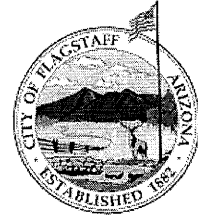




## PARKS AND RECREATION COMMISSION

Flagstaff Aquaplex  
1702 N. Fourth St.  
Wednesday, March 16, 2016  
4:00 p.m.



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### AGENDA

1. Call to Order

2. Roll Call

\_\_\_\_\_ Commissioner Jessica Fitchett

\_\_\_\_\_ Commissioner Jennifer Grogan

\_\_\_\_\_ Commissioner Charles Hammersley

\_\_\_\_\_ Commissioner Adam Kaupisch

\_\_\_\_\_ Commissioner Jim Stratton

\_\_\_\_\_ Commissioner Thomas Ziegler

3. Approval of the February 17, 2016 Minutes

4. Public Participation

This portion of the meeting is for items that are NOT on the agenda. The Commission cannot act on items presented during the public participation of the agenda. The Commission is prohibited by the open meeting law from discussing or considering the item until such time that the item is officially placed on an agenda. Please limit comments to five minutes.

5. Discussion/Standing Items

A. McMillan Mesa Development Plans

B. Future Parks and Recreation Bond Options

C. Tennis Court Update

D. Snow Play Update

6. Reports

A. Monthly Highlights of Parks

B. Monthly Highlights of Recreation

C. Open Spaces Commission

7. Informational Items to and From Commissioners and Staff

8. Agenda Items for the April 20, 2016 Meeting

9. Adjournment



*For special accommodations, please notify Kathy Drummond at (928) 213-2302 or (928) 774-5281 (TDD) at least three business days prior to the scheduled meeting time.*

PARKS AND RECREATION COMMISSION  
WEDNESDAY, FEBRUARY 17, 2016

**SUMMARIZED MINUTES**

**MEMBERS PRESENT**

Jessica Fitchett  
Jennifer Grogan  
Adam Kaupisch  
Jim Stratton

**STAFF PRESENT**

Kathy Drummond  
Michael O'Connor  
Rebecca Sayers  
Steve Zimmerman

**OTHERS PRESENT**

**MEMBERS ABSENT**

Charles Hammersley  
Thomas Ziegler

1. **CALL TO ORDER**

The meeting was called to order by Commissioner Kaupisch at 4:01 p.m.

2. **ROLL CALL**

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

3. **APPROVAL OF JANUARY 20, 2016 MINUTES**

Motion made by Commissioner Stratton to approve the January 20, 2016 minutes as written. The motion was seconded by Commissioner Grogan. Motion passed with unanimous approval (4 yeas votes).

4. **PUBLIC PARTICIPATION** - None

5. **DISCUSSION/STANDING ITEMS**

- A. **McMillan Mesa Development Plan.** Council recently approved the location of McMillan Mesa for a skilled care facility for Veterans. The area on top of McMillan Mesa is 11 acres in size and 8 acres will be held for the Veteran's Home while they secure funding. The construction and operations costs will come exclusively from state and federal agencies. The County Parks and Recreation Department will begin developing a request for proposals from private companies interested in creating and operating a snowplay area. The goal is to provide another place for winter recreation enthusiasts away from the Highway 180 corridor to help ease the traffic congestion and crowding that have become a safety hazard for travelers and residents alike.

City Council and the Coconino County Board of Supervisors will hold a joint meeting regarding this item on March 7 at 4:00 p.m. in City Hall. The location the county is considering for the snowplay area is 15 to 18 acres northwest of the campsites at Fort Tuthill. The site includes a clear, flat area and a berm that were part of Fort Tuthill's historic shooting range as well as a few taller and steeper forested hills that surrounds the range. The slopes are north-facing and hold snow well. The county's goal is to have the area open by the winter of 2016-2017. In its request for proposals, the county will be looking for a private operator that would make site improvements, provide amenities and operate the snowplay area.

DISCUSSION/STANDING ITEMS (Cont'd.)

