

PARKS AND RECREATION COMMISSION
WEDNESDAY, DECEMBER 16, 2015

SUMMARIZED MINUTES

MEMBERS PRESENT

Brett Caldwell
Jessica Fitchett
Charles Hammersley
Adam Kaupisch
Jim Stratton
Thomas Ziegler

STAFF PRESENT

Mark DiLucido
Kathy Drummond
Claire Harper
Michael O'Connor
Glorice Pavey
Rebecca Sayers
Steve Zimmerman

OTHERS PRESENT

Anna LaBenz
Melissa Takeuchi

MEMBERS ABSENT

Jennifer Grogan

1. **CALL TO ORDER**

The meeting was called to order by Commissioner Ziegler at 4:00 p.m.

2. **ROLL CALL**

Commissioners Caldwell, Fitchett, Hammersley, Kaupisch, Stratton, and Ziegler were present for roll call. Commissioner Grogan was absent.

3. **APPROVAL OF SEPTEMBER 21, 2015 MINUTES**

Motion made by Commissioner Stratton to approve the September 21, 2015 minutes as written. The motion was seconded by Commissioner Fitchett. Motion passed with unanimous approval (6 yea votes).

4. **PUBLIC PARTICIPATION** Jack's Little Brother Project (JLB) has been working with City staff for years to create the Children's Garden at Foxglenn Park. Anna LaBenz, founder of the project shared with the Commission conceptual designs that were recently created by a landscape architect. It is intended that the Children's Garden will be a positive place of emotional healing for all members of the Flagstaff community and offer a public remembrance of children lost. Highlights of the garden include a gathering and seating space for families, play elements, pathways, planters, lights, and stars that families can place their loved ones names on. The group is hoping to partner with the Beautification and Public Arts Commission (BPAC) for help with the project, and planning to break ground in the spring with the park opening in fall 2016. This item will be on the January agenda as an action item, as it is scheduled to go before Council in late January.

5. **PRESENTATION ITEMS**

- A. **THORPE PARK SCULPTURE**. The City's Beautification and Public Arts Commission (BPAC) is ready to issue a call to artists for a sculpture project in Thorpe Park. The sculpture does not have a required theme, forms, motifs, and materials; however, characteristics as suggested by the BPAC include bold, unique, eye catching design as well as an educational component and interaction by park users.

PRESENTATION ITEMS (Cont'd.)

Because of the location's proximity to Lowell Observatory Hill, the BPAC has also expressed interest in orreries or other planetary forms and motifs, but sculptors may suggest any theme as part of their submittal. The budget is \$100,000, which is inclusive of all fees and expenses of the sculptor. The BPAC will select a finalist, but continuation and funding of the project will be at the discretion of City Council. It is anticipated that no trees will be removed and completion and installation will be finished by October 30, 2016. This item will be on the February agenda as an action item, as it is scheduled to go before Council in early March.

6. DISCUSSION/STANDING ITEMS

A. REZONING OF PARK PARCELS – BUFFALO PARK, GUADALUP PARK, HIGHLAND AVE. The City's Planning and Zoning Department recently identified three parcels that needed to be rezoned:

- 26 acres on the Westside of Buffalo Park which is currently zoned rural residential. Rezoning it to open space, would limit it to passive use.
- Guadalupe Park which is zoned highway commercial. Rezoning it to public facilities, would allow active recreation use.
- Boulder Park which is zoned highway commercial. Rezoning it to public facilities, would allow active recreation use.

B. WHEELER PARK UPDATE. City staff has collaborated with the public and event producers and they are working on a calendar for 2016 and will provide more information at a later date.

C. SNOWPLAY UPDATE. Two new proposers have come forward and presented their ideas to staff regarding future snow play operations on McMillan Mesa. Staff will be going to City Council in January to ask if they are interested in pursuing these options by going out for a Request for Proposals (RFP). Staff will also be meeting with County Parks and Recreation staff to explore snow play opportunities at Ft. Tuthill.

D. DEW DOWNTOWN UPDATE. The City has partnered with a private event producer for the 2016 event. The producer will be responsible for marketing, volunteer coordination, and securing sponsorships. The event will be a two day event with a festival in the downtown area on Saturday, January 30. The second day will include the ski and snowboarding competitions at the Snowbowl. The festival will include a snowplay area in the downtown area, snowboard and ski lessons for kids and adults, and a beer garden. Staff has received feedback from the downtown merchants that they prefer a one day event. It is anticipated that with a smaller one day, downtown event, a lot less water will be used for the festival portion of the event. Next year will be a transitional year, with the City taking the lead, and then a private producer will take on the event in 2017.

