



Agenda

DATE 5/13/15 TIME 8:36am

SERVED BY Jessie Esparza

RECEIVED BY Licia Martinez

**Parks and Open Spaces Advisory Commission
The Barn at Frenchy's Field – 2001 Agua Fria
Tuesday, May 19, 2015
Amended Time 3:00 – 5:00pm**

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Review and Approval of the Minutes: April 21, 2015 *Packet Item #1*
5. Citizen Communication from the Floor
6. Reports from Commissioners: Daniel Coriz –Miles Skate Park renovation, MRC Master Plan potential impact on the MRC BMX Park, La Tierra Trails MX Maintenance Update, La Tierra Trails Fat Tire Society/IMBA Trail maintenance Discussion and Action Item.
7. Reports from Committees
8. Parks and Recreation Department Update: Reorganization, activities, programming, IPM, funding, parks-related issues going to the governing body committees (including the Surveillance Camera installations), Parks ribbon cutting and MRC Master Plan. (Rob Carter and Richard Thompson)
9. Old Business
 - a. 2008 Parks and Trails Bond Audit Next Steps – Resolutions Discussion and Action Items: *Packet Item #2* A RESOLUTION CALLING FOR A SPECIAL PUBLIC HEARING OF THE FINANCE COMMITTEE TO CONSIDER ALTERNATIVES FOR FURTHER INVESTIGATION OF THE DISBURSEMENT OF FUNDS FROM THE 2008 PARKS AND TRAILS BOND PROJECTS. (COUNCILOR DOMINGUEZ) (OSCAR RODRIGUEZ) *Packet Item #3* A RESOLUTION DIRECTING THAT A FINANCIAL AUDIT OF THE 2008 PARK BOND PROJECT FUNDING, TO INCLUDE MODIFICATIONS, ALLOCATIONS, AND REALLOCATIONS OF BOND FUNDS, BE CONDUCTED BY AN EXTERNAL, INDEPENDENT, AND QUALIFIED ACCOUNTING FIRM IN ACCORDANCE WITH ACCEPTED ACCOUNTING STANDARDS; INCORPORATE ADEQUATE FUNDING FOR THE AUDIT IN THE FY 2015/2016 BUDGET. (COUNCILOR MAESTAS) (OSCAR RODRIGUEZ)
 - b. Parks and Trails 2012 Bond Implementation Report Discussion and Action Item (Richard Thompson) *Packet Item #4 2012 Bond Implementation Plan Summary Spreadsheet*
 - c. POSAC/PARC Candidates Update *Packet Item #5 Summary of New PARC Candidates*
 - d. Community Garden Guidelines and Procedures Action Item *Packet Item #6 Community Garden Guidelines and Procedures and Application Form*
10. New Business
 - a. A RESOLUTION RECOGNIZING THE SECOND ANNUAL SANTA FE ADULT SOFTBALL LEAGUE *ZOZOBRA BURN-OUT TOURNAMENT* AND AUTHORIZING THAT THE TOURNAMENT BE HELD THIS YEAR AND EVERY YEAR THEREAFTER IN COORDINATION WITH THE KIWANIS CLUB; AND DIRECTING STAFF TO ASSIST IN FACILITATING THE EVENT. (Councilor Trujillo) (Jennifer Romero) Discussion and Action Item *Exhibit #7 Zozobra Burn-Out Tournament Resolution*
 - b. U.S. Conference of Mayors Resolution about the Land Water Conservation Fund
11. Items for the next meeting agenda
12. Confirm date, time and location for the next meeting

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



Agenda

DATE 5/12/15 TIME 12:02pm

PREPARED BY Jessie Esparza

APPROVED BY Alicia Mastig

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INDEX OF
CITY OF SANTA FE
PARKS AND OPEN SPACE ADVISORY COMMISSION

March 17, 2015

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5. CITIZENS COMMUNICATION FROM THE FLOOR	Discussed	2
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11. DATE AND TIME FOR NEXT MEETING	April 17, 2015	10
12. ADJOURN	Adjourned at 4:58 p.m.	10

**MEETING MINUTES
FOR THE
PARKS AND OPEN SPACE ADVISORY COMMISSION**

TUESDAY, MARCH 17, 2015

1. CALL TO ORDER

A regular meeting of the City of Santa Fe Parks and Open Space Advisory Commission was called to order by Bette Booth, chair on this date, at approximately 3:00 p.m. at Frenchy's Barn, Osage and Agua Fria, Santa Fe, New Mexico.

