



Board Appointment Form

Submitted On: Aug 24, 2022, 11:58AM MDT

City Clerk

Appointing Office	Representative District 8
Type of Agenda	Consent
Date of Council Meeting	Tuesday, August 30, 2022
Agenda Posting Language	Appointment of Richard Bustamante to the Parks and Recreation Advisory Board by City Representative Cissy Lizarraga.
Name of Board/Committee/Commission	Parks and Recreation Advisory Board
Appointment Type	Regular
Special Qualification Category (if applicable)	
Nominated By	Representative Cissy Lizarraga
Nominee Name	Richard Bustamante
Nominee Email Address	
Nominee Mailing Address	
Zip Code	
Nominee Primary Phone Number	
Does the proposed appointee have a relative working for the city?	NO
Has appointee been a member of other city boards / commissions / committees?	NO
List all real estate owned by appointee in El Paso County (by address, if none, enter 'N/A')	N/A
Who was the last person to have held the position before it became vacant?	Robert Bigney
Incumbent Expiration Date	October 14, 2023
Reason person is no longer in office	Resigned
Date of Appointment	August 30, 2022
Term begins on	September 01, 2022
Expiration Date of New Appointee	October 14, 2023
Term	Unexpired Term
Upload File(s)	Resume_ Parks Advisory Board Candidate_.pdf

Ricardo Bustamante

Summary of Qualifications:

- Downtown Business Improvement District Operations Manager experience
- I have 22 years' experience working and managing City of El Paso/ Parks and Recreation Dept. facilities, programs, and events.
- I have experience and I have established a good working relationship with local government officials and members of my community.
- I have extensive experience working with City of El Paso and County of El Paso and other entities. This includes City Manager's Office, Destination El Paso, West Texas Community and Supervision Department among others.
- Excellent communication and inter-personal skills
- Able to work effectively with people in a high-paced environment.
- Bilingual/ Fluent (English/ Spanish)

Education/ Training:

University of Texas at El Paso
Bachelor of Organizational and Corporate Communication

January 2020- present

El Paso Community College
Certificate of Completion: Basic Fire Suppression
Texas Commission on Fire Protection Course ID No. 100
Course Approval No. 2010048
Hours of Credit: 468

August 2009- December 2009

Professional Experience:

El Paso Downtown Management District
Operations Manager

November 2020- PRESENT

- \$500,000.00 Budget Management
- 10- Vehicle Fleet Management; Repairs, Preventative Management, and Purchasing of new vehicles
- Downtown El Paso Special Events Permit Management; work with City One Stop Shop and Planning/ Inspections Dept.
- Environmental Protection Agency- Brownfields Grant Program: Quality Assurance Manager for Downtown El Paso Grants
- Knowledge and use of City of El Paso Accela Permitting System
- Knowledge of City of El Paso Municipal Code program and systems.
- Respond to stakeholder and community questions and requests for services.
- Spend time walking in the Downtown El Paso DMD (outside up to 25% of the time) to establish relationships with Stakeholders, Businesses and Community Members.
- Establish and maintain effective working relationships with property owners, city officials, EPPD, Parks & Rec, Streets and Maintenance, local social service agencies, and small business owners.
- Collaborate with staff, contractors, and Board of Directors as needed to solve multifaceted community issues with excellent problem-solving skills.
- Provide guidance to clean and safe teams on more complex district issues and requests that come in through dispatch and on the ground staff.
- Attend community meetings as a representative of the DMD
- Develop and coordinate the communication of the DMD's value to property owners; oversee data collection and reporting for the interlocal agreement with the City of El Paso

- Create and implement initiatives to enhance public perception of the El Paso DMD Operations & Administration
- Provide daily oversight and ensure quality control of the services provided by our contractors to the district (this position requires that you are out in the field 25% of the time).
- Identify, research, and manage key maintenance and/or safety related projects throughout the district.
- Collaborate with City officials, stakeholders, and contractors on district projects that require ongoing management, such as street sign replacement.
- Manage City of El Paso Assets issues ranging from utilities to repairs. Identify vendors, obtain, and compare quotes, set up or adjust accounts as needed. Research products and competitively priced sources for those products.
- Produce high quality materials including documents for public Board meetings, draft reports, agendas, letters, memos, etc.
- Manage and respond to the organization's general email account.
- Maintain record of and review of invoice
- Coordinate quarterly team appreciation events.
- Support in a variety of administrative tasks such as the scheduling and preparation of meetings, taking meeting notes, and returning constituent phone calls and emails as delegated by the Executive Director.
- Research projects as assigned.
- Special projects as assigned.

Recreation Program Supervisor

August 2000- November 2020

City of El Paso/ Parks and Recreation Department

- Plan organized recreational activities. Involves: Prepare and monitor annual user fee budget. Plan, coordinate and implement activities for recreation programs or events for targeted groups and participants. Schedule activities, fields, gymnasiums, games, and events. Program and schedule space availability for various groups and organizations. Develop rules for games, sports, and events. Coordinate with contractors, officials, and vendors. Post outcomes of games and events as needed. Evaluate activities. Recommend and incorporate changes and improvements. Resolve participant complaints.
- Supervise or assist in supervising a recreational or aquatic facility. Involves: Design activities for targeted groups or populations such as dance, arts and crafts, or English classes. Contract with instructors for classes. Prepare programs, promotion, and press releases. Prepare program budget and purchase materials as needed. Monitor participant payment and instructor schedules and time sheets. Develop special programs with other recreation staff and other departments.
- Provide support and assistance for recreation programs. Involves: Prepare grant proposals for additional funding. Prepare and monitor budget for programs, sites, or centers. Prepare purchase requisitions. Oversee accounts receivable for program administration and make deposits. Maintain appropriate records and filing systems. Monitor facilities and report maintenance repairs or problems. Prepare recurring and ad hoc activity and program reports. Support franchise marketing program, as assigned. Attend related marketing conferences and perform related administrative duties.
- Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.
- Customer Service: collecting and accounting for fees or other assessments from participants; registering participants and providing information to the public on programs, fees, and services; issuing and receiving equipment and materials.
- Investigating complaints and suggestions from participants, resolving complaints, or recommending resolutions.
- Schedule and implement use of facilities, materials, and equipment at an assigned site. Involves: maintaining and up keeping records of all center programs and participation, material and equipment inventories and preparing activity and related reports and communications; assuring buildings, structures, pools, sports fields, playgrounds, and equipment are maintained safe and in operating condition.
- Performing the hiring, training, and job performance of assigned recreational staff, volunteers, and contract employees.

