City of Las Cruces®
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Council Action and Executive Summary

Item # 8 Ordinance/Resolution# 16-244

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of June 20, 2016 (Adoption Date)

Please check box that applies to this item:

☐ QUASI JUDICIAL ☐ LEGISLATIVE ☒ ADMINISTRATIVE

TITLE: A RESOLUTION APPROVING A SENIOR PROGRAMS' FEES AND CHARGES SCHEDULE FOR FY2016-2017 AND REPEALING RESOLUTION 14-202.

PURPOSE(S) OF ACTION:

To adopt a new fees and charges schedule.

COUNCIL DISTRICT: ALL		
Drafter/Staff Contact: Sonia Saldana	**Department/Section:** Community and Cultural Services/Senior Programs	**Phone:** 575-541-2464
City Manager Signature:	Daniel Avila	

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Each year Senior Programs' staff reviews its fees and charges for general-funded senior recreation programs, activities and services to ensure the fees and charges are fair and reasonable, encourage participation, and offset general fund expenditures with a target cost recovery between 85 to 100 percent for the listed recreation programs/activities. In addition, Senior Programs offers many activities free of charge.

Senior Programs' staff is bringing forward a request to City Council to adopt a new schedule of fees and charges for non-grant funded classes, activities and services provided by the Senior Programs' Section for FY2016-2017.

A public hearing was held on December 21, 2016 to receive public comments on the proposed changes to the existing fees and charges schedule for FY2016-2017. After the public hearing, members of the Senior Programs Advisory Board had the opportunity to meet and discuss proposed changes with their respective center constituents. At the February 11, 2016 Board meeting of the ten Board members, four were absent. The remaining six in attendance unanimously voted to approve moving forward with all fees and charges with the exception of billiards, which was tabled until the next board meeting.

(Continue on additional sheets as required)

At the March 10, 2016 Board meeting, of the ten Board members, two were absent. The remaining eight voted six to two in favor of moving forward with no fees or charges for billiards at any of the centers.

Based on public comments and feedback from the Board, the staff recommends to City Council approval of the fees and charges schedule for Senior Programs for FY2016-2017 as presented in Exhibit "A" attached to the proposed Resolution.

Further, City Council is being requested by adopting this Resolution, to rescind Resolution 14-202 related to the previous fees and charges for Senior Programs. By rescinding Resolution 14-202, this ensures that only one fees and charges for Senior Programs exists and avoids any possible confusion for all fees to be collected.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Proposed FY2016-2017 Senior Programs' Fees and Charges Schedule.
3. Attachment "A", Excerpted section of approved Senior Programs' Advisory Board Meeting minutes of February 11, 2016.
4. Attachment "B", Excerpted section of approved Senior Programs' Advisory Board Meeting minutes of March 10, 2016.
5. Attachment "C", Senior Programs' Activity Fees and Charges Effective July 1, 2015.
6. Attachment "D", Redlined Fee Schedule.

SOURCE OF FUNDING:

Is this action already budgeted?			
	Yes	☒	See fund summary below
	No	☐	If No, then check one below:
	Budget Adjustment Attached	☐	Expense reallocated from: _____
		☐	Proposed funding is from a new revenue source (i.e. grant; see details below)
		☐	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?			
	Yes	☒	Funds will be deposited into this fund: 1000 in the amount of $16,000 for FY2016-2017.
	No	☐	There is no new revenue generated by this action.

BUDGET NARRATIVE

Based on the proposed fees and charges schedule for FY2016-2017, it is estimated that the City's general fund would receive $16,000 in revenue from the Senior Programs general-funded senior recreation programs, activities and services.

(Continue on additional sheets as required)

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
N/A	N/A	N/A	N/A	N/A	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Senior Programs' FY2016-2017 Fees and Charges Schedule for general-funded activities and services.
2. Vote "No"; this will not approve the proposed Senior Programs' FY2016-2017 Fees and Charges Schedule and the existing fee structure will remain in place.
3. Vote to "Amend"; this action will require direction from City Council to staff.
4. Vote to "Table"; this will allow City Council to table and postpone consideration of the Resolution and to direct staff accordingly.

REFERENCE INFORMATION:

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

1. Resolution 14-202.

(Continue on additional sheets as required)

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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of June 20, 2016 (Adoption Date)

TITLE: A RESOLUTION APPROVING A SENIOR PROGRAMS' FEES AND CHARGES SCHEDULE FOR FY2016-2017 AND REPEALING RESOLUTION 14-202.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes ☐ No ☒

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		541-2464	5/24/16
Department Director		528-3477	5/24/16
Other		541-2100	
Assistant City Manager/CAO Management & Budget Manager		541-2107	5-25-2016 5-24-2016
Assistant City Manager/COO		541-2271	5/26/16
City Attorney		541-2128	26 May 2016
City Clerk		541-2115	6-10-16

Rev. 8/2011

RESOLUTION NO. 16-244

A RESOLUTION APPROVING A SENIOR PROGRAMS' FEES AND CHARGES SCHEDULE FOR FY2016/2017 AND REPEALING RESOLUTION 14-202.

