proposed (HACC) Complex 12.03 acres of BLM lands and situated adjacent to the Arroyo Seco Fire Department station at Arroyo Seco. The Cultural Complex will be built as a 3 phase project.
 Phase I- Recreational Park
 Phase II- Production Complex/Life Skills Center,
 Phase III-Art Studio Complex

History/Status
 10-09-04-2008 - Meeting held w/ consultant to discuss Master Plan preparation.
 08-14-2008 - Received Topo survey for site.
 08-05-2008 - Staff meeting with user (HACC) to review proposed facilities placement and confirm current needs.
 08/-4/08 - Financials Updated/PL
 03-26-2008 - Survey P.O. issued, survey ordered.
 03-20-2008 - Req. for Survey P.O. sent in.
 03-03-2008 - RFQ for survey sent out.
 01-31-2008 - Fully executed lease received from BLM.
 01-08-2008 - Signed BLM Lease sent back to BLM for execution.
 11-27-2007 - BLM Lease sent to Commission for approval.
 11-26-2007 - BLM Lease approved by Legal.
 11-21-2007 - BLM Lease sent to Legal for review.
 11-07-2007 - The RP&P review by BLM is completed, the development and management plan has been reviewed by BLM and a lease of the property has been received from BLM for Cour
 01-08-2007 - All information requested by BLM submitted for review.
 01-05-2007 - Staff prepares draft of sub-lease for BLM review.
 11-13-2006 - Completed archeological survey and environmental studies required by the BLM for completion of the RP&P application. are submitted for review.
 08-29-2006 - Letter from BLM asking for add'l. information sent to County.

22	Northern NM Rio Grande Sportsmen Club	Community Services	Projects	No	Capital Projects	Yes	No	1	\$20,000.00	\$20,000.00	\$20,000.00	6/30/2010
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Project Description

Northern New Mexico Rio Grande Sportsmen Club successfully lobbied for \$20,000 appropriation for the construction of a metal building to serve as an indoor archery range.

History/Status
 10-03-2008 - Updated ICIP status.
 08/04/08 - Financials Updated/PL
 Staff have met with NNMRGSC representatives to develop project scope. It has been determined that additional funding will be required to complete the project. Additionally, issues regarding land ownership, property leasing and longterm maintenance must be addressed with the NNMRGSC. NNMRGSC anticipates requesting additional legislative funds for the project pending clarification of above issue. Waiting for client to contact us to initiate next steps.

25	Pojoaque Valley Community Center	Community Services	Projects	Yes	Capital Projects	Yes	No	1	\$1,939.00	\$1,398,999.00	\$1,391,677.00	8/15/2011
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Project Description

Legislative appropriations have been committed to the construction of a Community Center and Recreation Complex in the Pojoaque Valley. Clients have identified part of the Jacona Lar west of Pojoaque High School as a possible site. This approximately 20 acre parcel is undeveloped with old trash visible in the dry arroyo along the northern portion of the site and across property on the western end.

The contact is Mr. Guy Eden, of the Jacona Land Grant Association, who can be reached at 455-2354 or 660-6519. The contact for the scientific business park is Rudy Garcia of our staff. reached at 490-2274.

10/01/08- Staff has met with Senator Griego and Santa Fe Properties concerning the development of a scientific business park on the Jacona site. Staff has recieved 4 responses to the awaiting direction on the above development prior to considering these proposals. The EAII was completed and essentially says that the site needs to be cleared of trash prior to any defni determination.

09/10/08 - Staff should be recieving the EAII proposal this week.

09/09/08 - The RFQ has been issued.

09/05/08 - Staff has contacted the firm that did the EA1 and is awaiting a cost proposal for the EA2. We are also finalizing the scope of work for the Land Feasibility Study. The RFQ will b September 9th and the quotes should come in under our \$50,000 threshold.

08/18/08 - Staff is working on a draft RFP to Masterplan the site and is also considering an EA.

History/Status
 08/04/08-Financials Updated/PL
 July 17, 2008 - Staff met with Commissioner Montoya concerning this and other projects. Commissioner Montoya decided to meet with the Speaker to decide if another area of the Jacona should be considered given the high cost of cleaning up the site. That meeting was to be held in the near future.
 July 2008 - The Phase I Environmental Assessment has been completed. It is estimated that to remediate the landfill could cost as much as \$457,000. This is only about \$150,000 less th appraised value of the 20 acres.
 June 2008 -The project is still in development phase. Staff have met with represenatives of the Jacona Land Grant to identify a site for the proposed facility. The membership has preliminar the transfer of the identified site and staff has acquired an appraisal for the property. The property was appraised for \$610,000. The appraisal does not take into account removing the lan has also initiated an Environmental Assessment and is awaiting the results to negotiate the purchase of the property.

26	Pojoaque Valley Regional Waste Water Treatment Plant	Growth Management	Utilities	No	Waste Water Projects	No	No	1	\$1,000,000.00	\$1,000,000.00	\$638,847.52	10/30/2008
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Project Description

Regional Waste Water Treatment Plant to serve Pojoaque Pueblo entities, Santa Fe County residents in primary developed areas, and Pojoaque Valley Schools.

Total project cost is estimated at \$4.5M of which Santa Fe County is obligated for \$1.0M.

Plant is 95% complete and project is scheduled to be completed by the end of October. Some delay in finishing the project is due to problems with design.

9/9/2008 - Wastewater Treatment Plant is 90% complete. Scheduled completion is end of September.

History/Status August 2008 - Project was awarded to Bradbury Stamm and is currently under construction.

Initial designs have been developed for project.

County is currently working with Pojoaque Pueblo to develop agreement for expansion of project.

27	Recovering Addictions Programs	Community Services	Projects	No	Capital Projects	Yes	No	3	\$300,000.00	\$300,000.00	\$300,000.00	6/29/2011
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Project Description

The Santa Fe Recovery Center, formerly known as RAP - Recovering Alcoholics Program - was appropriated \$300,000 by the 2004 Legislature. These funds were reappropriated by the 2 in order to correct the appropriation language. These funds are intended to be used to purchase a modular building to expand the Center's outpatient services and will expire 6/30/11.

The contact for this project is Billy Chapman, the President of the Board of the Recovery Center. He can be reached at billy@chapmanhomes.com.

10/01/2008 - Staff is still waiting for Steve Ross and Nancy Long to give us direction as far as how the new DFA requirements will effect this and other projects.

09/09/08 - Staf decided to meet again with Mr. Chapman after Steve Ross investigates the new DFA rule that the County must follow the State procurement code and put out an RFP or occupants of the buildings that are rented to non-profits for in-kind services.

08/21/08 - Staff met with our contract attorney Nancy Long and Billy Chapman and the following key questions were discussed:

1. Can the County lease a section of the Center's property without a Lot Split?

2. Can the County lease property that is subject to a mortgage?

Nancy is going to research these issues and Billy is going to work with the mortgage holder.

A new DFA requirement was discussed that requires the County to issue an RFP to determine who should provide services in the modular building. In other words, other groups besides the Center could bid on providing similar services at the building. Nancy is going to see if these services can be sole sourced. Although the procurement code only allows 4 years for profesio

08/18/09 - Staff will be meeting with Billy Chapman of the Center and contract attorney Nancy Long on August 21 to work on project details.

History/Status 08/04/08 - Financials Updated/PL

July 2008 - The Recovery Center is in the process of purchasing the building and land from their current landlord. The loan for the land should close in July. Santa Fe County will lease the modular building from the Recovery Center.

Discussions have begun to purchase the modular buildings. Land use is analyzing if their prior approval needs to be amended. Mr. Chapman who represents the Center is working on the

Steps that need to be taken include:

1. Finalize Land Use Approval of the plans.

2. Contract with an approved company for designing and erecting the modular building.

3. Conduct a fair market rent appraisal for the building.

4. Complete a calculation of services to offset building rental cost.

5. Enter into a long-term lease for the land with the Center.

6. Lease the building to the Center with credit for treatment of County Residents not covered by other funding sources.

2004 - 2007 - Staff began the RFP process for the modular structures. However, it was delayed due to the change in administration for the program. RAP became the Santa Fe Recovery the property to a third party. The administration decided to request money to purchase the building from their land lord, but were unsuccessful.

28	Santa Fe County Fair Grounds	Community Services	Projects	No	Capital Projects	Yes	No	5	\$0.00	\$945,000.00	\$553,622.00	
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Project Description

The County has a master plan for the 10+- acres off Rodeo Road that currently serves as the County Fairgrounds. It includes plans for a training center, barns, and a new Agricultural E: Building. Complete build out of the master plan will be conducted in phases as funding becomes available. To date, the Fair Board has received \$945,000.00 for improvements to the Fair

Currently Staff is beginning the design process for a new Agricultural Extension Agent Building and related site improvements.

09-22-2008 - Meeting held with Ext. Agent, Architect, & staff to review Ext. Bldg. plans.

09-18-2008 - Meeting scheduled for 9-22-08 with Ext. Agent, Architect, & staff to review Ext. Bldg. plans.

08-18-2008 - Design Development meeting w/ County Ag. Extension Agent & Architect to finalize building floor plans.

08/04/08 -Financials Updated/PL

The County conducted needed facility upgrades prior to the 2008 County Fair. Improvements included ADA parking area, kitchen upgrades, painting, showbarn upgrades and construction sites w/ electrical hook-ups.

History/Status Staff has hired an architect to design a 7,100+ sq ft building for use by the Santa Fe County Agricultural Extension Agent (SFCAEA). The project Architect conducted a preliminary design staff and the SFCAEA on June 27, 2008. On July 2, 2008 a follow-up meeting was held to discuss alternative building locations and "green building" options.

Geotechnical investigations and soil engineering for the Extension Building will soon be underway (a P.O. for the work is being processed).

A topographic survey of the Fairgrounds property has been completed and will be utilized for detailed site planning and a Stormwater Management Plan.

Water & sewer service for the property is being discussed with the City Utility Department.

30	Senior Housing Project	Community Services	Housing	No	Capital Projects	Yes	No	multiple	\$1,500,000.00	\$240,000.00	\$240,000.00	6/30/2010
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Project Description

Santa Fe County has received appropriations for senior housing in Santa fe County.

CSD has met with Housing staff who will design the project.

History/Status 08/04/08 - Financials Updated/PL

Pending project development via housing.

31	Stanley Youth Agricultural Facility	Community Services	Projects	No	Capital Projects	Yes	No	3	\$1,300,000.00	\$408,500.00	\$401,291.00	12/31/201
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Project Description

Santa Fe County is developing a youth agricultural facility in the Stanley area. The project has received funding from several sources, including \$20,000.00 in Discretionary Funds from Anaya. Initial phase expected to consist of covered arena and related facilities. Additional uses and buildings are to be incorporated as additional funding becomes available.

10-03-2008 - Updated ICIP status. No action by seller on subdivision plat, sales contract.

09-24-2008 - Spoke to Emilio Gonzales in Land Use and he has not received the final plat and other documentation needed to complete the review. AL

09-10-2008 - Prepared Draft Resolution re; County Manager to approve purchase documents.

09-05-2008 - RFQ sent for Appraisal.

09-03-2008 - Paul O. authorizes quotes for new appraisal.

08-29-2008 - Received 3 Proposals for Master Plan services; staff is evaluating.

08-28-2008 - Real Estate Attorney advises obtaining updated appraisal on property.

08-14-2008 - Master Plan RFQ sent to potential Consultants; response due back 08-29-2008. See Document #1, below.

08-08-2008 - Staff prepared a RFQ for professional services Re: Master Plan for the 11 ac. property.

08/04/08 - Financials Updated by Pam L.

06-27-2008 - Staff has drafted a purchase agreement and sent it to the Real Estate Attorney retained to assist in the property purchase.
 06-25-2008 - Inquired about subdivision status (SFC Land Use Dept.) Staff is awaiting the required subdivision to be completed by the Owner.
 06-18-2008 - Staff has received a completed Phase 1 Environmental Assessment for the proposed project site.
 06-03-2008 - Inquired about subdivision status (SFC Land Use Dept.) & reviewed proposed S/D plat.
 05-23-2008 - Received P.O. & ordered Phase 1 ESA to be conducted.
 05-16-2008 - Requested P.O. for ESA.
 05-07-2008 - Meeting w/ County Ag. Exten. Agent for input on proposed preliminary site designs.
 04-22-2008 - Meeting w/ Corn. Anaya to get input on proposed preliminary site designs.
 04-15-2008 - Sent out RFQ for Phase 1 ESA on site.
 04-15-2008 - Inquired about subdivision status (SFC Land Use Dept.)
 (currently under review by SFC Land Use). The Owner has a Surveyor working on obtaining the necessary subdivision approval.
 03-2008 - 04-2008 - Prepared two preliminary site layouts for planning purposes and determine suitability of site.

History/Status

Staff has identified a preferred site for the project in Stanley. The County is in the purchase process of the 11+- acre site on C.R. 31A (W. Kinnsell Ave.). The property is part of a larger parcel to be "split" by the Owner before a purchase contract can be entered into. A property appraisal from the Owner has been received.

32	Santa Fe Opera Waste Water Treatment Plant	Growth Management	Utilities	No	Waste Water Projects	No	No	12	\$670,000.00	\$670,000.00	\$0.00	5/30/2008
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Project Description

Construction of a Wastewater Treatment Plant to serve the SF Opera. Plant could be expanded to serve additional entities in the future.
 Total project cost is estimated at \$1,701,653 of which Santa Fe County is obligated for \$670,000 from Legislative Grants.
 Project complete except for blower building air scrubbers. Working with owner, contractor and NMED to schedule final inspection.

History/Status

August 2008 - Treatment plant construction has been completed. Awaiting final inspection and project close-out with NMED.
 Staff is working on an operational agreement with the SF Opera via the Legal department.

33	Women's Health Services Complex	Community Services	Projects	Yes	Capital Projects	No	No	1	\$3,885,750.00	\$3,885,750.00	\$992,016.00	1/15/2007
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Project Description

Santa Fe County has received appropriations for the purchase of a building to house the Women's Health Services.

Financials Updated 8/19/08/PL
 Women's Health is looking at revising the floor plan on the second floor. SD-JG
 The CSD/CPD moved into the 1st floor of the Women's Health Building in October 2007
 The 1st floor of the Women's Health Building is being remodeled to relocate the Community Projects Department from the Enacon Building. The Enacon is scheduled for demolition to acc 1st Judicial Building. SD

History/Status

Staff (Operations-Frank Jaramillo) is currently working on the remodel of the second floor for the Women's Health Offices and adding a new roof. SD
 Staff has completed purchase of the building with the property owner of the current Women's Health facility. Renovations of the first floor has been completed in July 2007 est. SD
 Staff has completed the lease agreement with Women's Health Center for the facility. SD

35	Vista Grande Library	Community Services	Projects	No	Capital Projects	No	No	5	\$1,500,000.00	\$356,265.00	\$77,141.00	
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Project Description

The Vista Grande Library Committee has requested an expansion of the existing library. The committee is requesting an addition of approximately 4,000 sq/ft. The expansion is to include Adult Materials, a Reading Area, a Children's Room and an Administrative Office. The committee has also asked to look into the reconfiguration of the existing bathrooms and utility room throughout and to evaluate the existing HVAC and septic for adequacy.
 The Library has also received funding for equipment and books in the amount of \$51,265.66 for the NM State Library and funding from the State Legislature for roof repairs in the amount

History/Status

10-09-08 Architect hired to design 4,000sq/ft addition to existing facility.
 Project has completed plans for project.
 Parking lot improvements were complete as 8 - 2008.
 Additional funding of 1.2 million is estimated cost needed to hire contractor to complete project.
 The County was required to have staff water new plantings with a water tank because of a Eldorado Water Restrictions that went into effect two weeks before the plantings went into gro
 Project manager is working on getting additional signage for entrance and exists requested by users. RS
 08/04/08 - Financials Updated/PL
 The roof repairs at the Library are complete.
 A reconfiguration of the existing parking area has been completed to accommodate the future expansion of the Library.

36	Public Works Building	Community Services	Projects	No	Capital Projects	No	No	2	\$18,999,091.00	\$18,999,091.00	\$1,045,943.00	11/28/2007
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Project Description

The new facility for the Public Works Department is located on a 37-acre site along Highway 599 north west of the intersection with Airport Road. The project consists of 3 major compo Building, the Vehicle Maintenance Building and the Material and Equipment Storage Yard. Office building is 10,680 square feet in area, Fleet service/Division, Vehicle/Maintenance building square feet in area and Storage yard: Provides a secure outdoor storage of material and equipment for all Public Works divisions. A fuel station is also located outside of the secure yard f

80% complete.
 Complete by August to October 2008
 Budget \$18-19 million (\$15.4 Million construction)
 \$90,000 in change orders (budget for 10% in change orders)
 Funded by Bond money.

History/Status

08/04/08 - Financials Updated/PL
 The project is currently under construction

38	La Familia Medical Center	Community Services	Projects	No	Capital Projects	No	No	2	\$125,000.00	\$125,000.00	\$89,097.00	
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Project Description

La Familia Medical Center is requesting a paved parking lot and other improvements to the facility.

10-03-2008 - Updated ICIP status.
 08/04/08 - Financials Updated/PL

History/Status		Paving of parking lot is complete. Staff is scheduling a meeting with clients to determine additional uses for the remaining funds.										
39	Lamy Fire Station	Community Services	Fire	No	Capital Projects		No	3	\$0.00	\$300,000.00	\$0.00	
Project Description		Proposed Volunteer Fire Station in Lamy.										
History/Status		The project is on hold pending determination by Fire Department as to desired location. Project is at a stand still. The community requests that station be placed closer to a new proposed subdivision. The site originally proposed was surveyed and soil tests were taken for an Developer of subdivision has proposed donation of land for new site. Waiting for direction from Fire Chief. RS										
40	Southern Region, Edgewood Fire Station	Community Services	Fire	No	Capital Projects		No	3	\$3,500,000.00	\$3,500,000.00	\$3,445,000.00	1/20/2008
Project Description		Community Services Department Project Manager has coordinated with County Fire Department for the site location and RFP for construction of a new Regional Fire Station in the Edgewood Region (Edgewood & Stanley) and the volunteer firefighter/EMT's for the Edgewood Fire District. Bays will consist three bays with six bay door exists and will be three emergency vehicle deep. 10-09-08 - Riskins Associates Architects was awarded contract to design Fire Station. RS 10-08-08 Project Manager, Fire Chief and staff meet to discuss initial start up with architect. RS Next meeting will be November 13. Property survey has been completed. Need topography survey, to be completed by Nov. 10, 2008. Need soil testing, to be complete by Nov. 10, 2008.										
History/Status		PFMD staff received BCC and SLO approval of lease for the property. An RFP for Architectural & Engineering Services has been let. The response date for RFP response submittals has closed. The responses are now being reviewed by Community Services a Department staff.										
44	Cundiyo Community Center - addition	Community Services	Projects	No	Capital Projects		No	1	\$268,697.00	\$268,697.00	\$210,172.00	6/30/2010
Project Description		The Cundiyo Community and Fire Dept. are requesting an addition to the Fire Station be constructed to serve as a Community Center. The addition will be approx. 800-1,000 s.f. Plans for the addition have been prepared and cost estimates are being reviewed for budget analysis. It is expected that additional funds will be required before this project can be started. 9-23-08 - The site utilities process has begun. Jemez Coop will be the electrical company to relocate the power pole. A date will be determined soon. DP 9-1-08 - We are hoping to obtain additional funds from the County Manager for the project. DP 08/04/08 - Financials Updated/PL										
History/Status		07-15-2008 - Staff met with community members to review project costs and budget needs. Using Santa Fe County staffs' cost analysis as support, the community plans to request the a from the legislature in 2009. Final construction plans have been received and are being used to determine expected project costs. Albert Moore & Associates is the architect retained to prepare construction plans for the addition.										
45	Agua Fria Children's Zone	Community Services	Projects	No	Capital Projects		No	2	\$3,300,000.00	\$934,280.00	\$934,280.00	8/30/2010
Project Description		We have a request to site a new community youth and family services facility that is being developed by the United Way of Santa Fe County. They are requesting that we site approximat facility that will house admin services, youth classrooms, meeting rooms, and family services rooms. To date they have successfully lobbied the NM Legislature for \$864,280 for the program and programs will serve the Agua Fria community in an effort to provide direct services to children and their parents - with the concept that they will work with youth through childhood a families to help better their abilities to complete school and enter college. Aspects of programming include pre-school, after school, parent and adult counseling and training services, etc etc. 10/6/2008 - Staff me twith United Way 9/25/2008 to discuss the project. Untied Way agreed reanalyze their needs and provide phases for the project in order to expend their current ft Dineen is also meeting with Legislators to see the potential of more money this session. We are waiting for his response and direction.										
History/Status		08/04/08 - Financials Updated/PL CSD is in the process of requesting amendment to existing development plan for the Agua Fria Park via the Bureau of Land Management as per BLM patent requirements. Simultaneously, staff is working with United Way to explore modular buildings for the project construction.										
46	Santa Fe Mountain Center - Camp	Community Services	Projects	Yes	Capital Projects	Yes	No	1	\$717,750.00	\$717,750.00	\$717,750.00	
Project Description		The Santa Fe Mountain Center has successfully lobbied the NM Legislature for \$717,750 to acquire and develop an administration center for the SFMC. However, the Center has decided administrative offices in Tesuque and to develop an outdoor camp facility. Staff is working with the SFMC and Common Wheel to purchase property for the new facility within the Galisteo The contact for the Mountain Center is Sky Gray who can be reached at sky@santafemc.org.										
History/Status		10/01/08 - Sky Gray, the Director of the Mountain Center, reported that Steve Ross is working on the lease. Once the lease is complete, Staff will work on the purchase of the land with The land has been appraised for \$295,000 and is offered at \$241,000. The new DFA procurement requirements might also come into play depending on what Steve Ross works out with their legal staff. 08/18/2008 - Staff have recieved the Appraisal, a summary of a Cultural Resources Survey, an Environmental Hazards Assessment Summary, a Biological Summary, and a map of the pr acquisition area. Staff is awaiting a Boundard Survey of the 6.5 acre tract within the next 15-21 days. 08/04/08 - Financials Updated/PL Commonwheel has arranged for a boundary survey to be conducted by Gary Dawson. John Howden and Associates of Albuquerque has been hired to appraise the 5.5 acre site. The Archae Clearance and the Phase 1 Environmental Assessment has been secured. Land Use has determined that the County's purchase will automatically establish it as a legal lot of record. These completed by September for BCC approval.										