2. ROLL CALL

Roll call indicated quorum as follows:

Members Present

Bette Booth, Chair
Daniel Coriz
Anna Hansen
Sandra Taylor
Patrick Torres

Members Absent

Oralynn Guerrerortiz, Vice Chair (excused)
James Stodgel (excused)

(Two vacancies- Joe Lehm & Melissa McDonald)

Staff Present

Jennifer Romero, MRC/Golf Course Manager
John Tennyson, Finance Department
Rob Carter, Parks and Recreation Director
Richard Thompson, Parks Director

Others Present

Damon Archuleta, Initiate Skateboarder, proposed member
Rachel Wexler- New Mexico Department of Health, proposed member
Mary Schruben, Rancho Siringo Neighborhood Association
Charmaine Clair, Stenographer

3. APPROVAL OF AGENDA

Mr. Torres moved to approve the agenda as published. Ms. Taylor seconded the motion which passed by unanimous voice vote.

4. APPROVAL OF MINUTES- February 17, 2015

Ms. Hansen moved to approve the minutes of February 17, 2015 as presented. Mr. Torres seconded the motion which passed by unanimous voice vote as presented.

5. CITIZEN COMMUNICATION FROM THE FLOOR - None

6. REPORTS FROM COMMISSIONERS

Mr. Coriz said the MX track is moving forward and work is being done on the ATV trail and the tot track. The insurance for I Ride has received quotes and is moving forward.

7. REPORTS FROM COMMITTEES - None

8. Parks and Recreation Department Update: Reorganization, Activities, programming, funding, parks-related issues going to the governing body committees or Council, Memorials in Parks Resolution update. SWAN naming. Parks ribbon cutting.

A summary of the parks and recreation update follows:

- Parks is in the process of reorganization and getting rid of silos. There will be a historical group responsible for the downtown area, the Railyard and Fort Marcy Park, etc. Another group will be electricians, plumbers; in November a staff member will become a playground safety inspector; the hotshots will take care of problems that arise in parks instead of pulling crews from other areas. The operations group will take care of mowing, the ball fields and the trail system and sanitation.
- The MRC will not be a part of Parks Division. Two full-time and some seasonal employees will be added to care for the sports field instead of a Parks crew. In the winter the full-time staff will assist with maintenance where needed.
- GCC (Genoveva Chavez Community Center) Fort Marcy and Salvador Perez Parks will remain their own divisions. Position titles will be changed to better correspond to the position; the current account tech' works the front desk and should be called a Customer Service Assistant or Customer Service Specialist.
- An Administrative Manager will be hired into the position left by Ivey along with three more positions: one for an information coordinator to oversee the other two new positions for special events coordinators. One special events coordinator will handle marketing for GCC, Salvador Perez and Fort Marcy and the other will take care of the MRC and parks. They will combine efforts in marketing and recreation. The hope is to do special events in conjunction with the arts council, have fun nights, movie nights, Easter egg hunts, etc.

There are four positions being filled; two are currently vacant. The positions of Administration Manager and Information Coordinator are already budgeted. A Marketing and Special Events Coordinator is vacant at Salvador Perez and another position at GCC will be transferred to the administration portion of Parks and Rec' and both are budgeted.

Two positions from the Parks Division will go to the MRC. The MRC and GCC will be changed to the General Fund instead of an Enterprise. The definition of enterprise is one that makes money to pay back debt and neither facility does that.

- Regarding issues going to the Governing Body: a resolution went before City Council to amend language to authorize the youth leagues to give one day of service in lieu of their team reservation fees. The burden of accounting for the work day will shift to Keep Santa Fe Beautiful.

- Excess unspent money was taken from West DeVargas, Franklin Miles Park and Martha Ramirez Skate Park and all of the money from Ragle Skate Park. The money was combined and moved to GCC to do a larger design/build skate park.
- Mr. Thompson will present the final approach to video surveillance in parks at the Public Safety Committee. Parks feels there is a recognized reduction in property crimes and violent criminal acts at trail heads and will expand surveillance to several parks this week. Parks will then recruit money to put cameras up at other parks.

