

MINUTES
COMMUNITY SERVICES COMMITTEE MEETING
TUESDAY FEBRUARY 21, 2012, 5:30 p.m.
CITY HALL COUNCIL CHAMBERS
405 N. PASEO DE OÑATE ESPAÑOLA, NM

A. CALL TO ORDER

Councilor Dennis Tim Salazar called the meeting to order at 5:35 PM. The following committee members were in attendance:

Chairman: Dennis Tim Salazar
Councilor: Robert Seeds
Councilor: Helen Kain-Salazar
Not Present: Councilor Cecilia Lujan

B. APPROVAL OF AGENDA

Motion made by Councilor Helen Kain-Salazar to accept the agenda, Councilor Seeds asked if the Recreation facilities were being prepared for the spring and summer. Community Services Director Len Cata stated that they were. The Motion was then seconded by Councilor Robert Seeds.

C. PUBLIC COMMENTS

NO PUBLIC COMMENTS WERE MADE

D. COMMITTEE MEMBER COMMENTS

NO COMMITTEE MEMBER COMMENTS WERE MADE

E. MATTERS FROM THE CHAIR

CHAIRMAN DENNIS TIM SALAZAR STATED THAT THERE WAS NO MATTERS FROM THE CHAIR

F. PRESENTATIONS

1. Terrace Garden Presentation/Proposal- Beata Tsosie-Peña

Ms Tsosie- Pena discussed a public garden to be planted at the base of the hill behind City hall facing the Skate Park. The garden would have fruit trees, a fruit guild, medicinal and herbal plants that could be utilized by the public and help beautify the area. Plants would be donated by local businesses and people. Councilor Helen Kain- Salazar asked how it would be watered and maintained.

Ms. Tsosie- Pena stated that a drip system would be about \$500 and that they City would be asked to pay that expense. Councilor Kain- Salazar asked if the irrigation system that ran in the ditch could be used to irrigate the garden. Parks Foreman Ben Martinez mentioned where the irrigation ran and described its location. He felt that it would work for the proposed garden. Ms. Tsosie-Pena was unaware of the irrigation system that was discussed but stated that that would be even less of an expense if it was already available. Councilor Helen Kain- Salazar said it was a wonderful idea made a motion to bring this to the full Council on the 28th and Councilor Robert Seeds seconded the motion.

G. DISCUSSION/ACTION ITEMS

1. Creation of Plaza Arts Advisory Group/Plaza Update- John Werenko, NNMRAC Executive Director

Mr. Werenko discussed his plan of having a Plaza Arts Advisory group that would include the Mayor, City Manager, Finance Director and Community Services Director to improve communication between NNMRAC and the City. He stated that the Education Center (old

Post Office building) is being utilized six days a week for classes such as: Jazzercise, Zumba, CYFD art classes, Las Cumbres, and pretty soon perhaps the Girl Scout. NNMRAC is subsidizing the art classes but eventually the Center would like to move to a tuition bearing class.

Councilor Helen Kain-Salazar asked if some classes are already being charged for.

Mr. Werenko stated that some classes like the retablo and the tinsmithing classes were \$18 for a three hour class, but that just covered the materials and no money was made. He discussed how the advisory group could partner with other agencies and City Departments. The Vision for Partnering would help develop the two museums. He also stated that former Plaza Director Andrew Herrera was successful in having the State place two brown museum signs in the area. Councilor Robert Seeds asked how information to the public was getting out about the advisory group. Mr. Werenko stated that the advisory group is for communication between the City and NNMRAC and that group is already set with members. Councilor Robert Seeds stated that we always want to include the public. Mr. Werenko said that the board meetings were public and the information will be shared with the board and the public.

2. Appointment of Neil Trager to Curator of Curatorial Affairs-John Werenko, NNMRAC Executive Director

Mr. Werenko stated that Mr. Traeger would be successful in securing more grants on behalf of NMRAC and also for the City if he had title. Creating a position of "Española Museum Curator" that was non-funded by the City would allow Mr. Trager to seek grants for both organizations. Mr Cata would sign on the grants as Director of Community Services and Mr. Trager as Curator.

Councilor Robert Seeds wanted it clear that the City would not be responsible for the funding of the position and asked if the grants would fund the position. Mr. Werenko stated that the many of the grants do include overhead administrative costs that would help pay the salary. Councilor Robert Seeds asked if basically the position is a grant writer for the organization and the City? Mr Werenko and Mr Cata both answered yes.

Chairman Dennis Tim Salazar asked if the City Attorney had a chance to view the agreement. Mr. Cata stated that the agreement for NMRAC using the Plaza space was that Mr. Trager would help write grants on behalf of the Community Services Department.

Councilor Robert Seeds wanted to be sure that the position would be open to others who might be interested and that they City Attorney should look at it to be sure that there would be no assumed salary from the City. He made a motion to have the City Attorney look at the agreement and to take it to full Council. Councilor Helen Kain-Salazar seconded the motion.

