



Agenda

10/15/14 11:36

Jessie Esparza

A handwritten signature in black ink, appearing to read "Jessie Esparza".

**Parks and Open Space Advisory Commission
The Barn at Frenchy's Field • Osage and Agua Fria Streets
Tuesday October 21, 2014 3:00 – 5:00**

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Review and Approval of Minutes: September 16, 2014
5. Roundtable Meet and Greet Richard Thompson, new Parks Director
6. Old Business:
 - a. Parks Department Update
 - b. 2012 Parks and Trails Bond Implementation status
 - c. Ragle Park Skate park
 - d. Strategic Planning Next Steps Strategic Planning Next Steps
 - e. 2008 Audit RFP Update
 - f. POSAC Commissioner Search
 - g. Community Garden Evaluation and Lessons Learned
7. Reports from Commissioners
8. New Business
 - a. Public Safety in our Parks – Santa Fe Police
 - b. Tree Board Report and Issues: Memorials Standards and Guideline and Emerald Ash Borer
9. Public Comments
10. Confirm date and time for the next meeting – November 18, 2014

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CITY OF SANTA FE
PARKS AND OPEN SPACE ADVISORY COMMISSION

October 21, 2014

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

Tuesday, October 21, 2014

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.

ROLL CALL

Roll call indicated a lack of quorum, but quorum was established later as follows:

Members Present

Bette Booth, Chair
Daniel Coriz (arrived later)
Oralynn Guerrerortiz (arrived later)
Anna Hansen
Melissa McDonald
Joe Lehm
Sandra Taylor
Patrick Torres

Members Absent

One vacancy (Nic Smith)

Staff Present

Chris Ortiz, Parks Department
Martine Gabaldon, Parks Department
Richard Thompson, Division Director

Others Present

Councilor Ron Trujillo
Isaac Pino, Public Works Director
Charmaine Clair, Stenographer

Others as noted on the sign in sheet incorporated into the minutes as Exhibit 1.

APPROVAL OF AGENDA

Ms. McDonald moved to approve the agenda as presented. Ms. Taylor seconded the motion, which passed by unanimous voice vote.

APPROVAL OF MINUTES- September 16, 2014

Mr. Torres moved to approve the minutes of September 16, 2014 as presented. Ms. Taylor seconded the motion, which passed by unanimous voice vote.

Roundtable Meet and Greet: Richard Thompson, Parks Director

Chair Booth asked the members and Mr. Thompson to tell about themselves and their park interests.

OLD BUSINESS

a. Parks Department Update

There was none. Mr. Thompson asked if the update is distributed with the agenda. Chair Booth said that has never been done, but could be done if easier.

Chair Booth indicated that all three resolutions passed with the POSAC recommendations.

b. 2012 Parks and Trails Bond Implementation Status

Mr. Pino said the remaining projects in the 2012 Bond were reviewed yesterday and a status report is being prepared. He said the city realized there is rationale in requesting reallocations; one discussed is Las Acequias Park. Residents living along the perimeter of the park prefer not to expand the park. He said that money could be used for South Meadows Park, among others inherited in the annexation.

Mr. Pino said the area has changed with the development of a subdivision connecting South Meadows to 599 and a report will be prepared to see if these can go forward as in the implementation plan. He said recommendations will be made to reallocate money and funding with GO (General Obligation) Bonds has to be approved by City Council. He said he would first get a recommendation from POSAC and then go the committee route.

He added that the 2012 Bond sale is done and the city has the cash. He said he did not participate in the issues around the audit and had nothing to add.

Mr. Pino said there are two BARs (budget adjustment reallocation); one is for Adam Armijo Park for \$8600 to build ADA access and a community garden. The money would come from Herb Martinez Park, which is complete. The other allocation of \$14,800 would be to Los Milagros from Rancho Siringo, which is complete.

Mr. Gabaldon added that there are two plans to complete Los Milagros and the additional funds will make the park more substantial and complete.

Chair Booth said she understood the park had been renovated in 2008, but the playground equipment was not upgraded. One suggestion is for a playground for older children (8-12 years).

Chair Booth welcomed the public guests and the police representatives that entered the meeting.

Ms. Guerrerortiz moved to approve the POSAC recommendation to support the BARs to transfer funding of \$8,600 to Adam Armijo Park and about \$14,000 to Los Milagros, to address the final completion of those parks. Mr. Torres seconded the motion, which passed by unanimous voice vote.