Project ID	Project Name	Category	Sub-Category	No	Water Projects	Yes	No	Count	Est. Cost	Actual Cost	Remaining	Start Date
48	Cuatro Villas Water System	Growth Management	Utilities	No	Water Projects	Yes	No	1	\$692,000.00	\$692,000.00	\$692,000.00	12/15/200
Project Description	The Cuatro Villas Water System is an ongoing project to develop a regional water system to provide service to the communities of Arroyo Seco, La Puebla, Sombrillo and Cuartelez. Total project is estimated at \$2.7M of which Santa Fe County is obligated for \$500K from County GRT and \$192K from DFA. The \$192K is to come from DFA via a grant. This grant status verified. SMA is currently finalizing design and plans to go out to bid in November.											
History/Status	9/9/2008 - Engineer advises that final plans are nearly complete, awaiting acquisition of booster station site near the intersection of NM 76 and NM 106 and are dealing with NMDOT. 8/7/2008 - Design has been contracted with Souder, Miller & Associates is currently scheduled for completion in September 2008.											
49	Pojoaque Valley Agricultural Commerce Center	Community Services	Projects	No	Capital Projects		No	1	\$100,000.00	\$100,000.00	\$0.00	
Project Description	Pojoaque Valley Agricultural Commerce Center is envisioned as a partnership between the County and Pojoaque Pueblo to create a regional center to support agricultural production and processing in the Pojoaque Valley.											
History/Status	08/04/08 - Financials Updated/PL Stakeholders have hired a consultant to plan and design a commerce center. County has entered into an MOA with the Pueblo of Pojoaque to reimburse the Pojoaque for the consulting :											
50	Barela Compound Improvements	Community Services	Projects	No	Capital Projects	Yes	No	1	\$0.00	\$50,000.00	\$50,000.00	
Project Description	The Barela Compound is a parcel of land that was seized by the Feds after a drug bust and was owned and operated by the US Marshall Service out of Albuquerque. This project was initiated to acquire and clean-up vacant land as part of a crime prevention effort. The only contact is Bruce Richardson who can be reached at his office number - 827-6120.											
History/Status	10/01/08- Staff is attempting to reach Bruce Richardson to find out if he is interested in putting a funding proposal together concerning the \$50,000. 09/12/08 - Rudy found out that a grant agreement was executed on May 30, 2006 by SFC. There is still a balance of 50K. Staff is now going to contact Bruce Richardson to see if he is still the project and if the organization(s) that was previously involved in obtaining the funding still exists. 08/18/08 - Rudy Garcia was contacted to follow-up on Barela funding with DFA. 08/04/08 - Financials Updated/PL July 18, 2008 - Staff met with Commissioner Montoya concerning this and other projects. Rudy Garcia told the group that he would go to DFA to see if he can get any accurate information on the \$50,000 appropriation. Rudy thinks that the money might have been double recorded and already spent by Rio Arriba County. July 2008- Attempting to locate the owner of the property to contact the stakeholders. June 2008 - There is little documentation on the history of this project. Files were lost when a staff member's computer crashed. So little is known about what has actually transpired. He believed that Rio Arriba County was going to partner with the Chimayo Crime Prevention Organization to acquire the property. The main project contact, Bruce Richardson has been contacted and thinks that the \$50,000 allocated has already been spent.											
52	Stanley Fire - water tank upgrades	Community Services	Projects	No	Capital Projects		No	3	\$100,000.00	\$100,000.00	\$100,000.00	12/30/201
Project Description	2006 NM legislative grant for upgrades of the water storage capacity at the Stanley Fire station. Staff is currently working with the Utilities Division to develop a plan and scope of work. The money that was scheduled to expire in 2008 has been extended.											
History/Status	August 06, 2008 - Project will be transferred to SFC Utility Dept. for implementation. CSD staff will work with the Utilities Division to determine if the upgrades to the well will be able to be implemented at Stanley Ag Facility (project #31). July 2, 2008 - Staff met with SFC Utility Department to determine current project requirements. Details are currently being investigated by Utilities Dept.											
57	CR 78B Rio De Medio	Growth Management	Public Works	No	Road Project	No	No	1	\$235,914.00	\$235,914.00	\$235,914.00	10/31/200
Project Description	Improvements of paving and drainage to 0.74 miles of road											
History/Status	Funded through GRIP II. JMS Summer 2008 Tentative Estimated Completion Date October of 2008											
58	CR 88A El Sito Road	Growth Management	Public Works	No	Road Project	No	No	1	\$270,983.00	\$270,983.00	\$142,452.00	
Project Description	Improvement will be draining and drainage to the 0.85 mile of road.											
History/Status	Currently Under Construction 90% Complete.											
59	CR 62	Growth Management	Public Works	No	Road Project	No	No	2	\$153,847.00	\$0.00	\$0.00	
Project Description	Chip Seal of 2.1 miles											
History/Status	Dependent on funding. JMS Dependent on funding Need funding											
60	CR 104	Growth	Public Works	No	Road	No	No	2	\$41,759.00	\$0.00	\$0.00	

Project ID	Project Description	Management	Public Works	No	Road Project	Yes	No	4				
	<p>Project Description Chip Seal 0.57 Mile</p> <p>History/Status Dependent on funding. JMS Project is dependent on funding Need funding</p>											
61	<p>Project Description CR 9E Living Water Road Chip Seal of 1.1 mile</p> <p>History/Status Started 6-9-2008 Will Chip Seal July 16-17-18 of 2008. 08/08/08 Will Chip Seal August 7th & 8th L.S.</p>	Growth Management	Public Works	No	Road Project		No	4	\$75,490.00	\$75,490.00	(\$14,389.05)	8/30/1908
62	<p>Project Description CR 16A Jaymar Road Chip Seal of 4.45 miles</p> <p>History/Status Project is being requested in ICIP as improvements to various county roads in Southern Santa Fe County. JMS Project is dependent on funding Need funding</p>	Growth Management	Public Works	No	Road Project	Yes	No	4	\$326,010.00	\$0.00	\$0.00	
63	<p>Project Description CR 17A Paving of 1.01 miles</p> <p>History/Status Project is dependent on funding Need funding</p>	Growth Management	Public Works	No	Road Project		No	4	\$190,352.00	\$0.00		
64	<p>Project Description Measures</p> <p>History/Status</p>	Community Services	Fire	No	Other		No		\$0.00	\$0.00	\$0.00	
66	<p>Project Description County Road 42 Phase I 2.4 Miles of paving to make entire road paved.</p> <p>History/Status 10/08/08-60% complete. Star Paving has concluded drainage, sub grade, base course. 10/6/08 county crews will begin paving 1st 2315 ft. Starting at the existing pavement on west end of CR 42 and going east a distance of 2.4 miles. 09/03/08-45% complete. 2.4 miles of paving and drainage improvements to CR42. \$359,003.00 LGRF Funding (Coop- SB= \$133,303.00, Coop-SP= \$89,660.00, Coop-Cap= \$136,040.00). \$.5 Million GRIP Funding. \$1.5 Million Bond Funding. 08/08/08 Star Paving awarded the contract for construction of CR42. Bid Phase 1 by end of April</p>	Growth Management	Public Works	Yes	Road Project	Yes	No	3	\$0.00	\$2,300,000.00	\$0.00	12/12/2000
68	<p>Project Description Housing Maintenance Improvements Vacancy of public housing units has been high (19%), the HUD acceptable rate is 5% - 8%. In February achieved a 5% vacancy rate. Review of the Maintenance policies and procedures needs to occur</p> <p>History/Status 10/14/08 - have reviewed the plan and recommendations have been made. The document did no exist electronically so we are now re-typing the document with the changes. Final review Board approval targeted for November or December depending on legal review. 8/8/08 - met with maintenance staff to update goals and objectives for the maintenance section. Will be meeting in September to start review and amendments to the maintenance policy. 8/5/08 - I will be attending a maintenance staff meeting on Friday, August 8th to review goals and objectives that were established in February. We will schedule a time to start reviewing maintenance policy which included vacancy procedures. February - met the 5% vacancy rate target. Ongoing to keep vacancy rate low. Have started reviewing maintenance policies and procedures. Changes will be implemented as necessary.</p>	Community Services	Housing	No	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	12/31/2000
69	<p>Project Description Food Policy Recommendation BCC and City Council have approved a joint resolution. Need to appoint a Food Policy Council. The food Depot is supporting this project. The Food Policy Council will look at emergency m (disaster plan for getting food to people if flooding/heavy snow etc.), preservation of farm land, nutrition in schools, and getting transportation to stop near grocery stores, etc...Members May 2008</p> <p>History/Status Update 10/06/08: Have all paperwork for appointments. Have had discussion with the City of Santa Fe about who will appoint whom. Ready for 10/28/08 BCC meeting. UPDATE 09/18/08 of proposed membership. They are delivering Interest Forms and Resumes on 09/20/08. Will shoot for October BCC for appointment. UPDATE 09/02/08 I was contacted the founding member 15, 2008. They said they were finalizing their recommendations. I have not heard from them since. I am UPDATE 08/04/08 Founding group representatives have asked Steve Shepherd County Extension Agent to represent the County on the Council. They have not given us other names for the County appointed slots. We have included funding within the MOA for financing the council. sending an e-mail to them now. Members to be appointed to the Food Policy Council May 2008</p>	Community Services	Health	No	Special Projects	No	No	1 2 3 4 5	\$10,000.00	\$0.00	\$10,000.00	10/28/2000

70	Fire GRT Plan, New FTE's	Community Services	Fire	Yes	Special Projects	No	No	1 2 3 4 5	\$4.20	\$4,200,000.00	\$0.00	4/30/2009
Project Description	<p>County wide gross receipts tax approved by voters. \$7 million in FY07, then approx \$9.2 million per year after that. First dispersal was in October 2007, authorized to hire 20 new cadets, 19 graduated Dec 22 (1 dropped out). As of February 2008 all 19 new firefighter/EMT's were assigned to fire station Agua Fria and Edgewood.</p> <p>The fire department has hired 16 new fire cadets who will start their Fire Academy training on July 7th, 2008. The 18 week academy training consists of Firefighter I & II training, Hazard training, Wildland Firefighter training and Emergency Medical Technician training.</p> <p>As of July 7, 2008 update the fire department has hired 35 of the 48 firefighters pledged to the voters. With completion of the July 2008 Fire Academy the fire department will have comp a four phase rollout to improve regional firefighter staffing around Santa Fe County.</p>											
History/Status	<p>October 9, 2008. Sixteen new fire cadets will graduate on October 29, 2008 following the completion of 18 weeks of training.</p> <p>July 7th 2008. Sixteen new fire cadets have begun their 18 week Fire Training Academy.</p>											
71	Santa Fe Area Groundwater Modeling Project	Growth Management	Utilities	No	Water Projects	Yes	No	1 2 3 4 5	\$419,030.00	\$419,030.00	\$30,124.00	12/31/200
Project Description	<p>Geohydrologic study and regional aquifer evaluation for the Santa Fe area. Develop and calibrate a groundwater model to analyze and evaluate Santa Fe Basin water right transfers and groundwater supply impacts.</p> <p>Developing scope of services for future work necessary to calibrate model and train personnel so that model can be effectively be utilized for specific groundwater pumping effects.</p>											
History/Status	<p>8/7/2008 - INTERA is to help Santa Fe County staff evaluate new data.</p> <p>INTERA are under contract for a hydro model. The model is complete for 12-14 possible locations, INTERA calibrates any new data as it comes in. The model is being used to determine where to transfer water rights. INTERA would also provide expert testimony in a water rights hearing/court</p>											
72	Pojoaque Valley Waste Water Collection System	Growth Management	Utilities	Yes	Waste Water Projects	Yes	No	1	\$2,070,000.00	\$1,070,000.00	\$1,070,000.00	11/30/201
Project Description	<p>A wastewater collection system to serve Pojoaque Pueblo, Santa Fe County residents in primary development areas, and Pojoaque Valley schools.</p> <p>Phase I project cost is estimated to be \$ 5.0M for the initial collection system. It is estimated that Santa Fe County would have to budget \$ 1.0M in addition to the \$ 1.07M Legislative Grt anticipating funding from Pojoaque Pueblo, Pojoaque Valley Schools and the Indian Health Service.</p>											
History/Status	<p>Working with Hvtce Miller to appoint a Project Coordination Committee.</p> <p>August 2008 - A Preliminary Engineering Report (PER) needs to be completed to address most feasible collection system routes. We are currently working on a Scope of Work to solicit pr October 2008.</p>											
73	Northern SF County Regional Water Project - Quatro Villas to Chimayo Interconnection	Growth Management	Utilities	Yes	Water Projects	Yes	No	1	\$2,500,000.00	\$0.00	\$0.00	11/30/201
Project Description	<p>Water line interconnection between the Quato Villas Water System Project and Greater Chimayo Water System Project.</p>											
History/Status	<p>Awaiting GO Bond sale to proceed.</p> <p>9/9/2008 - SFC plans to obtain GO Bonds of \$ 2.5M in 2009 to design and construct this project.</p>											
74	Eldorado/Canoncito Regional Water System Project	Growth Management	Utilities	Yes	Water Projects	Yes	No	4 5	\$5,200,000.00	\$60,000.00	\$0.00	12/30/201
Project Description	<p>Project is to interconnect the eastern portion of the Santa Fe County water system to the Eldorado and Canoncito water systems by constructing water line south along the railroad right Eldorado water system and tanks. Water lines and a booster station from the Eldorado water tanks will be constructed along US 285 to Old Las Vegas Highway and then south to the Can system.</p> <p>GO Bond funding of \$4.5M is planned in the proposed 2009 Bond election.</p>											
History/Status	<p>Awaiting GO Bond Sale to proceed with design of system.</p> <p>9/9/2008 - Met with EAWSD to look at feasible connection points to thier system to accomodate a regional water line from Santa Fe County and to Canoncito.</p> <p>8/8/2008 - Preliminary engineering design could be initiated this year with the \$60K in Legislative Grants that Santa Fe County is currently overseeing.</p>											
75	Edgewood Waste Water System	Growth Management	Utilities	Yes	Waste Water Projects	Yes	No	3	\$400,000.00	\$400,000.00	\$0.00	12/31/201
Project Description	<p>The Town of Edgewood is currently constructing a wastewater treatment plant and main interceptor system to the main commercial area.</p> <p>The wastewater treatment plant is estimated at \$2.5M. Santa Fe County is obligated for \$400K GRT to aid in the construction of the wastewater collection treatment and disposal system as much as \$7.1M.</p>											
History/Status	<p>Phase I - Construction of Waste Water Treatment Plant (currently under construction).</p> <p>Phase II - Waste Water Collection System (construction cannot commence until all Phase II funding is available).</p> <p>The Town of Edgewood is to allow County residents to connect.</p> <p>JPA to address SFC involvement and disbursement of \$400K GRT was agreed to on April 24, 2007.</p>											
76	Sombrillo/Arroyo Seco Waste Water System Project	Growth Management	Utilities	Yes	Waste Water Projects	Yes	No	1	\$5,000,000.00	\$850,000.00	\$830,000.00	12/30/201
Project Description	<p>Plan is to first study the area utilizing a Preliminary Engineering Report (PER) to address the most feasible alternative to collect and treat wastewater from the Sombrillo area. PER has b Souder, Miller & Associates (SMA) to complete the study by October 2008. Currently we are expanding the study area to include the Arroyo Seco Area.</p> <p>County has obtained two Legislative Grants; \$350K for a wastewater system to serve the Sombrillo area, and \$500K for a water/wastewater system to cover the Sombrillo and Arroyo Sec Northern SF County.</p>											

Received Final DRAFT PER on September 22, 2008. Staff is currently reviewing it for comments.

9/9/08 - Project status meeting was held on August 21, 2008, to discuss first deliverable from SMA. Next deliverable (draft final report) is due by September 22, 2008. SFC would like to meeting with the residents of the area before report is finalized.

History/Status August 2008 - An amendment to the contract to add in the Arroyo Seco area is currently under consideration by Legal (submitted on July 28, 2008). This amendment would change the c of the PER to November 2008.

Public Hearings to discuss the alternatives (cluster systems or connection to Santa Clara or Espanola) was conducted.

NMED wants a preliminary engineering report which is estimated to cost \$50,000 to address both the Sombrillo and Arroyo Seco areas.

Cost for system will be approx \$5 million.

78	Valle Vista/State Pen Regional Waste Water System	Growth Management	Utilities	Yes	Waste Water Projects	Yes	No	5	\$6,000,000.00	\$140,000.00	\$0.00	12/31/2008
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Project Description

Santa Fe County is studying regionalization of wastewater collection and disposal for the Valle Vista/State Pen and County Complex service area.

Identifying feasible locations for new Regional Valle Vista WWTP. Working on preparing a CDBG Application to assist with this project. Also plan to submit a Water Trust Board Application funding.

9/9/08 - Met with adjoining property owners west of Valle Vista WWTP site to address feasibility of regional wastewater facility in close vicinity to the Valle Vista area. This meeting was on September 4, 2008.

Checked with NM Property Control Division on status of cost-benefit studies being done by state agencies on utilization of the State Pen as a regional site. We were advised that studies are being completed as of September 8, 2008.

History/Status

8/8/2008 - Regionalize the sewer system. Valle Vista is not the most feasible area to a regional wastewater treatment plant, therefore the State Pen WWTP is being considered as a more SFC already leases the State Pen WWTP and maintains it. The lease has been extended thru December 2008. Santa Fe County is endeavoring to negotiate a 25 YR lease to operate and regional wastewater treatment facility at the State Pen location.

NM General Services Department and Property Control Division are both amenable to regionalization at the State Pen location but a cost-benefit study needs to justify a long-term lease regional wastewater treatment at this location.

Jan '08 BCC passed a resolution requesting the legislature to pass a resolution to lease (long term - 99 years), donate or allow the County to purchase the sewer system. This was not acted during the 2008 Legislative Session.

80	Rail Runner Peer Review	Growth Management	Public Works	Yes	Special Projects	No	No	3 5	\$40,000.00	\$40,000.00	\$9,553.12	7/31/2008
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Project Description

Engineer to oversee Rail Runner design and construction.

10/08/08 As of today, Southwest Designs continues to review the construction of railrunner and continues to submit monthly status reports. 08/08/08 County has retained Southwest Designs for peer engineering review and has been submitting monthly status reports to the Public Works Department. L.S. Engineer attending Rail Runner meetings. Peer Engineering on Contract Status ongoing.

History/Status

April 2008 - Engineer on board and is going to the meetings.

Meeting in Dec to discuss agreement to transfer money from DOT to county.

2 possible engineers.

\$40,000 from the DOT to hire an Engineer to oversee the County portion of this project, to look at design and construction. Not to make changes to project, if there is an issue they will be attention.

81	Pojoaque Low Water Crossing	Growth Management	Public Works	Yes	Road Project	Yes	No	1	\$800,000.00	\$0.00	\$0.00	
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Project Description

CR84 Low Water Crossing Phase II needs funding (\$800,000)

History/Status

10/08/08 This project is one of the projects that will be funded if the county bond referendum is approved this Nov. 2008.

09/03/08 Dependent on funding.

08/08/08 Need additional funding for Phase II.

CR 84 (Pojoaque) the first phase is done, approx 200-300 ft completed (\$200,000). 2nd phase is the remaining 1000 ft (\$800,000 CIP). Low water crossings complete, needs maintenance.