History and studies completed indicate that there needs to be increased snow play areas and opportunities around the City and Coconino County. Coconino County staff will present options at Ft. Tuthill and City staff will talk about passive snow play options in municipal parks.

- B. Future Parks and Recreation Bond Options. Capacity for bonding was discussed recently at the Council retreat. At the current time the City's bonding capacity is at its limit without impacting the secondary taxes. Representatives from the City's Finance Department couldn't make it to this month's meeting, but they can make a presentation at the March meeting.
- C. DEW Downtown Update. The event which was held on January 30 was considered a successful event. Because the event was scaled down it was easier for the crews to put up and take down. It only took 2 days to make the snow, also using less water. The arts and crafts activities, photo booth, and events at Heritage Square were all free of charge. The city charged \$10 for a wristband for 3 play features: Snowzilla, a snow globe, and ice skating. Pepsi and Nackard sponsored the events at the Snowbowl and they expressed that they were happy with the event. Downtown businesses also stated they were pleased with the event because families were going into their establishments and spending money. The event seemed to be more family oriented this year. Staff is hoping to partner with the Downtown Business Alliance (DBA) in the future, with them taking over more of the planning and administrative duties.

6. REPORTS

- A. Monthly Highlights of Parks. The monthly report was included in the agenda packet, and stands as presented. The engineer completed the site survey on the Hal Jensen tennis courts and came back with some recommendations. There are three pipes going under the tennis courts and he feels that some of the fence poles may have punctured one of the pipes. They will continue exploring to find answers while working with the Utilities Division to use their camera to get a look inside the pipes.
- B. Monthly Highlights of Recreation. The monthly report was included in the agenda packet and stands as presented. The pool plaster has been removed and the play structure was removed and sent off to be stripped and powder coated with new paint.
- C. Open Spaces Commission. The monthly report was included in the agenda packet and stands as presented.

7. INFORMATIONAL ITEMS TO AND FROM COMMISSIONERS AND STAFF.

Commissioner Caldwell has resigned his position on the Parks and Recreation Commission as he has been transferred to Phoenix with his job. The Public Works Director interviews will be conducted on February 18 and 19, with 4 candidates competing. Shane Dille, the new Deputy City Manager started on February 17. He previously held the position of City Manager in Nogales, Arizona.

8. AGENDA ITEMS FOR THE MARCH 16, 2016 MEETING.

- A. Tennis Facilities Update
- B. Future Parks and Recreation Bond Options
- C. Snow Play Update

9. ADJOURNMENT

The meeting adjourned at 4:37 p.m.

# Memorandum

**TO:** Parks and Recreation Commission  
**FROM:** Rebecca Sayers, Interim Recreation Services Director  
**DATE:** 3/16/2016  
**RE:** Recreation Highlights for January 2016

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(Please note that figures are approximate and subject to change based on any changes in the City of Flagstaff final financial reports)

## **Recreation Director's Summary**

Please see below for a summary of each program area's participation and revenue numbers.

<b>Aquaplex</b>	<b>Jan-16</b>	<b>Jan-15</b>
<b>Daily Admissions</b>		
Number of admissions	1,797	4,143
Revenue	\$10,131	\$21,750
2 for 1 passes	1	2
Free admissions	27	44
<b>Pass Sales</b>		
New & renewal passes	513	333
Revenue	\$40,368	\$29,963
<b>Facility Rentals/Reservations</b>		
Number of rentals	44	21
Revenue	\$2,775	\$1,760
<b>Activities &amp; Program Revenue</b>		
Activities	\$48	\$948
Aquatics (no lessons offered)	\$0	\$1,649
<b>Miscellaneous Income</b>		
Babysitting and retail (vending not included)	\$86	\$176
<b>ACTUAL REVENUE TOTALS</b>	<b>\$59,751</b>	<b>\$69,347</b>
<b>ACTUAL EXPENSE TOTALS</b>	<b>\$88,275</b>	<b>\$83,162</b>
<b>MONTHLY RECOVERY PERCENTAGE</b>	<b>68%</b>	<b>83%</b>
<b>YTD COST RECOVERY PERCENTAGE</b>	<b>64%</b>	<b>66%</b>

