



# Agenda

CITY CLERK'S OFFICE

DATE 10/12/16 TIME 10:40a

SERVED BY Jessica Espinoza

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**Parks and Recreation Advisory Commission (PARC)  
Genoveva Chavez Community Center - Conference Room- 3221 Rodeo Rd.  
Tuesday, October 18, 2016  
5:30 p.m. – 6:30 p.m.**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Review and Approval of the Minutes from- September 20, 2016
5. Parks & Recreation Department Update
6. New Business
  1. Approval of the Professional Services Agreement with Sites Southwest to Develop the Parks & Recreation Master Plan for an amount of \$105,957.00 Inclusive of NMGRTR
    - a. Recommend Sites Southwest to create the plan
    - b. Approve the BAR for \$105,957.00 for payment of the plan
  2. Vice Chair Nomination
  3. Announcement: Richard Thompson, Parks Division Director to announce the recommendation of Janie O'Rourke to become a MTB Member (Municipal Tree Board).
7. Public Comment
8. Commissioner Comments
9. Confirm date, time and location for the next meeting (Tuesday, November 15, 2016)
10. 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.

**SUMMARY OF ACTION  
PARKS AND RECREATION ADVISORY COMMISSION  
GENOVEVA CHAVEZ COMMUNITY CENTER  
CONFERENCE ROOM, 3221 RODEO ROAD  
TUESDAY, OCTOBER 18, 2016, 5:30 PM**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE</u></b>
<b>CALL TO ORDER</b>		<b>1</b>
<b>ROLL CALL</b>	<b>NO QUORUM</b>	<b>1</b>
<b>APPROVAL OF AGENDA</b>	<b>NO ACTION</b>	<b>1</b>
<b>APPROVAL OF MINUTES SEPTEMBER 20, 2016</b>	<b>NO ACTION</b>	<b>2</b>
<b>PARKS AND RECREATION DEPARTMENT UPDATE</b>	<b>INFORMATION/DISCUSSION</b>	<b>2</b>
<b><u>NEW BUSINESS</u></b>		
<b>APPROVAL OF THE PROFESSIONAL NO ACTION SERVICES AGREEMENT WITH SITES SOUTHWEST TO DEVELOP THE PARKS AND RECREATION MASTER PLAN FOR AN AMOUNT OF \$105,957.00 INCLUSIVE OF NMGR.T.</b>		<b>2</b>
<b>RECOMMEND SITES SOUTHWEST NO ACTION TO CREATE THE PLAN</b>		<b>2</b>
<b>APPROVE THE BAR FOR \$105,957.00 NO ACTION FOR PAYMENT OF THE PLAN</b>		<b>2</b>
<b>VICE CHAIR NOMINATIONS</b>	<b>APPOINTED</b>	<b>2</b>
<b>ANNOUNCEMENT: RICHARD THOMPSON, PARKS DIVISION DIRECTOR TO ANNOUNCE THE RECOMMENDATION OF JANIE</b>	<b>APPOINTED</b>	<b>2-3</b>

**O'ROURKE TO BECOME A  
MEMBER OF THE MUNICIPAL  
TREE BOARD**

<b>PUBLIC COMMENT</b>	<b>NONE</b>	<b>3</b>
<b>COMMISSIONER COMMENTS</b>	<b>NONE</b>	<b>3</b>
<b>NEXT MEETING</b>	<b>NOVEMBER 15, 2016</b>	<b>3</b>
<b>ADJOURNMENT</b>	<b>ADJOURNED</b>	<b>3</b>

**PARKS AND RECREATION ADVISORY COMMISSION  
GENOVEVA CHAVEZ COMMUNITY CENTER  
CONFERENCE ROOM, 3221 RODEO ROAD  
TUESDAY, OCTOBER 18, 2016, 5:30 PM**

**1. CALL TO ORDER**

The meeting of the Parks and Recreation Advisory Commission was called to order by Victoria Bruneni, Chair, at 5:30 pm, on Tuesday, October 18, 2016, at the Genoveva Chavez Community Center Conference Room, 3221 Rodeo Road, Santa Fe, New Mexico.

**2. ROLL CALL**

There was not a quorum present.

**MEMBERS PRESENT**

Victoria Bruneni, Chair  
Peggy Vasquez, Vice Chair  
James Stodgel  
Damon Archuleta  
(Vacancy)  
(Vacancy)  
(Vacancy)

**MEMBERS ABSENT**

Linda R. Jackson, Excused  
David Sidebottom, Excused

**OTHERS PRESENT**

Rob Carter, Parks and Recreation Director  
Richard Thompson, Parks Director  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

No action taken.

**4. APPROVAL OF MINUTES  
SEPTEMBER 20, 2016**

No action taken.

**5. PARKS AND RECREATION DEPARTMENT UPDATE**

Mr. Carter reported that they are getting ready for Christmas on the Plaza and the City's New Years Eve event. In each department staff are working on plans for the City Manager. Swan Park won the Mayor's Sustainable Award and Genoveva Chavez won for their PV Array. The solar panels in the parking lot saved the budget \$35,000 a year.

**6. NEW BUSINESS**

**A. APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH  
SITES SOUTHWEST TO DEVELOP THE PARKS AND RECREATION  
MASTER PLAN FOR AN AMOUNT OF \$105,957.00 INCLUSIVE OF  
NMGRT.**

**1. RECOMMEND SITES SOUTHWEST TO CREATE THE PLAN**

No action.

**2. APPROVE THE BAR FOR \$105,957.00 FOR PAYMENT OF THE  
PLAN**

No action.

**B. VICE CHAIR NOMINATIONS**

Chair Bruneni recommended Peggy Vasquez for Vice Chair. No one else expressed an interest in the position. Peggy Vasquez was appointed as Vice Chair.

**C. ANNOUNCEMENT: RICHARD THOMPSON, PARKS DIVISION  
DIRECTOR TO ANNOUNCE THE RECOMMENDATION OF JANIE  
O'ROURKE TO BECOME A MEMBER OF THE MUNICIPAL TREE  
BOARD**

Mr. Thompson handed out information on Ms. O'Rourke. Ms. O'Rourke was approved by Chair Bruneni as a member of the Municipal Tree Board.

Chair Bruneni said she will send out a note to the Commission members regarding attendance. Rob has put out City announcements regarding our vacancies.

If you know anyone who would be interested in serving.

Ms. Vasquez said she would like a list of who is on the Tree Board and Golf Advisory Board.

**7. PUBLIC COMMENT**

None

**8. COMMISSIONER COMMENTS**

None

**9. NEXT MEETING**  
**TUESDAY, NOVEMBER 15, 2016**

**10. ADJOURNMENT**

The meeting adjourned at 6:00 pm.

  
\_\_\_\_\_  
Victoria Bruneni, Chair  
\_\_\_\_\_  
Elizabeth Martin, Stenographer