The City Council is informed that:

WHEREAS, each year Senior Programs' staff reviews its fees and charges for general-funded senior recreation programs, activities and services to ensure the fees and charges are fair and reasonable, encourage participation, and assist to offset general fund expenditures; and

WHEREAS, Senior Programs' staff is bringing forward a request for City Council to adopt a new schedule of fees and charges for non-grant funded classes, activities, and services provided by the Senior Programs Section for FY2016-2017; and

WHEREAS, a public hearing was held on December 21, 2016 to receive public comments on the proposed changes to the existing fees and charges schedule; and

WHEREAS, public comments were taken into consideration and recommended changes were included in the proposed FY2016-2017 fee structure; and

WHEREAS, at the February 11, 2016 Board meeting of the ten Board members, four were absent. The remaining six in attendance unanimously voted to approve moving forward with all fees and charges with the exception of billiards, which was tabled until the next board meeting; and

WHEREAS, at the March 10, 2016 Board meeting, of the ten Board members, two were absent. The remaining eight voted six to two in favor of moving forward with no fees or charges for billiards at any of the centers.

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

(I)

THAT Resolution 14-202 is hereby repealed.

(II)

THAT the Senior Programs' Fees and Charges Schedule for FY2016-2017 as shown in Exhibit "A" attached hereto and made part of this Resolution, is hereby adopted.

(III)

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)

VOTE:
Mayor Miyagishima: _____
Councillor Gandara: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Eakman: _____
Councillor Sorg: _____
Councillor Levatino: _____

Moved by _____

Seconded by _____

APPROVED AS TO FORM:

_____
City Attorney

Senior Programs' Activity Fees and Charges Schedule Exhibit "A"

FY 2016-2017

Name of class or activity	Length of session	Fees
Card games	Open, weekly	No charge
Chess	Open, weekly	No charge
Computer instruction	Open, weekly	No charge
Conversational Spanish	Open, weekly	No charge
Creative Writing	Open, weekly	No charge
Horse Shoes	Open, weekly	No charge
Line Dancing	Open, weekly	No charge
Mah Jongg	Open, weekly	No charge
Billiards	Open, daily	No charge
Presentations	Open, monthly	No charge
Support Groups	Open, monthly	No charge
Quilting group	Open, weekly	No charge
Crocheting group	Open, weekly	No charge
Wood Carving group	Open, weekly	No charge
Name of class or activity	**Length of session**	**85% Cost Recovery**
China Painting	Drop-in Slot 3 Hr. Increments	$1
Open Clay Works AM	Drop-in Slot 4 Hr. Increments	$1
Open Clay Works PM	Drop-in Slot 4 Hr. Increments	$1
Open Clay Works Friday All Day	Drop-in Slot 7 Hr. Increments	$1
Stained Glass Open Studio	Drop-in Slot 3 Hr. Increments	$1
Stained Glass Open Studio	Drop-in Slot 3 Hr. Increments	$1
Stained Glass Open Studio	Drop-in Slot 3 Hr. Increments	$1
Faceting	6 week session	$12
Gourd Painting Open Studio	Drop-in Slot 3 Hr. Increments	$1
Jewelry Making	6 week session	$12
Landscape Art	6 week session	$6
Lapidary Certification	6 week session	$12
Open Studio Mosaics/Gourds	Drop-in Slot 3 Hr. Increments	$1
Mosaics Open Studio	Drop in Slot 3 Hr. Increments	$1
Pottery	6 week session	$6
Introductory Mosaics/Gourds	6 week session	$6
Jewelry & Lapidary Labs	6 week session	$ 3/day
Introductory Stained Glass	6 week session	$ 6
Open Studio Painting	Drop-in Slot 3 Hr. Increments	$1

Kits, Supplies & Services – adjusted to market value – 100% cost Recovery	
Stained glass kit	$5
Silver Jewelry Lapidary Kit	$50
Cup of ceramic glaze	$2.50
Kiln firings	$3-$5 depends on size
Faxes	$2.50 per page
Copies	$.25 per page
Professional Instruction	$25 an hour
Day Trips in city vehicles –based on operating costs – 100% Cost Recovery	
26-passenger bus	$2.33 per mile
Special Events – 100% Cost Recovery	
Monthly Afternoon Senior Dances	$2.00-$5.00 per person
Monthly Pool Tournaments	$3.00 per person

City of Las Cruces®
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SENIOR PROGRAMS ADVISORY BOARD
MEETING MINUTES
February 11, 2016—Eastside Community Center

PRESENT: Chair Felix Vega (Eastside Center Representative), Secretary Marilu Darby (District 2 Representative), Sharlene Wittern (District 3 Representative), Renee Short (District 6 Representative), Bill King (Frank O'Brien Papen Center Representative); James Gibson (Munson Center Representative);

ABSENT: Vice Chair Judy Chavarria (Member-at-Large), Juliette White (Henry Benavidez Center Representative), Rick Jackson, (District 4 Representative), Kent Palmer (Sage Café Representative)

GUESTS: Sonia Saldana, Senior Programs Administrator; Azucena Saucedo, Assistant Management Analyst; Jeneca Maya, Recreation Services Leader Senior; Sonya Delgado, Recreation Administrator; and Toni Flores, Recording Secretary

CALL TO ORDER: Chair Vega called the Senior Programs Advisory Board meeting to order at 9:30 a.m. on Thursday, February 11, 2016, at the Eastside Community Center, 310 N. Tornillo Street, Las Cruces, NM.

CONFLICT OF INTEREST: It was noted that no Board members or staff present had a conflict of interest with any item of business on the agenda.

