



Agenda

CITY CLERK'S OFFICE

DATE 3/11/15 TIME 1:37pm

RECEIVED BY Jesse Espanza

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**Parks and Open Spaces Advisory Commission
The Barn at Frenchy's Field – Osage and Agua Fria Streets
March 17, 2015 3:00 – 5:00 pm**

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Review and Approval of the Minutes: February 17, 2015
5. Citizen Communication from the Floor
6. Reports from Commissioners
7. Reports from Committees
8. Parks and Recreation Department Update: Reorganization, Activities, programming, funding, parks-related issues going to the governing body committees or Council, Memorials in Parks Resolution update. SWANN naming. Parks ribbon cutting
9. Old Business
 - a. Parks and Trails 2012 Bond Implementation Report
 - b. Resolution to recommend funding and support of a Parks and Recreation Master Plan
 - c. Resolution to covert POSAC to the Parks and Recreation Advisory Commission (PARC)
 - d. 2008 Parks and Trails Bond Audit
10. New Business
 - a. POSAC Membership: Joe Lehm Resignation, Proposal of Damon Archuleta and Jenny Parks as candidates to submit to the Mayor along with Rachel Wexler. Future membership of PARC
 - b. Urban Agriculture Policy/Community Garden Guidelines and Procedures and Application Process
11. Items for the April Agenda
12. Confirm date, time and location for the next meeting
13. Adjournment

Persons with disabilities in need of accommodations should contact the City Clerk 955-6522 five (5) working days before the meeting date.

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

March 17, 2015

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1. CALL TO ORDER		
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3. APPROVAL OF AGENDA	Approved	1
4. REVIEW/ APPROVAL OF MINUTES February 17, 2015	Approved	1
5. CITIZENS COMMUNICATION FROM THE FLOOR	Discussed	2
6. REPORTS FROM COMMISSIONERS	Discussed	2
7. REPORTS FROM COMMITTEES	Discussed	None
8. PARKS AND RECREATION UPDATE	Discussed	2-4
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10. NEW BUSINESS		
a. POSAC Membership: Joe Lehm Resignation, Proposal: candidates Damon Archuleta and Jenny Parks and Rachel Wexler. Future membership of PARC	Approved	7-8
b. Urban Ag' Policy/Community Garden Guidelines and Procedures and Application Process	Discussed	8-9
11. ITEMS FOR APRIL AGENDA	Discussed	9
11. DATE AND TIME FOR NEXT MEETING	April 17, 2015	10
12. ADJOURN	Adjourned at 4:58 p.m.	10

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

TUESDAY, MARCH 17, 2015

1. CALL TO ORDER

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

2. ROLL CALL

Roll call indicated quorum as follows:

Members Present

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

Members Absent

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

(Two vacancies- Joe Lehm & Melissa McDonald)

Staff Present

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

Others Present

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

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES- February 17, 2015

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

5. CITIZEN COMMUNICATION FROM THE FLOOR - None

6. REPORTS FROM COMMISSIONERS

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

7. REPORTS FROM COMMITTEES - None

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

A summary of the parks and recreation update follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. OLD BUSINESS

a. Parks and Trails 2012 Bond Implementation Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chair Booth said she could ask the Mayor about that.

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

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

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

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

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

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

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

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

a. 2008 Parks and Trails Bond Audit

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

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

10. NEW BUSINESS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11. ITEMS FOR THE APRIL AGENDA

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

The members discussed the open house.

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

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

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

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

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

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

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

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

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

13. ADJOURN

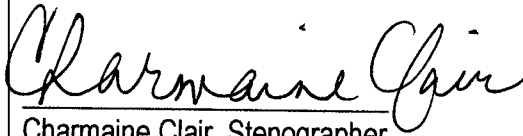
Having no further business to discuss, the meeting adjourned at 4:58 p.m.

Approved by:

A handwritten signature in cursive script, appearing to read "Bette Booth".

Bette Booth, Chair

Submitted by:

A handwritten signature in cursive script, appearing to read "Charmaine Clair".

