



# Agenda

DATE 6/11/14 TIME 10:38  
 SERVED BY Jessie Esparza  
 RECEIVED BY [Signature]

## **Parks and Open Space Advisory Commission** **The Barn at Frenchy's Field • Osage and Agua Fria Streets** **Tuesday, June 17, 2014 • 3:00 p.m. – 5:00 p.m.**

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Review and Approval of Minutes: May 8, 2014 & May 21, 2014
5. Old Business:
  - a. Parks Department Update
  - b. 2012 Parks Bond Implementation status
  - c. Shade Structures/sails at parks – report from staff
7. New Business
  - a. COLPAC – Santa Fe County Lisa G. Roach Community Planner
  - b. Western Climate Adaptation Report from Bette Booth
  - c. Transition Team Report to Mayor on POSAC and Report to City Manger by POSAC
8. REPORTS from Sub-Committees (Brief report about progress of committee)
  - a. Water Conversation — Finances – Permanent Funding for Temporary Park Workers (2014-15)
  - b. Tree City
  - c. 2008 Park Bond Audit
9. Possible Reports from POSAC Commissioners
  - Bette Booth: District 3, Youth involvement, Prairie dogs, BTAC/POSAC/COLPAC member, Funding Source for Park Workers, Memorials and Friends of Parks and Trails, Climate Change effects on parks. Parks on the City Website.
  - Daniel Coriz: District 2 Youth, BMX, motocross & pump track: building and maintenance
  - Oralynn Guerreortiz: District 1, Tierra Contenta parks and trails connections, Funding Source for Parks workers.
  - Anna Hansen, Chair – District 3, Art in the Parks, Trail connections to Parks, Memorials, BTAC/POSAC/COLPAC Coordination, Funding Source for Parks Workers (Planning for the Future).
  - Joe Lehm: District 1, Skate Parks, Wheel-friendly Trail connections
  - Melissa McDonald: District 2 Water Conservation, Young Families, Funding Source for Parks Workers.
  - Sandie Taylor: District 2 Tree City
  - Pat Torres – Extension, Tree City, Community Gardens
10. Elections of Chair
11. Public Comments
12. Confirm date and time for the next meeting – July 15, 3-5 PM

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

**June 17, 2014**

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

**TUESDAY, JUNE 17, 2014**

**CALL TO ORDER**

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

**ROLL CALL**

Roll call indicated a quorum as follows:

**Members Present**

Anna Hansen, Chair  
Daniel Coriz  
Bette Booth  
Oralynn Guerrerortiz  
Melissa McDonald  
Sandra Taylor

**Members Absent**

Joe Lehm (excused)  
Patrick Torres (excused)

One vacancy (Nic Smith)

**Staff Present**

Jennifer Romero, Parks Department  
Jesse Esparza, Parks Department

**Others Present**

Robert Wood, Water Department  
Charmaine Clair, Stenographer

**APPROVAL OF AGENDA**

**Ms. Booth moved to approve the agenda as presented. Ms. Taylor seconded the motion and it passed by unanimous voice vote.**

**APPROVAL OF MINUTES- May 8, 2014 & May 21, 2014  
Minutes of May 8, 2014**

**Ms. McDonald moved to approve the May 8, 2014 minutes as presented. Ms. Taylor seconded the motion and it passed by unanimous voice vote.**

## Minutes of May 21, 2014

**Ms. McDonald moved to approve the May 8, 2014 minutes as presented. Ms. Taylor seconded the motion and it passed by unanimous voice vote.**

### OLD BUSINESS

#### a. Parks Department Update

Ms. Romero provided the Parks Department update for the week. A summary follows:

- Routine maintenance is being done at parks and the MSL golf course.
- The position of IPM manager has been selected and the anticipated start date is 23rd June.
- *Pueblo Alegre* is waiting on the contractor. The contractor is reviewing issues and the responsibilities are being decided of the homeowners association (HOA) and the Parks Division.
- *San Ysidro* is also going through the process. The contractor and Mr. Varela are doing a walk-through on issues (soil amendments and electrical wiring) that need to be taken care of prior to Parks assuming responsibility.

Ms. Booth asked if San Ysidro would have grass and was told it would probably be dirt.

Ms. Taylor asked if the land was private or common area to the homeowners association. She was told that Pueblo Alegre is common area and San Ysidro will be taken over and deeded to the City Parks Division.

The Commission discussed why the City is involved in the maintenance of these two parks. Ms. Romero explained there is an issue between the HOAs and the City about whose responsibility the maintenance falls under. There are issues with the trees and irrigation system along the arroyo between the HOA property and the City. The details on the responsibilities are being worked out.

Mr. Wood asked about the water accounts. He recalled that Parks was paying for the irrigation system at Pueblo Alegre along Aqua Fria.

Ms. Romero said on the street side of Agua Fria from the right-of-way to the curb is HOA property and the trees fall within their property, but is the City irrigation system. The City is recommending reassignment of the irrigation system, the water meter, the backflow, trees and maintenance to the HOA. Mr. Ortiz has met with the HOA and is waiting for their feedback to take back to the City.

