

**City of Las Cruces**  
PEOPLE HELPING PEOPLE

**Council Action and Executive Summary**

Item # 3 Ordinance/Resolution# 14-106

For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)

For Meeting of December 16, 2013  
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL       LEGISLATIVE       ADMINISTRATIVE

**TITLE:** A RESOLUTION APPROVING THE DISTRIBUTION OF STIPENDS TO LOCAL YOUTH LEAGUES AND ORGANIZATIONS TO ASSIST WITH OPERATIONAL EXPENSES FOR THE 2013 SEASON, IN THE AMOUNT OF \$12,500.00.

**PURPOSE(S) OF ACTION:**

To approve stipends to local youth leagues/associations.

<b>COUNCIL DISTRICT: All</b>		
<b><u>Drafter/Staff Contact:</u></b> Mark Johnston	<b><u>Department/Section:</u></b> Parks & Recreation	<b><u>Phone:</u></b> 541-2550
<b><u>City Manager Signature:</u></b>		

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

For many years, the City of Las Cruces has subsidized a portion of the operational expenses associated with the provision of programs by local youth leagues and organizations through the disbursement of stipends.

On a yearly basis leagues and organizations that request stipends must adhere to the guidelines set forth in the Stipend Policy. The stipend requests are brought forward to the Parks and Recreation Advisory Board (Board) for discussion and recommendation. At their regular meeting on September 19, 2013 and October 17, 2013 the Board recommended the following stipend allocations:

Wild Chili BMX, Inc.	\$8,000.00
Las Cruces Running Club, Inc.	\$2,500.00
Christian Baseball League	\$2,000.00

Upon receipt of these funds, it is additionally required that each organization receiving stipends provide a full accounting of fund expenditures as well as ensure that any assets purchased with

(Continue on additional sheets as required)

said funds become jointly owned by the City and the organization. If an organization discontinues providing services any assets purchased with the stipend will become the property of the City of Las Cruces.

**SUPPORT INFORMATION:**

1. Resolution
2. Exhibit "A", Stipend Policy and Criteria.
3. Exhibit "B", Excerpts from the draft meeting minutes from the Parks and Recreation Advisory Board meetings held September 19, 2013 and October 17, 2013.

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
<b>Does this action create any revenue?</b>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY__.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

Funding for league/organization stipends is identified in the FY 13/14 budget in Parks and Recreation A&G.

**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Parks and Recreation A&G	10383010 722190	\$12,500.00	\$388,799.00	\$376,299.00	Vector control, landscape maintenance, and Other contracted Services, etc.

(Continue on additional sheets as required)

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will approve the distribution of \$12,500.00 in stipends for 2013 season to the organizations noted herein.
2. Vote "No"; this will result in no distribution of stipends.
3. Vote to "Amend"; this could include approving stipends in different amounts than those shown above.
4. Vote to "Table"; and provide staff with further direction.

**REFERENCE INFORMATION:**

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

N/A

(Continue on additional sheets as required)

**RESOLUTION NO. 14-106**

**A RESOLUTION APPROVING THE DISTRIBUTION OF STIPENDS TO LOCAL YOUTH LEAGUES AND ORGANIZATIONS TO ASSIST WITH OPERATIONAL EXPENSES FOR THE 2013 SEASON, IN THE AMOUNT OF \$12,500.00.**

The City Council is informed that:

**WHEREAS**, for many years the City of Las Cruces has subsidized a portion of the operational expenses associated with the provision of programs by local youth leagues and organizations through the disbursement of stipends in accordance with Stipend Policy and Criteria, Exhibit "A", attached hereto; and

**WHEREAS**, three local youth leagues/organizations requested funding; and

**WHEREAS**, the Parks and Recreation Advisory Board sent forward a recommendation for Council action at the regular meeting of September 19, 2013; and

**WHEREAS**, funding for the allocation of the approved stipend amount of \$12,500.00 is identified in the current FY13/14 budget.

**NOW, THEREFORE**, be it resolved by the governing body of the City of Las Cruces:

**(I)**

**THAT** youth league stipends in the amount of \$12,500.00 are hereby approved, as cited in Exhibit "B", Excerpts from the draft meeting minutes from the Parks and Recreation Advisory Board meetings held on September 19, 2013 and October 17, 2013, attached hereto.

**(II)**

**THAT** City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

VOTE:

Mayor Miyagishima: \_\_\_\_\_

Councillor Silva: \_\_\_\_\_

Councillor Smith: \_\_\_\_\_

Councillor Pedroza: \_\_\_\_\_

Councillor Small: \_\_\_\_\_

Councillor Sorg: \_\_\_\_\_

Councillor Levatino: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney



<b>CITY OF LAS CRUCES PARKS AND RECREATION SECTION POLICY</b>
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<b>SUBJECT: LEAGUES AND ORGANIZATIONS CRITERIA AND GUIDELINES FOR THE DISTRIBUTION OF CITY FUNDS/STIPENDS</b>
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**PURPOSE:**

Provide partial funding (stipends) to local City of Las Cruces and Dona Ana County recreational (non-select) youth leagues and organizations to assist with the operational costs of the league or association. The youth leagues and organizations must provide proof of financial need and community benefit to youth. Well established, financially sound youth leagues or organizations will not qualify. Adult leagues or organizations, select leagues or organizations, tournament teams and non-local residents will not qualify.

**OBJECTIVE:**

To provide guidelines and criteria for the distribution of City funding/stipend(s) to local recreational youth leagues or associations. The funding is intended to be used to lower the cost of participation of local youth participants.

