



Agenda

DATE 1/15/15 TIME 10:07am

BY Jessie Esparza

OFFICIAL

**Parks and Open Space Advisory Commission
The Barn at Frenchy's Field • Osage and Agua Fria Streets
Tuesday January 20, 2015 3:00 – 5:00
Amended Item #10.b**

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Review and Approval of Minutes: December 16, 2014
5. Welcome the New Parks and Recreation Director, Robert Carter
6. Citizen Communication from the Floor
7. Reports from Commissioners
8. Reports from Committees
9. Old Business
 - a. Parks Department Update: Activities, programming, funding, information about anything related to parks going to the governing body committees or Council, information about any parks-related ENN, MRC RFP.
 - b. 2012 Parks and Trails Bond Implementation Report
 - c. Ragle Skate Feature and Next Steps
 - d. Strategic Planning Next Steps: Meeting with the Mayor
 - e. 2008 Audit RFP Update
 - f. Community Garden Evaluation and Lessons Learned
 - g. Memorials in Parks Resolution
 - h. Mayor's Committee on Disability Request for a Maintenance Policy
10. New Business
 - a. City Arts Commission Applications For Funding
 - b. REQUEST FOR APPROVAL OF AN ORDINANCE RELATING TO YOUTH LEAGUE FEES FOR USE OF CITY SPORTS FIELDS; AMENDING SUBSECTION 23-4.13 TO REQUIRE YOUTH LEAGUE REPRESENTATIVES TO PARTICIPATE IN THE KEEP SANTA FE BEAUTIFUL CLEANUP EVENTS IN EXCHANGE FOR THE REDUCED YOUTH LEAGUE FEES THE CITY OFFERS AND MAKING SUCH OTHER GRAMMATICAL AND TYPOGRAPHICAL CHANGES AS ARE NECESSARY (COUNCILORS DOMINGUEZ AND DIMAS) (RICHARD THOMPSON)
11. Items for the February agenda
12. Confirm date, time and location for the next meeting
13. Adjournment

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



Agenda

CITY CLERK'S OFFICE

DATE 1/12/15 TIME 3:34pm

CREATED BY Jessie Esparza

REVIEWED BY Official tartug

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 - c. Skate Feature Site Selection and Next Steps
 - d. Strategic Planning Next Steps: Meeting with the Mayor
 - e. 2008 Audit RFP Update
 - f. Community Garden Evaluation and Lessons Learned
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CITY OF SANTA FE
PARKS AND OPEN SPACE ADVISORY COMMISSION

January 20, 2015

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

Tuesday, January 20, 2015

1. CALL TO ORDER

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

2. ROLL CALL

Roll call indicated a lack of quorum as follows:

Members Present

Melissa McDonald
James Stodgel
Patrick Torres (arrived later)
Sandra Taylor

Members Absent

Bette Booth, Chair (excused)
Oralynn Guerrerortiz (excused)
Anna Hansen (excused)
Joe Lehm
Daniel Coriz

Staff Present

Richard Thompson, Division Director
Robert Carter, Parks and Recreation Director

Others Present

Rachel Wexler- New Mexico Department of Health
Charmaine Clair, Stenographer

The approval of the agenda and minutes for December were not addressed due to lack of quorum.

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES- December 16, 2014

5. WELCOME THE NEW PARKS AND RECREATION DIRECTOR: Robert Carter

Mr. Thompson said the new Parks and Recreation director mentioned marketing and branding and looking at the human resources/organization flowchart to see if it could be modified during this budget cycle. He said Mr. Carter was a business unit manager for recreational centers from the District of Columbia and had been the Parks and Recreation Director for Clovis.

The Commissioners introduced themselves and talked about their interests.

Ms. Rachel Wexler was introduced. Ms. Wexler said she worked at the Genoveva Chavez Community Center (GCC) about nine years and was at Water Conservation. She now works with the New Mexico

Department of Health (DOH) in health promotion. Ms. Wexler said the DOH is into the “health in all policies” and is sending people to places where policies might be developed. She chose to come to POSAC because of her background and to see what she could bring to the table.

Patrick Torres entered the meeting at this time.