- Parks has been meeting with the Santa Fe Soccer Board who has received \$240,000 of funding from the legislature for improvements of Soccer Valley at the MRC. The City is assisting the Board with an RFP. The long term goal is to get \$7-10 million for an indoor facility or turf; but at this point the Board is looking at improving the turf and possibly putting in one or two artificial soccer fields. The Soccer Board is now looking for \$10,000 from the County.

- The Fishing Derby was successful last weekend and Challenge New Mexico took place.
- July 19 would be the next league volunteer clean up for Youth Leagues in accordance with the ordinance. The leagues were all informed by a flyer a month in advance and Parks will work with leagues to accommodate everyone. In the last clean up there were not enough tools for volunteers and this flyer will request people bring their own.
- The Parks Division has been asked to assist with the perimeter of the Convention and Visitors Bureau (CVB), which is in decline. Initially the CVB's responsibility, Parks is working on the schedule to include that work.

b. 2012 Parks Bond Implementation Status

Ms. Romero said she doesn't know anything about the latest changes to the bond.

Chair Hansen asked that Ms. Romero provide the bond status in the July meeting with as much detail as possible.

Ms. Booth said the older skaters had asked over a year ago to be responsible for graffiti removal at the skate parks. There was a meeting with Gilda and Mr. Ortiz and everyone agreed. Mr. Ortiz was to get the material for removal from Gilda, but that has not happened.

She said also, she talked with Mr. Varela about the wall at Frenchy's, which is being watered. Nothing is growing there and the water should be turned off.

Ms. Booth said the community garden has prairie dogs [at Frenchy's] and gardeners do not want to name the garden after Amy Hetager if they have to give up the garden. It was discussed at the last POSAC meeting for the majordomos to read the meters. She asked if Ms. Esparza could send a letter to the majordomos to read the meters for the community gardens.

Ms. Esparza asked if the majordomos even know where the meters are, because she doesn't. She explained it had been difficult being short staffed, to get the group together.

Ms. Romero offered to take the issues to Mr. Ortiz, Mr. Varela and Mr. Pino the following day.

Ms. Booth said the resolution requires the community garden members pay for their water use. She explained that Sunny Slope gardeners would have to pay \$110 each according to the meter. There is a question if the meter readings are correct. She thought if the majordomo's read the meters monthly the garden members would know the amount of water they use and empowers them to be more efficient.

Ms. Romero said if approved, a meeting could be scheduled to explain what needs to take place.

Ms. McDonald asked that if a person from the Water Conservation group couldn't be at the meeting, information on straw, mulch and basic conservation tips, P4, etc. should be provided. Mr. Wood suggested hose meters be given to gardeners that would tell them how much water is used each time. He said there are also apps that could automatically report information to Ms. Esparza when entered.

c. Shade Structures/sails at parks – Report from Staff

Ms. Romero said Dave Chapman is responsible for grants for the City and how the City uses the funding from the legislature. Jason Kluck with Facilities would look at specific playground locations for the three structures.

Chair Hansen asked that Mr. Kluck be scheduled to give a report in July. She said she would like to know so she could let Representative Egolf know when she sees him.

Ms. Booth suggested the Commission discuss an event to show how they could help.

## **NEW BUSINESS**

a. COLTPAC– Santa Fe County Lisa G. Roach, Community Planner

Chair Hansen said that Ms. Roach was not able to attend and sent an e-mail. Ms. Roach explained that she is with the Growth Management Department of the Planning Division for Santa Fe County and hoped to relay that the Board of County Commissioners (BCC) and COLTPAC are supportive of the increased collaboration with the City. She said they are interested in discussing strategies for improving the coordination efforts; particularly in improved inter-judicial collaboration of the Santa Fe River Greenway as a priority project. She and Ms. Booth are interested in working on the project and Ms. Guerrerortiz is a consultant and doing the bulk of the planning. She would invite Ms. Roach to the next meeting.

b. Western Climate Adaptation Report - Bette Booth

Chair Hansen passed out copies of the *Green Fire Times* because it included a report by Katherine Mortimer on the Western Climate Adaptation Conference.

Ms. Booth said the Western Adaptation Alliance Regional Climate Leadership Academy “*enhances the resilience of sustainable food systems through adaptive urban water management in the American West.*” She said 60 participants from 12 cities and five states (Colorado, New Mexico, Utah, Nevada and Arizona) were represented with a focus on the use of public lands to grow foods.

She said she came away with four major things: larger parcels/gardens; efficiency-if they're going to grow food; drip irrigation. Almost all of the cities had drip irrigation installed as part of the garden and gardeners paid more. And capturing water; water efficiency was a priority.

Ms. Booth said she hoped to move forward with POSAC's blessing and work with Ms. Mortimer on an inventory of “lessons learned” and the current status of the community gardens. She said that would go back to talking with each majordomo: who is being served; how many people are served; how efficient with the water are the gardeners; what lessons were learned with the community garden, as they move forward at Adam Armijo.

Ms. Booth said this is an opportunity to look at where they are and other opportunities; they might want to consider leasing a lot. She said one of the best things for her was meeting Pam Roy from the Santa Fe Food Policy Council/Farm to Table and there is an inventory online (Planning Santa Fe's Food

Future) of Santa Fe's food future.

Chair Hansen said Albuquerque has huge lot downtown with a huge garden. She said Gaia Gardens is an example of food security in town that has had a struggle.

