



Agenda

DATE 9/10/14 TIME 10:44
APPROVED BY Jessie Esparza
COLLECTED BY [Signature]

Parks and Open Space Advisory Commission
The Barn at Frenchy's Field • Osage and Agua Fria Streets
Tuesday September 16, 2014 • 2:00 – 5:00 p.m.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Review and Approval of Minutes: June 17, 2014 and August 19, 2014
5. Team Building/Strategic Planning
6. Old Business:
 - a. Parks Department Update
 - b. 2012 Parks and Trails Bond Implementation status
 - c. 2008 Audit RFP Update
 - d. Strategic Planning Decisions
 - e. POSAC Commissioner Search
 - f. AN ORDINANCE RELATING TO EARLY NEIGHBORHOOD NOTIFICATION (ENN); AMENDING SUBSECTION 14-3.1(F)(3) SFCC 1987 TO REQUIRE THAT AN ENN BE CONDUCTED FOR NEW PARKS OR RECONSTRUCTION OR EXPANSION OF EXISTING PARKS; AND MAKING SUCH OTHER CHANGES AS ARE NECESSARY TO CARRY OUT THE INTENT OF THIS ORDINANCE. (Councilors Dominguez and Bushee) (David Pfeifer)
7. New Business
 - a. A RESOLUTION RECOGNIZING THE UNIQUE VOLUNTEER SERVICES OF I RIDE NM, A NONPROFIT DEDICATED TO MAINTAINING THE CITY OF SANTA FE'S BUCKMAN MX TRACK; AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH I RIDE NM TO PROVIDE VOLUNTEER MAINTENANCE SERVICES AT THE BUCKMAN MX TRACK.
 - b. AN ORDINANCE AMENDING SUBSECTION 11-9.1 SFCC 1987 AND SECTION 18-9 SFCC 1987 TO REQUIRE THE CITY OF SANTA FE TO CONDUCT A PUBLIC HEARING BEFORE THE GOVERNING BODY VOTES ON REALLOCATION OF PROCEEDS FROM A VOTER-APPROVED GENERAL OBLIGATION BOND OR TAX THAT DEVIATES MATERIALLY FROM THE INFORMATION PROVIDED TO THE ELECTORATE.
 - c. Tree Board Report and Issues: Standards and Guideline, List of Trees and Shrubs and Emerald Ash Borer
 - d. Santa Fe Stories
8. Public Comments
9. Confirm date and time for the next meeting – October 21, 2014

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CITY OF SANTA FE
PARKS AND OPEN SPACE ADVISORY COMMISSION

September 16, 2014

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b. Ordinance Amending Subsection 11-9.1 SFCC 1987/ And Section 18-9 SFCC 1987 City Of Santa Fe To Conduct A Public Hearing Before The Governing Body Votes On Reallocation Of Proceeds From A Voter-Approved GO Bond Or Tax That Deviates.	Approved	7-8
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**MEETING MINUTES
FOR THE
PARKS AND OPEN SPACE ADVISORY COMMISSION**

Tuesday, September 16, 2014

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 2:00 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

Bette Booth, Chair
Daniel Coriz (arrived later)
Anna Hansen
Melissa McDonald
Joe Lehm (arrived later)
Sandra Taylor
Patrick Torres

Members Absent

Oralynn Guerrerortiz (excused)

One vacancy (Nic Smith)

Staff Present

Jesse Esparza, Parks Department
Chris Ortiz, Park Department

Others Present

Robert Wood, Water Department
Isaac Pino, Director Public Works
Charmaine Clair, Stenographer
Others as noted on the sign in sheet incorporated into the minutes as Exhibit 1.

APPROVAL OF AGENDA

Ms. Hansen moved to approve the agenda as presented. Ms. McDonald seconded the motion, which passed by unanimous voice vote.

APPROVAL OF MINUTES- June 17, 2014 and August 19, 2014

Minutes of June 17, 2014

Page 10 referenced there is a new department head. The sentence should have stated there will be a new department head.

Mr. Torres moved to approve the minutes of June 17, 2014 as amended. Ms. Hansen seconded the motion which passed by unanimous voice vote.

Minutes of August 19, 2014

The *Scope of Services* should have been included as an exhibit and is hereby attached as (Exhibit 2).

Ms. McDonald moved to approve the minutes of August 19, 2014 with the addition of the exhibit. Ms. Taylor seconded the motion which passed by unanimous voice vote.

TEAM BUILDING/STRATEGIC PLANNING

Chair Booth asked the Commissioners to review their discussion points at the last Strategic Planning meeting. (Exhibit 3)

Ms. McDonald said "pretty parks" [under Values] needed to be defined and the city needs to create appreciation for different types of plant materials.

Mr. Lehm entered the meeting at this time.

Chair Booth said the values for the parks could be included and articulated when they talk about the Mayors request for strategic planning. She added *celebrate (success, parks, etc.)* to the list. Ms. Hansen said she was disappointed that the 400th Anniversary sculpture was never celebrated.

Ms. McDonald suggested an annual celebration for a park be held every year.

Chair Booth noted that Mr. Pino is working on the existing inventory with staff. She said they could also use the Proragis computer program.

The Commission discussed their list of goals and assigned a lead and support person as follows:

	Lead	Support
1. Mayors Strategic Planning-	Chair Booth/ Ms. Guerrerortiz	POSAC
a. Increase citizen participation	& Ms. McDonald	
b. Strengthen relationships		
c. Climate adaptation		
2. Reallocation Policy	Ms. Guerrerortiz	POSAC
3. BMX/MX	Mr. Coriz	Chair Booth
4. Skate parks	Mr. Lehm	Chair Booth
5. Urban forests	Mr. Torres	Ms. Taylor
6. Urban agriculture	Chair Booth	Ms. McDonald

- | | | |
|---------------------------------|------------------------|--------------|
| 7. Increase art in parks | Ms. Hansen | Ms. McDonald |
| 8. Complete the 2008/2012 Bonds | | |
| 9. Celebrate Parks | Chair Booth/Ms. Hansen | |

Ms. McDonald said one of the Mayor's goals for the Climate Change Initiative is sustainability and looking at the city structures from all of the input; soil building, waste center, etc. She said there is a movement is to make Santa Fe a leader in sustainability and that is supported by City Councilors. She suggested that be added to the Commission's focus.

