



CITY CLERK'S OFFICE  
*Agenda* DATE 12/11/14 TIME 8:28  
PREPARED BY Shannon Perez  
REVIEWED BY [Signature]

**PUBLIC SAFETY COMMITTEE**  
**Tuesday, December 16, 2014**  
**4:00 PM**  
**City Council Chambers**  
**200 Lincoln Avenue, Santa Fe, NM 87501**

1. Roll Call
2. Approval of agenda
3. Approval of Tuesday, November 18, 2014 minutes
4. Old business:
  - A. NONE
5. New business:
  - A. Informational-Police Fleet Policy (Deputy Police Chief Mario Salbidrez, Police Fleet Manager Eric Sanchez)
  - B. Downtown Transit Center-Sheridan, program report (Faith Okuma & Chrissy Scarpitti, Surrounding Studio & Tyler Aston, Wilson & Company)
  - C. Proposed ordinance relating to the City of Santa Fe Animal Services ordinance, Chapter 2 SFCC 1987; amending Section 5-8 to establish that it is unlawful to use certain types of trapping devices within the municipal boundaries of the City of Santa Fe (Councilor Lindell, Animal Services Manager Johnny Martinez)
  - D. Proposed resolution directing the City of Santa Fe Fire Department to explore the options for establishing a comprehensive plan for a long-term community protection initiative ("CPI") and report back to the governing body its findings and recommendations, including the fiscal impact for establishing and maintaining such a program (Mayor Gonzales, Councilors Rivera, Ives, Dimas, Bushee and Lindell and Andres Mercado)
  - E. Proposed resolution directing staff to design and implement a pilot project to install and evaluate green bicycle lanes markings at high-risk intersections within the City of Santa Fe; authorizing a designation of up to \$50,000.00 of CIP on-road bicycle improvement funds for the pilot project; and conduct a study of Santa Fe street's and roadways to determine the feasibility of implementing projecting bike lanes throughout the City (Mayor Gonzales, John Alejandro and Keith Wilson)
6. Matters from Municipal Court
7. Matters from Police Chief Eric Garcia
  - A. Certificate of Appreciation-Officer Laurie Kovach
  - B. Certificate of Appreciation-Hanson Lumber
8. Matters from Fire Chief Erik Litzenberg
9. Matters from the Santa Fe Police Officers Association
10. Matters from the Santa Fe Firefighters Association
11. Matters from the Regional Emergency Communications Center

12. Matters from City of Santa Fe Emergency Manager Andrew Phelps

13. Matters from Committee Members

14. Communications from the Floor

15. Adjournment

**For information regarding the agenda, you can call Shannon Perez at 955-5074. Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.**

**INDEX SUMMARY OF MINUTES**  
**Public Safety Committee**  
**DECEMBER 16, 2014**

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Call to Order	<b>Call to Order by Acting Chair, Herbert Harris at 4:00 pm in the City Council Chambers.</b>	Page 2
Roll Call	<b>A quorum was declared by roll call.</b>	Page 2
Review and Approval of Agenda	Chief Eric Garcia, Introduce Muchas Gracias from Matters from the SFPD  <i>Mr. Harris moved to approve agenda as amended, second by Mr. Mizrahi, motion carried by unanimous voice vote.</i>	Page 2
Approval of Minutes  November 18, 2014	<i>Dr. Mier moved to approve the minutes of November 18, 2014 as presented, second by Mr. Harris, motion carried by unanimous voice vote.</i>	Page 2
Old Business	<i>None</i>	Page 3
New Business a) Information – Police Fleet Policy b) Downtown Transit Center – Sheridan c) Proposed Ordinance relating to the Santa Fe Animal Services ordinance d) Proposed Resolution directing the City of Santa Fe Fire Department to explore the options for establishing a comprehensive plan for a long-term community protection initiative (CPI) and report back to the governing body its findings and recommendations, including the fiscal impact for establishing and maintaining such a program. e) Proposed resolution directing staff to design and implement a pilot project to install and evaluate green bicycle lanes markings at high-risk intersections within the city of Santa Fe; authorizing a designation of up to \$50,000 of CIP on-road bicycle improvement funds for pilot projects; and conduct a study of Santa Fe street's and roadways to determine	<i>b) Mr. Harris moved to recommend approval of the project as presented, second by Mr. Mizrahi, motion carried by unanimous voice vote.</i>  <i>c) Dr. Mier moved for approval of the proposed ordinance, second by Mr. Mizrahi, motion carried by unanimous voice vote.</i>  <i>d) Mr. Mizrahi moved to approve the proposed resolution directing the City of Santa Fe to explore the options for establishing a comprehensive plan for a long-term Community Protection Initiative (CPI) and report back to the Governing Body of its findings and recommendations, second by Mr. Arellano, motion</i>	Page 3-6

**INDEX SUMMARY OF MINUTES**  
**Public Safety Committee**  
**DECEMBER 16, 2014**

the feasibility of implementing projecting bike lanes throughout the city	<i>carried by unanimous voice vote.</i>  <i>e) Dr. Mier moved to approve the proposed resolution directing staff to design and implement a pilot project to install and evaluate green bicycle lanes markings at high-risk intersections within the City of Santa Fe; authorizing a designation of up to \$50,000.00 of CIP on-road bicycle improvement funds for the pilot project; and conduct a study of Santa Fe street's and roadways to determine the feasibility of implementing projecting bike lanes throughout the City, second by Mr. Harris, vote is 3 in favor -2 opposed, motion carries.</i>	
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Matters from Police Chief Eric Garcia	<i>Informational - Muchas Gracias Awards</i>	Page 7
Matters from Fire Chief Erik Litzenberg	<i>Happy Holidays</i>	Page 7
Matters from the Santa Fe Police Officers Association	<i>Nothing to report</i>	Page 7
Matters from the Santa Fe Fire Fighters Association	<i>Nothing to report</i>	Page 7
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Matters from Committee Members	<i>Staff Direction</i>	Page 7-8
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**PUBLIC SAFETY COMMITTEE**  
**Tuesday, December 16, 2014**  
**4:00 PM – 6:00 PM**  
**City Council Chambers**  
**200 Lincoln Avenue, Santa Fe, NM 87501**