Ms. McDonald explained that POSAC’s mission is to oversee the parks and trails, including planning efforts and things that affect the parks and trails. She said the Commission puts forward recommendations to the Governing Body and commissioners are voted on by City Council. She said POSAC informally makes the effort to have someone who represents every district.

Mr. Carter said he has 24 years in Parks and Recreation. He graduated from George Mason University with a degree in Parks and Recreation and just moved to Santa Fe from Arlington, Virginia. He said his greatest achievement was in Clovis, New Mexico. The Clovis Parks and Recreation Division was under Public Works and was moved to what was basically a parks and facilities operation.

Mr. Carter provided ideas he would like to work. A summary follows:

- Develop an Adopt a Park program: businesses could fund beautification projects or visit the parks to do beautification work. The program was popular and well received in other areas.
- He will discuss the medians with Keep Santa Fe Beautiful and how current the program is; he wants them to take care of a Park if they adopt one or he will find other ways.
- Poor signage: Santa Fe needs something better than brown on brown signs to mark park locations and directional signs so people know how to get to a park.
- A marketing staff to market the parks to the community.
- A park map; people are not aware of some parks.
- User fees have been discussed with the idea to put money into a Park Improvement Fund instead of General Funds. The money would be used to renovate the fields or renovate a community garden. The rental of park pavilions would continue.
- The ultimate goal is to make Parks and Recreation an award winner with the New Mexico Recreational Parks Association and nationally, as he did with Clovis.

Ms. McDonald noted that a lot of Mr. Carter’s comments have been discussed by the Commissioners and many have been started by POSAC. She said it would be helpful for Mr. Carter to see the Commission’s ideas and direction they are moving with their suggestions and recommendations.

She said there is also an idea for QR codes for iPhones; people can scan the code to get the history of a place and an interest in something similar in maps. She suggested Mr. Carter discuss the ideas with Councilor Ives, who is a big supporter.

Mr. Carter asked about the community gardens and their locations.

Mr. Torres said Frenchy’s Park is one and there are a total of five located in different parks.

Mr. Carter confirmed that there is an active Master Gardeners group. He asked if there was interest in doing free classes for the public; i.e. composting, gardening, etc. Mr. Torres replied there is interest and the Master Gardeners has a compost team.

Mr. Carter wants to talk to the Master Gardeners about his goal to get programs back into the parks. He wants to hold classes in parks so they are utilized not just for leagues or skateboarders, but the entire public. He said whether there should be a separate recreation program in one division that will do all of the programming for the centers and parks is being discussed. He added that xeriscaping and the use of low-flow water and drip systems is big and could be a free program.

Ms. McDonald said there are a number of organizations that do that: the Climate Change Task Force, the Master Gardeners, Earthworks, etc. She suggested Mr. Carter meet with POSAC and brainstorm about the different groups.

Mr. Carter provided his email address: rpcarter@sfnm.gov. He said he plans to attend the meetings with Mr. Thompson.

Ms. McDonald said meeting at the GCC has been discussed.

Mr. Carter said the meeting should move to other locations. He wants the buildings in the parks to have summer programs so kids can drop in to do arts and crafts and afterschool activities. He said the community centers are nice, but if kids have games/crafts, etc. in the parks they can walk to the park.

Ms. McDonald said POSAC is looking at proposing the Master Plan for Open Space and Parks be updated. The Plan was last done in 1999 and sections were updated in 2003. She said POSAC would want to work closely with Mr. Carter on that and they also coordinate with the Mayor's Task Force.

Mr. Carter said he has mentioned doing a master plan. He said the city needs to have a direction and community input; not just for parks and open space, but recreation.

6. CITIZEN COMMUNICATION FROM THE FLOOR

Rachel Wexler from the NMDOH said she was present to meet the new director.

7. REPORTS FROM COMMISSIONERS- Not Discussed

8. REPORTS FROM COMMITTEES - Not Discussed

9. OLD BUSINESS

a. Parks Department Update

A summary of Mr. Thompson's parks update follows:

- Operationally the Department has been handling snow and ice. They are taking down holiday lighting downtown and dispersing Angel trees. Minor modifications were made at the gazebo.
- Arterials: native grasses and shrubs in the medians will be removed. The crew is currently in the arroyos doing cleanup.
- Training in the spring has been lined up and includes "Think Trees New Mexico" and irrigation training through two local vendors on three levels. Most of the Parks staff has had the introductory training; three have attended the second level of training. There is opportunity to attend accessibility training put on by the state, which will include playgrounds. The training is

expensive and the hope is to have at least one staff person attend. All Highway Vehicle Safety Training will be held in May. Parks has instituted a training calendar for safety. Safety training includes a quarterly meeting of all staff and a weekly tailgate safety meeting.