Chair Booth asked how soon before the skate park would be started.

Mr. Thompson said a BAR (Budget Adjustment Request) needs to be done separately from the resolution and generally takes 4-6 weeks. They estimate a minimum of three stake holder meetings. Mr. Carter added that agencies from Albuquerque and Colorado have contacted him.

- Regarding the resolution for the memorials in parks: Mr. Carter said Parks could draw that up and find a sponsor and move forward. He mentioned in the future having a catalogue for donations where people could choose trees, benches, etc. that are recommended by Parks at different levels of donation. That would ensure drought tolerant trees, etc.

Chair Booth offered to follow up with Mr. Pino on a councilor to sponsor the resolution.

- Regarding the renaming of SWAN- Mr. Carter and Chair Booth have discussed getting elementary schools involved within the district of the park to involve more community support. Classrooms could name the park and the Quality of Life Committee (the Tierra Contenta committee, not the city) could determine the winning name. The class would be invited to the ribbon cutting

Chair Booth said she mentioned the idea to Councilors Dominguez and Rivera and they were nervous because of the issue with the water tank. She thought the idea was on hold. She said she suggested naming the park Tierra Contenta Park since it is in Tierra Contenta, but she has not heard back.

Ms. Hansen suggested instead of just elementary students, opening the contest broader to include middle and high school students. She liked the idea to engage children in the process, because it would provide a pride of ownership. She thought Councilor Dominguez would not be as nervous with more students involved.

Mr. Carter said the City Manager light the classroom idea. He suggested this could move forward through a recommendation from POSAC and the decision would ultimately come from City Council. Chair Booth said she will work with the councilor's staff and add the item to next month's agenda.

Ms. Wexler asked who would disseminate information to the public schools. Mr. Carter said he plans to meet with the superintendent; the city has a joint use agreement with the school system. Ms. Schruben suggested he also meet with the school community board.

Chair Booth said there are three parks they might want to do a ribbon cutting for: SWAN, Rancho Siringo and San Ysidro. The ribbon cutting will be a great opportunity to get media out, etc.

Ms. Schruben said she is getting ready to do a newsletter. She said she hopes to capitalize on what happens for Fourth of July; the celebration is at the school next door and her neighborhood gets hundreds of cars. She offered to discuss that and a *people in the parks* event.

9. OLD BUSINESS

a. Parks and Trails 2012 Bond Implementation Report

Chair Booth said the meeting was great and all of the questions posed have been answered. She said a lot of the processes and procedures that were troublesome in the 2008 Bond have been tightened.

Mr. Carter introduced two representatives; one from Parks and one from Finance. He said John Tennyson and Jennifer Romero came with him to review the report and answer questions. (EXHIBIT 1)

Mr. Tennyson said in front of them is how the balance sheet, bond monies and cash flow, etc. will look. He explained how to read the report and tell the status of work at each park; whether in progress or completed, which districts, which bond, etc. He noted that the bonds are indicated by color and the first bond sale is peach, the second bond sale is green. The original bond amount, as well as the adjusted bond amount is shown with a description of what was done at each park.

He explained that the entire cash flow shown was pulled off of the system. The second bond monies have to stay within that bond and cannot go into other areas. The spreadsheet breaks down the business unit, subsidiary and the first and second bond sale. The original bond amount is shown with the breakdown of payroll, WIP (work in progress) design and a breakdown of the operating budget for line items.

Mr. Tennyson explained that expenditures in the line items such as salaries cannot remain in those funds. Audit rules require the money to be carried forward to the next fiscal year. The balance forward for each park and any BARs and need for extra funding is shown. The packet shows what was transferred in with the BAR, including a memorandum showing justification for the transfer.

The BARs are on the last page and show who signed off, the entry date, where the money came from and went to, line items, etc. The memorandum shows the path from the City Manager to the Finance Department, the schedules, time frame and breakdowns.

Mr. Tennyson said he will work on closing out the projects and identify where the remaining monies can be used. He said he will have that ready within a couple of weeks.