3. Library Grant MOU with Rio Arriba County -Teddie Riehl, Library Coordinator

Mr. Cata mentioned that Ms. Riehl was taking the minutes for the meeting and so that he would present the information about the MOU. Mr. Cata mentioned that Commissioner Barney Trujillo had visited with Ms. Riehl and Mr. Cata during Library Legislative Day in February and Ms. Riehl had mentioned that Rio Arriba County does not financial support the Library like Santa Fe County does. Commissioner Trujillo asked for some more information about the MOU with Santa Fe County and Ms. Riehl has since that time drafted a similar MOU for Rio Arriba County that is in the packets. Mr. Cata and Ms Riehl intend to present the information at the next County Commission meeting in March and request \$20,000 from Rio Arriba County to help with the rising costs of subscriptions and also to help fund some upcoming library programs. Mr. Cata mentioned that the Library and the whole community Services department are working with the Rio Arriba County to share resources to bring more to our residents.

Councilor Helen Kain-Salazar moved that this item be brought to full Council. Councilor Robert Seeds seconded the motion. Chairman Dennis Tim Salazar said that he would like to see this on the agenda for next week's Council meeting.

4. Lucero Center Health Information and Family Membership Policy-Andrew Herrera, Recreation Coordinator

Recreation Coordinator stated that this item has been waiting for awhile for the committee to see. The Health information from would be voluntary for those wanting to purchase a monthly, 3 moth or longer pass. This would insure if someone has a health related problem staff will be aware of it should an ambulance be called for an emergency. Mr. Herrera mentioned that some patrons do not wish to fill it out. Chairman Dennis Tim Salazar asked if someone had a heart attack while using the facility would they then be asked to update their information when they returned (to use the facility)? Mr. Herrera stated that Yes, they would, every time someone purchases another punch pass or member ship they would be required to update their information, regardless if there were an incident or not. Councilor Seeds asked why this was being done. Mr. Herrera stated that it was a health and safety issue. If patrons had a certain amount of "yess" marked on their form it may prevent them from using the facility because they are at risk. Mr. Cata stated that it is the same form used by the American College Sports Medicine for fitness. Councilor Helen Kain-Salazar asked what happens if somebody doesn't fill out the form and does have a heart attack, is the City liable? Mr. Cata said anytime someone uses a fitness facility there is an assumed amount of responsibility by the user. He said that some wording can be used at the bottom of the form stating that and that the user refused to fill out the form. Councilor Robert Seeds said that he understood the reason for having the form but if 9 out of 10 people elect not to fill it out, it defeats the purpose. He asked if the City Attorney Frank Coppler had a chance to view it? The wording should be looked at to be sure that the questions on the form are allowed to be asked and that the form perhaps should be mandatory for all users. He stated that consistency has to be ensured. Mr. Herrera said that he did ask that the City Attorney look at the form and approve it but that as far as he knew, it never made it to the City Attorney.

Robert Seeds made a motion to present the form to the City Attorney so that a policy could be drafted for use of the Lucero Center and for it to be a policy for all users if possible. Councilor Helen Kain-Salazar asked if other facilities like the Wellness Center in Pojoaque required a form. Mr. Cata stated that yes they did. He was the one who implemented it when he was employed at the Wellness Center. Councilor Helen Kain-Salazar seconded the motion made by Councilor Seeds. Mr. Herera went on to explain that the Family policy for City employees allows too many family members to use the facility under the employee's name. Some employees have as many as 20 family members signed up to use the facility that includes brother, sisters, aunts, uncles, grandchildren and such. . He would like to change that to immediate household member only like spouse/domestic partner, and children. He also recommended that retiring employees receive a lifetime membership for them only and that did not extend to family members. Councilor Helen Kain- Salazar made a motion to take the change to full Council. Councilor Robert Seeds asked if something was being done to make the facility affordable to the families in the community, are there affordable packages. Mr. Cata stated that there was, a monthly membership was the way to go for families. Councilor Robert Seeds seconded the motion and stated that recreation was never a profit for the City and it shouldn't be.

5. Volunteer Registration Form-Andrew Herrera, Recreation Coordinator

Mr. Herrera stated that a volunteer form would be a good idea for those wanting to volunteer not just for the Community Services Department but for anyone wanting to volunteer for the City. We have people wanting to volunteer especially during the summer months. Councilor Robert seeds said he thought it was a good idea and that the City attorney should review the form as well. He also asked if it had to be notarized and Mr. Herrera said he didn't know. Councilor Seeds made a motion to take the Volunteer form to full Council. Councilor Helen Kain-Salazar seconded the motion.