82	Solid Waste Ordinance Amendment	Growth Management	Public Works	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	1/1/2009
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Project Description

Amendment to the current Solid Waste Ordinance to include non-county residents and change in fee structure.

History/Status

10/08/08 Drafting changes to the current Solid Waste Ordinance are complete with the exception of fee structure for county and non county residents.

Staff is working on amendment and will request to publish title and general summary in January 2009.

08/08/08 Public Works is working with Legal Dept. on drafting changes to the current Solid Waste Ordinance. These changes will address Edgewood's need for Solid Waste disposal. Plan authorization to publish Title & General Summary in September or October 2008. L.S.

May 2008 BCC- Request to publish Title and General Summary.

Request to publish title and general summary - May 2008 BCC

Need FIR before going to the BCC and possibly raise fees, this service would increase our costs substantially.

Torrance County has offered to build a transfer station in Edgewood.

The cost may be higher to City residents as it will cost more to move more trash and we subsidize for County residents.

James wrote a response to Edgewood's letter.

Ordinance will need to be amended as it currently is for County residents only.

83	San Marcos Transfer Station	Growth Management	Public Works	Yes	Capital Projects	No	No	3 5	\$600,000.00	\$0.00	\$0.00	
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Project Description

Construction of a modern transfer station including office and restroom facility.

History/Status

9/3/08 Propose to construct project if Bond passes in November.

08/08/08 Design for the improvements to the transfer station are complete. Need funding for the construction of the improvements.

April 2008 - Design complete, needs funding.

84	Stanley Transfer Station	Growth Management	Public Works	Yes	Capital Projects	No	No	3	\$665,942.22	\$665,942.22	\$0.00	12/31/2008
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Project Description

Construction Stanley Transfer Station

10/8/08 Contractor and county have jointly hauled the buried trash from the site to prepare for construction of the building.
 09/03/08 Started construction 08/29/08.
 08/08/08 Design is complete. Construction contract has been awarded to Advantage Asphalt. A pre-construction meeting is scheduled for Monday August 11th, 2008.
 Advertise for bids - April 13, 2008
 Major upgrades. Building plans should be finalized in 2-3 weeks, then go to bid.
 \$665942.22 funded.

History/Status

85	Transfer Station Upgrades	Growth Management	Public Works	Yes	Capital Projects	No	No	1 3	\$200,000.00	\$200,000.00	\$0.00	11/30/2008
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Project Description

\$200,000 to upgrade septic systems, trailers etc. for Nambe, Jacona, and La Cienega transfer stations.

History/Status

10/08/08 Eldorado- Getting quotes to upgrade heating and cooling unit @ scale house.
 Nambe-Currently working on water tank.
 Jacona-Putting water system through utilities. Installation of hot water system for office trailer and fencing. Water line is hooked up and chlorinated. Need to get quotes for exterior fencing.
 La Cienega- We are currently trenching for water electricity and phone lines. Hook up water next week.
 9/3/08 Nambe- Completed Transfer Station improvements include, office, septic system, solar panels, water, and heating.
 Jacona- Completed Transfer Station improvements include electricity, office, septic system, heating and A/C. Water line is hooked up and are waiting on the Pueblo to hook up to line.
 La Cienega-Completed Transfer Station improvements include office, septic system and a temporary 425 gallon holding tank, also waiting on PNM to run power for heating. Do not have a
 08/08/08 Buildings are in place, working on utilities.
 Jacona- Improvements are complete with the exception of fencing the perimeter. La Cienega- improvements are complete with the exception of the electricity & water currently working
 Water Association for water hook up. All septic systems are installed.
 April 2008- buildings are in place, working on utilities.
 Solar panels for electricity (minimal), water storage tank to truck water in, tie to septic system

87	Private Roads to County Ownership	Growth Management	Public Works	No	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	12/1/2008
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Project Description

Private Roads to County Ownership

History/Status

Public Works staff has reviewed other road acceptance policies & procedures from other counties. Staff will be working with county Legal staff to develop policies & procedures to impler for residents to request road acceptance. Staff will provide a draft for the BCC and Manager to review prior to requesting adoption.

89	Supplemental Wells Project	Growth Management	Utilities	Yes	Water Projects	No	No	2 3 4 5	\$2,000,000.00	\$1,450,000.00	\$0.00	10/31/201
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Project Description

Ground water supply is needed as a supplemental source of supply to the BDD Project. Water/Wastewater Operations Section is planning a well drilling program to address feasible local ground water supply wells.

History/Status

Scope of Work is being prepared and hope to solicit bids by November 2008.
 9/9/08 - Plans are to drill a well at Valle Vista in late 2008 and a well in the Public Safety Complex in 2009.
 SFC completed a well at the Public Works Complex which should be operational in December 2008.

91	Santa Fe Studios Economic Development Project	Growth Management	Planning and Development	Yes	Special Projects	Yes	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	12/1/2009
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Project Description

Media Park and Economic Development Project with Santa Fe Studios.

September 30, 2008

The following are brief updates on pending issues related to SF Studios Project:

A. State Land Office Right of Way and Easement Application

This is a process to obtain previously relinquished existing rights of way and easements as part of County purchase of the Media Park property from State Land Office (SLO).
 • Application has been prepared by staff and pending 1. Finalized items from Allen Grace, surveyor; 2. Review by SF Studios.
 • Final draft prepared by Allen Grace received 9/30/08.
 • SF Studios received drafts on 9/26/08 for their review prior to final preparation by Allen Grace and submission by Staff to SLO.
 • Anticipated submission date of application to SLO is October 3, 2008.

B. Lot Line Adjustments

SF Studios requested the County to subdivide the Media Park Parcel into 5 lots to suit their needs as part of the purchase of this property from the County.
 • Final Draft of lot line adjustments into five lots prepared by Allen Grace 9/30/08.
 • Rural Addressing issue addressed 9/29/08 by Staff.
 • Drafts were submitted to SF Studios 9/26/08 for comments and review. Previous versions have been reviewed and approved by SF Studios consultants. Staff met with Studios planner 9/30/08 to discuss final draft.
 • Pending approval from rest of SF Studios consultants, the final draft will be sent back to Allen Grace for final work and ready for recordation.

C. Relocation of Electrical Overhead Power Line

History/Status

• PNM Contacted and Site Visit 9/16/08—Roger Naranjo, Electrical Engineer—relocation is possible to the north side of the property.
 • Costs of relocating power line—Roger Naranjo will furnish estimates by end of week of 9/29/08 after consultation with engineer who previously provided rough estimates.

Related to Project Participation Agreement:

A. SR14 Road Improvement RFQ--TIA

• Part of offsite infrastructure improvement committed by County pursuant to Project Participation Agreement with SF Studios.
 • An RFQ was recently issued and proposals were reviewed by staff and Bohannon Huston (BHI) was selected to perform a TIA re: Entrance to the Media Park. Agreement is being drafted currently and will be forwarded to legal for review and then process by purchasing. The TIA contract amount is \$18,400.
 • A \$40,000 grant from NMDOT funds this portion of the Road Improvement.

B. Fiber Backbone Infrastructure Design

• Also a part of offsite infrastructure improvement committed by County pursuant to Project Participation Agreement with SF Studios.
 • Packet Front selected to perform work for PER and Design. Draft contract being worked on currently and will be submitted to Legal for review week of 10/6/08. The contract amount is \$

C. Draft RFQ for Alternative Energy prepared for internal review

• RFQ issued and respond deadline will be 10/3/08 (maybe extended a week).
 • Purpose to assess potential application of alternative energy source and distribution to support the Media Park as it is currently not adequately available from PNM
 • Potential exists for application to reach to other County facilities, including public safety complex.

D. Timeline extension from SF Studios

• ST Studios exercised 30 day extension for inspection and review.

E. Offsite improvements negotiation and status

- Pending draft Development Agreement from Legal Department
 - Potential for SF Studios to take responsibility over offsite improvements for Roads and Water/Wastewater infrastructure.
- F. Grant from DFA \$10,000,000 for on-site improvements BCC 9/30/08 agenda item XIII C4 Tabled.

September 2-Staff met with SLO ROW and other staff to review the draft ROW submittal. Staff will revise the application to include roddage and square footage for easment requests as v designations of easements by eloquent parts. Submitted pdf document to SLO of all expenitures for infrastructure as identified in improvement value credits.

August 29th-met with Studios to discuss project issues. There are some concerns regarding the overhead lines as identified in a letter from Jim Rubin.

August 27th-met with project planner to discuss easements and lot line adjustments with County Surveyor.

August 26th BCC approved funding for a Grant Awarded for the State Legislature Through New Mexico DOT For Turning Lanes And Entrance For The Santa Fe Media Park/\$40,000. Media Park infrastructure needs are identified on ICIP project list including the following: Item 65 Broadband \$1,000,000; Item 66 Roads \$1,300,000; Item 67 Water/wast 1,000,000

August 21st County has a PO for lot line adjustments and survey with XYZ Surveys and has submitted a notification to proceed. The time line for completion of the lot line adjustment is :

August 20th County Manager met with staff including Finance, legal, Growth Management to discuss the project status and next steps. Summary of the meeting is attached as 080208. S a draft ROW easment for the State Land Office for road, water and sewer easements. Legal is in the process of reviewing.

August 11th-Staff has prepared the documents for the Studios.

July 28-Studios legal representative Jim Rubin sent the County a letter identifying documents as per the project participation agreement.

Staff met with Santa Fe Studios on July 25th and August 1st to determine next steps. The Studios needs to provide the County with a proposed parcel map so the County may process th adjustments. The boundary survey re-plot was completed by the County Surveyor and the parcel currently has five parcels, including the ROW.

Board of Finance approved the Sale of the County Media Park to Santa Fe Studios on July 22nd.

Ordinance 2008-807 approved by the BCC on June 10 BCC to include the Project Participation Agreement. PPA identifies both the County and Studios obligations. The Project will ultimate three phases ad a back lot on 48 acres, plus 17.6 acres of space for media related businesses.

92	Code Rewrite	Legal		Yes	Special Projects		No					
Project Description	Final redlines being prepared by legal Contract to get company to produce document Contract with Dan for zoning map, commercial district work complete. Possible new contract for the rewrite Dec 08											

93	NCRTD	Growth Management	Planning and Development	Yes	Special Projects	No	No	1 2 3 4 5	\$120,000.00	\$120,000.00	\$0.00	
Project Description	Project 201 (Eldorado Bus Route) was deleted and brought into this project as the County joined the RTD again. Greater Eldorado Express is under the management of the North Central Regional Transit District. Service is contracted to All Aboard America. Edgewood, Stanley, Eldorado bus route sei extended another year, funding of \$100,000 from Loa Alamos, mou was signed last January. Next RTD Board meeting will be Friday, 14 November. BCC passed Resolution No. 2008-125 to rejoin the NCRTD. The City Council voted to rejoin on Monday, 6 October. The next step is to work with the City and Regional Planning Authority (RPA) to develop a City/County Service Plan. GRT funding will go to the voters on November 4.											
History/Status												

94	Airport Road Vendors	Growth Management	Planning and Development	Yes	Special Projects	No	No	3	\$0.00	\$0.00	\$0.00	11/30/200
Project Description	There are a number of violations in the Airport Road area. The City has requested that we address the violations on the property within the County. This is an on-going project.											
History/Status	10/08 Only two outstanding NOV's remain on Airport Road from original sweep in April--these have been cited into court. Code Enforcement will conduct Saturday sweeps in month of O new offenders (if any) Sept. '08 NOV's in process for violators. Final notices will be issued by mid-month. August '08--NOV's in process for violators. July '08 - NOV's in process for violators. On-going June 08 - DOT did a sweep and vehicles and signs have been removed from SR599/Airport road r-o-w SR599/Airport road r-o-w area has many vehicles for sale. Staff has contacted the State and requested that they be removed. DOT has verified that they are illegal and will move forward removed. April 19, 2008 - Another sweep was done, additional violations found and either moved or given an NOV. 3 NOV's issued for litter, 2 properties has been cleaned up. Vendors were asked t											

95	Growth Management Plan	Growth Management	Planning and Development	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	4/30/2009
Project Description	We are updating the Growth Management Plan to include the strategic elements, area plans and existing community plans											
History/Status	10/8/08 Draft area plan to be sent to Bruce Peshoff and Steve Ross for review. We will begin to schedule public meetings on this next week (for Late Oct/early Nov meetings). 9.29/08 Staff has prepared draft of Area plan, filling in blanks and amending for oil and gas element consistency this week. August - Staff has been working with PlanningWorks on the Growth management Plan Area Plan for the Galisteo Basin. PlanningWorks to incorporate staff components of plan into a draft also been working with PlanningWorks to develop an update growth tiers matrix for the County and has provided a draft of Goals, Policies and Strategies for the County which will be revi also reviewed the Goals, objectives and strategies ffrom the Growth Management Plan and for the Community and District Plans within the Galisteo Plan area. August 12th- Zoning strategy presented to BCC. Bob Freilich also presented a briefing to the Board on the progress since the adoption of the interim development ordinance relating to ol July 2008 to BCC to present the zoning scheme and conceptual GM Plan Contract being finalized to identify natural resources areas 2 BCC meetings have been done Feb 8, 2008 BCC meeting to discuss the water/ waste water sections and critical planning areas.											

96	NPDES Compliance	Growth Management	Planning and Development	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	6/30/2009
Project Description	<p>The National Pollution Discharge Elimination System (NPDES) is a federally mandated program managed by the EPA, and locally by the New Mexico Environment Department. Communit for compliance are based on population. The County is a MS-4 community required to perform specific steps to assure stormwater quality. These steps include identification of all stormwa maintenance programs, outreach, reporting, etc. The deadline for compliance was April of 2008.</p>											
History/Status	<p>10/06/08 Ordered a watershed modeling software package to assist staff and general public in understanding implications associated with stormwater runoff. Utilizing existing staff to be compliance as permit submittals are down, so fees will not accumulate as anticipated. 9/2/08 Fee Ordinance approved by BCC. Becomes effective 9/18/08. Collected fees will be used to hire Inspector and Engineer. 8/8/08 Existing Code Enforcement Officers sent to training to learn NPDES inspection techniques in July. Fee ordinance second public hearing on 8/12, if approved funds will begin to accu new staff needed. Staff organization being examined, may hire new Code Officer vs. new Permits personnel to fill current advertised vacancy if new permit process implemented 8/18/08 This will spread ext. workload and enable personnel to take on added responsibilities associated with NPDES program. 7/8/08 - first public hearing of the Fee Ordinance. The second hearing is scheduled for August BCC for adoption. 6/10/08 The BCC approved to publish Title and General summary of the Fee Ordinance. 6/08 Fee Ordinance is going to publish Title and General Summary to the BCC on June 10. 4/08 Fee Ordinance is in Legal for review. Should move forward in June. This will provide funding for a PE and inspector.</p>											
98	Galisteo Watershed Partnership	Growth Management	Planning and Development	No	Special Projects	No	No	3	\$0.00	\$0.00	\$0.00	
Project Description	<p>The Galisteo Watershed Partnership (GWP) is a voluntary network of private organizations, government agencies and individuals, with an active interest in the future of the 730-square Watershed.</p> <p>Ongoing meetings with Galisteo Partnership</p> <p>County entered into a contract with UNM to do a wetland mapping project in the Galisteo Basin. Mapping anticipated to be completed in December, 2008.</p> <p>On-going participation in partnership meetings Watershed Protection-meeting quarterly and staff attends monthly meetings.</p> <p>All interests in this area of the County should come together in the GM strategy.</p>											
History/Status	<p>Current Project: The GWP proposes to establish the Galisteo Basin Wildlife Corridor as the northern most part of the Sandia-Manzano Wildlife Linkage for safe wildlife migration along the "Spine of the Cor America. We are proposing a wildlife corridor to connect the vital habitats of the Sandia and Ortiz Mountains to the Sangre de Cristo Mountains running from BLM lands south of Golden, a the Galisteo Basin, to US Forest Service lands on Glorieta Mesa and in the Sangre de Cristos.</p> <p>County Resolution 2005- 87 A RESOLUTION SUPPORTING COOPERATION BETWEEN SANTA FE COUNTY AND THE BUREAU OF LAND MANAGEMENT, THE NATIONAL PARK SERVICE, THE S MEXICO, THE NEW MEXICO COMMISSIONER OF PUBLIC LANDS, AND THE ARCHAEOLOGICAL CONSERVANCY, TO IMPLEMENT THE "GALISTEO BASIN ARCHAEOLOGICAL SITES PROTECTI COOPERATION BETWEEN SANTA FE COUNTY AND THE GALISTEO WATERSHED PARTNERSHIP FOR PLANNING IN THE GALISTEO WATERSHED.</p> <p>County entered into MOU with Galisteo Partnership.</p>											
99	Revegetation requirements	Growth Management	Planning and Development	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	1/16/2009
Project Description	<p>Draft Ordinance requirements to prohibit mass grading and require re-vegetation similar to natural state/ preservation of existing vegetation. Look at different areas of the County (e.g. CCD centers are much denser so may have to mass grade)</p>											
History/Status	<p>9/08 Pulled six example ordinances to use for compilation, Spoke with Legal, and information will be pulled together for inclusion to Code Rewrite</p> <p>8/08 Research started via pulling together grading ordinances from other agencies</p>											
100	Capital Projects Bond	Community Services	Projects	Yes	Special Projects	No	No	All	\$34,000,000.00	\$0.00	\$0.00	11/30/201
Project Description	<p>Financial Analyst for the County have identified an opportunity for the County to bond capital projects through 2011 in the amount of \$35,000,000.00 without an increase in tax rates. S recommending that Staff ask the voters for \$17 million in 2009 and another \$17 million in 2011.</p>											
History/Status	<p>Aug 6, 2008 Will be presented at BCC at the August meeting.</p> <p>Commission is discussing posting on November Ballot and Projects that the Bond will fund.</p>											
101	Building Permits	Growth Management	Planning and Development	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	12/31/200
Project Description	<p>Staff has been asked to look at possibility of the County issuing it's own building permits. Currently CID does this and issues the C of C for buildings. The County has Ordinances that rei inspection, as we do not issue the C of O, therefore we have little enforcement ability (sprinklers, water harvesting systems, re-circulating hot water systems, retention ponding etc.). If v building permits we would be able to ensure our additional requirements are met.</p>											
History/Status	<p>10/24/08 With only 51 permits issued in September we still generated \$23,950 in fees. The increased fees were only collected for 9 days in September. See the process sheet attached v comparisons by year and a rough schedule/next steps. 10/8/08 fee tracking should be available for the second half of September by the end of this week. 9/18/08 New fee codes were entered and we can now charge the new fees, we will track these monthly and work with Finance to see when a program can start. An implementation schedule will be created. City job descriptions have been obtained, work on the manager position first. 8/27/08 Penny and Shelley will meet with Teresa (Finance) about how we track the additional fees. Job descriptions will be needed for Zoning Inspectors and the Building Manager. Penny to ask Bern if she can get the City descriptions. 8/12 Fee Ordinance was approved by BCC and was recorded 8/18/08. Can start to collect fees in 30 days. 7/8/08 - Penny and Tina have tried to contact Lisa by phone, no returned calls. Penny will try by email. The Fee Ordinance will be heard by the BCC August 12, 2008 for adoption. 7/8/08 - First public hearing of fee ordinance. CID requested that we work with them to see if we can coordinate with their inspections rather than moving directly into our own permit pr meet with Lisa (CID) and Roman to discuss coordinating the inspections. If this works well, the BCC will be updated. 6/9/08 Fee Ordinance approved to Publish title and General Summary May 13, 2008 Presented to the BCC. Approved to move forward with a fee increase (Fee Ordinance), increase 6 fold now, hire 3 zoning inspectors to begin our inspections such as sprink management, water harvesting etc. Hold onto additional money collected to use as a start up fee.Target date to begin permits - July-Dec 2009. 1/08 - Review CID approval process, H.T.E. database system (Demo Feb 08), 5 years of permits. Estimate number of employees needec, costs of employees and equipment</p>											