Ms. Booth said after four years only four people garden at Frenchy's; partly because of the location. She asked why put in a community garden if Frenchy's Park is the only park in Santa Fe that allows prairie dogs. She said she doesn't think people want to give it up though.

Ms. McDonald said she is interested in participating and the Water Conservation Committee should be kept up on the agricultural aspect. She said the gardens should be looked at from a water perspective and as a public benefit rate is developed, that could be considered also.

Chair Hansen said it is important to assess what is here and how to improve it. Ms. Taylor added that she thought the ordinance has a requirement to evaluate the program after four or five years.

c. Transition Team Report to Mayor on POSAC; Report to City Manger by POSAC

Chair Hansen said she sent the report to everyone and she asked Ms. Guerrerortiz to write a letter to Mayor Gonzales about the Transition Team Report. She said the Report was unfair to POSAC and did not express what the Commission has been doing. She said their resolution gives a lot of leeway to do different things.

She said the *Water Conservation* subcommittee might not have been the right name; it should be something about water assessment in the parks. She said the Commission and Parks needs to know how much water is used since parks were upgraded and how to keep the parks watered if there is another drought and what their actual water use is.

She asked Ms. Guerrerortiz to talk about her letter to the Mayor.

Ms. Guerrerortiz explained the Transition Report was 42 people who reviewed all aspects of the City's departments and wrote reports. Each report had a different level of detail and the Parks Department review was thin and she took issues with some of the things stated in the report. She read the Commissioners her letter to the Mayor.

She mentioned in her letter that the author of the Parks report spoke only to Ben Gurule and her view was different in several areas than Mr. Gurule's. She wrote that staff was loose in their bookkeeping practices with regard to the 2008 Bond and the public called them on it. Ms. Guerrerortiz said POSAC backed up the public and by doing so, ruffled a few of the staff member's feathers. She said staff lacked knowledge in bookkeeping and had no clear policy on how to move money from one park project to another.

Ms. Guerrerortiz said the report stated that POSAC duplicates staff efforts in water conservation and IPM (Integrated Pest Management). She pointed out that an IPM subcommittee was formed after complaints from the public about variance requests for the use of weed control chemicals, but the subcommittee never met. She said she isn't sure how that duplicates staff efforts.

Ms. Guerrerortiz said one of the most important things initiated by POSAC is the water conservation in the parks. The main impetus for the 2008 \$32 million Parks Bond was the reduction in irrigation of parks in 2004/2005 that resulted in the dieback of turf and vegetation. She said until POSAC requested the information there was no recordkeeping on how much water each park used. POSAC prepared a spreadsheet with the help of staff that listed each park and median and the monthly water use, etc.

Ms. Guerrerortiz said POSAC plans to prepare water use audits on a number of parks in order to learn which parks use water efficiently and which do not. The goal is to develop a program to make all parks water efficient, starting with the least efficient and to fix the issues. She said POSAC's membership includes a professional engineer and a professional landscape architect among other professionals, which basically provide free consulting services to the community. She noted that if the City had more staff, there would be a full-time Park Planner to cover some of the roles that POSAC currently plays.

Ms. Guerrerortiz said she signed the letter as an individual.

Chair Hansen said the report also stated that the MX track was taking too much money. She asked Mr. Coriz if he wanted to comment.

Mr. Coriz said a large number of people use the track and the riders plan to put a list together and get membership to show how many use the track.

Chair Hansen noted that the drought year that damaged the parks was actually in 2002.

Ms. Booth asked what would happen with the Transition Reports.

Ms. Guerrerortiz said some individual meetings with the Mayor and small groups of staff are happening on particular issues raised. She said the Parks Department would probably be asked to reflect on the report and give their opinions to the Mayor.

Ms. Booth said Mr. Gurule never understood POSAC's purpose and that created a division she would like to see healed. She asked what should be done next.

Chair Hansen said the report to the City Manager shows the scope and depth of everything that the Commission is doing. She had everyone add things: Tree City, the MX track and SWAN, etc. to counter some of what went to the Mayor.

Ms. McDonald said she was happy that Ms. Guerrerortiz wrote to the Mayor and was extremely helpful, especially because she is a member of the Transition Team. She was also disappointed by the report and took issue with things in the report as well. The Commission is in the unique situation with the transition of a director and potential merger of two divisions. She said the report did not make POSAC look good and they shouldn't just let it go.

Chair Hansen said the resolution states that *"the governing body needs ongoing advice regarding all parks and open space related issues, but not limited to; the acquisition dedication, development, operation and maintenance."*

She said if the Commission sees water conservation as an important part of issues in the parks that is



moving in the right direction and shows their concern about the City and its resources.

Ms. McDonald said the Commission should go on record and state they are working within their mandate and trying to work with staff. They should say they are looking forward to working with the new director to achieve POSAC's goals and then attach those goals to the report. She said this could be part of the strategic plan while waiting for the new director.

Chair Hansen said that would be appropriate; there hasn't been a strategic plan since 2012. She said she asked Councilor Dominguez if POSAC should provide input on the merger of Parks and Rec'. He said it isn't necessary, but he would talk with the Commission when the merger is done.