Charmaine Clair, Stenographer

POSAC Meeting

CITY OF SANTA FE

PARKS & RECREATION DEPARTMENT

PARKS DIVISION

EXHIBIT 1: UPDATE ON PARKS BOND IMPLEMENTATION PLAN

EXHIBIT 2: 1ST BOND SALE FINANCIALS

EXHIBIT 3: 2ND BOND SALE FINANCIALS

ATTACHMENTS: BAR'S INCLUDING MEMO'S & GLOSSARY

03/17/2015

Updated 03/12/15

Exhibit # 1							
DISTRICT	Park	PM	Comments and Questions:	Answers and Comments:	FY 14/15 Operating Bond Amount	FY 14/15 Adjusted Bond Amount (due from Carryforwards & Bar Adjustments)	Bond Implementation Plan Improvement Description
1ST BOND SALE (Page 1)							
	Adam Armijo	Martin Gabaldon		Completed ADA accessible sidewalk to community garden.	\$ 10,921.00	\$ 8,668.00	Community garden
1	John Griego		Is this project now closed or will maintenance or other expenses continue to be charged as with the 2008 Bond?	We have not established close-out procedures. For all intents and purposes the Bond Implementation Plan has been completed.	\$ 111,394.00	\$ -	Resurface Basketball Courts, irrigation upgrade to existing system, ADA Playground update
	De Vargas West	Frank Archuleta		Recent completed expenditures for removing crusher fines and installing brick pavers around skate area.	\$ 136,513.00	\$ 136,513.00	Lighting Upgrade, Finish skate feature
2		Bryan Drypolther					
	Patrick Smith		What is the status of this project in view of the need for Archeological Review?	PSA for Archeologic Review has been signed. Project will proceed as described in Bond Implementation Plan	\$ 160,539.00	\$ 160,539.00	ADA Parking Ramp, Irrigation System upgrade
2		Martin Gabaldon	What is the status of the project? What exactly is being done? Were the funds repaid to the Water Fund?	90% Design Drawings were sent to Structural Engineer for review. Contract Bidding to be advertised by March 15th.	\$ 189,802.00	\$ 189,802.00	Complete build renovation and interpretive Master Plan and reimbursement to the Water Fund for a design charrette.
	Water History				\$ 189,802.00		
2	Learn S. Valdez						
	Colonia Prisma	Mary MacDonald		Expected completion 3/15.	\$ 273,025.00	\$ 273,025.00	Build new park
3	Herb Martinez		Is this project now closed or will maintenance or other expenses continue to be charged as with the 2008 Bond?	Completed approx. May 2014	\$ 32,763.00	\$ -	New basketball hoops, resurface court, new fence
4		Frank Archuleta					
	Rancho Siringo						
4		Jason Kluck	Is this project now closed or will maintenance or other expenses continue to be charged as with the 2008 Bond?	Renovation Completed. No programmed expenditures.	\$ 163,815.00	\$ 1,768.00	Complete renovation
	Dancing Ground Phase II (Nava Ade South)	Mary MacDonald		RFP out for Design	\$ 54,605.00	\$ 54,605.00	Design: Master Plan/Construction
4	Franklin Miles	Jason Kluck			\$ 10,047.00	\$ 10,047.00	Skate park renovation
	Ragle Park		In view of the increased expenditures of the basketball court (from the proposed \$75,000.00 to more than \$250,000.00), we would like a detailed financial statement and explanation about this project.	We will work up a detailed financial statement for your review, upon your return.	\$ 611,576.00	\$ 383,255.00	Skate park feature, basketball courts, and griddle with range hood complete. (Grease trap, walk through/equip. training req'd.)
		Frank Archuleta / Martin Gabaldon					
				Design Phase I	\$ 5,000,000.00	\$ 3,332,256.00	Build Phase I
				Phase I Complete, Spring 2015			Entire BOND amount was actually \$5,000,000 with \$500,000 spent on Ph. I Design and \$500,000 on Ph.II Design
	SWAN Park	Mary MacDonald		Phase II Design RFB for Design mid March 2015			Design Phase II
				TOTAL	\$ 6,755,000.00	\$ 4,550,478.00	
	1st Sale						
2ND BOND SALE (PAGE 2)							
	Cross of the Martyrs	Martin Gabaldon	Proposed Payroll 35%. What exactly will be done at this project?	Site survey, Determination Erosion Control through modest engineering and directed planting	\$ 17,474.00		Erosion Control Planting
1	Thomas Macione		Proposed Payroll 32%	We still plan to install a drinking fountain, subject to available funding.	\$ 8,737.00		Drinking Fountain
	Arroyo Sonrisa	Martin Gabaldon	Proposed Payroll 31%. What exactly is planned for this project?	Renovation of existing trail (with attention to Accessibility). Renovation of existing rock wall. Introduction of native and adapted plant material.	\$ 19,658.00		Landscape Upgrade
3		Martin Gabaldon					

ADA sidewalk to garden required, v
grading, access drive to garden, res

Arch. is reviewing proposed scope (hill to minimize erosion and any path. (Planting alone is NOT a solution. Will probably require Arch. monitor hand digging if approved.

Plans in routing for signature appro

DISTRICT	Park	PM	Comments and Questions:	Answers and Comments:	FY 14/15 Operating Bond Amount	FY 14/15 Adjusted Bond Amount (Due from CampFowards & Bar Adjustments)	Bond Implementation Plan Improvement Description
3	Los Hermanos Rodriguez	Jason Kluck	Proposed Payroll 31%. \$7,000.00 to install exercise stops? The sidewalk is already there.	Accessibility Improvements to existing circular path, with accessible pad sites and exercise equipment.	\$ 21,842.00		Walking Path with exercise stops
3	Los Miliagros		Proposed Payroll 31%. Los Miliagros project is to install new playground equipment in the same spot that the old equipment is in. This usually done by certified playground equipment installers. Why is there a payroll of \$20,000.00 for a project that will be implemented by contractors?	Additional play structures in close vicinity to existing playground equipment. Demolition of a portion of existing headwall and extension of same. Moving trees and shrubs from critical zones.	\$ 65,526.00		Playground equipment
3	Las Acequias IV		Proposed Payroll 31%		\$ 163,815.00		Large open turf area
4	GCCC Park	Martin Gabaldon	Proposed Payroll 31%. The proposed fence has already been built. What decisions have been made about this project and funding?	YTBd - Payroll is required for Parks and or Locals crews, inhouse planning, design and or administration.	\$ 54,605.00		Chain link park fence, prairie dog
4	La Resolana		Proposed Payroll 31%. There is already a bridge across the arroyo into La Resolana. What decisions have been made about this project and its funding?	YTBd - Payroll is required for Parks and or Locals crews, inhouse planning, design and or administration.	\$ 98,289.00		Arroyo stabilization, new pedestrian bridge
4	Monica Lucero	Martin Gabaldon	Proposed Payroll 31%. The proposed large shade structure has already been built. What decisions have been made about this project and its funding?	YTBd - Payroll is required for Parks and or Locals crews, inhouse planning, design and or administration.	\$ 60,066.00		Large shade structure, improve connectivity to arroyo chamiso, improve turf condition
2ND BOND SALE (PAGE 3, CONT.)							
4	Escondido	Martin Gabaldon	Proposed Payroll 31%. In 2014, there were discussions about cancelling this project. What decisions have been made about this project and its funding?	Drainage flows appear adequate. Volumetric and Topographic Surveys will provide a more accurate assessment. Proposed aesthetic improvements including amenities.	\$ 21,842.00		Improve existing drainage, park furniture
	Franklin Miles	Jason Kluck		Currently in progress as per approved plans. (Conc. curb, plaza area, seating areas, shade area, skate feature repairs to be complete as warmer weather prevails)	\$ 153,768.00		Skate park renovation
	Salvador Perez	Jason Kluck	Proposed Payroll 31%	Staff predicts Scope of Work will be adjusted by fund availability.	\$ 514,379.00		Playground, east parking lot, concession and restroom upgrades, irrigation and grass slope by multi-use field.
	2nd Sale			TOTAL	\$ 1,200,001.00		

Plans in routing for signature appro

Engineering req'd for bridge
footing and placementDeveloping plans to improve
retention/drainage area and
existing pathway and ADA access
to at least a portion of the park.