Mr. Coriz entered the meeting at this time.

The Commission discussed key things to consider for the Mayor's Strategic Planning:

- Small pocket parks were discussed. Ms. Hansen said Thomas Macione is a necessity. Ms. McDonald suggested looking at reductions in relation to overall costs. She thought a pocket park could service a great number of people. Ms. Taylor suggested the mayor identify the parks he thought are not necessary. Mr. Lehm said he could not imagine taking away a park that already exists.
- Repurpose/recreate the way people perceive parks so the community can interact with the city or Water Department, etc. The city might benefit by hiring a coordinator and changing the use of some of the parks to make it easier for people to be involved. Ms. Hansen said there should be more people like Tim Rogers for bikes and trails and people committed to different areas of the parks.
- Access/Equity was discussed; one need is a full size soccer field.
- Baseline information gathering / inventory software was suggested. (Proragis).
- Funding for parks maintenance was suggested. Ms. McDonald said they should look at different uses for the bond money and repurpose parks to be less costly. Chair Booth noted that the overarching mandate is how to maximize the city resources with less money; although the Mayor had mentioned repurposing Salvador Perez and putting in low cost housing.

a. Parks Update

Mr. Pino provided highlights of the month. His update is summarized as follows:

- Richard Thompson was hired as Division Director. Mr. Thompson is from San Antonio Texas and has 24 years in the parks and recreation business. He is familiar with working with Hispanic communities and is well-versed in management irrigation, IP, etc. His start date is 29 September.
- Work is continuing on projects; there is one median project left.
- SWAN Park (South West Activity Node) first phase is nearing completion and utilities are going in. Mr. Pino praised the Parks and Solid Waste crews. He said they handled the Indian Market, Spanish Market, Fiesta and Mexican Independence Day events, one after the other. The turf recovered at the Plaza after just a few days and the crews did an outstanding job at Zozobra and there was hardly any evidence of wear. Ms. McDonald added the medians looked great and the plant choices were excellent. She also applauded the Parks Department.
- Chair Booth thanked the Parks crew that worked to fix the irrigation at Frenchy's Field. Two main breaks were taken care of.

- Mr. Ortiz said Larragoite received a grant (legislative funding) of \$20k (thousand) for new basketball rims and backboards. Also the tennis courts were striped; two new benches were added and a shade structure was put near the volleyball court.
- Chair Booth asked about the cost at De Vargas Skate Park and how much money was left for the skate park at Ragle and what had been done with the bond money at Ragle. Mr. Pino said there are a lot of elements and he would send the details to her. The drainage issues on the basketball court caused work that was not planned. The remaining budget at Ragle is \$364k and about \$130k at West DeVargas. He said the bricks Parks planned to use at DeVargas were historic so they decided to go with concrete.

b. The 2012 Bond Parks and Trails Implementation.

Mr. Pino said he just received a report and after he reviews it, he will send to Chair Booth.

c. The 2008 Audit RFP Update.

Ms. Hansen said the selection committee selected a vendor and is negotiating a contract and she will be informed when that is finalized.

d. Strategic Planning Decisions

Chair Booth asked Mr. Pino when she might receive the inventory. Mr. Pino replied the inventory was completed last week and is ready to be released.

Chair Booth said regarding the community gardens; she sent a Google invitation to the majordomos for a meeting, but is not sure they can meet.

e. POSAC Commissioner Search

Chair Booth said she sent e-mails to all of the organized sports [leagues], but received nothing back. She asked to publish the position and work with the city to get the information into the newspapers, etc.

Ms. McDonald moved to approve moving forward with a request to advertise the vacant POSAC position. Ms. Taylor seconded the motion, which passed by unanimous voice vote.

OLD BUSINESS (Exhibit 4)

- a. An Ordinance Relating To Early Neighborhood Notification (ENN); Amending Subsection 14-3.1(F)(3) SFCC 1987 To Require That An ENN Be Conducted For New Parks Or Reconstruction Or Expansion Of Existing Parks; And Making Such Other Changes As Are Necessary To Carry Out The Intent Of This Ordinance. (Councilors Dominguez and Bushee) (David Pfeifer)

Chair Booth explained she had written a letter asking Councilor Dominguez for guidance.

Councilor Dominguez said the issue is before the Commission because of the experience with SWAN Park. He said there were meetings, but there is no policy in place that requires a formal notification

process. He said he suggested staff use the ENN process for the future SWAN stages to ensure there is a formal record.

Councilor Dominguez said he and staff discussed what the threshold should be that requires an ENN process. He said re-doing a parking lot or installing lights, neighbors would want to know; but repairing or putting in a new sidewalk would not require notification. He explained that ENNs require certified mail to neighborhood associations and residents within a certain radius. The intent of the ENN is to educate people about what will occur and provide them an opportunity for input. He asked the Commissioners thoughts on the threshold.

Ms. Hansen thought \$250k was not a high dollar amount for a threshold. Ms. Taylor said she is for the ENN process, but common sense has to be applied. Mr. Coriz said because of what occurred at SWAN, there should be an ENN there. Mr. Lehm said the dollar amount is not as important as notifying people about a change in the level of noise or lighting at 15 feet. Mr. Torres agreed with concerns about the noise and lights.

Mr. Pino said parks used to be thought of as an oasis and a place for peace and quiet and lots were sold at a premium when next to a park. He said now a group at Los Acequias wants to give up parts of their park to keep certain elements out of the neighborhood and people are irate about the basketball court at Ragle. He said he could not imagine what the reaction will be about the skate park.