1. **The Chair called the meeting to order at 4:00 pm in the City Council Chambers. Roll call reflects a quorum.**

**Roll Call**

**Present:**

Councilor Bill Dimas, Chair  
Herbert Harris  
Peter Mizrahi  
Dr. Mike Mier  
Joe Arellano

**Not Present:**

Eric Johnson  
Dr. Nancy Owen-Lewis  
Mike Bowen  
David Trujillo

**STAFF PRESENT**

Eric Garcia, Chief of Police, Santa Fe  
Mario Salbidrez, Deputy Chief, Santa Fe Police Department  
Fire Chief Erik Litzenberg  
Johnny Martinez, Animal Services  
John Alejandro  
Keith Wilson, MPO  
John Romero, Traffic Engineer  
Andrew Phelps, Emergency Manager, City of Santa Fe

**OTHERS PRESENT**

Faith Okuma and Chris, Surrounding Studio & Tyler Aston, Wilson and Company  
Ken Martinez, RECC  
Fran Lucero, Stenographer

2. **Approval of agenda**

Chief Eric Garcia, Introduce Muchas Gracias from Matters from the SFPD

*Mr. Harris moved to approve agenda as amended, second by Mr. Mizrahi, motion carried by unanimous voice vote.*

3. **Approval of Tuesday, November 18, 2014 minutes**

*Dr. Mier moved to approve the minutes of November 18, 2014 as presented, second by Mr. Harris, motion carried by unanimous voice vote.*

**4. Old Business**

NONE

**5. New Business**

**A. Informational-Police Fleet Policy (Deputy Police Chief Mario Salbidrez, Police Fleet Manager)**

Included for review is the policy regarding criteria before it is considered for replacement. The directive was to research other cities in the country to create policy and procedures for fleet replacement. In this research we learned that Santa Fe was in line with other cities that replace their units at about 150,000 vs. some cities who replace their vehicles at about 50,000. Las Cruces, NM does not have a fleet policy and he provided input on their administrative directive to replace vehicles, which are at about 6-7 years. Officer Salbidrez also researched the comparison of those who take their vehicles home and the distance that they drive and the cost of living for county vs. city. Los Alamos has 40 miles from county line for officers to take their vehicles home. Las Cruces, NM allows their officers to take their vehicles home within a 10-mile radius. Policy was created for a formal mechanism to have the funds available for fleet replacement and protocol. Officer Salbidrez quoted the amounts requested for the last few fiscal years (Exhibit A).

Proposed Policy outlines the following for the rating criteria:

Age, Mileage, Maintenance Cost, Conditions, Comments and Other Considerations, Cost and Considerations. Also attached for review is the Vehicle/Equipment Evaluation Summary Report. The Policy also details the record keeping process to be followed for fleet replacement.

Mr. Mizrahi asked what the approved mileage is for officers who take home their vehicles. The current mileage in the union contract is 45 miles from the city limits.

Deputy Chief Salbidrez noted that there is not an existing fleet replacement policy. The mileage is not in the policy as it is mandated by the union contract for take home vehicles.

Dr. Mier offered a recommendation for the wording to be reviewed as the verbiage includes more administrative detail vs. the policy wording. It was also recommended that the policy would be more precise and clear if the take home policy and mileage documentation was not included in the Fleet Replacement Policy.

Deputy Chief Salbidrez clarified that the vehicle take home policy is not in the draft fleet replacement policy; the City Manager was provided a memorandum with supporting documentation and comparisons from other cities and states for review.

The Chair said that an important element to document in the policy is to indicate how many miles and how many vehicles drive 45 minutes or further which leads to the wear and tear on the vehicle.

Chief Garcia stated that more than 60% live in the Santa Fe area and approximately 40% outside of the city limits.

The Chair would like to have the number of vacancies in the Police Department and how many of the candidates live in the city.

B. Downtown Transit Center-Sheridan, program report (Faith Okuma & Chrissy Scarpitti, Surrounding Studio & Tyler Aston, Wilson & Company)

The primary changes are eliminating all of the parking on the east-side and shifting the traffic to the east side, there will be a bus specific lane, widen the sidewalk on the west side which will provide a 20' corridor. The roadway will shift to the east with parking being eliminated, buses will swing around to the west side, pedestrians will be on the Westside. There is also drainage; there will be low pedestrian lighting. There will be signage on Palace that they cannot head north on Sheridan. The museum will also need to be accommodated on their dock arrangement for receiving. There will also be landscaping and water harvesting that can be included in the project.

Mr. Mizrahi asked what the timeframe is to have this completed. Ms. Okuma said they would like to have construction drawings done by April 2015 and approvals from the city by May 2015.

The Sheridan location will be closed during the construction. There are alternative sites that have been used in the past for this Sheridan function. Parking has been discussed with the neighboring business in that area. The entry to the parking area on Sheridan for the Lincoln Center will be relocated to the north side.

There are 4 shelters that have been designed to provide ADA access to the buses. (In-depth discussion and explanation by Ms. Okuma from the design renderings for the PSC members to review).

This design is to provide more safety and ADA access.

Dr. Mier asked, regarding public safety and the issues in the past where there were transients and individuals who were intoxicated. The question was if there is something that can be done to discourage this type of population and how to promote public safety. Ms. Okuma said that the discussion is an internal city topic that is being discussed for the safety to the individual using the services. Ms. Okuma also mentioned that there is already SFPD foot traffic and there might be a consideration to have the police officers extend their safety walks to this area.

Dr. Mier asked how does this rendering lend to those who will be travelling in the cold months. Ms. Okuma said that it will be a covered area but could not address if it would be a heated area.

The Chair gave his compliments to the staff and design firm; it is a great project.

It was noted that Transit is working with the federal government for any opportunities for funding.

