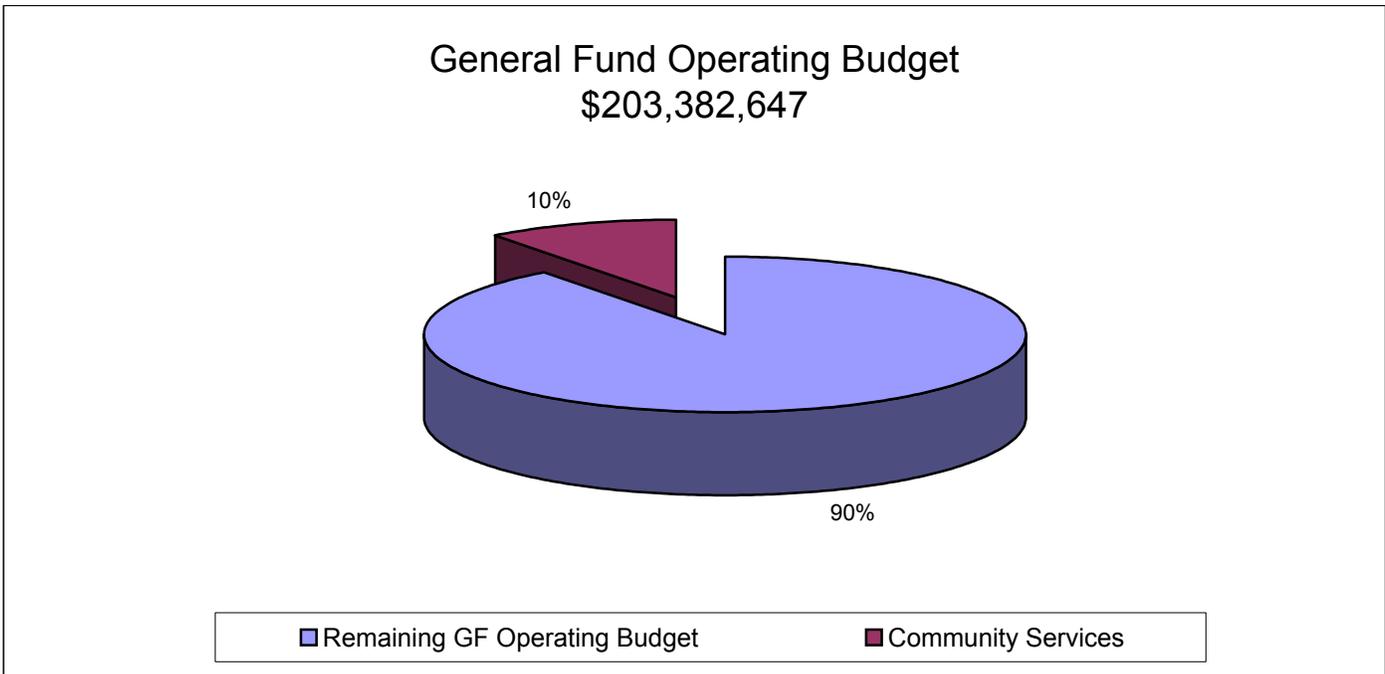


COMMUNITY SERVICES DIVISION SUMMARY

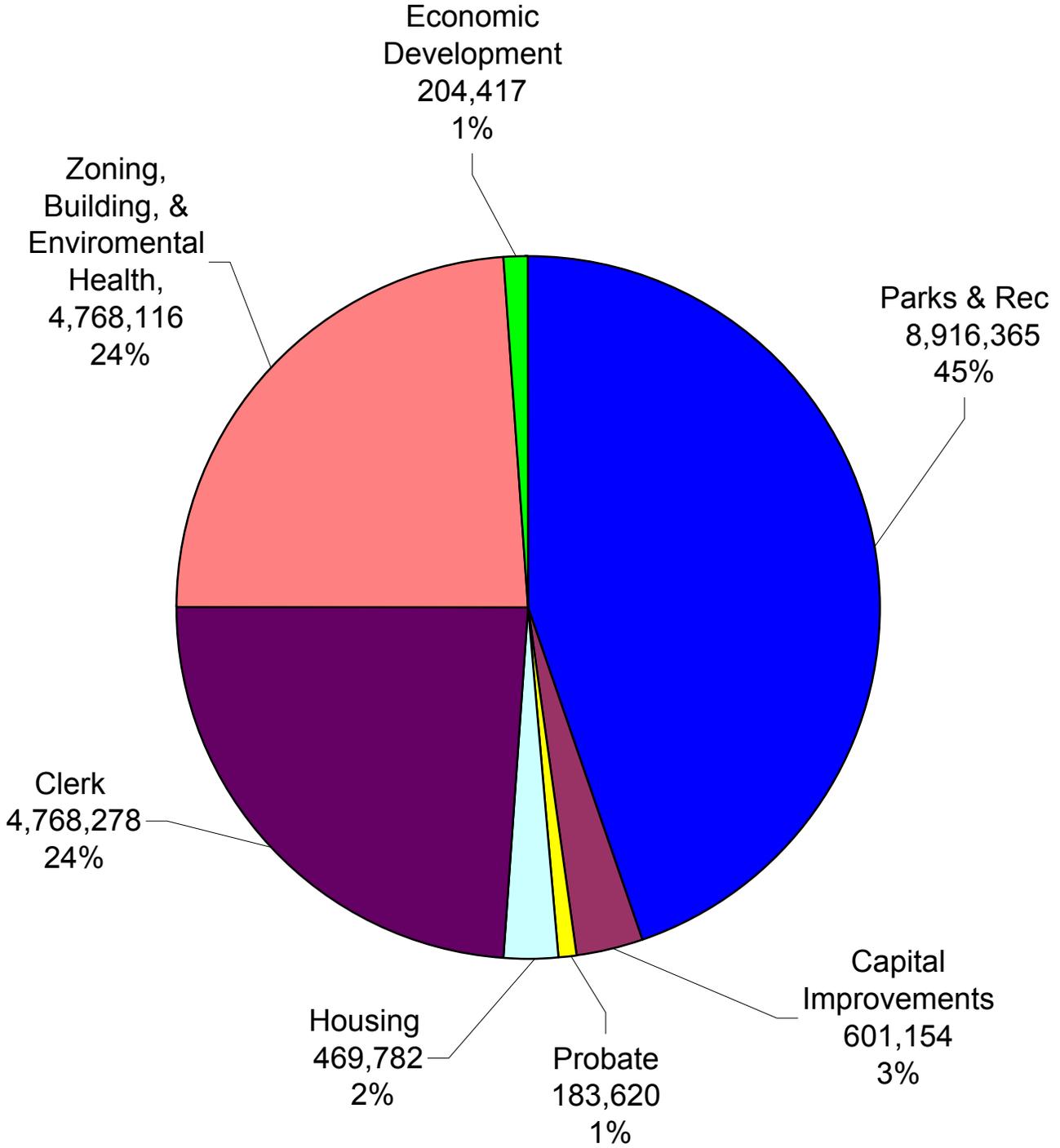
Description	Department	05/06 Actuals	06/07 Actuals	07/08 Estimated	08/09 Budget	09/10 Budget
Economic Development	360	192,902	192,546	201,181	204,417	204,417
Social Service Contracts ⁽¹⁾	220	1,074,632	917,015	854,752	837,313	837,313
Zoning, Building, & Environmental Health	320	3,389,582	3,443,291	4,204,571	4,768,116	4,768,116
Clerk	370	3,216,947	3,467,791	2,967,945	4,768,278	4,768,279
Probate	380	154,913	156,545	167,870	183,620	183,620
Capital Improvements	340	327,063	403,778	584,864	601,154	601,154
Parks and Recreation	310	8,512,573	8,041,768	8,606,316	8,916,365	8,916,364
Housing	330	110,062	139,217	157,439	469,782	469,782
Totals		16,978,674	16,761,951	17,744,938	20,749,045	20,749,045

(1) Funding from General County



FY09 Division Summary budget totals may include budget appropriations attributable to other General Fund departments as reflected on the Expenditure by Function report. The program worksheets within each division reflect actual budget appropriations. In addition, the FY09 & FY10 General County budget includes undistributed salary and insurance adjustments.

**Community Services Division
FY 09 General Fund Budget: \$19,911,732**



COMMUNITY SERVICES DIVISION

The Community Services Division oversees Economic Development, Capital Improvement Project (CIP), Special Projects, Zoning/Building/Planning and Environmental Health, Parks and Recreation, Housing and Social Services Programs. The Deputy County Manager for Community Services serves as liaison for the County Clerk and the Probate Judge.



Elected Official- County Clerk

The County Clerk is elected by voters and serves a four-year term with a two term-limit.

The County Clerk's office records deeds, mortgages, judgments, satisfactions of judgment, liens and deeds of trust. Divorce and foreclosure documents are filed in District Court.

The Clerk's office maintains a microfilm copy of public documents recorded since 1883, totaling 5.3 million documents.