Ms. Romero recommended staying within the Commission's resolution in terms of the recommendations provided to Parks. She said POSAC serves as advisory committee and could give their ideas to the director and ask how those could be incorporated and help the director understand POSAC's vision and goals.

She said staff does their best to incorporate what the Commission brings to the City, given their limited personnel and the scheduling requirements and the needs of the Parks Division, in addition to the needs of the districts and the City.

Mr. Coriz said the volunteers want to work on the motocross track and the maintenance is not adequate. He met with Mr. Pino and is still waiting to see what happens. He said the track opening and closing is confusing to people and a lot of riders go out on weekday afternoons and find the gates closed and assume the track is closed; the sign says "Road Closed" and the gate is locked. Ms. Esparza offered to get a sign with the schedule.

Mr. Coriz said another issue is that most motorcycle shops are closed on Monday and Monday is a big day for riders and a good day for the track to be open. He said there are a lot of volunteers and riders who want to help, but when and how.

Chair Hansen said that could be a topic in strategic planning.

Mr. Coriz said the nonprofit was based on the maintenance assistance with the City and for a year and a half he has been told the riders could assist. He said nothing has happened in that time. Ms. Romero replied she would share with staff and Mr. Pino that the nonprofit is now established.

The letter was discussed to the Mayor and the urgency as related to the Transition Team Report. Ms. McDonald suggested a group work on the letter between now and the next meeting and solicit feedback from members. She thought it important that the whole Commission agree on what the letter says. She said at the next meeting they could approve the letter. Ms. Guerrerortiz offered her draft letter and gave her blessing to change the letter at will.

## **REPORTS from Sub-Committees**

### **a. Water Conversation – Finances-Permanent Funding: Temporary Park Workers (2014-15)**

Chair Hansen said nothing will happen until July 9 when City Council will vote to approve the Parks and

Recreation Department.

Ms. Romero said a subcommittee was created at the last City Council meeting to look at the Parks and Recreation organizational chart and for overall changes to the Parks and Recreation Department to be cost neutral. City Council will then review the subcommittee recommendations.

b. Tree City- No report

c. 2008 Park Bond Audit

Chair Hansen said at the last meeting doing a final report was discussed to address the implementation plan, arbitrage and dates of approvals; things that were not approved and amount spent on each park. She said a detailed report would be included such as expenditures and the amount spent on salaries, benefits, vendors, etc.

She and the bond subcommittee (her and Ms. Taylor and Ms. Booth) met before this meeting to discuss the last audit meeting. Ms. Booth gave a presentation of all of the POSAC questions to the Task Force and the questions are now a part of the record and will be included in some regard to the report. She said the most important is to get a final report, because there has never been one. She said Teracita Garcia was asked for a final report, but could not do the report until September.

Chair Hansen said she also sent a copy of the Attorney General's report stating the audit considerations. The considerations are to be based on what the question was on the bond that was passed by the voters; and what the Implementation Plan would prove. She said the Audit Task Force meets every two weeks before City Council meetings and Ms. Booth and Ms. Taylor are advised of each meeting.

Ms. Booth said simultaneous with the final report, Ms. Kerr is working on the scope of work for the audit. (Exhibit 1) She said she is concerned because the first draft looks like a boilerplate and is very general and does not take POSAC's questions into account. She said the Task Force was asked to insert their comments and she has inserted the Commission's questions into the developed format.

She said she would be concerned about what is being audited without that level of specificity. The final report in the current format answers only six of the questions and 70% would not be answered if not explicit in the scope of work. She pointed out that the questions are the same as those the Commission has reviewed and approved previously.

Ms. Booth said another piece is the minutes of City Council and the Finance Committee meetings that authorized changes or clarification of the Park Bond Implementation Plan in the scope of work. She said it is also critical that the Task Force look at the POSAC and BTAC meeting minutes that developed the bond, authorized changes and raised questions about implementation. She said the auditors should know the questions raised by those who have followed this closely.

Ms. Guerrerortiz said Ms. Kerr appears to be asking for comments and the questions are appropriate and she doesn't see anything new. She said she is very supportive for this to move forward as the suggested scope of work.

**Ms. Booth moved that the POSAC Chair and POSAC Task Force representative share with the Audit Committee and advocate: 1) the Audit Work Plan Section include some, if not all, of the specific questions raised by the Finance Committee and that POSAC be included in the RFP and that 2) the Audit Scope Section include minutes of and packets related to City Council, Finance Committee, POSAC and BTAC meetings or any other City meetings that a) developed the bond, b) authorized changes to, or clarification of the Parks Bond Implementation Plan and c) raised questions about the Bond Implementation Reports. Ms. Guerrerortiz seconded the motion and the motion passed by unanimous voice vote.**

#### **POSSIBLE REPORTS:**

- Mr. Coriz: MX Track

Mr. Coriz said the Trail Jam would be on Saturday, June 28<sup>th</sup> at 5 p.m. and flyers would be sent electronically. He said he could use help with the promotion; the riders are relying on Facebook and Instagram and the GCC (Genoveva Chávez Community Center) is working on a press release.

Chair Hansen said she has invited the Story Place people to be on the next agenda. She said Mr. Lehm sent her an e-mail stating he has tried repeatedly to contact Frank Archuleta about the RFP for the Ragle Skate Park and DeVargas Skate Park which still has crusher fine. She said his e-mail was forwarded to Mr. Pino who said that everyone is over extended and the work would be done once staff is available.