*Original is available
in the Clerk's office.

* Original is available
in the clerk's office.

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

1

JT 10/22/14

DEPARTMENT / DIVISION / SECTION / UNIT NAME					DATE	
Public Works/Parks					09/29/2014	
ITEM DESCRIPTION	BU / LINE ITEM	<--(Finance Dept Use Only)-->		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Herb Martinez Park Improvements	572500 423023.572970	0113400			\$8,668	
Adam Armijo Park Improvements	423001.572970	0113400		\$8,668		
Transfer Out	423023.700100	0113400		8,668		
Transfer In	413001.600100	0113400		(8,668)		
TOTAL				\$ 8,668	\$ 8,668	

RECEIVED
 BUDGET OFFICE
 CITY OF SANTA FE
 2014 OCT 22 PM 1:14

JUSTIFICATION: (use additional page if needed)
 --Attach supporting documentation/memo

Herb Martinez Park has been effeciently completed and request remaing funds to be allocated to Adam Armijo
 Park which requires additional funding to be completed. (See Exhibit "A")

Approved by POSAC

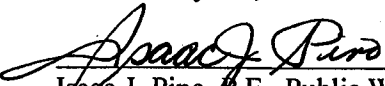

Prepared By <i>David R. Risher</i> Division Director Date: 10-7-14	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date <input type="text"/> Agenda Item #: <input type="text"/>	<i>Carl M. ...</i> Budget Officer Date: 10/22/14 <i>David ...</i> Finance Director Date: 11/14/14 <i>...</i> City Manager Date: 11/12/2014
Department Director <i>...</i> Date: 10-20-14		


City of Santa Fe, New Mexico

memo

DATE: September 29, 2014

TO: Brian Snyder, City Manager
Teresita Garcia, Finance Department Director
John Tennyson, Finance

VIA: 
Isaac J. Pino, P.E., Public Works Department Director
David Pfeifer – Facilities Division Director 

FROM: Martin Gabaldon, Project Administrator – Facilities Division – Public Works Dept. 

SUBJECT: BAR (Budget Allocation Request)

RECEIVED
BUDGET OFFICE
CITY OF SANTA FE
2014 OCT 22 AM 10 43

ISSUE:

Park Bond Project – Herb Martinez Park improvements / Adam Armijo Park improvements.

SUMMARY:

The 2012 General Obligation Bond appropriated funds to perform improvements at Herb Martinez Park have been efficiently completed with a remaining surplus of approximately \$8,668. The Public Works Department would like to request the reallocation of the approximately \$8,668 remaining funds from Herb Martinez Park to Adam Armijo Park in order to be able to complete the remaining park improvements for the community garden area that include the completion of the waterline and yard hydrant to the garden, the new accessible path to the garden and complete the installation of a culvert in the acequia. This would complete the project as planned as it now remains incomplete due to insufficient funds. The addition of \$8,668 would bring the current project total from \$2,897 to approximately \$11,565. See attachments.

SCHEDULE:

The expected timeframe for completion of the following work would be approximate 30 - 45 days upon approval and local and or park crews become available.

BUDGET:

Funds are available from Parks Bond funds as follows:

Herb Martinez Park: Business Unit #423023.572500.0113400 – WIP Construction.

Memorandum
September 29, 2014
Page 2 of 2

ACTION:

Please approve the BAR (Budget Allocation Request) in the amount of \$8,668 as recommended.

Attachments:

BAR (Budget Allocation Request)
Current Herb Martinez Balance
Current Adam Armijo Balance
Adam Armijo Park Plan

xc/Project File

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

2

JP 10/22/14

DEPARTMENT / DIVISION / SECTION / UNIT NAME					DATE	
Public Works/Parks					09/29/2014	
ITEM DESCRIPTION	BU / LINE ITEM	←(Finance Dept Use Only)→		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Rancho Siringo Park Improvements	423059.572970	0113400			\$14,881	
Los Milagros Park Improvements	423029.572970	0113400		\$14,881		
Transfers Out	423059.700100	0113400		14,881		
Transfers In	413029.600100	0113400		(14,881)		
TOTAL				\$ 14,881	\$ 14,881	

JUSTIFICATION: (use additional page if needed)
 --Attach supporting documentation/memo

Rancho Siringo Park has been effeciently completed and request remaing funds to be allocated to Los Milagros.

Park which requires additional funding to be completed. (See Exhibit "A")

Approved By POSAC

Prepared By	Date	CITY COUNCIL APPROVAL		Budget Officer	Date
David R. Ler	10.7.14	City Council Approval Required	<input type="checkbox"/>	Carl P. Brown	10/22/14
Division Director	Date	City Council Approval Date	<input type="checkbox"/>	Finance Director	11/14/14
Department Director	Date	Agenda Item #:	<input type="checkbox"/>	City Manager	11/17/14

OPTION 1

- CONSTRUCTION KEYED NOTES**
- 1 PLAYGROUND SURROUND HEADER CURB
 - 2 PLAYGROUND WALKWAY HEADER CURB
 - 3 5-YEAR OLD COMPOSITE PLAY STRUCTURE AND STAND
 - 4 ALPINE COMPONENTS AS INDICATED
 - 5 POLY ADA ACCESSIBLE PLAYGROUND RAMP
 - 6 EYE PLAY SURFACING, 12 MIN. PLATE TAMPED DEPTH 2,000 SF (120 CY)
 - 7 EXISTING EQUIPMENT TO REMAIN UNDISTURBED

PRELIMINARY

L102

CONSTRUCTION DOCUMENTS

DATE: 7/28/14

SCALE: 1/4"=1'-0"

PROJECT:

SHEET TITLE:

CITY OF SANTA FE
LOS MILAGROS PARK
ENLARGED SITE PLAN

LOCALS & PARKS PROJECTS

THE CITY OF Santa Fe

DEVELOPMENT

CIIP

FACILITIES

OPTION 2

- CONSTRUCTION KEYED NOTES**
- 1 18" DEEP PLAYGROUND SURROUND HEADER CURB
 - 2 24" DEEP PLAYGROUND SURROUND HEADER CURB
 - 3 5-12 YEAR OLD COMPOSITE PLAY STRUCTURE AND STAND ALONE COMPONENTS AS INDICATED
 - 4 POLY ADA ACCESSIBLE PLAYGROUND RAMP
 - 5 5/8" PLAY SURFACING 12" MIN. PLATE TAMPED DEPTH 1065 SF (100 CY)
 - 6 5/8" PLAY SURFACING PLATE TAMP EXISTING 1,970 SF WITH (20 CY) FILL TOP-UP.
 - 7 EXISTING EQUIPMENT TO REMAIN UNDISTURBED.
 - 8 PATCH AND REPAIR EXISTING CONCRETE WALKWAY AS NEEDED.

PRELIMINARY

**CITY OF SANTA FE
LOS MILAGROS PARK
ENLARGED SITE PLAN**

FACILITIES
The City of Santa Fe
LOCAL AREA PARKS
DEVELOPMENT
CIP

PROJECT: _____

DATE: 8/11/14

SCALE: 1/4"=1'-0"

SHEET TITLE: _____

CONSTRUCTION DOCUMENTS

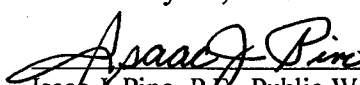

L102


City of Santa Fe, New Mexico

memo

DATE: September 29, 2014

TO: Brian Snyder, City Manager
Teresita Garcia, Finance Department Director
John Tennyson, Finance

VIA: 
Isaac J. Pino, P.E., Public Works Department Director
David Pfeifer – Facilities Division Director 

FROM: Martin Gabaldon, Project Administrator – Facilities Division – Public Works Dept. 

SUBJECT: BAR (Budget Allocation Request)

2014 OCT 22 AM 10 43

RECEIVED
BUDGET OFFICE
CITY OF SANTA FE

ISSUE:

Park Bond Project – Rancho Siringo Park improvements / Los Milagros Park improvements.

SUMMARY:

The 2012 General Obligation Bond appropriated funds to perform improvements at Rancho Siringo Park have been efficiently completed with a remaining surplus of approximately \$14,881. The Public Works Department would like to request the reallocation of the approximately \$14,881 remaining funds from Rancho Siringo Park to Los Milagros Park in order to be able to install a more significant, yet still modest, playground.

Currently the \$65,526 to develop a playground addition per the master plan recommendation, with in-house labor and contracted play equipment installation, we will be able to afford a single 5-12 year old composite play structure with the associated work. This will be slightly smaller in scope than any other playground installation undertaken with the 08 or 12 Parks Bond. The associated work will utilize the given area in a more meaningful way, and provide the opportunity to completely remove a nuisance area and will provide for needed topping up and compacting of the engineered wood fiber at the existing 2-5 year old playground area. This will allow for a more completed project that should easily pass the required safety audit and comply with all ADA and consumer safety standards. With the addition of the Rancho Siringo funds the new project total would be \$80,407. There are currently two available options with Option 1 (one) being the preferred option. See attachments.

SCHEDULE:

The expected timeframe for completion of the following work will be approximate 60 - 90 days upon approval and local and or park crews become available.

BUDGET:

Funds are available from Parks Bond funds as follows:

Rancho Siringo Park: Business Unit #423059.572970.0113400 – WIP Construction.

ACTION:

Please approve the BAR (Budget Allocation Request) in the amount of \$14,881 as recommended.

Attachments:

BAR (Budget Allocation Request)

Option 1

Option 2

Current Rancho Siringo Balance

xc/Project File

GLOSSARY

“BAR”: Budget Adjustment Request is used to increase a budgeted funding source that does not have enough funding available to complete work for a specific project. The increase is based on a decrease of another funding source that has a balance sufficient for such increase.

(For example Park “A” needs \$5,000 to complete ADA sidewalks, Park “B” has a balance of \$5,000 that can be transferred to Park “A” for necessary improvements. The transfer of funding is requested utilizing a “BAR” Form. The form is then circulated for approval.)

- **Adam Armijo “BAR”**: Refer to copy of Memo & “BAR” dated, 10/22/2014 BAR#1
- **Los Milagros “BAR”**: Refer to copy of Memo & “BAR” dated, 10/22/2014 BAR#2

Carry Forward: An accounting technique that applies current fiscal year’s remaining balance (as of June 30th) to future fiscal year budget.

“WIP”: Work In Progress

**CITY OF SANTA FE, NEW MEXICO
RESOLUTION NO. 2015-_____**

INTRODUCED BY:

**A RESOLUTION CALLING ON CITY STAFF TO WORK WITH A QUALIFIED
CONSULTANT IN A TRANSPARENT, PARTICIPATORY PROCESS TO
DEVELOP A PARKS AND RECREATION TEN?-YEAR MASTER PLAN.**

WHEREAS, the parks and recreation system is a important part of the City infrastructure including more than 1,700 acres of park land and open spaces and four recreation facilities; and

WHEREAS, the parks and recreation programs have just been structurally combined to create the Parks and Recreation Department; and

WHEREAS, Master Plans are critical tools to help the City analyze existing resources, project needs and develop strategies more efficiently; and

WHEREAS, the last Parks Master Plan was developed in 2002 and there is no Recreation Master Plan; and

WHEREAS, our green infrastructure plays an important role in climate mitigation through pollution abatement and cooling and controlling storm water runoff; and

WHEREAS, projections are that, in the next fifty years, Santa Fe weather will be hotter, dryer and more variable and our population will have increased - putting extreme pressure on these vital resources. The City needs to plan now to be ready for these changes.

DRAFT – FOR REVIEW ONLY

WHEREAS, both the Mayor’s Climate Change Task Force –Water, Land Use and Food Security Sub-Committee and the Parks and Open Spaces Advisory Commission have recommended creating a Ten-Year Master Plan for parks and recreation.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE, that staff will contract and work with an outside consultant in a transparent, participatory process to develop a Ten-Year Master Plan for the Parks and Recreation Department.