***Mr. Harris moved to recommend approval of the project as presented, second by Mr. Mizrahi, motion carried by unanimous voice vote.***

- C. Proposed ordinance relating to the City of Santa Fe Animal Services ordinance, Chapter 2 SFCC 1987; amending Section 5-8 to establish that it is unlawful to use certain types of trapping devices within the municipal boundaries of the City of Santa Fe (Councilor Lindell, Animal Services Manager Johnny Martinez)

***Dr. Mier moved for approval of the proposed ordinance, second by Mr. Mizrahi, motion carried by unanimous voice vote.***

- D. Proposed resolution directing the City of Santa Fe Fire Department to explore the options for establishing a comprehensive plan for a long-term community protection initiative (“CPI”) and report back to the governing body its findings and recommendations, including the fiscal impact for establishing and maintaining such a program (Mayor Gonzales, Councilors Rivera, Ives, Dimas, Bushee and Lindell and Andres Mercado)

Chief Litzenberg spoke on behalf of Andres Mercado. Chief Litzenberg read the bullet points from the proposed resolution. (Exhibit C). The resolution is calling for generalized support, the pilot proved successful.

Mr. Arellano asked how this would be financed. The Chief said they have been doing this with current resources and Officer Mercado has handled this process efficiently.

Mr. Arellano asked who would pay for the insurance should there be any liability incurred when dispensing medication. The Chief said that he did not see a risk factor. Much of what the Fire Department does is not medical care, it is more preventive safety precautions; and medication evaluation and recommendations are not being done by the Fire Department.

The Chair is in strong support of this program.

***Mr. Mizrahi moved to approve the proposed resolution directing the City of Santa Fe to explore the options for establishing a comprehensive plan for a long-term Community Protection Initiative (CPI) and report back to the Governing Body of its findings and recommendations, second by Mr. Arellano, motion carried by unanimous voice vote.***

- E. Proposed resolution directing staff to design and implement a pilot project to install and evaluate green bicycle lanes markings at high-risk intersections within the City of Santa Fe; authorizing a designation of up to \$50,000.00 of CIP on-road bicycle improvement funds for the pilot project; and conduct a study of Santa Fe street’s and roadways to determine the feasibility of implementing projecting bike lanes throughout the City (Mayor Gonzales, John Alejandro and Keith Wilson)

Staff will work with BTAC to evaluate which roads are the high traffic areas.

Mr. Mizrahi supports this concept and is happy to see that this is under recommendation.

The Chair said he supports the concept strongly but does not support the \$50,000 cost to paint green. The Chair asked how many officers enforce the laws for bicyclist.

Chief Garcia said he does not have the exact number but they do have enforcement of pedestrian and bicyclist action.



The Chair would like to have a number for how many accidents were fatal with actual vehicles on the road. Chief Garcia will get those numbers for Councilor Dimas.

Mr. Romero, Traffic Engineer said that the green marking is a new strategy. The high crash areas are happening at random locations. The intent of the resolution and pilot project is to put them at areas where we perceive have a crash potential and evaluate it. It would be hard to find an intersection that has 5 crashes a year that can't be done.

The Chair feels that there is a lot more that needs to be determined and studied before you pay \$50,000 before you paint green.

Mr. Alejandro said that there is a plan to continue to do a feasibility project to evaluate and assess many of the questions that are being asked.

Keith Wilson: MPO – data from 2004 – 2008 there were about 138 bicycle crash accidents. Plan was to research the current accident ratings from 2008 forward. The Paint markings indicate that the bicyclist positions himself better when there are clear markings. The plan is to identify those locations where accidents could happen. Comments received are that they are not feeling safe when they bicycle and we want to make them feel more comfortable and make it safer for them to complete their treat. The resolution will drive the answers to the questions being asked.

Mr. Mizrahi said it would be beneficial if the intersections could be identified, work with the Chief's office on what history is available.

Mr. Wilson said that the \$50,000 is part of an approved \$250,000 CIP funding that was for on road.

The Chair feels that the resolution is not worded in an order to be followed.

Mr. Wilson: There are two separate things, green markings are one strategy and the identity for protective bike lanes is the 2<sup>nd</sup> endeavor. Again, the second is referred to as a feasibility study for road protection, where do the lanes fit in for bike safety.

***Dr. Mier moved to approve the proposed resolution directing staff to design and implement a pilot project to install and evaluate green bicycle lanes markings at high-risk intersections within the City of Santa Fe; authorizing a designation of up to \$50,000.00 of CIP on-road bicycle improvement funds for the pilot project; and conduct a study of Santa Fe street's and roadways to determine the feasibility of implementing projecting bike lanes throughout the City, second by Mr. Harris, vote is 3 in favor -2 opposed, motion carries.***

Discussion:

The Chair and the Public Safety Committee members recommended that education be implemented to assure that the community knows what the green striping means. Mr. Alejandro said they will be working with a National Company who have done successful public education campaign for the Bicycle Green lanes. Mr. Wilson said he could certainly guarantee that a public education campaign will be publicized.

6. Matters from Municipal Court  
Report included in packet.
7. Matters from Police Chief Eric Garcia
  - A. Certificate of Appreciation-Officer Laurie Kovach presented by Sgt. Baker  
(Description of services provided by Officer Kovach read verbally and made a difference in a matter of life and death).
  - B. Certificate of Appreciation-Hanson Lumber – Judah Montano  
Officer Reynosa and Mr. Hanson from Hanson Lumber  
(Description of services provided by Mr. Reynosa) Mr. Hanson donated firewood for an individual who was living in a home without any heat. Mr. Reynosa reaches out to help our elderly in the community. There was also an anonymous individual who came forward and paid her past bill and her bill till the end of the year for her heat.
8. Matters from Fire Chief Erik Litzenberg  
Happy Holidays to the PSC members see you in 2015.
9. Matters from the Santa Fe Police Officers Association  
Nothing to report.
10. Matters from the Santa Fe Firefighters Association  
Nothing to report
11. Matters from the Regional Emergency Communications Center - Ken Martinez  
Mr. Martinez provided the statistics for the month of November and stated that a lot of the calls for the drug line are coming in through the 911line. 28 calls were answered in November; 18 received in December with a total of 250 from the drug tip line.