Chair Booth asked if South Meadows belongs to the city and whether the county has money for the park. She asked if City Councilors would approve of putting money toward South Meadows.

Mr. Pino said the county proposed a trade that had to do with the water line on old Santa Fe Trail , a bike trail from south of the city limits and drainage on West Alameda newly annexed areas and South Meadows Park. He said nothing has been solidified as to what would be traded or what the funding would be exchanged for and he needs to talk with the Mayor. He said the City Councilors all have some of the action.

Ms. Guerrerortiz said there was still funding after July and the county has earmarked the money for the park. She added that the park was bid three times and went over budget.

Chair Booth said the other issue is that the design was for a more passive park. She said playground equipment and a basketball court are needed to pull pressure off of Las Acequias.

Ms. McDonald said she is involved with the design of the park. The neighborhood set the parameters of the design and there was a public process with many participants and a program was developed.

Ms. McDonald said the neighbors are concerned about bringing in people from outside. She said safety is a big issue because their backyards border the park. She said the neighborhood wants a dog park, a community garden and a walking trail and the mention of bringing in athletic or play equipment will cause concern.

Councilor Trujillo said they had the same issue with Las Estancia in District Four and the neighborhood concerns went away after seeing the design. He said the city even went back and put in a basketball court. The neighborhood had been waiting since 1971 for a park.

Chair Booth said Las Acequias is the only park that feeds the area of Airport Road. She said the MPO Pedestrian Walking Plan shows there are over 36% of children under age 18 in that area.

Ms. McDonald said the issue could be resolved, but more money, a better design and a fence for separation and security would be needed.

Mr. Pino said he needs an update from the county of what is being talked about. Chair Booth asked Mr. Pino to get back to her by the next meeting.

Ms. Guerrerortiz said the project probably needs another \$4-5 thousand to become a more active park.

c. Ragle Park Skate Park

Chair Booth said when this started there was a budget of \$600k (thousand) for a water feature. She said Councilor Trujillo suggested putting \$425k toward the skate park and money for a basketball court and grill. She asked Mr. Gabaldon for the status of the finances.

Mr. Gabaldon said the project total is about \$611k and includes the basketball courts, which are complete. He said also included is the additional equipment in the concession area (currently in progress and an addition of a skate feature.

Mr. Gabaldon said there could be a question of cost on the basketball courts, but the numbers make sense. The budget for the concession stand is about \$50k and estimated expenditures of \$35-40 thousand. He said that would leave about \$317 thousand.

Ms. Guerrerortiz asked how the money went from \$425k down to \$317 thousand. Mr. Gabaldon explained there was an overrun of about \$254k on the basketball court.

Chair Booth said she wants to focus on moving forward. She said one option is to build the skate park on the handball corner. The park would be smaller and lights, the parking lot and water would take most of the budget.

She said the second option is to build on the corner without lights and water and third is to build at GCC, where lights and water already exist. A fourth option is skate dots; smaller features that could go into different parks.

Mr. Lehm explained that spots and dots do not have electricity and could be in proximity to an existing park with a water fountain, etc. The dots do not have a large footprint, but don't hold the attention and the crowd for as long. Skaters will skate for half an hour and move on to the next skate dot. He said every spot is different. They are considerably less money to build; they do not require excavation, grading, parking lots, etc. and the money could be spread further. Some features don't look like skate board features, but more like a bench or a sculpture.

Mr. Lehm said the main benefit to GCC is that there is nothing at that end of town and GCC is on the bus route. He said SWAN (South West Activity Node) is at that end of town, but is in the future.

Ms. Hansen said she supports moving money to GCC and with the benefits of water, electricity and parking, which are expensive items; the GCC seems a good fit.

Chair Booth asked for comments from the skaters present.

PUBLIC COMMENT: (Revised Agenda Order)

James Stodgel said he represents a nonprofit: Only Green Design. He introduced his colleague Joaquin Dudelczyk. He said they held a skate jam downtown and built skate features with people in the community out of reclaimed materials.

Mr. Stodgel said they would advocate for funds to be shifted to the GCC. He said he likes the idea of offering a skateboarding opportunity at the GCC along with the other healthy practices taking place there; swimming, ice skating, basketball courts, weights, etc. He said creating a skate park there, would encourage skaters to take advantage of the other features available and increase the popularity of the GCC to the skateboard culture.