- Plan, organize, implement, direct, and conduct a variety of assigned recreation programs and social support services to meet the needs of the community. Involves: consulting with participants, supervisors, community, and social agencies.
- Developing and setting up arrangements for social activities and sports events for a variety of age and cultural groups; recommending program changes and improvements, if necessary.
- Prepare, oversee, and audit budgets for an assigned site and its designated programs; prepare routine reports and assist with development and preparation of special data requirements; prepare and make all recreation center banking deposits
- Perform related incidental duties contributing to the realization of unit or team objectives. Includes: substituting during temporary absences for coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of center operations; open for business or close recreation center daily.
- Plan, develop and supervise operations of assigned recreation centers and sites. Involves: Develop plans, goals, and objectives for assigned recreation programs. Meet with participants to identify needs. Analyze feedback to plan and implement programs and services for recreation centers, recreation sites and senior centers. Promote activities and monitor participation. Plan, implement, promote, and participate in citywide and special events.
- Oversee and monitor budget, fee collection and facilities. Involves: Prepare and monitor multiple recreation facility budgets. Determine the approximate cost needed to fund athletic programs. Prepare grant proposals for additional funding. Oversee and participate in collection of fees and preparation of deposits. Determine and implement appropriate user fees. Monitor expenditures from user fee funds. Transfer or administer fee increases as needed. Plan future revenue and adjust budget accordingly. Prepare cost estimates. Monitor and approve expenditures. Inspect buildings to ensure a safe environment for participants. Prepare work orders and work with maintenance department to resolve maintenance concerns.
- Represent the department and provide support, information and guidance for recreation programs and activities. Involves: Respond to requests for information on recreation policies and procedures. Participate as a member of local, state, and national athletic organizations to represent the department. Plan and implement coach and parent training for participants. Meet with departments and outside agencies. Prepare and present to outside agencies on programs. Enforce athletic program policies and requirements. Resolve problems and recommend appropriate action. Prepare comprehensive documents on studies, special reports and recommendations. Direct the preparation of activity reports. Maintain appropriate files and records. Attend neighborhood meetings, professional meetings, and other gatherings to represent the department.
- Supervise assigned staff and volunteers. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance and review evaluations by subordinate supervisors, if applicable. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes. Hire contracted individuals to teach classes.

Additional Work and Professional Experience:

- I have extensive experience and knowledge working and managing large-scale city/parks programs. I have developed, planned, coordinated, and help execute the following programs with the City of El Paso Parks and Recreation Department:
 1. Lead Logistics Parks POC/ Liaison with Office of Emergency Operations, with regards to COVID-19- March 2020- November 2020
 2. Lead Event and Safety Officer for the Annual Celebration of Lights Parade in coordination with City Manager's Office, Office of Emergency Management, El Paso Police Department, and the El Paso Fire Department since 2010, Downtown Management District, City of El Paso Planning, Sun Metro, El Paso Streetcar, El Paso Times, Downtown area merchants, among others.
 3. Assistant Event Site Project Manager- Texas Recreation and Parks Society (TRAPS) Institute and Expo- 2019. Responsible for event and site planning. Worked alongside Assistant Parks & Recreation Director Joel McKnight, TRAPS Executive Director and TRAPS Executive Committee to fulfill and execute Institute and Expo.
 4. Parks and Recreation Department Coordinator for West Texas Community Supervision Program: This includes meeting with all division managers to follow program protocols in conjunction with the West Texas Community Supervision Program.

5. Parks and Recreation Department- Senior Division Safety Coordinator: This includes having monthly meetings with dept. heads and division center directors and following a training program developed along with the City of El Paso Safety Officer.
6. Assisted Parks Assistant Director Joe Rodriguez with special assignments, which include working with the County of El Paso, EPISD, City Representatives Office, and The Office of the Mayor.
7. Assist Senior Division Manager David Lopez with division special programming, citywide health, and wellness programming, work closely with outside agencies to include Area Agency on Aging, Well-Med, Humana Health, United Health Care, and The University of Texas at El Paso.
8. Work closely with other City Department heads to include Public Information Office (PIO) during special events; this includes working with media, sound tech, event staging, El Paso Diocese, Downtown Management District, El Paso Live, Destination El Paso, MCAD, Libraries.

Knowledge, Skills, and Abilities

- Considerable knowledge of recreational program and activity planning principles and practices.
- Good knowledge of planning and providing community based recreational activities.
- Considerable knowledge of field and court maintenance methods and techniques.
- Good knowledge of identifying community recreation needs.
- Good knowledge of recreation management principles and practices.
- Knowledge of budget development and management.
- Supervise, train, and evaluate assigned staff.
- I have developed and implemented a variety of recreation, leisure, special events and athletic programs for a wide variety of interest groups.
- I exhibit clear concise oral and written communication for report development and presentations.
- I have established and maintained effective working relationships with coworkers, city officials, other city departments, contractors, regulatory agencies, other recreation agencies and the public.