102	Green code	Growth Management	Planning and Development	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$50,000.00	\$0.00	12/31/200
Project Description	The BCC and Manager have hired a consultant to research and work with staff to create a green code for the County.											
History/Status	<p>10/24/08 Emailed consultant to get timeframe for his recommendations.</p> <p>10/8/08 Talked to Consultant last week, recommendations are due soon. Will schedule a meeting with consultant and staff who have been working on other green elements. (I will coordi Roybal)</p> <p>9/17/08 Consultant still preparing recommendations. Direction from Roman that this program keep in line with building permits.</p> <p>8/1/08 Met with Douglas (Consultant), he will look at some recommendations and options as to what the County could do. What we should require from everyone and what can be option</p> <p>8.1.08 Consultant brought in report that lists LEED requirements, City and CID requirements, grouping them together and comparing them.</p> <p>Working with the Consultant, who will produce a document that lays out what options there are for the County to go "green" and compare it to what the City and state require (or propose</p> <p>6/08 - Recommend that the green code is done with the Building permits to allow for enforcement.</p>											
104	Finance Oversight at Corrections	Administrative Services	Finance	No	Special Projects	No	No	Internal	\$0.00	\$0.00	\$0.00	
Project Description	<p>The oversight function at the Adult Facility (ADF) involves close coordination with the finance staff of the facility specific to every accounting function. The concept at that time was very and/or implement policies, develop a structured workforce and workplan.</p> <p>When the county assumed operations of the Adult Facility, the staffing at the facility was youthful both in age and corrections experience. The intent was to assist the young finance staff strong financial workplan that could assist all staff and operations of the facility. Such a workplan included reporting mechanisms, training, reconciliation processes, etc.</p> <p>The oversight has led to a stronger staff, more efficient practices and continued financial support that contribute to the successful operation of the ADF. Current goals include filling a staff coordination with key functions such as booking, medical and security staff to ensure better efficiencies and ultimate budget savings. Such coordination will include better contract manag items as food services, professional services and continuing established financial practices that have already proven beneficial.</p> <p>10/14/08 Working with the Corrections Director and finance staff to monitor daily population counts and revenue oversight at both the adult and juvenile facilities. Prepared report for th to be delivered on October 14th regarding the seriousness of the financial condition at both facilities. Will work with the County Manager to distribute reports to BCC members ASAP giver 14th meeting was cancelled. Both facilities ended significant contracts with state agencies that were relied upon for debt service requirements and to continue operating the juvenile facii juvenile facility is operating at a net loss. Additional training was required for juvenile staff and should be completed by 10/17/08. The Corrections Director should begin transitioning inn population to both facilities the week of October 20th.</p> <p>9/2/08 The oversight function has continued and recently the focus has been directed towards revenues and expenditures. The finance Director will be working closely with the corrections the next couple of weeks. The focus will be specific to the adult and juvenile facilities, and the generation of revenue. The current bond covenants are specifically tied to revenues general facility, which must meet the debt service requirements. Conversations and upcoming actions will continue to focus on the number of agency clients and specifically the number of inmate meet the debt service requirements. Corrections staff are currently coordinating with the County Attorney's Office to update all contracts with other agencies for the care of inmates. Man contracts have expired, and are key to the collection of revenue. There will also be changes in the population structure at the juvenile facility that are key to sustainable operations.</p> <p>8/5/08 The oversight function at the Adult Facility (ADF) involves close coordination with the finance staff of the facility specific to every accounting function. Initially, this included weekly meetings and regular weekly meetings with the finance manager, jail administrator and the department director.</p> <p>For the most part, the finance section of the ADF has witnessed significant staff turnover. The current staff have worked diligently to develop the following:</p> <ol style="list-style-type: none"> 1) Provide clear delineation of duties of finance staff to ensure that the demanding work responsibility is met and to clearly define to staff what was expected of them. 2) An inventory system, which included the receipt of all goods through a centralized warehouse function. Doing so, better assisted finance staff to ensure that all necessary supplies were needed and also assisted in reducing theft instances. 3) Better coordination with the Booking Office to ensure accurate and timely billings to other entities. Accurate billings are key to the success of the jail operations and support the enterp concept. <p>For further growth, additional training for all finance staff shall continue. Such training shall include accounting courses, AS400 training and on-the-job training. The County will continue I update policies, and conduct training for all corrections staff.</p> <p>In addition, the medical component of the ADF budget is large and continues to grow. The corrections staff have made great strides in this area and are fully staffed. In previous years, r dedicated to agency nurses. Now, we are fortunate to have a full staff of nurses and a waiting list. Finance staff is currently focusing on the needs of the medical component and the corre</p>											
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105	Clerk Archiving Budget Imaging	Administrative Services	Finance	No	Special Projects	No	No	Internal	\$0.00	\$140,000.00	\$0.00	6/30/2009
Project Description	<p>Initial funding has been identified for a multi-phased (four phases) project to image all the documents in the Clerk's Office. Initially an RFP was initiated and later terminated given that agreement existed that fully met the County's needs. The County has contracted with AmCad for various portions of the four phases identified for the document imaging needs for the Cle project cost could total as high as \$720,000; however, the County Clerk has chosen to allow in-house staff to complete as much of the project as possible.</p> <p>The contractor will be imaging the following documents:</p> <ol style="list-style-type: none"> 1) Ancient mortgage records; 2) Mortgage records; 3) Tax deeds, discharge and contract records; 4) Specific lien records; 5) Mining records, and 6) Miscellaneous records, both in microfiche and book data. <p>Currently County staff is working with legal documents and microfiche data. Summer interns are currently assisting with microfiche data that has already been indexed. County Clerk staf that the contractor may be done as early as September.</p> <p>The County Clerk made a decision to contract with AmCad for the current phase and conduct the remainder of the needed project phases with in-house staff. Initially total funding of \$18l earmarked for the project and the need of \$140,000 was identified by staff.</p> <p>In addition, the County has received two state appropriations specific to this project. Total appropriations to date are \$100,000, of which \$50,000 has been used to acquire equipment (sc in-house staff.</p>											
History/Status	<p>10/14/08 This project will not be updated with numbers specific to fiche images and book scans until November. The finance staff did not attempt to coordinate updated information with Office due to the elections.</p> <p>9/2/08 The contractor has delivered 280,221 fiche images and completed/delivered 49,622 book scans.</p> <p>8/5/08 The county clerk's office is the caretaker of all recorded documents and currently maintains hard and/or microfiche files. The county is striving to image all documents and maintai retention, especially in the event of a fire, flood, etc. The project is a joint effort between contracted services and staff labor.</p> <p>Recently, the lead person assigned to this project from the Clerk's Office accepted other employment. The Clerk's Office is currently re-d recting the responsibilities to other staff until the filled.</p>											
106	Hybrid Vehicle Program	Administrative Services	Finance	Yes	Special Projects	No	No	Internal	\$0.00	\$0.00	\$0.00	12/31/201
Project Description	<p>A Transportation Fuel Reduction and Alternative Fuel Vehicle Acquisition and Use Policy, Resolution No. 2007-142 was implemented by the BCC on August 8, 2007. The policy implement recommendations of the SFC Fuel and Energy Reduction Task Force and establishes goals for SFC to reduce its consumption of conventional transportation fuels.</p> <p>The intent of the policy was to establish guidelines for the acquisition of county-owned vehicles that are capable gas-electric hybrids or a're capable of utilizing alternative fuels. In addition outlines requirements for the purchase of more fuel efficient vehicles and other measures to reduce the County's consumption of conventional transportation fuel. The policy applies to all</p>											

Description who are assigned to any aspect of the requisition or procurement of County vehicles or fuel and any employee who may drive a County-owned vehicle. The resolution established a pilot program which began on January 1, 2008, and requires that 50% of newly purchased vehicles be gas-electric hybrids or alternatively fueled. All employees the procurement of vehicles must participate in the two-year pilot project that will end December 2009.

The policy exempts law enforcement pursuit, other emergency vehicles and heavy equipment from the requirements of the pilot program.

10/14/2008 No updated information to provide. The statewide price agreement for vehicles will not be finalized for another month (bid openings were occurring this week). The County acquired any vehicles this fiscal year.

A take-home vehicle analysis was delivered to the County Manager for review and will result in a final reduction of take-home vehicles as determined by the County Manager. One meeting occurred with staff and the final reduction of take-home vehicles should take effect on November 1st. The County could potentially see a savings of \$100,000 in the General Fund alone for maintenance of take-home vehicles dependent upon the final reduction plan. Currently the County has 42 take-home vehicles assigned to staff.

9/2/08 To date, purchases include a brush truck (fire) and a water truck with a potable water tank, both of which are exempt from the policy. The current statewide price agreement for expired and the new agreement should be effective by month end. Vehicle purchases will increase upon approval of the price agreement. In addition, the ASD Director and the Procurement working together to ensure that all vehicles that deviate from the policy are approved by the ASD Director prior to the actual generation of a purchase order. Lastly, a draft report and a reduction of take-home vehicles should be delivered to the County Manager by mid-month.

The Finance Department is currently preparing a summary of vehicles purchased, fuel usage and successes/challenges that may have arisen throughout this process.

8/6/08 Requirement - 50% of newly purchased vehicles will be gas-electric hybrids or alternatively fueled with the exception of emergency vehicles and heavy equipment. Since January 1, County has purchased nine vehicles, five of which fall under the emergency vehicle exclusion. Of the remaining four, three are flex fuel vehicles and one is a gas electric hybrid (equating purchases).

History/Status Requirement - Vehicles capable of using an alternative fuel (i.e. flex fuel vehicles) are required to do so. To date, the newly acquired flex fuel vehicles are not being fueled with E85 because the Works Division has not been set-up to purchase E85. Further, in the United States E85 is made primarily from corn which makes it undesirable to some Commissioners for apparent reasons.

Requirements - Ensure highest fuel efficiency. Since the Resolutions were passed (Resolution Nos. 2007-142 and 2008-13), a total of 13 vehicles have been purchased by the County. Of these 13 vehicles, one is a passenger car, three trucks, four are full-size trucks, and five are SUVs. One compact truck, one full-size truck and four SUVs are emergency vehicles and are exempt from fuel efficiency requirements of the Resolutions. The remaining seven vehicles, only one has a fuel efficiency rating that complies with the requirement of the Resolutions (a Toyota Prius purchased by the Manager's Office). Four of the Prius meet the engine size requirement, the remaining three are full-size trucks with V9 engines. Purchase of those trucks required a written justification and prior approval Resolutions, this was not done. It should be noted that these trucks are the flex fuel vehicles (E85) purchased by the Public Works Division.

Requirement - Improvements to the Motor Pool To date, no new vehicles have been purchased by the motor pool. However, \$36,000 was placed in the FY2009 ASD/Motor Pool budget for the purchase of three new vehicles. The Finance increasing the budget by an additional \$60,000 in order to purchase five new vehicles for the motor pool.

An analysis of the take-home vehicles is in process in order to determine how a reduction of take-home vehicles can be accomplished.

In January 2008, the Public Works Division began purchasing biodiesel for use in its diesel trucks and heavy equipment.

108	Timesheet/Timekeeping	Administrative Services	Finance	Yes	Special Projects	No	No	Internal	\$150,000.00	\$150,000.00	\$15,280.00	6/30/2009
Project Description	<p>The county has acquired timekeeping software that will be implemented in phases and used countywide. The software was acquired through a price agreement and the vendor selected Kronos timekeeping software does interface with the Sungard H.T.E. accounting software that currently runs the county's payroll module. The software will assist all county staff, more so remote county staff in completing automated timesheets versus the current manual timesheet. The software will be piloted by the staff of the adult facility and the finance department.</p> <p>The software will assist staff that do not have immediate access to a computer. The staff will be able to sign in and out for the workday via a kiosk terminal. The terminal may also be used for accrual balances, and communicate with management for requested time off from work.</p> <p>Both the finance and IT staff are working on the implementation plan for the timekeeping software. The required Scope of Work (SOW) document has been reviewed and is ready for sign signature of the SOW, the vendor will begin to work with staff for full implementation.</p> <p>Finance staff will begin working on an implementation schedule with a goal date of June 30, 2009. Such implementation will require the coordination of staff from payroll, human resource management and IT.</p>											
History/Status	<p>10/14/08 Received call from Kronos Scheduler on 10/10/08. Emailed the timekeeping implementation team today for available dates in early November to begin the implementation and schedules. Finance staff will order the needed items and encumber the amounts needed for the Sungard HTE interface component.</p> <p>9/2/08 Staff is still awaiting an updated scope of work agreement from Kronos. IT staff have indicated that they are ready to proceed with the project. IT has also provided current quote: \$12,925 for anticipated items that are necessary to complete the project. Such items include a Sungard HTE interface component, maintenance costs, and a conversion fee.</p> <p>8/5/08 Staff is currently working with the software vendor for an updated scope of work agreement and to begin setting an implementation on timeline. The project has been on hold so that a project (VM virtual by late August), work with IT Connect for necessary line drops to connect to the server, and to finish the set-up and implementation of the HTE Human Resources M Work shall begin on the timekeeping software and implementation early September. The goal is to complete the implementation process by January.</p> <p>6/20/08 Received quote for licensing, maintenance and conversion costs for H.T.E</p>											

109	CAMA system	Administrative Services	Information Technology	Yes	Special Projects	No	No	1 2 3 4 5	\$800,000.00	\$800,000.00	\$548,483.00	4/1/2009
Project Description	<p>The Assessor's Office is mandated to maintain updated market values on all real property to accurately assess taxes. With over 85,000 parcels in Santa Fe County, an automated system necessity. Appraisers in the Assessor's Office collect information property, improvement, and sales. This information is stored on Property Record Cards and is currently maintained by the Microsoft ACCESS databases. Appraisals are performed manually based on this information.</p> <p>A proposal was obtained from Manatron Corporation for a Computer Aided Mass Appraisal System (CAMA) to facilitate maintenance of appraisal information and to assist in generating up automatically. The proposal includes generation of the annual Notice of Value (NOV) and integration with the Geographic Information System (GIS) and the legacy HTE Tax Billing System Treasurers Office.</p> <p>Implementation is scheduled in time to generate the 2009 Notice of Value in April 2009.</p>											
History/Status	<p>10/09/09: Training on ProVal occurred as scheduled the week of 09/22/2008. Final data conversion is currently underway for ProVal "go live". Property Record Card ACCESS databases removed from the Assessor's folders. Further changes to property record card information must be made on the ProVal system. Further training on generating values using the automated process in ProVal will occur the week of 10/13/2008.</p> <p>08/27/2008: The validation process on the ProVal system has begun. Many problems were encountered due to the staleness of the data caused by the delay in starting the validation. We loaded this week. Training on the ProVal system has been scheduled for the week of September 22, 2008. IT has reserved the conference room at HR and will set up and configure twelve classroom environment. A "go live" date for the ProVal version is set for October 9, 2008. The first cut of data conversion on the Ascend application has been completed. Further revisions: Tentative "go live" on Ascend application scheduled for November. Conversion and installation of the Sidwell process (GIS) is in progress (see Project#171). As a review, the ProVal apply the actual appraisal process for real property. The Ascend application will handle the administrative data elements (Ownership, addresses, etc.) as well as the non-real properties (Mobile Property). The Sidwell application is the GIS and mapping component of the project.</p> <p>07/22/2008: The IT Division, in conjunction with Manatron, consolidated the information from the individual appraisers Property Record Card (PRC) ACCESS databases and formatted the conversion to the ProVal system. Several appraisers now have access to the ProVal system in order to perform validation of the conversion process. Due to the large number of protests the validation process has been delayed. However, some validation is being done as time permits. The current schedule calls for validation to continue and training of appraisers to occur in 5</p> <p>Manatron has submitted a final Fit Gap analysis that identified 21 items that need to be addressed. Steve Meyer and Richard Martinez have worked with Manatron to negotiate costs and address the items identified. Manatron has agreed to accept the cost negotiations as a final fixed cost bid to complete all the identified project tasks. The County will not incur any additional project, to be completed by April 1, 2009, with the creation of the Notice of Value. A draft of the Contract Amendment will be sent to the County Legal Department and Manatron for review approvals. The amendment will be presented to the BCC, if necessary, for final approval.</p>											

06/05/2008: IT and the Assessor's Office have been meeting with vendor representatives for the past month to prepare conversion plans and gather data for the Fit-Gap Analysis. Some identified and plans made to address the issues. The conversion plans have been defined and involve tasks to be performed by the vendor and by SFC IT. Current plans call for the initial Assessor Property Record Cards to occur in late June with training of appraisers to occur in mid-July. Further conversions of tax and GIS data will occur in September or later. The Assessor's Office has been very busy with protests and this may delay the initial startup a few weeks, but this is not a major concern at this time. The Assessor's Office and IT have jointly agreed to discontinue Steve Meyer as Project Manager at the end of the current contract this month. While we have not experienced any problems with Steve's services, it was determined that the project may be handled by County staff and thereby save money on contractual services. Sam Page and Victor Baca will take on the duties of Project Management.

Initial: RFP has been done, End of Jan contract will go to BCC.
 Software is \$600,000- \$700,000, total budget is \$800,000
 Start project Feb '08, complete by Feb/March '09
 Project includes conversions, interfaces, training, test data etc.

110	IT Policy	Administrative Services	Information Technology	Yes	Special Projects	No	No	Internal	\$0.00	\$0.00	\$0.00	12/31/200
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Project Description

Initial Status:
 - Internet usage policy was taken to the BCC and denied, so this has been put into the HR rules and regs.
 - Security Plan - we should have one, how we keep data safe, within next 6 months we should have this.
 - IT Strategic Plan - 4 year plan, Pete is reviewing this then onto Roman. To BCC at end of Feb.

10/09/2008: Some of the Internet usage restrictions (such as streaming) exist, at least in part, because of the limited Internet bandwidth currently available. As part of an overall bandwidth (QMoE) currently being studied by IT, a much larger Internet bandwidth is anticipated. Due to the immediate needs for many other County activities (video conferencing, webinars, web-t live streaming of County Commission meetings, etc.), IT has ordered the Internet bandwidth upgrade ahead of the other bandwidth initiatives. The increased bandwidth will be available in November 2008. The Internet Usage policies will be reviewed at that time to determine what restrictions are affected.

History/Status

08/27/2008: The Active Directory, which is the Microsoft tool for managing system users, has been tightened up. Internal procedures have been developed for future Directory maintainer Administrator passwords and groups have been changed and a review is in progress of all other groups to verify proper membership. Inactive users have been deleted - the directory contains such entries! The remaining entries are being reviewed and compared with the HR databases and cleanup is in progress. This cleanup will result in a cleaner email Global Address List as well as...

08/01/2008: Tim Hemphill has prepared procedures for user passwords, internet usage and email usage. The IT Director is reviewing the procedures to ensure they conform to the policy HR to the Board for approval. In a related matter, The System Administrators have successfully changed the domain administrator password and created procedures for segregating all Microsoft Windows based applications and files. Access to the domain administrator account enables override capability of all security. Only the System Administrators and IT Director have authority. The access list to the Computer Room in the Admin building was cleared and reset to allow access to only current employees requiring access. The lock on the Computer Room changed with only the System Administrators, IT Director, and ASD Director having keys.

06/05/2008: HR has made some modifications to the policies regarding IT security and internet access. IT is revising the procedures to eliminate technical jargon.

111	Credit Card payments	Administrative Services	Information Technology	Yes	Special Projects	No	No	1 2 3 4 5	\$10,000.00	\$10,000.00	\$0.00	10/27/200
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Project Description

Currently, all payments for property taxes must be paid in person, by mail or via a mortgage company. A system to allow taxpayers to pay property taxes online via the Internet using a desired.

First Data and Community Bank, the County's fiscal agent, proposed the PayPoint system to facilitate this project. Santa Fe County would need to periodically upload to the First Data Pay updated file containing tax accounts and amounts due. The PayPoint system would facilitate validating credit card payments and would provide, on a daily basis, information necessary for County to properly process the payments. Taxpayers utilizing would be charged a "convenience fee" to cover the costs charged by the credit card companies.

10/09/2008: Test transactions have been successfully entered, downloaded, and posted. Daily updates have been scheduled to upload data to PayPoint from the SunGard TX applicator basis, only records with changes will be uploaded. On Fridays, the full transaction file will be uploaded and posted over the weekend to ensure that the PayPoint database is synchronized information. The full upload requires 20 hours to post on the PayPoint system. Payment transactions will be downloaded and posted to the SunGard system on a daily basis.

A further problem was discovered in the PayPoint application whereby anyone could view the results of a payment on any account. PayPoint will not be able to fix this problem until October County Treasurer has decided not to put a flyer in the tax notices regarding the availability of online credit card payments. After review and testing of the latest fix, a determination will be "live" and notification will be done via press release.

History/Status

08/27/2008: The application has been moved to the validation phase. During this phase, we will enter test transactions, download the transactions from the First Data site, upload and re transactions to the AS400 Tax system, run validation reports and post to the test Sungard TX application.

I would like to go on record and state that, while the system selected (PayPoint) will probably be functional, it is not what I would consider a "clean" application. We have run into many delays causing frequent adjustments of the target date. I have expressed these concerns to the County Treasurer but there is insufficient time to pursue alternatives prior to the start of 1 season. Our best strategy at this time is to continue with the current application and thoroughly review prior to implementation. Our current Tax software vendor (Sungard) has an online application that appears to be much more functional and cleaner. The price of this system is ~\$45K. The Treasurer has stated that the Sungard application was reviewed but that the price that time and funding was denied. There are some fundamental differences of opinion in regards to the Sungard applications. The County Treasurer has often expressed his opinion that he trust the software. Many other users (including myself) feel that the applications from that vendor (including the Tax application) are very stable and reliable.