Ms. Booth said a big issue at SWAN is the reclaimed water storage tank. The neighbors think it is unsightly and the tank is tagged constantly. She said Councilor Dominguez will hold a public meeting to discuss whether to remove the tank, paint the tank, etc.

Ms. Romero added that the tank was tagged again after the first time it had to be painted. The contractor will be responsible to purchase the paint and Parks plans to repaint the tank. She said an initial meeting would be held with Councilor Dominguez before the public input meeting. The public input meeting is July 1 at 6 p.m. at the Southside Library.

She said the City staff, Parks and the contractor will discuss fencing the tank, which might not be feasible cost wise; or security cameras, but currently there is no electricity. The public input meeting is to get the public's ideas of what they feel should happen.

Ms. Guerrerortiz said she would try to make the meeting, but her suggestion would be to try to turn the tank into a graffiti/free wall or an art project and just let the kids paint it.

Mr. Wood said he provided a price for planting trees around the tank to hide it. He said to him it is obvious to bury the tank and that would solve both the problem of being an eyesore and being tagged.

Ms. Booth said it would be easy to get artists to do a mural and get FACT (Fine Arts Children and Teens) and Teen Court involved, if the tank remains above ground.

## **ELECTION OF CHAIR**

Chair Hansen read the resolution regarding the chairperson position: the mayor appoints the chair with the approval of City Council; the chairperson designates a vice chairperson. The chair serves for a period of one year, after which a chairperson is elected or re-elected by members. The chair appoints subcommittees and subcommittee chairs as needed. Four members of the initial appointment are appointed for two years; five are appointed for four year terms and subsequent terms to be four years to maintain staggering. There is no limitation on the number of consecutive terms a member may serve. The chairperson shall serve for a two year term. Three consecutive unexcused absences and a member shall be automatically removed and notification sent by the chairperson.

Chair Hansen opened the floor to nominations for chairperson of POSAC.

Ms. Guerrerortiz said the Commission is blessed to have at least two people; Chair Hansen and Ms. Booth that are strong advocates of the group. She said she was bothered by what she saw as an injustice. Ms. Booth was carrying POSAC's flag in raising questions about the Bond and that ruffled feathers; the result was Ms. Booth's removal as the chair. She said members of the public raised issues and to ignore their questions would have been wrong. She was grateful that Ms. Booth took the lead on the issues and appreciates her hard work. She did not appreciate that Ms. Booth, in her opinion, was "spanked".

Ms. Guerrerortiz said the times have changed. There is a new mayor who in many ways is more progressive. There is a new department head and division head and those who had their feathers ruffled are no longer in a position to impact the Commission.

Ms. Guerrerortiz said she was very glad that Chair Hansen carried the Commission forward and the Commission has accomplished a lot in the last year. However, she believes that Ms. Booth lives and breathes parks and she is greatly appreciative.

**Ms. Guerrerortiz said if Ms. Booth is willing to serve again, she nominates her as the Chair of POSAC. Ms. Booth accepted the nomination.**

Chair Hansen said she is not interested in continuing as chair. She thought the Commission is in violation. She said as she understands the resolution the term for a chair is for two years. She said she wasn't sure Ms. Booth was "spanked". The initial resolution states that a chair shall serve two years and then moves to other people, as done on other committees. She said it should be considered that elections were not held for a number of years and that could have had something to do with someone different being appointed chair.

She said the audit is going forward and no one has fought that; City Council has moved that forward.

Mr. Wood addressed Chair Hansen. He said she has done a wonderful job and has put in a lot of time.

Ms. McDonald said she agrees with Chair Hansen that a lot of voices would ultimately be better for the community. She said the goal should be that people are trained to take on leadership roles. She hoped that each of the Commissioners would consider a leadership role in the future.

**There were no other nominations for chairperson. The motion to elect Bette Booth as the next chairperson was approved by majority vote. Anna Hansen voted against. She said the nomination did not follow the resolution and allow for other voices as chairperson.**

Ms. Booth thanked everyone and acknowledged Chair Hansen's work over the year. She said she agrees that having a variety of voices is important. She said the next meeting should just be the Commissioners and she would like to have a strategic planning session; build a team and determine how the Commission wants to move forward as a group. From that session the Commissioners could talk with their City Councilors and build relationships and ask for their Councilor's ideas on how POSAC could best serve.

Ms. McDonald said Commissioners might want to spend time, especially if there is a new structure, to think about how POSAC fits into that structure.

**PUBLIC COMMENTS-** There were none

**DATE AND TIME FOR NEXT MEETING:** July 15, 2014

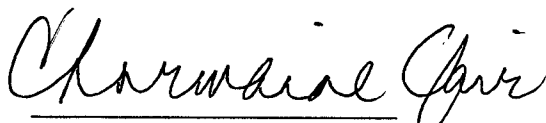
**ADJOURN:**

*Having no further business to discuss, the meeting adjourned at 4:51 p.m.*

Approved by:

  
Anna Hansen, Chair

Submitted by:

  
Charmaine Clair, Stenographer

1) **NOTES – Items a through d below reflect the format we discussed yesterday.**

Please add your comments below in red ink or by using track changes.