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2015-_____

INTRODUCTION BY:

PARKS AND OPEN SPACE ADVISORY COMMISSION

A RESOLUTION

**RESCINDING RESOLUTIONS NO. 1999-62, 2003-11, AND 2007-22 REGARDING THE
PARKS AND OPEN SPACE ADVISORY COMMISSION AND ADOPTING A
RESOLUTION ESTABLISHING A NEW PARKS AND RECREATION ADVISORY
COMMISSION.**

WHEREAS, the governing body adopted Resolution No. 1999-62 creating the parks advisory committee, adopted Resolution No. 2003-11 amending the membership requirements of the parks advisory committee, and adopted Resolution No. 2007-22 creating the parks and open space advisory commission, and

WHEREAS, the governing body recognizes the need for an active advisory commission to look at parks, open space and recreation in a holistic manner, and

WHEREAS, the governing body recognizes that significant resources are needed to implement the *Parks, Open Space, Trails and Recreation Master Plan* and desires to enlist advisory committees to make recommendations regarding the priorities for funding improvements in the plan, and

WHEREAS, the governing body needs ongoing advice regarding all park and recreation related issues including, but not limited to, the acquisition, dedication, development, operation, and maintenance, and

WHEREAS, because parks and recreation are closely related to trails as well as to the city's recreational facilities and are also some of the most critical areas of infiltration for storm water in the Santa Fe watershed, the work of the parks and recreation advisory commission will need to be coordinated within the parks and recreation department and with the public works department, community services department, the bicycle and trails advisory committee and the Santa Fe river Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that Resolution No. 1999-62, No. 2003-11, and 2007-22 are rescinded

AND BE IT FURTHER RESOLVED that:

Section 1. NAME. Parks and Recreation Advisory Commission

Section 2. PURPOSE. The commission shall review and make recommendations to the governing body and city staff related to parks and recreation.

Section 3. DUTIES AND RESPONSIBILITIES

- A. The commission shall make recommendations regarding the priorities for funding parks and recreation improvements in the *Parks, Open Space, Trails and Recreation Master Plan* in a timely manner in anticipation of the regular municipal election in _____ wherein the governing body may ask the voters to approve a general obligation bond to fund the improvements.
- B. The commission shall provide ongoing advice regarding all park and recreation related issues including to, the acquisition, dedication, planning, development, construction, operation and maintenance.
- C. The commission shall consult with the following groups as needed: parks and recreation department; public works department; the planning and land use department; the county of Santa Fe; the bicycle and trails advisory committee; the Santa Fe River commission; the planning commission; MRC Golf advisory committee.

Section 4. MEMBERSHIP; OFFICERS.

- A. The commission shall consist of nine members appointed by the mayor with the approval of the city council. Members shall be persons who have expressed an interest in serving on the commission, who represent a broad range of parks and recreation users; have backgrounds related to active, passive, regional, community or neighborhood parks and recreation policies; have knowledge of parks and recreation use, maintenance or construction; and who are qualified by training, experience, and ability to exercise sound and practical judgment regarding the duties and responsibilities of the commission.
- B. The mayor, with the approval of the city council, shall appoint the chairperson. The chairperson shall designate the vice chairperson. The chairperson shall serve as chairperson for a period of one year. Following one year of service, the chairperson shall be elected (or reelected) by the members of the commission.

C. The chairperson shall appoint sub-committees and sub-committee chairpersons as needed.

Section 5. TERMS. Of the initial appointments, four of the members shall be appointed for two year terms and five shall be appointed for four year terms. Subsequent terms shall be for four years to maintain staggering of terms. There shall be no limitations to the number of consecutive terms a member may serve. The chairperson shall serve for a two year term. After three consecutive unexcused absences a commission member shall be automatically removed and notified thereof by the chairperson. Vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the unexpired term. Any member of the commission may be removed by the mayor with the approval of the city council, with or without cause.

Section 6. MEETINGS. A quorum shall be at least five members. The commission shall meet at least once per month and shall conduct all meetings in accordance with adopted city policy and procedures.

Section 7. STAFF. The Parks and Recreation Director and Parks Administrator shall serve as the primary liaison to the commission. Depending upon the issue, other department staff and city staff may also be requested to assist the commission.

2-26-2015

Dear Chairwoman Booth,

As a member of POSAC I have enjoyed representing the Santa Fe Skateboard Community in addressing the issues that concern us, and advocating for more skate parks and wheel friendly connections throughout the City. I feel that my time with the commission has been productive and that my input has made a difference.

I recently accepted an opportunity to teach skateboarding to elementary school children as an after school program at the Nava School. This program will last through the end of the school year and it does take place every Tuesday afternoon until 5:30pm. Of course this is when POSAC has it's monthly meetings and I will be unable to attend and fulfill my duties as a standing member.

Please accept my resignation from POSAC and know that I am willing to contribute in any way that I can to the ongoing effort to represent the interests of skateboarders in Santa Fe. I know that there is momentum building for our next skate park and that it's important to keep that project moving forward. I am confident that someone new will be able to take over my responsibilities to that end, and will make myself available to them whenever I am asked to.

Sincerely,

Joe Lehm

Damon S. Archuletta

23 Cuesta Rd.
Santa Fe, NM 87508
T 505 919-8109
damon_dna@me.com

OBJECTIVE

To join the Parks and Open Spaces Advisory Commission.