6. Purchase of new truck for Parks Department-Len Cata, CSD, Ben Martinez, Parks Coordinator

Mr. Cata introduced Parks Foreman Ben Martinez as a loyal and hardworking employee who does a lot with the little man power of his department. Councilor Helen Kain-Salazar agreed. NNMRRAC Director John Werenko stated that for the record, he would like it known that Ben and his crew work very hard at the Plaza and can't thank Ben and his staff enough for what they do to keep the Plaza looking good for the public. Mr. Cata mentioned how old the vehicles were that were being used by the Parks Department. Councilor Robert Seeds stated that he knew the trucks were purchased when he was on Council previously and asked where the truck would come from. Mr. Cata stated that they would come from Reliable Chevy in Albuquerque. Councilor Helen Kain-Salazar asked if it could be purchased locally. Mr. Cata explained that he tried to first purchase from the Henry Valencia dealership. Going out for RFP was a lengthy process and that the purchase through Reliable followed the procurement process according to Stephanie Romero Procurement Officer for the City. Councilor Robert Seeds asked if the vehicle could be bought used instead of new and what the time frame was. Mr. Cata stated that some of the vehicles used by parks are so used that they shouldn't be on the road in his opinion. He was just asking for a standard vehicle with the exception that it have a tow package included due to the amount of equipment that gets moved by the parks Department. Councilor Helen Kain-Salazar moved that the Finance Department look at the proposal to purchase a new vehicle through GSA and then taken to full Council. Councilor Robert Seeds seconded the motion.

H. Reports

1. Community Services Update-Len Cata, Community Services Director

Mr. Cata mentioned that graffiti continues to be a problem at Ranchitos. The Parks department has completed the cleanup of the Plaza. New rock was place and it is an improvement to the area. General services will make the renovations to the bathrooms at Valdez Park and Ranchitos Park Sinks and toilets will be replaced.

Mr. Cata stated that there was a mistake from the Area on Aging department on the amount of the grant that would be received for the Senior Center. Instead of \$65,000 the City received on \$10,000. Chairman Dennis Tim Salazar joked that there should be a penalty to them for their mistake. A commercial oven and dishwasher will be the priority for the money. Mr. Cata stated that the fitness center at the Senior Center was opened 3 days a week from 8:30 to 3:00 pm. Since the position for the fitness instructor Eric Gallant was not funded the fitness center is underutilized. He hoped to get that position funded in the upcoming fiscal year. Councilor Helen Kain-Salazar asked if there is no attendant there anyway, why the fitness center couldn't be opened the rest of the week as well. Mr. Cata stated that it could be. He said that Senior Center staff as well as he makes it a point to go into the room and keep an eye on the area throughout the day. Councilor Helen Kain-Salazar asked if there was any truth to the idea that equipment was being moved to the Lucero Center. Mr. Cata stated that no, there was no truth to that; the Area on Aging has strict guidelines for how equipment bought with grant money can be used and where it is located. Councilor Helen Kain-Salazar said she was told that by City Manager James Lujan.

Mr. Cata mentioned that the free computer classes offered by the library were a success and that the classes were filled all of the time. The Library plans to use grant money to purchase a new bilingual computer for the kids like the one that was recently purchased. Summer Reading Program coming up and the State Library has asked the Library to host the kickoff event again, which is an honor for us.

A new pool pack for the Lucero Center was purchased to replace the one that was at least 15 years old. The pool was closed recently for one day due to some

miscalculations on the chemicals. Mr. Cata is considering some mentoring for the pool staff. Councilor Helen Kain-Salazar said she thought the pool person had to be certified. Mr. Cata stated that Ms. Miranda is certified but she is inexperienced and could use some mentoring. He also is considering having Recreation Coordinator Andrew Herrera get certified as a backup. The portable shower chairs have been replaced and are ADA compliant. New equipment will be purchased soon, first cardio equipment and then maybe next year the weightlifting equipment will be replaced. Mr. Cata stated that professional equipment must be purchased to avoid constant repairs needed on the previously home use equipment, that isn't made to withstand the amount of use they get in a facility. Councilor Robert Seeds asked if there were any plans to have a Summer Food Program for the kids, he stated that he knows one is needed. Mr. Cata deferred the question to Ms. Riehl who stated that she had been in contact with Recreation Department Director, Mr. Joseph Martinez from Rio Arriba County who has allowed the Library/Lucero Center to be a volunteer drop-off point for summer meals. This program would be at no cost to the City and the staff would need to attend a training session to be sure that they understood the rules for the drop of the program. Ms. Riehl stated that she has invited Ben Sandoval and his YMCA youth to join them for lunches, so that there will be plenty of youth to serve the food to. Councilor Robert Seeds said "thank you I think this is needed. Good job."

I. ANNOUNCEMENTS

Chairman Dennis Tim Salazar announced that the next Community Services Committee meeting will be on March 12 at 5:30 PM. Councilor Robert Seeds said that he was glad a meeting has been scheduled and that this committee needs to stay busy.

J. EXECUTIVE SESSION

No executive session

K. ADJOURNMENT

Councilor Robert Seeds moved that the meeting be adjourned and Helen Kain-Salazar seconded it. Meeting was adjourned at 7:09 PM.

Respectfully Submitted,



Teddie Riehl