

PARKS AND RECREATION ADVISORY BOARD MEETING
August 18, 2016

1 The Parks and Recreation Advisory Board Meeting was held on August 18, 2016 at
2 Parks and Recreation Conference Room, 1501 E. Hadley, Las Cruces, NM.

3
4 **PARKS & RECREATION ADVISORY BOARD MEMBERS PRESENT:**

5 Ron Camunez, Board Chair (present by teleconference)
6 Angelica Rubio
7 Robert Harrison
8 Mark O'Neill
9 Paul L. Royalty

10
11 **PARKS & RECREATION ADVISORY BOARD MEMBERS ABSENT:**

12 N/A

13
14 **OTHERS PRESENT:**

15 Hazel Nevarez, PRAB Recording Secretary
16 Sonya Delgado, Director – Director of Parks & Recreation
17 Robert Nunez, Recreation & Youth Services Administrator
18 Tim Fulton, Parks Administrator
19 Kevin Armstrong, Dog Park Coalition

20
21 The meeting was called to order at 6:00 p.m. by Chairman Camunez, in attendance by
22 teleconference, and recognized the meeting as having a legal quorum.

23
24 **I. Introductions**

25
26 Board Members introduced themselves and stated the district they represent.

27
28 **II. Conflict of Interest**

29
30 No conflict of interest.

31
32 **III. Approval of Minutes**

33
34 Mr. Camunez asked if Board members had any corrections to the minutes. Dr. Harrison
35 reported on page 3, line 38 and line 43 to change name from Richard to Robert. Ms.
36 Rubio moved to approve the changes to the minutes, seconded by Dr. Harrison. Motion
37 carried unanimously.
38

1 **IV. Old Business**

2
3 **A. Report / Update on Skate Park (Informational) – Sonya Delgado**

4
5 Ms. Delgado stated update on Skate Park was requested by Board member O’Neill and
6 she wasn’t sure specifically what he wants to know. Mr. O’Neill advised that in a previous
7 Board meeting, there were some new people who were taking over the skate park and
8 he was wondering if they were still involved, if their store was still open, if there have
9 been any events, or any problems at the park.

10
11 Mr. Tim Fulton reported in reference to the event at the Skate Park, Parks and Recreation
12 did a partnership on an event with a group of young people and a local skate shop who
13 wanted to signal to the community that their intentions are wholesome and the park is a
14 fun place. Parks and Recreation had the mobile youth truck at the site, there was music,
15 some skating competition, a temporary graffiti wall. Overall it was a very successful
16 event. Since then, even with a couple of contacts with the organizers, no other events
17 have occurred. One of the biggest challenges to having an event is funding, which the
18 group had said they were interested in creating their own not for profit. Previous conflict
19 with the BMX track seems to have been resolved and there have been no calls on
20 vandalism or graffiti. There is interest among skaters in trying to upgrade skate park.

21
22 Mr. Camunez suggested staff look into having a competition between El Paso and Las
23 Cruces.

24
25 Mr. O’Neill asked if there has been any communication between Mr. Fulton and the
26 owner of the skate shop, if it was still open and if they ever did the 501C. Mr. Fulton
27 reported shop is still there and owner works closely with a couple of local artists and as
28 far as he knows, 501C was not pursued.

29
30 Mr. O’Neill asked if there have been any conflicts with BMX riders riding their bicycles at
31 the skate park. Mr. Fulton reported there has been no conflict.

32
33 Mr. Camunez suggested Parks and Recreation staff put some type of program to
34 promote the BMX track before school starts. Mr. O’Neill agreed.

35
36 **B. Update on Downtown Plaza Naming (Informational) – Sonya Delgado**

37
38 Ms. Delgado reported the suggested name for the Downtown Plaza went before City
39 Council and it was tabled; naming of Plaza will be going back to Council and they are
40 proposing to name it Downtown Plaza.

41
42 Mr. Camunez asked if opening of Plaza is still scheduled for September 17 and Ms.
43 Delgado reported yes, she doesn’t know the specifics but Board members will receive
44 an invitation to the event.