He said the meetings had been positive at SWAN and he was thinking the ENN process could be circumvented by the master planning process. He is not sure that is sufficient now. He said it might make sense for everything to have an ENN process.

Ms. Esparza said she thought ENNs are a good idea and Sunny Slope community garden is an example. Fruit trees and fencing were put in for neighbors who were worried that the gardens would be an invasion of their privacy.

Ms. McDonald said she supports ENN. She said language could be added about the concern of noise and lights. She said as a designer she appreciates information from the public and the input is good and gives her ideas.

Chair Booth said a question for her is where the master plan fits with the ENN. She said the process to develop the master plan at SWAN was the best she had seen. She asked if the water tank was in the master plan.

Councilor Dominguez said the tank was in the master plan. He explained that the ordinance is so a resident had no excuse that they were not notified and it will protect the city. He said he is sympathetic to the idea that skaters might not be welcome in a park, but getting skaters and neighbors together in an ENN would educate both sides and encourages dialogue.

Chair Booth asked if reconstruction should be included in the ENN process; fixing the irrigation system or repaving a parking lot.

Ms. McDonald said she would caution about clogging up the city's process.

Chair Booth said the last master plan was done in 2002. She said several parks are on the 2012 Bond; Escondido is one, where staff said the neighbors do not want the park. She said she has talked with neighbors who were desperate to have the "pit" cleaned up. She said parks are coming on board that should have an ENN about whether to move forward.

Ms. Hansen said Adam Armijo wants a community garden and Patrick Smith's irrigation will be redone and those should not require an ENN notice.

Chair Booth asked what would be recommended for Escondido Park and the \$31k for renovation that now will not be done. Councilor Dominguez said the money will be reallocated and is not subject to an ENN. Chair Booth said that concerns her, because she thinks the neighbors have not been consulted.

Ms. Taylor said common sense has to prevail. She said a Parks staff or City Councilor could knock on a few doors and let the neighbors know what is being considered.

Councilor Dominguez said the city has to start somewhere and the resolution can always be amended. He suggested that item # 4 in Chair Booth's letter about noise, lighting, traffic, odor, trash, etc., be included and the noise be taken out. He said he would not change "*creating a new building/structure*" and the last point regarding "*significantly changed the use of the park*"; he wasn't sure how to define "significant" unless a threshold was put in.

Ms. Taylor moved to recommend approval of the ENN ordinance for Parks with the two modifications proposed by Councilor Dominguez for lighting above 15 feet and creating a new building or other structure, with the condition that the resolution be reviewed prior to any parks bond. Mr. Coriz seconded the motion, which passed by unanimous voice vote.

NEW BUSINESS (Exhibit 5)

- a. A Resolution Recognizing The Unique Volunteer Services Of I Ride NM, A Nonprofit Dedicated To Maintaining The City Of Santa Fe's Buckman MX Track; And Authorizing The City Manager To Enter Into A Professional Services Agreement With I Ride NM To Provide Volunteer Maintenance Services At The Buckman MX Track.

Councilor Dominguez said he would defer to staff. He knew that Mr. Coriz had some concerns with the language on line 16 that defined the maintenance operation.

Mr. Pino said the intent is for city maintenance to be the larger maintenance and heavy equipment work. He said the MX community knows what the thresholds should be. The city will let I Ride have the track and will fund them and I Ride can use that money to take out insurance for the track.

He explained that the city will do quarterly maintenance to the parking lots and compact the dirt and help with drainage. The smaller maintenance such as trash and hand work, etc. could be handled by volunteers. He said the model used for the contract with I Ride is similar to the city contract with the Santa Fe Conservancy and the Trails Coordinator.

Mr. Coriz said I Ride is ready to go and he agrees with the wording. He said he can obtain insurance if the funding is provided.

Councilor Dominguez said the volunteers are giving this sector of the community an alternative piece of recreation. He stressed that the city should do everything possible to assist I Ride in a timely manner and provide resources. He said the illegal use of ATVs and motocross has decreased because of the park at Tierra Contenta and the interest will die if that is not maintained.

Mr. Lehm confirmed that liability insurance would be not only for maintenance of the track, but for operations. He asked if events will have the same insurance policy.

Mr. Coriz replied that events would be a separate insurance. He said they are still trying to figure out how the track could put on events.

Mr. Torres moved that POSAC recommend the passage of the Resolution with I Ride to the Governing Body. Mr. Lehm seconded the motion, which passed by unanimous voice vote.

- b. An Ordinance Amending Subsection 11-9.1 SFCC 1987 And Section 18-9 SFCC 1987 To Require The City Of Santa Fe To Conduct A Public Hearing Before The Governing Body Votes On Reallocation Of Proceeds From A Voter-Approved General Obligation Bond Or Tax That Deviates Materially From The Information Provided To The Electorate.

Councilor Dominguez said for the record, he is not speaking for Councilor Ives and Councilor Rivera, but for him the Ordinance provides clear direction to staff on the reallocation of money.

Chair Booth said a New Mexico State regulation states that the city is not accountable for what they put in campaign materials. She asked if this bill would violate a higher law and secondly, on the statement: *"that deviates materially from the information provided to the electorate"*; does it matter who puts out the materials.

Ms. Hansen noted that allocations are bound by what a Governing Body approves; not by campaign materials. She said the Governing Body approves an implementation plan in the beginning of a bond and when significant changes are made, has to go back to the Governing Body.

Councilor Dominguez said as he reads the bill: if a reallocation deviates, whether in language or in the materials provided to the community, that requires a public hearing.

Mr. Pino said City Council has to approve what the city puts forth as the operative language for the bond question. He said the 2012 bond question was for parks and trails. City Council decided not to do the underpass at St. Francis and Alameda and \$1.9 million was reallocated to a dozen parks and trails projects. He said the Finance Committee recommended funding those proposed projects and they will go to City Council next week.