Mr. Dudelczyk said building a skate park is only one part; maintaining the park is another. Skaters want a place with a positive atmosphere and community and that is more likely at GCC. Mr. Dudelczyk said he would like to be a role model and host skate jams, etc. and the GCC could be a great place to not only build a skate park, but have things happen continually.

Councilor Trujillo said he saw the skate park at Espanola and his concern is that skaters are looking at having lights, etc., like downtown. He said that is not going to happen. He has allocated money for a skate park, but it is a matter of finding the proper place. He said he likes the concept of a place where skaters stay for 30 minutes and move on to another park.

Mr. Lehm said Albuquerque turns the lights off at 11 p.m. and in the overall picture the lights are the least important. Not being able to skate after dark is not as important as a clean park that functions well and is well designed. He said there is no issue at Franklin Miles Park.

He said most importantly he advocates that the limited amount of money be spent where it can be used by the most skaters. He said the downtown park has been open a year and is dangerously overcrowded and not a good environment to learn in. He said even if a dot, building another skate park anywhere in the city will take pressure off of the downtown park.

Mr. Dudelczyk agreed that lighting could be eliminated. He said skateboarding has a connotation and the neighbors might not be excited about it in the first place. The point is to offer something for young people to do and build community in whatever way that can happen.

Chair Booth suggested other places for a skate dot; Marc Brandt, (Councilor Trujillo said no, because it lacks room for equipment), Monica Lucero, Pueblos del Sol and Villa Linda.

Ms. McDonald said as a parent, the Chavez Center makes sense and has a lot of opportunity for families to see how athletic it could be. She said there are a lot of breaks in the Chavez Center programming and all of the kids; older and school kids, could be in the same area and have plenty to do and get to the Center easily. She said construction is being done now and possibly some of the costs could be defrayed.

Mr. Dudelczyk said they have built ramps out of reclaimed materials that function similar to dots and can be easily removed. He said there could be functional art shaped like a giant ribbon that is actually a skate feature and aesthetically pleasing.

Mr. Thompson said he has been involved in the installation of large bowl skate features with infrastructure and parking. He said there are also demographic and public safety questions, among others. He said skaters will skate to a skate facility and this is a good way to repurpose the neighborhood parks that are not used and gets people into neighborhood parks. He said it covers the demographic and keeps the skaters out of public places and close to their homes.

Mr. Lehm said Santa Fe is behind in keeping up with the need for skate parks of any size. He said there will never be enough money to build a skate park they would not have to compromise on. He said having three skate dots instead of one good bowl will work.

Chair booth said a nine thousand square foot skate park costs \$430 thousand. Mr. Lehm added that includes the demolition and lighting.

Chair Booth said the discussion was to plant the idea. She asked if there should be a follow-up meeting.

Councilor Trujillo said he is fine with the Chavez Center if POSAC feels that is the better place. He said he just wants to get it done and a park on the south side- that is top priority. He said he is also trying to do a senior center and a teen center so there is a lot happening that he hasn't put out there, because there is no money.

He said he was given homework by Mr. Pino to do the appropriations for the legislature. He wanted the Commission to know his number one priority is SWAN Park.

Councilor Trujillo thanked the Committee for their hard work and said he appreciates all they do.

Chair Booth said she would meet with the skaters and come up with options and get back to him.

Mr. Coriz said he grew up in Santa Fe and has seen the skate and bike community grow. He said a park at the Chavez Center would bring a new perspective to the skate community. The skate parks have always been on the back burner of the city's finances and now the city is looking at how much money is left if they build Ragle. He said the money keeps getting pinched and the park is getting smaller and smaller.

He wants to utilize as much money as possible. He said the Chavez Center makes sense. Building at the GCC will get a different group of skaters and add to the things for kids to do in Santa Fe.

Chair Booth said she would send out an e-mail for those who want to visit GCC to take a look.

d. Strategic Planning Next Steps Strategic Planning Next Steps

Chair Booth asked if there were members that want to be on the committee to plan the next steps. She plans two meetings before the next POSAC meeting and to return with ideas to discuss and meet with the Mayor in early December. Ms. McDonald and Mr. Thompson will be on the committee.

