



Agenda Item Number: 4-4-13.11

**SANDOVAL COUNTY  
BOARD OF COUNTY COMMISSIONERS**

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**Date of Commission Meeting:**

April 4, 2013

**Division / Elected Office:**

Office of the County Manager

**Staff Contact:**

Phillip Rios, County Manager

**Title of Item:**

2<sup>nd</sup> Amendment to Facility Use and Property Policy

**Action Requested:**

Request for a Motion to Approve a 2<sup>nd</sup> Amendment to the Sandoval County Facility Use and Property Policy

**Summary:**

The proposed policy is being amended to include the Transit Facility as an exempted property from the policy.

**Attachments:**

- Proposed 2<sup>nd</sup> Amendment
- Facility Use and Property Policy
- 1st Amendment

**FISCAL IMPACT**

None

**STAFF ANALYSIS SUMMARY**

**County Manager:**

N/A

**Initiating Elected Official /**

**Division Director:**

N/A

**Legal:**

Approved as to form. PFT 4/28/13

**Finance:**

N/A

## **2<sup>nd</sup> AMENDMENT TO THE FACILITY USE AND PROPERTY POLICY**

**THIS 2<sup>nd</sup> AMENDMENT**, to the Facility Use and Property Policy, repeals and replaces the 1<sup>st</sup> Amendment to the Facility Use and Property Policy (approved on October 21, 2010) and supplements the original policy approved and adopted by the Sandoval County Board of Commissioners on April 15, 2010, and recorded in the Office of the Clerk as document # 2010013860. This amendment is necessary to establish a consistent operating standard for all users, visitors, and tenants in County owned or leased facilities regarding animals/pets and use of public buildings for partisan purposes.

### **ANIMAL/PET PROHIBITION:**

Sandoval County has the responsibility to operate and maintain the facilities and buildings which it owns or leases. This responsibility defines the need to keep the facilities and related buildings in good condition for the purpose of conducting County business. The tenants, users, and visitors to the County facilities have expectations of a safe, clean, accessible and non-threatening environment. Animal/pets are personal choices of the owners, but in many instances present health or safety concerns, are offensive and/or physically threatening to others and can create unacceptable conditions in the facilities.

Therefore, animals of any type, including pets, reptiles, birds, or fish are restricted from County owned or leased buildings. Animals/pets shall not be brought into County buildings. For health and safety reasons, pets are prohibited from all Sandoval County facilities; qualified assistance animals that have been or are currently being trained are exempt from this rule with proper identification. Animals that provide assistance, support, or service persons with disabilities and are needed as a reasonable accommodation to such individuals are not prohibited by this policy. By way of example and not limitations service animals consist of: police dogs, Seeing Eye dogs, hearing dogs, and foster dogs in training, or other animals used to assist people who are hearing or sight impaired.

Requests may be made for the allowance of animals, including reptiles, birds, or fish, for a limited time/purpose in a County-owned facility or portion thereof by any individual, group or organization in compliance with this policy as long as the purpose of such use is educational in nature and such animals are kept under full control of their owners. The County Fair Grounds are exempt from this prohibition; however, livestock must be kept under full control of their owners.

## **POLITICAL/PARTISAN USE PROHIBITION**

Certain political activity may be inconsistent with the merit principles of Ordinance No. 09-02-15.14A and the Sandoval County Personnel Rules and Regulations adopted February 5, 2009. Consequently, Sandoval County buildings, and other real property or personal property owned by the County may not be used to espouse or promote any political or partisan belief, position, issue or purpose except within the confines of a regularly scheduled meeting of the Board of County Commissioners as an agenda item, or in accordance with this policy. Sandoval County does not endorse any political party or any partisan or political issue except as stated by the Board of County Commissioners. Enterprise programs and the County Transit Facility are exempt from this prohibition, provided the rental or leases of such space(s) is consistent with the County's facility guidelines and rental policies.