08/01/2008: A major obstacle was overcome when FirstData advised they had given us erroneous information concerning the software required for file transfer and the password required had been a major roadblock in moving forward on the project. We are now able to manually transfer updated data to the site. Marlene is now working with the Treasurer's Office to get file changes. Once final design changes are implemented, test transactions will be entered, posting files will be downloaded and reformatted, and Finance Dept. processes finalized.

07/22/2008: Sungard (HTE) was contracted to provide a daily file identifying taxes due, penalty, interest, and other amounts due. The IT Division is developing programs to convert this to the format required by the PayPoint system. The IT Division is also taking the lead in configuring the PayPoint system to meet the requirements of the County Treasurer. Several obstacles encountered trying to fit Santa Fe County requirements into the standard PayPoint model in order to avoid additional customization costs. This process has been much more time consuming anticipated. However, we believe we are getting close to being able to demonstrate a satisfactory solution to the County Treasurer for approval. Once this phase is completed, we will be automating the transfer of the updated County file containing amounts due. We will also need to develop scripts, programs, and processes to convert the payment information into the system used by the mortgage companies for update of the HTE Tax Billing System. Our current target date for completion is 07/31/2008. Although we are making considerable progress, it now a completion date will be delayed yet again.

06/05/2008: Some issues have surfaced regarding the scope of the project. The Treasurer's Office maintains that the scope required the contractor to provide all of the functionality available Bernalillo County (Berenco.com) website. The contractor (First Data) provided their standard product with limited modifications. The full functionality of the Berenco.com website is estimated additional \$46,000. IT and the Treasurer's Office met with First Data and Community Bank representatives yesterday and will meet again on Friday to review the current functionality and to go from here.

Initial Status:
 Victor is getting Sandoval and Bernalillo County contracts so we can use this for our contract.

113	Graffiti Program	Administrative Services	Projects	Yes	Special Projects	No		1 2 3 4 5	\$0.00	\$15,000.00	\$15,000.00	12/31/200
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Project Description

Establish an Anti-Graffiti program (ordinance, clean-up budget) for Santa Fe County

Paint/Supervisor start date 9-29-08. Working 20hrs per week Monday, Tuesday, Thursday
 District 2 Mural- Aqua Fria Park Bathrooms. Warehouse 21 working on draft ETA Oct. 20 2008
 El Rancho Mural- Warehouse 21 working on draft ETA Oct. 20 2008
 Received Graffiti cameras on Oct. 8 2008 looking for locations to install.

Interviewed five applicants for the vacant paint/supervisor position. Jayme Espinoza is currently going thru the new hire process to make an offer to one of the applicants. I'm looking for Commissioner Vigil's district for the Warehouse 21 Mural. El Rancho Mural has been put on hold due to the withdrawal of the volunteer artists Kevin Bowers. Will address the El Rancho M next Graffiti meeting. Two new Cameras have been ordered no ETA. Next Graffiti meeting scheduled for Sept. 19 10:30.

Next meeting in mid June
 Vacant Paint Supervisor position. Jason transferred to IT mid-June. Building maintenance handling Graffiti complaints.
 Received advertisement material from Crime Stoppers. Crime Stoppers bumper stickers placed on all marked County vehicles.
 Budget for FTE 20hrs per week.
 Ordered laptop to download video from Graffiti cameras.
 5 applicants for Paint Supervisor. Will begin interviews Aug. 4
 Warehouse 21 will begin mural program mid-August
 Manuel Gonzales
 Ordinance approved by BCC Nov.
 Temp employee hired (20 hrs graffiti, 20 hours IT)
 Voucher is given for free paint to cover graffiti, or a waiver of liability is signed and we have employee cover graffiti. Ordinance does allow us to fine a property owner if graffiti is not clear

History/Status

Mural program - Location in El rancho and an artist has volunteered time, have supplies. Now we need taggers or kids to come paint a mural
 Teen Court Kids - community service to clean up graffiti. Every other weekend, Jason would supervise, 5-8 kids.
 Adult community service hours are possible
 Crime stoppers contract, they would advertise for us and provide a hot line, we would provide a reward if tagger is caught.
 Contract completed with Crime Stoppers, waiting for advertisement material.
 looking to budget FTE in July 08

116	EGIS ("Weston Study") implementation	Administrative Services	GIS	Yes	Special Projects	No	No	1 2 3 4 5	\$599,500.00	\$370,700.00	\$205,700.00	6/30/2011
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Project Description

5-year plan, approved by BCC, to improve access to geographic and related text-based data for better decision-making. This involves purchase of hardware, software and professional s requires vast amounts of staff time and a database administrator (DBA).
 Phase 1 is under way, contractor is updating Arc IMS, producing a query database, editing GIS mapping. \$165,000 budgeted FY08 for hardware, software and contractual services.
 Phase 2 is more difficult, getting AS400 data to talk and be part of this system, Approx \$150,000 for each year for 3 years. \$205,700 budgeted FY09 for hardware, software, contractual :
 EGIS/CAMA integration project, #171, wrapped into this project for easler reporting.

History/Status

10/22/08: Testing ongoing with EGIS contractor for ArcIMS website. Testing estimated to be complete by 10/31/08. Installed ER Mapper (image compression software) on server; requ - expected by 10/24. Attempted to install Photoshop on server; have license key, requested media via voicemail. Will request again if no response by 10/24. EGIS/CAMA integration: Ass are practicing with tutorial data. Expected true integration sometime in December.
 10/15/08: Closed EGIS/CAMA integration project (#171) and will report all that activity in this project. All non-GIS CAMA related activity will be reported in project #109.
 10/14/08: Sat in on training for GIS/CAMA integration parcel editing.
 10/08/2008: Phone conference with Manatron about workflow processes between GIS and CAMA
 10/6/2008: Hardware and database set up for geodatabase. Met with CAMA/EGIS integration contractor on 9/25. ArcIMS server is set up and software installed.
 September 17, 2008: Scheduled to meet with contractor on Sept. 18th to set up database and hardware. Coordinating EGIS with CAMA project (sharing hardware and software).
 September 10, 2008: Met several times with CAMA/GIS integration vendors. Requested assistance from EGIS contractor on fail-over setup. Requested assistance from IT on installation o server.
 August 28, 2008: Production EGIS server installed. Meeting today with CAMA/GIS integration vendors.
 August 10, 2008: Met with Sidwell and Red Oak and Assessor's staff to gain clarity on what data fields from CAMA will get joined to GIS data. Waiting on IT to set up servers.
 June 29, 2008: scheduled meeting with Sidwell and Red Oak to ensure that CAMA and EGIS activities are coordinated
 May 27, 2008: Reported to BCC on progress to date. PowerPoint presentation stored here.
 Received new IMS server and got it set up by IT. Contractor has installed software and working on a demo. Received 2 new E-GIS servers, waiting for IT to set them up.

117	County Wide Fee Schedule	Administrative Services	Finance	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	6/30/2009
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Project Description

GIS Fees:
 State statute (NMSA 14-3-18) allows counties to charge a reasonable fee for a document or product generated by a geographic information system. The fees are approved by the board c commissioners via an ordinance. GIS has taken the lead and prepared a proposed fee schedule and finance staff has determined what the true cost value totals. Legal staff has advised th fee should equate to actual costs and the County should not profit from the set fees. The GIS Fee Ordinance is ready to submit to the BCC; finance will coordinate with GIS to submit the BCC for approval in the next couple of months.
 Other Fees:
 The Finance Department is currently working with all departments to gather data on all fees currently in place and collected by staff on behalf of Santa Fe County. Data gathered thus far approved via ordinance, standard fees for copies of documents, and proposed fees. Throughout this process, several of the fee ordinances have been updated by staff and approved/or av by the Board of County Commissioners.
 The intent is prepare an all encompassing fee schedule for every fee imposed by Santa Fe County. Staff is currently evaluating "true costs" for existing and proposed fees.

History/Status

10/14/2008 Trying to coordinate differences of opinion and interpretation of statute between the GIS staff and the Attorney's Office. The differences are relative to the amount of fees th charged for GIS services.
 9/2/08 Finance staff will begin coordinating with the GIS staff to complete an updated fiscal impact report for placement of the ordinance on a future BCC agenda. Finance staff is still gat all other fees generated by the County.
 8/28/08: Amanda requested update on ordinance status from Rachel Brown. Rachel replied "No fiscal impact report has been done. The ordinance is not yet finished."
 Finance has completed the new Fee Schedule in conjunction with GIS, and is now awaiting Legal to put forth to the BCC and issue the public notice.
 8/5/08 Finance is still gathering data relative to all fees currently charged by Santa Fe County. The proposed GIS Fee Schedule and Ordinance is under review in the Legal Office, and legi are still negotiating applicable fees.

118	County Housing Development Plan	Community Services	Housing	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	
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Project Description

The Santa Fe County Housing division is planning to build more affordable Housing units to alleviate the growing number of affordable housing applicants in Santa Fe County. The needs identified as 1447 ownership units and 604 rental units. The Division recently sold 61 homes in Vista Verde, Valle Vista and Santa Cruz and plans to use the proceeds from those sales (\$- subsidize the new housing development. Additional funds will be needed to complete the project.
 The County has hired Suby Bowden and Associates to develop a Strategic Affordable Housing Plan. The plan will identify possible sites, recommend options for developing a particular site financing options and scenarios for the development.
 Suby will present her final report to the Housing Board on October 28th.

History/Status

A final Study Session has been scheduled for 9/9/08 to review schematics and funding options. Suby Bowden's contract will be extended for 60 days (time extension only) in order to hav prepare the final report which will be given at the Housing Board meeting in September (tentative).
 8/12/2008 - The study session was cancelled. A final presentation will be given to the Housing Board at the August 26th Board meeting. Suby's contract will be extended for 30 days so S present at the September 30th BCC meeting for final approval.
 8/5/08 the final study session is scheduled for August 12th. Suby Bowden's final presentation will be conducted during the August 26th Housing Board meeting. An internal (County) team formed to move the project forward once Suby's contract expires.

														06/30/2008 - 3 study sessions have been held. In June, the Housing Board identified sites to move forward with. 07/10/2007 - Housing Division contracts with Suby Bowden and Associates to develop a Strategic Affordable Housing Plan for the new Development
120	Affordable Housing Program	Community Services	Housing	No	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00			<p>The Office of Affordable Housing is currently administering 180 affordable homes that have been built and occupied to this point with 9 more units obligated for construction in the near multiple phased projects that have Master Plan approval we have another 437 units that are planned as these developments phase out. This includes Rancho Viejo developments with a total of 115 currently planned for building and occupied in the La Entrada phase. Oshara Village Phase I requires a total of 77 affordable homes obligated for construction when project is completed with 7 homes scheduled for build-out in the near future with no current affordable occupants. La Prada Phase I with a total of 36 affordable homes obligated for construction with 4 homes built and occupied at this time. Turquoise Trail North and South Phases with a total of 77 affordable homes obligated for construction in the near future. The Aldea Subdivision is working on completion of their obligation of 43 total affordable homes that will be built and occupied. At this point there have been 31 homes built and occupied. As this information has been obtained through the process of verifying the information for accuracy and updating the latest information as we confirm affordable buyers.</p> <p>The Office of Affordable Housing has a priority plan of creating a data base that will allow us to track Developments from application to approval. This office will have the ability to track a for price, square footage, and family size as they are built and occupied. We are now reviewing potential software and designing the data base to be responsive in terms of providing report information regarding developments, homes and buyers as this program moves forward.</p> <p>The Office of Affordable Housing will continue to meet with the development community to assist in meeting the requirements of the affordable housing Ordinance and request their input provide affordable housing for workforce residents of Santa Fe County. This Office will continue to meet with members of this community and non-profit partners to place as many qualified homes as is possible. On a daily basis workforce families and prospective affordable home buyers call on this office to inform and refer them to begin the process of buying a home. Also home owners in this program call for information on program requirements and to learn what obligations buyers are responsible for.</p> <p>We are currently assisting buyers with information and copies of documents to make sure they are eligible for property tax relief on the homes they have purchased through this program</p>
121	Affordable Housing Ordinance Review	Community Services	Housing	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00		12/30/2008	<p>In November or December the Office of Affordable Housing will request approval by the BCC of the title and summary for amendments to the Affordable Housing Ordinance. After the approval and summary we will have a public hearing in December or January with the final amended version to be adopted soon after. The Santa Fe County Housing Ordinance requires annual staff and our legal department. The Office of Affordable Housing will look at several items in the Ordinance including: incentives to encourage development of workforce housing, assistance to encourage subsidies to provide workforce housing, credit for energy efficient buildings, allowances for upgrades, a review of subordination policy, and a review of buyer agreements to assets as well as percentage requirements that can be tied to incentives provided for workforce housing.</p> <p>These items in the Ordinance as well as others are being looked at and reviewed for recommendations to the BCC to improve the application of the Affordable Housing Ordinance. Staff's goal is the recommended changes for BCC approval by the end of the 2008 calendar year.</p> <p>Currently we are going to request a title and summary approval by the BCC in order to move forward with amendments for discussion at a BCC meeting in October and November.</p> <p>Currently reviewing Affordable Housing Ordinance. Will make recommendation for changes to the Housing Board and BCC. Currently meeting with the Legal Department to approve as to application.</p> <p>We have met with the legal department and have reached consensus on amendments.</p> <p>We are making final amendments for review including a review of incentives to the development community to encourage affordable housing.</p>
122	Affordable Housing Assistance Ordinance	Community Services	Housing	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00		12/31/2008	<p>As part of Amending the Affordable Housing Ordinance an "Infrastructure Assistance Fund" will be established to help build and occupy affordable homes. This assistance fund will be according to amendments to the Affordable Housing Ordinance as part of the Ordinance and not as its own separate Ordinance as originally planned.</p> <p>The Santa Fe County Board of County Commissioners (BCC) adopted an Affordable Housing Ordinance in 2006. The adoption of this Ordinance required the development community to build homes to members of the area workforce at affordable prices. In return Santa Fe County agreed to provide incentives to the development community to assist in construction of these work force part of the incentives Santa Fe County will establish The Infrastructure Assistance to developers of affordable housing in SF County.</p> <p>As part of the process for implementing an infrastructure assistance fund ordinance to the development community or any other assistance fund we must submit for approval to the New Mexico Finance Authority (NMFA). This submittal must include a Housing Plan that is very detailed and specific. Currently this Housing Plan is being completed and reviewed and will be forwarded for approval. We have met with the Legal Department and we continue to meet with Legal to write the actual assistance ordinance that we will then submit to the NMFA along with the Ordinance. Simultaneously with the amendments to the affordable housing ordinance we plan to recommend approval of this assistance fund to the BCC for approval and use. We are also meeting with partners and members of the development community for input.</p> <p>In the past we were pursuing homebuyer assistance, however after reviewing the regulations at the New Mexico Mortgage Finance Authority we believe that "infrastructure assistance" way to accommodate the goal of County incentive to the development community in the amended ordinance.</p> <p>Currently reviewing the Affordable Housing Ordinance. An effort will be made to incorporate an infrastructure assistance fund into existing ordinance.</p>
123	County Housing Strategy	Community Services	Housing	No	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00		8/31/2008	<p>Overall strategy to identify where rental/ affordable/ County built housing will be in the future</p> <p>Suby Bowden will present a final report to the Housing Board on 10/28/08</p> <p>9/2/08 - the final Study Session has been rescheduled for 9/9/08. Property identified for development is located on Galisteo (old Public Works site).</p> <p>8/5/08 - Final study session to be held on August 12th to discuss development of priority site.</p> <p>Property has been identified by the Housing Board and BCC. Study session will be held on July 8th to discuss final plan for development</p>
125	RECC upgrade	Community Services	RECC	No	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00		11/29/2008	<p>Upgrade of 911 equipment and console furniture. Funding is through the State of New Mexico Department of Finance and Administration (DFA)</p> <p>*UPDATE* 10/01/2008 KM DFA RFP is close to completion and is expected to be sent out for response the week of October 17 or the week after. It is expected to be 'on the street' for 5 weeks, with evaluation and taking place in mid December.</p> <p>*UPDATE* 08/25/08 KM DFA RFP has not yet been sent out for response, so no contracts have been awarded.</p> <p>*UPDATE* 8/07/08 KM Awaiting State Board of Finance approval for funding Upgrade funding request cannot be taken to the State of NM Board of Finance at this time because there is no state procurement contract for E911 equipment.</p>

				A State RFP for E911 equipment is out on the streets now and DFA is hoping to have it completed this fall. Once there is a contract, the request can then be taken to the Board of Finance. Estimated timeframe is toward the end of '08. (November/December)							
126	City/County AS400 Purchase	Community Services	RECC	Yes	Capital Projects	No	1 2 3 4 5	\$375,444.36	\$0.00	\$0.00	10/25/200
Project Description	Combined purchase of AS400 equipment for back up purposes between the city and the county										
History/Status	<p>*UPDATE* 10/03/2008 KM Agreement was reached at the meeting on October 2 that the City and the County would share equally the increased cost of the AS400 equipment. Plans will not be made to begin install frame on that as of yet.</p> <p>*UPDATE* 10/01/2008 KM Talks are progressing with a meeting between City, County, and RECC representatives scheduled for Thursday October 2 at 2:00 pm. At issue is the increased amount and how cost share percentages will be broken up between City and County.</p> <p>*UPDATE* 8/29/08 KM Conference call was held on 8/28/08 between Mainline (Conny Jones), City IT (Paul Campos, Thomas Williams), County IT (Sam Page) and RECC IT (Marty Black). A subsequent quote for come in at approximately \$100,000.00 above the initial estimate. During the call, specification needs and configuration was discussed at was the reason for the quote increase. Mainline i quote and provide specific reasons for the increase and report back to the group. Talks will continue to address the increase, the cost sharing and other remaining issues.</p> <p>*UPDATE* 8/25/08 KM Conference call scheduled for 8/27/08 between the City, the RECC and Mainline. There were configuration changes made that were necessary for the City and therefore affected the RECC. This meeting is to review the new configurations and move forward. If all goes as planned, the install could begin 30 to 45 days after the meeting.</p> <p>*UPDATE* 8/07/08 KM Specifications configuration meeting has been postponed. no date set as of yet.</p> <p>*UPDATE* 7/25/2008 Pending City/County contribution amounts & percentages</p> <p>A meeting was held on July 23 between City, County and RECC representatives. Agreement was reached that the RECC equipment will be purchased rather than leased. The agreement is and the County will each cover the costs to configure their own respective equipment in order to accomodate disaster recovery capability, but will share the costs equally to purchase the equipment. A meeting is being scheduled the week of July 28th between the equipment vendor and City and County IT personnel to solidify the equipment configuration specifications and the order.</p>										
127	CWA Petition	Community Services	RECC	Yes	Special Projects	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	11/15/200
Project Description	CWA has petitioned for the inclusion of RECC employees into it's membership.										
History/Status	<p>*UPDATE* 10/03/2008 KM Talks continue to progress smoothly. There are less than 10 articles left to agree on before moving on to the next portion (economic). Next meeting is scheduled for 10/08/2008.</p> <p>*UPDATE* 10/01/2008 KM Progress has been made and negotiations are moving fairly quickly. Next meeting is scheduled for October 2, 2008 at 10:30 am. Approximately halfway through the non-economic portion with hopes of finishing and moving on to the economic portion within the next month.</p> <p>*UPDATE* 8/25/08 KM Ground Rules meeting was held on August 14th and negotiations have begun. Next negotiation meeting is scheduled for September 2nd.</p> <p>*UPDATE* 8/07/08 KM Ground rules meeting postponed. no date set as of yet.</p> <p>*UPDATE* 7/25/2008 A meeting was held on July 24th between County, RECC and Union representatives to begin arrangements for negotiation. A ground rules meeting has been tentatively scheduled for Aug</p> <p>*Update* CWA was voted in on June 12 by a 9-7 margin. No further information as of yet.</p> <p>*Update* Elections have been scheduled for June 12, 2008</p>										
128	St. Vincent's MOA	Community Services	Health	Yes	Special Projects	No	1 2 3 4 5	\$10,000,000.00	\$0.00	\$10,000,000.00	10/14/200
Project Description	MOA with St. Vincent, what we want them to do in the community. Have the MOA July 08 BCC										
History/Status	<p>UPDATE 10/06/08: Met with Alex Valdez and Roman Abeyta on 10/02/08. We seem to be close to an agreement. Alex asked that we cut \$ 250K out of our proposal. We met with Teresi that. She is looking at the issue, and will get back to the County Manager 10/06/08. UPDATE 09/18/08: Staff will meet with SVH on 09/24/08 at 10:30AM. The hospital is pushing for a fi</p> <p>UPDATE 09/02/08: Sent over County recommendation to A. Valdez on 08/15/08. Have not receivedd a response. Want to take to BCC in 09/08. UPDATE 08/04/08: Met with Joseph G. ar AM to settle on numbers to ask be included. Need to firm up Senior Services numbers. Will complete and deliver to SVH on 08/05/08. Alex V. told me that SVH has only budgeted to keep</p>										
129	Misdemeanor program	Community Services	Health	No	Special Projects	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	3/31/2009
Project Description	Setting up program, work with courts. For some misdemeanors allow someone to stay out of jail if they comply with a program. Up to 200 people at a time could be on this program. The fee to be on the program. Finance is looking at what this would cost the County to do, these people would not have to be in the jail so could save \$\$ there. ASD is looking at cost savings.										
History/Status	UPDAATE 10/06/08: No change from previous entry. UPDATE 09/18/08: No change from previous entry. UPDATE 09/02/08: No change from previous entry. UPDATE 08/04/08: This pro The project was a building block in the FY 2009 Budget Request. It was not funded. We have communicated this to the Magistrate Court.										
131	Senior Services Program	Community Services	Health	Yes	Special Projects	No	1 2 3 4 5	\$651,000.00	\$651,000.00	\$0.00	12/31/200
Project Description	City runs 6 senior services center by contract with the County. Agency on aging (Jenny Martinez and Nancy Arias) want us to look into running our own centers. This would mean numerous employees. Need to have a decision to start July 1st. Maybe another year with the City to allow us time to organize. April 2008 - Going through committee at City. City to continue to run the centers at the moment										

UPDATE 10/06/08: We are currently working on catching up with reports and registering clients. Paperwork for Project Manager and Driver are in HR. Am negotiating with Cook. UPDATI with AAA representative in Taos. We received training on numerous forms, reports, recordkeeping. Marie Garcia and I will work on this pretty much exclusively the week of 09/22-27/08. process of hiring the Cook, Driver, and Program Manager. We have re-advertised for the Cook and Driver PRNS. UPDATE 09/02/08: Will complete interview 09/04/08 for all positions. Hav candidates if we can afford them. Met with AAA staff in Albuquerque on Thursday. We have a ton of paperwork to initiate and keep up with. Have talked twice with the state nutritionist. v change our menus and recipes, use the state approved menus and recipes, or get ours approved over time. UPDATE 08/04/08 Met with Joseph G. and Finance this AM concerning the prt between the City and County. The City has proposed an MOU amounting to \$ 559,095.70. This is an increase over last years amount of \$ 424,551.53 of approximately 24.1%. We discuss financial projections to see what it would take the county to run all of the county centers. We are in the process of hiring a term Cook, Driver, and Project Manager. We will interview the candidates early next week, and the Project Manager job closes 08/08/08.