- Procurement: as part of Parks reorganization they will build a sanitary store with central distribution on Siler Road. A superintendent will oversee the procurement and disbursement of tools, equipment and supplies.
- A Parks Division vision statement was developed: *"Division results; continued creating and maintaining safe and enjoyable places for passive, active and competitive recreational activities."* And a mission statement: *"To provide Park development and maintenance products to realize their vision."* The product (for budgeting purposes) was defined as turf, tree, landscape, sanitation, mechanical support and special events.
- Allocations of human, mechanical, biological resources will be shifted to align with optimum product development and production.
- Parks has submitted a flat budget document that is basically at last year's funding levels with the same line items. An enhanced budget document will show product alignment as opposed to geographic. Parks wants "to divert duplicity of process, reduce consumption and capture waste."

b. 2012 Parks and Trails Bond Implementation Report

Mr. Thompson said Ms. Booth submitted a list of questions such as *where are we* and *who are we*. He said he met with the Chief Financial Officer who provided his version of the bond expenditures to date. The document is lengthy and will be scanned and sent to members and does not show balances or expenditures short-term. He said that information can be found in the document distributed last week by e-mail.

Mr. Thompson said the second bond sale (a General Obligation for parks) shows Fund Balances; Salaries; WIP Design (external third party design) or WIP Construction; Remodeling and Replacements. He will modify the report to report actual activity in a bond project (park) and the amount expended. He noted that this internal document does not relate to the previous list of items and projects used in the past.

Mr. Thompson said Parks wants to work with POSAC to develop a reporting schedule; possibly a subgroup discussion that is brought back to the whole committee.

He said work at Adam Armijo is wrapping up. The sidewalk pouring is deferred until Monday, due to weather and crews will move on to Escondido on Jaguar Road.

Ms. McDonald noted a meeting with Mr. Pino has to be rescheduled. She something Ms. Booth had in mind is past and future allocations for staffing.

Mr. Thompson said there are four columns that represent all of the line items and Salaries is one. He noted that Salaries were estimated by facilities and do not relate to the previous bond load.

c. Ragle Skate Feature and Next Steps

Mr. Thompson said the reallocation of 2012 Parks and Trails Bond funds was passed by the Public

Works Committee, but has not gone through all of the committees. Mr. Thompson said the reallocation will need to go through City Council. Parks asked there not be a separate design and separate build contract and a state purchasing statute requires the Governing Body to approve a single contract for design/build.

Ms. Taylor asked if Mr. Coriz had been involved in the discussions.

Mr. Thompson said designer Jason Kluck had introduced documents that resolved all of the issues in previous meetings. He noted that Mr. Coriz recently brought up additional issues and that Mr. Coriz had been part of the process. He said Parks countered that the process has already taken place. There is a fear that changing the design at this time would jeopardize funding for the larger skate facility currently in committee. He added that Mr. Coriz will be one of several key players on the design/build.

d. Strategic Planning Next Steps: Meeting with the Mayor

Ms. McDonald said the meeting was canceled last week and has been rescheduled to the 27th of January. She, Ms. Guerrerortiz and Ms. Booth plan to attend and everyone who wants is invited.

She offered to e-mail the list of topics to be discussed: developing a master plan; an urban agriculture policy in the community gardens; the Friends of Parks; strengthening the Adopt a Park program; formalizing agreements with schools and public entities; the water rate structure and effect on park funding.

Mr. Carter said that Public Utilities plans to put in new meters. Ms. McDonald explained she is talking about allocation for parks, but agreed there is also an issue with the metering and coordination in parks. She said when Commissioners meet with the Mayor they will emphasize South Meadows Park as a regional park. It is a county property that will be annexed.