**PROCEDURE:**

Local youth leagues and organizations may request monetary assistance for the operation of (non-select) recreational youth programs through the Parks and Recreation Section. All requests must directly benefit local youth participants (18 years old and younger), be made in writing, and received no later than July 1, of each calendar year. The funding request(s) will be based on the City's Fiscal Year (July 1 – June 30). Requesting leagues and organizations will be invited to speak before the Parks and Recreation Advisory Board at their August or September meeting. The board will develop funding recommendation(s) based on the criteria and forward a recommendation for City Council action at the October or November meeting. City Council has final approval of the amount of funding and will determine which leagues and organizations receive funding.

**Leagues and Organizations Responsibilities:**

In order to qualify for City funding, leagues and organizations must meet the following:

**Requesting Leagues or Associations will:**

- a. Provide program administration with emphasis on local recreational youth participation.
- b. Provide a detailed financial statement on an annual basis, within 30 days after conclusion of league activities and/or special event(s), tournaments or fund raising activities that utilize public space/facilities. The financial statement(s) will detail all funds received and expended for all league operations to include local, state regional or national tournaments for the previous year's program. The City of Las Cruces may also require an audit of the organization's expenses and of revenues in cases where the City of Las Cruces provides funding, direct support of or use of City facilities.
- c. Provide proof of insurance listing the City of Las Cruces as additionally insured, on an annual basis, or 30 days prior to the start of league play or special event. If for any reason the insurance expires prior to the conclusion of the calendar year, the league will provide proof of up-to-date information. League/tournament play or activities will not be authorized without proof of insurance listing the City of Las Cruces as additionally insured.
- d. Provide proof of 5013c3 (or equivalent) non-profit corporation status with the State of New Mexico Public Regulation Commission on an annual basis, stating the league is in good standing. If for any reason, status expires prior to conclusion of the calendar year, the organization will provide proof of up-to-date information or return all City provided funding.
- e. Provide a prior-year copy of Form 990 or equivalent Tax Exempt Report, filed with the Internal Revenue Service, within 30 days of taxable year end date.
- f. Provide the City of Las Cruces with a letter of request for operating expenses stating the amount of funding request; and outline how the funds will be utilized.
- g. Provide to the City the number of participants, teams, games, tournament games, coaches, volunteers, and any paid positions with the funding request.
- h. Procure and maintain a Policy of Worker's Compensation Insurance of its employees, and a policy of general liability insurance, with limits of coverage as specified in the New Mexico Tort Claims Act with the City named as an additional insured on such liability policy. The League will not undertake any activities until the City is provided proof of such insurance.
- i. Not discriminate against any person regarding access to, or participation in any program, or any facility used in connection therewith, on the basis of race, color, sex, national origin, age or disability.

- j. Ensure that all programs, services, and activities are accessible to and usable by persons with disabilities in accordance with the Americans with Disabilities Act. Including but not limited to, equal opportunity to participate and benefit, equally effective communication for persons with speech, hearing and other impairments, integrated seating, and the provision of reasonable modifications and/or accommodations adhering to the City of Las Cruces Communication Policy. If portable toilets are going to be provided, accessible units must also be provided at each bank of standard units.
- k. Provide an established written appeals procedure for player, parents, coaches, managers, and board members.
- l. Provide a written established corrective action policy to be followed by league officials dealing with the consumption of alcohol by coaches, managers, or participants prior to, during, or after practices or games and corrective action taken by league officials on reports of mistreatment of players.
- m. Provide a written, established refund policy.
- n. Have designated officials attend financial training provided by the City of Las Cruces Finance Department.
- o. Conduct a minimum of one Public Meeting open to the public on an annual basis. The meeting shall include the election of the board of directors for the league and shall be held prior to the start of the season(s). Additionally, the meeting shall be held to discuss and formally approve any changes in rules or regulations and/or formal action to be considered by the league. The league shall notify the City of the meeting place, date and time; and shall also advertise the same a minimum of one week in advance through a newspaper of general circulation. The minutes of this meeting shall be recorded, transcribed, and forwarded to the City Parks and Recreation Section along with a copy of the public notice. Failure to conform to this section may be grounds to deny any award of City funds to the league.
- p. Provide program registration at a non-City facility(s) and provide location information, contact name, and number, to the Parks and Recreation Section Administrative Office at least two weeks prior to registration date.
- q. Provide all league schedules, including tournament schedules to the Parks and Recreation Section Administrative Office a minimum of two weeks prior to start of season.

**FUNDING REQUESTS WILL BE PRIORITIZED BASED ON THE FOLLOWING CRITERIA:**

- a. All funds will be utilized for local youth 18 and under.
- b. New or start-up leagues vs. well established leagues.
- c. Leagues and organizations have developed a plan to lower the cost of participation.

- d. Leagues and organizations do not have paid positions; on the Board or running operations.
- e. Number of youth benefiting from the stipend/funding.
- f. Stipend request equates to what percentage of league resources.
- g. League willing to run a tournament with profit going to City of Las Cruces.
- h. League utilizes other fund raising efforts to reduce cost to participate.

The Parks and Recreation Advisory Board will recommend funding levels to the City Council for final action.

**FUND DISBURSMENT:**

Local youth leagues and organizations that meet the criteria and receive City Council approval for funding may submit requests for payment to the Parks and Recreation Section Administrative Office.

**PAL BOXING**

PAL boxing will not be covered by this Policy; funding options will be considered through a different process and Resolution. PAL boxing will be administered through the Las Cruces Police Department.

**PARKS AND RECREATION ADVISORY BOARD MEETING  
September 19, 2013**

1 The Parks and Recreation Advisory Board Meeting was held on September 19, 2013,  
2 at City Hall, Room 2007-B (2<sup>nd</sup> Floor), 700 N, Main Street, Las Cruces, NM.