The Chair asked when the stickers would be placed on the units. Chief Garcia explained the school project attached to this endeavor and once the best sticker is selected they will be placed on the units. The Chair wanted to know if the utilities have been contacted to talk about suspicious cases. The Chief said they stated with UPS, Fed Ex and will continue with the utilities. Dr. Mier would like to have copies of those bumper stickers when the winner has been identified from the school program.

Mr. Arellano would like a tour in 2015.

12. Matters from City of Santa Fe Emergency Manager Andrew Phelps  
FEMA approval was approved for the hazard mitigation plan and it is good for 5-years. Thank you to the PSC and the city council.

Mr. Arellano would like to be invited to any training in the future. Mr. Phelps said he would bring the calendar to the January meeting.

13. Matters from Committee Members  
Thank you to the City Police and Fire Department for the work that they do.

Mr. Arellano wants to know whom he speaks to for signage concerns at Camino Entrada. Chief Garcia will take note and refer it to the appropriate agency in the city.

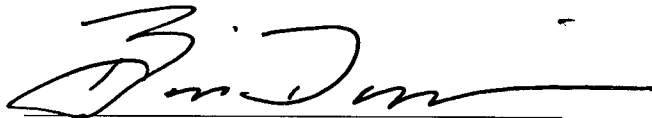
Mr. Arellano said he has a concern about the pedestrians on the plaza by La Fonda; they don't pay attention to the walk signs.

14. Communications from the Floor  
None

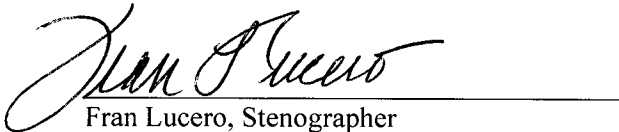
15. Adjournment

There being no further business to come before the Public Safety Committee, the meeting was adjourned at 6:00 pm.

Signature Page:



Councilor Bill Dimas, Chair



Fran Lucero, Stenographer

# City of Santa Fe, New Mexico

# memo

DATE: October 15, 2014

TO: Public Safety Committee

VIA: \_\_\_\_\_  
Brian Snyder, City of Santa Fe Manager  
\_\_\_\_\_  
Eric F. Garcia, City of Santa Fe Police Chief

FROM: \_\_\_\_\_  
Mario Salbidrez, City of Santa Fe Police Deputy Chief

RE: Fleet Replacement Policy (Informational)

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## **Background and Summary:**

During September Council Meetings, the Santa Fe Police Department was tasked with developing a policy to guide the purchase of vehicles and equipment associated for said vehicles. The deadline established by council was two months from the date of approval of 20 new vehicles for police and animal services.

## **Current Department Practice:**

The current practice of the police department is to evaluate the age and mileage of the vehicle for replacement. The general guidelines for age are any vehicle 5 years or older and 100,000 miles or greater is considered for replacement. Although, we do have vehicles that are older the 5 years and still maintain them within the fleet because of low mileage. These older vehicles with low mileage are assigned to PCR, Investigations, and/or Traffic Officers; who use said vehicle less than a patrol officer or in the case of traffic officers have a motorcycle.

Another considering factor, is a vehicle that is more often in the shop and not on the field. The practice has been to try to get said vehicle fixed during warranty period, but if problems still continue the vehicle is considered for replacement. Currently there is no bottom line, on cost, that guides the department as to when to consider the vehicle a loss and stop spending money on repairing a problematic vehicle.

## **National Practice:**

The police department drafted a policy after reviewing national standard practices of agencies fleet replacement policies. The following information was learned during said research:

Ada County, Idaho – 80,000 miles

Boise, Idaho PD – 80,000 miles

*Exhibit A*

California Highway Patrol – 75,000 miles  
Idaho State Police – 85,000 miles  
Kansas Highway Patrol – 45,000-50,000 miles  
Kent, Washington, PD – 45,000 miles  
Las Vegas Metro PD – 45,000 miles  
Michigan State Police – 60,000 – 70,000 miles  
Missouri Highway Patrol – 45,000 – 50,000 miles

Montana Highway Patrol – 87,000 miles  
Nevada Highway Patrol – 80,000 miles  
Oregon State Police – 90,000 miles  
South Dakota highway Patrol – 80,000 miles  
Washington State Patrol – 75,000 miles  
Wyoming Highway Patrol – 100,000 miles

The Municipality of Mt. Lebanon, in a 2012 fleet replacement proposal, states, “Police sedans are more than a means of transportation they are the lifeline for the community and its police force.... After three years of continuous service these Patrol Vehicles are ready to be replaced.”

### **Comparable Agency:**

The Las Cruces Police Department (LCPD) is slightly larger than the Santa Fe Police Department with 200 commission officers. In discussing with Mr. Mike Cano, Fleet Manager for LCPD, he explained the department does not have a policy on fleet replacement. Instead, Mr. Cano stated that for the last 10 years LCPD begins replacement procedures/requests at 95K miles and/or when the age of the vehicle is 6 to 7 years old.

### **Vehicle Take Home Policies:**

In addition to looking at standard practices regarding fleet replacement, the departments take home policy was compared to those of surrounding and comparable agencies in the state. The following was learned:

- Santa Fe County Sheriff's Office – 29 miles from county line;  
Cost of Living – SAME
- Bernalillo County Sheriff's Office – 50 mile radius from I-25 and I-40;  
Cost of Living – 18% Cheaper; Housing 39% Cheaper (Rio Rancho)  
Cost of Living – 16% Cheaper; Housing 36% Cheaper (Albuquerque)
- Los Alamos County/City Police Department – 40 miles from county line;  
Cost of Living – 4% Cheaper; Housing 10% Cheaper (Los Alamos)
- Las Cruces Police Department – 10 miles from city limits.  
Cost of Living – 23% Cheaper; Housing 49% Cheaper (Rio Rancho)

### **Objectives:**

- Create a policy to ensure the acquisition control and maintenance of department's fleet is maximized;
- Provide a mechanism in which funding is available, in advance of the need, to replace vehicles;
- Provide a tool to ensure safe and reliable vehicles;

- Provide a recommendation of timely acquisition and removal/disposal of vehicles;
- Provide a forecast of the number of vehicles reaching replacement criteria's.