Chair Booth said this came up because BTAC (Bicycle Trails Advisory Committee) voted to take \$1.9 million dollars from the Alameda Crossing and put into other projects. She has heard comments from a lot of people who are upset about that and there are questions about the process. She said the MPO went through the process and created a list of priority projects. She said Councilor Calvert skirted that process and that prompted the bill from Councilors Ives and Rivera. The Councilors felt people were promised something and that has changed and people are not happy.

Councilor Dominguez said the Governing Body makes the bond language vague to have flexibility, because they don't want to lose the money. He suggested adding language in the bill on page 2, line 16: "any reallocation of proceeds from a voter-approved general obligation bond that deviates materially from the information provided to the electorate by the City of Santa Fe..."

Ms. McDonald asked about *home rule*. Councilor Dominguez explained that the city cannot go above and beyond what is mandated by the state. He added that typically City Council votes on a bond question and, if everyone is in favor material is produced and distributed to show the City Council supports that resolution.

Ms. Hansen moved to support the changes to line 16 pursuant to paragraph D recommended by Councilor Dominguez: "...any reallocation of proceeds from a voter approved general obligation bond that deviates materially from the information provided to the electorate by the City of Santa Fe...". Ms. Taylor seconded the motion, which passed by unanimous voice vote.

Councilor Dominguez thanked everyone and said he would pass that on to Councilor Ives.

- c. Tree Board Report and Issues: Standards and Guideline, List of Trees and Shrubs and Emerald Ash Borer

Mr. Torres said the Tree Board did not meet this month. He provided the status of their meetings:

- The Board is working toward the approval of the Standards and Guidelines for Memorials for Parks. (Exhibit 6)
- The list of trees and shrubs was approved for the city website and approved by the Director of the Land Use Department.
- Goals and Objectives were developed with target dates. One of the first goals is to facilitate a tree inventory and within that, conduct training for parks staff and volunteers to complete the inventory. The Board will also look at funding for the training.
- The changes to the Guidelines for Memorial Tree and Bench Standards have been incorporated with recommended fees included and the approval is almost complete.
- The third goal is to reestablish five permanent board members. The mission statement was reviewed. Guidelines are being established for the selection of new board members. The list will be brought to POSAC for approval when finalized, with a request to advertise for new members.
- The board members will complete on-line training with Tree Board University once all members are established.

Mr. Torres said the Board has identified the Emerald Ash Borer as important and a concern to Santa Fe and the pest is as close as Boulder. The interstate makes it possible for the Borer to "hitchhike" on wooden material such as pallets.

Dialogue has been started with the State Forestry Division to work together to address the issue and educate people. Language on how to be proactive will be recommended to the Governing Body. There might be an ordinance developed to restrict the sale in Santa Fe of ash species firewood not grown in Santa Fe.

Mr. Torres said the plan is to work with the community and schools to develop natural enemies of the pest (beneficial wasps and woodpeckers) and to explore what an increase of those species would do to other tree species. The hope is to develop a comprehensive management plan.

Chair Booth thanked the Board and offered POSAC's support. She said she sees the renewed commitment and feels the Board is an important subcommittee of POSAC.

Ms. McDonald thanked the Board and offered to do outreach with landscapers and the landscape architect community. She said the landscape contractors see a need to develop an organization now and something like this would be great.

d. Santa Fe Stories- Vince Kadlubek

Mr. Kadlubek said the project will try to preserve the history of Santa Fe from 1950s to 1990s and give an in-depth look at Santa Fe post World War II. The project is multi-media and site specific and content is being collected for a thousand locations around the city. Content could be an interview, an image, a newspaper article, etc.

Mr. Kadlubek said he recently developed a code for Frenchy's Field. When scanned, the code talks about Frenchy and who he was and people relate stories about him. He said codes increase the depth of learning and can be put on a park sign, a building or along a path, etc. The content is not only mobile; there are markers with a map interface and codes can be made of a variety of materials. A café for instance could have a code on the menu, or a code could be on a cast iron plaque in a front yard.

He noted that two areas that would be valuable to the project are help with the collaboration on content and help with the cost of installation.

Chair Booth offered what POSAC has in information on the naming of the parks. Ms. Taylor suggested Mr. Kadlubek contact Ed Vigil, in the Land Use Department. She said he is extremely knowledgeable and has a number of maps.

Mr. Kadlubek said he has received some funding; a grant of \$10k from the McCune Foundation, \$4k from the Arts Commission and \$10k in public funding. Another idea is to sell sponsorships for individual markers.

Chair Booth offered her help to find funding and information on parks.

PUBLIC COMMENTS

Frank Nichols said he moved to Santa Fe about six months ago and started playing basketball in Los Altos Park and then looked for other courts. He saw safety conditions that he brought to the attention of the Mayor and Mr. Pino and he was asked to speak with POSAC.

He passed around photographs (Exhibit 7) of basketball court conditions. He said some courts have concrete that is falling apart and cracks in graduated depths. Herb Martinez has sharp metal edges in between the concrete directly below the basket and irregular levels in the concrete.

Mr. Nichols said Herb Martinez also has six goals and the court length is 10 feet longer than MBA courts, so no one plays the full court. He said some parks have six-foot high goals and seven feet should be the lowest. Some goals are so low they are hazardous, because bigger kids hang on them. Goals in some parks have wire that ties the net to the rim that kids could cut themselves on.

Mr. Nichols said this is a safety issue, but also an appearance issue. The conditions bring down the tone of the park with nice playgrounds and tennis courts next to hazardous basketball courts.

Ms. McDonald thanked Mr. Nichols for his time in taking photographs and documenting the problems.

Chair Booth said some of the parks should have been done with the Parks Bond money.