APPROVAL OF THE MINUTES: James Gibson, Munson Center Representative, moved to approve the January 14, 2016, Senior Programs Advisory Board meeting minutes as presented. Renee Short, District 6 Representative, seconded the motion. Vote: 6 Ayes; 0 Nays. Motion carried unanimously.

CODES ENFORCEMENT PRESENTATION: Codes Officer Jesus Aguirre provided an overview of the City of Las Cruces Yard Assistance Program. He explained the program is a partnership of Codes Enforcement and Senior Programs. The program assists seniors in the community, who due to a physical and financial hardship, are unable to maintain their yards. To be eligible, participants must live within City limits, be 60 years of age and older, be the owner of the property, have only one property, and must complete the yard maintenance application form. Codes Enforcement will schedule a time for the yard maintenance. Codes Enforcement will work with Ryan Steinmetz, Volunteer Coordinator, to assign volunteer groups to clean the yard. Volunteers go through a background check. Codes Officer J. Aguirre introduced Stephanie. Stephanie is with the Excel Program. The Excel Program provides students with on-the-job experience. Officer J. Aguirre stated there is a bit of a learning curb with this new program. He stated this partnership will help to positively promote Codes Enforcement in the community and, at the same time, help seniors who are in need of assistance with their yard work. For additional information, seniors can contact Senior Programs or Codes Enforcement.

SENIOR PROGRAMS ADMINISTRATOR'S REPORT: Sonia Saldana, Senior Programs Administrator, reported Kent Palmer, Sage Café Representative, at the previous meeting expressed concerns about the cancellation of the Enchance Fitness class held at the Sage Cafe

Senior Center. She stated that the New Mexico State Senior Olympics office that sponsors the Enhance Fitness class has confirmed the fitness classes will continue. There are no plans at this time to cancel the class. Senior Programs' staff will help promote and advertise the class to the public.

S. Saldana provided an update on the February 2016 Senior Programs' Open Action Items. Action Items number 12--promote the bond issue to get funding for the central kitchen design remains in the works. Action number 13—implementation of a congregate meals program at Sage Café. The goal is to begin a trial congregate meals probgram in late spring at the Sage Café Senior Center. Action Item number 14—the purchase and installation of the acoustic panels for the Munson Center multipurpose room is expected to be completed by March 2016. S. Saldana stated there is an issue with the pool players. Every participant of the center is required to check in at the front desk. This is as a result of the new registration system, e-trak, that was recently implemented. The pool players are not checking in at the Munson Center front desk on a daily basis as required. As a result, the monthly attendance for billards has dropped. There has been a substantial decrease from the previous month. This shows that the room is being underutilized. Senior Programs will be looking at underutilized space in the facility to relocate the exercise classes in order to eliminate the need for set ups and teardowns. For this reason, it is very important that the pool players check in on a daily basis. It is a challenge to channel people to the Munson Center front desk because there are so many other entrances to the building. Board members recommended posting signs, flyers and verbal reminders about the importance of checking in at the front desk. S. Saldana stated that Jeneca Maya, Recreation Services Leader Senior, is very instrumental in getting the information out to the participants. A sign-in sheet was suggested, but S. Saldana stated Senior Programs is moving in the direction of an electronic registration system. Senior Programs is having success with the participants of the other activities, with the exception of the pool players.

It was announced the terms of office for James Gibson (Munson Center Representative), Bill King (Frank O'Brien Papen Center Representative), and Kent Palmer (Sage Café Senior Center Representative) will expire on March 31, 2016. All current representatives are eligible for re-election. Elections will be held at each of the respective centers in March 2016 to re-elect or elect new representatives.

UNFINISHED BUSINESS: The Senior Programs Advisory Board voted on the proposed Senior Programs' Fees and Charges schedule presented at the previous Board meeting.

J. Gibson moved to approve the proposed fee changes as recommended by Senior Programs' staff for the Stained Glass class, Open Clay Works, China Painting, Mosaics/Gourds, and Open Painting $6.00 for a six-week session to $1.00 per drop in slot. B. King seconded the motion. Discusson: Secretary Darby inquired what the money that was colleceted is used for. S. Saldana explained Senior Programs' goal is to recuerpate costs for the recreational programs at 100%. The money collected is used to offset the cost of materials, staff time, utilities, and facility maintenance. Vote: 6 Ayes, 0 Nays. Motion carried unanimously.

J. Gibson moved to approve the proposed fee of $6.00 for a six-session for Landscape Art. B. King seconded the motion. Vote: 6 Ayes, 0 Nays. Motion carried unanimously.

J. Gibson moved to approve a fee of $3.00 per day for the Lapidary/Jewelry open lab studio. B. King seconded the motion. Discussion: J. Gibson stated he has received complaints from the participants of the lapidary/jewelry lab that the current fee of $4.00 a day for the use of the lapidary lab is too expensive. Attendance has decreased substantially as a result of the lapidary lab use fee. S. Saldanda announced the lapidary lab room capacity is only 18 participants. This may also be a reason that the attendance dropped. S. Wittern articulated a health safety concern. She stated the noise level is very intense and the room ventilation requires improvement. She inquired if aquoustic panels will be installed in the room to reduce the noise level. S. Saldana stated that the City of Las Cruces Risk Management Department has followed up on the complaints. At this time it is not feasible to install the acoustic panels in the room because they are very costly. Protective hearing devises such as ear plugs were recommended. She stated all machines now have overhead lighting. Vote: 5 Ayes, 0 Nays. R. Short abstained. Motion carried.

