



PARKS AND RECREATION ADVISORY BOARD

January 8, 2018

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

Minutes

Members Present: (7)

Mayor – Adrienne Moody
District 1 – Romaree Friedman Herbert
District 2 – David J. Ochoa
District 4 – Julia Smith
District 5 – Theresa Welch Fordham (Vice Chair)
District 7 – Sylvia Carreon (Chair)
District 8 – Simon Chandler

Members Absent: (1)

District 3 – Edward Frausto

Vacancies: (1)

District 6 – Vacant

City Staff Present

Tracy Novak, Director
Elsa Ramirez, Board Recording Secretary
Joel McKnight, Assistant Director
Steve Lunsford, Land Management Superintendent

City Attorney – Legal

Leslie Jean-Pierre, Assistant City Attorney

Public Present

None

1. Agenda Item #1. Meeting Called to Order
Simon Chandler, Chair, called the meeting to order at 5:31 p.m.

2. Agenda Item #2. Approval of Minutes: December 11, 2017

*Motion by Theresa Welch Fordham to accept minutes as written, seconded by Sylvia Carreon.
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, provided updates:

- Winter projects: Dead wood trimming, working at San Jacinto Plaza getting everything stored and cataloged
- Tree Farm – working with them to allow us to burlap and bag trees. Goal is to replace some trees which are not necessarily new trees but replacing trees lost
- Spraying on winter weeds

Leslie Jean-Pierre, Assistant City Attorney, arrived at 5:33 p.m.

5. Agenda Item #5. Discussion and Action: Board member attendance at upcoming TRAPS Annual Institute and Expo – Tracy Novak, Director

Tracy Novak, Director, addressed the Board regarding Romaree Friedman Herbert's request to attend and represent the department.

Motion by Theresa Welch Fordham that Romaree Friedman Herbert attend the 2018 TRAPS Annual Institute and Expo in Waco, Texas, seconded by Sylvia Carreon. Motion carried. (unanimous)

6. Agenda Item #6. Presentation: Update progress on CAPRA National Accreditation – Joel McKnight, Assistant Director

Joel McKnight, Assistant Director, made a presentation to the Board on the CAPRA National Accreditation and the department's progress.

Tracy Novak, Director, addressed the Board on this item with a little more detail since he previously worked for an accredited Parks and Recreation Department.

Romaree Friedman Herbert, Board member, arrived at 5:39 p.m.

7. Agenda Item #7. Discussion and Action: Amend Parkland Dedication Ordinance Chapter 19.20.050 to require shade over playgrounds – Tracy Novak, Director

Tracy Novak, Director, distributed a copy of change to ordinance to Board and reviewed the details of change for their consideration to recommend the change.

A discussion was held with Board members on this item.

Motion by Romaree Friedman Herbert, Board member, for recommendation to City Council to change the Parkland Dedication Ordinance, seconded by Julia Smith. Motion carried. (unanimous)

David Ochoa, Board member, arrived at 5:57 p.m.

8. Agenda Item #8. Subcommittees:

- a. **Discussion and Action:** Subcommittee Assignments (as needed)
None

- b. **Discussion and Action:** Pending Subcommittee Recommendations (as needed)
None

9. Agenda Item #9. **Reports on Recent Activity**

- a. Recent City Council Agenda Items List
- b. Upcoming Committee Meetings List
- c. Land Acquisition List
None
- d. Parks and Recreation Construction Projects List

A discussion was held with Board members on items they had questions on for these projects.

10. Agenda Item #10. **Discussion:** Identify Items for Future Agendas

Nothing identified by Board members.

11. Adjournment – 6:18 p.m.

Minutes submitted by Elsa Ramirez, Board Recording Secretary