## **Monthly Highlights**

> The Aquaplex replaster project has been completed. A white mini-pebble surface has been installed. The hex deck play structure received a new powder coat and all pumps and motors are working properly. Total cost of the project was \$111,000. The pool reopened on March 4th

<b>Athletics</b>	<b>Jan-16</b>	<b>Jan-15</b>
<b>Facility Rentals</b> (no field rentals from 12/1-3/31)		
Number of hours permitted	0	0
Monthly revenue	\$0	\$0
<b>Activities &amp; Program Revenue</b>		
Basketball Teams	5	9
Basketball revenue	\$1,625	\$2,975
Volleyball Teams	36	40
Volleyball revenue	\$9,925	\$10,450
<b>Thorpe Park Concessions</b>		
Monthly revenue	\$0	\$0
<b>ACTUAL REVENUE TOTALS</b>	<b>\$11,550</b>	<b>\$13,425</b>
<b>ACTUAL EXPENSE TOTALS</b>	<b>\$11,848</b>	<b>\$17,572</b>

<b>Community Events</b>	<b>Jan-16</b>	<b>Jan-15</b>
<b>Permits</b>		
Permitted events held	2	4
Monthly revenue	\$273	\$668
<b>Banners</b>		
Processed applications	0	3
Monthly revenue	\$0	\$0
<b>City Events Held</b>		
New Year's Eve		
Expenses	\$2,500	\$14,945
Dew Downtown		
Expenses	\$12,164	\$3,894
Revenue	\$29,900	\$53,562
<b>Miscellaneous Income</b>		
	\$0	\$0
<b>ACTUAL REVENUE TOTALS</b>	<b>\$30,173</b>	<b>\$54,230</b>
<b>ACTUAL EXPENSE TOTALS</b>	<b>\$14,664</b>	<b>\$18,839</b>

### **Monthly Highlights**

- > Community Events Supervisor will be taking a training assignment in the finance department until December 31, 2016.
- > Staff has started to advertise that we are seeking bands for the summer concert series.

<b>Hal Jensen Recreation Center</b>		<b>Jan-16</b>	<b>Jan-15</b>
<b>Weight Room Passes</b>			
	New and renewals	58	74
	Monthly revenue	\$410	\$572
<b>Facility Rentals</b>			
	Number of hours permitted	1	2
	Monthly revenue	\$125	\$53
<b>Drop-in/Volunteer Classes</b>			
	Drop-in attendance	1550	1300
	Adult full court basketball	0	0
<b>Activities &amp; Programs</b>			
	Youth Basketball	3	2
	Night Court	N/A	N/A
	Better to Give Program	N/A	N/A
	Revenue	\$105	\$70
<b>Miscellaneous Income</b>			
	Vending Machines	\$432	\$600
	Donations	\$0	\$0
<b>ACTUAL REVENUE TOTALS</b>		<b>\$1,072</b>	<b>\$1,903</b>
<b>ACTUAL EXPENSE TOTALS</b>		<b>\$22,070</b>	<b>\$20,851</b>

### **Monthly Highlights**

> The Arizona Association of Student Councils Conference, hosted by Coconino High School, held their conference at the Hal Jensen Recreation Center to accommodate 200 student advisors for lunch and a workshop.