1 Mr. O'Neill commented that he did talk to City Council member, Dennis Smith, who
2 relayed everything was pretty much the same as was discussed by Parks & Recreation
3 Advisory Board, keeping name simple, not naming Plaza after a person.
4

5 Mr. Camunez asked for update on progress on structures and whole Plaza. Ms. Delgado
6 reported everything is coming together nicely, the fountain is working with no issues.
7

8 Mr. Camunez asked what type of entertainment will be going on the day of the event.
9 Ms. Delgado reported details are still being ironed out and as soon as she knows full
10 agenda, she will make sure each Board member receives one.
11

12 13 **V. New Business**

14 15 **A. Inclusive Park – Young Park (Informational) – Sonya Delgado**

16
17 Ms. Delgado reported Inclusive Park is the new ADA play structure that will be put in at
18 Young Park. There is approximately \$162,000.00 for it - \$75,000.00 from state
19 legislative funding, \$75,000.00 from the City, \$10,000.00 donated by PicQuik, and
20 \$200.00 was received from a community member. Design is going out and should have
21 someone on board in the next few days to sign paper work, they will then start on master
22 plan process for entire Young Park playground followed by public input, then picking out
23 features. The goal is to have completed by this fiscal year.
24

25 Mr. Camunez asked if there was anything Board can do to facilitate the process. Ms.
26 Delgado responded Board could get the word out.
27

28 29 **B. Post 4th of July (Informational) – Sonya Delgado**

30
31 Ms. Delgado reported that the post 4th of July debrief meeting was postponed so she
32 does not have a report for Board at this time.
33

34 Mr. Camunez asked Board if any Board members who attended the 4th of July event
35 could give a synopsis of the event and what they thought of the event. Mr. O'Neill
36 reported he did do a write up, included in Board packet, of improvements and where
37 could improve compared to past events. He reported event was set up well, stage
38 location was excellent, nice vip area, staff was on duty all day keeping area clean, grass
39 area had plenty of room so no problems with people falling over one another, and room
40 for kids to play, booths were all set up there. There was a number of restrooms, weather
41 was good, bands were ok. Flow of traffic was much better, but thought exit down Tashiro
42 towards Valley should have been open much sooner; lighting was dark in spectator area
43 and in bathrooms which could be dangerous.
44

45 Dr. Harrison reported he didn't go but felt it fell on a wrong day and late, since people
46 have to work the next day.

1
2 Mr. Camunez' observation was the two-day event has worn its welcome. It's too late to
3 do fireworks at 10:30. For future consideration, Board and Parks and Recreation
4 Department should consider having a one-day event with fireworks done earlier and be
5 the conclusion of the event, and be a more patriotic event. Mr. Camunez expressed he
6 hopes that Ms. Delgado selects members from not only Parks and Recreation but from
7 the City who have a heart and a compassion for freedom to the 4th of July committee.
8

9 Ms. Rubio asked what the overall response was to the 4th of July event. Ms. Delgado
10 reported overall, comments were positive. When something does not go well, a lot of
11 phone calls are received or comments are seen in newspaper. This didn't happen this
12 year. Staff did a really good job, and tried to incorporate a lot of the things that have
13 been brought up. Mr. Camunez responded that he hopes there is a sit down with the
14 committee, Board and staff to see how to best improve the 4th of July event for next year.
15

16 Mr. O'Neill reported he did talk to people on event and response he received was that
17 the fireworks were a little bit too late.
18

19 Ms. Rubio commented that she doesn't think it's the Parks and Recreation's
20 responsibility to make the event patriotic but the responsibility of an entire community.
21 Based on comments she received, the event was very good.
22

23 Ms. Delgado said she will share Board comments at the debrief meeting.
24
25

26 **C. Budget Report (Informational) – Sonya Delgado** 27

28 Ms. Delgado reported Parks and Recreation consists of Youth Services, Recreation, and
29 Parks. In FY16, Keep Las Cruces Beautiful was acquired. The year prior, the Juvenile
30 Citation Program was acquired; this program continues to grow. 95% of last year's
31 budget was spent. Last year's budget (FY16) was \$9.5 million. FY17's budget is \$10.7
32 million which includes \$452,000 for new vehicles, \$70,000 for capital items (shade
33 structures, safety netting for ball parks). There are approximately 105 full time employees
34 which does not include contract, part-time, or temporaries. Last year there were 99 full
35 time employees which increased by six for Keep Las Cruces Beautiful staff moving over
36 and four new positions added to cover downtown area which will fall under Parks &
37 Recreation. 92% of last years projected revenue of \$907,000 and anticipate that amount
38 to be lower this year. The goal is to hit \$1,000,000.
39

40 Dr. Harrison asked where revenue comes from. Ms. Delgado responded revenue comes
41 from Parks and Recreation classes, programs, walk in fees at Aquatic Center,
42 Meersheidt leagues. There is no revenue from baseball leagues.
43

44 Mr. O'Neill asked if Parks & Recreation received a percentage from the independent
45 leagues snack bar? Ms. Delgado responded no percentage is received. Mr. Camunez

1 asked if this would be something to reconsider on the concessions. Ms. Delgado said
2 this is something that is being considered.