132	Eldorado Senior Center	Community Services	Health	No	Special Projects	No	No	5	\$165,336.00	\$165,336.00	\$162,344.00	10/14/200
Project Description	We are running this center. Hired a cook, need to hire a driver and a back up for both of these positions.											
History/Status	UPDATE 10/06/08: Paperwork for the Project Manager and Driver are at HR. Paperwork for Cook is held until we finish negotiations. UPDATE 09/18/08: Ready to hire Cook, waiting on n Driver and Program Manager. Re-advertising for PRN Cook and Driver. UPDATE 09/02/08: We will finish all interviews (Unless we have to readvertise) Thursday 09/04. Should start hiring next. UPDATE 08/11/08: We have employed a temporary cook since 12/07. We interviewed 2 TERM cook, and 1 driver TERM\PRN candidates today. We will interview another Term Cook the AM. The Program Manager applications have been reviewed and are awaiting completion of the interview questions. We will begin to schedule these interviews tomorrow.											
133	Fire Impact Fee Ordinance	Community Services	Fire	Yes	Special Projects	No	No	1 2 3 4 5	\$0.00	\$0.00	\$0.00	
Project Description	BCC approved the reappointment of the original Impact Fee Advisory Committee members. The Impact Fee Ordinance must be reviewed every 5 years. The revised Landuse Assumptior Improvement Plan have been developed and approved by the IF Advisory Committee with recommendations for changes to the BCC. If a change is recommended then the Ordinance pro begin or BCC can accept the report. August 08 to BCC											
History/Status	The Fire Department will present updated information to the BCC on Tuesday, October 14th at approximately 3:30 pm. A public hearing is scheduled for Tuesday, October 28th. The recommendations of Fire Dept. Staff and the Fire Impact Fee Advisory Committee have been forwarded to the Legal Division for review prior to submittal to BCC.											
134	County Wide Communication system	Community Services	Fire	Yes	Special Projects	No	No	1 2 3 4 5	\$12,000,000.00	\$250,000.00	\$11,750,000.00	6/30/2010
Project Description	The County Fire Department has completed a comprehensive needs analysis and communications interoperability study for Santa Fe County which includes the County Fire, Sheriff and P departments. The County has 34 fire stations plus other administrative offices spread throughout the County. Utilize these to be able to have a County wide telecommunications system (primarily for emergency services/public safety via a microwaved link and towers and antennas. The entire project is estimated to cost \$12.0 million dollars. The county public safety agen Homeland Security Grants that hopefully will pay for approximately \$8.0 million of the system. The system will have to be implemented in phases. The first phase will include upgrades to systems to make them compatible and interoperable and allow for radio coverage in areas currently experiencing comm problems. Subsequent phases will improve operability with RECC adjoining jurisdictions including tribal government connectivity. At completion the public safety communications network will allow for high speed transmission of voice and data to include terminals in public safety vehicles and apparatus, fire station connectivity and connectivity to RECC CAD.											
History/Status	Oct 2008. The department has begun implementing phase I improvements to existing electronic sites to bring the sites into R-56 compliance. Jan 2008. The Needs Analysis and Interoperable Communications Study for Santa Fe County has been completed. To apply for Homeland Security Funds for plan implementation a funding source must be indentified to cover required match.											
135	County Fire Training Facility	Community Services	Fire	Yes	Special Projects	No	No	1 2 3 4 5	\$2,250,000.00	\$500,000.00	\$1,750,000.00	7/1/2009
Project Description	The fire department has identified a 20 acre property in the Stanley, NM area, in Santa Fe County, to purchase for use as a Fire Departrent Training Facility. Although the department o requested use of 12 acres of the old NM State Pen for a similar use and had a Joint Resolution of the State House and Senate authorizing such use the State Corrections Dept. and Film Co opposed the lease of the property for this use. After 3 years of searching for an alternative site within SFC this property in Stanley was identified as a potential site. The department is in conducting a feasibility study to include an external appraisal of the property to determine its fair market value. The property is owned by the NM Laborer's Union and was previously utili facility for that organization. The property is within Santa Fe County and located at the intersection of Thompson and Martin Roads just north of I-40. The department has requested \$1.5 General Obligation Bond funding for the purchase and phase I build-out of this project. Voters will decide on November 4th.											
History/Status	October 9, 2008. The General Obligation Bond question will be presented to the voters as part of the County's overall GO Bond effort on November 4th, 2008 for approval. July 2008. The property was appraised at close to the asking price; approximately \$900,000.00 April 2008. Property is being appraised. Feasibility study to follow with recommendations to BCC on phased implementation. First phase to include purchase of property and necessary prc Second phase to include construction of fire training props utilizing general obligation bond funding if approved by voters in November.											
136	Espanola E911 JPA	Community Services	Fire	Yes	Special Projects	No	No	1	\$65,000.00	\$0.00	\$0.00	
Project Description	Joint Powers Agreement between the County, Espanola and Rio Arriba County regarding the provision of dispatch services in Espanola, Rio Arriba County and a very small area in northe County. A proposed JPA has been drafted by the Espanola E-911 Board and forwarded to the County for radification. The fire department has recommended changes to the document prc approval and/or radification. These recommendations have been forwarded to the Legal Division for review.											
History/Status	In Legal Division for review											
137	Judicial Complex	Community Services	Projects	Yes	Capital Projects	No	No	1 2 3 4 5	\$55,000,000.00	\$25,926,779.00	\$19,979,402.00	12/29/201
Project Description	Santa Fe County is statutorially required to provide office space for the Santa Fe County Judicial Courts. Currently, the courts are located in downtown Santa Fe in a renovated junior hig Security has been an issue for the courthouse as well as more office space. The Board of County Commission agreed that a new Courthouse should be built instead of renovating the exist They also agreed that the courts and the economic welfare of the downtown area would be well served by locating the new courthouse in the downtown area. Staff completed a feasibility study of potential sites for the courthouse. The study concluded that a site on the corner of Montezuma and Sandoval would accomodate the courthouse. Sta to begin the A&E and Construction process on this identified site. 10/06/2008 - Bids for construction are due Thursday, October 9th. 08/25/2008 - Construction documents/drawings are at 100% and have been submitted to CID for approval. The County has advertised the IFB for the Courthouse and bids are due by Oc the contract being awarded in late october/early November and break ground by December 2008 if the bids received are within budget. The bids will include 70 parking spaces with an ad an additional 89 spaces. The construction will be a 2 year project.											
History/Status	Environmental drilling has begun at the site to determine if any contamination exists. A report will be provided to staff in the first week of September. The County continues to work with State to acquire additional parking for the courthouse. 08/07/08 - Financials Updated/PL Architect on Board Construction Manager (Gerald Martin) on board since April. Design - Schematic design done, we are gong through a public process. Jan 8 there will be a design development meeting (mechanical, electrical, structural etc.), then constructions draw											

3-4 month process (due in May/June)
 Out to bid and award by September.
 Break ground in Sept/Oct
 20 month construction project.

Buildings have been demolished and the property is currently being cleared.

Budget - \$55 million, of that construction is about \$38 million
 May need to add \$5 million as the architect and construction manager think it is about a \$41 million construction project.
 A/E is at 75% and property is being cleared and prepared.

139	San Ysidro Park Stewardship	Community Services	Projects	Yes	Special Projects	No	2				12/29/2011
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Project Description

Development of a volunteer community stewardship group that will help take care of the park.

History/Status

9-22-08 We have contracted with the Santa Fe Watershed Association to run their Adopt-the-River Program at the park. Local business, Santa Fe Natural Tobacco, adopted the park for years. The company will have 3-4 workdays a year at the park where its employees will spend a Friday afternoon picking up trash, planting trees and native seeds, and assisting staff with improvement and maintenance activities. This year (2008) the Adopt-the-River stewardship group had work events on March 14th, April 18th, and August 15th. They are planning another November. There is an Adopt-the-River Program sign at the park identifying Santa Fe Natural Tobacco as the park steward.

We are also in our second year of collaborating with the Santa Fe Watershed Association to host volunteer events at the park to assist with river restoration. The Watershed Association has this summer (2008) for the general public, March 22, April 26, May 3, May 10, August 16th, October 4th. They also had students from St. Michael's High School and Earth Care Internatio come out to work on the river. The volunteers picked up trash, and planted native seeds and willows. The Watershed Association has committed to assisting the Open Space and Trails Pr volunteer coordination on river activities for another three years.

On April 5th, 2008 WildEarth Guardians held one of their Stream Team events at the park where volunteers planted native cottonwood trees and willows. CB

140	Nambe Property Purchase	Community Services	Projects	Yes	Special Projects	Yes	No	1	\$0.00	\$260,000.00	\$245,365.00
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Project Description

Pojoaque Valley received Legislative funds to obtain 3 properties on Highway 503 in Nambe for a Community Center and a park to include: tennis and basketball courts; a playground; and picnic shelters.

THE UPPER PARCEL- PROPERTY #1 - Known as the Upper Nambe Elementary School - is about 0.73 acres with two small former School buildings and a parking area. The County is consist for a Community Center. It has been the property of the Pojoaque Valley School system.

The contact for this parcel is Nancy Long the County's legal representative who is working on the title issue. She can be reached at hlp1aw2nrj@aim.com.

THE MIDDLE PARCEL - PROPERTY #2 - This parcel is owned by Robin and Meade Martin. It is park-like with an old basketball court and is currently being leased to the Pojoaque School S Mr. Martin can be reached at 455-2562.

THE LOWER PARCEL - PROPERTY #3 - This parcel is owned by the Pojoaque Schools. It has one building that has been used for a local Head Start program.

10/01/08 - Nancy Long is still working on the Title issue for Property #1. Staff has contacted Mr. Martin again concerning the title for Property #2.

Property #1:

September 10, 2008 - The title company was willing to issue title insurance without BIA approval, but then changed course and is now requiring approval. They are also requiring a deed of Nambe. The contract has been extended again to allow the school board's attorney to resolve these issues.

Property #2:

September 10, 2008 - Staff contacted Mr. Martin again concerning the title to said property.

August 8, 2008 - Financials Updated/PL

PROPERTY 1:

July 18, 2008 - Contract attorney Nancy Long is awaiting final title confirmation and Rudy Garcia is working with DFA concerning \$400,000 that was appropriated for this project. The purchase extension is up on Monday, August 25th.

History/Status

July 30, 2008 - County Attorney Steve Ross has questions on the legality of the title transfer given it is or was Pueblo Trust Property.

June 2008 -An Appraisal, Boundary Survey, and Environmental Assessment of the property has been completed and a purchase price of \$285,000 has been agreed upon. The Board of Finance the purchase agreement at its June 2008 meeting. Pojoaque and the County are currently awaiting underwriting approval to complete the sale of the property.

PROPERTY #2:

July 29, 2008 - Staff met with Mr. Meade Martin concerning leasing the middle property. Mr. Martin would like \$1,500 per year.

Next steps include:

1. Obtaining a copy of the property deed and a copy of the current lease with the Schools from Mr. Martin.
2. Develop and sign lease agreement.
3. Gain easement on Property #3.
4. Within approximately 4 months (November) establish a preliminary community planning committee and enter into an architectural contract.

PROPERTY #3:

July 29, 2008 - When Staff met with Mr. Meade Martin on Property #2, he indicated that the School system might be interested in selling the lower parcel, #3, because it is in need of ext

141	Agua Fria Park Improvements	Community Services	Projects	Yes	Capital Projects	Yes	No	2	\$300,000.00	\$297,013.90	\$291,004.40	6/29/2011
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Project Description

The County owns 70 acres on both sides of County Road 62 (Caja del Oro Grant Rd.) north of the Santa Fe River. Several community service buildings and recreation facilities (pedestrian fields, tennis courts, playground and picnic areas) currently exist on the property. Planning for improvements to the property is underway by Staff. \$200,000 in funding for additional improvements has been received from Representative Trujillo.

History/Status

10-03-2008 - Updated ICIP status.

09-30-2008 - Contractor completed jogging trail.

09-22-2008 - Added Picture of new screen fence, Image #2 and Community Center Post & Cable Fence, Image #3 below.

09-18-2008 - Meeting w/ NRCC Board of Directors & staff to discuss proposed improvements.

09-15-2008 - Coyote fence started to screen SFC storage yard.

09-12-2008 - Post & Cable fence completed.

09-04-2008 - Request P.O. for Coyote screen fence to low bidder.

09-08-2008 - Work starts on Post & Cable fence at Com Center.

08-26-2008 - P.O. issued for Post & Cable Fence const.; Contractor notified to proceed.

08-25-2008 - Storage yard screen fencing RFQ out to vendors.

08-22-2008 - Staff has prepared a Preliminary Study of needed park renovations for review.

08-21-2008 - Post & Cable fence contractor selected; P.O. requested.

08-20-2008 - Field review of park conditions conducted by CSD.

08-14-2008 - Post & Cable fence contractor bids received

08-08-2008 - Operations staff performs scheduled maintenance of park (mowing, etc.).

08-07-2008 - Financials Updated/PL

08-04-2008 - RFQ for post & cable out to vendors.

07-28-2008 - Staff has prepared an RFQ for the installation of a post & cable vehicle barrier around the Agua Fria Community Center site. 07-25-2008 - An extension of the walking path Road 62, from La Familia Medical Center to the Community Center, and the construction of an at-grade pedestrian crossing at that location are being planned.

07-21-2008 - Staff is working on a plan for screening the existing County maintenance yard behind the Fire Station from public view.

07-21-2008 - Staff is developing a scope of work for an updated a Master Plan for the 70 acre parcel.



FOR DISCUSSION AND REVIEW

FY 2009

- I. BUDGET OVERVIEW
 - A. DEALING WITH COUNTY FINANCES IN AN ECONOMIC CRISIS
 - B. SANTA FE COUNTY WORKFORCE STATISTICS
- II. STATE OF THE ECONOMY

**Board of County Commissioner's Retreat
Bishop's Lodge
October 29, 2008**

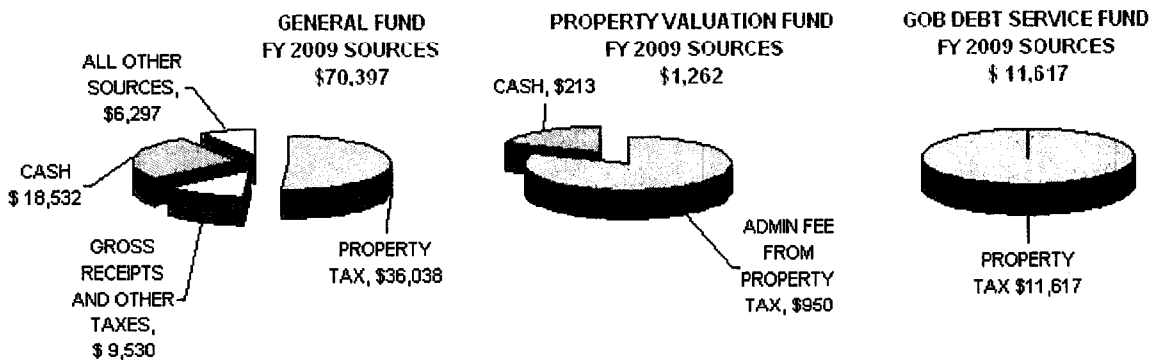
GENERAL INFORMATION - FY2009 BUDGET:

Santa Fe County imposes a balanced budget standard in conjunction with the standard that recurring expense in each fund be sourced with recurring revenue. Non-recurring expense is defined as one-time expenditures for capital items or for the operational revenue not foreseen to be a part of the expense base in the following year's budget requirements. A non-recurring source is defined as budgeted cash or revenue to be realized in the current fiscal year. The recurring standard of balanced budgets facilitates the ability of the County to fund non-grant organizations and programs, minimizing the possibility of overextending County resources in the future.

Revenues:

Principal sources for on-going revenue are property taxes, gross receipts taxes, fees and charges for services, intergovernmental grants and income from investments:

- Property taxes: Constitute 70% of General Fund revenue. (\$ noted in Millions)



- Gross receipt taxes: Estimated from trend data and economic analysis of the business activities in the areas of construction, wholesale, retail and service sectors.

TYPE OF TAX	LEVY DATE	DEDICATION	RATE	FY09 BUDGET
General	Jan 1984	General Fund	0.125%	\$5,000,000
Indigent	Jul 1988	Indigent Health Care	0.125%	\$5,000,000
EMS Health	Jul 1988	Emergency % Health Services	0.125%	\$5,000,000
Environmental	Jul 1991	Environmental – Solid Waste	0.125%	\$920,000
Fire Excise	Jan 1999	Fire Districts	0.250%	\$1,250,000
Infrastructure	Jul 1999	General – Solid Waste	0.125%	\$920,000
Capital Outlay	Jan 2003	Capital Projects (Water, OS)	0.250%	\$10,000,000
Correction Facilities	Jan 2005	Jail Enterprise Fund	0.125%	\$5,000,000
General	Jan 2006	(Judicial Center - informal)	0.0625%	\$2,500,000
Communications/Fire	Jul 2007	RECC, Fire Department	0.25%	\$10,000,000
Health	Jan 2008	County share of Medicaid	0.0625%	\$2,500,000
		Total		\$48,090,000

Yellow – levied County-wide Blue – levied in unincorporated portions of the County

- Investment income: The amount of investment income is dependent on the amount invested, the rate at which it is invested, and the length of the investment. Though the amount to invest has increased since FY 2004, rates today are half those five years ago. Significant current expenditures for the Buckman Direct Diversion project and other capital projects will also decrease the amount to be invested in the future.