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

5 Mr. Ron Camunez, Board Chair, Mr. Eli Guzman, Mr. Mark  
6 O'Neill, Ms. Laura Haas and Ms. Elizabeth Brown

7  
8 **ABSENT:** Ms. Dawn Rue

9  
10 **OTHERS PRESENT:**

11 Mr. Mark Johnston, Director Parks & Recreation; Ms.  
12 Veronica Quezada, PRAB Recording Secretary; Ms. Sonya  
13 Delgado, Recreation Administrator; Mr. Rudy Trevino, Parks  
14 District Manager; Ms. Joy Ann Lucero, Parks & Recreation  
15 Analyst; Ms. Christine Courtney, Senior Programs Advisory  
16 Board Member; Mr. David Wibe, Christian Baseball League;  
17 and Mr. Lawrence Joy, Las Cruces Running Club.

18 The meeting was called to order at 6:03 p.m. by Chairman Camunez and he  
19 recognized the meeting as having a legal quorum.

20  
21 **I. Introductions**

22  
23 Board Members introduced themselves and stated the district they represent.

24  
25 **II. Conflict of Interest**

26  
27 No conflict of interest.

28  
29 **III. Approval of Minutes**

30  
31 Ms. Brown moved to approve and Mr. Guzman seconded to approve the minutes for  
32 August 15, 2013 meeting as presented with the exception of the correction under page  
33 6 line 9. Mr. Camunez also stated on the July 18, 2013 minutes since there are no  
34 corrections as well they have been moved and approved as submitted.

35  
36 Mr. Ron Camunez voted YES

Mr. Eli Guzman voted YES

37 Mr. Mark O'Neill voted YES

Ms. Laura Haas voted YES

38 Ms. Elizabeth Brown voted YES

39  
40 Chair- All those opposed. Motion is carried.

41  
42 **IV. New Business**

1        *A. League Stipend Request - Action*

2  
3 Mr. Johnston stated that last year's guidance from the board suggested that league  
4 representatives who were interested in receiving a stipend make the request in person  
5 to the board. Due to the inclement weather Mr. Johnston suggested on just taking a  
6 look at the stipend request for now and either tabling the item or voting individually, as  
7 only one representative is present. Mr. Johnston stated since one representative from  
8 the stipend request is present to have this one representative present until others  
9 arrive.

10  
11 Mr. David Wibe with the Christian Baseball League introduced himself and stated that  
12 their league has been a part of the community for 28 years; they have had thousands  
13 of Las Cruces citizens come through their program. Mr. Wibe stated he is taking the  
14 lead on the volunteer board and they have asked for a City stipend in order to increase  
15 participation in the league as well as making the league better. Currently the league is  
16 trying to buy some pitching mounds, the Christian Baseball League utilizes the Field of  
17 Dreams Softball complex and the public schools do not want to build and un build  
18 mounds on their fields because they are also used for soccer tournaments. With this  
19 stipend they will buy portable mounds that the league will be able to use for games and  
20 tournaments. The total amount they are requesting is \$2,000.

21  
22 Mr. O'Neill stated he would like to approve the stipend only if the correct paperwork  
23 and documentation is provided to the Parks & Recreation Department and that the  
24 Christian Baseball League is in good standing.

25  
26 Mr. Johnston stated this board can approve the stipend conditional upon fulfilling the  
27 requirements.

28  
29 Mr. O'Neill asked who this league is affiliated with and how many divisions do they  
30 have.

31  
32 Mr. Wibe stated they are a five division league with co-ed boys and girls ranging from  
33 T-ball, coach pitch, and little miner's league. The upper division is a Co-Ed league  
34 which is high school children. Background checks are performed and required for their  
35 league and they have maintained the same qualifications that are required for Las  
36 Cruces Youth Baseball Association.

37  
38 Mr. Camunez asked the question that being they are called the Christian Baseball  
39 League would there be any issues with their title. As this can be a legal issue with other  
40 groups out there that pertains to a religious background.

41  
42 Mr. Johnston stated that the way he interprets this as only a name, a recreational  
43 program that has been in existence for many years. There is no religious affiliation  
44 other than the name.

1 Ms. Haas moved to approve and Mr. Guzman seconded, on approval of the stipend  
2 request in the amount of \$2000 for the Christian Baseball League contingent upon the  
3 league being in good standing and producing the proper paper work before the  
4 issuance of funds.

5 Mr. Ron Camunez voted YES

Ms. Eli Guzman voted YES

6 Mr. Mark O'Neill voted YES

Mr. Laura Haas voted YES

7 Ms. Elizabeth Brown voted YES

8  
9 Chair- All those opposed. Motion is carried.

10  
11 Mr. Johnston stated the Las Cruces Running Club has requested a \$5000 stipend.  
12 They are a new partnership with the City of Las Cruces and have the potential to  
13 expand the program.

14  
15 Mr. O'Neill asked the question to Mr. Johnston, how much money the department has  
16 in this fund, before proceeding to approve the stipends.

17  
18 Mr. Johnston stated the amount of money available for stipends is \$23,500, for the  
19 fiscal year; this amount is what was allotted to us to use for stipends. Any of the  
20 stipends that are not utilized can be utilized for recreation programming in the  
21 department.

22  
23 Mr. Lawrence Joy stated they have great plans for using the stipend and utilizing the  
24 money to the best degree possible. Mr. Joy is now the president of the Las Cruces  
25 Running Club and is eager to work with the City of Las Cruces Parks and Recreation  
26 Department in making programs enjoyable. Mr. Mike Lilley attorney is now the  
27 treasurer for the Las Cruces Running Club, and any documentation that they are  
28 missing can be submitted in order to obtain the stipend. Mr. Joy stated that the  
29 documentation they are missing is the insurance; however, insurance is submitted for  
30 each individual event.