Requests may be made for exclusive use of a County-owned facility or portion thereof by any individual, group or organization in compliance with this policy. Political or partisan discussions shall be allowed as long as the purpose of such use is educational in nature and not intended for espousing or promoting a particular belief, position, issue or purpose (i.e. forum for questioning candidates for office). Such request for use must be submitted in writing to the County Manager and require a minimum of ten days submittal in advance of the requested date and shall contain the reason for the request. The following considerations for use must be met:

- a. the proposed use will not unreasonably interfere with general public enjoyment of the facility;
- b. the proposed activity is not anticipated to incite violence, crime or disorderly conduct;
- c. the proposed activity will not entail unusual expense (overtime scheduling) or risk to the County;
- d. the facility or portion thereof requested has not previously been reserved;
- e. the facility requested is suitable for the activity proposed;
- f. the proposed activity will not interfere with the promotion of public health, welfare and safety of the citizens of Sandoval County;
- g. all appropriate paperwork has been completed in full and accepted by the County Manager; and
- h. the individual, group or organization ensures the permitted facility will be left in a clean and acceptable condition.

Facility users will not discriminate against any person in access to or participation in any program contemplated by this policy, or in any facility used in connection therewith, on the basis of race, color, national origin, age, disability, or sex. Facility users will ensure that all programs, services and activities are accessible to and useable by persons with disabilities in accordance with the Americans with Disabilities Act, including but not limited to, equal opportunity to participate and benefit, equally effective communication for persons with speech, hearing and other impairments, integrated seating and the provision of reasonable modifications and/or accommodations.

APPROVED AND ADOPTED by the governing body of Sandoval County this \_\_\_\_ day of \_\_\_\_\_ 2013.

**BOARD OF COUNTY COMMISSIONERS  
OF SANDOVAL COUNTY**

\_\_\_\_\_  
Darryl F. Madalena, Chair

\_\_\_\_\_  
Nora Scherzinger, Vice Chair

**ATTEST:**

\_\_\_\_\_  
Eileen Garbagni, County Clerk

\_\_\_\_\_  
Orlando J. Lucero, Member

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Don Chapman, Member

\_\_\_\_\_  
Patrick F. Trujillo, County Attorney

\_\_\_\_\_  
Glenn Walters, Member

Sandoval County, New Mexico

## Facility Use and Property Policy

Sandoval County Government is dedicated to providing services through fiscally responsible use of public funds. The Sandoval County Board of Commissioners is ultimately responsible for the proper maintenance, care and use of the buildings, grounds and interiors of all County buildings. The County has a diverse range of sites, buildings, offices and meeting rooms. Multiple usage of taxpayer-supported facilities extends and enhances our level of service to our communities. This policy is intended to provide guidelines and procedures for appropriate and best use of these facilities and properties. Observance of the policy will preserve and extend the life of County buildings.

### Tobacco-Free Public Facilities

#### 1. General

Smoking and the use of any tobacco products are prohibited in all Sandoval County owned and occupied buildings. Section 24-16-1 NMSA 1978 prohibits smoking in indoor workplace, indoor public place, buses, taxicabs or other means of transportation. State Law also prohibits smoking near any building entrance, including a door, window or ventilation system of any facility where smoking is prohibited under the provisions of the Dee Johnson Clean Air Act, to prevent secondhand smoke from entering the indoor workplace or indoor public place. This policy prohibits smoking in any County vehicle or any piece of equipment operated by County employees.

#### 2. Designated Outdoor Smoking Areas

Smoking and tobacco use shall be limited to the confines of the designated areas authorized by the County Manager which will be clearly marked. Designated areas shall be a minimum of 50 feet from any County-owned public building and public entrances. Individuals choosing to smoke or use tobacco in designated areas are responsible for properly disposing of all smoking and tobacco litter in the receptacles provided.

#### 3. Notices

At entrances where smoking is prohibited a "NO SMOKING" sign shall be posted where it is clear, conspicuous and easily legible.