DISCUSSION/STANDING ITEMS (Cont'd.)

- E. BUSHMASTER PARK UPDATE. The park is completed with the dedication ceremonies held in early November. Staff is amazed that the playground and roller rink are a huge hit with young kids of all ages. The project compliments and completes the park, and the community is using it. Future enhancements will include finishing the exercise area.
- F. REVIEW OF THE RECREATION DIRECTOR'S JOB DESCRIPTION. A copy of the Public Works Section Director's job description was included in the agenda packet for review. Commissioners voiced their concerns that the job description included all four program areas (Facility Maintenance/Sustainability/Environmental Management; Cemetery/Parks/Streets Maintenance; Collections/Landfill/Fleet Maintenance; and Recreation) within Public Works. They didn't feel that the job description called out the experience and specific skill sets needed for a Recreation Director. Staff noted that the administrative duties of each program area are similar in nature, and it is only when dealing with each program area that specific skill sets are identified.

Listed below is a list of items that the Commission felt could be changed or in the job description (in no specific order):

- Identify and highlight Recreation Services rather than Public Works
- State that fingerprinting and background checks are required
- Identify minimum recreation experience in a measurable manner
- Seeking a person who can provide recommendations for policy development
- NRPA certification is the NRPA CPRP certification (listed as 2 different items)
- Provide leadership to the City as a Recreation professional
- Candidate needs to be a visionary and have experience in long range planning
- Applicant needs recreation programming experience

It was the consensus of the Commission that the Public Works Director position should be filled before hiring a Recreation Director. The current job description is confusing and leaves way too much open for interpretation. They requested that staff make a recommendation to HR to write the job description differently and not grouped together the way it currently is. They feel that the City will receive a better pool of applicants. They would like to have the opportunity to review the posting as it would go out and then make recommendations. They will be e-mailing any further comments individually to staff.

- G. FY 17 BUDGET REVIEW. Recreation has an annual capital budget of \$55,000 in the base budget. Recreation staff recently identified their capital needs for the FY17 budget. A copy of the report was distributed for review, which is what staff will be forwarding to the budget team in January. Senior staff is in the process of allocating their programming and operational budgets, creating a 5 year plan for the cardio equipment and a replacement schedule. Facility Maintenance is helping to create RSL's for facility improvements, and those funds will be housed in their budget. Health and safety issues are always the priority, with energy savings coming in next.

6. REPORTS

- A. MONTHLY HIGHLIGHTS OF PARKS AND RECREATION. Staff verified that the new signage at the Hal Jensen Recreation Center was paid for by the Marine League Charities. Staff asked if the new format for the Recreation report contained the financial and historical information the Commission was looking for each month. City Council has set the Aquaplex's annual cost recovery goal at 70%, and the other centers don't have specific cost recovery goals except for programming at 50% for youth and 100% for adults. It was noted that the year to year revenue amounts vary due to timing issues.

Betsy Emery, Open Space Specialist, reported that the City currently has 3,000 acres of open space. She is the staff liaison for the Open Spaces Commission and is responsible for the maintenance and management of those parcels. The Open Spaces Commission recently completed a 500 acre restoration project on Observatory Mesa. Future projects include coordination with the Arizona Game and Fish for boundary, non-motorized areas, and closed trails signage. Picture Canyon will be getting eight new interpretative signs next spring. She has received multiple requests for guided tours of Picture Canyon, and is hoping to hire an intern next year to conduct those tours.

7. INFORMATIONAL ITEMS TO AND FROM COMMISSIONERS AND STAFF.

- Public Works Director Erik Solberg will be retiring on February 5, 2016.
- It was the consensus of the Commission that they would prefer to keep the Parks and Recreation Commission meetings at the Aquaplex on the third Wednesday of the month as opposed to the third Monday of the month at City Hall. Staff will work with the City Clerk's office to see if that could happen.
- Commissioner Kaupisch reported what an exceptional job Dan Carrick, Recreation Program Coordinator, was doing in coordinating the Hockey League.

8. AGENDA ITEMS FOR JANUARY 18, 2016 MEETING

- A. Election of Chair for CY 2016
- B. Election of Co-Chair for CY 2016
- C. Jack's Little Brother (JLB) Project
- D. Public Works Core Services Yard

9. ADJOURNMENT

The meeting adjourned at 5:58 p.m.