

Agenda

CITY CLERK'S OFFICE

DATE 2/7/13 TIME 11:59a

SERVED BY Terrie Rodriguez

RECEIVED BY [Signature]

HUMAN SERVICES COMMITTEE

Tuesday, February 12, 2013

Food Depot

(New Warehouse located behind Angel Depot building)

1222 Siler Road

Conference Room 326

5:30pm – 7:00pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes of October 30, 2012
5. New Business
 - a. Santa Fe Resource and Opportunity Center (SF ROC) update
 - b. Veteran's Services Resolution
 - c. RFP for Human Services finalization
6. Old Business
 - a. Collaboration with SF County and CHRISTUS St. Vincent to produce a community health assessment
 - b. LEAD Task Force information
7. Matters from the Committee
8. Staff Report
9. Matters from the Floor
10. Adjournment

Persons with disabilities in need of accommodations should contact the City Clerk's office at 955-6520 five (5) working days prior to the meeting date.

INDEX OF
CITY OF SANTA FE
HUMAN SERVICES COMMITTEE
REGULAR MEETING

February 12, 2013

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE (S)</u>
CALL TO ORDER		1
ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved	1
APPROVAL OF MINUTES OF OCTOBER 30, 2012		
	Postponed	1
NEW BUSINESS		
a. Santa Fe Resource and Opportunity Center (SF ROC) update		2-3
b. Veterans' Services Resolution		3-5
c. RFP for Human Services finalization		5
	Informational	
OLD BUSINESS		
a. Collaboration with SF County and CHRISTUS St. Vincent to produce a community health assessment		5-6
b. LEAD Task Force information		6
MATTERS FROM THE COMMITTEE	None	6
STAFF REPORT	None	6
MATTERS FROM THE FLOOR	None	6
ADJOURNMENT	Adjourned at 7:05 p.m.	7

MINUTES OF THE
CITY OF SANTA FE
HUMAN SERVICES COMMITTEE
REGULAR MEETING

Santa Fe, New Mexico

February 12, 2013

A meeting of the City of Santa Fe Human Services Committee was called to order by Betty Ann Rose, Chair on this date at 5:30 p.m. at the Food Depot (New Warehouse located behind Angel Depot Building) 1222 Siler Road, Santa Fe, New Mexico.

Roll Call indicated the presence of a quorum for conducting official business as follows:

MEMBERS PRESENT:

Betty Ann Rose, Chair
Shirlee Davidson
Marissa Montoya-Ganzel
Steve Shepherd
Dorothy Shepherd
Richard Tavares

MEMBER(S) ABSENT:

Kathleen Rowe, excused

STAFF PRESENT:

Terrie Rodriguez, Youth and Family Services Division Director

APPROVAL OF AGENDA

There was consensus to approve the Agenda as published.

APPROVAL OF MINUTES: October 30, 2012 Meeting

Approval of the Minutes of the October 30, 2012 Meeting was postponed.

NEW BUSINESS:

a. Santa Fe Resource and Opportunity Center (SF ROC) update

[Copies of the Resolution regarding the SF ROC Funding were distributed in the Committee Members' packets. A copy is hereby incorporated to these Minutes as Exhibit "A".]

Ms. Rodriguez noted that the Santa Fe Resource and Opportunity Center has been jointly operated between the City and the Interfaith Community Shelter Group. She said they operate six months out of the year.

Ms. Rodriguez said the City renovated the building and they also obtained \$120,000 from the Legislature last year to complete the building, i.e. a fence around the outside of the building and some amenities to the parking lot. She noted that there will be additional funding allocated for a security system. The City has done a Request for Proposal for security services for city properties, parks and trails and she is hoping that they will include the security system at the SF ROC will be tied into this.

Ms. Rodriguez explained that it became clear that the SF ROC is currently not functioning as the envisioned "seamless and welcoming" one-stop provider of multi-faceted services. This is largely because the July 2010 Preliminary Memorandum of Understanding (intended as an interim approach) failed to:

- a. Assign a single point of accountability (and decision-making responsibility) to any one of the current providers, and
- b. Present a clearly articulated management and accountability structure along with supportive decision-making processes for the current provider-community.

Ms. Rodriguez reported that a SF ROC Management Team was created and is comprised of the Director of Life Link (Carol Luna Anderson), as a representative from the day service provider group; the Director of the Interfaith Community Shelter Group (Sandra Tompkins) and a financial officer. The SF ROC Management Team will be responsible for, and in charge of development and oversight of the operations of the SF ROC building, to ensure that the day service component is fully developed with the necessary array of day service providers in efficient and effective coordination with the night shelter.