## **Furniture Purchases and Space Planning**

### **1. General**

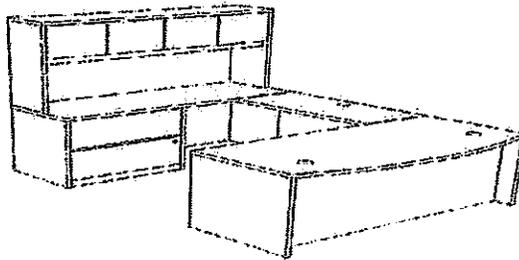
The County's standards for purchasing of furniture are as follows:

- 1.1 Modular furniture will be standardized to provide for interchangeability of furniture parts and components so that furniture needs can be more easily and quickly addressed.
- 1.2 All furniture purchased shall meet the highest ergonomic and flexibility standards for today's office environment.
- 1.3 All County facilities will have a uniform furniture appearance appropriate to the facilities

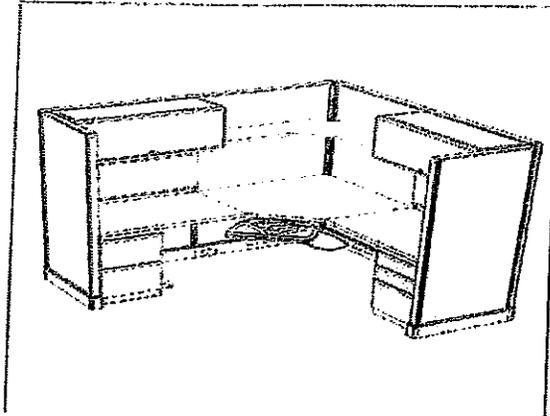
### **2. Furniture Guidelines**

The purchase of furniture shall abide by the following guidelines:

- 2.1 Elected Officials/County Manager/ Directors - Executive Desk (wood); desk chair; guest chairs (2); bookcase/cabinet; cost allowed will be in accordance to the fiscal year budget as approved by the Board of County Commission.
- 2.2 Deputies/Managers or Equivalent Office – Executive Desk (wood veneer top); chair; lateral file cabinet; cost allowed will be in accordance to the fiscal year budget as approved by the Board of County Commission.  
Typical Station:



- 2.3 System Furniture - Herman Miller system furniture or equivalent. Cost allowed will be in accordance to the fiscal year budget as approved by the Board of County Commission. Typical Station:



### 3. Requirements for Furniture Location/Relocation

Prior to any reconfiguration of interior spaces, the requesting elected official or division must contact IT and Facilities Maintenance to discuss the proposed changes. If the request affects the relocation of IT connections, the elected office or division will do a cost analysis for drop relocates and approval will need to be obtained from IT, Public Works Facilities and Ground Maintenance, Finance and Administration, and the County Manager. Furniture moving will be the responsibility of the elected office or division but must follow appropriate risk management practices.

### 4. Purchasing Requirements

The Finance and Administration Division is required to enforce Board policy and is not authorized to pay invoices of any amount for any furniture that deviates from the adopted standard. Exceptions may be considered on a case-by-case basis with the review and recommendation from the Assistant Director for Facilities and Ground Maintenance and approval of the County Manager. All furniture purchases require a purchase requisition and purchase order prior to the delivery of furniture or other equipment.

## Facility Management and Workplace Environment

### 1. General

The Public Works Division through its Facilities and Ground Maintenance Operation (FGMO) is responsible for the effective and efficient management and operation of County-owned and maintained facilities, except in the cases where the services are not the responsibility of FGMO. FGMO is responsible for recommending and prescribing energy reductions and improvements that will lower costs, lower consumption, and assist in reducing greenhouse gas emissions. In order to reduce

taxpayer's burden and to maximize energy efficiency while meeting the needs of building occupants, thermostats will be set to maintain temperatures in the range of 72-76 degrees Fahrenheit in summer/air conditioning season and 68-72 degrees Fahrenheit in winter/heating season. County buildings will ordinarily not have climate control outside business hours.

