



Agenda

CITY CLERK'S OFFICE

DATE 4-13-11 TIME 2:00pm

SERVED BY Katherine Martinez

RECEIVED BY [Signature]

SUSTAINABLE SANTA FE COMMISSION

Tuesday, April 19, 2011
City Councilors' Conference Room
200 Lincoln Avenue
Santa Fe, NM
3:00 to 5:00 p.m.

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF AGENDA
- D. PRESENTATION BY MAYOR COSS
- E. APPROVAL OF MINUTES – March 15, 2011
- F. COMMUNICATIONS FROM THE FLOOR
- G. STAFF COMMUNICATIONS
 - 1. Report on Food Policy Council activities
 - 2. Americorps Cadre Members Report of Activities
- H. DISCUSSION/ACTION ITEMS
 - 1. 2011 Strategic Planning Retreat Recap
 - 2. Update on Annual Progress Report for 2010
- I. ITEMS FROM THE CHAIR
- J. ITEMS FROM THE COMMISSION INCLUDING YOUTH ADVISORY BOARD
- K. ADJOURNMENT

Next Meeting: – May 17, 2011

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

**INDEX OF MINUTES
SUSTAINABLE SANTA FE COMMISSION
April 19, 2011**

ITEM	ACTION TAKEN	PAGE(S)
A. CALL TO ORDER	Convened	1
B. ROLL CALL	Quorum	1
C. APPROVAL OF AGENDA	No approval	2
D. APPROVAL OF MINUTES: March 15, 2011	Postponed	2
E. COMMUNICATIONS FROM THE FLOOR		2
F. STAFF COMMUNICATIONS		
1. Report on Food Policy Council Activities		2
2. AmeriCorps Cadre Members Report of Activities		2-3
G. DISCUSSION/ACTION ITEMS		
1. 2011 Strategic Planning Retreat Recap		3-6
2. Update on Annual Progress Report for 2010	No update given	6
H. ITEMS FROM THE CHAIR		6
I. ITEMS FROM THE COMMISSION		6
J. ADJOURNMENT		
The next meeting date is scheduled for May 23, 2011		7

MINUTES OF THE

CITY OF SANTA FE

SUSTAINABLE SANTA FE COMMISSION

April 19, 2011

CALL TO ORDER

A meeting of the City of Santa Fe Sustainable Santa Fe Commission was called to order by Louise Pape, Vice Chair at 3:28 p.m. at the City Council Chambers, 200 Lincoln Avenue, Santa Fe, New Mexico.

ROLL CALL

Roll call indicated the presence of a quorum for conducting official business as follows:

MEMBERS PRESENT:

Camilla Bustamante, Chair
Louise Pape, Vice Chair
Tim Rogers
Kim Shanahan
Bianca Sopoci-Belknap
D.H. Strongheart

MEMBERS ABSENT:

Robert Haspel, excused
Rosa Moreno, excused
Joe Sehee, excused

STAFF PRESENT:

Katherine Mortimer, City of Santa Fe
Regina Wheeler, City of Santa Fe Solid Waste Department Director

OTHERS PRESENT:

Lisa Merrill, visitor
Seth Roffman, *Green Fire Times*
Matthew Young, AmeriCorps Cadre Member
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Item D (Presentation by Mayor Coss) was deleted from the Agenda.

Approval of the Agenda was not made.

APPROVAL OF MINUTES: March 15, 2011

Approval of the Minutes of the March 15, 2011 meeting was postponed until the next meeting.

COMMUNICATIONS FROM THE FLOOR

Mr. Roffman distributed the latest issue of the *Green Fire Times* publication. He noted that this issue is focused around sustainable tourism; cultural tourism, creative tourism, agritourism, culinary tourism and ecotourism.

Ms. Merrill said she recently moved to Santa Fe from Santa Barbara, California. She is interested in sustainable issues and has a background in solid waste. She is also interested in water and transportation issues.

STAFF COMMUNICATIONS

1. Report on Food Policy Council Activities

Commissioner Sopoci-Belknap reported that the Food Policy Council will be starting focus groups around the food assessment at senior centers in the next month.

Commissioner Sopoci-Belknap noted that the website for the Food Policy Council will be revamped.

Commissioner Sopoci-Belknap said that the Food Policy Council has some vacancies and is in the process of filling them.

2. AmeriCorps Cadre Members report of activities

Mr. Young reported that the NEO Master Gardeners Fair is scheduled for April 30th at the Rodeo Grounds. The City and some AmeriCorps members will have a booth at the Fair on wildlife background habitat management and mini composting.

Mr. Young noted that they are in the second week of Global Week Service Days at the Nancy Rodriguez Community Center.

Mr. Young said that there will be a gardening social at the Railyard tomorrow (in the Farmers Market building) starting at 5:30 p.m. to 7:00 p.m.

Commissioner Sopoci-Belknap added that there will be an ice cream event that will also be a seed exchange event at the gardening social.

Commissioner Sopoci-Belknap mentioned that they held the Sustainable Schools Awards with the Sustainability Education Task Force and 26 schools received Sustainable School Awards in recognition of their projects. The awards were given jointly by the City of Santa Fe and the Santa Fe Public Schools District. The categories for the awards were based on the National Wildlife Federation Eco-Schools Program.

Ms. Wheeler said possibly the “Keep America Beautiful” organization could be involved in next year’s awards.

DISCUSSION/ACTION ITEMS

1. 2011 Strategic Planning Retreat Recap

[Copies of the *Strategic Planning Retreat Meeting Notes for 2011* were distributed and reviewed.]