Approximately 5,000 marriage licenses are issued annually. There is a fee for the license and some of the money goes to the state Children's Trust Fund, and the remaining portion to the County General Fund. The Children's Fund finances social programs for children.

Candidates for County and certain state and judicial offices file their Declaration of Candidacy with the County Clerk.

Major elections conducted by the County Clerk include the primary and general elections during each even-numbered year, and public school and CNM (formerly known as TVI) elections held in odd-numbered years. Special elections can be requested by governmental agencies in even and odd years. The County Clerk also assists with municipal elections.

The major political parties hold primary elections in New Mexico. Major political status is defined by statute and currently the Democratic Party and the Republican Party are the major political parties. In order to vote in a primary election, a voter must select one of the major political parties at the time a voter registration card is completed or updated.

The Clerk maintains the minutes of the Commission meetings for public research on behalf of the County Commission.



Elected Official- Probate Judge

The Probate Judge is a part-time elected official responsible for judicial proceedings for the informal probates of wills and the informal appointments of personal representatives. Probates are legal proceedings used to pass real and personal property on to the rightful heirs or devisees of a deceased person's estate.

The Probate Court is a court of public service where citizens can file a probate case with or without an attorney. Do-it-yourself forms are available. These forms can be downloaded free of charge from the web site, www.bernco.gov/probate_judge, or may be purchased for \$5.00 per packet. The current docketing fee to file a case is \$30.00. The Probate Judge rarely holds hearings and does not preside over jury trials or contested cases. However, the Judge is available to answer probate questions by telephone or in person. The Judge and staff serve as an important resource to the public, attorneys, and others. In addition to its judicial role in cases involving the property of deceased people, the Court assists individuals conducting title searches and genealogical searches.

In Bernalillo County, the Probate Judge historically has been an attorney and currently handles over 400 cases each year. Many thousands more inquiries and searches are handled by the Judge and staff of the Court. The County Probate Judge presides over the Court and manages the Court as a County department. Per the New Mexico Constitution, the Bernalillo County Clerk is the *ex officio* clerk of the Probate Court.

COMMUNITY SERVICES DIVISION

Capital Improvement Projects

The Capital Improvement Projects (CIP) Department is charged with the responsibility of overseeing the development; planning and vertical construction of County owned and operated facilities. The Department has been instrumental in the building of libraries, community centers, fire stations, the courthouse, District Attorney's office, Metropolitan Detention Center and other public buildings. The CIP Department is also instrumental in acquiring real estate for the County. Funding for these County projects generally comes from general obligation and/or revenue bonds, federal/state grants, legislative appropriations and impact fees. The following are some examples of capital projects in the department.

Completed Projects:

Centro Familiar Youth & Family Center (YDI)
Fisher & Smith Gymnasium
South Valley Health Commons
Juvenile Detention Center Renovation

Ongoing Projects:

Amistad Youth Crisis Shelter
Armijo Senior Center Plaza
Co-located Sheriff & Fire Department Sub-station
Highland Theater
La Mesa Medical Facility
Metropolitan Assessment Treatment Services (MATS)
Peanut Butter & Jelly Facility
Rio Grande Pool
South Valley Multipurpose Facility Services Center

Proposed Projects:

Fisher Smith Gymnasium Phase II
Whole Metro Court
Stanford Clinic
Sheriffs Department Training Academy

Economic Development

The Bernalillo County Office of Economic Development's primary function is to accommodate economic, hi-tech, commercial and industrial growth, as well as small business development and retention within the unincorporated areas of Bernalillo County. Additionally, the office works to encourage a more diversified and vital economy by providing a stable, predictable and supportive business environment through partnering with existing business and community organizations to provide support, service, information, and linkages to county services.

Economic Development is an active member in the following organizations:

- Kirtland Partnership
- Greater Albuquerque Chamber of Commerce
- Agricultural Entities
- Economic Forum
- New Mexico Organic Farmers
- Next Generation Economy
- Hispano Chamber of Commerce
- State Economic Development Planning Council
- Albuquerque Economic Development
- National Hispanic Cultural Center
- Sandia Partnership
- Kirtland Air Force Base

Bernalillo County Government is a strong supporter of new business. Working closely with the private sector and other government agencies, Industrial Revenue Bonds can be issued, allowing exemptions from property taxes and gross receipts taxes on equipment purchases. Bernalillo County has issued the 2nd largest IRB in New Mexico's history and in the last 2 years has issued over \$200 Million in Industrial Revenue Bonds with a job creation of over 4,000 new jobs. Since its inception, the County has been a guiding force for progress in New Mexico. Bernalillo County Economic Development is dedicated to a commitment of progress, financial stability, business creation/retention and the attraction of clean industry.