3
4
5 **D. Concession Bids (Informational) – Tim Fulton**
6

7 Mr. Tim Fulton reported this past year, concession stands were operated by independent
8 concessionaires who were contacted by the leagues or by the tournament. The
9 concessionaires paid the City a permit fee of \$50 a month to use City concession stands,
10 equipment and utilities. None of the money made by the concessionaires was coming
11 back to the City; any repairs of those facilities was being paid by taxpayer dollars. Due
12 to conflicts last summer between concessionaires and to make things more fair, it was
13 decided to put out Request For Proposals (RFP) based on quality of product, prices and
14 ability to provide good service to determine who would be concessionaires. Charge to
15 selected concessionaires was \$100 per month, \$50 for the permit and \$50 for utilities.
16 There was a panel who reviewed the RFP; it was a blind proposal, concessionaires who
17 submitted bids were not allowed to talk to each other or to staff except to ask questions
18 about the RFP. Two vendors were chosen. Feedback received was good product, good
19 prices, zero conflicts between concessionaires. There were some concerns by league
20 and tournament organizers that their revenues were cut into. The complaints have
21 quieted down and the leagues have continued and it has been a good season. There
22 was talk about how to take this a step further, how to improve this process. What
23 Purchasing is considering is to open up just the concession stands on E. Hadley and at
24 Apodaca Park. Instead of just providing a service, go direction of a high bid with selected
25 product, affordable price range and established minimum bid and concessionaire will
26 make bid. Concessionaire with highest bid will be awarded bid. Staff should have a
27 determination by early fall if this is the direction to be taken, bids will go out and will have
28 a concessionaire selected when fields open up for play next spring. This is an evolving
29 process. It is felt that since the City provides so much of the service on those concession
30 stands as far as utilities, repairs, upgrades, that a portion of the money made comes
31 back to or stays in Parks and Recreation.

32
33 There was a site at Young Park for a mobile unit and due to the number of food vendors,
34 it was decided not to bid this out, just permit it.

35
36 Mr. Camunez asked if the City provides the cooking equipment for the concession
37 stands. Mr. Fulton reported that everything that is not mobile is provided by the City, i.e.
38 stove, refrigerators, freezers, sinks.

39
40 Mr. Camunez asked if concessionaire will be provided an opportunity to have a
41 permanent sign in the concession area. Mr. Fulton reported that everyone who puts a
42 bid in has to have a business license with the City of Las Cruces, all paperwork required
43 by New Mexico Department of Health. Every employee in the concession stand has to
44 wear a uniform identifying company they work for.
45

1 Dr. Harrison asked staff if it was just one league with concessions and so staff is doing
2 an RFP through Parks and Recreation on each concession stand, Maag, Harty, Paz, etc.
3 Mr. Fulton reported the RFP goes beyond just a particular league or tournament, it will
4 be for a facility.

5
6 Mr. Camunez asked if staff has special designated uniforms for concession days so
7 public knows staff is separate from concessionaires. Ms. Delgado responded it is usually
8 park staff that is at ball park and they always have their City uniform on and it is different
9 from concessionaire uniform.

10
11 Mr. Camunez asked if any of the items being discussed require Board attention right
12 now. Ms. Delgado responded no.

13
14 Mr. O'Neill asked if we could get in trouble by accepting the highest bid, if certain criteria
15 is needed like background and past to make decision. Ms. Delgado reported that there
16 will be some set criteria, staff will be working with the Purchasing Department, and Legal
17 review. Staff will make sure to take care of all those precautions.

18
19 Mr. Camunez asked if staff could come back and do a presentation so Board can adopt
20 a formal resolution on the highest bid and go from there. Ms. Delgado responded once
21 this is formalized on the City side, she will report to Board as informational how it was
22 done and why it was done in the way it was done.

23
24 Ms. Rubio asked, in regards to high bid, how other cities handle the money received from
25 high bids. Ms. Delgado reported in some cities, it goes back to the general fund, other
26 cities, it is kept in its entirety but they are more of an enterprise fund, other cities take a
27 portion of it back and put it right back where it came from. Ms. Delgado said she is
28 proposing that a portion comes back to Parks and Recreation so it can be put back into
29 the concession stands which are in need of repair.