Ms. Taylor said if possible to enlarge the font for the information it would make it easier to read.

Ms. Schruben asked once the project is closed, if the maintenance, hours, salaries, etc. will be tracked for each park. She was told that is not a part of the bond.

Chair Booth said there will ultimately be monies left and a there will be a process of what to do with the money. She said the Water History Park amount she thought was originally \$234 thousand.

Mr. Tennyson explained the reimbursement probably had not cleared yet and the amount was not entered where it should be shown.

Ms. Romero explained a spreadsheet shared last month was similar to today's spreadsheet, but two different sources had been used. She said they found it better to use Mr. Tennyson's report that came directly from the system.

Chair Booth said they also discussed a sheet showing why the basketball court cost \$180 thousand that provides the background, such as the grading and a wall, etc.

Mr. Tennyson said the overall goal is to have back up for everything spent.

Mr. Carter said Parks discussed doing the report bimonthly or quarterly to keep POSAC in the mix. He said POSAC is a viable advisory commission and is Parks ears to the community.

Chair Booth said there are items the Commission wants to look at, such as how Parks is moving forward with the parks there are questions about; like the Resolana Bridge.

b. Resolution to recommend funding and support of a Parks and Recreation Master Plan

Chair Booth said this (EXHIBIT 2) has been approved by POSAC and the Mayor has approved the concept. The idea is to bring a draft to the Commission of what is being discussed. She said Councilor Dominguez agreed to sponsor the resolution, but she did forget to ask the Mayor about the master plan.

Mr. Carter said he thought a commitment from a councilor was good. He said Melissa Byers from Legal will look at the resolution as this moves forward. The idea is to hire an outside consultant to develop a master plan.

Mr. Torres moved that POSAC move forward with submitting a resolution to the Governing Body that calls for a Parks and Recreation Master Plan. Ms. Hansen seconded the motion which passed by unanimous voice vote.

c. Resolution to convert POSAC to the Parks and Recreation Advisory Commission (PARC) (EXHIBIT 3)

Chair Booth said the question on the resolution is in trying to reduce the number of committees. She said GCC has a committee that since 2011 has not met. Marty Sanchez Links has an active committee and there may be a push to make that a subcommittee. She said the concept will move forward to Ms. Byers and the Mayor to fine tune and create PARC.

Mr. Carter recommended the Marty Sanchez Golf Advisory Committee continue and their minutes be reviewed by PARC. He explained the committee meets four times a year. He recommended they be a subcommittee to keep more volunteers involved with parks and recreation. He thought the GCC committee could be dissolved and POSAC could handle issues that come up. He will invite the GCC staff to the POSAC meetings to discuss their issues.

Ms. Hansen said anything under the Parks and Recreation umbrella should be under the Parks Commission. She added that there should also be a term limit for the office of chair.

Chair Booth said she could ask the Mayor about that.

Mr. Carter offered to discuss the language for the Golf Advisory subcommittee with Ms. Byers.

Ms. Wexler said the paragraph about duties and responsibilities is so specific that she feels public utilities should be included. Chair Booth suggested language: "and other city departments."

Ms. Taylor asked why POSAC meets once a month. She suggested wording stating *no fewer than*, and have for instance, 11 meetings a year. She said per legislation, if they are required to meet once a month there is no alternative. Mr. Carter replied the resolution could state meeting once a month from February through November, but that is up to POSAC.

Chair Booth thought it would be important to meet at least monthly as they work on the master plan and she would support no fewer than 11 meetings.

Mr. Carter said he added language to the resolution after Land Use Departments: "*and other departments of the City of Santa Fe.*"

There was discussion regarding the term of chairperson. Ms. Hansen said the resolution is confusing and states '*the chairperson shall serve as chairperson for a period of one year. Following one year of service the chairperson shall be elected or reelected by the members of the commission*'. She said further in the document states '*the chairperson shall serve for a two year term*'.

Mr. Carter explained the wording was because the advisory was new at that time. He said the city would wordsmith the language.