31  
32 Mr. Johnston stated that this is a fairly new relationship and the department has been  
33 accepting event insurance. Mr. Johnston requested that the board could consider  
34 giving the running club a stipend, and suggested that it would be conditional upon  
35 providing insurance certificates prior to the events, along with the endorsement and  
36 additionally insured.

37  
38 Mr. Joy stated they have four solid events that are able to be duplicated in the future.  
39 The first is the Fiesta 5k which is in conjunction with The Whole Enchilada Fiesta;  
40 second is the official Las Cruces Turkey Trot that occurs on Thanksgiving; third event  
41 is Super bowl Sunday/Super Sunday Road Race; and the fourth event is the Summer  
42 Youth Running Program. This summer program has new certified coaches, and  
43 background checks are conducted through NMAA. The four coaches conducted a two  
44 and a half month training for recreational or cross country runners. The money that was  
45 raised for this program was just a little over \$600 and was divided equally among the  
46 four local high schools. The goal for next year is to turn this into a camp that involves

1 NMSU and attracts participants of all ages and abilities. The goal is to have the camp  
2 on the NMSU campus and utilize the dorms. The main focus is to produce youth  
3 running. Last year's stipend was \$2500, and to date, over \$1800 has been expended,  
4 and the remaining balance is already accounted for but checks have not yet been  
5 written. The LC Running Club would also like to coordinate with local pediatricians to  
6 encourage our youth to participate in the running events by placing brochures in their  
7 offices. The running club is in the process of solidifying their partnership with The New  
8 Mexico Department of Health. The LC Running Club will be assisting with the Ciclovía  
9 community events by conducting one mile runs. The Ciclovía event is a free community  
10 event. The remaining funds from the previous stipend will be utilized for promoting  
11 these types of events.

12  
13 Mr. O'Neill asked if they have business sponsorships and how much does the running  
14 club give back if they receive those type of sponsorships.

15  
16 Mr. Joy stated that there are a few businesses that help sponsor them to promote the runs  
17 and events they hold. Most of them are one time donations, \$1500 to \$2000 yearly. Mr.  
18 Joy said that they give back approximately \$10 per runner per events.

19  
20 Ms. Haas asked where the \$5000 stipend figure came from, how did they choose this  
21 amount for approval.

22  
23 Mr. Joy stated that this amount is based on the expenses for the youth running  
24 program, the ability to secure dorm rooms, and provide the summer programs on the  
25 NMSU campus. It would benefit the youth and the opportunity for growth.

26  
27 Ms. Brown said she is concerned that the major focus now is the Summer Running  
28 Program. This is not an event and there is no insurance to show that this will be an  
29 event, as it is a program. Bringing kids into a dorm type situation could cause issues to  
30 arise and we could be held liable.

31  
32 Mr. Joy stated they will be insured through their Track and Field insurance for this type  
33 of event/program. There are requirements in order to rent the NMSU facility and  
34 campus. The university requires that the coaches must have extensive background  
35 checks, and that the university has extensive rules and requirements when utilizing  
36 their facilities.

37  
38 Ms. Haas stated this is a wonderful way to get kids involved in activities with their  
39 families; however she is concerned with the budgetary aspects of the request, does not  
40 seem well targeted. Ms. Haas said that it is a lot of money for a program that is not  
41 targeting youth, but benefits them.

42  
43 Mr. Johnston stated that background checks and the youth, is a forefront issue. During  
44 the presentation the one thing that stuck out in Mr. Johnston's mind was the youth  
45 activity and the donation to each of the high school programs that we should not be  
46 doing with City funding because we cannot donate funds to organizations or any

1 status. The stipend is to offset the cost for youth to participate. When you start to use  
2 the funding for program enhancement, coaches, this can become an issue.

3  
4 Mr. O'Neill moved to approve and Ms. Brown seconded, on approval of the stipend  
5 request in the amount of \$2500 for the Las Cruces Running Club upon fulfilling the  
6 proper paperwork before issuing of money.

7  
8 Mr. Ron Camunez voted YES

Ms. Eli Guzman voted YES

9 Mr. Mark O'Neill voted YES

Mr. Laura Haas voted YES

10 Ms. Elizabeth Brown voted YES

11  
12 Chair- All those opposed. Motion is carried.

13  
14 Mr. Johnston said we have one more request for stipends from Wild Chile BMX, but  
15 there is not a representative to present on behalf of the group. Mr. Johnston  
16 recommends bringing back this request to the next scheduled board meeting, and at  
17 that time the Board can listen to the group's intentions with the funding they are  
18 requesting.

19  
20 *B. Fees and Charges – Action*

21  
22 Mr. Johnston stated this is an action item however he is requesting that the board table  
23 this item, so that the Board has ample time to look over the policy. However, Mr.  
24 Johnston will go through the policy and highlight the changes. At the next scheduled  
25 board meeting, we will hold a public hearing and ask for public input, prior to taking  
26 action during the meeting. Mr. Johnston went over the changes in the Fees and  
27 Charges policy. Mr. Johnston stated that staff is still cleaning up and tightening up  
28 language with in the policy. There are a few big changes to the policy. First, the  
29 elimination of the 10 percent fee on park rentals and that will be replaced with a flat fee  
30 system. Second, Teen programming has received an \$80,000 subsidy from City  
31 Council to purchase a mobile teen van and the recovery percentage has been changed  
32 to reflect the free mobile programming. The permit appeals process and disciplinary  
33 action process no longer sits with staff or the Board, it will now go to City Management.  
34 The introduction of pickle ball has been a huge success. Pickle ball is a cross between  
35 ping pong, and tennis, and is played on the ground with a net and a paddle in a  
36 shortened tennis court.

37  
38 Ms. Haas stated she would like to know how the name originated.

39  
40 Mr. Johnston stated he would provide additional information at the next meeting.