Ms. Rodriguez noted that Councilor Bushee introduced a resolution and all of the City Councilors sponsored the resolution. The resolution directs staff to collaborate with the new SF ROC management team to establish a contract management position that would create and maintain a management and accountability structure to run the one-stop for homeless services in accordance with the proposed management plan. The management position was advertised and there are three applicants who are being considered for the position.

Ms. Davidson asked if this person will work for the City.

Ms. Rodriguez said no, it will be a contract employee through Life Link.

Mr. Tavares asked if the management position will be a full-time position.

Ms. Rodriguez said yes. She mentioned that the SF ROC Administrator and Management Team will be responsible for presenting their initial one-year strategic plan for calendar year 2014 by November 1, 2013.

Staff was also directed to renegotiate the terms of the current lease agreement between the City and Interfaith Community Shelter Group to ensure that services are supported by having the necessary operation costs as reasonable as possible; and incorporate the new management plan into the operating agreement.

In order for this new structure to be put into place and to give this new approach sufficient time to establish a strong SF ROC identity in the Santa Fe community, and reach financial independence, the SF ROC asked the City to provide an additional \$180,000 over 2 ½ years (beginning 2/1/2013), at the end of which time the SF ROC will be operating independently with a strong fundraising capability. The SF ROC requested that the City provide \$70,000 per year for the salary and benefits of the SF ROC Administrator for 2 ½ years as follows:

FY 2012-2013 \$40,000

FY 2013-2014 \$70,000

FY 2014-2015 \$70,000

Total: \$180,000

For the first two years, these funds for the SF ROC Administrator would go through Life Link, which will not deduct any administrative fee.

Ms. Rodriguez said this has an impact on this Committee because of the resources that the Committee has committed to the SF ROC.

Ms. Rodriguez noted that the Resolution went before the Public Works Committee last night.

Ms. Davidson asked if the \$40,000 for this fiscal year is part of the Human Services allocation.

Ms. Rodriguez said no, however the Committee will be talking about the Request for Proposals later in the meeting.

Ms. Rodriguez mentioned that the Santa Fe Community Foundation has offered a matching grant to fund a program manager this fiscal year with \$20,000 and will continue this offer for the next two fiscal years, along with technical assistance.

b. Veterans' Services Resolution

[Copies of the Resolution relating to the New Mexico Veteran's National Cemetery Fund were distributed in the Committee Members' packets. A copy is hereby incorporated to these Minutes as Exhibit "B".]

In the period from 1985 to 1987, the City of Santa Fe and the United States Department of Veterans Affairs/Santa Fe National Cemetery began the process of working together to expand the land area that comprised the Cemetery; and thereafter the City purchased approximately 40.4 acres of land valued at \$1,070,000 from a landowner adjacent to the Santa Fe National Cemetery for expansion of the cemetery. The City deeded the land to the Cemetery at no cost with the understanding that the money would be paid back to the City without interest.

Ms. Rodriguez noted that the City recently received a check for \$150,000.

The Resolution directs staff to:

- Establish a fund in the budget for the monies received
- Enter into a MOU with NMDVS to designate a date specific on an annual basis in which the NMDVS would transfer the balance of funds collected by the State and deposited into the New Mexico Veterans' Cemetery Fund to the City; and
- Schedule a summit with the NMDVS and other veterans' service providers to establish a process in which to disseminate the funds received from the NMDVS and deposited by the City for veteran programs.

Ms. Rodriguez said this funding will go to the Youth and Family Services Division (Human Services) and will go towards veteran programs.

Ms. Montoya-Ganzel suggested that Ms. Rodriguez/City coordinate with the State Human Services Department, PMS and the CARE Connection because they have various veteran programs, such as the ATR Voucher program. She noted that the Human Services Department also contracted with PMS to do training related to this.

Mr. Tavares noted that the Resolution is calling for staff to make contact [*schedule a summit with other veteran service providers*] to establish a process to disseminate the funds. He asked Ms. Rodriguez if they are talking about her.

Ms. Rodriguez said yes.

Mr. Tavares asked if a summit meeting or other meetings with the providers have been held.

Ms. Montoya-Ganzel said yes, there have been some meetings. She said there is

also the State Veterans office and they coordinate the efforts statewide.

Ms. Rodriguez invited the Committee Members to attend the meetings. She will let them know when the meeting dates and times are.