Mr. Pino replied he would have to look at the scope of work. He said the basket ball courts do not have a high priority in the hierarchy, but there is some work being done to patch, etc. He said some courts are at a place where they need a new surface, which is very expensive. He said the work has to be exclusively called out in the scope of work for that to happen.

Chair Booth thanked Mr. Nichols for bringing the issues to the Commission's attention. She said she will add the item under Parks Update on the agenda for further discussion.

Mr. Nichols offered to return and said he would be happy to help with design for lay out, etc.

DATE AND TIME FOR NEXT MEETING: October, 2014 at 3:00 p.m. at Frenchy's Barn.

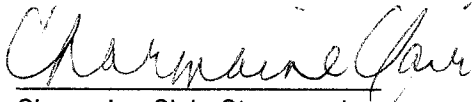
ADJOURN:

Having no further business to discuss, the meeting adjourned at 5:00 p.m.

Approved by:


Bette Booth, Chair

Submitted by:


Charmaine Clair, Stenographer

In POSHC

9/16/14

FRANK NICHOLS franknichols@mei.com

Vince: Santa Fe Storage

505-603-9176

Vince@meowwolf.com

SCOPE OF SERVICES
'15/01/P
2008 Park Bond Agreed Upon Procedures

1) 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 2008 Parks Bond Implementation Plan materially implemented?
 - i. Were changes approved?
- c) A final accounting of what was spent for each project has been requested, including details. Did the City provide a final accounting?
- d) Were relevant City policies and procedures followed? Were expenditures including salaries expense within parameters of policies and procedures?
- e) Were there adequate internal controls in place to ensure monies were spent appropriately? How can internal controls be improved?
- f) Were relevant City, State, and Federal Laws followed, including ADA if specified in project?

2) SCOPE (TO INCLUDE) – As related to the 2008 GO Bonds totaling \$30,300,000

- a) Date Range - March 4, 2008 to June 30, 2014,
- b) 2008 and 2010 GO Bond Covenants and Arbitrage Agreements,
- c) 2008 Parks Bond Implementation Plan,
- d) Any relevant minutes of and packets related to City Council, Finance Committee, Public Works, POSAC or BTAC meetings or any other City meetings that authorized changes to or clarification of the Park Bond Implementation Plan, including, but not limited to:
 - i. Developing and approving the bond, or
 - ii. Discussing issues as related to the Park Bond Implementation Plan,
- e) Any relevant City (including official legal counsel opinions), State (including Attorney Generals Opinions), or Federal laws, including ADA if specified in project.
- f) Any relevant City of Santa Fe Policies and Procedures, including, but not limited to:
 - i. Personnel,
 - ii. Finance,
 - 1. Payroll,
 - 2. Purchasing / Procurement, and
 - 3. Accounting / Finance,
 - iii. Public Works, as applicable, including but not limited to
 - a. Parks, Trails and Watershed,
 - b. Roadways and Trail Engineering, and
 - c. Recreation,
- g) City of Santa Fe records and documents, including but not limited to:
 - i. Payroll,

- ii. Vendor payments,
- iii. Purchasing documents (RFP's, etc.),
- iv. Excel Spreadsheets,
- v. Final Accounting as prepared by Finance,
- vi. Word documents,
- vii. Access or other database data,
- viii. E-1 data, and
- ix. Other electronic or handwritten data.

2) WORK PLAN

- a) Verify that changes to 2008 Parks Bond Implementation Plan i.e. budget allocations and reallocations (including cancelled projects) were approved as required by policies and law,
- b) Verify balances from final accounting provided by the Finance Department to general ledger,
 - i. Select a sample of 25 that includes parks, trails, projects and cancelled projects 15 judgmental, including:
 - 1. Melendez,
 - 2. Monica Roybal,
 - 3. MRC including Marty Sanchez Golf Course,
 - 4. Pueblo Del Sol Trails,
 - 5. Cathedral,
 - 6. Santa Fe River Parkway, and
 - 7. GCCC,
 - ii. 10 random,
 - iii. If indications of fraud are found increase sample size to 40,
- c) Perform the following procedures on the above sample: (report findings/exceptions and make suggestions for improvement)
 - i. Determine if the improvements specified in the 2008 Parks Bond Implementation Plan were completed. If not, document and report, why not,
 - ii. Determine if the criteria as defined in the original bond language was met,
 - iii. If expenditures were made for improvements visually, verify that they were actually done at the park specified, if not, document and report, why not,
 - iv. Verify that salary and benefits were properly tracked and accounted for each project,
 - v. For monies spent on salaries and benefits for City employees verify that:
 - 1. Monies spent were for direct labor on approved projects only, no salaries are paid for on-going operations or maintenance,
 - 2. Employee job responsibilities are in line with work done (for example not paying for an administrative secretary's salary and claiming it was a direct cost),
 - 3. Salary increases for these employees are in line with approved budgetary increases,
 - vi. Verify that monies paid for contract labor followed City policies, and City, State and Federal law, especially as in regards to nepotism or conflicts of interest. As applicable, verify that:

1. That proper purchasing and procurement procedures were followed, as applicable, and
 2. If relatives or persons that result in a conflict of interest were hired, determine how much money they were paid in total and for what parks – include in the report,
- d) Obtain a report of all employees paid with Park Bond monies – select a sample of 25 (increase to 40 if indicators of fraud) and verify that:
 - i. Salaries were for direct labor on approved projects only, no salaries were paid for on-going operations, or maintenance,
 - ii. Employee job responsibilities are in line with work done (for example not paying for an administrative secretary's salary and claiming it was a direct cost,
 - iii. Salary increases for these employees are in line with approved budgetary increases,
 - e) Other procedures deemed necessary to achieve engagement objectives at auditor's discretion.

