

SANTA FE COUNTY

RESOLUTION NO. 2013- 61

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:

La Cienega Community Center
La Cienega, New Mexico

Nambe Senior and Community Center
Nambe, 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

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NOW, THEREFORE, BE IT RESOLVED that Resolution No. 2008-89 is hereby rescinded and replaced in its entirety by the policies attached hereto as Exhibit A, which shall apply to all Santa Fe County Community Centers.

REC CLERK RECORDED 05/13/2013

PASSED, APPROVED AND ADOPTED this 11th day of June, 2013.

THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY

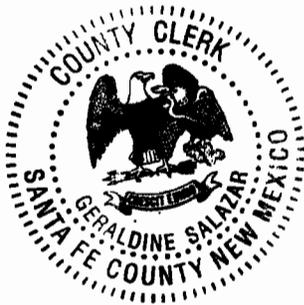
By: Kathy Holian
Kathy Holian, Chair

Attest: Geraldine Salazar
Geraldine Salazar, Santa Fe County Clerk



Approved to form:

Stephen C. Ross
Stephen C. Ross, Santa Fe County Attorney



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
BCC RESOLUTIONS
PAGES: 5
I Hereby Certify That This Instrument Was Filed for
Record On The 12TH Day Of June, 2013 at 04:08:22 PM
And Was Duly Recorded as Instrument # 1708712
Of The Records Of Santa Fe County
Deputy Maxella [Signature] Witness My Hand And Seal Of Office
Geraldine Salazar
County Clerk, Santa Fe, NM

SFC CLERK RECORDED 06/12/2013

**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.