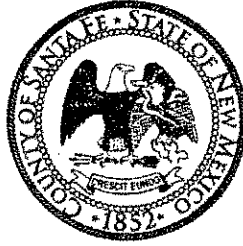


**Henry P. Roybal**  
Commissioner, District 1

**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:** July 25, 2017  
**To:** Board of County Commissioners  
**From:** Administrative Services Department  
**Via:** Katherine Miller, County Manager *KM 7.17.17*  
**Subject:** Administrative Services Monthly Report – June 2017

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

### Information Technology

Work Orders/Technical Support		
All IT requests are captured using a work order tracking system located on SharePoint.	331 work orders were completed/resolved in June 2017.	
Systems and Network Uptime		
Unscheduled Downtime		Q1 FY 2017 Actual: 100%
Date	Description	Hours
	Total	N/A
		Q2 FY 2017 Actual: 100%
		Q3 FY 2017 Actual: 100%
		Q4 FY2017 Actual : 100%
		FY 2017 YTD: 100%

### Legal

Legal has processed 625 contracts, 106 resolutions, and reviewed or drafted (or participated in drafting) 9 ordinances this fiscal year.

**Mailroom**

Name	Items
Co. Manager	34
Human Resources	33
Fire Department	633
Finance/Payroll	1068
Utilities (Water Resources)	181
Public Works	7
Land Use	84
Housing	30
Indigent/HAP	7
DWI	31
MCH	0
PFMD	0
Clerks	137
Elections	4921
Assessors	814
Treasurers	1091
Probate Judge	11
Attorney or Legal	24
Sheriff	127
Corrections Admin	0
Home for Good Program	0
Purchasing	30
PW-Solid Waste	0
Care Connection	0
HHS Admin	4
Sobering Center	0
Adult Jail	0
Teen Court	131
ASD	0
E-911	6
RECC	5
Senior Services	3
YDF	14
Natural Resources	0
Affordable Housing	2
Section 8	82
Commission	3
Community Services	1

## **Purchasing**

### **June 2017 Activity**

403 Purchase Orders were processed in June totaling \$4,178,754.47 encumbered and \$481,527.49 invoiced or expended.

The following procurement activities were performed by 3 Procurement Specialist Seniors, 2 Procurement Specialist in June. Division made an offer for hire.

55 Active Procurements, Solicitations or Contract Processes during June, 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 (July 10, 2017):**

#### **IFB's**

Med Supplies for PS  
Bunker Gear  
Road Improvements-Variou Rds.  
Edgewood Fire Station #2- Remodel  
Edgewood Sr. Ctr.- Construction  
REBID-Sewer Line Extension Camino Jacobo

#### **RFP's**

Construction of SF River Greenway Project  
Tax Bills-Printing & Mailing Services  
Medical Lab Testing Services  
Owners Rep Services – Regional Water System  
Construction of SF River Greenway Project  
New CAD System - RECC  
Water/Waste Water Master Planning Services  
Resource Mgt Planning Services  
Energy Performance Services – Housing  
Software Tracking for Teen Court Program

Sole Source Determinations: - No Sole Source Determinations made in June.

Declaration of Emergency Determinations – 1

**Bridge Repair – Camino de los Rancho Rd.**

## **Risk Management**

Number of Fire Safety Inspections	60
Number of Facility Inspections	8
Number of Road Inspections	6
Number of Worker's Compensation Processed	11
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	0
Number of Safety Trainings	7
Number of Evacuation Drills	0
Number of New Employee Orientations	2
Number of General Safety Inspections	4



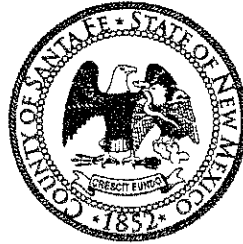




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*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## Memorandum

**To:** *Santa Fe County Board of County Commissioners*

**From:** *Katherine Miller, County Manager, SFC* <sup>KM</sup> <sub>7.17.17</sub>  
*Rachel O'Connor, Director, Community Services Department, SFC*

**Date:** *July 11, 2017*

**Subject:** *Community Services Monthly Report*

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### Health Services

Proposed Federal health care legislation was discussed at the July HPPC meeting, with a presentation from Health Action New Mexico. On the state level, the HPPC will be submitting comments to HSD's draft of the 1115 Medicaid Waiver. This would be separate and in addition to our work with NMAC on their comments, which will applaud HSD's stated goal of supporting local care coordination, ask for more accountability in the Safety Net Care Pool program, and express concern about the proposed premium and copay charges for the indigent.