4) FINAL REPORT

- a) Agreed upon procedures report, in compliance with the NM State Auditor's Rule, and AICPA standards,
- b) Summary of whether the engagement objectives were met, if not, why not,
- c) Summary of work done and approach taken,
 - (1) Include results of positive nature, too
- d) Detail of any nepotism or conflicts of interest *issues* in regards to employees or contract work, including total amount paid and what parks were impacted, and
- e) Detail of any findings as related to the audit testwork:
 - (1) Report for public use that does not include names, but just job descriptions, dates and amounts, or any other relevant data,
 - (2) Second summary sheet identifying which employees are associated with a particular job title in specified findings to allow management to pursue confidential personnel actions, if needed,
- f) **Recommendations (please include in the report)**
 - (1) Guidance in regards to an audit policy as related to bond issues,
 - (2) Recommendations for improving internal controls regarding allocations and reallocations, departmental policies, tracking of payroll, and other expenses, etc.,
 - (a) Prevention,
 - (b) Monitoring, and
 - (c) Detection Controls,
 - (3) How can the City improve on deliverables including a periodic accounting of what is being spent, and comprehensive final reports,
 - (i) Project or Cost accounting,
 - (ii) Is it possible to utilize the E-1 system to track:
 1. Project costs, including salaries and benefits to employees,
 2. Direct labor associated with installation / implementation,
 3. Create system generated reports for management, Finance Committee, and any other interested parties?

4. If so, does the City have the required module or does it need to be purchased, and
5. What type of training and how much will training cost for employees to use the cost/project accounting system, if available?
6. If the E-1 system cannot provide this functionality, what other viable options are there available, and what are the costs including training associated with this (these) option(s).

POSAC STRATEGIC PLANNING BRAINSTORMING SUMMARY

Our Mandate: Resolution 2007-22 “re-establish an active advisory committee to look at parks and open space in a holistic manner”; specifically to provide recommendations for the 2008 Bond and to provide “on-going advice to the governing body on parks and open spaces related issues including, but not limited to, acquisition, dedication, planning, development, construction, operation and maintenance”.

Our Values:

- Pretty Parks
- Informed Decision-making
- Equity
- Honor cultural values
- Environmental sensitivity in the face of climate change
- Transparency
- Integrity
- Participatory
- Creative/cutting edge/outside the box
- Sustainability

Our Goals

Implement Mayor’s Request Strategic Planning for Parks

- Reduce total number of parks. We don’t need small pocket parks. To save \$.
- Conduct strategic planning process in coordination with staff
- Rethinking park space
- Rethinking what a park is?
- Find new park funding sources eg corporate funding of a park maintenance with appropriate signage like the median program
- Create a checkout system for rec toys (basketballs, tennis equipment, etc.) at some of the regional parks
- Provide a safe cross of Airport Road connecting to SWAN
- Create South Meadows Park
- Rain gardens/Low impact development
- Lower H2 needs.

Increase Citizen Participation

- Bring in youth, families, schools
- City events (at skateparks, MX, BMX, tracks)
- All public agreements to aid with maintenance
- Link citizen organization to parks, i.e. care
- Better country/city relationships in parks and open spaces
- Develop more buy-in from neighborhoods in the care and maintenance of parks.

Strengthen Relationships

- Good relationships with staff and Councilors
- POSAC linked directly to the new Parks and Recreation Department (expand mandate)
- Respect for workers
- Expand leadership of POSAC
- Cultivate working relationships with the Mayor and City Councilors

Complete Parks and Trails 2008 and 2012 Bonds

- 2008 Audit Report completed and lessons learned disseminated
- Develop policies assessing accountability pertaining to the reallocation of funds/Create Bond reallocation policy
- 2012 Bond implemented transparently – Report

Support MX/BMX

- Goal: Sustainability maintenance/manage skate parks, BMX and MX
- Find some way to insure the MX park gets maintenance
- Long term funding for Maintenance
- MX/IRide contract for maintenance

Strengthen Urban Ag in Public Spaces, Parks and Open Spaces

- Conduct a participatory evaluation of current programs and feed information into the proposed Urban Agriculture policy
- Working farms

Reduce Inputs and Maximize Outputs

- Work toward limiting outside inputs. More whose system thinking and management *Value - as a process -*
- Increase water conservation in parks

- Create productive parks
- Oversee negotiations re: water rates

Strengthen the Urban Forest in Parks and Open Spaces

- Create a Tree Policy
- Develop a comprehensive urban forest management plan
- Develop and support a strong Tree Board

Increase Art in Parks

- Create free wall locations where kids can graffiti
- Art in walls/free walls/art in parks
- More art in parks

Dear Councilors,

First of all, thank you for asking POSAC to look at this. After much discussion, we moved to table the resolution for more analysis. Specifically, the discussion centered around:

1. Establishing the time for the ENN: To save the City money and not slow the process unnecessarily, the parks ENN should be when a site plan and a clear idea of what the improvements will be but before the details are set in stone.
2. Perhaps reconstruction shouldn't be included since it is basically bringing an existing structure up to higher standards. For example, resurfacing tennis courts, renovating a pool, replacing a roof, putting solar lighting might cost 250,000.00, but probably shouldn't need an ENN.
3. Whether 250,000.00 was the appropriate amount. Some changes could cost less than that, but actually meet the criteria below which perhaps should have an ENN.
4. Including specific criteria either instead of or as well as a specific amount. For example,
 - ENN would not be necessary if the reconstruction/construction is following a Park Master that had been created through public participation planning process.
 - ENN would be necessary if the reconstruction/construction:
 - increased the noise level of the park,
 - created new lighting above perhaps 15 feet,
 - created a new building or other structure higher than perhaps 15 feet (such as a water tank).
 - Significantly changed the use of a park – putting in a basketball court in a previously passive park, for example.

We planned to put this on the September agenda for final consideration unless you all feel you would like to move forward. Please let us know how we can best be of assistance.

