



BOARD OF PARKS AND RECREATION

July 13, 2015

5:30 p.m. Basement Thorman Conference Room
801 Texas Ave., City Bldg. 3, El Paso, Texas

Minutes

Members Present: 5

District 3 – Deanna A. De La Cruz
District 5 – Theresa Welch Fordham
District 6 – Francoise A. Feliberti
District 7 – Sylvia Carreon
District 8 – Ana P. Roush

Members Absent: 2

District 1 – Dave Turner
District 4 – Roy Gilyard

Vacancies: 2

Mayor – Vacant
District 2 – Vacant

City Staff Present

Parks and Recreation

Tracy Novak, Parks and Recreation Director
Paula Powell, Parks and Recreation Assistant Director
Joel McKnight, Parks and Recreation Assistant Director
Laura Garcia, Parks and Recreation Administrative Services Manager
Steve Lunsford, Land Management Superintendent
Wright Stanton III, Aquatics Manager
Sarah Ortiz, Secretary

Public Present

Victor Baca

1. Agenda Item #1. Meeting Called to Order
Theresa Welch Fordham, Chair, called the meeting to order at 5:35 p.m.
2. Agenda Item #2. Approval of Minutes: May 11, 2015
Motion by Francoise A. Feliberti to approve minutes as written. Second by Deanna De La Cruz.
Motion carried (unanimous).
3. Agenda Item #3. Call to the Public (for items not on the agenda)
None

4. Agenda Item #4. Update and Discussion: Park Maintenance Activities – Steve Lunsford, Land Management Superintendent

Steve Lunsford, Land Management Superintendent, updated the Board on the following items:

- Westside Community Park – installed new water fountain nearby dog area; provided drainage system for fountains.
- Forestry crew will be removing dead limbs and branches, starting with the Northwest area
- Cleaned trails at Wilderness Park (Archeological Museum)
- Summer Seed Program – fifth week into program, providing good coverage

5. Agenda Item #5. Discussion: Park Shelter Rentals and Fees – Laura Garcia, Administrative Services Manager

Laura Garcia explained how park rental fees are determined. Ana Roush stated Prime Time period is not completely specified on website. She also questioned the way a customer is charged when part of an event is during the Standard period, while the remainder of this event is during the Prime Time period. Tracy Novak proposed to test different scenarios and if needed make adjustments before next fiscal year. Francoise A. Feliberti reiterated how our system needs to be flexible with the submitting charges. Paula Powell advised open space park permit faced similar problems, which have now been resolved. Replication will be done on shelter, recreation center and similar types of permits. Francoise A. Feliberti then questioned the exact time frame of the All Day period; Sylvia Carreon suggested the All Day period specify it is an eight-hour time frame.

6. Agenda Item #6. Discussion: Food Trucks vs. Concession Stands – Paula Powell, Parks and Recreation Assistant Director

Paula Powell explained out of the eleven Parks concession stands: five are non-operational, two will soon be demolished, with the remaining four unclear whether they will pass health inspection. She mentioned how food trucks do not require maintenance and do not face vandalism issues. Theresa Fordham believes food trucks can be profitable and concession stands are antiquated. She suggested taking advantage of the local weather and we should encourage fun dining. Tracy Novak proposed new parks be built to fit needs of food trucks while existing parks be updated.

7. Agenda Item #7. Dog Waste Ordinance Fines and Enforcement – Joel McKnight, Parks and Recreation Assistant Director

Joel McKnight explained how enforcement can only be done by a Peace or Code Enforcement Officer, and stated it is considered a nuisance for pet owners to let their dogs defecate on City property unless they intend to clean up after them. City ordinance states pet owners must carry their own pet waste bags, even though Parks provides pet owners with such an item. In order to be cited, violations must be witnessed directly by a Peace or Code Enforcement Officer or by a citizen willing to sign an affidavit of what was witnessed. When requested to do so, Code Enforcement Officers will check on parks during busy hours.

8. Agenda Item #8. Update and Discussion: Vacant Positions on the Parks and Recreation Advisory Board – Tracy Novak, Parks and Recreation Director

Tracy Novak advised of two current vacant positions: the Mayor and District 2. One inquiry was received for the Mayor's position, a letter of interest and resume were provided, however, this was six weeks ago. The process of selecting a board member was explained, and it was noted how it can be difficult to make a quorum with these two positions vacant. Parks administration will pass this issue along to the Mayor and Representative Romero.

9. Agenda Item #9. Discussion and Action: Penalty Matrix of the City of El Paso and Recreation – Parks and Recreation Assistant Director

Sylvia Carreon requested this item on the agenda as she is concerned with the wording of Penalty Matrix. She researched words used in the matrix along with the Texas Penal Code. She discussed how a City-hired referee or umpire should be considered a public servant and therefore be given the utmost respect. It was suggested an automatic three year suspension for those who show aggression towards a City employee or official.

6:26 p.m. Francoise A. Feliberti advised she needed to leave immediately due to an emergency

Due to the early exit of Francoise A. Feliberti, Tracy Novak stated no action needs to be taken and we can come back this item later. Sylvia Carreon advised this can just be a discussion. Tracy Novak explained how the matrix is a department policy and must be changed at a department level; however, it was decided the board wanted to consider a change in the matrix. No action taken.

Deanna A. De La Cruz commented how sometimes the punishment depends on the certain situation and those involved. She reiterated how all City employees need to be respected. **Theresa Welch Fordham recommended that the Grievance Subcommittee handle this issue first and then return it to the Board.**

10. Agenda Item #10. Presentation and Discussion: Parks and Recreation Budget FY16 – Tracy Novak, Parks and Recreation Director

Tracy Novak presented FY16 Budget. Theresa Welch Fordham requested each meeting there be an update on budget status. Laura Garcia explained how the certified evaluations from the Central Appraisal District are not released until July 25, 2015, which is when the tax rate is then determined. In August, there will be two public hearing meetings and around August 20, 2015 the process should conclude.

Tracy Novak explained that the Planning group was part of the Capital Assets Division but is no longer part of the Parks and Recreation Department and instead is now part of the Capital Improvement Department. The Capital Assets Division now has special events section responsible for delivering city wide special event programs.

11. Agenda Item #11. Reports on Recent Activity

- a. Recent City Council Agenda Items
- b. Upcoming Committee Meetings List
- c. Land Acquisition List
- d. Parks and Recreation Construction Projects List

Tracy Novak advised at the moment land is not actively being purchased.

Regular meetings are held with the CIP Planning group, and every month the Construction Projects List is updated to reflect the progress on all projects. There are currently about 80 projects.

It will be about a year before ground is broken at Eastside Regional Park. The Master Plan has been finished and now the park needs to go through design for Phase I.

Sylvia Carreon requested an update on recreation center at Lomaland Park. She wants to know more about the design and location. Tracy Novak explained how City Council does funding in three year increments. For this project, the first increment consisted of land acquisition, and as new three year increment approaches design plans will be made.

12. Agenda Item #12. Discussion and Action: Subcommittee Assignments (as needed)

Theresa Welch Fordham stated this was set. No action taken.

13. Agenda Item #13. Identify Items for Future Agendas

- Subcommittees
- Discussion – Memorial Park benches, picnic tables and trees sponsorships
- Discussion – desire of leisure services for children and adults and lack of instructors.

14. Adjournment - 7:10 p.m.