41  
42 Mr. Johnston stated that he has already gone to City Council for recommendation on  
43 the fee structure for exclusive use events example: car shows and bigger events and  
44 they have approved a \$500 flat rate for car shows to use the parks and park on the  
45 grass area.

1 Mr. Camunez said he would like to make a note for next year that the flat fee amount  
 2 for car shows and exclusive use of a park be made to \$750 instead of the \$500 that  
 3 was approved from City Council.

4  
 5 Mr. Johnston said that adult tournament fees have slightly increased as recommended  
 6 from the board. Staff has also introduced tennis court fees, and the fees are  
 7 reasonable. There is also a non-refundable deposit for leagues. Mr. Johnston stated  
 8 that in the future the plan is to have concessions run through the Parks and Recreation  
 9 Department. This will have to be a formal process through the City as a request for  
 10 proposal. This process allows the City to control the concessions. This will be  
 11 introduced to the leagues this year.

12  
 13 Mr. O'Neill moved to approve and Ms. Brown seconded, on the approval to table the  
 14 Fees and Charges policy for action, and conduct a public hearing at the next board  
 15 meeting.

16  
 17 Mr. Ron Camunez voted YES

Ms. Eli Guzman voted YES

18 Mr. Mark O'Neill voted YES

Mr. Laura Haas voted YES

19 Ms. Elizabeth Brown voted YES

20  
 21 Chair- All those opposed. Motion is carried.

22  
 23 Mr. Johnston introduced the newest employee to the City of Las Cruces Parks and  
 24 Recreation Department, Ms. Joy Ann Lucero who is now the new analyst for the  
 25 department. Also Mr. Johnston stated that in the packets there are pictures of the  
 26 garden at the Munson Center. The garden is underway, and they have planted seeds  
 27 less than two weeks ago and there are plants growing.

28  
 29 **V. OLD BUSINESS**

30  
 31 **VI. PUBLIC COMMENT**

32  
 33 Ms. Catherine Courtney with the senior programs advisory board stated that she is on  
 34 the board as a member and the liaison. She said that she is excited to hear what this  
 35 board is doing and would like to get involved in the programming for seniors.

36  
 37 **VII. MEMBER COMMENTS**

38  
 39 Mr. Camunez stated that in consensus the board needs to establish a policy like they  
 40 do at City Council where you only have a certain amount of time to speak. If there is  
 41 just one person we will give them a total of seven minutes and if it is a bigger group  
 42 they are only allowed three minutes.

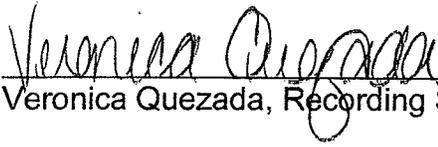
43  
 44 Ms. Haas said that her neighborhood association has just completed their first year of  
 45 existence and would like this board to know they are out and active and will be  
 46 participating in this year's program Toss No Mas.

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4  
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7  
8  
9  
10  
11  
12

Mr. Camunez wanted to thank staff for all that they do.

**VIII. ADJOURNMENT**

It's now 7:45 pm. We stand adjourned.

  
\_\_\_\_\_  
Veronica Quezada, Recording Secretary

  
\_\_\_\_\_  
Ron Camunez, Chair P&R Board

**PARKS AND RECREATION ADVISORY BOARD MEETING  
October 17, 2013**

1 The Parks and Recreation Advisory Board Meeting was held on October 17, 2013, at  
2 City Hall, Room 2007-B (2<sup>nd</sup> Floor), 700 N, Main Street, Las Cruces, NM.

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

5 Mr. Ron Camunez, Board Chair, Mr. Eli Guzman, Mr. Mark  
6 O'Neill, Ms. Laura Haas and Ms. Elizabeth Brown, and Ms.  
7 Dawn Rue, Vice Chair.

8  
9 **OTHERS PRESENT:**

10 Mr. Mark Johnston, Director Parks & Recreation; Ms.  
11 Veronica Quezada, PRAB Recording Secretary; Ms. Starla  
12 Malone, Administrative Assistant, Ms. Sonya Delgado,  
13 Recreation Administrator; Mr. Rudy Trevino, Parks District  
14 Manager; Ms. Christine Courtney, Senior Programs  
15 Advisory Board Member; Mr. Steve Delgado, Las Cruces  
16 Youth Baseball Association, Ms. Vicky Delgado Las Cruces  
17 Youth Baseball Association, Mr. Sam Sanchez, Wild Chile  
18 BMX, Mr. Robert Gonzales, Las Cruces Youth Baseball  
19 Association.

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

22  
23 **I. Introductions**

24  
25 Board Members introduced themselves and stated the district they represent.

26  
27 **II. Conflict of Interest**

28  
29 No conflict of interest.

30  
31 **III. Approval of Minutes**

32  
33 Ms. Brown moved to approve as amended and Mr. O'Neill seconded to approve the  
34 minutes for September 19, 2013 meeting as presented with the exception of the  
35 correction under page 2 lines 29 and page 4 lines 14.

36  
37 Mr. Ron Camunez voted YES

Mr. Eli Guzman voted YES

38 Mr. Mark O'Neill voted YES

Ms. Laura Haas voted YES

39 Ms. Elizabeth Brown voted YES

40  
41 Chair- All those opposed. Motion is carried.

42  
43 **IV. New Business**

1  
2 *A. League Stipend Request (Wild Chile BMX) - Action*  
3

4 Mr. Johnston gave an update on this request for stipends for the Wild Chile BMX  
5 group. He stated that this is a different request than any other stipend requests the  
6 board has seen. He also stated a large majority is to benefit the track that is City  
7 owned. Mr. Johnston said that the Parks and Recreation Department has purchased  
8 some bikes and will start programming with the BMX group; staff has taken the  
9 relationship further for future programs for the children participating in our  
10 programming.