Year / Fund	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
General Fund (101)	795,752	1,275,445	2,661,583	4,451,883	5,708,396	2,500,000
Lodgers Tax Adv (214)	6,903	8,675	16,904	18,715	21,892	-
Lodgers Tax Facility (215)	6,408	9,360	20,895	24,550	30,647	-
Indigent Fund (220)	14,581	-	-	-	-	-
Section 8 Voucher (227)	-	2	-	-	3,487	-
HUD Fund (230)	-	3,085	-	-	-	-
Developer Fees Fund (231)	14,589	17,551	41,122	65,432	88,610	-
Housing Cap Imprv (301)	-	(138)	-	-	-	-
Road Projects (311)	19,710	23,513	40,477	62,798	58,974	-
GOB 2005 Proceeds (330)*	-	-	-	715,943	407,873	-
GOB 2007 Proceeds (331)*	-	-	-	310,372	1,068,590	-
GOB 2007B Proceeds (332)*	-	-	-	-	502,119	-
Equip Loan Proceeds (340)*	3,420	1,443	10,993	38	-	-
GOB 1997 Proceeds (350)*	22,043	7,724	7,890	1,745	52	-
GOB 2001 Proceeds (353)*	118,255	140,463	221,708	315,924	98,459	-
GRT 1997A Proceeds (370)*	13,479	12,069	20,042	29,686	24,436	-
Fire Tax Bond Proc (380)*	4,817	5,747	9,892	15,348	4,565	-
GOB Open Sp. Proc (385)*	114,746	128,692	227,204	210,934	152,863	-
GOB Debt (401)	151	61	112	85	1	-
Equip Loan Debt (403)	3,746	5,676	8,295	4,785	3,238	-
GRT Bldg Debt Serv (406)	26,960	26,960	27,109	24,489	26,960	25,000
Water Enterprise Fund (505)	-	3,658	10,973	15,136	-	13,970
Housing Enterprise Fund (517)	62,097	3,163	-	-	-	-
Jail Enterprise Fund (518)	142,873	154,651	183,252	268,436	283,388	200,000
Total	1,370,530	1,827,800	3,508,451	6,536,299	8,482,550	2,738,790

- Bond proceeds only receive investment income when not spent. The budget assumes that they will be spent and no investment income will be realized.

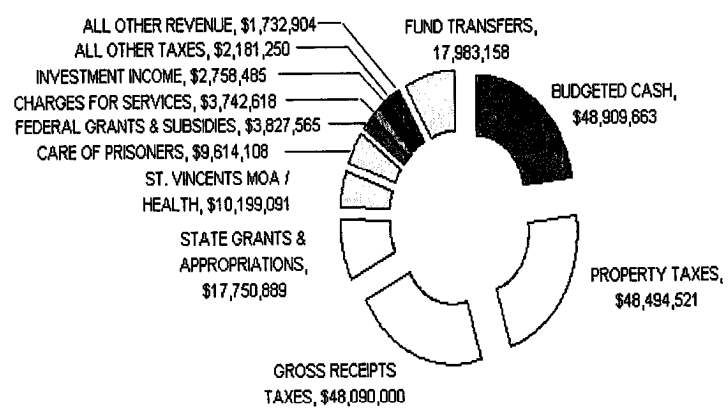
- County Fees: General Fund fees consist mainly of building and development fees, utilities fees such as solid waste disposal, and document recording fees.

COUNTY FEES / GENERAL FUND	BUDGET					
Fee	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Land Use Construction Associated Permits	322,367	352,409	477,162	414,502	320,552	350,000
Business Licenses	54,790	51,991	53,740	55,795	55,771	56,000
County Clerk Recording Fees	911,529	752,160	769,521	724,969	598,851	576,000
Solid Waste Permits	228,150	225,023	381,081	338,831	330,746	289,500
All other fees	247,466	266,498	275,810	276,607	319,513	228,100
Total	1,764,302	1,648,081	1,957,314	1,810,704	1,625,433	1,499,600

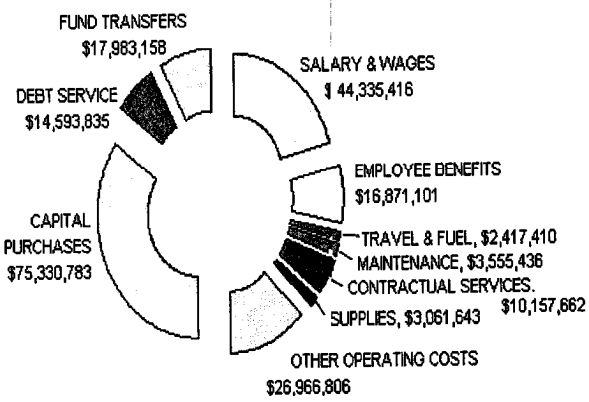
Expenditures:

The Santa Fe County Fiscal Year 2009 Budget totals \$215,284,252, or \$197,307,094 without transfers between funds, compared to the Fiscal Year 2008 budget of \$181,363,826, or \$166,650,968 without transfers between funds. The overall budget consolidated from all funds, expressed in terms of sources (taxes, fees and charges, grants, investment and other income, and fund transfers) and uses (personnel, materials and services, contractual services, capital, and debt service) is as follows:

ALL FUNDS SOURCES
\$215,284,252



ALL FUNDS USES
\$215,284,252



FISCAL YEAR 2009 REVENUES	TOTAL ALL FUNDS
BUDGETED CASH	48,909,663
PROPERTY TAXES	48,494,521
GROSS RECEIPTS TAXES	48,090,000
STATE GRANTS & APPROPRIATIONS	17,750,889
ST. VINCENTS MOA / HEALTH	10,199,091
CARE OF PRISONERS	9,614,108
FEDERAL GRANTS & SUBSIDIES	3,827,565
CHARGES FOR SERVICES	3,742,618
INVESTMENT INCOME	2,758,485
ALL OTHER TAXES	2,181,250
FINES AND FORFEITURES	738,784
LICENSES, PERMITS, AND FEES	515,000
JOINT POWER AGREEMENTS	309,120
OTHER REVENUE	170,000
FUND TRANSFERS	17,983,158
TOTAL	215,284,252

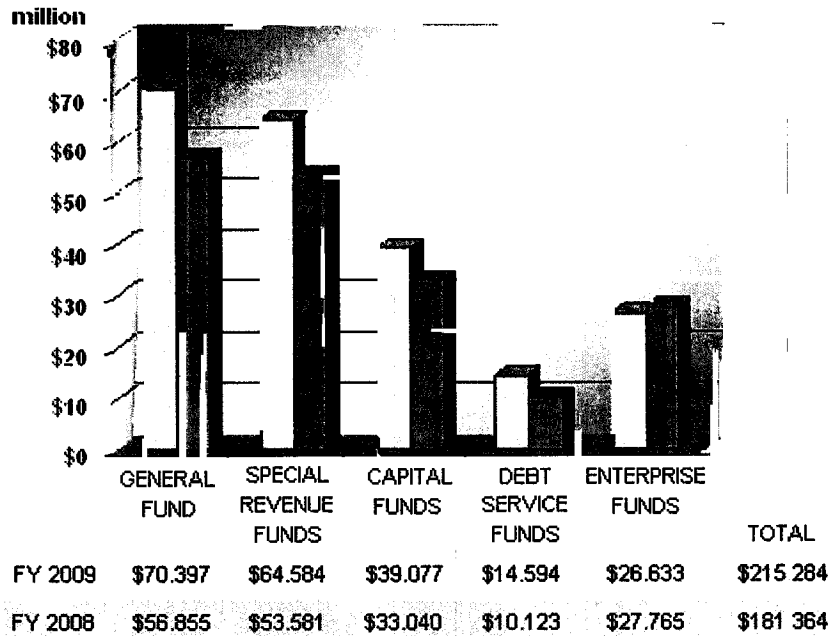
FISCAL YEAR 2009 EXPENDITURES	TOTAL ALL FUNDS
SALARY & WAGES	44,335,416
EMPLOYEE BENEFITS	16,871,101
TRAVEL	2,417,410
MAINTENANCE	3,555,438
CONTRACTUAL SERVICES	10,157,662
SUPPLIES	3,061,643
OTHER OPERATING COSTS	26,977,806
CAPITAL PURCHASES	75,330,783
DEBT SERVICE	14,593,835
FUND TRANSFERS	17,983,158
TOTAL	215,284,252

Funds and Fund Types:

The County's chart of accounts is comprised of 6 different types of funds. The funds include the General Fund, Special Revenue Funds, the Capital Outlay Fund, Capital Improvement Funds, Debt Service Funds and Enterprise Funds.

- The General Fund provides funding for the operations of the Elected Officials' Offices and the County Departments that deliver ongoing services to County residents.
- Special Revenue Funds are used to account for revenue derived from specific taxes or other revenue sources that is restricted by law or administrative action to expenditure for specified purposes. The Capital Outlay Fund tracks a gross receipts tax (1/4%), which was approved for the purposes of water utility capital projects, open space land purchases, road projects and other capital projects designated by the Board of County Commissioners.
- The Capital Improvement Funds include state appropriations for road and facilities projects.
- The Debt Service Fund accounts for all principal and interest payments on the County's long-term debt.
- The Enterprise Funds are used to account for the financing, operation and maintenance of activities expected to be self-supporting within County government. Enterprise funds are established for the operation of the Regional Planning Authority, Water and Wastewater utilities, the Public Housing Authority and Corrections.

FUNDTYPE BUDGETS



Bonding Capacity & Existing Debt Levels:

Santa Fe County's maximum legal debt capacity for General Obligation indebtedness as of June 30, 2008, is \$257,771,684 of which \$88,038,998 has been obligated. This leaves an available bonding capacity of \$169,732,686 in excess of present debt requirements.

Bond or Other Debt Instrument	Date of Issue	Original Amount	Outstanding On 6/30/08	Maturity Date
General Obligation Bonds (97 refund)	8/18/05	8,490,000	7,950,000	2017
General Obligation Bonds (91-92 refund)	6/15/99	4,310,000	0	Matured
General Obligation Bonds (OS)	6/15/99	12,000,000	11,820,000	2019
General Obligation Bonds (PS/PW)	5/23/01	8,500,000	5,470,000	2014
General Obligation Bonds (OS)	11/1/01	8,000,000	5,415,000	2017
General Obligation Bonds (93 refund)	6/13/93	2,293,998	333,998	2009
General Obligation Bonds (PW, Water)	12/6/05	20,000,000	12,450,000	2026
General Obligation Bonds (Justice Ctr)	3/8/07	25,000,000	24,600,000	2027
General Obligation Bonds (PW, Water)	10/16/07	20,000,000	20,000,000	2028
Correctional Revenue Bonds (ADF)	2/1/97	30,000,000	25,535,000	2027
Gross Receipts Tax Revenue Bonds (LE)	2/1/97	6,000,000	4,805,000	2027
NM Finance Authority Loan	5/1/06	888,889	290,733	2009

During fiscal year 2009 the County has issued additional bonds, both Gross Receipts and General Obligation Bonds. A total of \$30.0 M was issued and earmarked for the Judicial Center. The last of the 2004 GOB sale was closed for \$32.5 M and is dedicated to the Buckman Direct Diversion Project.

State of the Economy Summary:

The state of the economy, the stock market, sub-prime mortgages and a recent cut to the federal interest rates, has governmental agencies and the public worried, anxious and concerned. A depressed economy combined with less state aide has caused many local governments to operate at a deficit. Typical actions taken by governments are to raise fees and charges and cut expenses through salary and hiring freezes, furloughs, and reductions in capital expenditures.

The principal factors affecting local government fiscal conditions are the economy, government spending and program requirements, and Federal and State financing. The recession has had or will have a severe impact on those revenues most relied on by local governments- property taxes, gross receipt taxes, and state aide. Santa Fe County maintains budgetary control over appropriations by preparing monthly, quarterly and annual expenditure reports and using a computerized accounting system that compares budgeted appropriations with actual expenditures and encumbrances to date. Clearly an ounce of prevention is worth a pound of cure.

Santa Fe County is fortunate that it has a solid fund balance to keep afloat during these recessionary times. At the start of the fiscal year, the County had the ability to establish set-asides for capital projects, furniture and fixtures for new facilities, etc. The County must now re-visit these same set-asides and prepare for the impacts of the recession. The Finance staff is currently predicting decreases in gross receipt tax collections, property tax revenue and fees. Currently, the

finance staff is monitoring all funds and preparing reports to the County Manager specific to cost saving measures.

The first analysis reviewed was the County's current number of take-home vehicles. Effective November 1st, the County Manager will implement a reduction in the number of take-home vehicles assigned to staff. When this reduction is completed, there is a potential for fuel savings of \$100,000 alone in the General Fund. The finance staff is currently reviewing the cost of cell phones, and future reviews include travel, supplies and contractual services. The County may have to freeze or reduce services by mid-year. All of the reviews and potential cuts are in an effort to continue to support existing County programs and staffing. Enclosed is a summary of recommendations prepared by the Budget Director as we face a potential severe recession; the summary identifies some of the reductions that may possibly have to occur.

The immediate areas of concern for the County are focused around the Corrections Department. The State recently ended two significant inmate contracts, one for the Adult Facility and one for the Youth Facility. Each of these contracts generated at least \$2.0M per year for each function. Enclosed is a more detailed report with immediate areas of concern specific to the Corrections Department and future operations within that department.

A second concern for the County is the reliance of the memorandum of agreement negotiated with St. Vincent Hospital to administer the health function, inmate medical care, senior services and other services which include EMS, Care Connection and Sobering Center, and Indigent. The County will have to closely monitor revenues supporting the Care Connection this fiscal year to assess the ability for continued operations of that program in FY2010.

Additionally, the County has already witnessed a decrease in fees and charges for services currently in place. The fees generated by the Clerk's function have already experienced a 25% drop in collections. This function and similar functions supported by revenue generated via fees may have to reduce staffing levels to accommodate reduced customer activity with the decline in revenue.

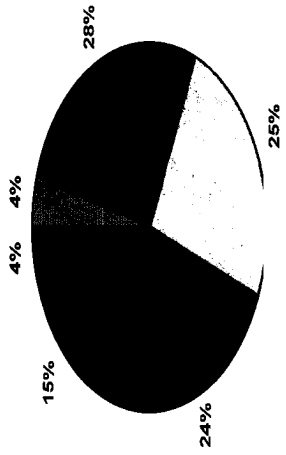
In terms of reducing expenditures, the County may have to adopt the following strategies:

- salary and wage freezes;
- reductions in overtime allocations;
- hiring freezes;
- postponement of recruitment for new or vacant positions;
- postponement of cost of living increases;
- layoffs;
- departmental spending cuts;
- departmental reorganization;
- service reductions;
- postponement of capital spending for projects without external support; and
- deferred maintenance.

The recessionary threats have the potential to affect all sources of County revenue as well as the County's ability to issue debt for capital projects. The combination of troubled housing markets and a recession would reduce resources available to Santa Fe County when they are most needed. The finance staff will be prepared to provide a detailed mid-year report centered on the economy and the corresponding impact to Santa Fe County. By the end of January we will have solid numbers to report specific to property tax collections, GRT collections and expenditures. Our goal is to continue supporting existing programs and FTEs. Doing so will require the cooperation and support of all County staff and Elected Officials.

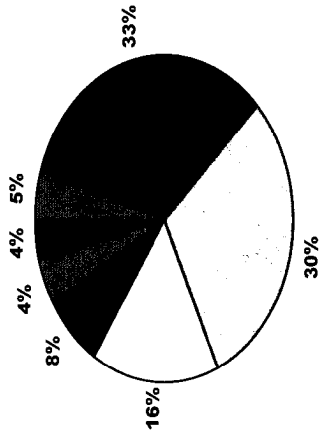
Santa Fe County Workforce Statistics

AGE OF COUNTY EMPLOYEES



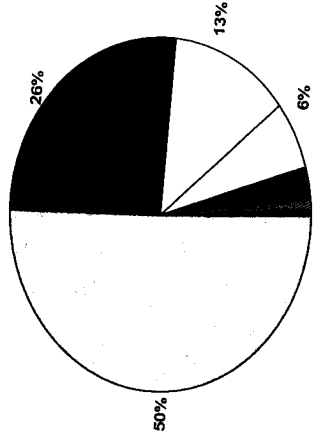
- Under 20
- 20 yrs. old-30 yrs. old
- 31 yrs. old-40 yrs. old
- 41 yrs. old-50 yrs. old
- 51 yrs. old-60 yrs. old
- 60 yrs. Old & older

PAY RANGES OF COUNTY EMPLOYEES

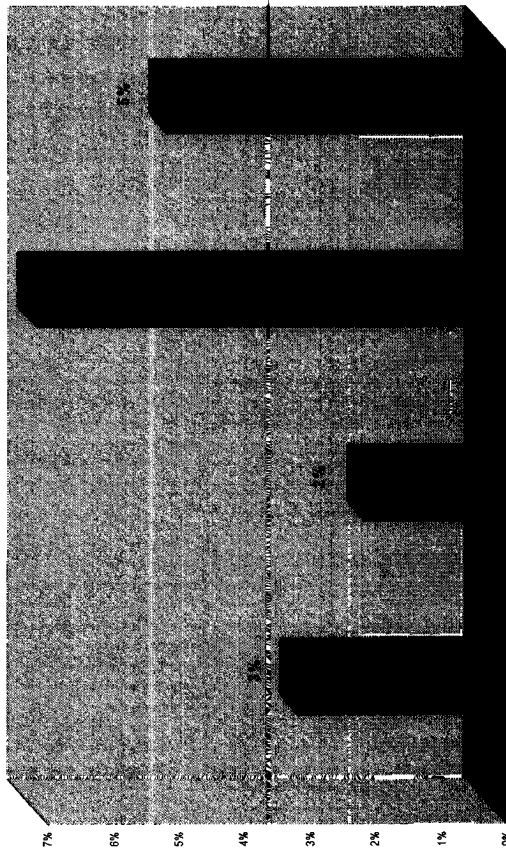


- Pay under \$20,000.00
- \$21,000.00-\$31,000.00
- \$32,000.00-\$42,000.00
- \$43,000.00-\$53,000.00
- \$54,000.00-\$64,000.00
- \$65,000.00-\$75,000.00
- \$76,000.00-above

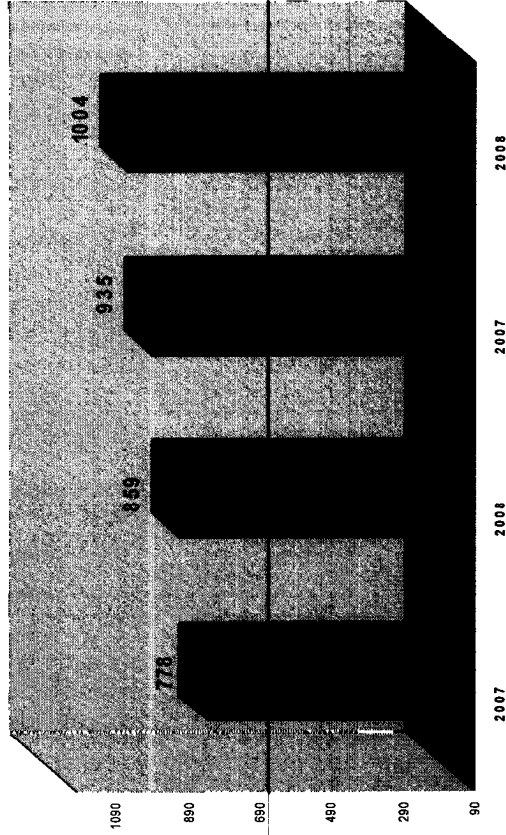
YEARS OF SERVICE



- zero to 1 year
- 2 yrs. to 5 yrs.
- 6 yrs. to 10 yrs.
- 11 yrs. to 15 yrs.
- 16 yrs. to 20 yrs.
- 21 yrs. to 24 yrs.
- 25 yrs. & above



Vacancy Rate



Total Number of County Employees

Turnover Rate

DEALING WITH COUNTY FINANCES IN AN ECONOMIC CRISIS

Current economic indicators point to a developing "worst case" of severe recession or depression in the economy starting in the second half of the 2009 Fiscal Year. Features of such a recession, already experienced by some local governments include:

- (1) Deferred payment of property taxes, flattening or even decreasing property tax revenue. In the worst case, recessionary impacts may include the devaluation of property.
- (2) Sharp decreases in Gross Receipts Tax revenue as discretionary public activities such as tourism are heavily curtailed.
- (3) Decreases in revenues associated with construction. These range from building and development permits to Clerk filing fees. In Santa Fe County these are already down 25% from previous years revenue.
- (4) Cessation of intergovernmental revenues; particularly in the case of Care of Prisoner revenue in the Adult Facility and in the Youth Program. These are a ready of such critical concern that they threaten the existence of the associated functions.

In dealing with this scenario in the current fiscal year and in Fiscal Year 2010, the County should look first to the avoidance of cost burdens which are discretionary, even if their avoidance is politically undesirable. Examples of such burdens are losses incurred in supporting the Sole Community Provider program, and capital construction management of facilities that will not house county programs.

The second approach to control expenses in a severe recessionary environment is to examine the staff levels of programs serving a declining clientele to determine if previous levels of service can be performed with smaller staffs. A thorough examination of vacant County positions should be a part of this approach. Also, an analysis of the impact of City annexation on populations requiring County services that might pass to the City should be made.

The final approach would be the examination of program performance and benefits to the community, and the establishment of service priorities in case of the necessity to cease providing some services. A review of the service descriptions, performance measures, and objectives of the various organizations providing services should also be a part of this approach.

The tables in the next pages primarily handle the first and second approaches described above, with recommended actions to be taken in Fiscal Year 2009 and Fiscal Year 2010. The recommendations are financially based (politically neutral) with the objective to maintain the financial stability of Santa Fe County, and in a more severe case, to avoid governmental bankruptcy.