COMMUNITY SERVICES DIVISION



Social Services Program

Bernalillo County provides financial support for an array of social services programs provided by qualified non-profit agencies. The mission of the Social Services Program is to improve the quality of life for low and moderate income residents of Bernalillo County. For FY's 07/08 program funding was over \$1.1 million. Funds are appropriated toward various social service programs such as substance abuse prevention and rehabilitation, emergency shelter for the abused, counseling and mentoring, assistance to the homeless and their immediate families and assistance to the low income elderly. County funding is awarded on a competitive basis or other procurement methods. Social Service proposal submittals received are reviewed and evaluated with funding recommendations submitted to the County Manager. Funding recommendations are made a part of the biennial budget as approved by the Board of County Commissioners.

Indigent Care Program

The County budgets \$1 million annually for indigent care. The funding is mandated by state law and comes from gross receipt taxes. Indigent services are provided through a Partner in Health Agreement with the University of New Mexico Hospital and other community-based, non-profit health care organizations.



Housing

The Bernalillo County Housing Department administers the U.S. Department of Housing and Urban Development (HUD) Section 8 Rental Assistance Program which provides adequate rental housing to over 1850 families. Additionally, the Department manages a 21-unit mobility-impaired housing development and a 54-unit elderly housing complex in the Southwest Valley. The primary goal of the Department is to provide safe, decent and adequate housing to all of the families we assist.

The Housing Department has an ongoing "Owner-Occupied Housing Rehabilitation Program" and has

provided home improvement assistance to over 150 low-income families in Bernalillo County. Funding for the Housing Rehabilitation Program is provided by HUD, H.O.M.E. and Bernalillo County Affordable Housing funds.

The Housing Department also administers a Section 8 Homeownership Program that allows rental assistance payments to be used for mortgage payments. Housing has assisted 160 families on the Section 8 program to become homeowners since the program was implemented in July 2001. Additionally, 49 low-income families have realized the American dream of owning a home at Los Puentes and Las Glorietas two affordable housing developments located in the South Valley. The Housing Department also developed and sold 2 single family units in the North Valley.

The Housing Department also administers a Family Self-Sufficiency Program designed to assist low-income program participants and their families in becoming economically independent. The department currently has 100 families participating in this program that have signed a contract of participation that requires them to obtain and maintain employment throughout their program participation. Any increases in salary will benefit the family by having monies deposited in their name in an interest bearing account that will be released to them at the end of their contract term, providing that they have been welfare-free for one full year. This program has been very successful and we have had graduates that have received escrows ranging from \$1,000 to over \$28,000 of tax free money. Most of these families have used their money for a down payment on their own home.

The Housing Department has partnered with several agencies that help us prepare are families for financial independence by providing financial literacy training, General Education Development (GED), homeowner-ship education.

In order to insure that we have a successful Section 8 program the department also provides orientation to new tenants and landlord training to all of our landlord partners. The purpose of these orientations and training is to inform both the tenant and the landlord of their responsibilities for participation in the Section 8 Rental Program and so they both are aware of their rights as tenants and landlords.

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Parks and Recreation

The Bernalillo County Parks and Recreation Department operates seven community centers: Los Padillas, Mountain View and Westside Community Center serve the South Valley; Raymond G. Sanchez Community Center serves the North Valley; Paradise Hills Community Center serves the Westside; and Los Vecinos and the newest community center, Vista Grande, serve the East Mountain area. Community Centers offer a variety of services and activities for children, teens, adults and senior citizens. Programs such as preschool recreation, before and after school, arts, dance, music, summer recreation, literacy, special events and senior activities are available.

The Land Management Section maintains over 400 developed acres of parkland which includes 49 county parks (14 neighborhood, 32 community, 3 regional), 7 tennis courts, 36 ball fields, 24 soccer/multipurpose fields, 34 multipurpose areas, 26 playgrounds, and 9 open space properties totaling 1000 acres. The Land Management Section also services the Mesa del Sol Regional Recreational Complex, as well as other assorted facilities. Nearly 20,000 people of all ages participate in Bernalillo County sports programs each year. Baseball, basketball and soccer are included.

The Youth and Senior Services Section coordinates before and after school programs, summer recreation sites and a lunch program for children. This section also oversees senior center programs which include meal sites throughout the County.

The Special Programs Section handles events including the popular "Dance, Dance, Dance, It's a Teen Thing!" and oversees the operation of the Computer Clubhouse and Family Literacy Programs.