11  
12 Mr. Camunez asked the question of how much stipend monies are left in the budget to  
13 disperse before making a decision on allowing this group a stipend.

14  
15 Mr. Johnston stated that the balance currently is \$16,500 left to disperse. The monies  
16 do not have to be spent strictly for stipends the unused monies will go back to the  
17 department for operations and maintenance.

18  
19 Mr. Sanchez introduced himself to the board and stated he would like to justify why  
20 they are requesting this dollar amount. They have had successful years and  
21 membership has grown since the group was established. Mr. Sanchez stated that they  
22 actively buy used bikes and then give these bikes to families that can't afford to  
23 purchase a bike but would like to participate in the activities offered by the Wild Chile  
24 BMX Organization. This sport is not cheap there are sanctioning fees involved as well  
25 as equipment and operational fees that are paid to support this sport. Also they  
26 unofficially cover race fees for families in need. The money requested is to make  
27 improvements to the site. The sanctioning bodies would like to hold annual  
28 championship races but the area for spectators is not in great shape. With these  
29 monies they will provide shade and awnings possibly rebuilding the gate house that  
30 needs repair, there has been some vandalism as well and the monies would be used to  
31 make the infrastructure look presentable and bring a national championship here to  
32 Las Cruces would benefit the organization and the community. They do try and  
33 minimize the race fees to make it affordable but also have to charge a fee to help the  
34 track and the sanctioning fees that are required.

35  
36 Mr. Camunez asked the question of how many members do they have.

37  
38 Mr. Sanchez stated that they have 250 members.

39  
40 Mr. Johnston stated that within these past 2 years he has not received any complaints  
41 since this group has taken over.

42  
43 Mr. O'Neill asked how much money is in their account right now.

44  
45 Mr. Sanchez stated approximately \$2,200 is in the account estimated as of today.  
46

1 Mr. O'Neill asked if any sponsorship is given to the Wild Chile BMX.  
2

3 Mr. Sanchez stated they are in the process of waiting for new advertising policies set  
4 by the City and as soon as they get these they will proceed further with the advertising  
5 information and possibly gaining sponsorships in the future.  
6

7 Ms. Haas likes that the request is targeted to the specific needs. The request is very  
8 modest, and Ms. Haas asked what percentage of all repairs that the Wild Chile BMX  
9 envisions the stipend will cover.  
10

11 Mr. Sanchez stated that an estimated percentage between 50-70 percent of the  
12 stipend will be used.  
13

14 Mr. Guzman asked the question of what is the cost for each member to participate.  
15

16 Mr. Sanchez stated depending on the class a racer chooses to race in, they have 20  
17 inch tire rims and that is one class. A 24 inch tire rim is a different class and prices  
18 range by size. Wild Chile BMX does not see any of the membership money; it goes  
19 back to USA BMX for sanctions. General membership fee is \$60 a year. If there are  
20 numerous members in same family that purchase memberships, discounts are offered  
21 but none of the monies come back to the local track. It goes to the sanction office.  
22 They do help with advertising at the public schools and throughout the community. The  
23 USA BMX will match up to \$1500 if they were to purchase more space; it's just a  
24 matter of coming up with the start of the money and they will match it for advertising  
25 purposes.  
26

27 Ms. Rue stated there are lots of repairs needed to be done to the track and agrees the  
28 stipend request is manageable amount to fix the repairs needed.  
29

30 Ms. Brown stated that the Wild Chile BMX has completed 50 percent of the track and  
31 would like to know how much it was prior before they took over two years ago.  
32

33 Mr. Sanchez stated that the group prior did a lot of things that were not of best interest  
34 of BMX racing; they lost the USA BMX membership. It had to be done by a secondary  
35 MBL sanctioned body due to this it has taken them a while to get rid of that stigma.  
36 With the monies issued they would be able to reach further than the 50 percent with  
37 the infrastructure. They do have the upper hand; the members of Wild Chile BMX are  
38 local contractors and construction workers that know the ins and outs of completing the  
39 track and making it better for patrons. All the labor will be done in house instead of  
40 spending the monies for a contractor to come in.  
41

42 Mr. O'Neill stated he likes the program and it is a great opportunity for the children but  
43 asked if the City could possibly help with bleachers and some type of funding from the  
44 City to help with the infrastructure.  
45

1 Mr. Johnston responded by saying that currently the City is in need of bleachers  
2 throughout the City and the cost would be a total of a half million dollars to cover costs  
3 alone which is extremely hard to cover with budget cuts etc.

4  
5 Mr. Sanchez states that for any track most of the revenue that is generated is banner  
6 space and hanging signs appropriately will generate revenues, which the organization  
7 is awaiting on the City's approval before that can happen.

8  
9 Mr. Gonzales president for Las Cruces Youth Baseball Association stated he wanted to  
10 give some realistic information in regards to the stipend request. LCYBA represents  
11 about 14,000 kids and last year they received a stipend for \$4,450. Realistically their  
12 organization was able to do much for the children with the amount of stipends  
13 provided.

14  
15 Mr. Camunez stated that the LCYBA organization has established fields that are well  
16 maintained by the City with not much input to the maintenance of the facilities. The  
17 goal of the stipend is to allow children to play and participate in these programs with  
18 little or no cost.

19  
20 Ms. Haas motioned to approve the requested stipend amount of \$8000 for the Wild  
21 Chile BMX Corporation, and Ms. Brown seconded, on approval of the stipend request  
22 for the Wild Chile BMX Organization. 5-1

23  
24 Mr. Ron Camunez voted YES

Ms. Eli Guzman voted YES

25 Mr. Mark O'Neill voted NO

Mr. Laura Haas voted YES

26 Ms. Elizabeth Brown voted YES

27  
28 Chair- All those opposed. Motion is carried.