Mr. Tavares asked if there will be any outreach regarding suicide – focusing on suicide prevention.

Ms. Montoya-Ganzel said suicide prevention is done by the Suicide Prevention of New Mexico group. She said this is a good point, and maybe the Human Services Committee will want to use this money for suicide evidence-based prevention, or a suicide hotline.

Ms. Davidson noted that she is involved with the County's Health Assessment Plan and there is a piece for pre-teen suicides in the Assessment. She mentioned that the suicide rate in Santa Fe County is high and they have asked the person who is working on the Assessment to compare the pre-teen suicide ideation to the state-wide and national rates.

RFP for Human Services finalization

[Copies of the Schedule for the Request for Proposals were distributed in the Committee Members' packets. A handout on the *Human Services Funding* was attached. A copy is hereby incorporated to these Minutes as Exhibit "C".]

Ms. Rodriguez presented the information from Exhibit "C". Please see Exhibit "C" for the specifics. The Committee reviewed the criteria for consideration for Human Services Funding.

Ms. Davidson suggested that the language about measuring the outcomes and the organizations' goals be defined further to make it more clearer. Ms. Rodriguez offered to send some proposed language to the Committee Members via e-mail.

The evaluation of the proposals will be done from April 2nd to April 5th, 2013. The interviews will be done on April 19, 2013 from 8:30 a.m. to 5:00 p.m. and April 20, 2013 from 9:30 a.m. to 2:30 p.m.

OLD BUSINESS

a. Collaboration with SF County and CHRISTUS St. Vincent to produce a community health assessment

Ms. Rodriguez reported that she spoke with Kathy Armijo-Etre and she has attended several meetings about the community health assessment. She noted that they could not come to a census about the indicators they want to look at. Ms. Armijo-Etre is working with Rachel O'Connor of the County Human Services Division and Ms. O'Connor is working with the Health Policy and Planning Commission.

Ms. Rodriguez noted that she had a copy of the Executive Summary. The

Committee Members briefly reviewed the Summary.

a. LEAD Task Force information

[Copies of the LEAD's Mission Statement were distributed. A copy is hereby incorporated to these Minutes as Exhibit "D". Please see Exhibit "D" for the specifics of this presentation.]

Ms. Rodriguez said LEAD stands for Law Enforcement Assisted Diversion - a Pre-Booking Diversion Model for Low-Level Drug Offenses. Elected officials, law enforcement officers, residents and business owners in the City of Santa Fe want to improve public safety and public health in Santa Fe and want to reduce future criminal behavior by low-level drug offenders. LEAD is a new approach that seeks to accomplish the goals of reduced criminal behavior and improved public safety and order by connecting low-legal drug offenders with services. The LEAD model is based on a pilot model/project form Chicago.

Ms. Rodriguez noted that the LEAD Task Force was created and consists of 35 members to include representatives from law enforcement, the judicial system, public safety, etc. They have been meeting for about six months and various subcommittees (fundraising subcommittee; eligibility committee, etc.) are also meeting. The Task Force hopes to have a plan done by the end of March.

Ms. Davidson mentioned that she read a book entitled "*The Pastoral Clinic*" by Angela Garcia and it is very good. The book is about drug use in northern New Mexico and the depth of caring for the "drug-using" community. She said the book explains that we need to look at how we care for this community in a different way, in a more caring and supporting way. This will help them get out of the situation that they are in, possibly sooner. She encouraged the Committee Members to read the book.

Mr. Tavares asked if they are looking at whether or not the participants have some kind of support system.

Ms. Rodriguez said no, but that is a valid question.

MATTERS FROM THE COMMITTEE

There were no matters from the Committee.

STAFF REPORT

There was no staff report.

MATTERS FROM THE FLOOR

There were no matters from the floor.

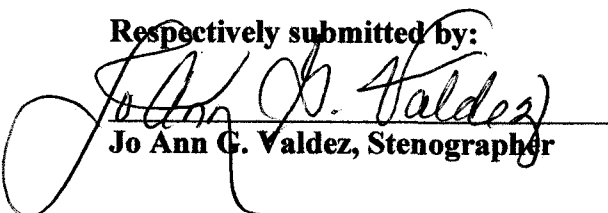
ADJOURNMENT

Having no further business to discuss, the meeting adjourned at 7:05 p.m.

