

Parks and Recreation Advisory Commission  
Meeting Index  
October 16, 2018

Item	Description	Page
Cover Page		0
Call to Order	Victoria Bruneni, Chair of PARC called the meeting to order at 5:35 p.m. in the Conference Room of the Genoveva Chavez Community Center.	1
Roll Call	A quorum was established at 5:36 p.m.	1
Approval of the Agenda	Mr. Dominguez moved to approve the agenda as presented with a second from Ms. Vasquez which passed by voice vote.	1
Review and Approval of Minutes from August 21, 2018	Ms. Vasquez moved to approve the minutes as presented with a second from Mr. Dominguez which passed by voice vote.	1
Parks and Recreation Department Update	Discussion Only	1,2
New Business: a.) Vote on 2019 PARC Meeting Schedule, location, date and time	Chair Bruneni moved to approve the time and dates of the Parks and Recreation Advisory Commission for 2019 with the place to be determined after other locations have been experimented, with a second from Ms. Cardona which passed by voice vote.	2,3
Commissioner Comments	Discussion Only	3,4
Committee Reports		4
Confirm date, time and location for next meeting Tuesday November 20, 2018		4
Adjournment	There being no further business to come before the Parks and Recreation Advisory Commission the meeting was adjourned at 6:01 p.m.	4,5
Signatures		5

**PARKS AND RECREATION ADVISORY COMMISSION MEETING  
Genoveva Chavez Community Center- 3221 Rodeo Road.  
October 16, 2018 – 5:30PM to 6:30 PM  
MEETING MINUTES**

**1. CALL TO ORDER**

Victoria Bruneni, Chair of PARC called the meeting to order at 5:35 p.m. in the Conference Room of the Genoveva Chavez Community Center. A quorum was established at 5:36 p.m.

**2. ROLL CALL**

**Present:**

Victoria Bruneni, Chair  
Terence Foreback  
Tom Dominguez  
Patricia Cardona  
Peggy Vasquez

**Absent/Excused:**

David Sidebottom

**Staff & Others Present:**

Richard Thompson, Parks Division  
John Munoz, Director Parks and Recreation Director  
Linda Vigil, Stenographer

**3. APPROVAL OF AGENDA**

**MOTION:** Mr. Dominguez moved to approve the agenda as presented with a second from Ms. Vasquez which passed by voice vote.

**4. REVIEW AND APPROVAL OF MINUTES FROM August 21, 2018**

**MOTION:** Ms. Vasquez moved to approve the minutes as presented with a second from Mr. Dominguez which passed by voice vote.

**5. PARKS AND RECREATION DEPARTMENT UPDATE**

Mr. Thompson explained the mowing operations is now winding down due to the colder weather. Staff will now move to noxious weeds and arroyo work. Mr. Thompson

explained now that the plaza events are done, the picnic tables and flower pots are in storage.

Mr. Thompson discussed the two open positions for IPM Program Manager and the crucial Administrative Assistant were interviewed for and there were good candidates.

Mr. Munoz states a heavy winter is being predicted and they are taking care of the branches that may fall.

## **6. NEW BUSINESS:**

### **a.) Vote on 2019 Meeting Schedule, location, date and time**

Chair Bruneni stated there is an option to keep the meetings here at GCCC or move to Siler Office. Mr. Munoz states during the winter months there may be issues.

Ms. Vasquez asked about parking at Siler. Mr. Munoz states there is parking. Chair Bruneni explained there is safe access here at GCCC if the roads are ever to close due to bad weather.

Mr. Foreback likes the GCCC location. Chair Bruneni agrees it is closer for her, but the parking is an issue. Chair Bruneni suggests they conduct a trial and try to the other locations.

Ms. Cardona suggest trying the other locations for the winter season.

Mr. Dominguez states he can offer the County Extension Office next door. It is a brand new building and there is a conference room.

Ms. Vasquez states the Siler office is fine. Chair Bruneni asked if the building would be available after normal working hours.

Chair Bruneni asked if the Commission members would like to skip the November meeting it would fall on the week of Thanksgiving. A brief discussion was held and it did not seem to conflict with any schedules.

**MOTION:** Chair Bruneni moved to approve the time and dates of the Parks and Recreation Advisory Commission for 2019 with the place to be determined after other locations have been experimented, with a second from Ms. Cardona which passed by voice vote.

## 7. COMMISSIONER COMMENTS

Ms. Vasquez asked about the vacancies on the board and if they were going to be filled soon. Chair Bruneni explained LoraLee Freilich must turn in a resume, she sent a flyer with information. Chair Bruneni tried to contact her but the emails are coming back and the phone disconnect.

Mr. Thompson states he made contact with her and explained she must send her resume to the Mayor's Office.

Ms. Vasquez asked if there will be enough members for a quorum in November if these members are commissioned. Chair Bruneni states yes once they approve they are commissioned.

Ms. Cardona is not sure if she will make the November meeting. Mr. Thompson stated the two new members will be appointed shortly.

Chair Bruneni states they could change the number of members with City Council however that is a long process.

Ms. Cardona asked for items she would like to see on upcoming agendas renewable energy, the work order system and having a legal way to look at the park systems and boundaries. Ms. Cardona explained the sustainable commission brought up the issues of the park.

Mr. Thompson stated the work order system is in place, they are just closing out work orders with the supervisors. There is also a CRM system that run parallel with the City Manager's Office. This system tracks complaints and calls.

Mr. Munoz states they are working on a budget to update their system to track those as well. Ms. Cardona suggests they do before someone gets hurt because of a liability.

Chair Bruneni states in the hotel business there is software to track customer comments. If there were a way to place it through the website.

Mr. Thompson states the CRM is part of Constituent Services Division and they have a phone, email and web presence and a box to fill out comments

Ms. Cardona asked how here in the Commission would they know about the complaints. Mr. Thompson explained he can send an excel sheet. He explained there is a lot of time spent speaking to constituents.

Chair Bruneni suggests having a demonstration on the complaint system. The

Commission can be kept updated on issues in case of an incident or a reporter calls.

Mr. Thomson explained there is a GIS layer shows every park with boundaries. Ms. Cardona wants to make sure they have the proper documents about liability and boundaries.

Mr. Thompson discussed now that they have an idea of the boundaries they realize they don't own every arroyo in Santa Fe. They have been mowing and maintaining all the open spaces. They now working with streets and they resolved to id the areas of responsibility.

Ms. Cardona states the renewables in the facilities should be a priority. Mr. Thompson explained the Railyard is using LED and direct current and low voltage and the same at Ft. Marcy. They worked on those quite a bit with Mr. John Alejandro on the audits however he is gone now.

Ms. Cardona asked if they are they seeing savings. Mr. Thompson states they never see the actual bill. Mr. Munoz states they are going to start reviewing them. They will look at the trending. They will be good stewards and possibly look at some and see what they can do proactively.

Mr. Thompson states they had two parks in the 2020 Bond for low impact bollard lighting they fell off the list, but they would be on the list.

## **8. COMMITTEE REPORTS**

There were not any committee reports.

## **9. CONFIRM DATE, TIME AND LOCATION OF NEXT MEETING (TUESDAY, November 20, 2018)**

Chair Bruneni states the Commission will have to take note of the location of the next meeting.

## **10. ADJOURNMENT**

There being no further business to come before the Parks and Recreation Advisory Commission the meeting was adjourned at 6:01 p.m.

## SIGNATURES

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**Victoria Bruneni, Chair**

A handwritten signature in black ink, appearing to read "Linda Vigil", written over a horizontal line.

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**Linda Vigil, Stenographer**