Ms. Hansen moved to forward the resolution with a recommendation that the Mayor go to the City Clerk for "wordsmithing" as amended. Mr. Torres seconded the motion, which passed by unanimous voice vote.

a. 2008 Parks and Trails Bond Audit

Ms. Hansen said the group that conducted the audit will present their findings to the Finance Committee on March 30, 2015 and to City Council on the eighth of April. She thought Lisa Kerr would also be willing to present to POSAC.

Chair Booth said she will attend and hoped that others will also. She said she would extend an invitation to Ms. Kerr and put the item on the April agenda.

10. NEW BUSINESS

- a. POSAC Membership: Joe Lehm Resignation; Proposal of Damon Archuleta and Jenny Parks as candidates to submit to the Mayor along with Rachel Wexler; Future membership of PARC (EXHIBIT 4)

Chair Booth said that Mr. Lehm is no longer able to be a member and has submitted his resignation. She said they have tried to identify a person that can represent skaters and youth. Mr. Carter has put an ad on the website regarding the openings and Jenny Parks applied.

She said the Mayor wants a couple of resumes to consider and Ms. Parks was the Director for Trust for Public Lands for many years. Her background includes planning, grant writing, and sponsorship. She said Ms. Parks had been the Director of the New Mexico Community Foundation and is now the Director of the Los Alamos National Labs (LANL) Foundation.

Chair Booth said Mr. Archuleta will be proposed as a member to represent the youth. She said Mr. Archuleta (EXHIBIT 5) owns Initiate Skateboarder. He is a group facilitator and parent educator for Young Fathers of Santa Fe, a nonprofit that helps young fathers become active and positive participants in their children's lives; and he is an outreach worker working with family services and a native Santa Fean.

Chair Booth apologized that she did not have Ms. Parks' resume. She said Ms. Parks and Ms. Wexler will be proposed as a replacement for Ms. McDonald's area of interest. She asked members if they were comfortable forwarding the resumes to the Mayor, who wants to interview several people before making a final decision.

Ms. Hansen said she has worked with Ms. Parks on numerous projects. She said she is an incredible advocate for parks and other issues and would be a wonderful addition to POSAC.

Mr. Torres said the Commission recommended at the last meeting to forward Ms. Wexler's name.

Chair Booth said the two [new] resumes in addition to Ms. Wexler's will go forward. She said they try to find a skateboarder/youth group member, but she is not sure they can find a second person.

Ms. Hansen moved to recommend to the Mayor that Ms. Parks and Mr. Archuleta be considered as a member of POSAC. Mr. Coriz seconded the motion which passed by unanimous voice vote.

Chair Booth said four people will rotate off of the Commission in June; Ms. Taylor, Mr. Torres, herself and Ms. Hansen. She proposed to the Mayor that the Commission work with city staff to develop and recruit people to create the ideal PARC. She added that would not mean that someone who wants to continue could not have their resume submitted.

She said it is important for the Commission to have a balance of gender and represent the diversity of Santa Fe and have ethnic balance and varied districts. She said the Mayor talked about finding a sports representative and an urban ag' person who could take the lead on the community gardens and the Tree Board. She wants people who are proactive and can carry POSAC's work to the next level.

Chair Booth asked to brainstorm how to advertise the positions and places to network. She said she sent a letter to the sports leagues, but had no response. They are busy coaching and organizing their leagues and their time is limited.

Ms. Hansen suggested as the new recreation director, Mr. Carter should send the leagues an invitation. Mr. Carter agreed he would do that.

Mr. Torres suggested Tracey Neal as an urban ag person; he is already serving on the Tree Board. He also suggested Katherine O'Brien, who is very knowledgeable in agriculture. Ms. Taylor added that Mr. Neal is extremely knowledgeable and could also chair the Tree Board.

Mr. Carter suggested considering other kinds of recreation; swim teams; basketball; fitness, etc.

Chair Booth said she and Ms. McDonald will report to the Mayor's Climate Change Task Force and the Water, Land Use and Food Security Committee to get their blessings on the master plan.

Mr. Carter suggested a high school student be included in the resolution for their voice; they could be a non-voting member. Ms. Wexler said that Monte del Sol has a mentorship requirement and a massive community garden. Chair Booth said there may be someone on the Mayor's Youth Advisory Board. Mr. Carter suggested Chair Booth talk with the Mayor about that.

