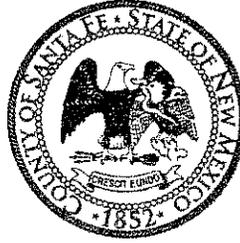


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: June 27, 2017
To: Board of County Commissioners
From: Daniel Sanchez, Administrative Services Department Director *DS*
Via: Katherine Miller, County Manager
Subject: Administrative Services Monthly Report – May 2017

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

Information Technology

Work Orders/Technical Support			
All IT requests are captured using a work order tracking system located on SharePoint.		304 work orders were completed/resolved in May 2017.	
Systems and Network Uptime			
Unscheduled Downtime			Q1 FY 2017 Actual: 100%
Date	Description	Hours	Q2 FY 2017 Actual: 100%
			Q3 FY 2017 Actual: 100%
			Q4 FY2017 Actual : TBD
	Total	N/A	FY 2017 YTD: 100%

Legal

Legal has processed 566 contracts, 88 resolutions, and reviewed or drafted (or participated in drafting) 9 ordinances this fiscal year.

Mailroom

Name	Items
Co. Manager	31
Human Resources	59
Fire Department	700
Finance/Payroll	934
Utilities (Water Resources)	359
Public Works	8
Land Use	14
Housing	36
Indigent/HAP	8
DWI	49
MCH	0
PFMD	0
Clerks	85
Elections	1500
Assessors	873
Treasurers	925
Probate Judge	6
Attorney or Legal	61
Sheriff	155
Corrections Admin	0
Home for Good Program	0
Purchasing	46
PW-Solid Waste	0
Care Connection	0
HHS Admin	29
Sobering Center	0
Adult Jail	0
Teen Court	82
ASD	0
E-911	7
RECC	7
Senior Services	3
YDF	5
Natural Resources	0
Affordable Housing	0
Section 8	197
COMMISSION	1

Purchasing

May 2017 Activity

643 Purchase Orders were processed in May totaling \$3,693,141.80 encumbered and \$105,116.76 invoiced or expended.

The following procurement activities were performed by 3 Procurement Specialist Seniors, 2 Procurement Specialist in May. Division made an offer for hire. Awaiting response from Candidate.

38 Active Procurements, Solicitations or Contract Processes during May, including, but not limited to RFP's, LOI's, IFB's, Quotes, Grants, Leases, Price Agreements, On-Call Services, Easements, MOU's, Amendments and Change Orders.

Current Formal Solicitations to Date (June 5, 2017):

<u>IFB's</u>	<u>RFP's</u>
Med Supplies for PS	Construction of SF River Greenway Project
Bunker Gear	Tax Bills-Printing & Mailing Services
Road Improvements-Variou Rds.	Medical Lab Testing Services
Edgewood Fire Station #2- Remodel System	Owners Rep Services – Regional Water
Edgewood Sr. Ctr.- Construction	Construction of SF River Greenway Project
REBID-Sewer Line Extension Camino Jacobo	New CAD System - RECC
Services	Water/Waste Water Master Planning
	Resource Mgt Planning Services
	Energy Performance Services – Housing
	Software Tracking for Teen Court Program

Sole Source Determinations: - Total of 2 sole source

- Santa Fe Business Incubator
- SunGard – Naviline Edge Software

Declaration of Emergency Determinations – 3

Repair of the Medical Unit G-67486, 2006 International Repair of the Electrical Service at the Nambe Volunteer Fire Station.

Basic Process Overview:

Customer Agency submits Internal Purchase Request/Requisition and scope of work for goods and services.

Purchasing determines the best procurement method based on Resolution No. 2006-60, Santa Fe County Purchasing Regulations and Policy adopting the New Mexico Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199. Purchasing performs all due diligence in processing the appropriate procurement method from a small purchase to the formal procurement solicitation for goods and services including but not limited to Invitation for Bids (IFB) and Request for Proposals (RFP).

Purchasing enters all procurements into the Access Database to track process timelines and expiration dates.

All Procurements that require contractual terms and conditions between parties are reviewed and approved by the Legal and Finance Departments prior to contract execution by the County Manager (CMO) or Board of County Commissioners (BCC).