29  
30 *B. Las Cruces Youth Baseball Association Issue*

31  
32 Mr. Johnston stated that an email was given to the board members in regards to wages  
33 from a concessionaire. With the information given about this issue, the Department has  
34 asked that the Las Cruces Youth Baseball Association represent this information.

35  
36 Mr. Robert Gonzales stated that he was voted in and took over the baseball league this  
37 season. When they started to gather information to start the league, they were not  
38 given any type of paperwork on what they had done prior. They did start with a \$7,000  
39 debt from the people that were set in place before taking on this league. No information  
40 was given in reference to financial documents, meeting documents etc and they started  
41 to use the information they did have to move forward and stay transparent to get out of  
42 debt.

43  
44 Mr. Camunez asked the question for clarification on the email; it does state that the  
45 LCYBA organization was voted upon paying this gentleman money that was owed. Mr.  
46 Camunez asked if the board at any time voted on this debt.

1  
2 Mr. Gonzales stated that the board never voted on it and it also stated that Mr.  
3 Gonzales was on the board last year which is not true; he was brought on at the end of  
4 the season. Mr. Gonzales stated he helped with the league based on his experience,  
5 most of the meetings in regards to financials were held with the President, Vice  
6 President and the Treasury without Mr. Gonzales present. Mr. Gonzales stated Mr.  
7 Quinones has come to them and asked for payment but due to the lack of  
8 documentation they are unable to prove that these monies were owed. They have  
9 repeatedly asked for documentation from Mr. Quinones and he still has not provided  
10 the proper documentation for the money he should receive.

11  
12 Ms. Vicky Hernandez-Delgado introduced herself and stated she is the treasurer for  
13 the Las Cruces Youth Baseball Association. Ms. Hernandez-Delgado stated they have  
14 put certain things in place to manage the monies throughout the year to be more  
15 transparent. They have asked on several occasions that Mr. Quinones provide proof  
16 that the monies are owed, and the only thing he has provided is the written times that  
17 he was at the concession stand. There is no type of contract that he was supposed to  
18 be paid per day. The league has decided to not reimburse him until they receive  
19 documentation stating the amount owed. If anyone were to come to the organization  
20 requesting this information as to why this amount was paid, they need to show proof  
21 that there was a contract set in place or some type of agreement.

22  
23 Mr. Camunez asked the question if Mr. Quinones has provided a name of who stated  
24 they would pay him the money.

25  
26 Ms. Hernandez-Delgado stated that Mr. Quinones has told them that the prior  
27 President and Vice President were the ones that were in agreement to pay. However  
28 when they contacted the prior members, they are unable to provide documentation  
29 supporting their decision to pay Mr. Quinones. They have finally tracked down the last  
30 bank account and are requesting bank statements and copies of checks from prior  
31 management of the financials.

32  
33 Mr. Gonzales stated that certain board members from the prior league made decisions  
34 on financials without the consent of the other members which leads to incomplete  
35 responses.

36  
37 Mr. Johnston stated that Vicky Hernandez-Delgado works in the Financial Department  
38 with the City of Las Cruces and is very pleased with the openness of the  
39 documentation they have provided in regards to financials.

40  
41 Ms. Hernandez-Delgado stated the other dilemma they have run into is they have  
42 found the bank account that was specifically meant for concession spending. There  
43 have been many cash withdrawals from Mr. Quinones but they are unable to justify if  
44 these withdrawals were for reimbursement payment.  
45

1 Mr. Camunez stated that if Mr. Quinones presses this issue that LCYBA still owes him  
 2 money, Mr. Camunez recommends taking this gentleman to court and resolving the  
 3 issue through the legal system, as LCYBA currently has done all they can do in asking  
 4 for the proper documentation.

5  
 6 Ms. Brown wanted to confirm the information that there were withdrawals for Mr.  
 7 Quinones or by Mr. Quinones.

8  
 9 Ms. Hernandez-Delgado stated that on this specific account they found was strictly for  
 10 the use of concessions. There are several cash withdrawals from Mr. Quinones that  
 11 are not documented as to why the cash withdrawals occurred or if this was for  
 12 reimbursement purposes.

13  
 14 Mr. Johnston stated that he recommends that it may be in the interest of this Board to  
 15 have the Chair contact Mr. Quinones and advise him that this is a personal matter and  
 16 if he would like to seek litigation he is able to do so.

17  
 18 Mr. Camunez stated he has to have authority from the Board to act upon that as a legal  
 19 representative of the City which is his position as a Chair.

20  
 21 Mr. O'Neill motioned to have Mr. Camunez Chair member, respond to Mr. Quinones  
 22 and advise him this is a personal matter and to take the proper steps for  
 23 reimbursement. Mr. Guzman seconded. 5-0

24  
 25 Mr. Ron Camunez voted YES

Ms. Eli Guzman voted YES

26 Mr. Mark O'Neill voted YES

Mr. Laura Haas voted YES

27 Ms. Elizabeth Brown voted YES

28  
 29 Chair- All those opposed. Motion is carried.

30  
 31 Mr. Johnston and Mr. Camunez will work on a joint response to Mr. Quinones.

32  
 33 *C. Fees and Charges – Discussion*

34  
 35 Mr. Johnston stated that at the last meeting he went through the Fees and Charges  
 36 Policy and this time he has changed some of the recommendations. Some of the  
 37 changes are the tennis association fees for tournaments have been adjusted and are  
 38 adding a section for the Game and Fish Department. Young Park pond regulations  
 39 have been in place for twelve years. Game and Fish have worked out and made this a  
 40 legal fishing pond open to the general public under Game and Fish rules and they will  
 41 stock Young Park with trout. New signage will be going up effective the 1<sup>st</sup> of the  
 42 month. Mr. Johnston stated that they will hold a public meeting prior to the next  
 43 advisory Board meeting for the month of November for Fees and Charges.