Warm regards as always,
Bette Booth
POSAC Chair

City of Santa Fe, New Mexico

LEGISLATIVE SUMMARY

BILL NO. 2014__

ENN Parks

SPONSOR(S): Councilors Dominguez and Bushee

SUMMARY: The bill relates to Early Neighborhood Notification (ENN) and amends Subsection 14-3.1(F)(3) SFCC 1987 to require that an ENN be conducted for new parks or reconstruction or expansion of existing parks; and makes such other changes as are necessary to carry out the intent of the ordinance.

PREPARED BY: Rebecca Seligman, Legislative Liaison Assistant

FISCAL IMPACT: No

DATE: August 12, 2014

ATTACHMENTS: Bill

1 CITY OF SANTA FE NEW MEXICO

2 BILL NO. 2014-____

3 INTRODUCED BY:

4
5 Councilor Carmichael Dominguez

6 Councilor Patti Bushee

7
8
9
10 AN ORDINANCE

11 RELATING TO EARLY NEIGHBORHOOD NOTIFICATION (ENN); AMENDING
12 SUBSECTION 14-3.1(F)(3) SFCC 1987 TO REQUIRE THAT AN ENN BE CONDUCTED
13 FOR NEW PARKS OR RECONSTRUCTION OR EXPANSION OF EXISTING PARKS;
14 AND MAKING SUCH OTHER CHANGES AS ARE NECESSARY TO CARRY OUT THE
15 INTENT OF THIS ORDINANCE.

16
17 BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

18 Section 1. Subsection 14-3.1(F)(3) SFCC 1987 (being Ord. No. 2011-37 § 3) is
19 amended to read:

20 (3) Applicability to City Capital Improvement Projects

21 (a) ENN is required for certain types of *city capital improvement*
22 projects requiring review by the *governing body* as follows:

23 (i) facility plans for municipal facilities or services, including
24 wastewater, solid waste, potable water and airport facilities;

25 (ii) new projects or projects to expand or extend service to new

1 service areas included in the *capital improvement plan* or
2 *general plan*;

3 (iii) any new road construction or reconstruction of an existing
4 road that materially expands capacity; and

5 (iv) projects funded out of capital impact fee funds.

6 (v) any new park or reconstruction or expansion of an existing
7 park that exceeds two acres in size or two hundred and fifty
8 thousand dollars (\$250,000) in cost.

9 (b) The following types of *capital improvement* projects do not require
10 ENN:

11 (i) *replacement*, repair or maintenance of underground facilities
12 where such activity does not represent a material expansion
13 of existing facilities;

14 (ii) road maintenance, repair, surfacing or resurfacing, striping,
15 curb and gutter or sidewalk repair or maintenance, *sign*
16 maintenance, signal repair, shoulder work, bridge or culvert
17 maintenance work; and

18 (iii) special assessment districts covered by *state* law or *city*
19 ordinance.

20 APPROVED AS TO FORM:

21 
22

23 KELLEY A. BRENNAN, CITY ATTORNEY

City of Santa Fe, N

POSAC
September 16, 2014
Exhibit 5

LEGISLATIVE SUMMARY

Resolution No. 2014-____
MX Track – I Ride NM

SPONSOR(S): Councilor Domiguez

SUMMARY: The resolution recognizes the unique volunteer services of I RIDE NM, a nonprofit dedicated to maintaining the city of Santa Fe's Buckman MX Track and it authorizes the City Manager to enter into a Professional Services Agreement with I RIDE NM to provide volunteer maintenance services at the Buckman MX Track.

PREPARED BY: Rebecca Seligman, Legislative Liaison Assistant

FISCAL IMPACT: No

DATE: September 8, 2014

ATTACHMENTS: Resolution

1 CITY OF SANTA FE, NEW MEXICO

2 RESOLUTION NO. 2014-_____

3 INTRODUCED BY:

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9
10 A RESOLUTION

11 RECOGNIZING THE UNIQUE VOLUNTEER SERVICES OF I RIDE NM, A NONPROFIT
12 DEDICATED TO MAINTAINING THE CITY OF SANTA FE'S BUCKMAN MX TRACK;
13 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL
14 SERVICES AGREEMENT WITH I RIDE NM TO PROVIDE VOLUNTEER
15 MAINTENANCE SERVICES AT THE BUCKMAN MX TRACK.

16
17 WHEREAS, the Buckman MX Track west of N.M. 599 is a 55- acre track which was carved
18 out by users over the past four decades; and

19 WHEREAS, the Buckman MX Track exists as a result of users over the past four decades
20 and has been developed largely by volunteers since 2008; and

21 WHEREAS, due to popularity of use, the City completed major improvements as part of its
22 master plan for parks; and

23 WHEREAS, in October, 2012, the city completed a \$450,000 project to complete a road,
24 parking lot and perimeter fencing, and opened the Buckman MX Track; and

25 WHEREAS, shortly after the opening in 2012, the track was closed due to safety concerns

1 and remained closed until the City made necessary safety changes; and

2 **WHEREAS**, even though the City owns the track, since 2008, I Ride NM, a local nonprofit,
3 has been dedicated to maintaining the track using a large network of volunteers under the direction of
4 I Ride NM organizers; and

5 **WHEREAS**, the Governing Body desires that the City continue to operate the MX track and
6 desires for I Ride NM to enter into a maintenance agreement with the City for maintenance of the
7 track with the condition that I Ride NM would assume responsibility liability and insurance related to
8 the maintenance operation of the track.

9 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
10 **CITY OF SANTA FE** that the Governing Body hereby recognizes and appreciates the unique
11 volunteer services of I Ride NM, a nonprofit dedicated to voluntarily maintaining the City's Buckman
12 MX Track.

13 **BE IT FURTHER RESOLVED** that the City Manager is authorized to enter into a
14 professional services agreement with I Ride NM for volunteer maintenance services at the Buckman
15 MX Track with the condition that I Ride NM would assume the responsibility for liability and
16 insurance related to maintenance operation of the Buckman MX Track.