Paul Griffin, Budget Administrator
October 30, 2008

Program / Service
Sole Community Provider
Program

1. No MOA so far with St. Vincents. No FY 2009 revenue so far.

2. St. Vincents proposes SCP payment of \$9.6 million, and return of MOA services of \$9.35 million (\$250K loss).

External Capital Facility Projects (Estimated to cost the County 10% of project amount in management costs.)

Road Projects

Youth Development Program (Corrections)
Currently there are 2 to 6 Santa Fe County youth in the facility. Based on an outsourcing cost of \$250/day per youth with a population of 10, the breakeven for operating this program is \$1.2 million. CYFD contract has been lost. Current staffing of the facility will result in a \$3 to \$4 million cost which will drain the cash in the Jail Fund.

FY 2009 Action

Complete MOA, with FY09 payments by 11/18. If not done, **do not make any more SCP payments.** (St. Vincents could leave the County \$10M in the hole, which could result in bankruptcy)

If County takes a loss, then the budgetary impact to health services must be clearly stated. On a last-in, first-out basis that would mean **Senior Services would be cut in half by 12/31/08.** Otherwise cut Espanola Ambulance and Communications. No impacting of services allowed that would have to be funded otherwise from the General Fund. (Inmate Health, RECC).

Cease work on the following projects by November 18. Consolidate project management to handle County infrastructure and program facilities.

1. Youth Shelter Phase III, \$445,000.
2. Esperanza Shelter, \$1,930,375
3. Santa Fe Mountain Center, \$717,750
4. Northern Rio Grande Sportsmen Club, \$20,000
5. Barela Compound, \$50,000
6. Clubhouse Model Program, \$622,000

Total of these is \$3,785,000; project management impact on County is \$378K.

Rein-in the 40 currently budgeted road projects. Public Works should **announce by November 18 which road projects are to be dropped,** and concentrate on a few, with road maintenance rather than construction in mind. Individual project discretion left to Public Works.

If no more revenue is forthcoming that will put the County on a break-even basis versus outsourcing youth detention, **the YDP program should be terminated by 12/31/2009.** Make this decision by **November 18.**

FY 2010 Action

MOA must be complete for FY 2010 by **April 30, 2009.**

The County must not take a loss in this program that nets the hospital \$40 million. If St. Vincents cannot agree to this by **April 30, 2009,** inform the State Health Department that the County **will not participate in Sole Community Provider** in FY 2010.

Cease operations of the Youth Development Program, avoiding costs and liability. **Outsource care of prisoner cost for Santa Fe County youth.**

Program / Service
 Adult Detention Facility
 (Corrections)
 Cessation of State DOC contract
 with \$2 million impact on
 revenue.

FY 2009 Action
 Redraw business plan for the
 Adult Facility – what kind of jail
 do we want this to be, and with
 the current population, how
 should it be staffed?
 Adjust staff levels to meet the jail
 business plan.

FY 2010 Action
~~Reduce budget of the Adult
 Detention Facility~~ to fit inmate
 population levels.

Immediately prepare to **lobby**
 with the Legislature **for an
 increase of the Corrections GRT**
 from 1/8 cent to ¼ cent.
Immediately work with the state
 Municipal League and GFOA to
 make this a priority.

Without additional outside
 revenue from care of prisoners or
 an increased Corrections GRT,
 the General Fund will be
 impacted by \$2.5 million.

Sobering Center
 Supposed to be half-funded from
 St. Vincents MOA “carryover”
 money. No FY09 revenues
 received as yet. Chief
 beneficiary of program is St.
 Vincent’s emergency room.

Insure that MOA carryover
 money is available by **November
 18**. If not, then inform St.
 Vincents that the **Sobering
 Center will be shut down by
 12/31/2009**. Then do it.

Negotiate the sustenance of the
 Sobering Center through the St.
 Vincents MOA. Since they are
 the beneficiary, they should fund
 it out of the \$40 million received
 from the Feds in the SCP
 program, over and above what
 the County puts into SCP.

If this is not agreed to by St.
 Vincents, then ~~shut down the~~
Sobering Center.

DWI Local Program
 Supported through alcohol taxes.
 \$1 million budget. Their main
 activity is distributing educational
 materials
 New FTEs.

**Immediately approach the State about making this a hard service,
 funding the Sobering Center, or alcoholic rehabilitation.** Current
 services are a poor use of the funding, compared to needed services
 for the alcoholic population.

The economy and the decrease
 in the forecasted revenues leave
 no room for any new FTEs.
 Contingency should not be an
 option as their wages add to the
 FY 2010 baseline. Property Tax
 or GRT budget cannot be
 increased.

**Do not fill any new position
 requests** unless opposing cuts
 are made in services, or until the
 economy thaws, permitting all
 organizations to add staff.

Program / Service	FY 2009 Action	FY 2010 Action
<p>Risk Management 3 positions; Workers comp costs increased from \$477k in FY07 to \$722k in FY08. Negative performance or effect of performance.</p>	<p>Leave as is. Reduce staff if economics become critical.</p>	<p>Reduce Staff from 3 to 2 employees.</p>
<p>ASD-IT Vacant Systems Analyst and Database Administrator GM – Land Use Planning 3 vacant Planner positions out of 7. GM – Land Use Permits & Inspections 2 vacant Plans Examiner positions.</p>	<p>Evaluate need for these. Evaluate, and consider deferring filling these given the decline in business. Don't fill one or both of these positions, given the decline in business.</p>	
<p>Development Permits Revenue down from \$209K in FY06 to \$122K in FY08. PW – Roads Vacant Project Specialist PW – Road Maintenance 2 vacant positions</p>	<p>Consolidate road projects. Don't fill this position. Reduce operations. Don't fill one or both of these positions.</p>	
<p>PW – Solid Waste Vacant Manager, Truck Driver, Caretaker positions CSD – Open Space Vacant Community Planner and Project Manager</p>	<p>Probably need manager. Cut back on other positions.</p>	<p>Do not add transfer stations in this economy.</p>
<p>Corrections – Inmate Medical 5 vacant fte equivalent. Corrections – Electronic Monitoring; 3 of 9 positions vacant. Fire Department Significant growth in past year.</p>	<p>Do not fill these. Reduce budgeted staff if size of ADF is reduced and if YDP is outsourced. Fill vacant positions and concentrate on diversion of jail prisoners to this program. Do not fill admin assistant position.</p>	<p>Cut back on OS expansion. Unsure that GRT can sustain growth in staff. Do not staff all fire stations in Fire plan.</p>
<p>GRT for capital expiring 12/31/08.</p>	<p>GRT should have already been brought to the voters for extension.</p>	<p>Curtail Fire capital projects requiring support from a GRT for that purpose.</p>
		<p>Revive the Fire Excise tax.</p>

Program / Service	FY 2009 Action	FY 2010 Action
County Sheriff 10 vacancies (7 deputies).	Defer filling these until impact of city annexation can be made	Keep Sheriff at the same level of service ; if annexation reduces rural County population, make commensurate decreases in Sheriff's staff.
County Clerk FY06; 10 recording clerks, \$770K recording income. FY08, 12 recording clerks (2 vacancies), \$599K recording income.	Do not fill vacancies.	Reduce budget by 2 recording clerks. Increase staff again when justified by business activity.
County Assessor County Treasurer County Surveyor	Leave positions associated with appraisal and tax collection staff. Do not add to staff. Either use this person in county surveying needs or seek legislative abolishment of this office.	
Set Asides Cola	Do these immediately As per union contract	Seek to eliminate (defer) in an economy where employees are being laid-off.
Merit Pool	Defer until better economic times	Do not budget in FY 2010.
Rolling List	Cease adding positions	Do not budget in FY 2010.
Special Issues (e.g. oil and gas, water rights.)	Oil and gas already spent. Defer water rights purchases.	Funding not available in FY 2010 for special issues.
BCC discretionary	Refrain from spending BCC discretionary funds.	Half or none in FY 2010.
Capital Packages	Constrain capital package purchases.	Critical replacements and repairs only. No additional vehicles.

Santa Fe County
 Financial Outlook
 State of the Economy Impacts
 October 29, 2008

General Information:

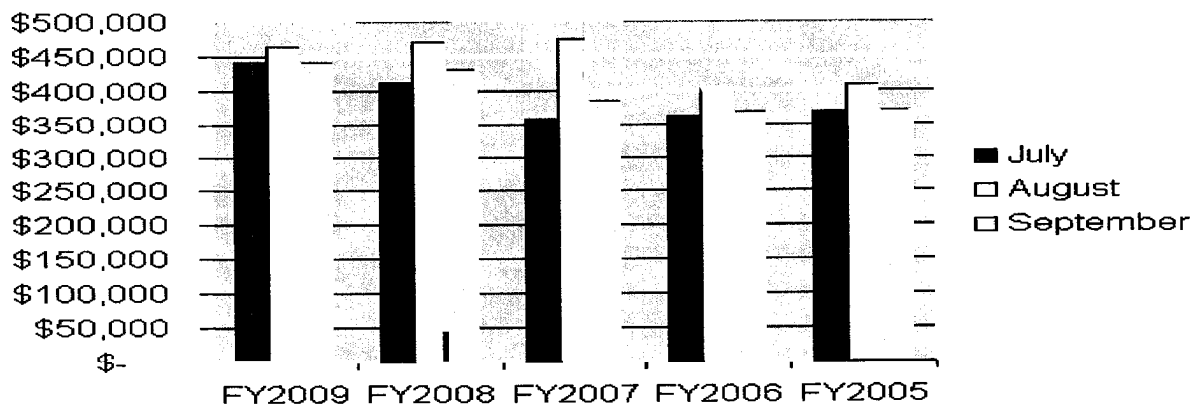
The state of the economy, the stock market, sub-prime mortgages and a recent cut to the federal interest rates, has governmental agencies and the public worried, anxious and concerned. Santa Fe County is fortunate that it has a solid fund balance to keep afloat during these recessionary times. At the start of the fiscal year, the County had the ability to establish set-asides for the acquisition of water rights, furniture and fixtures for a new facility, etc. The County must now re-visit these same set-asides and prepare for the impacts of the recession.

Below is a comparison of the GRT collections for the first quarter of FY2009. The comparison revealed that in FY2007, the County witnessed a 7% increase from FY2006. In FY2008, the County recognized a growth in GRT of 8% and in the first quarter of FY2009 collections are 2% greater than the first quarter of FY2008.

Gross Receipts Tax Analysis
 1/16th General

	FY2009	FY2008	FY2007	FY2006	FY2005
July	\$ 440,974	\$ 412,477	\$ 357,733	\$ 362,096	\$ 367,249
August	\$ 464,037	\$ 470,884	\$ 474,357	\$ 402,707	\$ 408,522
September	\$ 441,542	\$ 431,833	\$ 384,823	\$ 368,612	\$ 370,489
Total	\$1,346,553	\$1,315,194	\$ 1,216,913	\$1,133,415	\$1,146,261
Increase/Decrease	\$ 31,360	\$ 98,281	\$ 83,498	\$ (12,846)	
Increase/Decrease (%)	2.38%	8.08%	7.37%	-1.12%	

GRT Comparison By Fiscal Year



The first quarter total GRT collections materialized at a total of \$10,466,737, which is \$859,000 or 9% greater than the budgeted amounts for GRT revenue. Finance staff is predicting a potential 3 % under-collection of GRT revenues when compared to the established budget. We believe that the Rail Runner activity will hold the GRT flat at least until December. The County could then expect a drop in GRT collections for the remainder of the fiscal year.

With the sub-prime mortgage situation and overall nervousness of the public, the impact to property taxes is difficult to predict. If a homeowner is struggling to make the monthly mortgage, it is quite possible that their ability to pay property taxes will be even more difficult. In severely depressed housing markets, some local governments have experienced declines in property tax revenue due to devaluation of property. We know that economic conditions have an impact on the percentage collection rate as was last witnessed during the FY2002-2003 recession years. Collections were \$900,000 less than the budgeted amount in FY2003. The finance staff will provide an update at mid-year based on December property tax collections.

Currently, the finance staff is monitoring all funds and preparing reports to the County Manager specific to cost saving measures. The first analysis reviewed was the County's current number of take-home vehicles. Effective November 1st, the County Manager will implement a reduction in the number of take-home vehicles assigned to staff. When this reduction is completed, there is a potential for fuel savings of \$100,000 alone in the General Fund.

The finance staff is currently reviewing the cost of cell phones, and future reviews include travel, supplies and contractual services. The County may have to freeze or reduce functions by mid-year. Future reductions might include a smaller pool of funds for tuition assistance or limited travel dollars. All of the reviews and potential cuts are in an effort to continue to support existing County programs and staffing. Undoubtedly, staff recommendations at mid-year will not include any new FTEs or programs.

We also received notice from the State Treasurer's Office in early October identifying potential areas of loss related to commercial paper and money market fund investments. All other assets are collateralized by treasuries and government agencies, and they emphasized that at present the losses are paper losses that won't materialize until, and if they are sold. The County Treasurer reported that the potential loss to the County based on the above-mentioned investments could equate to \$3.9M of total investments of \$79.0M. In such a scenario, the General Fund would cease increasing its cash balance at the end of the fiscal year.

The immediate areas of concern for the County are focused around the Corrections Department. The State recently ended two significant contracts, one for the Adult Facility and one for the Youth Facility. Both of these contracts generated at least \$2.0M per year for each function. The remainder of this report will focus on the Corrections Department and the potential impact county-wide.

Corrections – Adult:

The State of New Mexico has experienced a reduction in its number of adult inmates. Additionally, a new 600 bed competitive facility was constructed in Clayton. While it is good news that New Mexico is experiencing a reduction of inmates, it has a negative impact on the County's jail operations. The Department of Corrections (DOC) ended a contract with the County for the care of prisoners, and the last of the DOC inmates exited the facility in August, 2008. The impact to the County equates to a \$170,000 - \$200,000 loss of revenue per month. The annual impact to the County equates to \$2.0M - \$2.4M. Revenue generated by DOC activities have been relied upon to meet the debt service payment.

The Corrections Department Director is currently recruiting inmate population from other agencies that either do not have their own facility or have exceeded bed capacity within their own facilities. These recruitment efforts are targeted to all counties, and meetings have occurred with Bernalillo County, Tarrant County and also included a presentation at the Association of Counties meeting in Ruidoso. I believe current discussions with Bernalillo County are about the rate charged per inmate.

The Director is also reducing expenditures, slowing the hiring process and delaying capital projects. The County should witness an immediate reduction of expenditures for overtime, food and medical care due to the reduced inmate population.

The Director's goal is to begin filling beds at the Adult Facility beginning the week of October 20th. Currently, the "C" pod at the facility is vacant and has a bed capacity of 144. The inmate population as of 10/23/08 totaled 441, and the average population is 445.

Corrections – Youth:

The Youth Facility is currently where the greatest financial concern resides. As of October 6, 2008, the Youth Facility had a total population of nine (9). Of the total population, the County had a total of two (2) children. As of October 20, 2008, the Youth Facility had a total population of 13. Again of the total population, the County had a total of two (2) children. As of October 27th, the Youth Facility had a total population of 9. Per the Corrections Director, she has a commitment for an additional 18 youth from several agencies. Prior to bringing the children into the facility, additional training required by the Children Youth and Families Department is currently being conducted for County staff and scheduled to be completed by October 17, 2008.

The Youth Facility has a total budget of \$3.7M and a current staffing level of 49 not including medical personnel. The recent ending of the contract with CYFD resulted in a loss of \$170,000 - \$225,000 per month. Annual loss of revenue equates to \$2.0M - \$2.5M. We are currently operating at a loss; however, there is a base level of expenditures that are incurred regardless of the number of juveniles housed at the facility, i.e. (2 vs. 10 juveniles). The lack of youth population from other agencies results in the County covering the fixed cost of services regardless of our own population count (currently 2). This causes the juvenile facility to operate at a deficit. The cost of

housing each Santa Fe County youth at a rate of \$250 per day is \$91,250 per year. The cost for 11 youths is about \$1.1 million per year. If the County's net loss is above this figure, we are operating at a deficit. Currently the total budget for the Youth Development Program (YDP) is \$4.0 million. At that point, a decision will need to be made as to whether the County strictly operates the facility for its own youth, or operates the facility with the intent to help address the statewide shortage of juvenile beds. In either case the County must find and accept contracts large enough to meet the County's base level needs. The Corrections Director is striving to have the committed 18 juveniles transitioned into our facility over the next month to avoid continued net operating losses to the County.

The following is the current scenario of total juvenile operations:

Jail- Secured Area

Formerly CYFD = 30

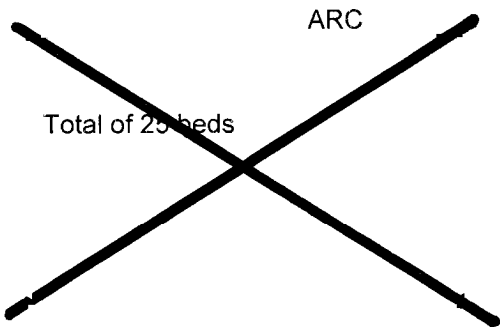
If the Jail and CYFD labeled areas are open, the county must have the same staffing pattern.

License - 19

Jail Youth = 45

Variance - 23

Day Reporting



Staff recommends that this function cease operations as soon as feasible.

Notes:

Staffing Requirements for every 10 children:

- 1 Life Skill Worker
- 1 Front Entrance Officer
- 1 Master Control Officer
- 1 Recreation Staff Member
- Medical Services
- Current Nursing Pattern
- Medical Doctor

The County proposes to run the operations of the juvenile facility strictly as a detention facility. Doing so should eliminate additional costs resulting from additional demands that were previously imposed and/or negotiated by the CYFD contract. This should allow the County to continue detention operations at a lower cost.

Currently the Adolescent Residential Center (ARC) has a total budget of \$1.048M and a staffing level of 14 permanent FTEs with 1 temporary employee. The total staffing budget is \$834,469 and the remaining operating budget is \$214,250. The average population for the ARC is 13 children. The cost per child is \$182 per day based on FY2008 actual costs. FY 2007 and FY2008 realized losses of \$114,700 and \$93,000. (Enclosed is an analysis that breaks down operation detail and net losses for the last two fiscal years.) The Adolescent Residential Center has never had sufficient youth population to support the required expenses. The ARC program is demanding from the perspective that the contract demands are large and only accommodate a small base of youth. The ARC requires the operation of a complete program separate from other juvenile operations. Staffing demands are specific and can not be shared among all juvenile functions.

At this time, the staff is recommending that the Adolescent Treatment Center be closed by December 31st due to the state of the economy, the number of children housed compared to the associated costs, and the related requirements of the program. The closing of the ARC should be facilitated as soon as possible, and the Corrections Director, Human Resources Director and the Finance Division Director should begin developing a plan to transition the Bureau of Prisons children out, move the staff to available vacant positions and re-direct the program to a detention program, or close the Youth Facility altogether.

Summary

A recent letter by Mr. Paul Gutierrez, New Mexico Association of Counties Executive Director, emphasized how fortunate New Mexico is relative to the banking industry. Our local financial institutions are among the strongest in the region. Attached for your information, is the Treasurer's Portfolio Report distributed at the October 9th County investment meeting. Fortunately, the County has significant dollars invested in certificates of deposit (CD's). CD's are not market driven investments and the County's investment policy requires collateralization at 102%.

The finance staff will be prepared to provide a detailed mid-year report centered on the economy and the corresponding impact to Santa Fe County. By the end of December we will have solid numbers to report specific to property tax collections, GRT collections and expenditures. Our goal is to continue supporting existing programs and FTEs.

Santa Fe County
Analysis of ARC Operations
FY2007-FY2008

SFC CLERK RECORDED 11/25/2008

	FY2007		FY2008	
	Mandays	Paid	Mandays	Paid
July	342	\$ 69,296	399	\$ 84,887
August	368	\$ 74,564	349	\$ 74,250
September	414	\$ 83,885	411	\$ 87,440
October	431	\$ 87,329	436	\$ 92,759
November	417	\$ 84,493	449	\$ 95,525
December	437	\$ 88,545	460	\$ 97,865
January	379	\$ 76,793	465	\$ 98,929
February	356	\$ 72,133	419	\$ 89,142
March	399	\$ 80,845	341	\$ 72,548
April	326	\$ 66,054	384	\$ 81,696
May	334	\$ 67,675	362	\$ 77,016
June	419	\$ 89,142	319	\$ 71,261
	4,622	\$ 940,754	4,794	\$ 1,023,318
Rate		\$ 202.62		\$ 212.75
Average Population		13		13
Total Budget		\$ 999,284		\$ 1,112,616
Actual Expenditures + Therapists		\$ 1,055,501		\$ 989,624
Daily Cost Per Child		\$ 222.44		\$ 208.56
Total Revenue Generated		\$ 940,754		\$ 896,500
Profit/Loss		\$ (114,747)		\$ (93,124)