30
31
32 **E. Teen Board (Informational) – Sonya Delgado**

33
34 Ms. Delgado reported staff has been asked to put together a Teen Board, which is
35 something this Board has considered for the last several years. She reported on
36 different ways to create the Teen Board. One way would be to have them appointed by
37 each Councilor and have their own Board, or make it a Teen Board that can also get
38 some education, by making it a subcommittee of this Board - meaning that a member of
39 the Parks & Recreation Advisory Board chair the Teen Board meeting, which they would
40 have once a quarter. Ms. Delgado reported selected teens for this Teen Board would
41 be those that are not necessarily in all the sports or in all the clubs, but the middle range
42 teen. As a subcommittee, they would apply for the Board. Ms. Delgado has asked Mr.
43 Robert Nunez to check what other cities have been doing. Mr. Nunez reported selection
44 of teens would be from all the high schools, charter schools, alternative schools. Teen
45 would apply for the board selection slots. Those selected can then provide us with ideas
46 of what our youth want, how to partner up with the public schools, NMSU, and other

1 organizations in town that can offer some sort of resource for our youth, not only
2 recreational but educational.

3
4 Mr. O'Neill commented this is a great idea and would be interested in being involved if
5 someone is needed from the Board. Mr. O'Neill asked if this Teen Board would meet
6 with the Parks and Recreation Advisory Board or if they would meet separately and
7 report to Parks and Recreation Advisory Board. Ms. Delgado reported this hasn't been
8 determined but once it is put together, the information will be brought before the Board
9 for recommendation and approval.

10
11 Mr. Camunez expressed that it is important that our youth start learning how to become
12 involved in Boards, understand their role and fiduciary role as board members because
13 youth are the future.

14 15 **VI. Public Comment**

16
17 Mr. Kevin Armstrong from the Dog Park Coalition reported he was expecting someone
18 else to be present at this meeting and as President of the Dog Park Coalition he thought
19 he should be present to hear what the person would have to say. Since that person
20 didn't show up, he wanted to take the opportunity to say that today the dog park had an
21 outstanding clean up and wasn't sure who to credit. Mr. Armstrong reported in the past
22 few months there has been a tremendous change in the efforts of the City to help with
23 the dog park and get it up to top quality. A gate has been fixed, raking, trees planted.
24 Thanks to the Parks department and the Army for their volunteer work with the tree
25 planting. Today, there was a massive cleaning. Mr. Armstrong expressed his thanks,
26 he credits Ms. Delgado, Mr. Rudy Trevino, he said Val takes care of the trees.

27
28 Mr. Camunez thanked Mr. Armstrong for his comments and also thanked Mr.
29 Armstrong's group for their efforts in maintaining the dog park.

30
31 Ms. Delgado expressed her appreciation to Mr. Kevin Armstrong for taking the time to
32 come to this meeting to report this good information and expressed when Mr. Armstrong
33 asked who the credit should go to, that it should go to Mr. Tim Fulton, the Parks
34 Administrator who has done a remarkable job working with the two managers, Mr. Franco
35 Granillo and Mr. Rudy Trevino, who work really hard and she appreciates all that they
36 do.

37
38 Mr. Camunez asked Ms. Delgado to let staff know how grateful the community is, staff
39 and the Board, for their efforts for continued growth.

40 41 42 **VII. Member Comments**

43
44 Mr. Royalty commented that in visiting with Eddie Bins last week, he got the privilege of
45 viewing a letter that was written to the City of Albuquerque so that we could trade a piece
46 of property next to Veterans Park for another piece of property that the City has so the

1 parking lot at Veteran's Park can be expanded. So it looks like the parking lot expansion
2 will move forward and once that takes place, should then look at having a trail head to
3 go down to the park that is behind the dam. Mr. Royalty expressed he wasn't sure if he
4 let the cat out of the bag.

5
6 Mr. O'Neill suggested maybe this is something that could be put on the next Parks and
7 Recreation Advisory Board Agenda if any new information comes up.

8
9 Ms. Delgado responded she knows there has been talk about this but didn't know
10 anything about a letter but can check on it.

11
12 Mr. Camunez responded this been an ongoing project for some time and is something
13 Mr. Bin's has been promoting so he is glad to see there has been headway on this.

14
15 Mr. O'Neill commented that he wrote an article for Las Cruces Magazine about bicycle
16 motocross program coming out in the next edition. He also wanted to share that he is
17 doing some community classes for Dona Ana Community Classes – How to Play Texas
18 Hold 'Em, How to Handicap the Horse Racing, Welcome to Las Cruces Class, Umpiring
19 Class, and How To Become A Movie Extra.

20
21
22 **VIII. Adjournment**

23
24 Meeting adjourned at 7:16 p.m.

25
26
27 
28 _____
29 Hazel Nevarez, Recording Secretary

30


Ron Camunez, Chair P&R Board