Approved by:


Betty Ann Rose, Chair

Respectively submitted by:


Jo Ann G. Valdez, Stenographer

City of Santa Fe, New Mexico

LEGISLATIVE SUMMARY

RESOLUTION NO. 2013-__

SFROC Funding for Contract Management Position

EXHIBIT

tabbler

A

SPONSOR(S): Bushee, Ives, Calvert

SUMMARY: The proposed resolution:

- Directs staff to collaborate with the new SFROC management team to establish a contract management position that will create and maintain a management and accountability structure to run the one-stop for homeless services in accordance with the proposed management plan;
- For the contract management position, the Governing Body will:
 - ✓ Makes a budget adjustment for Fiscal Year 2012/2013 in the amount of up to \$40,000 for the contract management position; and
 - ✓ For Fiscal Year 2013/2014, requests funding through the budget process of up to \$70,000, subject to available appropriations; and
 - ✓ For Fiscal Year 2014/2015, requests funding through the budget process of up to \$70,000, subject to available appropriations.
- Directs staff to renegotiate the terms of the current lease agreement between the City and Interfaith Community Shelter Group to ensure that services are supported by having the necessary operation costs as reasonable as possible and incorporating the new management plan into the operating agreement.

FISCAL IMPACT: Yes

PREPARED BY: Melissa D. Byers, Legislative Liaison

DATE: February 6, 2013

ATTACHMENTS: Resolution

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2013-_____**

3 **INTRODUCED BY:**

4 Councilor Patti Bushee

5 Councilor Peter Ives

6 Councilor Chris Calvert

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10 **A RESOLUTION**

11 **RELATING TO THE SANTA FE RESOURCE OPPORTUNITY CENTER ("SFROC");**
12 **DESIGNATING FUNDING FOR SFROC THAT WILL BE USED FOR A MANAGEMENT**
13 **POSITION THAT WILL CREATE AND MAINTAIN A MANAGEMENT AND**
14 **ACCOUNTABILITY STRUCTURE FOR SFROC; AND DIRECTING STAFF TO**
15 **RENEGOTIATE THE TERMS OF THE CURRENT LEASE FOR THE SFROC FACILITY.**
16

17 **WHEREAS**, the City of Santa Fe has invested many resources to assist people in finding
18 help to end homelessness; and

19 **WHEREAS**, pursuant to Resolution No. 2010-61, adopted by the Governing Body on July
20 28, 2010, the Governing Body directed staff to find and allocate \$1,000,000 for a one-stop and
21 permanent homeless shelter at 2801 Cerrillos Road, the current location of SFROC; and

22 **WHEREAS**, thereafter, the City and Interfaith Community Shelter Group ("ICSG") entered into
23 an operating agreement and lease to designate ICSG as the Project Manager to plan, design, construct and
24 use such space to serve as a winter shelter and the one stop homeless services center; and

25 **WHEREAS**, a collaboration, expansion and restructuring of services was initially to be

1 determined by involved agencies in order to provide a welcoming as well as a productive one-stop for
2 homeless services at the SFROC; and

3 **WHEREAS**, because of Santa Fe's current economic climate, it is necessary to involve many
4 separate entities, beyond the current service provider agencies; and

5 **WHEREAS**, it has become equally clear that the SFROC is currently not functioning as the
6 envisioned "seamless and welcoming" one-stop provider of multi-faceted services to a challenged and
7 challenging client base which includes individuals and families; and

8 **WHEREAS**, after many meetings with the current service providers it is has been
9 determined and deemed necessary to assign a single point of management accountability to develop
10 and execute a clearly articulated strategic plan and a monthly management accountability reporting
11 structure for the current provider-community and the City of Santa Fe; and

12 **WHEREAS**, a clearly articulated single-point accountability management structure is
13 necessary for sustainability of the SF ROC; and

14 **WHEREAS**, the Santa Fe Community Foundation has offered a matching grant to fund a
15 program manager this fiscal year with \$20,000 and will continue that offer for the next two fiscal
16 years, along with technical assistance; and

17 **WHEREAS**, the Governing Body finds that it is necessary for the SFROC to continue as a
18 one-stop resource center for the homeless and desires to assist in funding for a contract management
19 position at SFROC that will provide accountability for the resources and services that are provided at
20 the SFROC.

21 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
22 **CITY OF SANTA FE** that staff is directed to collaborate with the new SFROC management team to
23 establish a contract management position that will create and maintain a management and
24 accountability structure to run the one-stop for homeless services in accordance with the proposed
25 management plan, attached hereto as Exhibit A.