J. Gibson moved to approve the proposed lapidary certification fee of $12.00. B. King seconded the motion. Vote: 6 Ayes, 0 Nays. Motion carried unanimously.

J. Gibson moved to approve the proposed silver jewelry fee of $12.00 for a six-week session and the proposed $50.00 kit fee. R. Short seconded by the motion. Discussion: Secretary Darby inquired where the kits are purchased. J. Maya stated the kits are purchased from Rio Grande, as recommened by the instructor. The kits are reasonably priced. J. Maya stated the students are not mandated to purchase a kit from Senior Programs. They may purchase a kit from the vendor of their choice. S. Saldana stated Rick Jackson, District 4 Representative, who was absent expressed his support for the recommended fee of $12.00 plus the $50.00 fee for the silver jewelry. Vote: 6 Ayes, 0 Nays. Motion carried unanimously.

J. Gibson moved to approve the proposed fee of $6.00 for the Mosaics, Gourd Painting classes and the Gourd Painting Open Studio fee of $1.00 per drop in slot. B. King seconded the motion. Discussion: J. Maya stated participants of the Gourd and Mosaics classes have complained about the $9.00 fee for the classes. Staff conducted research and is recommending a class fee of $6.00 for a six-week session because Senior Programs does not provide any materials for the class. Vote: 6 Ayes, 0 Nays. Motion carried unanimously.

J. Gibson moved to approve no fees for Quilting and Crocheting classes. R. Short seconded the motion. Discussion: S. Saldana stated staff has recommended no charge for these classes because quilts or other items are donated to local agencies in the community. Vote: 6 Ayes, 0 Nays. Motion carried unanimously.

J. Gibson moved to table the approval of the proposed fee charge of $1.00 per day for billiards at Munson and Eastside Centers. R. Short seconded the motion. Discussion followed regarding the proposed fee of $1.00 per day for billiards at Munson Center and the Eastside Community Center. Chair Vega stated it is not reasonable to charge $1.00 per day for billiards at the Eastside Center. There are currently two billiard tables at Eastside Center. The center is only open until 2:00 p.m. To charge a $1.00 a day for people to sit and wait for a pool table is unfair. Board members inquired if there will be a charge for people playing card games, dominos and women billiard games. S. Saldana stated Senior Programs has spent over

$10,000 on just the Munson Center billiards room. Board members stated other private places charge anywhere from $.60 to $.75 a game to play pool. The difference is that the private places are for profit and the centers are for seniors to come and socialize for that reason a fee should not be charged. Sonya Delgado, Parks and Recreation Administrator, stated the City of Las Cruces is accountable to the tax payers and as a result it is required to recover costs. It is costly to maintain the pool tables and purchase the supplies needed. S. Delgado suggested retrofitting the existing pool tables. Chair Vega stated he has played pool in other senior centers and there is no charge to play pool. S. Saldana stressed the importance of the pool players registering at the front desk. J. Maya stated there are plans to have a volunteer advisor for each activity. The advisor will monitor the volunteers, track class attendance, address safety and maintenance issues. She also informed those present that the during a billiards focus group meeting, pool players stated they had no problem paying $.25 for four hours to play billiards. S. Saldana stated Senior Programs wants to be fair and equitable. Board members suggested posting the rules in the billiards room. Vote: 6 Ayes, 0 Nayes. Motion carried unanimously.

J. Gibson provided a recap of the Senior Programs' fees approved by the Board:

Senior Programs Fees		
Current Class/Open Studio	**Current Fee**	**Approved Fees**
Stained Glass	$6 (6 week sessions) + $5 kit	Introductory class $6 + $5 kit
Stained Glass	$6	Stained Glass Open Studio $1 Per Drop in Slot
Stained Glass	$6	Stained Glass Open Studio $1 Per Drop in Slot
Stained Glass	$6	Stained Glass Open Studio $1 Per Drop in Slot
Open Clay Works AM	$6	$1 Per Drop In Slot
Open Clay Works PM	$6	$1 Per Drop In Slot
Open Clay Works Friday	$6	$1 Per Drop In Slot
China Painting	$6	$1 Per Drop In Slot
Open Mosaics/Gourds	$6	$1 Per Drop In Slot
Open Painting	$6	$1 Per Drop In Slot
Landscape Art	$6	$6 (6 week sessions)
Lapidary/Jewelry Lab	$4 per day	$3 per day
Lapidary Certification	$12	$12
Silver Jewelry	$12 + $50 Kit	$12 + $50 Kit
Mosaics	$9	Introductory Class for Mosaics/Gourds $6
Gourd Painting	$9	Gourd Painting Open Studio $1 Per Drop In Slot

Quilting	No Charge	No Charge
Crochet	No Charge	No Charge
Billiards Daily (Munson)	No Charge	**TABLED FOR ONE MONTH**
Billiards Daily (Eastside)	No Charge	**TABLED FOR ONE MONTH**

S. Saldana announced the Transit Department will be conducting educational campaigns at each of the senior centers to educate the public on the bus routes, qualfications and fares for the the Dial-A-Ride transportation program. The Transit presentations will be held from 10:00 a.m. to 11:00 a.m. at each of the Senior Programs' sites as follows: Munson Center on February 12, 2016; Benavidez Center on February 16, 2016; Eastside Center on February 23, 2016; Frank O' Brien Papen Center on February 26, 2016 and Sage Café Senior Center on February 29, 2016. Board members were encouraged to attend.