**a) Compliance**

- i) Did the City fulfil its obligation to the citizens of Santa Fe regarding the original wording put before the voters on March 4, 2008?
  - (1) Shall the City of Santa Fe issue up to \$30,300,000 of general obligation bonds to acquire land for, and to improve, public parks, trails and open spaces for recreational purposes?

ii) Was the Implementation Plan/Master Plan implemented?

- (1) Was the plan approved? What plan was approved?
- (2) Were changes approved?
- (3) Final accounting?
  - ❖ ★★★What was actually done in each park in comparison with the Master Plan? What impact did charging reoccurring costs to Bond monies have on the capital improvements that were outlined in the Master Plan? Were there other projects we didn't complete (such as Alto Bicentennial Pool, Ft. Marcy, Thomas Macione and Monica Roybal) because we were charging reoccurring costs overhead?
  - Why was there such a wide discrepancy between new parks implemented by contractors and new parks implemented by the in-house team?

Project	Total Acres	Cost per acre	Total Cost	Scope
Cielo Vista	1.1	361,816.00	396,989.00	Includes playground equipment, community garden and paved path around the park.
GCCC Park	3	76,866.33	230,599.00	Includes large playground equipment
Maclovía	.2	248,105.00 (?)	49,621.00	Includes playground equipment, community garden and paved path.
Nava Ade	5.28	99,557.00	525,659.00	Includes large and small ramada buildings as well as paved paths.
Villa Caballero	4.83	\$7,542.00	36,430.00	Includes playground equipment and paved path.

- The high relation of City staff salaries and benefits in comparison to services and materials raises questions about what staff was actually able to implement at each project. For example
  - ✓ Cathedral Park: \$5,017.00 was spent on materials and services and \$73,401.00 on salaries and benefits.
  - ✓ Marc Brandt Park: \$4,449.00 was spent on materials and services and \$25,512.00 on salaries and benefits.
  - ✓ Don Diego Park \$457.00 was spent for materials and services and \$10,691.00 on salaries and benefits.
- ❖ ★★★Is it possible to do field audits on a purposive sample of parks and trails (particularly projects implemented by the in-house team) to compare how purchase receipts compare to what was actually installed in the park? Parks projects where significant questions have been raised include the four park projects that were cancelled and the following:

Large Parks	Smaller Parks
Pueblos del Sol	Adam Armijo
MRC	Alto Bicentennial Pool
Ft. Marcy Complex	Archuleta Property
Herb Martinez	Atalaya
S.F. River Parkway Park	Candelero

	Cathedral
	Cielo Vista
	East DeVargas
	Don Diego
	Los Milagros
	Marc Brandt
	Monica Roybal
	Power Plant Park

- Other parks with significant questions include: Las Acequias, Patrick Smith, Los Milagros, Monica Lucero, Sunnyslope, Don Diego and Villa Linda.
- How much did the "Locals" team's salaries increase over the last five years in comparison with normal salary increases and with what justification?

iii) Were City policies and procedures followed? Were expenditures within parameters of City, State and Federal laws?

iv) Were City, State, and Federal Laws followed?

(1) Opinions of Legal Counsel?

(2) Was money used for operational and recurring expenses including maintenance – letter from City Attorney saying it is ok to use bond money for salaries and maintenance?

(3) ★★★Was it legal to pay operational and recurring costs out of the Bond: (1) salaries and benefits for Parks administrative staff working on the Bond (approved by City Council in 2011), 2) Parks and Marty Sanchez Golf Course maintenance staff, 3) Other Public Works staff, 4) At least \$227,600.00 operational costs for the Marty Sanchez Golf Course, 5) other recurring costs)? In December 2013, the Finance Committee asked staff for documentation from the City Attorney and the Bond Committee that this was legal.

(4) ★★★Was it legal to pay the City staff salaries and benefits that were paid out of the Bond? Which City staff salaries and benefits were paid out of the Bond?

(5) ★★★Was it legal to continue to charge reoccurring costs to projects that were reported to the City Council as "completed" in 2011 (see page 6 or a list of these parks).

(6) ★★★Was it legal to charge reoccurring costs to projects that were cancelled?

Park	Budgeted Amount	"Funding from Bond Issues"	Bond Report Expenditure	Reason Project was cancelled
Espinacitas	5,500.00	17,922.00	10,331.00	Project cancelled. Site owned by Housing Authority.
Melendez	11,000.00	23,356.00	13,529.00	Project cancelled. Site is 90% on NMDOT right-of-way.
Peralta	6,250.00	19,633.00	2,163.00	Additional benches not needed. Project cancelled.
Monica Roybal	2,000.00	27,033.00	27,062.00	Lack of funding to upgrade irrigation.

(7) ★★★Are there any conflicts of interest in either the in-house team supervisors/workers or external contractors? Did any family members benefit directly from the implementation of the Bond without going through appropriate contractual procedures (Ulibarri)?

(8) ★★★Were Bond monies used for any projects that were not part of the Master Plan including La Resolana Park, Sun Mountain, 400<sup>th</sup> Anniversary, other? Were these projects/reallocation of funding approved by the governing body?