The City of Santa Fe notified us that they will be contributing \$150,000 for operations of the enhanced detox center. They are working on the Memorandum of Agreement now.

We are in the process of reviewing the first draft of the Gap Analysis being done by Pam Hyde and Associates. Preliminary the results indicate a need for increased housing, as well as Navigation and a Crisis Center. We expect a final version of the document in the fall.

We are in the final phase of drafting a Request for Proposals for services being provided by Federally Qualified Health Centers in Santa Fe County. The total amount of the RFP will be about \$1,000,000. This is our "next step" in moving forward with a process that converts claims to contracts, and demands greater accountability of our providers.

Also at the NMAC conference, Kyra Ochoa participated in a presentation on Narcan that included Bernie Lieving, at a joint affiliate meeting of Commissioners, Sheriffs, and Corrections. She highlighted these Santa Fe County figures/successes:

- Sheriff's Office has 2 trainers on staff, with orientation for all new hires, and 17 lives have been resuscitated on scene (2015-2017)
- Detention Center has trained 444 inmates and dispensed about 200 kits (2014-2017), as part of reentry program

- Narcan Education and Distribution has included training of 489 first responders, probation and parole officers, jail staff, school personnel, community organization staff, and laypeople; dispensed 630 kits; and 32 lives have been resuscitated on scene.

The job description for the Behavioral Health Administrative Program Manager is posted, and will close on July 17.

### **Community Safety**

The Teen Court mural is complete and an anti-graffiti sealant was placed over the image this morning. It will be kicked off in mid July. In addition, Teen Court has developed new policies in the selection of both sites and artists for murals in Santa Fe County.

On July 6<sup>th</sup> the DWI program and the Santa Fe Police Department met with local restaurant owners and managers to discuss over service. Two separate meetings were held, one in the morning and a second in the afternoon, providing two opportunities for people to attend. The meetings proved to be very productive, opening the lines of communication between the DWI program, City Police and the local liquor establishments. A few initiatives will be undertaken as a result of the meetings, such as the Angel Shot program, a designated pick up area for Ride Share service and a program to help Servers notify other establishments when a patron has been denied service due to intoxication. The meeting also provided an opportunity to promote the Responsible Beverage Service Training funded by the Santa Fe Prevention Alliance.

Teen Court has received our District Court MOU (\$60,000) and will be routing it for signatures.

The City verbally confirmed that the Teen Court MOU for \$40,000 will be delivered to the County this week for signatures.

Wednesday is DWI night at the Bandstand. DWI program staff will be out providing giveaways along with educational material. DWI Planning Council members will be encouraged to attend along with our local law enforcement agencies.

### **Community Operations**

The Ribbon Cutting for Nancy Rodriguez is scheduled for Sunday, August 13<sup>th</sup> at 1:30. The changes at the Center include landscaping, a larger parking lot, and a shade structure with picnic tables.

Carol Branch-Volunteer Coordinator led Santa Fe County interns to Talaya Trail to assess the trail and carry posts for way finding signs that will be installed in the fall.

We had a meeting at Stanley with Manager Don Reese and CMO staff to discuss marketing of the Stanley Cyclone Center. The Center has been hosting 4H activities and a wedding over the past weekend. Private riding has been increasing at the Center. In addition, we have been working with the County Clerk to make Stanley a polling site for future elections, starting with the special election.



Carol Branch –volunteer coordinator spent an intense 16 hour training to be certified in NOLS Wilderness First aid. Also, the excavation for the rain garden on the El Camino Real Trail at Constellation began on Thursday, June 29th.

The County Fair will be held the first week of August, and County Fair plans are proceeding nicely.

Community Services staff are in the process of drafting a Request for Proposals for a food vendor to be used at the Stanley Cyclone Center.

### **Senior Services**

Beginning on July 1<sup>st</sup> Rio En Medio is closed for services, and services have re-opened at the Rufina Meal Site location. The few seniors that were receiving services at Rio En Medio are now receiving home delivered meals. This has been a successful transition.

We are continuing our progression in working with the Fire Department on the Health Leads pilot to provide home safety checks and case management to frail elderly clients being discharged from CHRISTUS.