CHAIR AND BOARD MEMBER REPORTS: Sharlene Wittern, District 3 Representative, inquired about the piano at the Munson Center. S. Saldana stated due to an issue regarding the piano, only volunteers will be allowed to play the piano. A schedule will be developed. Secretary Darby stated she has received requests from several individuals regarding starting an English as a second language class at Munson Center. S. Saldana stated she will inform Ryan Steinmetz, Volunteer Center Coordinator, and he will follow up. Discussion followed regarding the congregate meals donations. The monthly meal donation for Munson Center is averaging $.81. J. Gibson stated he has observed seniors who do not contribute. S. Saladana informed the Board due to the federal and state funding regulations staff is unable to monitor donations. He commented the congregate meal ticket system was very successful. It was recommended the importance of the meal contributions be included in the newsletter and flyers posted at each of the centers.

S. Saldana introduced Azucena Saucedo, new Senior Programs' Assistant Management Analyst. A. Saucedo, replaces Elizabeth Vega who transferred to the Convention and Visitors Bureau. A. Saucedo has seven years' experience with the City of Las Cruces Payroll Depatment. She currently has earned two associate degrees in business and plans to continue her education. As part of her duties and responsibilities, she will be evaluating and alayzing programs and services to see what is working and what needs to be improved.

UPCOMING MEETING: The next regular Senior Programs Advisory Board meeting is scheduled for Thursday, March 10, 2016, from 9:00 a.m. to 11:00 a.m. at Munson Center, 975 S. Street, Las Cruces, NM.

ADJOURNMENT: S. Wittern moved to adjourn the meeting at 10:30 a.m. Secretary Darby seconded the motion. Vote: 6 Ayes; 0 Nays. Motion carried unanimously.

Submitted,

Marilu Darby, Secretary

Toni Flores, Recording Secretary

Attachment B

City of Las Cruces®
PEOPLE HELPING PEOPLE

SENIOR PROGRAMS ADVISORY BOARD
MEETING MINUTES
March 10, 2016—Munson Center

PRESENT: Chair Felix Vega (Eastside Center Representative), Vice Chair Judy Chavarria (Member-at-Large), Secretary Marilu Darby (District 2 Representative), Sharlene Wittern (District 3 Representative), Renee Short (District 6 Representative), Bill King (Frank O'Brien Papen Center Representative); James Gibson (Munson Center Representative); Juliette White (Henry Benavidez Center Representative)

ABSENT: Rick Jackson, (District 4 Representative), Kent Palmer (Sage Café Representative)

GUESTS: Sonia Saldana, Senior Programs Administrator; Azucena Saucedo, Assistant Management Analyst; Claudia Chavez, Parks and Recreation Services Manager; Jeneca Maya, Recreation Services Leader Senior; Lajos Kiss, Charles Black, Errol Gilliland, Charles Black, Arthur Cuaron, Ricardo Gomez, Ralph Smith, and Toni Flores, Recording Secretary

CALL TO ORDER: Chair Vega called the Senior Programs Advisory Board meeting to order at 9:00 a.m. on Thursday, March 10, 2016, at the Munson Center, 975 S. Mesquite Street, Las Cruces, NM.

CONFLICT OF INTEREST: It was noted that no Board members or staff present had a conflict of interest with any item of business on the agenda.

APPROVAL OF THE MINUTES: Board members reviewed the February 11, 2016, Board meeting minutes. After review, R. Short inquired why the Codes Enforcement informational presentation held on February 11, 2016, was not included in the meeting minutes. It was explained the presentation was conducted prior to the official starting of the Board meeting due to a lack of a quorum. After further discussion, Renee Short, District 6 Representative, recommended the Codes Enforcement presentation conducted on February 11, 2016, be included in the Board meeting minutes. Vice Chair Chavarria, Member-At-Large, moved to approve the February 11, 2016, Senior Programs Advisory Board meeting minutes as amended. James Gibson, Munson Center Representative, seconded the motion. Vote: 8 Ayes; 0 Nays. Motion carried unanimously.

PUBLIC COMMENT: Chair Vega opened the floor for public comment on the proposed fee of $1.00 per day to play pool (billiards).

Arthur Cuaron, guest, stated he is an avid pool player at the Eastside Center. He stated that charging a fee to play pool is "opening a can of worms." If a person plays five times a week that is $5.00 a week, which amounts to $250 a year. There are some people who cannot afford it. Collecting the fee will also be a challenge. He stated there has never been a fee for playing pool at any of the centers. His recommendation to the Board is that there be no charge for playing pool.

Ralph Smith, guest, provided a brief history of the billiards' game at Munson Center. He stated the participants were asked to support the bond issue for the appropriation of funds for the construction of a billiards' room in Munson Center. Since it was a City project, it was understood that the City would cover the maintenance costs of the new billiards room. For the past 20 years, volunteers have been very involved in the day-to-day maintenance of the billiards' tables and equipment, resulting in a cost savings to the City. R. Smith stated throughout the years, he and other participants have purchased billiards' equipment such as a vacuum cleaner,. pool stick cue lathe machine, and a billiards' ball polisher. He stated that Jim Waugh, who passed away in April 2015, would volunteer to make pool sticks. Volunteers also repair pool sticks and cue tips for both Munson and Eastside Center participants at no charge to the City. He added during the planning phase, pool participants were invited to provide input on the drawings and design of the new pool room. However, in the end the plans and design were changed. The billiards' room was built smaller than originally planned.