EXPERIENCE

Owner, Initiate Skateboarding; Santa Fe, NM 2013-present

Initiate Skateboarding is a skateboard shop located in the Design Center near the De Vargas skate park. *Initiate Skateboarding serves as a community hub for local skateboarders and those in smaller surrounding communities.* Initiate designs and sells it's own local brands of skateboard hard goods and hopes to inspire a younger generation of creative individuals and entrepreneurs. Initiate also helps to organize contests and other events designed to engage the skate community and youth in Santa Fe. Initiate is responsible for starting the after school skateboard club at El Dorado Community School. *The first of it's kind in the Santa Fe School District.*

Group Facilitator/ Parent Educator, Young Fathers of Santa Fe; Santa Fe, NM 2009-present

Young Fathers of Santa Fe is a small non-profit that helps young fathers become active and positive participants in their children's lives. We offer education and assistance in the areas of *parenting, relationship skills, job acquirement skills, housing, help with GED, and navigating family court.* One on one help and support groups offered several times weekly. In addition to case management, responsibilities include design of organization materials and web maintenance.

Outreach Worker, Street Outreach, Youth Shelters Family Services; Santa Fe, NM 2012-2013

Street Outreach provides free anonymous services to ant risk youth under age 22. Duties included delivering condoms, resource guides, food, water, socks, and hygiene products to homeless and at risk youth on the streets of Santa Fe. Duties also included staffing the Outreach drop in center. Here, young people can take showers, do laundry, get food, clothing, hygiene, camping and other supplies. They are also able to make phone calls and use the Internet at no cost to them. Outreach also offers help with G.E.D, jobs, and medical services.

Owner, DNA Merchandising; Berkeley CA; Santa Fe, NM 2007-2012

DNA Merchandising was a printed apparel company started by myself. We specialized in the design and creation of promotional printed apparel as well as e-commerce. We served a client base of mostly martial arts academies and other athletic organizations.

Artist Relations, Cinder Block Inc; Oakland CA 2003-2007

Cinder Block is a full service licensing and merchandising company specializing in printed apparel, e-commerce, and wholesale distribution. We served a client base of well-known recording artists. Responsibilities included; product development, design direction branding and identity, tour supply coordination, delivery logistics, artist acquisition, and contract negotiation.

EDUCATION

Expression College for Digital Arts Associate of Applied Science, 2001

SKILLS

- Several years experience working with directly with homeless and at risk youth
- Group facilitation experience
- Experience referring at risk youth to local services and resources
- Experience delivering parenting relationship skill training
- Strong knowledge of computer workstations
- Graphic design experience printed promotional materials.
- Business owner with strong ties to youth culture in Santa Fe

DRAFT NOT FOR CITATION

**CITY OF SANTA FE
COMMUNITY GARDEN PROGRAM
POLICIES AND PROCEDURES**

PART 1

1.1 Applicability and Intent

- a. These policies apply to the operation and management of the Community Garden Program under the ~~Public Works Department~~ Parks, Trails and Watershed Division.
- b. These policies are intended to benefit the residents and volunteers of the City of Santa Fe who participate in the Community Garden Program while protecting the general welfare of the public.
- c. The Community Garden Program set forth in these policies refers to gardens dedicated primarily to the production of food products.

1.2 Definitions

- a. *City* means the City of Santa Fe
- b. *Division* means the ~~City Parks, Trails and Watershed Division, of the Public Works Department~~
- c. *Garden Council* means a group of volunteers (including one at least one member of the Parks and Recreation Advisory Commission (PARC) and other interested individuals or representatives of interested organizations and groups) organized to oversee the City's Community Garden Program and provide advice and resources to the City and the ~~Garden Organization~~ Associations.
- d. *Garden Plot* means the land assigned to an individual or group to be used for gardening purposes.
- e. *Garden ~~Organization~~ Association* means the collective gardeners in any one City garden organized to deal collectively with that garden's operations.
- f. *Parks and Recreation Advisory Commission* means the city advisory committee charged with advising the Governing Body with park and recreation related issues.
- g. *Parciantes* means the individual gardeners, members of the Garden Association.
- h. *Mayordomo* means the person elected by the parciantes of the Garden Association to coordinate garden activities and liaison with the City.

1.3 Responsibility of the City

- a. The City will provide the land for the garden.
- b. The City will conduct at least one public input meeting with the neighborhood and interested participants prior to initiating the garden program.
- c. The Division will determine the appropriate location for the garden based upon interest of potential participants, water source availability, nature of the park, accessibility and other factors.
- d. The City will provide frost-free water service access to the garden. The City reserves the right to cease water service if the City Manager determines that a water emergency exists necessitating such action.
- e. The City may require return of the garden plot by giving 30 days notice if the garden area is required for another use.
- f. The City will ensure that staff does not use the Garden Association's water or allow any other to use their water without establishing a system to measure the amount of water used and charge the respective user.

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DRAFT NOT FOR CITATION

- g. The City will respond within 24 hours to reports of water leaks in the garden and will deduct the lost water from the Garden Association water bill.
- h. The City will maintain the area around the outside of the garden.
- i. The City will provide information related to the garden program annually to the mayordomos and all parciales via email and on the City web site, including: Resolution 2007-53 and other City policies that affect the garden; the Garden Program Rules and Procedures; the Application Form and how to apply; contact information for appropriate City staff; and the annual Community Garden Program financial report.
- j. The City will ensure that Garden Association rules and procedures are enforced through monthly garden visits.
- k. The City will provide trash receptacles and pickup at each garden.
- l. The City will actively advertise the gardens and promote signing up annually from March-May.
- m. The City will create appropriate signage for the gardens that explains the program, specifically that the plots are leased and the produce belongs to the gardeners and with contact information on how to lease a plot.
- n. The City will keep accurate records of the amount of water the Garden Association uses monthly and accurately charge the Garden Association for their water use.
- o. The City will establish a estimated water fee for each garden (depending on the number and size of the plots) which parciales will pay upfront as part of the Application Process. Funds that remain at the end of the year will be rolled over and applied to the garden the following year. If additional funds are needed, the City will be responsible for collecting those funds from the parciales.

1.4 Responsibility of the Garden Council

- a. The Garden Council will oversee the City's Community Garden Program and provide leadership, and resources to the Community Garden Programs and other urban agriculture initiatives. One of the principle functions of the Garden Council will be to identify and obtain, in coordination with the Parks Division, education, training and other support services and resources for these programs via grants, donations and partnerships, equipment and labor.
- b. The Garden Council will meet at least two times annually to elect officers, review urban garden/agriculture programs and provide guidance, support and resources.
- c. The Garden Council will create and manage an on-line space for the Garden Associations and other community garden/urban agricultural programs to communicate and share information.