Target Timelines for certain Procurements:

Small Purchase (under \$5,000, Best Obtainable Prices)-	24-48 hours
Purchase over \$5,000, but less than \$20,000- (3 written quotes)	3-5 days
Purchases over \$20,000 – IFB	60-70 days
RFP	90-100 days

Daily Volumes by Staff: The Purchasing Division consists of seven (7) employees, with one vacancy that process purchase orders and solicitations for all County agencies. The typical volumes of PO's and solicitation activities are as follows:

- Procurement Specialist, Junior (2) (<\$10k) Average 20 -30 PO's/day
- Procurement Specialist, Senior (4) (<\$60k) Average 20 Solicitations; on-going

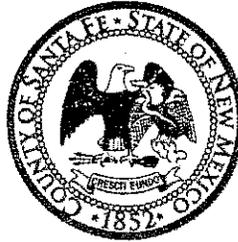
Risk Management

Number of Fire Safety Inspections	58
Number of Facility Inspections	8
Number of Road Inspections	2
Number of Worker's Compensation Processed	8
Number of Employees out on Worker's Comp	1
Number of RAP Lessons	4
Number of County Involved Auto Accidents	2
Number of Century Link Cut Cables	1
Number of Safety Trainings	11
Number of Evacuation Drills	0
Number of New Employee Orientations	2
Number of General Safety Inspections	2

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Katherine Miller
County Manager

Memorandum

To: *Santa Fe County Board of County Commissioners*

From: *Katherine Miller, County Manager, SFC*
Rachel O'Connor, Director, Community Services Department, SFC

Date: *June 13, 2017*

Subject: *Community Services Monthly Report*

Health Services

Staff of CSD met with Wayne Lindstrom, Behavioral Health Services Director with the State of New Mexico to bring him up to speed on our plans for the Behavioral Health Crisis Center and also the Accountable Health Community, and to suggest ways we might work with BHSD. It is important to note that BHSD will be promulgating rules for Crisis Triage Centers in New Mexico, and we are hoping our Center will be eligible and thus will be able to receive Medicaid funds.

This week we had the first of two meetings designed to begin the discussion regarding client flow at the Crisis Center. They were very well attended, particularly by law enforcement. The second meeting will be held on June 29 to begin to put together protocols.

Director O'Connor attended the Advisory Council meeting of the Mobile Integrated Health Program, and we also had a meeting of the Senior/Fire group working for the County. We are making good progress on moving forward with a model, and with provider alignment.

The seven providers of navigation services will be reviewing and signing their contracts before CMO signature next week: The Life Link, Interfaith Shelters, the City of Santa Fe Fire Department's MIHO program, CHRISTUS St. Vincent Behavioral Health Initiative, the Santa Fe Public Schools Adelante Program, the Santa Fe Public Schools Teen Parenting program, and United Way Home Visiting program. The contracts are on their way to the providers.

MoGro, an initiative of the Santa Fe Community Foundation, is a nonprofit mobile grocery working to support sustainable local food systems and eliminate barriers to affordable healthy food. Their first partnership in Santa Fe was with La Familia. They deliver boxes of organic fresh fruit and vegetables to delivery sites. The City of Santa Fe wellness coordinator organized a city partnership with MoGro, for city employees to order boxes (typically \$20 worth) and pick them up weekly. We

are exploring with HR and also Joseph Montoya the possibility of MoGro participation in the County.

Last week at the Santa Fe Community College the van did 20 health screenings, a record for that location.

Community Safety

The Youth Education and Recreation contracts are complete. We funded a total of 24 programs with \$234,000. The programs range from tutoring and reading camps, to cooking, dance and leadership training. We will be requesting to present information on the YERP to the BCC on June 27th.

A policy and procedure manual is being developed and close to completion for the Teen Court program. The manual will include guidelines for the mural program to be utilized for future projects.

We will be pursuing an opportunity to publish our Teen Court recidivism study that we completed in 2016. Stuart Castle our evaluator is interested in assisting us and would serve as the main author. He is also interested in a study to see if there is a correlation between Santa Fe County Teen Court participants and local DWI offenders. We will be discussing this possibility over the next several weeks.

Judge Segura, Judge Anaya and Lupe have been meeting to discuss the development and implementation of a pilot DWI pre-trial program. Judge Segura expressed interest starting such a program. Funding to implement the program was included in this year's LDWI Distribution application. The pilot program will look to provide compliance monitoring for a population of 20 offenders.

The Santa Fe Police Department requested the assistance of the DWI program to help coordinate a meeting with local restaurants and bars to discuss the issue of over service. Santa Fe Police will be increasing operations surrounding over service and would like to meet with restaurant and bar proprietors prior to initiating the operations.

Community Operations

Staff at CSD and the CMO met to discuss the marketing of the Stanley Cyclone Center. We have scheduled a second meeting at the Stanley location to have the discussion with Don and to make some decisions about moving forward.

Carol Branch and Kristine Mihelcic kicked off the first day of Santa Fe County Trails Days. They met at the El Camino Real Trail on Saturday May 20, 2017. Despite the cold morning, we had a few yoga and trail lovers show up for yoga and a hike. There are 3 more activities scheduled for the next 3 consecutive weeks including Yoga, and guided hikes.

Senior Services

CSD staff attended a meeting with Public Works to talk about the kitchen and building design of HWY 14. It went well. Teresa has a lot of great input to provide regarding the space in the kitchen.

Staff at Senior Services finalized the four year area plan and it was submitted to AAA for review.

This month the Rio en Medio kitchen was closed and Rufina began serving congregate meals on Monday, 6/5.