R. Smith informed the Board the monthly pool tournaments are organized by volunteers, but the City collects the $3.00 entrance fee per person. The pool players, at their own expense, purchase the pastries for the monthly pool tournaments. The pastries are for everyone to enjoy, not just the pool players. The City purchases the trophies, which amounts to $90.00 a month. However, the fees collected during the pool tournaments offset the cost of the trophies. At one time, the pool players collected the money and everything was accounted for. R. Smith stated it is not fair to charge $1.00 a day to play pool especially when the pool players are putting a lot of effort into this activity to make it successful. The purpose of the senior center is to socialize. By imposing a fee for pool, the staff will be driving seniors away from the centers. He added whenever a rule or a policy is changed, there is no plan for implementation. An example is the new registration process. Senior Programs is losing funding because participants do not stop to sign in at the front desk. As a result, staff is saying that the building is underutilized, specifically pool. Consciously, staff knows it is not true but on paper it shows that the room is underutilized. R. Smith added that staff should be inclusive of everyone and try to bring people in to the centers. Charging people to play pool drives people away, and it is not fair because volunteers take care of the majority of the maintenance and repairs. That is enough payment already.

Ricardo Gomez, guest, stated it was not right to charge a $1.00 per day to play pool. He voiced his support for no fees for playing pool at any of the centers.

Charles Black, guest, has been coming to the center for the past 4 years. He stated the City has done an excellent job with the billiards' room. The pool players are very lucky to have Ralph Smith. He questioned the endeavor or the reason behind the proposed fee of $1.00 per day for playing pool. He stated he has played pool in other cities where there is a fee to play pool at a senior center. The fees are collected by a pool committee, not the senior center. The money collected is used to purchase billiard supplies. He questioned who will be enforcing, controlling or collecting the money. None of the pool players, him included, want to collect the money from the participants. He stated things are so good in the billiards' room as they right now. He reiterated he did not understand the reasoning behind the proposed fee for pool.

Sonia Saldana, Senior Programs Administrator, stated the bond issue, size of the room, and design of the multipurpose room was already in place when she first came to the job. She will research the reason the room was not built the way it was designed. She explained that part of the reason that the $1.00 per day fee is being proposed is a result of the focus group meeting held in April 2015 with the billiards' players. At that time there was a consensus from those present to implement a fee for playing billiards. There have also been complaints from other program participants about the billiards' players not paying a fee, yet they have a new billiards room. S. Saldana stated that in terms of fairness for everyone who attends the centers, a fee for billiards is being recommended to the Board for their consideration. The Board's recommendation is very important because they represent the continuents of each of the centers as well as the city districts. She reiterated one concern seems to be who will be tracking, collecting and monitoring the fees, if approved. She stated Senior Programs' staff has been working on some ideas.

Senior Programs is not accurately capturing all the participants' attendance, particularily in the billiards' room. S. Saldana stated the meeting room can be used for other activities if the room is underutilized. Different options are being explored to accurately track and monitor participant attendance in the Munson Center billiard's room. R. Smith stated the new registration process is serving staff, not the seniors. He added this new system is inefficient and has created problems where problems do not exist. S. Saldana explained the new e-track system, an electronic registration system, is being implemented City wide. R. Short stated the e-track system is inefficient because a staff person has to physically see and register participants. She stated a kiosk is a better option. S. Saldana stated Senior Programs is exploring different options to better track Senior Programs' acitivity attendance and at the same time find a system that is not cumbersome or an inconvenience for the participants.

Errol Gilliland, guest, stated he has seen an increase in the billiards' attendance since the pool tables were moved to the new multipurpose room. Billiards builds comrade and socialization among the participants. Chair Vega explained there are only two pool

tables at the Eastside Center. There are five to six people playing at a time and other people waiting to play. It is not fair to charge everyone $1.00 per day to play pool when people are only going to be playing one game and only get to shoot once every ½ hour.

R. Short inquired what was the category that billiards falls under and what makes billiards different from card games, chess, dominoes and Mah Jongg. S. Saldana stated Senior Programs is listening to other members of the centers. One of the reasons a fee is being proposed for billiards is a result of the complaints from participants and comments voiced at the public hearings. Another reason, is the fact that this year Senior Programs has spent over $10,000 in the billiards' room to tint windows, purchase and install acoustic panels, resurface tables, etc. E. Gilliland stated as far as the expenditures for the room are concerned those items should have been included when the room was built. The acoustics in the billiards' room was terrible. It was hard to hear. Therefore, those items are not considered add ons. S. Saldana stated when the room was completed there was money left over and that money could have used to make improvements in the lapidary room. E. Gilliland stated it not right to penalize the pool players because those items should have been included during the construction phase. S. Saldana stated Senior Programs was not penalizing anyone. The proposed fee is being recommended as a direct result of the Senior Programs' focus group meeting held with the billiards' players a year ago.

After further discussion, Board members took under consideration the public comments presented on the proposed fee for billiards. J. Gibson moved that there be no charge to any individual for playing pool at any of the centers. Vice Chair Chavarria seconded the motion. Vote: Ayes 6; Nayes 2. Motion carried.