### **Historical Replacement Cost:**

The cost for replacement of vehicles from year to year has varied for the department. The police department spent the following in given fiscal year:

FY 11/12 –

- Requested: \$102,00;
- To Purchase: 2 vehicles/equipment.
- Approved

FY 13/14 –

- Requested: \$1,082,104;
- To Purchase: 25 vehicles/equipment.
- Approved

FY 12/13 –

- Requested: \$1,440,206;
- To Purchase: 30 vehicles/equipment.
- Approved

FY 14/15 –

- Requested: \$853,922;
- To Purchase: 20 vehicles/equipment.
- Approved

### **Proposed Policy:**

The department drafted a recommended guideline for evaluating replacement, which is based on Fleet/Equipment Replacement Evaluation using a five prong criteria system: age, mileage, maintenance cost, condition, and Comments and Other Consideration(s). The criteria requires that if at any point a vehicle meets three of the five criteria's outlined, the vehicle should be replaced.

The following is an explanation of the rating criteria:

**Age:** Is based on the manner in which the vehicle is operating in, national averages, and what affords the City to maximize the amount it receives in resale.

**Mileage:** Is based on national averages, the manner in which the vehicle is operating in, and what affords the City to maximize the amount it receives in resale.

**Maintenance Cost:** Criteria established through the Fleet Manager and maintenance personnel. Considerations are the cost of repair versus current value. Criteria are documented with a Vehicle/Equipment Evaluation Summary Report.

**Conditions:** A physical evaluation will be conducted and documented by the Fleet Manager to determine if each vehicle meets or exceeds base standards. Base standards include: Age, Mileage and Maintenance Costs.

**Comments and Other Considerations:** The Fleet Manager can/will make any recommendation for replacement based on vehicle history, mileage, maintenance/repair costs, technological changes, safety items, etc. that should be considered in an evaluation.

Furthermore, a 'Vehicle/Equipment Evaluation Summary Report' has been created. The report will be completed noting facts about the vehicle, and establishing a recommendation for replacement or removal from fleet inventory with no replacement request. The report will be maintained by the fleet manager for historical information.

Additionally, the policy establishes a 13% reserve of vehicles in fleet; excluding special response vehicles. This allows for fleet to provide three loaner vehicles to patrol, one to traffic (support operations), three to the city warehouse who allow officers to use while the officers vehicle is being serviced, two to investigations, and the remainder as reserve. The reserve serves as replacement for vehicles that are out of service permanently.

Lastly, the policy directs continuous review of fleet inventory and assessment. The intent is to identify vehicles that are no longer needed for a particular police service and/or a different vehicle has been identified that better serves a particular need. The assessment should aid in streamlining vehicle inventory needs and lower maintenance costs.

### **Cost:**

In reviewing the current fleet inventory, I identified 43 vehicles that should be removed because of age, mileage, condition and cost for repair; although, I am not recommending all 43 be replaced. By removing the 43 vehicles, the department's fleet goes from 252 to 209; excluding special operations vehicles (i.e. Bearcat and Farber). Therefore, to comply with the policy the department would need to purchase one vehicle, for a total of 210 vehicles, in current fiscal year.

Cost: \$50,000 (approximately) with equipment.

For Fiscal Year 15/16, under this policy, the projection is there will be approximately 30 vehicles needing replacement because of mileage, age, condition, and/or recommended by the fleet manager.

Cost: \$1.5 million (approximately) with equipment.

### **Conclusion:**

The purpose of submitting the proposed policy is to satisfy the request of the governing body and to solicit feedback to improve and/or adopt or not the fleet policy.



## Vehicle/Equipment Evaluation Summary Report

Unit # \_\_\_\_\_ Evaluation/Report Date \_\_\_\_\_

Department Assignment \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model \_\_\_\_\_

Description/Use: \_\_\_\_\_

### Summary Values

Age: \_\_\_\_\_ Base Age (Refer to Policy): \_\_\_\_\_

Mileage: \_\_\_\_\_ Base Mileage (Refer to Policy): \_\_\_\_\_

### Maintenance Cost: (Attach History Report from Warehouse)

Purchase Cost: \_\_\_\_\_ Total Maintenance & Repair: \_\_\_\_\_

Condition Evaluation (from reverse)

Book Value: \_\_\_\_\_ Estimated Repair Cost: \_\_\_\_\_

Comments and other considerations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fleet Manager's Recommendation:

\_\_\_\_\_  
Fleet Manager Signature

\_\_\_\_\_  
Date

☐ REPLACE

☐ DO NOT REPLACE, Remove from Fleet Inventory

\_\_\_\_\_  
Deputy Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

☐ Approved ☐ Not Approved

☐ Approved ☐ Not Approved



**TITLE: Fleet Replacement Policy**

**CODIFIED:**

**EFFECTIVE:**

**RESCINDS/AMENDS:**

**PAGES:**

## **PURPOSE**

To establish guidelines for operation for the Fleet Replacement Program by maintaining vehicles, replacing vehicles based on their mileage, safety rating, years in fleet, division and usage. The guidelines are based on an Equipment Replacement Evaluation and a five prong criteria.

## **DISCUSSION**

The Santa Fe Police Department's goal is to ensure the safety of the employees and community by issuing vehicles within the fleet that are well maintained and replaced appropriately. The Santa Fe Police Department's goal is to be as effective and efficient in the replacement of vehicles as possible.

## **POLICY**

This policy applies when selling, operating, converting or replacing vehicles belonging to the Fleet Replacement program. The policy applies to the Santa Fe Police Department employees.

