

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: May 14, 2013

To: Board of County Commissioners

From: Rachel O'Connor, Health and Human Services Division Director and
Teresa Casados, Senior Services Program Manager

Subject: A Resolution Establishing Community Center Trustees, and Repealing
and Replacing Policies for County Owned or Leased Community Centers
Presented by Teresa Casados

Background

On November 14, 1995, Resolution 1995-73 was adopted which established the policies and procedures for County-owned or leased community centers. Then in 2008, a Resolution was passed amending the policies and procedures for county-owned or leased community centers.

This proposed resolution repeals and replaces policies for County owned or leased community centers.

Issue

Santa Fe County staff has received feedback from the Community Center Board members as well as Santa County Commissioners regarding a need to update the Resolution and revise the Policies and Procedures.

For the past few months, Santa Fe County staff has scheduled meetings with Community Center Board members throughout Santa Fe County to have a discussion regarding this item and to obtain feedback and recommendations for improving the policies and procedures.

Recommendation

This resolution has been discussed at the Board meeting on April 30, 2013, and is ready for a vote of the full board.

Attachments

Attached, please find a one page Fact Sheet highlighting the proposed changes to the Resolution.

SANTA FE COUNTY

RESOLUTION NO. 2013-

A RESOLUTION ESTABLISHING COMMUNITY CENTER TRUSTEES, AND REPEALING AND REPLACING POLICIES FOR COUNTY OWNED OR LEASED COMMUNITY CENTERS

WHEREAS, under the provisions of Section 4-38-13 and 4-38-18, NMSA 1978 (1876), the Santa Fe Board of County Commissioners (the Commission) is charged with the duty and responsibility to manage all property owned by the County;

WHEREAS, Santa Fe County owns or leases and manages the following community centers located throughout Santa Fe County:

Abedon Lopez Senior and Community Center
Santa Cruz, New Mexico

La Cienega Community Center
La Cienega, New Mexico

Bennie J. Chavez Senior and Community Center
Chimayo, New Mexico

El Rancho Senior and Community Center
El Rancho, New Mexico

Rio en Medio Senior and Community Center
Rio en Medio, New Mexico

Cundiyo Community Center
Cundiyo, New Mexico

Nancy Rodriguez Community Center
Agua Fria, New Mexico

Nambe Senior and Community Center
Nambe, New Mexico

WHEREAS, Resolution 2007-159 was adopted on September 25, 2007 establishing Policies and Procedures for County Owned Or Leased Community and Senior Centers;

WHEREAS, on May 27, 2008 the Commission adopted Resolution 2008-89 amending the policies and procedures for County Owned Or Leased Community Centers;

WHEREAS, the Commission desires to implement revised policies applicable to all Santa Fe County community centers including those acquired or constructed after adoption of this Resolution;

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 2008-89 is hereby rescinded and replaced in its entirety by the policies attached hereto as Exhibit A, which shall apply to all Santa Fe County Community Centers.

APPROVED, ADOPTED AND PASSED this _____ day of _____, 2013.

**Exhibit A:
POLICIES FOR SANTA FE COUNTY COMMUNITY CENTERS**

I. General

Community Centers (“Centers”) owned by or leased to the County of Santa Fe (“the County”) are for the use of the County and County residents, and may be used for public or private gatherings. The Center may be used for standing or regularly scheduled meetings. No standing or regularly scheduled meetings shall be scheduled on weekends. Centers shall not be used for any business or profit making endeavors.

The County reserves the right to use any Center at any time.

II. Community Center Trustees

The Commission shall appoint one or more residents of Santa Fe County to serve as Trustee(s) at each Center to assist the Community Services Department in the operation of the Centers. The Trustee(s) of each center shall cooperate in ensuring the facility is well operated. The Trustees shall designate one Trustee to work with the County to schedule, process and calendar events and take on other responsibilities associated with running the Centers at the request of the Director of the Community Services Department or his/her designee. Trustees shall ensure that each person or entity seeking to utilize a Center completes the application (attached hereto as Exhibit 1) before the facility is reserved. Trustees shall abide by all policies applicable to the Centers adopted by the Community Services Department.