## 2. Employee access and security to County Facilities

It is Sandoval County's policy to protect the security of County property and records through necessary controls and procedures. All employees will be issued an access card or key that will allow them access to their work area and any areas they are authorized to enter. The card or key will be issued by the Assistant Director of FGMO or designee.

Door hardware is intended to meet specific fire and security needs and will not be modified without the approval of the Assistant Director of FGMO or designee. Locks must not be rekeyed without knowledge and approval of Assistant Director of FGMO or designee.

In the interest of the health and safety of employees and the public, the Elected Officials and Directors have the authority to request that any employee open for inspection any package or other container brought onto, or taken from, County premises. The term "County Premises" includes, but is not limited to, County offices, all work areas, desks, rest areas, parking lots, driveways, and any vehicle owned or leased by the County.

## 3. Public Access and Use of County Facilities

The general public will have controlled access to public areas of County Facilities. All visitors to the Administration Building must enter through the main entrance on the west side of the building reception area and will be directed by the receptionist to the appropriate area.

- a. Administration Facility - Use of certain Conference Rooms and the Commission Chambers shall be scheduled through the County Receptionist. A conference room user must be sponsored by or affiliated with Sandoval County to use any of the Conference rooms during and/or after hours. A representative of the sponsoring elected office or division must attend the function and be named as the responsible party in the reservation process. The 2<sup>nd</sup> floor balcony will have limited access and employees will refrain from disrupting or disturbing the adjacent employees during working hours. The public will not be allowed on this balcony.

- b. **Transit Facility (La Plazuela) - Use of this facility will be scheduled by the Public Works Division Receptionist (505)771-8500. Sandoval County government functions shall have priority over any other users. Anyone wanting to use this facility must fill out a facility rental lease agreement form unless the group is sponsored by a County agency, department or committee formed by the County. Arrangements for access during and/or after hours shall be coordinated with the Assistant Director for FGMO or designee. An additional fee will be charged if staff is needed to be present for opening and closing the facility.**
  
- c. **Use of other County Facilities – Use of any other facilities owned by the County shall be scheduled for use by the respective elected or division director or designee as appropriate with the requirement that the facility needs to be secured after working hours unless proper arrangements are made or a rental lease agreement form is executed.**

#### **4. Personal Property**

**The use of personal appliances (e.g. coffee pots, microwave ovens, toasters, heaters) located within personal workspaces is prohibited for safety, fire and energy consumption reasons. The Elected Officials/Directors may designate a place within the area for locating a coffee pot, toaster or microwave in a safe manner. All appliances must be UL rated. The County assumes no risk or any responsibility for any loss or damage to personal property and recommends that employees have personal insurance covering the loss of personal property left at the office.**

#### **5. Signs, Decorations & Wall Hangings in Office & Work Areas**

**Framed art and wall hangings must be secured with appropriate wall screws so as not to cause safety issues. Employees will coordinate wall hangings with Facilities and Ground Maintenance to ensure electrical and IT wiring are not affected. Small personal photographs and other decorative items may be placed on desks or propped on shelves in offices and work areas provided they do not interfere with work performance or cause a safety concern. Signs placed with tacks, tape or glue on walls or furniture is prohibited. Instructional and directional signs will only be allowed on bulletin boards. Any required informational signs will be coordinated with the Assistant Director for FGMO to ensure proper placement. Legal notices and postings must be placed on the County's official bulletin boards only.**

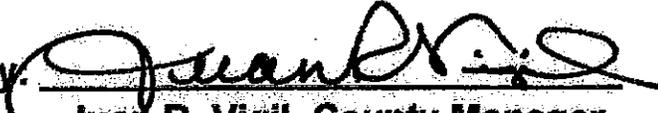
6. Building Modifications

There will be no modifications done to any facility or office unless approved or done by Public Works Facilities and Ground Maintenance.