1.4.1.5 Responsibility of the Garden Organization Association

- a. The Garden Association Organization parciales are responsible for paying for all water used in the garden.
- b. The Garden Association will meet annually to elect their mayordomo.
- c. The Garden Association will conduct at least two work days per year to maintain and clean up garden common areas (walkways, edges and areas around the plots).

1.6 Responsibility of the Mayordomo

- a. The mayordomo will coordinate garden activities with the parciales and liaison with the City.
- b. The mayordomo will be elected by the parciales of the Garden Association at their annual meeting.

DRAFT NOT FOR CITATION

- c. The mayordomo will organize the annual meeting to elect officers and make decisions about how the garden will function, including compost and water management.
- d. The mayordomo will implement the Garden Association Application Process outlined in Section 2 and provide the application forms and collected fees to the Division.
- e. The mayordomo will participate in the Garden Council on-line virtual space and organize and maintain the Garden Association's section for parciantes to communicate.
- d. The mayordomo will organize at least two work days per year to maintain and clean up garden common areas (walkways, edges and areas around the plots).
- e. The mayordomo will read the garden water meter at least monthly and immediately communicate the amount of water used to the garden parciantes. This will help the Garden Association take remedial action for overuse of water in a timely fashion.
- f. For taking on this responsibility, Garden Association parciantes' fees will be calculated to pay for the mayordomo's plot and water.

1.7 Responsibility of the Parciantes:

- a. Parciantes will provide all improvements and services to the garden.
- b. Parciantes will have something planted in their garden plot by May 30 or within 15 days of being assigned an unused plot.
- c. Each parciante will pay his/her percentage of the total water used by the Garden Association. Parciantes will pay an upfront fee as part of the Application Process. At the end of the season, they will pay additional fees if necessary for the amount of water used by the Garden Association.
- d. Parciantes will do everything possible to make the most efficient use of water including watering at appropriate times, using as little water as possible and using mulch effectively.
- e. Parciantes will be on watch for water leaks and will report them immediately to the Parks Division, 955-2106.
- f. Parciantes are responsible for keeping the garden common areas (walkways, edges, areas surrounding the plots) clean and neat. To achieve this, parciantes will participate in Garden Association workdays. If they cannot attend the work days, they will coordinate with the mayordomo to do work day type tasks on their own schedule
- g. Parciantes will attend an annual Garden Association meeting to elect their mayordomo annual, plan for communal workdays, and make decisions about how the garden will function, including compost and water management.
- h. and plan for workdays, etc.
- i. Parciantes will keep their garden plot free of weeds and debris.
- j. Parciantes will put trash and debris in appropriate containers – non-compostable trash in the trash receptacles and compostable waste in the compost.
- k. Parciantes will not give out the water spigot lock combination except to someone who is taking care of their plot.

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- l. If a parciante must abandon his/her plot for any reason, s/he will notify the Garden Association mayordomo.
- m. Parciantes will pick only their own crops unless given permission by another plot user.
- n. Parciantes will not bring pets into the garden.
- o. Parciantes will return the garden plot in as good or better condition than when it was assigned including cleaning out all plants and debris and mulching it for over-wintering
- p. Parciantes will not bring to the garden or use pesticides that are poisonous to humans or are in poisonous concentrations, before or after application. Pesticide applications, if requested, shall comply with the City's Integrated Pest Management Ordinance (IPMO) set forth in Article 10-7 SFCC 1987.
- q. Parciantes will not use herbicides in the garden area.
- r. Parciantes will not grow illegal drug plants.
- s. Parciantes will abide by all other applicable rules of the City.

PART 2. APPLICATION PROCEDURES

2.1. Application Procedure

- a. Applicants wishing to participate in the Community Garden Program as a gardener will make application to the Garden Association mayordomo.
- b. Only one garden plot will be assigned per family or household. If there are empty plots still available after the May 30th planting date, a family or household may apply for and be assigned a second plot. However, the following year, the second plot will again be open to another family or household.
- c. The plot must be worked by the person(s) or family whose name is on the application.
- a.d. Applicants must be 18 years or older.
- b.e. Garden plots will be assigned by the Garden Organization Association's mayordomo on a first come, first served basis. Assignment will be issued by the subject to final approval of the Division.
- c.f. The application number will indicate the order of plot assignment. Each applicant will be is allowed to choose from available plots.
- d.g. The mayordomo will provide a plot map showing the location and identifying symbol for each plot. As applicants choose their plot, their names will be entered on their application.
- h. The "assignment begins" date shall be the assignment date. The "assignment ends" date shall be left open. A parciante may keep the plot indefinitely if he or she follows the policies and makes intensive gardening use of the plot.
- i. An applicant becomes a parciante /member of the Garden Association upon assignment of his/her garden plot.
- j. The applicant will pay an upfront fee as part of the Application Process. At the end of the season, they will pay additional fees if necessary for the amount of water used by the Garden Association in excess of the projected prepaid amount.

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PART 3. INFORMATION

3.1 Information regarding the City of Santa Fe Community Garden Program is available from the Parks Division located at 1142 Siler Rd. Bldg C., Santa Fe, NM 87504 (955-2106) during business hours or from the City's website at www.santafenm.gov. Copies of these policies and other related information will be provided by the Division at a price determined by the City.

PART 4. AMENDMENTS TO THESE RULES AND PROCEDURES

4.1 Amendments to these policies may be approved by the City Manager upon recommendation of the Division except those related to: water, illegal drug plants, herbicides and pesticides which require approval of the Governing Body.

El Agua es Vida

Dear Applicant,

The City of Santa Fe Community Garden Program was created by in 2009 by Resolution 2009-53 to support urban agriculture and food security. It is governed by the "City Of Santa Fe Community Garden Program Policies And Procedures". These documents are available on the City web site address. We encourage you to read them to fully understand the roles and responsibilities of the various parties involved in the program – City, Garden Council, Garden Association and Parciantes.