- b. Urban Agriculture Policy/Community Garden Guidelines and Procedures and Chair Booth Application Process (EXHIBIT 6)

Chair Booth said the evaluations and lessons learned led to suggestions for changing the policies and procedures. She said the suggestions will only have to go to the City Manager. The guidelines were not ready to be sent yet and will be reviewed by the Food Policy Council and the Mayor's Task Force on Climate Change.

She said the Garden Association Rules (second page of the El Agua es Vida) (EXHIBIT 7) is ready to go. The rules are the same as before, but include the new suggestions (numbers 3-7) from the evaluations.

Chair Booth asked that the Tree Board take the lead and review the rules in detail. Her hope is to move the application form forward to Mr. Thompson with a recommendation to use this year. She said in the interim they will continue to play with the longer application and policies and procedures.

Mr. Torres said the rules are already on the Tree Board agenda.

Ms. Hansen moved to use the El Agua Es Vida and forward those to the Municipal Tree Board (MTB) for review the will continue to move them forward; and that the MTB continue to look at the City of Santa Fe Community Garden Program Policies and Procedures and bring back to POSAC in April. Mr. Torres seconded the motion which passed by unanimous voice vote.

Chair Booth said in the interim there will be input on the guidelines and procedures. She said the resolution that created the garden program requires there be a garden council to guide the program. A young intern from La Familia has received a grant to create a Garden Council and called for a garden

council meeting. Chair Booth said she was invited. She said a question is where the garden council could be held that will make it sustainable. The original policies/procedures suggest POSAC, or also could be Homegrown New Mexico, the Railyard Stewards, or the Botanical Garden, etc.

Chair Booth said handouts were sent to the members. She said the city clerk said when possible, the documents should go out with the agenda.

Ms. Taylor said she received everything in different formats. She asked if there could be a set PDF standard.

Chair Booth said she would work with Mr. Carter and Mr. Thompson to standardize the process. She said because of the Open Meetings Act, it is important that handouts be exhibits and submitted with the minutes.

11. ITEMS FOR THE APRIL AGENDA

Chair Booth suggested a *meet and greet* of the new Parks and Rec' Director in April. Ms. Hansen said the meeting could be from 2:30-4:00 p.m. followed by an open house.

The members discussed the open house.

Mr. Carter said he would invite his supervisory staff to the event: Liza Suzanne, the GCC Recreation Center Administrator; the interim manager for Fort Marcy Park and Salvador Perez Parks; and Jennifer Romero at MRC. Chair Booth said they are also discussing inviting people from Public Utilities and Water [Department], etc. and potential members.

Chair Booth confirmed the April agenda items: Community garden procedures; Lisa Kerr and SWAN.

Mr. Carter noted that Saturday, April 18 is Earth Day at GCC and Parks is also working on an event for Arbor Day for the following week.

Ms. Hansen asked about Mr. Carter's open house.

Mr. Carter said Councilors Dominguez, Rivera, and Maestes gave speeches. Seven employees that have 15 years with the city were given plaques, sweatshirts and T-shirts and a family and a man that have been members of GCC for 15 years. There was also a ribbon cutting for the new Zamboni.

Mr. Carter said the event was free to the public and a number of community representatives attended; the fire department; golf; the swim teams. Several people visited the booths and signed up for memberships. He said something similar will be planned in the near future.

Chair Booth said this is the second year that work will be done on maintenance and is scheduled April 22nd at the pump track at Zona del Sol and will have volunteers from high schools. She said water and dirt will be needed from Parks.

Mr. Carter said he and Mr. Coriz have discussed the dirt and water. Staff is putting a maintenance plan together. Also a water tank will be supplied to the Alto Pump Track that can be filled periodically.

12. DATE AND TIME FOR NEXT MEETING: April 18, 2015

13. ADJOURN

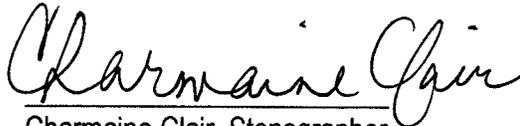
Having no further business to discuss, the meeting adjourned at 4:58 p.m.

Approved by:



Bette Booth, Chair

Submitted by:



Charmaine Clair, Stenographer