The Open Space Section oversees the acquisition and development of hundreds of acres of open space in Bernalillo County, an area that offers tremendous scenic beauty. As development occurred around the County, it became essential to take steps to secure areas of land to be preserved as open space. In 1998 and 2000, the Bernalillo County Board of Commissioners placed an open space mill levy on the ballot for the purchase and maintenance of open space. To date, Bernalillo County has purchased nearly 1,000 acres. These areas include pristine tracts filled with evergreens adjacent to the national

forest and parcels of land that hold historic and agricultural value. Bernalillo County's open space offers a place for residents to enjoy nature preserved and protected for the future.

East Mountain Properties

Sabino Canyon contains 117 acres
Sedillo Ridge contains 494 acres
Ojito de San Antonio contains 88 acres
Carlito Springs contains 177 acres
Tres Pistolas contains 105 acres

South Valley Properties

Hubbell/Gutierrez contains 10 acres
Durand contains 10 acres
Pajarito contains 18 acres
Valle del Bosque contains 13 acres

North Valley Property

Bachechi contains 28 acres

Tres Pistolas is an example of inter-governmental cooperation. The County, City and Federal governments contributed funds toward the purchase of this property now owned by the Forest Service. The land is adjacent to the Sandia Mountain Wilderness and provides important trail access. **Carlito Springs** contains 177 acres of forest land on the north side of Tijeras Canyon. The property contains a house and three cabins that were once used as guest cottages. A spring flows south through a collection tank and several small ponds.

Ojito de San Antonio is an 88 acre site that also has an incredible water source running through. An ancient acequia runs through the property and serves the community of San Antonio. An heirloom orchard feeds the bear and deer every year, and is an oasis for over 87 bird species. **Sabino Canyon** was once a fur farm and a dry land pinto bean farm, while **Sedillo Ridge** offers unlimited trail opportunities and connectivity to Forest Service lands.

Other important acquisitions are located in the South and North Valleys. The **Hubbell House** on Isleta Boulevard is an ancient hacienda located along the road once known as El Camino Real. This rambling adobe was a stagecoach stop and a mercantile store in the 1800's. The Hubbell House gained national recognition as one of twelve historical sites throughout the United States selected for Home and Garden Television's "Restore America: A Salute to Preservation" series. The Hubbell House, a 5,800- square foot adobe built in the 1800's, was featured in a special segment on cable network. Representatives of HGTV, the National Trust for

COMMUNITY SERVICES DIVISION

Historic Preservation, Save America's Treasures and co-sponsor Comcast Cable presented a \$75,000 check to Bernalillo County to support the restoration work at this architecturally and historically significant site. The Hubbell House opened to the public on July 28, 2008.

The **Durand** and **Pajarito** properties are being farmed for wildlife and provide relief from the urban environment developing in the south valley. **Valle del Bosque** is a hybrid of sorts that includes both passive open space next to the bosque, while offering recreational and community amenities on the more developed portion of the property.

The 28-acre **Bachechi** site, formerly known as Sullivan Stables, is located at 9521 Rio Grande Boulevard NW, just south of the Alameda/Rio Grande Open Space. The property has a single family dwelling and open land. A planning process is in place with the community to discuss and recommend long-term uses for the property.

The **Bernalillo County Office of Environmental Health's** mission is to protect public health and the environment. Programs include groundwater and liquid waste permitting, plan review, environmental impact review, mosquito and rodent control, plague surveillance, noise abatement, food service review, sanitation and nuisance abatement. Key projects include protecting groundwater and wetlands and public education on water, wastewater and other health issues.

Environmental Health works with public and private sectors to promote environmental protection. Several special projects are aimed at leveraging resources for environmental improvement. These include hazardous waste disposal, with both a drop-off center and special events for collection, a tire recycling program, and working with local businesses to improve environmental performance.



Zoning, Building, Planning and Environmental Health Department

The Zoning, Building, Planning and Environmental Health Department are responsible for overseeing land use and development and environmental oversight within the unincorporated area of the County and compliance with specific ordinances.

The **Building Section** reviews building plans, issues building permits and inspects residential and commercial building construction. This section also handles permitting and inspections for electrical, mechanical and plumbing work. The **Zoning Section** oversees compliance with the County's land use ordinances. Zoning also issues business licenses and assigns addresses. The **Planning Section** carries out long-range planning and provides staff support to the County Planning Commission and the Board of County Commissioners for land use cases in the unincorporated area. Zoning, Building and planning staff work closely with Environmental Health, Public Works and the Fire Marshall's Office to provide efficient, coordinated development review services to the community.