<b>Jay Lively Activity Center</b>		<b>Jan-16</b>	<b>Jan-15</b>
<b>Admissions</b>			
	Daily admissions	2,714	3,328
	Free admission	56	130
	Monthly revenue	\$14,391	\$16,063
<b>Punch Cards</b>			
	Child skate	0	0
	Youth skate	5	13
	Adult skate	7	9
	Senior/Military skate	3	3
	Specialty skate	7	3
	Skate rental	2	6
	Monthly revenue	\$1,810	\$2,553
<b>Facility Rentals</b>			
	Number of hours permitted	234	234
	Monthly revenue	\$17,737	\$14,034
	Staff Charge	\$2,811	\$2,150
<b>Activities &amp; Programs</b>			
	10th Annual Skate Swap		
	FYHA "Little Howlers" (3 days)		
	FFSC Competition (skaters)		
<b>Miscellaneous Income</b>			
	Skate rental	2264	2818
	Skate rental revenue	\$9,052	\$11,285
	Skate sharpening	119	106
	Skate sharpening revenue	\$803	\$716
	Concessions/Merchandise	\$222	\$319
	Advertising/Misc.	0	0
<b>ACTUAL REVENUE TOTALS</b>		<b>\$46,826</b>	<b>\$47,120</b>
<b>ACTUAL EXPENSE TOTALS</b>		<b>\$47,102</b>	<b>\$37,550</b>
<b>MONTHLY RECOVERY PERCENTAGE</b>		<b>99%</b>	<b>125%</b>



<b>Joe C. Montoya Community and Senior Center</b>		<b>Jan-16</b>	<b>Jan-15</b>
<b>Memberships</b>			
	Wellness Through Weight Training	11	12
	Weight Room	56	69
	Revenue	\$1,508	\$1,751
<b>Senior Lunch Program</b>		591	
<b>Meals on Wheels</b>		1,050	
	Get Fit	N/A	N/A
	Senior Stretch	123	52
	Revenue	\$123	\$52
<b>Facility Rentals</b>			
	Number of hours permitted	13	20
	Revenue	\$846	\$1,072
<b>Drop-In/Volunteer Classes</b>			
	Bridge	83	
	Cribbage	21	
	Spanish	14	
	Scrabble	18	
	Senior Singles/Bunco	35	
	Tuesday Walking Group	27	
	Billiards	115	
<b>Contract Instructor Classes</b>			
	Drawing/Art	41	
	Dance w/Miss Cori	11	
	Guitar	27	
	Tai Chi	14	
	Chair Yoga/Yoga	52	
	Revenue	\$847	\$485
<b>Annual Permit Classes</b>			
	Table Tennis	65	
	Dancin' Grannies	34	
	Wisdom Seekers/Writing Group	44	
	Gypsy Chicks	32	
<b>ACTUAL REVENUE TOTALS</b>		<b>\$3,324</b>	<b>\$6,684</b>
<b>ACTUAL EXPENSE TOTALS</b>		<b>\$15,652</b>	<b>\$16,457</b>

### **Monthly Highlights**

> United Way is offering free tax preparation at the Joe C. Montoya Community and Senior Center  
They are at the Center every Monday from 9:00 a.m. - 2:00 p.m.

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# Memorandum

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**To:** Parks and Recreation Commission  
**From:** Steve Zimmerman, Parks Manager  
**Date:** March 7, 2016  
**Re:** Monthly Report

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## Special Projects

Plateau Engineering raised concerns about the condition of the sewer main and stormwater pipe running under the courts. Concerns were made about the possible penetration of the storm culverts by the existing fence posts on the east edge of the courts where the line is located. Wastewater Section was asked to send a camera down into the pipes to evaluate the condition and verify if any fence posts had penetrated the culvert. The work was completed on Thursday, March 3<sup>rd</sup> and the pipes were discovered to be intact and in perfect condition.

Request for Proposals for Landscape Services: Proposals were received on February 23<sup>rd</sup> and reviewed by a panel of three (3) on March 3, 2016. The panel was comprised of two (2) city staff and one (1) member from Coconino County Parks & Recreation. The lowest responsive and responsible proposer was Morning Dew Landscape of Flagstaff. Staff will recommend at the March 22<sup>nd</sup> Council meeting to award the contract to Morning Dew Landscape.

## Maintenance

Following is a list of the maintenance tasks completed:

- Staff completed the construction of the masonry enclosure for the Information Kiosk and made repairs to a masonry wall in Section M.
- Staff is still continuing with the maintenance on the Rights of Way trees in the Downtown area.
- Staff completed the demolition phase of the landscape wall at Thorpe and the contractor has completed installing the new landscape walls. New landscaping will be installed has the weather permits and plant materials become available.
- Staff replaced eighty (80) feet of wood fencing with the metal FUTS type of fencing on the Karen Cooper Trail.
- Staff has been sweeping cinders off of City maintained sidewalks, trails and medians.
- Staff completed 411 hours of snow operation in February.