**La Plazuela/Administration Building/Health Commons Parking**

1. All employees will follow the approved parking plan at the La Plazuela site. (See parking plan, Attachment 1)
2. All pool vehicles assigned to Elected Officials and Divisions will be parked at the Public Works yard at 2708 Iris Road, Rio Rancho for security and to maximize space availability for public parking at the La Plazuela Complex. (See parking plan, Attachment 2)

**Approved & Adopted by the Sandoval County Board of Commissioners on April 15, 2010.**

By:   
Juan R. Vigil, County Manager

**Attestation:**

  
Sally Padilla, Clerk

# Sandoval County

Attachment 1

LA PLAZUELA/

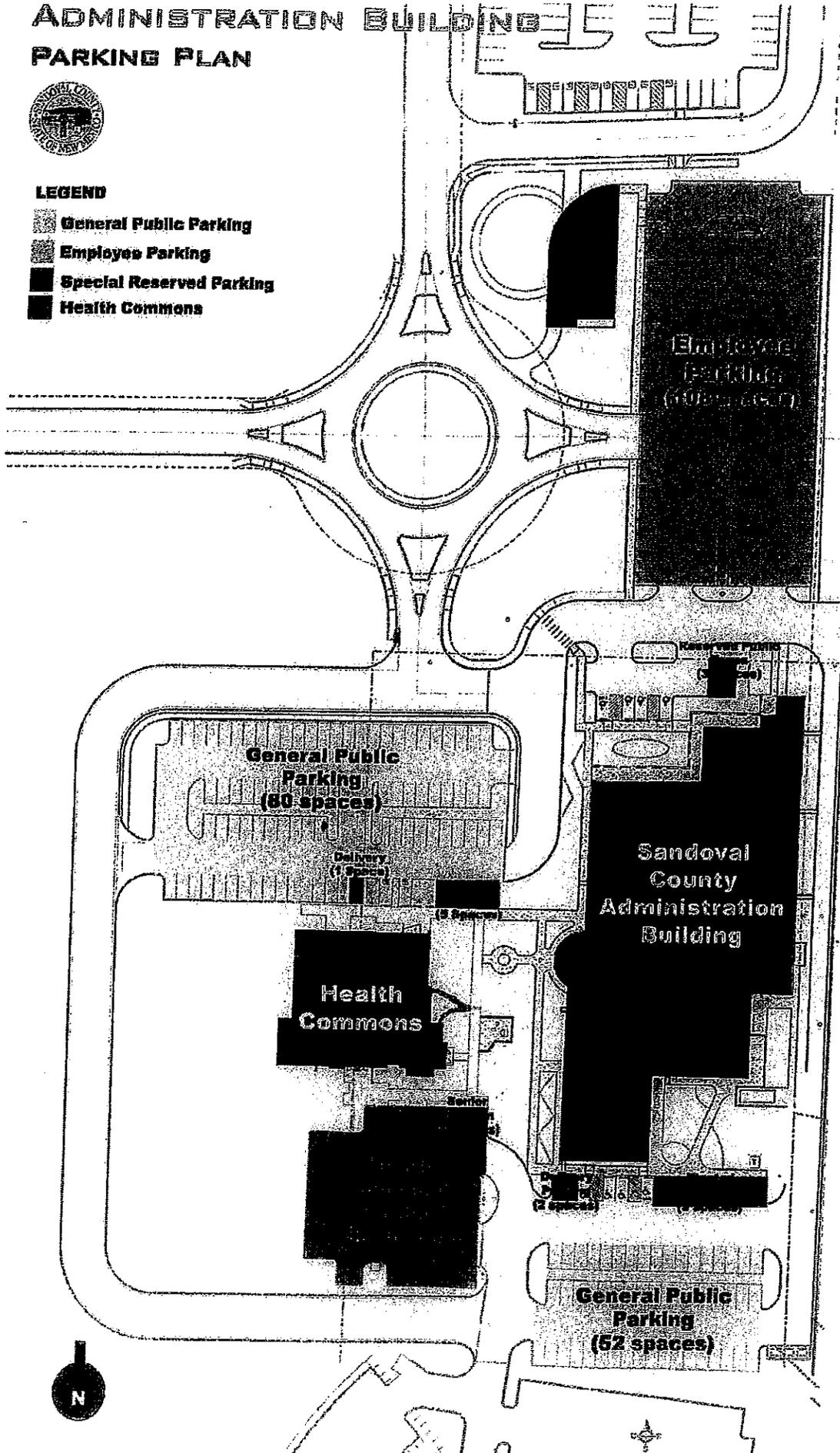
ADMINISTRATION BUILDING

PARKING PLAN



### LEGEND

- General Public Parking
- Employee Parking
- Special Reserved Parking
- Health Commons