Each Trustee shall serve at the pleasure of the Board and may be removed at any time.

Trustees shall accept Applications on a first come, first serve basis. Reservations shall not be accepted more than three (3) months before the date of any function or activity, except standing or regularly scheduled meetings, which may be scheduled in one year increments. Any dispute regarding scheduling shall be communicated by the Trustees to the Community Services Department, and the dispute shall be forwarded to the County Manager or his/her designee for resolution.

III. Fee Schedule and Receipt of Funds

Fees for use of the Community Centers will be as follows:

1. A \$50 rental fee will be charged for use of the facility. The rental fee may be waived for government entities by the County Manager or Designee.
2. A \$150 annual rental fee will be charged for the facility for standing meetings /events that are repetitive but do not exceed one meeting/event per month. The rental fee may be waived for Government entities by the County Manager or Designee.
3. A \$250 annual rental fee will be charged for other Community Center activities/events which do not fall under Categories 1 or 2. Pursuant to the Procedures, a Letter of Request must be submitted with the application. The Letter of Request must include:

- a. Purpose of activity/event
- b. Dates and Times of the activity/event
- c. Who is eligible to attend the activity/event
- d. Fees Associated with the activity/event
- e. Community Benefit

and any other information that the County deems necessary. The County Manager or her designee shall have discretion to approve or reject all such applications and accompanying letters of request taking into consideration the benefit to the community which would be provided by the activity/event.

4. \$25- \$35 mandatory property damage insurance (applicant will be responsible for any deductible associated with a claim against the policy). Liability insurance is optional and may be purchased at time of rental.
5. \$50 Refundable cleaning deposit. Deposits will be returned after the Center has been deemed clean by the County or Designee.

Fees must be paid by check, money order or cashier's check made payable to "Santa Fe County". No cash payments will be accepted. Trustees shall advise applicants of the location for payment of fees. All such funds received by the County Finance Director or designee shall be credited to the budget for operations and maintenance of each Center. All funds received will be used exclusively for the benefit of the Center generating the funds as determined by the County.

IV. Donations

Equipment, furniture, small appliances, computers and other goods may be donated to the County for use in a Community Center subject to inspection and approval of the County Risk Manager. Upon approval by the Risk Manager, any donated items will become the property of the County.

V. Community Centers Co-Existing with Senior Centers

Santa Fe County Community Centers co-existing with Senior Services programs may not be reserved for community events during Senior Services hours.

Senior Services kitchens are not available for community center use. They are to be used only by authorized senior service staff for Senior Services activity programs and must be properly secured when not in use.

VI. Prohibited Activities

All activities that are illegal under state and/or federal law are strictly prohibited on County property and in County owned or leased facilities. The use of alcoholic beverages is strictly prohibited. Community Centers are smoke free facilities.

Pursuant to Ordinance No. 2010-12, Section 14, public resources, including funds, facilities and personnel, may not be used to further partisan campaign purposes or to influence the

outcome of an election, except for an election on a question proposed by the County such as whether a tax should be imposed or a debt contracted for in which case public resources may be used for the limited purpose of educating voters about the details of the question.

VII. Amendments

These policies may from time to time be amended by the County Manager, with the approval of the Board.

Santa Fe County Resolution on the Operation of Community Centers

What is a Community Center?

Community Centers are owned or leased by Santa Fe County and can be used by residents for public purposes that benefit the Community. They can also be rented for private events such as parties or funerals.

Where are the Community Centers Located?

Santa Fe County has seven Community Centers located in the Communities of Agua Fria (Nancy Rodriguez), Rio En Medio, Cundiyo, Chimayo, El Rancho, Nambe and La Cienega.

Who Do I Contact to Use The Center

To learn more about how to use the Community Centers visit the Santa Fe County website at <http://www.santafecountynm.gov/> or phone the County Health Division at (505) 992--9849.