17 PASSED, APPROVED, and ADOPTED this ____ day of _____, 2014

18
19 _____
20 JAVIER M. GONZALES

21 ATTEST:

22
23 _____
24 YOLANDA Y. VIGIL, CITY CLERK
25

1 APPROVED AS TO FORM:

2 Kelley A. Brennan

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4 KELLEY A. BRENNAN, CITY ATTORNEY

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25 *M/Melissa/Resolutions 2014/MX Track - I Ride NM*

City of Santa Fe, New Mexico

LEGISLATIVE SUMMARY

BILL NO. 2014-25

Bond / Tax Reallocation

SPONSOR(S): Councilors Ives and Rivera

SUMMARY: The bill amends Subsection 11-9.1 SFCC 1987 and Section 18-9 SFCC 1987 to require the city of Santa Fe to conduct a public hearing before the governing body votes on reallocation of proceeds from a voter-approved general obligation bond or tax that deviates materially from the information provided to the electorate.

PREPARED BY: Rebecca Seligman, Legislative Liaison Assistant

FISCAL IMPACT: No

DATE: August 21, 2014

ATTACHMENTS: Bill

<p align="center">ACTION SHEET CITY COUNCIL COMMITTEE MEETING OF 08/27/14 ITEM FROM FINANCE COMMITTEE MEETING OF 08/18/14</p>
--

ISSUE:

22. Request for Approval of an Ordinance Amending Subsection 11-9.1 SFCC 1987 and Section 18-9 SFCC 1987 to Require the City of Santa Fe to Conduct a Public Hearing Before the Governing Body Votes on Reallocation Proceeds from a Voter-Approved General Obligation Bond or Tax that Deviates Materially from the Information Provided to the Electorate. (Councilor Ives) (Teresita Garcia)

Committee Review:

City Council (request to publish)

08/27/14

City Council (public hearing)

09/23/14

Fiscal Impact – No

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

Add Councilor Rivera as co-sponsor.

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	Chair		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ	Absent to vote		

CITY OF SANTA FE, NEW MEXICO

BILL NO. 2014-25

INTRODUCED BY:

Councilor Peter Ives

Councilor Chris Rivera

AN ORDINANCE

**AMENDING SUBSECTION 11-9.1 SFCC 1987 AND SECTION 18-9 SFCC 1987 TO
REQUIRE THE CITY OF SANTA FE TO CONDUCT A PUBLIC HEARING BEFORE THE
GOVERNING BODY VOTES ON REALLOCATION OF PROCEEDS FROM A VOTER-
APPROVED GENERAL OBLIGATION BOND OR TAX THAT DEVIATES MATERIALLY
FROM THE INFORMATION PROVIDED TO THE ELECTORATE.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

**Section 1. Subsection 11-9.1 SFCC 1987 (being SFCC 1981, §9-3-12) is amended to
read:**

11-9.1 General Obligation Bonds.

**A. The governing body may secure funds for projects or activities authorized by Section
3-30-5 NMSA 1978 or other applicable state law by:**

**(1) Submitting to a vote of the qualified electors the question of issuing the
bonds; and**

(2) Upon approval by a majority of those voting on the question favoring the

1 creation of the debt, issuing and disposing of negotiable bonds pursuant to state law. The
2 debt and interest on the debt will be paid for by assessing real estate property taxes over the
3 life of the bonds.

4 B. The city shall use the money received from the issuance of the bonds only for the
5 purpose for which the bonds were issued.

6 C. The city shall pledge its full faith and credit to the payment and debt retirement of the
7 bonds. The city shall designate and maintain sinking and interest funds for the payment of interest on
8 and principal of the bonds as the payments become due. Provided, however, that the city may pay the
9 principal and interest on the bonds from any available revenues, and the levy or levies of taxes may
10 be diminished to the extent such other revenues are available for the payment of such principal and
11 interest.

12 D. Within thirty (30) days of passage of an election resolution authorizing the placement
13 of general obligation bond questions on the ballot, the city shall provide information to the electorate
14 regarding the purpose(s) of the general obligation bonds.

15 E. Any reallocation of proceeds from a voter-approved general obligation bond that
16 deviates materially from the information provided to the electorate pursuant to paragraph D, above,
17 shall be voted upon by the governing body after a public hearing. For the purposes of this paragraph
18 E, a change order reallocating such proceeds due to unforeseen or latent conditions is not a material
19 deviation.

20 Section 2. Section 18-9 SFCC 1987 (being Ord. #2013-33, §2) is amended to read:
21 **18-9 TAXES, NEW OR INCREASED; REALLOCATION OF PROCEEDS.**

22 A. Within thirty (30) days of passage of an election resolution authorizing the placement
23 of a question on the ballot that would seek to or impose a new or increase in any tax, the city shall
24 provide information to the electorate of the city of Santa Fe regarding the purpose(s) of the new or
25 increased tax.

1 B. Any reallocation of proceeds from a voter-approved tax that deviates materially from
2 the information provided to the electorate pursuant to paragraph A, above, shall be voted upon by the
3 governing body after a public hearing. For the purposes of this paragraph B, a change order
4 reallocating such proceeds due to unforeseen or latent conditions is not a material deviation.

5 APPROVED AS TO FORM:

6 Kelley A. Brennan
7
8 KELLEY A. BRENNAN, CITY ATTORNEY

2014 Goals and Objectives for the
City of Santa Fe
Municipal Tree Board

1. Facilitate a tree inventory
 - a. Conduct trainings
 - b. Assist in securing some funding to conduct the survey
 - c. Review existing list of trees and shrubs (Review August 2014)
2. Facilitate the approval of Guidelines and Regulations for Memorial Trees and Bench Standards.
(Complete by the end of August 2014)
3. Re-establish a 5 permanent member board
 - a. Review of Mission Statement (July 2014)
 - b. Establish guidelines for selection of new board members.
 - c. Have members complete the on-line training for Tree Board University.