Chair Booth said she would send an e-mail with the top four of the most important things.

e. 2008 Audit RFP Update

Ms. Hansen said she and Chair Booth attended the Audit Committee meeting and a vendor has been selected. She said the contract has not been signed, partly because funding is needed and could push the audit into January.

Chair Booth added that the same staff does the annual audit and staff has to take vacations before the end of the year.

f. POSAC Commissioner Search

Chair Booth said there are several candidates. She asked if anyone would like to be on the interview committee or if the Commission wanted her to conduct the interviews and make recommendations. Ms. McDonald asked Chair Booth if she would share the resumes.

g. Community Garden Evaluation and Lessons Learned

Chair Booth said she, Ms. McDonald and Katherine Mortimer put a list of questions together. The survey is on Survey Monkey and there has been good response (50%). Sunny Slope has been the slowest to provide information, but should be in by November.

NEW BUSINESS (Revised Agenda Order)

a. Public Safety in our Parks – Santa Fe Police

Lieut. Sean Strahan, Sgt. Chris McCord and Officer Chris Reynosa were introduced. Lieut. Strahan passed out a breakdown of calls received in 2013 for parks. (Exhibit 2)

Lieut. Strahan said he is in charge of community relations, recruiting and training at the Santa Fe Police Department. Sgt. McCord is the bike sergeant and handles open space, under parks.

Chair Booth said the officers were invited because of incidents that happened at the DeVargas Skate Park. She said Mr. Pino put her in contact with the officers and skaters now have a direct contact.

The Commission and officers discussed the issues at parks. A summary of the discussion follows:

- Lights are left on after parks close at 10 p.m.
- Arrests are made on a daily basis; numerous calls are for marijuana violations and parking infractions. The police department and Cowgirls offer their parking lots for skaters to use and flyers were given to skaters individually.
- Many of the numbers on the list (about 50%) are officer initiated calls while doing close patrols (police presence for crime deterrent: filling out reports, contacting family, walking a patrol, etc.) and parking enforcement. Special events and even a call for a dog off leash are included in the numbers and intoxication is a high part of the calls. Out of over 2,000 calls for service, over 1000 are for closed patrols.
- Actual numbers show only 24 calls needing police response in 2013 and 364 of the calls on the list are officer initiated such as traffic stops, etc. and 138 are close patrols.
- There were 297 close patrols conducted in the Railyard, but only three calls for service in 2014. The Railyard is probably the safest park in the city and the calls for service do not generate need for an officer every day.
- Making the public aware that parks close at 10 p.m. is a big issue and because the lighting at skate parks is on after 10 p.m. people are using the park 24 hours a day. The police department feels the city should enforce the 10 p.m. closing time, which is a city ordinance with a \$500 fine for anyone caught in the park after ten. The city attorney said the ordinance is not enforceable.
- Every park has a surveillance system and violations such as illegal dumping, etc. is recorded and the tape can be reviewed.
- Camera systems have been a great crime deterrent. The Plaza and Cathedral Park were considered the most dangerous as far as crime, but immediately after cameras were put in the problems were eliminated. Franklin Miles Park has also improved after an increase in enforcement several years ago.
- The department found that the neighborhood association for Las Acequias Park told their members to call in fake calls to pull in more patrols. That artificially inflated the numbers. The issue has been addressed with the members of the association and no longer happens.

- The police department is looking at providing housing for starting younger officers at the parks, but the idea gets a lot of resistance. Help on the issue might be needed.
- The city open space; parks, trails, the ATV track, etc. gets a lot of enforcement. Sgt. McCord is pushing to have two officers added to his division full time to cover the open space. Mr. Coriz is working on a trail design to incorporate at the BMX Park that could help with the ATVs.

Ms. McDonald said she likes turning the lights off. She said lighting encourages people to think that the parks are open and wastes energy. Mr. Lehm agreed the lights are not needed after the park closes. Ms. Taylor asked for lighting and the location of cameras to be on the next agenda.

Mr. Thompson said he has met twice with ITT and the new director, Thomas Williams and Chavez Security to work on the PO (purchase order) issue and define the needs and funding.