SENIOR PROGRAMS ADMINISTRATOR'S REPORT: Claudia Chavez, Recreation Manager, reviewed the February 2016 monthly recreation attendance report. She reported people are being encouraged to participate in the hiking trips that originated from Munson Center. Shaunna Foster, who was transititioned from Senior Programs to Parks and Recreation, has been leading the hiking trips. The trips have been very successful. There are day and weekly hikes. The next hike is planned for Big Ben, Texas. This is a great opportunity for individuals to meet new friends, travel as a group and see the outdoors. For more information, people can contact the Parks and Recreation office. The fees vary. If people travel on their own, there is a different fee associated with the hike. The hiking trips cost $200 for the week. Meals and transportation are included in the total cost. Participants camp at the site. The hike is llmited to 13 individuals.

S. Saldana reported that Ryan Steinmetz, the Network Volunteer Center Coordinator, will be holding a multigenerational peace camp for adults and children on March 16, 2016. These two populations are the most vulunerable populations in New Mexico for hunger. All-day fun peace building and educational activities are planned. Ryan

Steinmetz can be contacted at 528-3035 for more information. The event will be held from 9:00 a.m. to 10:00 a.m. and 1:00-5:00 p.m.

S. Saldana provided an update on the March 2016 Senior Programs' Open Action Items. Action Items number 12--promote the bond issue to get funding for the central kitchen design remains in the works. Action number 13—implementation of a congregate meals program at Sage Café remains in the works. S. Saldana stated there has been an increase in the number of people attending the congregate meals program. Senior Programs is anticipating it will exceed the projected goals by 10,000 meals this year. Due to an increase in the meals, the start of the congregate meals program at Sage Café is being postponed until July 1, 2016. Roger Bishop, Nutrition Program Manager, is working on obtaining a food permit for the facility. Staff is also coordinating the set up and teardown of the dining room when the meals program begins.

S. Saldana reported on action item number 14—the purchase and installation of the acoustic panels for the Munson Center multipurpose room. The acoustic panels were installed February 26, 2016. The project has been completed. R. Short moved to remove action item 14--the purchase and installation of the acoustic panels for the Munson Center multipurpose room from the list. S. Wittern seconded the motion. Vote: 8 Ayes, 0 Nays. Motion carried.

CHAIR AND BOARD MEMBER REPORTS: J. Gibson reported the piano has been reinstated in the Munson Center dining room. The piano is now locked. S. Saldana explained two gentlemen engaged in a confrontation over the piano. One individual was abusive to the piano. For this reason, the piano was removed and secured. Individuals may play the piano if they register as a volunteer with The Volunteer Network Center. To date, only one individual has been registered as a volunteer. A schedule has been created for the volunteers to play the piano.

Secretary M. Darby, District 2 Representative, stated she has received complaints from a few of the congregate meal program participants stating the piano is too loud and the music is disruptive. The piano should not be played during lunch.

R. Short inquired if there is a plan to move forward with the Sage Café Senior Center. She stated many people have signed-up showing interest in the proposed activities at the center. However, there seems to be no plans to begin any of the proposed activities at the Sage Café. S. Saldana stated she is in the process of hiring a Recreation Facility Manager. The individual in this position will be spending a lot more time at the centers assessing the needs and wants of the center participants. At this time, Sage Café has limited space available for meals and activities. R. Short stated that she has noticed people are congregating for an activity at the center but are moving off site because Sage Café is unable to accommodate the groups. S. Saldana stated the facility was designed for a completely different purpose. It is a small facility and if meals

will be provided then more space is needed for other activities. R. Short inquired if any consideration has been given to extending the hours of operation or expanding into the kitchen space since the meals will be catered to the center. S. Saldana stated staff will be exploring different opitions.

Sharlene Wittern, District 3 Representative, stated there are participants who are emotionally and mentally unstable. Some of these individuals do not have any respect for the participants or the property. She commented staff needs to take appropriate action immediately and remove them from the center they violate the program rules. She commented she has received negative remarks/comments about the food served. Others have commented they like what is being served. It is very nutrional and they appreciate that.

Juliette White, Benavidez Center Representative, stated that several of the center participants have commented that it is nice to have real meat served in the dishes. In the past the chicken patties and chicken fried steak looked and tasted like cardboard because of the pressed and processed meat. There have been some changes made, because the stew that was recently served actually contained chunks of real beef. People are very excited about the changes and are much happier with the meals now. S. Saldana stated that is a direct result of the dontations received for the program. The meal donations help improve the quality of the food. She reminded the Board suggestion boxes are located at all centers. The comments are welcomed and appreciated.

Senior Programs continues to work on the Munson Center reaccreditation project. The Board will be informed as soon as a site visit is scheduled.

UNFINISHED BUSINESS: Chair Vega reiterated Senior Programs Advisory Board approved no fees for playing billiards at any of the Senior Programs' centers.

UPCOMING MEETING: The next regular Senior Programs Advisory Board meeting is scheduled for Thursday, April 14, 2016, from 9:00 a.m. to 11:00 a.m. at the Frank O'Brien Papen Center, 304 W. Bell Avenue, Las Cruces, NM.

ADJOURNMENT: S. Wittern moved to adjourn the meeting at 10:45 a.m. Secretary Darby seconded the motion. Vote: 8 Ayes; 0 Nays. Motion carried unanimously.