1 **BE IT FURTHER RESOLVED** that for the contract management position, the Governing
2 Body hereby:

- 3 • Makes a budget adjustment for Fiscal Year 2012/2013 in the amount of up to \$40,000 for
4 the contract management position; and
5 • For Fiscal Year 2013/2014, requests funding through the budget process of up to
6 \$70,000, subject to available appropriations; and
7 • For Fiscal Year 2014/2015, requests funding through the budget process of up to
8 \$70,000, subject to available appropriations.

9 **BE IT FURTHER RESOLVED** that staff is directed to renegotiate the terms of the current
10 lease agreement between the City and ICSG to ensure that services are supported by having the
11 necessary operation costs as reasonable as possible and incorporating the new management plan into
12 the operating agreement.

13 PASSED, APPROVED and ADOPTED this ____ day of _____, 2013.

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16 ATTEST:

DAVID COSS, MAYOR

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18
19 YOLANDA Y. VIGIL, CITY CLERK

20 APPROVED AS TO FORM:

21
22 
23 GENO ZAMORA, CITY ATTORNEY

24
25 M/Melissa/Resolutions 2013/SFROC



Governance and Management for the Santa Fe Resource and Opportunity Center (SFROC)

As part of the Five Year Plan to End Homelessness, the Youth and Family Services Division Director requested a special discussion regarding the governance and funding of the SFROC. This discussion entailed a review of the history of the SFROC's operations since its inception and consideration of ideas and information presented in an all-day strategic planning session. Participants at this planning session were Deborah Tang of St. Elizabeth Shelter, Tom Ortiz with Interfaith Community Shelter Group, John Cassidy of La Familia, Erica Campos with Christus St. Vincent's Hospital, Karen Rowell of Youth Shelters and Family services, Terrie Rodriguez with the City of Santa Fe, Daniel Yohalem SFROC facilitator, William Gregoricus a consultant and Phil Crump as moderator. Key results of the planning session were reflected in a matrix reviewed by participants.

Although it is obvious that in order to provide a one-stop for homeless services at the SFROC it is necessary to involve many separate entities, it has become equally clear that the SFROC is currently not functioning as the envisioned "seamless and welcoming" one-stop provider of multi-faceted services to a challenged (in some cases, severely challenged) and challenging client base. This is largely because the July 2010 Preliminary Memorandum of Understanding (always intended as an interim approach) failed to:

- a. Assign a single point of accountability (and decision-making responsibility) to any one of the current providers, and
- b. Present a clearly articulated management and accountability structure along with supportive decision-making processes for the current provider-community.

These two points (along with other factors) have frustrated the development and implementation of a clear strategic vision for the SFROC along with the required supporting operating goals and objectives. One major result is that the SFROC now has a muddled

service-provider identity: people in Santa Fe do not know what the SFROC is and how it differs from the major programs operating there part time. A lack of clear leadership, responsibilities and over-arching accountability – as well as the lack of clear operating objectives and the necessary supporting programs to meet long-term objectives – have prevented the SFROC from becoming the cohesive and welcoming one-stop service provider that the Mayor desired and that this community needs. The purpose of the SFROC is to provide services that help people work towards independence and self-responsibility. Without operating clarity based on single-point accountability and a clear operating identity being established, it is difficult to see any significant changes from what the SFROC currently is: a less-than-cohesive service provider and more of a gathering point for winter shelter, meals, clothing and a loose assortment/coalition of daytime service providers.

Therefore, the best way to move forward is to designate a SFROC Management Team made up of the Director of Life Link as a representative from the day service provider group and the Director of the Interfaith Community Shelter Group ("ICSG") to be responsible for and in charge of development and oversight of the operations of the SFROC building to ensure that the day service component is fully developed with the necessary array of day service providers in efficient and effective coordination with the night shelter. ICSG clearly has a substantial interest in the care and success of the building and has proven itself a responsible steward over the past two years of the building's ownership by the City. Life Link and its Executive Director Carol Luna Anderson are long-time effective providers of services to the homeless in Santa Fe. Together they will hire the SFROC Administrator to oversee and direct the SFROC's development and operations.

The attached outline describes the management structure and roles of ICSG, Life

Link and the other groups operating at SFROC. In order for this new structure to be put into place and to give this new approach sufficient time to establish a strong SFROC identity in the Santa Fe Community and reach financial independence, the SFROC asks the City to provide an additional \$180,000 over 2½ years (beginning 2/1/2013, see Finances section of outline below)), at the end of which time the SFROC will be operating independently with a strong fundraising capability. For the first two years, these funds for the SFROC Administrator would go through Life Link, which will not deduct any administrative fee.