Chair Booth said she would like a comparison of this year's and last year's numbers. She said POSAC would follow up with the officers in February when they have the 2014 data on parks.

b. Tree Board Report: Memorials Standards and Guidelines/ Emerald Ash Borer (EAB)

Mr. Torres said the Municipal Tree Board (MTB) passed the Memorial Donation Guidelines and Regulations (Exhibit 3) and would like POSAC's approval. The guidelines will then be sent for approval by the Governing Body.

Mr. Thompson said if they exclude exact details in guidelines, etc., things could be changed as a program develops without having to go back to the ordinance.

Ms. Guerrerortiz agreed that an ordinance is not appropriate until used for years, but she thought a resolution would be appropriate.

Chair Booth suggested everyone take time to consider the guidelines and vote at the next meeting. She thanked Mr. Torres and the Board for their work and said the item will be on the next agenda.

PUBLIC COMMENTS (Continued)

Ms. Schruben said the new lights at the Rancho Siringo Park are solar and stay on until the batteries run out. She said there should be an off switch if the city wants to make the park dark, but she didn't think that was part of the design.

She was pleased that since the park redesign, neither she nor her neighbors have seen a drug deal or the cartel, where previously there were as many as 24 deals in a weekend. She said the kids are playing basketball in the neighborhood and there have not been any problems.

REPORTS FROM COMMISSIONERS- (Revised Agenda Order)

Mr. Coriz said the I Ride Maintenance Resolution was passed by City Council and the team will meet Friday with Mr. Thompson and Councilor Dominguez about a grant for ten thousand dollars.

Mr. Torres said criteria were added to the qualifications for the MTB members. The deadline is December first for applications. The physical applications can be mailed to the Water Conservation Office and e-mail applications can be sent to Tracy Neal. The announcement of the position will be distributed through homeowner's associations; the Builder's Association, Landscapers and Master Gardener's Associations and the Botanical Gardens.

Advertisement was suggested through the city radio show, etc. also.

Mr. Torres said the Forest Service is monitoring the Emerald Ash Borer with a focus on the interstate corridor. Taos is also monitoring and it would be good if the Santa Fe area monitors. The Forest Service has monitoring kits available.

The State Forestry has EAB materials available for distribution and will focus on the nurseries and tree care companies. Think Trees will have a session at their annual conference in Albuquerque to update the industry. The Urban Forest Council meeting on October 30 will also have a discussion on statewide efforts. Tom Ziglar and Jennifer Dann will write a simple plan and post the plan on the State Forestry website. Zander Evans, a former MTB member and a member of the Forest Guild has offered his assistance.

DATE AND TIME FOR NEXT MEETING: November 18, 2014 at 3:00 p.m. at Frenchy's Barn.

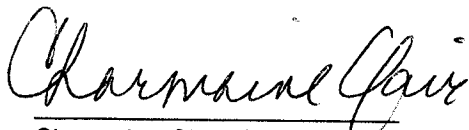
ADJOURN:

Having no further business to discuss, the meeting adjourned at 5:06 p.m.

Approved by:


Bette Booth, Chair

Submitted by:


Charmaine Clair, Stenographer

JAMES Stodgel Only Green Design 310-739-4549
Jordan Dzielczyk Only Green Design jstodgel@onlygreendesign.com
505-577-5778 dzielczyk@gmail.com

Mary E Schruben 473-7898 - RSNA

LT. SEAN STRAHN -
SGT. CHRIS MCCORD - Bike - ~~Open~~ Parks & Open Spaces
OFC CHRIS RETNOSA - Community Liaison

POSAC
October 21, 2014
Exhibit 1



SANTA FE POLICE DEPARTMENT

CALLS FOR SERVICE - PARKS

2013



SANTA FE PARKS LISTING	CALL FOR SERVICE
ALTO PARK	3
AMELIA WHITE PARK	10
ASHBAUGH PARK	27
ATALAYA PARK	0
CALLE LORCA PARK	35
CATHEDRAL PARK	183
CERRO GORDO PARK	2
CANDELERO PARK	10
CORNELL/ROSE PARK	132
CROSS OF THE MARTYRS	38
DE VARGAS PARK	57
FRANK ORTIZ PARK	197
FRANKLIN E. MILES PARK	178
FRENCHY'S PARK	121
FORT MARCY BALL PARK	134
GALISTEO TENNIS COURTS	0
PERALTA PARK	0
GREGORY LOPEZ PARK	15
HERB MARTINEZ PARK	104
THOMAS MACIONE PARK	5
JOHN GRIEGO PARK	54
LARRAGOITE PARK	13
LAS ACEQUIAS PARK	627
MONICA LUCERO PARK	35
PATRICK SMITH PARK	76
ORLANDO FERNANDEZ PARK	14
PLAZA	2121
PRINCE PARK	1
RAGLE PARK	161
SANTA FE RIVER PARK	13
SALVADOR PEREZ POOL/PARK	161
TORREON PARK	29
YOUNG PARK	5
TOTAL	4561