Submitted,

Marilu Darby, Secretary

Toni Flores, Recording Secretary

Attachment "C"

Activity Fees and Charges Effective July 1, 2015

[illegible]	[illegible]	[illegible]
Card games	Open, played weekly	No charge
Chess	Open, played weekly	No charge
Computer instruction	Open, meets weekly	No charge
Conversational Spanish	Open, meets weekly	No charge
Creative Writing	Open, meets weekly	No charge
Horse Shoes	Open, played weekly	No charge
Line Dancing	Open, meets weekly	No charge
Mah Jongg	Open, played weekly	No charge
Pool Playing	Open, played daily	No charge
Presentations	Open, scheduled monthly	No charge
Support Groups	Open, meets monthly	No charge
Quilting group	Open, meets weekly	No charge
Crocheting group	**Open, meets weekly**	**No charge**
Wood Carving group	**Open, meets weekly**	**No charge**
[illegible]	[illegible]	[illegible]
Ceramics	6 week session	$ 9
Clay Works	6 week session	$ 9
Faceting	6 week session	$12
Gourd Painting	6 week session	$ 9
Jewelry Making	6 week session	$ 12
Lapidary	6 week session	$ 12
Mosaics	6 week session	$ 9
Pottery	6 week session	$ 9
Silver Jewelry	6 week session	$ 12
Jewelry & Lapidary Labs	6 week session	$ 4/day
Stained Glass	6 week session	$ 6
Open Studio Time	6 week session	$ 6

[illegible]	[illegible]
Stained glass kit	100%
Lapidary kit	100%
Cup of ceramic glaze	100%
Kiln firings	100%
Faxes	$2.50 per page
Copies	$ .25 per page
Professional Instruction	100%

[illegible]	[illegible]
13-passenger vehicle	$1.06 per mile
14-passenger vehicle	$2.01 per mile
26-passenger bus	$2.33 per mile

[illegible]	[illegible]
Monthly Afternoon Senior Dances	$2.00-$5.00 per person
Monthly Pool Tournaments	$3.00 per person

Senior Programs

Attachment "D"

Activity Fees and Charges FY 2016-2017 ~~Effective July 1, 2015~~

Name of class or activity	Length of session	FY 15/16 Fees	Proposed FY 16/17 Fees
Card games	Open, played weekly	No charge	No charge
Chess	Open, played weekly	No charge	No charge
Computer instruction	Open, meets weekly	No charge	No charge
Conversational Spanish	Open, meets weekly	No charge	No charge
Creative Writing	Open, meets weekly	No charge	No charge
Horse Shoes	Open, played weekly	No charge	No charge
Line Dancing	Open, meets weekly	No charge	No charge
Mah Jongg	Open, played weekly	No charge	No charge
Pool Playing	Open, played daily	No charge	No charge
Presentations	Open, scheduled monthly	No charge	No charge
Support Groups	Open, meets monthly	No charge	No charge
Quilting group	Open, meets weekly	No charge	No charge
Crocheting group	Open, meets weekly	No charge	No charge
Wood Carving group	Open, meets weekly	No charge	No charge
Name of class or activity	**Length of session**	**85% Cost Recovery**	**85% Cost Recovery**
~~Ceramics~~	~~6 week session~~	~~$ 9~~	
Open Clay Works AM	6 week session	$6	$1 Drop in Slot 4-Hr increments
Open Clay Works PM	6 week session	$6	$1 Drop in Slot 4-Hr increments
Clay Works	6 week session	$ 9	$1 Drop in Slot 7-Hr increments
Stained Glass Open Studio	6 week session	$6	$1 Drop in Slot 3 Hr. increments
Stained Glass Open Studio	6 week session	$6	$1 Drop in Slot 3 Hr. increments
Stained Glass Open Studio	6 week session	$	$1 Drop in Slot 3 Hr. increments
Faceting	6 week session	$12	$12
Gourd Painting Open Studio	6 week session	$ 9	$1 Drop in Slot 3-Hr increments
Jewelry Making	6 week session	$ 12	$12
Landscaping Art	6 week session	$6	$6
Lapidary Certification	6 week session	$ 12	$12
Open Studio Mosaics/Gourds	6 week session	$6	$1 Drop in Slot 3 Hr. increments
Mosaics Open Studio	6 week session	$9	$1 Drop in Slot 3 Hr. increments
Introductory Mosaics/Gourds	6 week session	$ 9	$6
Pottery	6 week session	$ 9	$6
Silver Jewelry	6 week session	$ 12	$12
Jewelry & Lapidary Labs	6 week session	$ 4/day	$3
Stained Glass	6 week session	$ 6	$6
Open Studio Time	6 week session	$ 6	$1 Drop in Slot 3 Hr. increments
Kits, Supplies & Services – adjusted to market value – 100% cost Recovery			
Stained glass kit	100%		$5
Lapidary kit	100%		$50
Cup of ceramic glaze	100%		$2.50
Kiln firings	100%		$3-5 depends on size
Faxes	$2.50 per page		$2.50 per page
Copies	$ .25 per page		$.25 per page
Professional Instruction	100%		$25 an hour
Day Trips in city vehicles –based on operating costs – 100% Cost Recovery			

~~13-passenger vehicle~~	~~$1.06 per mile~~	~~$1.06 per mile~~
~~14-passenger vehicle~~	~~$2.01 per mile~~	~~$2.01 per mile~~
26-passenger bus	$2.33 per mile	$2.33 per mile
Special Events – 100% Cost Recovery		
Monthly Afternoon Senior Dances	$2.00-$5.00 per person	$2.00-$5.00 per person
Monthly Pool Tournaments	$3.00 per person	$3.00 per person