This approach will:

- establish a dedicated management structure and performance accountability,
- provide much needed stability and continuity to the clients and service providers at SFROC, and
- provide the future support opportunities and platform to create a more cohesive SFROC community for its clients.

In particular, Carol Luna Anderson's participation on the management structure will:

- provide her invaluable experience to the ICSG board as well as to the SFROC
- ensure that the day program side of the SFROC will be as important as the shelter component
- bring enhanced and valuable community-based SFROC visibility and support since her professional track record and reputation are well-recognized and first-rate
- bring statewide, regional and federal contacts that can only serve to improve the SFROC's delivery of services and scope as it moves forward

By November 1, 2013, the SFROC Administrator and Management Team will be responsible for presenting their initial one-year strategic plan for calendar year 1014. The Plan will include all relevant financials, budgets, fundraising goals and strategies,

community outreach plans. This Plan will also include an evaluation of the effectiveness of the service agreements used at SFROC and of the services actually provided.

**Governance and Management
for the Santa Fe Resource and Opportunity Center (SFROC)**

I. Single Entity Authority

A. As described below the SFROC Administrator and Management Team have the responsibility and authority for the SFROC building's day to day operations, effectiveness of services, safety, security, renovation (in coordination with the City) and maintenance.

B. The SFROC Management Team is comprised of:

- Carol Luna Anderson, Executive Director of Life-link
- Sandra Tompkins, ICSG Executive Director
- Appropriate Financial Officer, designated by Carol and Sandra

This Management Team will provide written monthly reports to the Mayor's designate and all SFROC service providers on the accomplishments and any red-flag issues that arise at the SFROC. The responsibilities and accountability of this Management Team shall include but not be limited to:

1. Hiring and supervising the SFROC Administrator
2. Developing and implementing the SFROC operating business plan to include:
 - a. SFROC strategic goals, objectives, and action plans
 - b. Operating budget
 - c. SFROC Service providers terms and agreements
 - d. SFROC Fundraising program(s)
 - e. SFROC Community outreach efforts
3. Set priorities for building improvement, renovation and major repairs
4. Develop and distribute SFROC operating policies

5. Develop and implement a sustainable long-term funding plan for SFROC including, but not limited to:
 - setting annual rental rates for building users (see Finances, below)
 - establishing fund-raising plan (e.g., grant-writing, events, etc.)
6. Select service-appropriate building tenants (program providers), that will strengthen and broaden SFROC programs and services and be consistent with the SFROC's mission, goals and objectives, and monitor their effectiveness
7. Approve the form of the Service Agreement to be entered with all providers (tenants)
8. Hire, supervise and periodically evaluate the SFROC Administrator and, through the SFROC Administrator, the Building Manager and Case Manager
9. Protect the building's assets
10. Make decisions necessary for the safety and health of the occupants of the building
11. Make decisions concerning allocation and use of space by tenants to maximize efficient and effective use of the building
12. Oversee and report on fiscal operations
13. Ensure legal and ethical integrity.
14. Contract for periodic SFROC evaluations
15. Enhance SFROC's public standing through public relations to SF community, raise awareness level about SFROC programs, accomplishments and needs.
16. By November 1, 2013 and November 1 for each year thereafter, present to the City SFROC's one-year strategic plan for the next calendar year. The Plan will include all relevant financials, budgets, fundraising goals and strategies, community outreach plans. This Plan will also include an evaluation of the effectiveness of the service agreements used at SFROC and of the services actually provided.

II. SFROC Administrator (full time, hired ASAP with City funding)

The SFROC Administrator will report to the Management Team. Subject to the oversight by this Team, the duties of the SFROC Administrator include:

A. Manage SFROC operations, including:

1. Recruit new tenants by identifying and proposing new service providers to ensure that a broad array of services is provided at SFROC five days/week 12 months/year
2. Negotiate and implement Service Agreements setting the contractual terms for use of the facility
3. Promote positive and effective timely communication among providers' employees and all volunteers
4. Allocate and monitor effective use of space by providers and resolve any use of space issues between providers

B. Draft and implement policies and standard operating procedures. These will include, among other things, coordination of day and night operations.