## **PROCEDURE**

### **Fleet Replacement Schedule**

87 At the direction of the Chief of Police, the Fleet Manager will be in charge of the Fleet Replacement Program.

- A. The Fleet Manager will supply quarterly reports to the Chief of Police, or his designee in reference to the condition of the fleet. These reports will include, but not be limited to; current mileage of vehicles, vehicles in need of replacement due to condition issues, vehicles forecasted to incur 100,000 miles within the year, cost of replacement, maintenance cost, vehicles set for auction, fleet assignment, and fleet usage.
- B. The Fleet Manager will ensure that vehicles going to auction will be prepared for auction in a reasonable amount of time. This will include having all equipment and Santa Fe Police markings removed upon decision to remove from the fleet, to make the auction process efficient. Once it is decided that a vehicle will be removed from fleet, the Fleet Manager will have 60 days to prepare the vehicle. The Chief of Police will make exceptions as to what vehicles will not go to auction.
- C. The Fleet Manager will ensure that vehicles that are being converted or recycled for another department's use are prepared in a reasonable amount of time. This will include having all equipment and Santa Fe Police markings removed upon decision that a vehicle will be removed from the fleet

87 It is recommended that vehicles be evaluated for replacement based on a Fleet/Equipment Replacement Evaluation and a five prong criteria system: age, mileage, maintenance cost, condition, and Comments and Other Consideration(s). At any point a vehicle meets three of the five criteria's outlined, the vehicle should be replaced.

- Age: Is based on the manner in which the vehicle is operating in, national averages, and what affords the City to

maximize the amount it receives in resale.

- Mileage: Is based on national averages, the manner in which the vehicle is operating in, and what affords the City to maximize the amount it receives in resale.
- Maintenance Cost: Criteria established through the Fleet Manager and maintenance personnel. Considerations are the cost of repair versus current value. Criteria are documented with a Vehicle/Equipment Evaluation Summary Report.
- Condition: A physical evaluation will be conducted and documented by the Fleet Manager to determine if each vehicle meets or exceeds base standards. Base standards include: Age, Mileage and Maintenance Costs.
- Comments and Other Consideration(s): The Fleet Manager can/will make any recommendation for replacement based on vehicle history, mileage, maintenance/repair costs, technological changes, safety items, etc. that should be considered in an evaluation.

Finally, it is recommended there may be cases where new technology or features on new equipment might increase productivity or provide other benefits to the City that might make replacement a viable option.

87. It is recommended Vehicles issued to Santa Fe Police Department's patrol division be retained for 5 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

- A. It is recommended that the Santa Fe Police Department motorcycles be retained for 60,000 miles at which point they will go to auction, unless otherwise deemed by the Chief of Police.
- B. It is recommended that vehicles assigned to Santa Fe Police Department Traffic Division be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

C. It is recommended that vehicles assigned to Santa Fe Police Department DWI unit will be retained for 5 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

D. It is recommended that vehicles assigned to Santa Fe Police Department Criminal Investigations be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

E. It is recommended that vehicles assigned to Santa Fe Police Department Administration be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

F. It is recommended that vehicles assigned to Santa Fe Police Department Police Community Relations be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

G. It is recommended that Santa Fe Police Department specialty response vehicles to include, but not limited to the SWAT Bearcat, EOD vehicle, Mobile Command Post, all- terrain vehicles and the Mobile Crime Scene Unit shall be exempt from the mileage recommendation. These vehicles will be evaluated based upon mileage, years, usability, condition and cost.

H. It is recommended that Santa Fe Police Department vehicles issued to civilians be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

I. It is recommended that Santa Fe Police loaner vehicles be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

J. It is recommended that Santa Fe Police Department transport vans and vehicles be retained for 7 years/100,000 miles at which

point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

- K.** On a case by case basis, if a vehicle exceeds 100,000 miles it may be recycled or converted for a different use within the police department or the City of Santa Fe if deemed by the Chief of Police.
- L.** Auxiliary equipment placed inside vehicles will be monitored for continued use and determined if replacement is a consideration based on condition and industry standards life span. Obsolete equipment will be replaced and/or updated if it deemed appropriate by the Chief of Police or his designate.
- M.** It is recommended that vehicles assigned to the Animal Control Division be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

**87** If a vehicle is considered unsafe, or the cost to maintain/repair the vehicle exceeds the value of the vehicle, an exception to the recommended year and mileage policy will be made by the Santa Fe Police Department's Fleet Manager.

- A.** The decision to make an exception to the Fleet Replacement Criteria shall lie with the Fleet Manager. Criteria should serve as a guide and should no way be interpreted as a substitute for maintenance evaluation and recommendations. Documentation shall be made with the Fleet Evaluation Summary Report and shall be the responsibility of the Fleet Manager. Replacement of the vehicle before 100,000 miles will be made in conjunction with information from vehicle inspections, recommendation from the City of Santa Fe warehouse logs, body repair shop costs, Risk Management, and any outside entity that has serviced the vehicle.
- B.** Vehicles must be maintained in accordance to policy and inspections must be adhered to according to 87.1 Police Vehicles.

**87.** At all times there will be a minimum of a 13% of total fleet, to exclude those listed in "G", on reserve ready for issue at the Huey Lot.

**A.** The 13% reserve of fleet will be based on the number of sworn personnel that are employed by the Santa Fe Police Department. This number will not reflect specialty response vehicles that are not issued to employees.

**B.** The reserve fleet will be utilized, but not limited to, loaner vehicles, and new hire issuance.

**87** On a continuous bases, the department will evaluate if vehicles are to be replaced or removed from fleet inventory because the need for such vehicle is no longer present. The Fleet Manager will recommend replacement or removal from fleet inventory on the Vehicle/Equipment Evaluation Summary Report.

# City of Santa Fe, New Mexico

## LEGISLATIVE SUMMARY

BILL NO. 2015-\_\_

Trapping

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**SPONSOR(S):** Councilors Lindell and Bushee

**SUMMARY:** The bill relates to the City of Santa Fe Animal Services Ordinance, Chapter 5 SFCC 1987. The bill proposes to amend Section 5-8 to establish that it is unlawful to trap animals on city property and to establish that it is unlawful to use certain types of trapping devices within the municipal boundaries of the city of Santa Fe.