- v) TPL – Trust for Public Lands – staff cannot promote a bond – so TPL did this for us  
(1) Promotion materials (available from Bette, Patti, Anna) – were the bonds used for the purpose that was promoted?
- b) **Work plan –**
- i) Look at approvals in City budget – verify that any changes to the original plan were approved.
- ★★★What City staff salaries did the governing body approve to be paid out of the Bond? Were any other City employees paid out of Bond monies? If so, whom? Were they directly implementing the Bond?
  - ★★★Were City staff salaries and benefits paid out of the Bond before the governing body approved them and was this legal? According to the first 2008 Bond Report, the City began charging recurring costs (salaries and benefits) to the Bond starting in 2008 but asked for the governing body approval in 2011.
  - ★★★Did the governing body approve paying operational costs at the Marty Sanchez Golf Course?
  - ★★★Were all reallocations of Bond monies over \$50,000.00 approved by the governing body, including: West DeVargas Park (\$212,819.00), Water History Park and Museum (149,999.92), SF River Parkway Park (\$100,000.00, \$212,819.00, \$77,572.00, \$197,170.00), Pueblos del Sol (\$86,000.00, \$127,958.00, \$99,146.00, \$49,318.00, \$111,877.00), Herb Martinez (\$86,000.00) and Patrick Smith (\$100,000.00 and \$56,000.00) Multiple changes that total more than \$50,000.00: Candelerio (\$72,000.00), Cielo Vista (\$68,000.00), East DeVargas (\$221,819.00), Nava Ade (\$93,411.00) and Torreon (\$76,281.00)
  - ★★★Was funding for projects that were not part of the Master Plan approved by the governing body? This could include La Resolana Park, Sun Mountain, 400<sup>th</sup> Anniversary, increased funding for the Water History Park, other?
  - ★★★Was cancelling Parks projects that were part of the Master Plan approved by the governing body?
  - ★★★Were the following significant changes in the project scopes of work approved by the governing body?

Project	Parks Bond Implementation Report: What implemented in comparison with the Master Plan	Master Plan Budget	Total Expended
Alto Bicentennial Pool	Did not complete scope of work	15,675.00	6,631.00
Ft. Marcy Complex	Did not complete scope of work	500,000.00	458,776.00
Adam Gabriel Armijo	Considerably increased SOW compared to the Master Plan	40,000.00	80,691.00
Calle Lorca	Considerably increased SOW compared with the approved Master Plan	187,500.00	244,989.00
Candelerio	Considerably increased SOW compared with the approved Master Plan	131,422.00	214,317.00
Cathedral	Changes in SOW – proposed lighting not installed and new trees not planted. Yet significant increase in the approved Master Plan budget.	38,500.00	78,418.00



Cielo Vista Park	There are four standpipes for the tiny (30 x 30 foot) community garden which raises questions about what other elements were overdesigned leading to this cost overrun.	300,000.00	398,000.00
Ft. Marcy Complex	Considerably decreased SOW compared to the approved Master Plan.	500,000.00	458,775.00
Los Milagros Park	Considerably increased SOW compared to the approved Master Plan	65,800.00	90,690.00
La Resolana	La Resolana Park was not included for funding in the Master Plan. The <i>Parks Bond Implementation Report</i> , states that this park was listed incorrectly as Rancho Siringo in the Master Plan. Rancho Siringo is a separate park that was also not in the Master Plan to receive funding from the 2008 Bond. Where did funding for La Resolana come from and was this approved by the governing body.	00.00	Included in the Herb Martinez report so unable to separate out costs.
Maclovía	This park was also funded with CIP funds. What was actually funded with CIP funds and what was funded from Bond monies? What was the total cost? Why did it cost so much compared to parks that were developed by contractors?	32,000.00	49,621.00
Monica Lucero	Considerably increased SOW in comparison with the Master Plan but with significantly increased budget.	76,800.00	136,379.00
Monica Roybal	Project not completed in spite of considerable increased costs. The <i>Parks Bond Implementation Report</i> states "no improvements due to lack of funding".	2,000.00	27,082.00
Rancho del Sol Park	Significantly increased SOW in comparison with the Master Plan	24,375.00	73,504.00
Thomas Macione	Project not completed in spite of significantly increased costs.	24,000.00	45,964.00
Torreon	Considerably increased SOW in comparison with the Master Plan	92,125.00	197,303.00
Villa Linda	Considerably increased SOW in comparison with the Master Plan	107,490.00	188,121.00

What was the reason for increasing these scopes of work in relation to other parks that were not completed? Who made those decisions and why was POSAC informed or the governing body asked for approval?

**c) Recommendation**

- i) Council resolution just passed that says all bonds will have an audit
  - (1) Part of this audit might be how we promote bonds in the future
  - (2) Ensure that promises made to voters during the promotion process are kept
- ii) Internal Controls – policies and procedures, monitoring,

**d) Final Report –**

- i) Recommendations for policies and procedures as to how to incorporate bond promotions with what is actually delivered.
- ii) Recommendations for improving internal controls regarding changes, tracking of payroll and other expenses, etc.

**2) OBJECTIVES**

- a) Did the City fulfil its obligation to the citizens of Santa Fe regarding the original wording put before the voters on March 4, 2008?
  - i) Shall the City of Santa Fe issue up to \$30,300,000 of general obligation bonds to acquire land for, and to improve, public parks, trails and open spaces for recreational purposes?