44  
 45 Ms. Haas asked the question if they have some comments or changes to the Fees and  
 46 Charges policy would they bring those up at the next meeting.

1  
2 Mr. Johnston stated to send an email to staff with changes, comments, or concerns  
3 prior to the next meeting date.  
4

5 Mr. Camunez stated that he wants to recommend a fee adjustment when it comes to  
6 the nonprofit groups and organizations that would like the use of our facilities.  
7

8 Mr. Johnston stated that if it is the direction of the Board he will bump up the fee for  
9 select/for profit/youth baseball, softball, and football inclusive to \$20 per game fee.  
10

11 Mr. Camunez has consensus from the Board to move forward and have these fees  
12 adjusted.  
13

14 Mr. Johnston stated he will make adjustments to the fees and tighten up the language  
15 so when it comes back to the Board red lined the Board can see the adjusted fees. Mr.  
16 Johnston also stated that he will come back to the Board and work on having this as an  
17 attachment or exhibit when presented to City Council.  
18

19 Ms. Christine Courtney asked if the Fees and Charges policy has fees structured for  
20 seniors.  
21

22 Mr. Johnston responded stating that the fees that are already set in place have been  
23 structured for years to target senior program fees at a low cost.  
24

#### 25 *D. Mural Program MRC – Informational* 26

27 Ms. Sonya Delgado stated in the Recreation section will start a mural program. During  
28 spring break staff will teach a class showing participants how to paint on a wall. The art  
29 can be kept there for a certain amount of days and then start over again with a new  
30 group. Eventually we would like to have space of their own to show their art. In the  
31 future going to the Art Board for information on a space and then bring the information  
32 back to this Board for a set place.  
33

#### 34 *E. Public Participation - Action* 35

36 Mr. Camunez stated that last month it was stated that public participation be cut down  
37 to a minimal amount of time. He suggests to adopt the same public participation rules  
38 that the City Council uses. These rules state a participant is only allowed a total of  
39 seven minutes to address one item on the agenda; however, if you have several other  
40 items to address on the agenda then we can time accordingly. If there is a presentation  
41 from an organization that will take a longer time, they need to ask for approval from the  
42 Chair to be allowed to present.  
43

44 Ms. Haas motioned to adopt the same policy that is set in place by City Council for  
45 public presentations. Ms. Rue seconded. 5-0  
46

1  
2 Mr. Ron Camunez voted YES  
3 Mr. Mark O'Neill voted YES  
4 Ms. Elizabeth Brown voted YES  
5

Ms. Eli Guzman voted YES  
Mr. Laura Haas voted YES

6 Chair- All those opposed. Motion is carried.  
7

8 **V. OLD BUSINESS**  
9

10 **VI. PUBLIC COMMENT**  
11

12 Ms. Hernandez-Delgado extended the invitation for the Board to attend their pink  
13 month. The LCYBA is taking donations and proceeds that will go towards the cowboys  
14 for cancer research. They have raised over a thousand dollars which exceeded their  
15 goal. The association will be presenting LCYBA with a check for this donation next  
16 week. The Rhinos Baseball Association will be presenting the check at 7pm on  
17 Thursday October 24, 2013 at the Paz Baseball Fields.  
18

19 Mr. Johnston stated that in the Boards packets is the Urban Forest of Las Cruces  
20 Celebration is an invitation for Board members. We have coordinated with Dona Ana  
21 Art Works select trees and provided training for young folks. They have supplied labor  
22 and 500 plus trees and this group has planted new trees throughout the City.  
23

24 **VII. MEMBER COMMENTS**  
25

26 Mr. O'Neill stated possibly for the agenda next meeting to discuss some issues. Mr.  
27 O'Neill was approached by a citizen about the hours of operation at the Aquatic Center,  
28 if it was open on the weekends. Also the question was asked about park facilities and  
29 when holidays come up are restroom facilities closed or open.  
30

31 Mr. Camunez stated that he would like the Board to be on the system to receive the  
32 City PIO emails and the information for the Parks and Recreation on anything that  
33 occurs with facilities.  
34

35 Mr. Johnston stated there are a couple of holidays throughout the year that we do not  
36 open the restroom facilities and the rest of the time we do. Christmas was one of the  
37 holidays that the Department decided to let all employees family time but due to  
38 several complaints we will be open for Christmas from now on. The restrooms in  
39 question were the t-ball field's restrooms and they were built in the 1960's. When there  
40 are thousands of folks using these facilities they tend to back up.  
41

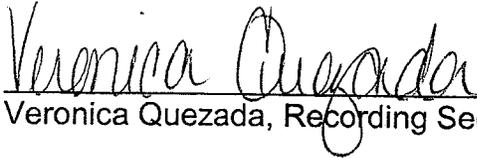
42 Ms. Delgado stated that the Aquatic Center closes on Sundays in the fall season right  
43 after summer. Saturdays are open but Sundays are closed.  
44

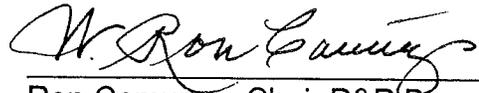
1 Mr. Johnston stated that a weekend report that is already set in place with our  
2 Department can be sent out to the Board members so they are away of the events and  
3 hours of operation of our facilities.  
4

5 Mr. Camunez stated that he has spoken with the City Clerk's office in regard to the  
6 vacancy on the Board and they are looking into appointing another member.  
7

8 **VIII. ADJOURNMENT**  
9

10 It's now 7:45 pm. We stand adjourned.  
11

12  
13   
14 \_\_\_\_\_  
15 Veronica Quezada, Recording Secretary  
16

  
\_\_\_\_\_  
Ron Camunez, Chair P&R Board