**PREPARED BY:** Rebecca Seligman, Legislative Liaison Assistant

**DATE:** December 10, 2014

**ATTACHMENTS:** Bill

*Exhibit B*

1 CITY OF SANTA FE, NM

2 BILL NO. 2015-\_\_\_\_

3 INTRODUCED BY:

4  
5 Councilor Signe Lindell

6 Councilor Patti Bushee

7  
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9  
10 AN ORDINANCE

11 RELATING TO THE CITY OF SANTA FE ANIMAL SERVICES ORDINANCE, CHAPTER  
12 5 SFCC 1987; AMENDING SECTION 5-8 TO ESTABLISH THAT IT IS UNLAWFUL TO  
13 TRAP ANIMALS ON CITY PROPERTY AND TO ESTABLISH THAT IT IS UNLAWFUL  
14 TO USE CERTAIN TYPES OF TRAPPING DEVICES WITHIN THE MUNICIPAL  
15 BOUNDARIES OF THE CITY OF SANTA FE.

16  
17 BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

18 Section 1. Section 5-2 SFCC 1987 (being Ord. ##1979-2, § 4-2, as amended) is  
19 amended to incorporate the following definition:

20 *Domestic animal* means an animal that is sufficiently tame to live with humans, such as a dog  
21 or cat, or one that can be used to contribute to a family's support, such as a cow, chicken, or horse.

22 Section 2. A new Subsection 5-8.13 is ordained to read:

23 5-8.13 [NEW MATERIAL] Trapping .

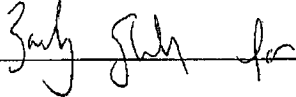
24 A. It is unlawful for any person to trap animals on city property.

25 B. It is unlawful for any person, within the municipal boundaries of the city of Santa Fe,

1 to trap any animal using strangulation snares, steel jaw traps, other body gripping traps or any trap  
2 with the potential to injure, maim or kill any domestic or wild animal.

3 C. This subsection does not apply to trapping performed by government officials  
4 carrying out their official duties.

5 APPROVED AS TO FORM:

6  
7  for  
8 KELLEY A. BRENNAN, CITY ATTORNEY

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*M/Melissa/Bills 2014/Trapping\_111014*

# City of Santa Fe, New Mexico

## LEGISLATIVE SUMMARY

Resolution No. 2015-\_\_

### Community Protection Initiative

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**SPONSOR(S):** Mayor Gonzales Councilor Rivera, Ives, Dimas, Bushee and Lindell

**SUMMARY:** The proposed resolution directs the City of Santa Fe Fire Department to explore the options for establishing a comprehensive plan for a long-term Community Protection Initiative ("CPI") and report back to the Governing Body its findings and recommendations, including the fiscal impact for establishing and maintaining such a program.

**PREPARED BY:** Rebecca Seligman, Legislative Liaison Assistant

**FISCAL IMPACT:** No

**DATE:** December 11, 2014

**ATTACHMENTS:** Resolution

*Exhibit C*

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2015-\_\_\_\_**

**INTRODUCED BY:**

Mayor Javier Gonzales	Councilor Chris Rivera
Councilor Peter Ives	Councilor Bill Dimas
Councilor Patti Bushee	Councilor Signe Lindell

**A RESOLUTION**

**DIRECTING THE CITY OF SANTA FE FIRE DEPARTMENT TO EXPLORE THE  
OPTIONS FOR ESTABLISHING A COMPREHENSIVE PLAN FOR A LONG-TERM  
COMMUNITY PROTECTION INITIATIVE ("CPI") AND REPORT BACK TO THE  
GOVERNING BODY ITS FINDINGS AND RECOMMENDATIONS, INCLUDING THE  
FISCAL IMPACT FOR ESTABLISHING AND MAINTAINING SUCH A PROGRAM.**

**WHEREAS**, the City of Santa Fe Fire Department provides quality emergency medical services to the residents of and visitors to the city of Santa Fe; and

**WHEREAS**, statistics show that the burden on the City of Santa Fe emergency response system has risen consistently and dramatically over the last decade; and

**WHEREAS**, there is documented evidence that the burden on the medical and public health systems has also risen dramatically over the last decade; and

**WHEREAS**, in Santa Fe, 0.3% of the City's residents are responsible for 18% of total Emergency Medical Services (EMS) calls; and

**WHEREAS**, EMS-based community health initiatives undertaken in communities



1 throughout the United States have been shown to improve health outcomes for vulnerable patient  
2 populations, including low income families, seniors, and the homeless, many of whom rely heavily on  
3 the emergency medical system to treat medical problems that could have been avoided with a  
4 minimum of basic preventative care; and

5       **WHEREAS**, EMS is the unique domain of practice that represents the intersection of health  
6 care, public health, and public safety and represents an expansion of the traditional notion of  
7 emergency medical services as simply an emergency response system; and

8       **WHEREAS**, proactive prevention, community health outreach, and other “high impact”  
9 services such as those provided by community paramedics have been demonstrated to reduce  
10 healthcare costs for emergency system “high utilizers” by as much as 84 percent; and

11       **WHEREAS**, the contributions of promotoras and other community-based health workers to  
12 the individual and community health of disenfranchised populations is increasingly being recognized  
13 and leveraged by healthcare providers and insurers throughout New Mexico; and

14       **WHEREAS**, the prompt and measurable improvement in health outcomes and reductions in  
15 healthcare costs arising from EMS-based community health make such programs ideal candidates for  
16 public/private partnerships including Social Impact Bonds and shared savings arrangements with  
17 health insurers and emergency departments; and

18       **WHEREAS**, the City of Santa Fe Fire Department launched a community health pilot  
19 program called the Community Protection Initiative (CPI) in May, 2014 and that program has  
20 demonstrated significant benefit to the health of the community by serving patients in critical need of  
21 medical and community support; and

22       **WHEREAS**, Fire Department personnel, through the pilot program, have undertaken  
23 significant efforts to define how to best serve the needs of Santa Fe on a long-term basis; and

24       **WHEREAS** to develop a long-term CPI, staff needs to explore such issues that include, but  
25 are not limited to:

- 1       • developing community health protocols;
- 2       • designing community health programs that would meet the needs of the community;
- 3       • meeting with community stakeholders;
- 4       • attracting highly qualified personnel who have expressed interest in joining a long-term
- 5       CPI;
- 6       • examining community health programs in other jurisdictions;
- 7       • preparing a comprehensive plan that articulates the manner and costs involved in fully
- 8       developing a long-term program; and