Mr. Carter said he wanted to see a passive park instead of something the community does not want. Mr. Thompson replied that Parks has 100% design paid for by the county for a passive park.

Ms. McDonald said she will provide a packet for Mr. Carter and copy Ms. Booth, Mr. Thompson and the vice chair Orallynn Guerrerortiz.

e. 2008 Audit RFP Update

Mr. Thompson distributed the audit agenda and said he expects a list of parks will be selected at random and a test of completion will follow. He pointed out that the most comprehensive report was in December, 2013 and had been given to Mr. Pino to forward to the auditor. A third party CPA (REDW) is looking at Accounts Payable, payments versus actual amounts budgeted and the amenities/scope of work completed or documented.

f. Community Garden Evaluation and Lessons Learned

Ms. McDonald said she had planned to present the lessons learned at the Water Conservation Committee, but the meeting was moved. She said she, Mr. Stodgel and Ms. Booth are working on

changes to the policy and procedures; all of which has previously been discussed by POSAC. Ms. McDonald said there are also minor changes to the application.

Mr. Stodgel said one of the big issues in regard to the community gardens is the ability to track water [use]. He said this year they will implement strategy for the parciantes to take water readings at the beginning and when they are done. He said that will also show if there are leaks in the lines, etc. He explained that this year they were not able to get the statistics to determine the amount people should pay for a plot and for the fee, as it relates to the cost of water.

Ms. McDonald added that the fee may change with the information on the water usage and majordomos might offer input.

The Commission discussed water usage and the current ordinance, water meters and training to read meters, etc. It was noted that the meters belong to the Parks Department and are read monthly.

Mr. Carter asked if the group had looked at how other municipalities dealt with water issues.

Ms. McDonald explained extensive work had been done on the issue and they need to continue to refine the process. She said the draft starts that process. She said Ms. Booth attended a conference by Western Adaptation Alliance on community gardens/urban agriculture this year and she had attended the previous year. They have built a network and are always eager to hear input from others.

Ms. Wexler commented that many, many people cannot afford the \$15 fee and she hopes that will be taken into account.

Mr. Stodgel said they would like the community gardens at 100% participation; only 65% of plots were used. He said the feeling is that much of the community does not know the gardens exist. He said he heard three new parks will have a community garden this year and he questions that idea. Ms. McDonald replied that a recommendation made is for the gardens to be filled before more are added.

Ms. McDonald said also important is making sure the gardens get to people in need who should be growing food and to partner with schools and clinics. A goal regarding the fee structure and marketing of the gardens is to have more diverse groups of people using the gardens.

Mr. Carter said the city needs to look at free programs or no fees or scholarship programs that make it more affordable for lower income people.

g. Memorials in Parks Resolution

Mr. Torres said the Municipal Tree Board (MTB) developed recommendations for the memorial donations. He said Ms. Booth worked on an exhibit to accompany the draft resolution that was sent back to the Board to review.

Mr. Torres said the MTB wants to review the draft more closely and needs more time. He added that he also learned about a boiler plate set of guidelines. He said although Ms. Booth incorporated most of those, the Board wants to be sure all of the boiler plate was included before they move this forward.

Mr. Carter suggested a catalog for the public that shows Parks and POSAC recommendations for memorials with a sliding scale cost.

Mr. Torres explained that benches, picnic tables, shrubs/trees and bike racks are included. He said costs had been assigned, however was omitted because the prices could change. He said all of the memorials specified would meet the Parks Division guidelines.

Ms. McDonald said she is excited to see two new members; Katherine O'Brien and Tim Michaels and they will be noted on the February agenda.

h. Mayor's Committee on Disability Request for a Maintenance Policy –Nothing to Report

10. NEW BUSINESS

a. City Arts Commission Applications for Funding

Ms. McDonald explained that this request is to attend a workshop on January 27 to look at ways to find funds for art in the parks. She is not able to attend and will forward the information.

b. REQUEST FOR APPROVAL OF AN ORDINANCE RELATING TO YOUTH LEAGUE FEES FOR USE OF CITY SPORTS FIELDS; AMENDING SUBSECTION 23-4.13 TO REQUIRE YOUTH LEAGUE REPRESENTATIVES TO PARTICIPATE IN THE KEEP SANTA FE BEAUTIFUL CLEANUP EVENTS IN EXCHANGE FOR THE REDUCED YOUTH LEAGUE FEES THE CITY OFFERS AND MAKING SUCH OTHER GRAMMATICAL AND TYPOGRAPHICAL CHANGES AS ARE NECESSARY (COUNCILORS DOMINGUEZ AND DIMAS) (RICHARD THOMPSON)