Community Center Resolution Fact Sheet



Santa Fe County currently operates seven Community Centers. The Centers are located in Agua Fria (Nancy Rodriguez), Rio En Medio, Cundiyo, Chimayo, El Rancho, Nambe and La Cienega.

The proposed resolution makes significant changes in the fees schedule and the manner in which fees are collected. It also calls for the development of policies for the collection of funds by the County.

Proposed changes to the fee structure are as follows:

- ✓ Reduce the activity rental fee from \$100 to \$50.
- ✓ Reduce insurance cost from \$103 to a fee scale ranging from \$25-\$35 for property damage insurance. Makes liability insurance optional.
- ✓ Change the damage deposit from \$150 to a cleaning deposit of \$50
- ✓ Establishes a \$150 annual fee for standing events that do not exceed 1 per month.
- ✓ Establishes new category and guidelines for annual events outside the outlined categories.

Other proposed changes include:

1. Fees shall be paid to the Santa Fe County Community Services Department.
2. Community Board members are now deemed "Trustees"
3. Designation of one "Trustee" to work with the County on scheduling and calendaring of events.

Santa Fe County

Fiscal Impact Report

Department / Division: Health and Human Services Department

Action Item to be Considered: Resolution

Agreement Number:

Indicate with a <input checked="" type="checkbox"/> below	Section 1 - Identify the type of document below for BCC Consideration and Approval
<input type="checkbox"/>	Revenue, e.g. Grant, charges and fees, etc.
<input type="checkbox"/>	Contractual Services (includes change orders), e.g. Professional services agreement, construction, price agreement, joint powers agreement, lease agreement, etc.
<input type="checkbox"/>	Loan/Grant Agreement
<input checked="" type="checkbox"/>	Other:

Indicate with a <input checked="" type="checkbox"/> below	Section 2 - Funding Source Identify the item below for BCC Consideration and Approval
<input checked="" type="checkbox"/>	General Fund, e.g. property taxes, gross receipt taxes, etc.
<input type="checkbox"/>	Special Revenue Funds, e.g. Fire, Indigent, etc.
<input type="checkbox"/>	Capital Outlay GRT, (capital infrastructure only, does not include maintenance or repair costs)
<input type="checkbox"/>	Bond Proceeds (general obligation and gross receipt tax revenue bonds)
<input type="checkbox"/>	Grant Funds. If yes, indicate the percentage and amount required % and/or \$, and source. % \$ Source
<input type="checkbox"/>	Other:

Section 3 - Ongoing operations and maintenance (O&M) requirements:		
Short Term (Specify needs for the current fiscal year only)		
New FTE's #	Position	Hourly Rate \$
Current Fiscal Year Cost \$	Annual Cost \$	
Initial Costs (Vehicle, computer, office space, etc.)		
O & M (Concisely identify the recurring needs, supplies, equipment, and the resources		

necessary for carrying out the job duties)

A Health and Human Services Staff Person has been assigned to be the point person as it relates to the Community Centers to interact with the Community Center Board members as well as to receive the payments for Direct Deposit to the Treasurer's Office.

Current Fiscal Year Cost \$ n/a

Annual Cost \$ n/a

Long Term (Specify the needs for the next four (4) years. This will include staff, O & M, asset renewal and replacement costs, and additional capital needs)

Salary & Benefits:

All other expenses:

Section 4 - Revenue

Short Term (Specify the revenue potential for the current fiscal year only. If a grant, specify the total grant award amount and the term. If a fee or charge for service, explain basis of revenue projection).

The proposed language to this Resolution provides for changes to the fee structure that includes a reduced rental fee for use our Santa Fe County Community Centers so that County Community Centers are utilized in the Community and are viewed as a community benefit. We forecast that initially the County will see a slight reduction in the collection of funds for activity rental fees at our Centers but as entities and Community Members learn more about our reduced rate in fees to be more user friendly so that residents can rent the Centers for events/functions, the County will collect almost the same amount in funds as in previous fiscal years.