C. Implement fundraising plans developed by the Management Team

D. Create a strong and clearly defined identity and presence for SFROC in the Santa Fe community.

E. Collect appropriate data, draft performance reports and fiscal reports (with Fiscal Agent).

F. Manage (with appropriate City staff) building improvement, renovation and repair priorities:

1. immediately implement second phase of renovation with State grant funds:
 - a. obtain contract management services from City or from private sector (with volunteer or by contract for services)
 - b. pay vendors and obtain reimbursement from the City in coordination with the ICSG financial officer

2. implement ongoing improvements, maintenance and repairs

G. Enter utility contracts

H. Obtain necessary insurance

I. Supervise Building Manager and Case Manager (see below)

J. Represent SFROC at community meetings and make presentations about SFROC at community forums

K. Assist the Management Team in the production of the annual plan described in section I(A)(16) above.

III. Building Manager (part-time, hired when additional funding is available)

A. Repair and maintain building either directly, by obtaining City maintenance/repair, or by contracting for maintenance and repair services

B. Ensure that building is in compliance with appropriate codes and regulations

C. Clean and stock restrooms and showers

D. Report to SFROC Administrator

IV. Case Manager (part-time, hired when additional funding is available)

A. Provide or ensure provision of appropriate and timely client referrals for services to SFROC and non-SFROC providers

B. Collect appropriate data about client needs and coordinate with statewide database

C. Report to SFROC Administrator

V. Finances

A. SFROC Administrator

The SFROC requests that the City provide \$70,000 per year for the salary and benefits of the SFROC Administrator for 2 ½ years, as follows:

FY 2012-13 \$ 40,000

FY 2013-14 \$ 70,000

FY 2014-15 \$ 70,000

Total \$180,000

This base funding, to be provided by the City through Life Link as a managing partner, will allow SFROC to operate while implementing other long term funding strategies to support the personnel described above as necessary for the operations of the one-stop location for homeless services.

B. Overhead

Program providers at SFROC pay rent to cover basic building overhead: utilities, insurance, cleaning, and maintenance. If extraordinary repairs are required, the SFROC Administrator will negotiate a cost-sharing agreement among all providers at SFROC.

C. Fundraising

When funds are available the SFROC Administrator will hire or arrange for a grant writer and an event planner to implement the approved SFROC fundraising plan to cover annual operating expenses, including for all SFROC staff.

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2013-2

INTRODUCED BY:

Councilor Calvert
Councilor Wurzbarger
Councilor Bushee

A RESOLUTION

**RELATING TO THE NEW MEXICO VETERANS' NATIONAL CEMETERY FUND
ESTABLISHED BY SECTION 7-1-6.1 NMSA 1978; DESIGNATING FUNDS RECEIVED
FROM THE NEW MEXICO DEPARTMENT OF VETERANS' SERVICES (NMDVS) FOR
PROGRAMS FOR LOCAL VETERANS; DIRECTING STAFF TO ESTABLISH A FUND IN
THE BUDGET FOR THE MONIES RECEIVED FROM NMDVS TO BE DEPOSITED IN;
DIRECTING STAFF TO ENTER INTO AN MOU WITH NMDVS TO DESIGNATE A DATE
SPECIFIC ON AN ANNUAL BASIS IN WHICH THE NMDVS SHOULD TRANSFER
FUNDS COLLECTED TO THE CITY; AND DIRECTING STAFF TO SCHEDULE A
SUMMIT WITH THE NMDVS AND OTHER VETERAN SERVICE ENTITIES TO
ESTABLISH A PROCESS IN WHICH TO USE THE FUNDS FOR VETERAN PROGRAMS.**

**WHEREAS, in the period from 1985 to 1987, the City of Santa Fe and the United States
Department of Veterans Affairs/Santa Fe National Cemetery (the "Cemetery") began the process of
working together to expand the land area that comprised the Cemetery; and**

WHEREAS, thereafter, the City purchased approximately 40.4 acres of land valued at

1 \$1,070,000 from a landowner adjacent to the Santa Fe National Cemetery for expansion of the
2 cemetery; and

3 WHEREAS, the City deeded the land to the Cemetery at no cost with the understanding that
4 the money would be paid back to the City without interest; and

5 WHEREAS, in 1987, to raise funds to pay the City back, legislation was passed in the New
6 Mexico State Legislature which would allow for any individual to, if they wish, contribute any
7 amount of their tax refund to the New Mexico Veterans' National Cemetery Fund simply by checking
8 a box on the Voluntary Contributions Form, now codified as Section 7-1-6.18 NMSA 1978,
9 "Distribution veterans' national cemetery fund." In 2011, Section 7-1-6.18 was amended and reads:

