



PARKS AND RECREATION GRIEVANCE SUBCOMMITTEE

**June 11, 2025
801 Texas Ave., City 3
3:30 PM**

Notice is hereby given that a meeting of the Parks and Recreation Grievance Subcommittee will be conducted on the above date and time.

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with the Parks and Recreation Advisory Board during public comment, and regarding agenda items by calling the following number:

1-915-213-4096 or Toll Free Number: 1-833-664-9267

At the prompt please enter the corresponding Conference ID: 461-195-43#

If you wish to sign up to speak, please contact Alondra Navarrete at parksandrecreation@elpasotexas.gov or (915) 212-0092, no later than one day prior to the meeting.

A quorum of Parks and Recreation Grievance Subcommittee members must be present and participate in the meeting.

CALL TO ORDER

PUBLIC COMMENT

This time is reserved for members of the public who would like to speak on items not on the Parks and Recreation Advisory Board agenda.

AGENDA

1. **Introductory Statement:** Introductory Statements for Grievance Hearing [BC-749](#)
2. **Introduction Reading:** Of the Grievance Subcommittee Hearing Structure [BC-750](#)

3. **Discussion and Action:** On Adoption of staff recommendation to suspend Theresa Valdez for three (3) months for violation of the City of El Paso Parks and Recreation Department's Behavior Management Policy. - Pablo Caballero, Director, and Enrique Valadez, Recreation Programs Manager

[BC-751](#)

4. **Discussion and Action:** On Adoption of staff recommendation to suspend Maria Elena Sarmiento for three (3) months for violation of the City of El Paso Parks and Recreation Department's Behavior Management Policy. - Pablo Caballero, Director, and Enrique Valadez, Recreation Programs Manager

[BC-752](#)

ADJOURN

NOTICE TO THE PUBLIC

Sign language interpreters will be provided for this meeting upon request. Requests must be made to parksandrecreation@elpasotexas.gov a minimum of 72 hours prior to the date and time of this meeting.

If you need Spanish Translation Services, please email parksandrecreation@elpasotexas.gov at least 72 hours in advance of the meeting.

Posted this 5th day of June 2025 by Alondra Navarrete, Office Manager.

Legislation Text

File #: BC-749, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Introductory Statement: Introductory Statements for Grievance Hearing

Introductory Statement for Grievance Hearings

ENGLISH:

"This Grievance Hearing is the due process method to finalize disputes between parties involved in using parks and recreation parks, facilities, and programs. All participants in this process are strongly encouraged to check their biases at the door, and simply provide a truthful statement as to what occurred in their incident. The Parks and Recreation Advisory Board (Board) and its Subcommittees will hear testimony from anyone wishing to be heard. Once a decision has been rendered by the Board, it is final. The conduct and behavior of participants in this process will be monitored for compliance with the City's established Code of Conduct. Any violations, including contacting or threatening the Board or City Staff with verbal or physical assault will not be tolerated, and evidence provided can subject a person to further suspension in the disciplinary matrix and possible charges being filed. Everyone is encouraged to keep a cool head and allow the process to work."

Declaracion Introductoria para la Audencia de Quejas

SPANISH:

"Esta audiencia de quejas es el método de debido proceso para finalizar los conflictos entre las partes involucradas en el uso de servicios y programas de Parques y Recreacion. A todos los participantes en este proceso se les recomienda dejar sus prejuicios fuera de la audiencia y simplemente enfocarse en dar una declaración veraz sobre los echos. El Consejo Asesor Del Departamento de Parques y Recreacion y sus subcomits escucharán el testimonio de cualquier persona que desee ser escuchado(a). Una vez que una decision se adopte, por el Consejo Asesor, esta sera definitiva. La conducta y el comportamiento de los participantes en este proceso será monitoreada para que se cumpla de acuerdo con el establecido Código de Conducta de la Ciudad de El Paso. Cualquier violación, incluyendo contacto o amenazas contra el Consejo Asesor y/o personal de La Ciudad de El Paso con agresión verbal o física, no seran toleradas. Pruebas aportadas de tal violacion, pueden resultar en otra suspension de acuerdo a la Matriz Disciplinaria y/o posibles cargos por delito. A todos se les invita a mantener la calma y permitir que este proceso funcione."

Legislation Text

File #: BC-750, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Introduction Reading: Of the Grievance Subcommittee Hearing Structure



Parks and Recreation Department

MAYOR
Oscar Leaser

CITY COUNCIL

District 1
Brian Kennedy

District 2
Dr. Josh Acevedo

District 3
Cassandra Hernandez

District 4
Joe Molinar

District 5
Isabel Salcido

District 6
Art Fierro

District 7
Henry Rivera

District 8
Chris Canales

**INTERIM CITY
MANAGER**
Cary Westin

TO: Parks & Recreation Advisory Board – Grievance Subcommittee
FROM: Pablo Caballero, Director
DATE: July 10th, 2024
SUBJECT: Update to the Parks Grievance Hearing Structure

On July 10, 2024, the Parks & Recreation Advisory Board approved that the Grievance Subcommittee immediately implement the updated Grievance Appeal Structure as described below.

To ensure equitable treatment of all appeals, no more than two (2) appeals shall be scheduled for any meeting. Each appeal will be limited to a process that is broken down as follows:

- Five (5) minutes for Parks Director or designee to outline the incident that led to the suspension
- Five (5) minutes for the appellant to delineate why they feel suspension should be overruled
- Four (4) minutes for Subcommittee discussion

Time for appeals may be extended at the request of the Parks Director and a majority vote of the Subcommittee. Only one (1) time extension for three (3) minutes will be permitted for Parks Staff, the Appellant, and the Subcommittee.

Suspensions will be automatically upheld if the appellant does not attend their scheduled grievance hearing unless the Parks Department is notified twenty-four (24) hours ahead of the scheduled hearing.

Any threatening or abusive language or actions towards staff or Subcommittee members will result in automatic upholding of suspension.

Additionally, and as allowed by law, Grievance Subcommittee members will be sent appeal packets with redactions prior to Grievance Subcommittee meetings.

Pablo Caballero – Director, Parks & Recreation Department
801 Texas Ave, 2nd Floor | El Paso, TX 79901
O: (915) 212-0092 | Email: parksandrecreation@elpasotexas.gov

Legislation Text

File #: BC-751, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Discussion and Action: On Adoption of staff recommendation to suspend Theresa Valdez for three (3) months for violation of the City of El Paso Parks and Recreation Department's Behavior Management Policy. - Pablo Caballero, Director, and Enrique Valadez, Recreation Programs Manager

Legislation Text

File #: BC-752, Version: 1

**CITY OF EL PASO, TEXAS
LEGISTAR AGENDA ITEM SUMMARY FORM**

AGENDA LANGUAGE:

This is the language that will be posted to the agenda. Please use ARIAL 11 Font.

Discussion and Action: On Adoption of staff recommendation to suspend Maria Elena Sarmiento for three (3) months for violation of the City of El Paso Parks and Recreation Department's Behavior Management Policy. - Pablo Caballero, Director, and Enrique Valadez, Recreation Programs Manager