## Training

Steve Dugger and Joseph Butkay received Certificates as Traffic Control Technicians.

## Vandalism

There were one incidents of vandalism during the month of February. Total damage for the month was \$25.00. More information about the incident is listed in the vandalism report:

- Bushmaster Park: \$25.00

Parks Section Vandalism Report 2015

January 1st, 2016 thru December 31st, 2016

Date	Location/Site	Description of Vandalism	Misc.	Irrigation	Graffiti	Playground	Restrooms
1/2/15	Arroyo Park	Graffiti on picnic tables			\$25		
1/12/15	Bushmaster Park	Graffiti on inside of restrooms wall			\$50		
1/15/15	Ponderosa Park	Graffiti on picnic tables ramada posts			\$100		
1/20/15	Old Town Springs	Graffiti on the tables			\$100		
1/20/15	Thorpe Park	Graffiti in park entrance sign			\$50		
1/20/15	Citizens Cemetery	Backhoe window was broken with a rock	\$400				
2/20/16	Bushmaster Park	Graffiti on the park entrance sign			\$25		
			\$400	\$0	\$350	\$0	\$0
<b>Total =</b>							\$ 750

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# Memorandum

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**To:** Parks and Recreation Commission  
**From:** Betsy Emery, Open Space Specialist  
**Date:** March 16, 2016  
**Re:** Monthly Open Space Report

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## Observatory Mesa Natural Area

The Parks Department is currently installing 2 kiosks at key entrances to Observatory Mesa Natural Area, including along the Tunnel Springs Trail and the Flagstaff Loop Trail (also known as the Observatory Mesa Trail). These kiosks will help visitors navigate the Mesa and inform them of the rules and regulations associated with the area.

Mayorgas Welding is currently fabricating a large gate for installation near Matson Tank on Observatory Mesa, a very sensitive wildlife area located on the boundary of Observatory Mesa Natural Area and Forest Service property. Vehicles are able to access the City's property at this location and traverse the existing (closed) road network on our property. This gate will help prevent illegal vehicle access while protecting the wildlife area.

The Open Space Program is currently hiring for a part time intern to inventory and photo-document legal and illegal roads and trails on Observatory Mesa. This data will be used to commence a trails system planning effort for the area.

## Picture Canyon Natural and Cultural Preserve

The Parks Department is in the process of installing the first phase of interpretive materials at the Outdoor Classroom and Watchable Wildlife site. They will be installed by the end of March. Additionally, the Recreational Trails Program Grant funding combined with year-end money from the Stormwater Department is funding an additional phase of interpretive materials that will include 8 signs (3 focused on petroglyphs at the Waterbird Petroglyph Site, 1 focused on the historic trestle, 2 focused on the Rio de Flag restoration project, 1 focused on watersheds along the Arizona Trail, and 1 focused on the Wildcat Hill Wastewater Treatment Plant).

Staff is working with the Flagstaff Area National Monuments and American Conservation Experience to complete a 50 foot trail construction project at the Waterbird Petroglyph Site to protect the area while also providing an opportunity for visitors to safely experience the site. The construction will take place during August and September.

Staff is working with Martin Ince, Multi-modal Planner for the Flagstaff Metropolitan Planning Organization, to design trail signs for the Preserve. Visitors frequently comment on the need for trail signs at the Preserve given that it can be difficult to navigate if you are not familiar with the area. Trail signs are being designed to match the Flagstaff Urban Trail System design scheme so there is consistency.

Staff continues to receive applications for the Open Space Aide internship available. Application materials are due by Friday, March 25<sup>th</sup> and interviews will take place in early April.

**Note:** Please contact Betsy Emery at [BEmercy@flagstaffaz.gov](mailto:BEmercy@flagstaffaz.gov) if you would like additional information related to any of the above mentioned projects.