10 *Upon a certification by the state board of finance that the city of Santa*
11 *Fe grants and conveys additional acreage for the Santa Fe national*
12 *cemetery, a distribution pursuant to Section 7-1-6.1 NMSA 1978 shall be*
13 *made to the veterans' national cemetery fund of the amounts designated*
14 *pursuant to Section 7-2-28 NMSA 1978 as contributions to that fund;*
15 *provided that when the sum of contributions received on or after January*
16 *1, 1988 equals one million seventy thousand dollars (\$1,070,000), any*
17 *contributions received in excess of that amount shall be distributed to the*
18 *substance abuse education fund."*

19 WHEREAS, pursuant to Section 7-2-28.1 NMSA 1978, the Department administers the
20 Fund and money in the Fund at the end of a fiscal year "shall not revert to any other fund;" and

21 WHEREAS, pursuant to the state law between 1988 and 2002 the City received \$235,101.25
22 from NMDVS and on December 12, 2012, the City received a ceremonial check for \$150,000, with
23 an actual check of \$150,000 to be received by the City prior to December 31, 2012 at which time the
24 balance owed to the City from NMDVS is \$684,898.75.


25 NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE

1 CITY OF SANTA FE that the funds received from the NMDVS this time forward in accordance
2 with the New Mexico Veterans' National Cemetery Fund be designated solely for veteran programs.

3 **BE IT FURTHER RESOLVED** that staff is directed to:

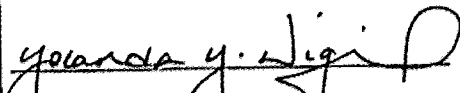
- 4 1. Establish a fund in the budget for the monies received from the NMDVS from this
5 time forward to be deposited in;
- 6 2. Enter into an MOU with NMDVS to designate a date specific on an annual basis in
7 which the NMDVS would transfer the balance of funds collected by the State and
8 deposited into the New Mexico Veterans' Cemetery Fund to the City; and
- 9 3. Schedule a summit with the NMDVS and other veterans' service providers to
10 establish a process in which to disseminate the funds received from the NMDVS and
11 deposited by the City for veteran programs.

12 PASSED, APPROVED and ADOPTED this 9th day of January, 2013.

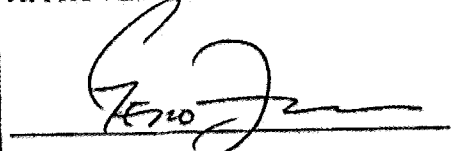
13 

14 DAVID COSS, MAYOR

15
16 ATTEST:

17
18 
19 YOLANDA Y. VIGIL, CITY CLERK

20 APPROVED AS TO FORM:

21 
22
23 GENO ZAMORA, CITY ATTORNEY

Special Revenue
Veteran Programs

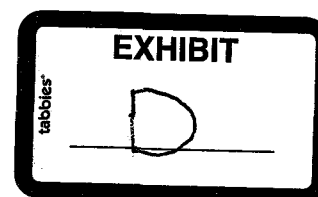
24
25 M/Melissa/Resolutions 2013/2013-2 Veterans Service Funds

PROPOSAL SCHEDULE

RFP # 'P

1. Advertisement: Friday, February 22, 2013
2. Issuance of RFP'S: Friday, February 22, 2013
3. Technical Assistance Training: Friday, March 15, 2013
3:30 p.m. to 5:00 p.m.
Southside Library Community Room
6599 Jaguar Drive, Santa Fe, NM 87508
4. Receipt of proposals: Monday, April 1, 2013
2:00 p.m. local prevailing time.
Purchasing Office 2651
Siringo Road Bldg., "H"
Santa Fe, New Mexico
87505 (505) 955-5711
5. Evaluation of proposals: April 2 – April 5, 2013
6. Interviews: April ~~20-21~~, 2013 19 8:30-5:00
19-20 20 9:30-2:30
7. Recommendation of award to Finance Committee: May 20, 2013
8. Recommendation of award to City Council: May 29, 2013
9. Prepare contracts for Fiscal Year 2013-2014 June 1, 2013
10. Beginning of Fiscal Year 2013-2014 July 1, 2013

DATES FOR CONSIDERATION BY THE CITY COMMITTEES AND CITY COUNCIL ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.



Mission Statement

LEAD is dedicated to protecting our children and families, protecting public safety, and improving public health. Our mission is to reduce the number of low-level drug offenders entering the criminal justice system, allowing public safety resources to be redirected to address serious and violent crime, and to improve individual and community quality of life through research-based, public health-oriented interventions.