The Community Garden internal management system is founded in the New Mexican Acequia, a centuries old system of communal water and agricultural management. The following describes the Acequia system and how it has been adapted for the Community Garden Program.

New Mexico Acequia System¹	Santa Community Garden Program System
The Acequia Association is a self-regulating autonomous irrigation community made up of <i>parciantes</i> . Each <i>parciante</i> owns a <i>derecho</i> or water right that is attached to his or her land.	The Garden Association is a self-regulating autonomous governance system for each garden. Each <i>parciante</i> rents a plot and pays his or her portion of the water used by all of the <i>parciantes</i> of the Garden Association.
Meetings are the major venue for the cooperative, organizational, and managerial aspects of acequia practice. Each acequia must hold an annual meeting to elect the <i>mayordomo</i> and commissioners and to deal with other routine ditch business. <i>Parciantes</i> also hold meetings to deal with crisis situations and the rationing of water.	Meetings and workdays are the major venue for the cooperative, organizational, and managerial aspects of Garden Association. Each garden must hold an annual meeting to elect the <i>mayordomo</i> , plan work days and make decisions about how the garden will function, including compost and water management.
The <i>mayordomo</i> plays a key role in the New Mexican community Acequia. The <i>mayordomo</i> and commissioners are elected by the <i>parciantes</i> at the annual meeting and manage all ditch business. They supervise <i>la saca</i> , preside over meetings, resolve minor disputes between <i>parciantes</i> , and organize repair jobs. (For taking on these responsibilities) the Acequia Association pays the <i>mayordomo</i> a modest stipend.	The <i>mayordomo</i> plays a key role in the City Garden Program. The <i>mayordomo</i> is elected by the <i>parciantes</i> at the annual meeting to coordinate garden activities and liaison with the City. Specifically, the <i>mayordomo</i> organizes the annual meeting and two annual work days, implements the Garden Association Application Process and communicates with and maintains a virtual space where <i>parciantes</i> can communicate about garden issues. For taking on these responsibilities, Garden Association <i>parciantes'</i> fees are be calculated to pay for the <i>mayordomo's</i> plot and water.
<i>La saca</i> , or <i>la limpia de la acequia</i> (the annual spring cleaning of the ditch), requires each <i>parciante</i> to contribute labor toward physical maintenance of the system.	Each garden has communal areas - walkways, edges and areas surrounding the plots which the Garden Association <i>parciantes</i> are required to keep clean and neat. To achieve this, <i>parciantes</i> participate in Garden Association workdays. If they cannot attend the workdays, they coordinate with the <i>mayordomo</i> to do work day

¹ Rodriguez, Silvia (2006). *Acequia, Water Sharing, Sanctity, and Place*. SAR Press, Santa Fe, New Mexico.

Driven by the imperative to quantify and rationalize every drop of water and lacking formal governmental structures, the Acequia system developed into a form of "democratic collectivism motivated by self-interest" (Meyer 2000:88). Some kind of water-sharing plan accordingly became the key ingredient in every local setting (Meyer 2000:89).	type tasks (tareas) on their own schedule. The Garden Association is responsible for paying for all water used by the Association parciantes. Each parciante pays an equal share of the water bill. This means parciantes must collaborate to ensure the most efficient water use possible by the Garden Association.
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The Application Form outlines the parciante's rights and responsibilities in more detail. If you have any questions, please call the Parks Division, _____.

Happy Growing!

Mayor Javier Gonzales

COMMUNITY GARDEN APPLICATION FORM

Applicant Name: _____

Address: _____

Phone: _____

Email: _____

Name of Garden: _____

By signing below, I agree to the follow these Garden Association rules:

1. I understand that the Garden Association parciantes will provide all improvements and services to the garden.
2. I will have something planted in my garden plot by May 30.
3. I will pay my equal percentage of the total water used by the Garden Association. I will pay an upfront fee of _____ for my plot and water. I understand that, at the end of the season, I may need to pay additional fees for the water used by the Garden Association if our use exceeds the amount collected at the beginning of the season.
4. I will do everything possible to make the most efficient use of water possible including watering at appropriate times, using as little water as possible and using mulch effectively.
5. I will watch for water leaks and will report them immediately to the appropriate City Parks Division, 955-2106
6. I understand that the Garden Association parciantes are responsible for keeping the garden common areas (walkways, edges, areas surrounding the plots) clean and neat. To achieve this, I will participate in the Garden Association workdays. If I cannot attend the work days, I will coordinate with the mayordomo to do specific work day tasks on my own schedule
7. I will attend the annual Garden Association meeting to elect our mayordomo and plan for communal workdays, and make decisions about how the garden will function, including compost and water management.
8. I will keep my garden plot free of weeds and debris.
9. I will put trash and debris in appropriate containers – non-compostable trash in the trash receptacles and compostable waste in the compost.
10. I will not give out the water spigot lock combination except to someone who is taking care of my plot.
11. If I must abandon my plot for any reason, I will notify the Garden Association Mayordomo.
12. I will pick only my own crops unless given permission by another plot user:

13. I will not bring pets into the garden.
14. I will return the garden plot in as good or better condition than when it was assigned including cleaning out all plants and debris and mulching it for over-wintering
15. I will not bring to the garden or use pesticides that are poisonous to humans or are in poisonous concentrations, before or after application. Pesticide applications, if requested, shall comply with the City's Integrated Pest Management Ordinance (IPMO) set forth in Article 10-7 SFCC 1987.
16. I will not use herbicides in the garden area.
17. I will not grow illegal drug plants.
18. I will abide by all other applicable rules of the City.
19. I understand that the City may require return of the garden plot by giving 30 days notice if the garden ☐ area is required for another use.

In signing this agreement, I agree to hold harmless the Garden Council, Garden Association, Mayordomo, other parciantes and the City of Santa Fe for any liability, damage, loss or claim that occurs in connection with use of the garden me or any of my guests.

Applicant Signature

Date

Approved: _____, Mayordomo

Plot #: _____

Assignment Begins Date: _____