Current FY Estimate \$ 5,350

Long Term (Specify the revenue potential for the next four (4) fiscal years. If a grant, specify the total grant award amount and the term. If a fee or charge for service, explain basis of revenue projection).

Annual Estimate \$ 4,800

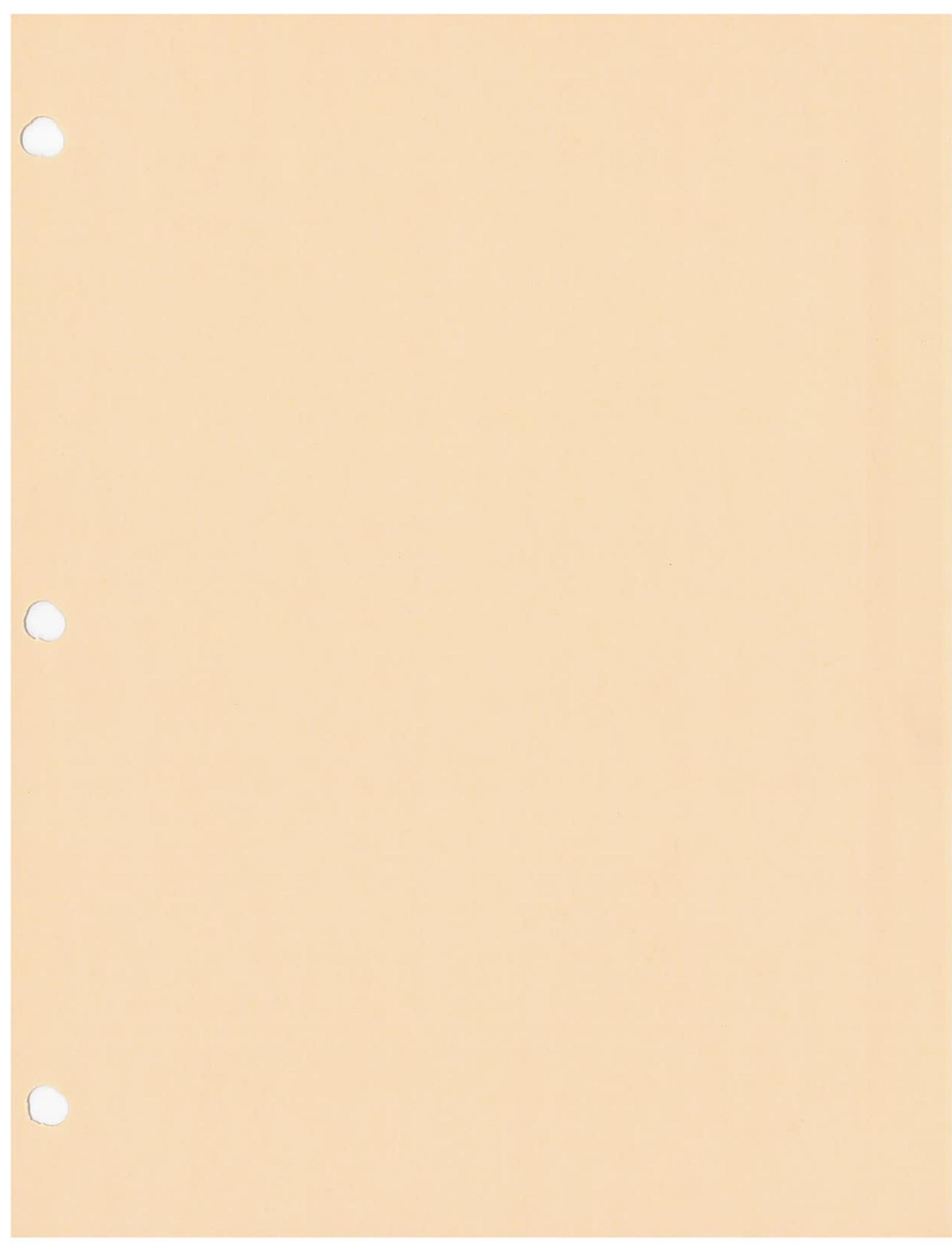
Total (next 4 years) \$ 19,200

Additional Narrative

(Should include additional information such as significant issues, administrative issues and technical issues. What consequences, if any, may occur if this item is not acted upon):