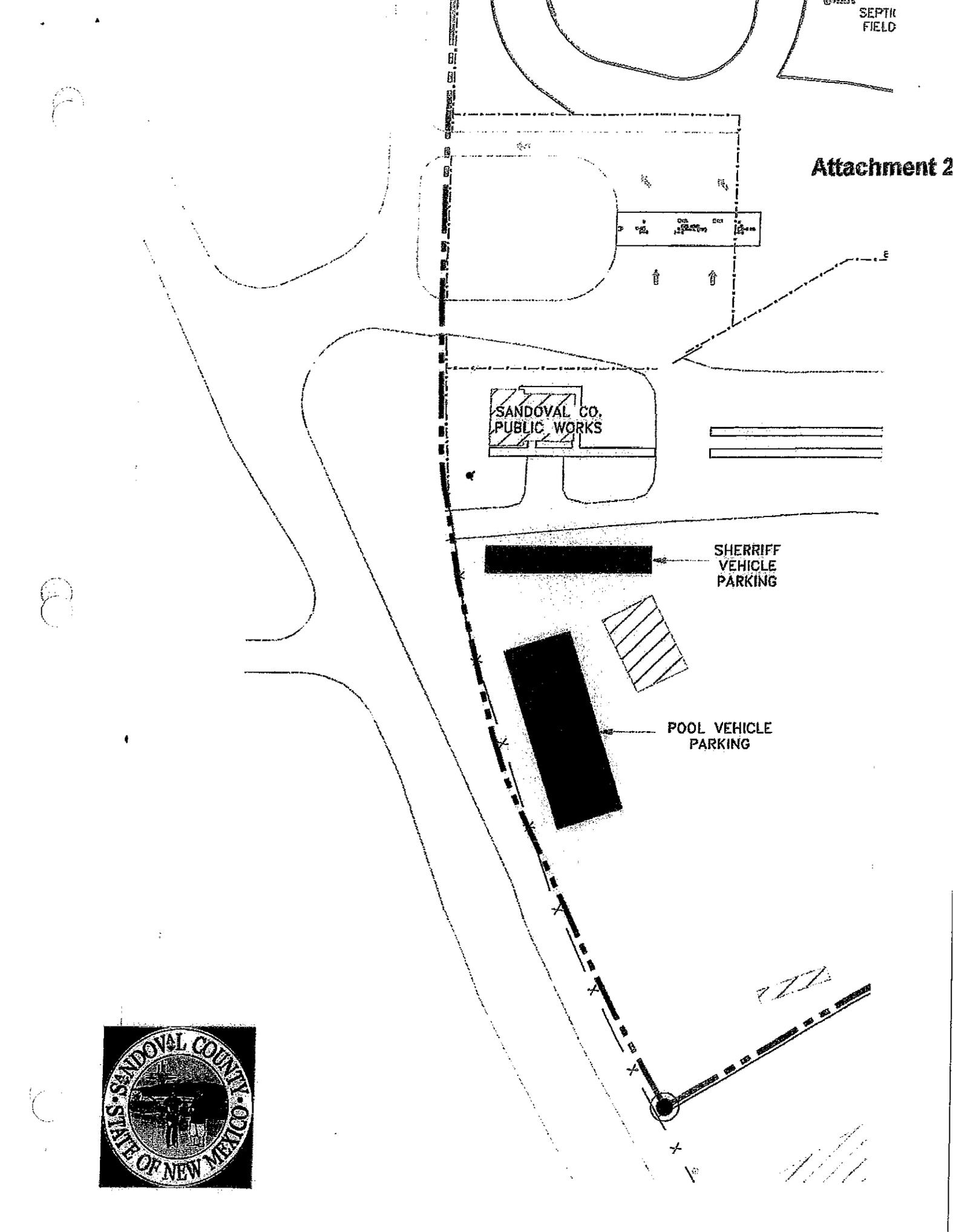
SEPTIC FIELD

# Attachment 2

SANDOVAL CO.  
PUBLIC WORKS

SHERRIFF  
VEHICLE  
PARKING

POOL VEHICLE  
PARKING





## 1<sup>st</sup> AMENDMENT TO THE FACILITY USE AND PROPERTY POLICY

**THIS 1<sup>st</sup> AMENDMENT**, to the Facility Use and Property Policy, approved and adopted by the Sandoval County Board of Commissioners on April 15, 2010, and recorded in the office of the Clerk as document #2010013860, is necessary to establish a consistent operating standard for all users, visitors, and tenants in County owned or leased facilities regarding animals/pets and use of public buildings for partisan purposes.

### **ANIMAL/PET PROHIBITION**

Sandoval County has the responsibility to operate and maintain the facilities and buildings which it owns or leases. This responsibility defines the need to keep the facilities and related buildings in good condition for the purpose of conducting County business. The tenants, users, and visitors to the County facilities have expectations of a safe, clean, accessible and non-threatening environment. Animal/pets are personal choices of the owners, but in many instances present health or safety concerns, are offensive and/or physically threatening to others and can create unacceptable conditions in the facilities.

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### **POLITICAL/PARTISAN USE PROHIBITION**

Certain partisan and/or non-partisan political activity is inconsistent with the merit principles of Ordinance No. 09-02-15.14A and the Sandoval County Personnel Rules and Regulations adopted February 5, 2009.