Mr. Thompson said this request was a conversation between the special event coordinator and Councilor Trujillo. He said City Council resolved [leagues] would pay less to use city fields for organized sports for youth and adults. The leagues were to do one day of work, but the resolution did not include how many people or number of hours and compliance was poor the first year.

Mr. Thompson said Councilor Trujillo authorized the special events coordinator to work with the Keep Santa Fe Beautiful coordinator and that grew into a bill and then an amended ordinance. He said the amended ordinance was not passed in committee. (?)The committee asked for the size of the leagues and the amount the city lost in fee collection by reducing the rates (normally around \$6k) and that information has been presented.

Ms. McDonald said she participated (with the youth lacrosse league) and they did not get a lot of information on what they were to do. She thought the idea could be successful and would bring people to the parks will if more information is provided.

Ms. McDonald explained that the leagues are often run by volunteers who are really overworked. She said the volunteers do a huge service for the community. People often don't understand the huge amount of time they give to the children and to the community.

Ms. Wexler said some aspects of the ordinance might be careless of the burden put on staff to organize the league's inclusion in these events. She said if the city is saying the leagues don't have to pay that is fantastic, but the additional staff time required is a concern.

Mr. Carter wasn't sure what the benefit is or how this could be monitored, unless there are numbers.

Mr. Stodgel suggested as a requirement to participate that the sign up day [contract to be in the league] coincide with the cleanup day. Mr. Thompson replied that the league meeting is in January and the teams kick off on different days.

Ms. McDonald said also many leagues sign up on line. She thought that leagues want to participate.

Ms. Taylor asked Ms. Wexler if the Prescription Trails are still viable. Ms. Wexler replied there is no funding to print the books, but trails are maintained as an e-book on the city and on GCC's website. The program is active and has spread statewide.

Ms. McDonald suggested POSAC/Parks request funding to reprint the materials. Ms. Wexler added that signage is also needed.

11. ITEMS FOR THE FEBRUARY AGENDA

Ms. McDonald reviewed items for the February agenda: the Park update; the 2012 Bond; Ragle; the meeting with the Mayor; the community garden evaluation; memorials in the parks and Tim Michael's approval for the Municipal Tree Board. The Mayor's Committee on Disability request as well as funding for the art in the parks will be removed.

Mr. Thompson said he doesn't know the status of the 2008 Audit, but he will resolve the reporting issue monthly report. He offered to do the report at the meeting or send an accounting spreadsheet, or do both. He said POSAC could determine a reporting date.

Ms. McDonald said she thought both should be done. She suggested an idea for the February meeting is for POSAC to consider a smaller group to look at the report more closely.

Mr. Thompson said the previous reports to POSAC were only estimates. He said he has no problem doing a report on the 15th and the 30th of the month. He indicated he was not sure how much would shift to Mr. Carter, but the information could be accessed on line and distributed.

Ms. McDonald said the report could be a permanent agenda item. She asked that additional agenda items be submitted to her two weeks before the February meeting.

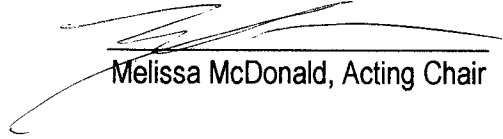
Ms. McDonald congratulated Mr. Stodgel on his appointment to the Commission.

12. DATE AND TIME FOR NEXT MEETING: February 17, 2015

13. ADJOURN

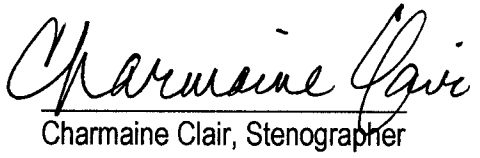
Having no further business to discuss, the meeting adjourned at 4:45 p.m.

Approved by:



Melissa McDonald, Acting Chair

Submitted by:



Charmaine Clair, Stenographer