Prepared by Lisa A. Roybal

Reviewed by Rachel O'Connor



NO PACKET MATERIAL FOR THIS ITEM

A. MISCELLANEOUS UDATES



AMENDMENT NO. 2 TO THE ANNEXATION PHASING AGREEMENT
BETWEEN THE
CITY OF SANTA FE AND SANTA FE COUNTY

This Amendment No. 2 to the Annexation Phasing Agreement is entered by and between the Governing Body of the City of Santa Fe, New Mexico, a home-rule municipality organized under the Laws of the State of New Mexico (hereinafter referred to as “the City”), and the Board of County Commissioners of Santa Fe County, a political subdivision of the State of New Mexico (hereinafter referred to as “the County”).

WHEREAS, the City and County entered into the Settlement Agreement and Mutual Release of Claims dated May 19, 2008 (the “Settlement Agreement”);

WHEREAS, the Settlement Agreement provided for annexation over a five year period of seventeen areas of land, and the timing of the annexation over the five year period was to be established by subsequent agreement of the parties;

WHEREAS, the Parties entered into the Annexation Phasing Agreement (“the Phasing Agreement”) in February of 2009 to establish the timing of annexation;

WHEREAS, since May 2008, the parties hereto have accomplished many items necessary for satisfaction of the Settlement Agreement, but several important items remain, including two additional phases of annexation;

WHEREAS, contemporaneous with this amendment, the parties have approved and executed agreements implementing the water/wastewater items in the Settlement Agreement, including a law enforcement agreement, an agreement concerning fire and emergency services, and an agreement concerning roads within the Areas to be Annexed;

WHEREAS, the process of annexation has taken longer than anticipated, and additional time will be required to complete the items described;

WHEREAS, in Amendment No. 1 to the Annexation Phasing Agreement, the parties set forth new target dates for the completion of the various remaining tasks specified in the Settlement Agreement and also to provide for release, satisfaction and waiver of items that the parties have agreed should be handled differently than as provided in the Settlement Agreement and the Phasing Agreement; and

WHEREAS, now, the parties hereto desire to make further minor changes to the schedule of annexation as set forth herein.

NOW, THEREFORE, THE PARTIES HERETO AGREE that the Phasing Agreement shall be and hereby is amended as set forth below:

1. Paragraph 3 of the Phasing Agreement shall be deleted in its entirety and replaced with the following paragraph:

"3. PHASE TWO OF ANNEXATION. The City will file a petition or petitions for annexation of Areas 1, 2, 4, 5, 7, 12 no later than January 1, 2014."

2. The foregoing amendment will moot certain paragraphs in other agreements. For example, paragraphs 1(F) and 1(G) of the Memorandum of Understanding for Fire Protection and EMS Service are moot.

3. Additional consideration for this amendment includes, in part, the County's commitment to provide additional road improvements as set forth in Attachment A hereto (also attached to the Roadway Improvements Memorandum of Understanding as Exhibit A), the opportunity for the City to gain additional solid waste customers within Area 1 pursuant to the Agreement Regarding Water, Wastewater and Solid Waste Required by the Settlement Agreement and Mutual Release of Claims, and the County's commitment

THE GOVERNING BODY OF THE CITY OF SANTA FE

By: _____
David Coss, Mayor

Date

ATTEST:

Yolanda Y. Vigil, City Clerk

Date

Approved as to form:

Geno Zamora, City Attorney

Date

Dr. Melville L. Morgan, Finance Director

Date



NO PACKET MATERIAL FOR THIS ITEM

C. LEGISLATIVE UPDATE

**NO PACKET MATERIAL FOR THIS
ITEM**

EXECUTIVE SESSION