draft

August 18, 2014

CITY OF SANTA FE
Parks, Trails and Watershed Division
Memorial Donations Guidelines and Regulations

POSAC
October 21, 2014
Exhibit 3

Article I. Purpose: Establish guidelines for a coordinated and consistent decision-making process related to the acceptance, placement and long-term maintenance of memorial donations in City-owned parks, open spaces and trails.

Article II. Background: Gifts, memorials, and dedications have augmented Santa Fe parks, open spaces and trails for many years. Historically the Parks, Trails and Watershed Division has accepted these donations without a formal written policy. Although the City Council has policies that outline the criteria and conditions for the naming of parks and facilities (Resolution _____), the donation of real property (Resolution _____) and locating art objects in public spaces (Resolution _____), these policies do not apply specifically to memorial donations in the City's parks, trails, and open spaces. Guidelines are needed for site-appropriate memorials that don't detract from the visual esthetics of the surrounding natural environment or place an undue burden on the City. These guidelines were developed based on research on best practices of similar agencies nationwide, the needs and resource capabilities of the Parks, Trails and Watershed Division and the desire of an increasing number of citizens to make contributions for memorials in City parks, trails and open spaces.

Article III. Overall Management Guidelines and Criteria for Selection:

A. Management Guidelines

1. Protection of the natural environment is a high priority. The Santa Fe Parks, Open Spaces and Trails Division may limit memorials in order to promote resource management and sustainability of natural landscapes.
2. Memorial placement must be compatible with the existing Parks and Trails Master Plan, Parks and Trails Management Plan, Parks and Trails Operations Manual, and/or Capital Improvement Program (CIP) requirements and all existing ordinances.
3. The Parks, Trails and Watershed Division Director will make the final decision on the placement of memorials. The Division will work with the donor to discuss locations of for the memorials, however final locations will depend on Division needs and planning processes. First consideration will be the availability of existing irrigation.
4. All memorials will be constructed of materials that meet the design and maintenance considerations of the Parks, Trails and Watershed Division.
5. Memorials cannot have a commercial appearance or corporate label.
6. All donated items become City property at time of purchase.
7. Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are monuments installed by the City commemorating the history and/or dedication of a park facility.

8. The Parks, Trails and Watershed Division Director must approve the application and the donation processed before installation of the memorial may proceed.
9. Donated park elements will be installed by City personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance Operations supervisor so as not to unnecessarily interfere with routine park maintenance activities. Staff will inform the donor of the scheduled planting or installation time and location to offer an opportunity for the donor to be present.
10. The City reserves the right to remove and/or relocate donated park elements when they interfere with site safety, maintenance or construction activities. If a memorial must be relocated, Division staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy.

B. Criteria for Selection

1. Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
2. Memorials shall meet a true need of the facility as described in existing City planning documents.
3. Memorials shall not interfere with the intended current or future use of the facility.
4. Memorials shall not require the relocation of other equipment or infrastructure to accommodate the donation.

Article IV. Types of Memorials: Memorial donations can include: 1) Living Legacy Memorial Tree Donations, 2) Park Benches, 3) Bike racks, and 4) Park Tables.

Living Legacy Memorial Tree or Other Planting Donations: Santa Fe's extensive city parks system is continually growing and trees and other plantings are an important way to increase the beauty of our city and provide countless benefits to our community. Suggestions from donors about locations will be considered, but final determination of appropriate varieties and locations will be determined by the City Parks Director. Donations may also be given to replace trees or shrubs that didn't survive or for future plantings at locations to be determined by the Division. These donations will be used on an as needed basis to replace and plant trees enhancing the beauty of our park and trail system. Living legacy contributions can be made year round. However, trees will only be planted in the spring or fall to give the trees the best chance to survive. Staff will inform the donor of the scheduled planting time and location to offer an opportunity for the donor to be present during the planting.