Ms. Mortimer noted that the Commission left the Strategic Planning Retreat with three major tasks as follows:

- Make the objectives that were selected “SMART” (Specific, Measurable, Attainable, Relevant and Time-bound)
- Committee membership assignments
- Commission gap analysis

Chair Bustamante said she wanted the Commission to get the objectives written as measurable objectives. She suggested using more of an elementary strategy using the “ABCD” strategy/model: A=Audience (what is the audience, i.e., the City, the stakeholders, etc.) B=Behavioral, C=Conditions and D=Degree.

The final list of objectives was voted on and the top 4 emerged to be the focus of the Commission’s work in 2011:

1. Environmental Management System for City Operations

Measurable objectives:

- a) *To have all five divisions within the Public Utilities Department perform division assessments and establish performance goals given resources and processes for Environmental Management Systems by December 31, 2011.*
- b) *The Public Utilities Department and the Sustainable SF Commission will develop a process and framework for establishing an EMS that will be proposed as a model for City operations.*

2) Municipal Utility or Power Purchase Agreements (PPA)-shift to renewable energy

This objective was skipped for now.

3) Green Development: SFCC Chapter 14 Revisions and pass green building codes

Commissioner Shanahan suggested that the City review the SFCC Chapter 14 (Development Code) revisions in the context of green building and reducing green house gas emissions through urban design - identifying and integrating items from the Sustainable SF Plan that apply to Chapter 14.

Commissioner Strongheart suggested that they add the words “*and initiate a process to start working on this by the end of the year.*”

The words now read: “*The Sustainable Santa Fe Commission will identify appropriate participants to review revisions of Chapter 14 (Development Code); get commitments from the participants and develop a strategy for public outreach to communicate the Green Building Code; and begin the process by the end of the year -2011.*”

Commissioner Shanahan said another objective is to encourage the City to adopt the Green Building Code.

4) Public Education and Involvement Plan and Do (Address cc denial, leverage broad expertise, business sustainability guidelines, map community assets, resource guide, sustainability demonstration, local food resources and methods)

Chair Bustamante offered to draft some Performance Objectives and e-mail the Commissioners the Commission’s Plan Performance Objectives for 2011.

They are as follows:

1) Given adequate guidance and resources as described by the requirements of the ISO 140001 Environmental Management Systems (EMS),

- The City of Santa Fe Public Utilities Department will perform Division assessments and establish performance goals meeting EMS requirements no later than Dec 31, 2011.
- The Public Utilities Department and Sustainable Santa Fe Commission (SSFC) will develop a process and framework for establishing an EMS that will be proposed as a model for City operations by the December 2011 SSFC monthly meeting.
- The Management of the Public Utilities Department Management will establish an EMS Policy Statement by July 29, 2011.

2) Provided City of Santa Fe Green Building Code and Sustainable Santa Fe Plan (the Plan), the SSFC, City Staff, and knowledgeable stakeholders will identify a City Councilor who will champion an effort and work with the other City Councilors to amend the Development Code, by January 1, 2012, to

- encourage use of gray water for landscape watering and other uses such as toilet flushing;
- make access to solar exposure a property right thereby encouraging investments in solar equipment and design
- encourage use of cisterns and other water harvesting techniques that use rainwater to reduce use of tap water for landscape watering;
- encourage natural vegetation shading of buildings and hardscape surfaces as vegetation both absorbs CO2 and provides shading from unwanted solar gain in the summer, reducing the need for mechanical cooling;
- require subdivisions be laid out to enable maximum feasible use of solar design, solar equipment, and the ability to use storm-water to reduce water demand;
- encourage locally grown food to both reduce GHG emissions and prepare for future rises in fuel costs to transport food into the area;
- encourage Passive Solar Building Design;

- incorporate some aspects of performance zoning to allow for a greater variety of compatible uses which reduce the number and length of vehicle trips; and
- encourage Development of Affordable Energy Efficient Housing, and
- require large development projects and subdivisions to provide safe bicycle and pedestrian infrastructure.

3) Given a broad spectrum of pro's and con's, defined best practices based on existing models and experiences, and a minimum of three (3) well advertised community forums, the Sustainable Santa Fe Commission will

- develop a fact sheet and recommendation for potential next steps in determining the appropriateness for a City of Santa Fe municipal utility or power purchase agreement, and
- identify opportunities for City transition to renewable energy resources by the standing November 2011 SSFC monthly meeting (exact date TBD).

4) Given the goals and objectives identified in the Education section of the Sustainable Santa Fe Plan, the Sustainable Santa Fe Commission will develop a Public Education and Involvement Plan that includes at a minimum

- existing and planned community assets,
 - a five (5) year speculative timeline, and
 - resource guide, to be completed no later than the October 2011 meeting.
- These objectives will be discussed further at the next meeting.

2. Update on Annual Progress Report for 2010

There was no update given.

ITEMS FROM THE CHAIR

Chair Bustamante suggested that the Commissioners define the Commission's Organizational Structure to realize the goals and objectives. This will be an agenda item for the next meeting.

ITEMS FROM THE COMMISSION

There were none.

ADJOURNMENT


Schedule next meeting/ adjournment

The next meeting is scheduled for **Monday**, May 23, 2011 at 3:00 p.m.
Commissioner Pape moved to adjourn, second by Commissioner Strongheart, the meeting adjourned at 5:05 p.m.

Approved by:

Camilla Bustamante, Chair

Respectively submitted by:



Jo Ann G. Valdez, Stenographer