No Sandoval County building, nor any real property or personal property owned by the County may be used to espouse or promote any political or partisan belief, position, issue or purpose except within the confines of a regularly scheduled meeting of the Board of County Commissioners as an agenda item. Sandoval County does not endorse any political party or any partisan or political issue except as stated by the Board of County Commissioners. Enterprise programs are exempt from this prohibition, provided the rental or leases of such space(s) is consistent with the County's facility guidelines and the enterprise program's rental policies.

Requests may be made for exclusive use of a County-owned facility or portion thereof by any individual, group or organization in compliance with this policy. Political or partisan discussions shall be allowed as long as the purpose of such use is educational in nature and not intended for espousing or promoting a particular belief, position, issue or purpose (i.e. forum for questioning candidates for office). Such requests for use must be submitted in writing to the County Manager, and require a minimum of ten days submittal, in advance of the requested date and shall contain the reason for the request. The following considerations for use must be met:

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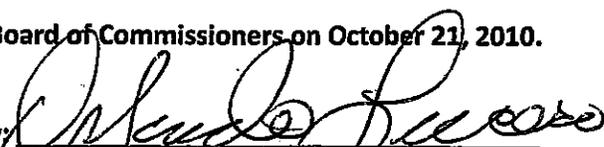
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**APPROVED & ADOPTED by the Sandoval County Board of Commissioners on October 21, 2010.**

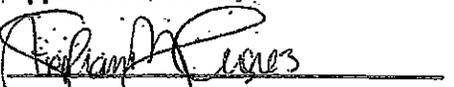
Attestation:

  
Sally Padilla, County Clerk

By:

  
Orlando J. Lucero, Chairman

Approved as to form:

  
Stephanie Y. Lopez, Interim Attorney