Memorial trees are named for the life of the tree and will be replaced only if they die within four years of the planting date. Minimum tree size is 1 1/2 inch caliper for deciduous and 6 foot height for conifers.

A reasonable attempt will be made to repair vandalized benches. Benches are not replaced if destroyed by vandalism or if they are stolen.

Other Types of Memorials: Other types of memorials may be considered on a case-by-case basis by the Parks, Trails and Watershed Division in consultation with the Parks and Open Spaces Advisory

Commission and a public meeting process with park neighbors and constituents. Donors may contact the Division discuss their ideas.

Article V. Memorial Plaques: Memorial plaques will be permitted pursuant to this policy only in conjunction with the donation of a new item as described in Article IV above.

A. Pre-approved plaque sizes: Plaque size will be established by specified use, with a maximum number of text lines and restricted letter font style and size as follows:

2"x 10" two (2) inches wide by ten (10) inches long with a limit of three lines of text and up to 48 characters per line. Typical application is directly upon a park bench, table, or similar dedication.

5" x 6" five (5) inches by six (6) inches with a limit of four lines of text and a maximum of 32 point and a minimum of 20 point font sizes. 6" x 9" six (6) inches by nine (9) inches with a limit of four lines of text and a maximum of 32 point and a minimum of 20 point font sizes.

B. Text: To prevent obscene or potentially offensive text from being displayed on city property, the Division must approve all text for Memorial Plaques. Pre-approved text may include:

In Honor of _____

In Memory of _____

In Celebration of _____

Dedicated to _____

C. Placement: In park bench applications the donation acknowledgment will be routed into the seat back of the bench. In picnic table applications the donation acknowledgment will be inserted into the concrete pad installed under the picnic table. Multiple donors (up to 6 per table) will be allowed. In tree installation applications the donation acknowledgment will be installed in a flush mounted concrete pad.

Article VI. Memorial Donation Process: The following describes the steps necessary for application and approval of a memorial donation.

1. The donor meets with Parks, Trails and Watershed Division staff to share ideas then submits a completed Memorial Donation Agreement Form (Appendix A).
2. Division staff review and determine the appropriateness of the proposal as measured by the approval criteria. They then pass the application to the Director with their recommendations.
3. The Director approves or denies the application.
4. Staff notifies the donor, in writing, within 7-10 business days of the review decision, explaining the decision and identifying any final conditions of approval.
5. With a positive review decision, the donor pays the stipulated total and staff develops the plan and timeline to purchase and install the memorial.
6. Appeal Process: The decision of the Parks Division Director may be appealed, in writing, to the Department Director. The appeal should contain the following information: a) A statement of the action causing concern; b) The action requested by the applicant and the reasons supporting it; and c)

Any other relevant information and impacts. The appeal will be considered within five business days. The Department Manager's decision will be final.

This policy will be reviewed by Parks Division staff and updated as indicated.

ATTACHMENTS

Appendix A: Approved List of Donation Needs/Memorial and Donation Fee Schedule

Appendix B: Memorial and Donation Application

Appendix A **Parks, Trails and Open Spaces Memorial Donation Agreement Form**

Donor name	
Phone Number	
Address	
City, State, Zip code	
Type of Memorial	
Proposed Memorial Description (include dimensions, color, material, etc.)	
Proposed Memorial Location	
Plaque Text Information	

Memorial Item	Amount	Total

Memorial gifts to the City of Santa Fe are considered outright and unrestricted donations. The City does not guarantee permanency of the accepted donation. If a memorial must be relocated Parks, Trails and Watershed Division staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the **Memorial Donations Guidelines and Procedures**. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the City the approved memorial amount within one week of notification of Memorial Agreement approval.

_____ **Donor Signature** _____ **Date**

FOR OFFICE USE ONLY

Accept ☐ Deny ☐ Reason _____

Supervisor _____ Date _____ Director _____ Date _____

Appendix B Memorial Suggestions

ITEM	SUGGESTED DONATION
Bench including installation	?? \$1,000
Picnic table including installation	\$600-1,200
Plaque	\$100-300
Bush <u>Shrub</u> including planting and maintenance	\$30-50
Tree including planting and maintenance	\$230- <u>\$600</u>
<u>Bike rack</u>	<u>\$500</u>