9       **WHEREAS**, emergency medical service providers may find it increasingly effective to  
10      redirect certain patients from a hospital emergency room to more appropriate facilities, or to provide  
11      specific and directed services without a transport to a facility; and

12      **WHEREAS**, the Affordable Care Act supports the idea of creative solutions to healthcare  
13      delivery through many initiatives; and

14      **WHEREAS**, the Affordable Care Act authorizes new forms of Medicare and Medicaid  
15      payments to create medical care systems that are more accessible to patients and accountable for  
16      reducing overall costs of healthcare; and

17      **WHEREAS**, the changes in healthcare resulting from the Affordable Care Act have the  
18      potential to transform emergency medical service organizations; and

19      **WHEREAS**, the Governing Body believes that, given the right support, the Fire  
20      Department's Community Protection Initiative would help protect against the loss of life and promote  
21      a healthier and happier lifestyle in the city of Santa Fe.

22      **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
23      **CITY OF SANTA FE** that Fire Department staff is directed to:

- 24      1.       Continue and refine its examination of a comprehensive community health initiative
- 25      that would best serve the needs of the City.

2. Collaborate with other City departments and community partners that would make this program successful and sustainable.

3. Within sixty (60) days of adoption of this resolution, report back to the Governing Body its findings and recommendations, including the fiscal impact for establishing and maintaining such a program.

PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2015.

JAVIER M. GONZALES, MAYOR

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

KELLEY A. BRENNAN, CITY ATTORNEY

# City of Santa Fe, New Mexico

## LEGISLATIVE SUMMARY

Resolution No. 2015-\_\_

Protected Bike Lanes

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**SPONSOR(S):** Mayor Gonzales

**SUMMARY:** The proposed resolution directs staff to design and implement a pilot project to install and evaluate green bicycle lane markings at high-risk intersections within the city of Santa Fe; authorizes a designation of up to \$50,000 of CIP on-road bicycle improvement funds for the pilot project; and directs staff to conduct a study of Santa Fe's streets and roadways to determine the feasibility of implementing protected bike lanes throughout the city.

**PREPARED BY:** Rebecca Seligman, Legislative Liaison Assistant

**FISCAL IMPACT:** Yes

**DATE:** December 10, 2014

**ATTACHMENTS:** Resolution

*Exhibit D*

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1 positioning themselves more accurately as they travel across intersections and through conflict areas,  
2 but no notable negative operational effects; and

3       **WHEREAS**, research has also shown that bicyclists and motorists both have a positive  
4 impression of the effect of the green colored pavement, with bicyclists saying that they feel safer  
5 when it is present, and motorists saying that it gives them an increased awareness that bicyclists might  
6 be present and where those bicyclists are likely to be positioned within the traveled way; and

7       **WHEREAS**, the national project known as the Green Lane Project has been successful  
8 through the partnership of public and private institutions that have implemented and maintained  
9 protected bike lanes in 24 states, 53 cities, and 20 small communities; and

10       **WHEREAS**, protected bike lanes, also known as “cycle tracks”, are unique bicycle lanes  
11 that may be either one- or two-way which are physically protected and separated from standard motor  
12 vehicle traffic lanes, with protection being provided in various forms such as buffered space with flex  
13 posts, a curb, a parking strip, planters, or other vertical separation; and

14       **WHEREAS**, the Santa Fe Metropolitan Bicycle Master Plan states that “the MPO will work  
15 with member agencies to stay abreast of the latest research in the development of best practices for  
16 bicycle facilities and to identify opportunities to put such practices into use in the Santa Fe MPO  
17 area”; and

18       **WHEREAS**, this includes consideration of new striping options for bike lanes and shared  
19 lanes, use of shared-lane arrows, creation of bike boulevards and means of cyclist actuation of traffic  
20 signals, and

21       **WHEREAS**, the Metropolitan Bicycle Master Plan “recommends that each MPO member  
22 legally adopt bike lanes or paved shoulders as standard on-road provisions for bicyclists on major  
23 roadways (arterials and major collectors); and

24       **WHEREAS**, the Governing Body has authorized the Bicycle and Trail Advisory Committee  
25 to recommend on-street bicycle improvements projects using \$250,000 in CIP funds; and

1       **WHEREAS**, the Governing Body desires that up to \$50,000 of such funds be designated for  
2 a green bicycle lane pilot project.

3       **NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE GOVERNING BODY**  
4 **OF THE CITY OF SANTA FE** that the Governing Body hereby authorizes a designation of up to  
5 \$50,000 of CIP on-road bicycle improvement funds for a pilot project to install and evaluate green  
6 bicycle lane markings at high-risk intersections within the city of Santa Fe, and directs staff to  
7 conduct a study of Santa Fe's streets and roadways to determine the feasibility of implementing  
8 protected bike lanes throughout the city.

9       **BE IT FURTHER RESOLVED** that staff within the Public Works Department, along with  
10 the Renewable Energy Planner, are authorized to work with the Metropolitan Planning Organization  
11 to:

12       1.       Conduct the green bicycle lane pilot project to install and evaluate green bicycle lane  
13 markings at high-risk intersections within the city of Santa Fe.

14       2.       Coordinate and partner with the Bicycle and Trails Advisory Committee and private  
15 stakeholders to help identify potential locations for the green bike lane pilot project.

16       3.       Report the findings of the pilot project to the Governing Body within 12 months of  
17 completion of pilot project.

18       4.       Report the findings of the protected bike lane feasibility study to the Governing Body  
19 within 12 months of passage of this resolution.

20       PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2014.

21  
22 \_\_\_\_\_  
23 JAVIER M. GONZALES, MAYOR  
24  
25

1 ATTEST:

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4 YOLANDA Y. VIGIL, CITY CLERK

5 APPROVED AS TO FORM:

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8 KELLEY BRENNAN, CITY ATTORNEY

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25 M/Melissa/Resolutions 2014/Protected Bike Lanes - JA-12-10-14