- b) Was the Master Plan implemented?
  - i) Were changes approved?
- c) Were City policies and procedures followed? Were expenditures within parameters of City, State and Federal laws?
- d) Were there adequate internal controls in place to ensure monies were spent appropriately? How can internal controls be improved?

**3) SCOPE**

- a) March 4, 2008 to June 30, 2014
- b) 2008 and 2010 Bond Covenants and Arbitrage Agreements
- c) Park Bond Implementation Plan
- d) Minutes of and packets related to City Council, Finance Committee, POSAC, BTAC meetings or any other City meetings that 1) developed the Bond, 2) authorized changes to or clarification of the Park Bond Implementation Plan, and 3) raised questions about the Bond Implementation Reports.
- e) Any relevant City, State, or Federal laws
- f) City of Santa Fe Personnel Policies and Procedures
- g) City of Santa Fe Finance Department Policies and Procedures
- h) Finance records, including but not limited to full access to:
  - i) Payroll
  - ii) Vendor payments
  - iii) Purchasing documents (RFP's, etc.)
- (i) 2008 Bond Implementation Reports – 1) Final Financial Summary, 2) Parks Implementation Report (what was done in each park project in comparison to the approved Master Plan), 3) Spreadsheet for each project.

## Final 2008 Bond Expenditures Report Format

Project	Implementa tion Plan Budget Approved by the City Council	Bond Arbitrage Documents	Reallocation s & their respective governing body and date of approval	Total "Budget" with Reallocations	Salaries & Benefits (Amount and percentage this represents of Total Bond Expenditures on this Project)	Services & Materials (Amount and percentage this represents of Total Bond Expenditures on this Project)	Total Bond Expenditures on this Project	Differences between Approved Implementation Plan Budget & Bond Arbitrage documents	Difference between original approved implementation Plan Budget & Total Bond Expenditures on this Project (amount and percentage)	Difference between Total Budget with Reallocations & Total Bond Expenditures on this Project(Amount and percentage)
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# SAMPLE 2008 BOND PROJECT SPREADSHEET

Thomas Macaione Park - Upgrade Irrigation Controller system, Upgrade Backflow Preventor, Water Fountain, Park Signs - \$24,000.00										PAY	Landcosts	R & R
										ROLL	(572940)	(572500)
VENDOR	DESCRIPTION	BU LINE ITEM	AMOUNT	REQ. #	PO #	INVOICE #	PAID AMT.	BATCH	DATE:	\$9,600.00	\$0.00	\$14,400.00
Exerplay	Water Fountain	423049.572500.01084	2,912.86	290028	190169	VOID			10/20/08			0.00
Aquifers Electric	Electrical Secup	423049.572500.0108	1,500.00	290075	190217	VOID			1/16/2009			\$0.00
Mesa Turf Products	8 Station Irrinet	423049.572500.0108	4,644.10	290084					2/13/2009			4,644.10
Dealers Electric	Electric Supplies	423049.572500.0108	455.78	290084	190227	3793475	455.78		3/20/2009			455.78
The Playwell Group	Water Fountain	423049.572500.0108	\$1,848.00	290092	190242	SI-6116	1848		6/1/2009			1,848.00
CID	Electrical Permits	423049.572500.0108	144.00	290097	190236	996A	144		4/6/2009			144
Payroll		423049.500750.0108	67.50						5/21/2010	67.50		
Dealers Electric	Upgrade Irrigation	423049.572500.0108	317.24	201157	101149	0	0	CLOSE	3/31/2011			0
Aland & Assoc	Topo Survey	423049.572940.0108	892.54	201164	101161	No #	892.54		4/14/2011			892.54
Sisco	Irrigation supplies	423049.572500.0108	2,288.09	201183	101171	496618	2,155.70		6/6/2011			2,155.70
Mesa Turf	Flow Meter	423049.572500.0108	326.00	201184	101171	MT1157	326		6/7/2011			326

\$24,000.00

**City of Santa Fe  
Internal Audit**

## Objectives and Scope

Date: May 15, 2014

Prepared By: LK

<b>Products</b>	<b>400</b>		<b>09</b>	<b>63</b>							
<b>Dealers Electric</b>	<b>Electrical Supplies</b>	423049.572500.0108 400	201184 10	101171 36	3740671- 00	423.56		6/7/2011			423.56
<b>Mesa Turf Products</b>	<b>Irrigation Controllers</b>	423049.572500.0108 400	201184 88	101171 94				6/14/2011			330.25
<b>Sisco</b>	<b>Hot Box</b>	423049.572500.0108 400	201201 61	111201 76	498326	234.09		7/5/2011			234.09
<b>Paynes</b>	<b>7 yde Top Soil</b>	423049.572500.0108 400	201209 71					7/14/2011			154.12
<b>Big Jo</b>	<b>Padilocks</b>	423049.572500.0108 400	201235 40	111236 62	509711	65.97		8/30/2011			65.97
<b>TOTAL SPENT:</b>						\$67.50	\$0.00				\$11,674.11
<b>BALANCE:</b>						\$9,532.50	\$0.00				\$2,725.89
											\$12,258.99