



PARKS AND RECREATION COMMISSION

Virtual Meeting – [Join Teams Meeting](#)

February 28, 2022 4:00 p.m.



DRAFT MINUTES

Members Present

- | | |
|---|--|
| <input checked="" type="checkbox"/> Commissioner Richard Conway (Chair) | <input checked="" type="checkbox"/> Commissioner Austin Kerr |
| <input checked="" type="checkbox"/> Commissioner Brenda Linskey | <input checked="" type="checkbox"/> Commissioner Ryan Martin |
| <input checked="" type="checkbox"/> Commissioner Stephen Parsons (Co-Chair) | <input checked="" type="checkbox"/> Commissioner Dana Rowden |
| <input checked="" type="checkbox"/> Commissioner Josh Stackhouse | |

Councilmember / Liaison to the City Council

- Councilmember Regina Salas

Staff and Others Present

Beck Thomas – Administrative Specialist
 Rebecca Sayers – PROSE Director
 Allison Bates - Flagstaff Tennis Association
 Jennifer Kottra – Pickleball Association

CALL TO ORDER

The meeting was called to order at 4:06 PM.

1. ROLL CALL

Chair Conway, Co-Chair Parsons, Commissioners Linskey, Parsons, Kerr, Martin, and Rowden were present for roll call. Commissioner Stackhouse was not present.

2. APPROVAL OF THE JANUARY 24, 2022 MEETING MINUTES

A motion was made by Commissioner Martin to approve the January 24, 2022 minutes as written. The motion was seconded by Commissioner Parsons. Motion passed unanimously with (6) yea votes.

3. CITY COUNCIL LIAISON REPORTS – COUNCILMEMBER REGINA SALAS

Councilmember Salas detailed the recent two-day Council budget retreat regarding infrastructure needs including flood mitigation, housing, housing carbon neutrality, and reviewing the 5-year capital project list.

4. PUBLIC PARTICIPATION

No public participation.

5. DISCUSSION ITEMS

A. Parks and Recreation Budget overview, 5-year BBB Recreation plan, and fiscal year 2022-2023 requests

- o PROSE Director Sayers presented the annual budget overview to the commission for fiscal year 22-23 (July 2022 to June 2023). Sayers detailed the process of budget presentation and approval. The PROSE Division’s priority is a reorganization proposal which includes requesting two new positions such as an Open Space Coordinator, and a Parks and Recreation Deputy/Assistant Director, reclassifying the existing Open Space position, and ongoing funding requests that have previously been funded one-time.

Parks – Sayers detailed how PROSE will approach the City’s Budget Team for funding based on the organization and the work done by each of the PROSE sections. The Commission requested further detail regarding the data on Parks that was provided in the presentation. An in-depth account of Parks Operations was given including metrics on maintained acreage, trees, ramadas, trails, walkways, irrigation, restrooms, snow operations, facilities, playgrounds, and the cemetery. Parks budget requests were reviewed.

Recreation – Sayers detailed how Parks, Recreation, Open Space, and Events (PROSE) will request funding regarding the recreation facilities in Flagstaff like the Flagstaff Aquaplex, Jay Lively Activity

Center, Hal Jensen Recreation Center, and Joe C. Montoya Community and Senior Center. Sayers detailed how Recreation operates regarding programming, staffing, and marketing. Ongoing budget requests for Recreation were also detailed such as utility costs, personnel costs, and outdated equipment replacement. The Commission asked questions about current revenues, which are down due to the pandemic, as well as new vs. used equipment. New equipment is preferred for each of the recreation centers for equity at all centers and quality equipment that will last for years.

Open Space – Sayers detailed some improvements necessary for Open Space.

Unfunded capital – Large needs included \$6,500,000 in asphalt repairs to the Flagstaff Urban Trail System, \$16,000,000 for a Girls’ Softball Complex, and \$700,000 for Pickleball Courts.

- Bed, Board, and Beverage (BBB) Recreation 5-Year Plan - Sayers detailed American Rescue Plan Act (ARPA) revenue replacement funds that were approved in the budget for this fiscal year (FY2021-2022), including \$200,000 for a new PROSE Master Plan, and \$100,000 for the Thorpe Park Annex project. Within the BBB Recreation 5-year plan, preliminary estimates include ongoing capacity (available funding) of \$600,000 and one-time capacity within the fund of \$1,017,000. Sayers reviewed the recommendation for allocation of those funds, including set asides for grant matches, deferred maintenance, and capital projects, and one-time funding for pickleball court construction. Sayers mentioned the importance of the Commission participating in allocating BBB funds. The draft 5-year Plan was presented by Sayers with financials of budget, estimates, actuals, and projections. Fiscal year 2022-2023 (FY23) Requests were detailed throughout the presentation from Sayers. Commissioners asked about funding for Girl’s Softball and mentioned it was a big-ticket item that is much needed in the community.

B. Unfunded project review and Commission priorities when funding is available

Sayers presented a list of FY23 Unfunded Capital Improvements for PROSE totaling ~\$119,000,000 for Parks, and ~\$40,000,000 for Recreation. Sayers went into brief detail about many of the projects and their needs. Commissioners asked clarifying questions regarding research into cultural significance of certain properties that may be purchased for future parks such as Lake Mary Park Regional Park. An Impact vs. Resources matrix, as determined by the Commission several years ago, was reviewed to show which projects require the least resources and provide the most impact, such as a West Side Park.

C. Thorpe Park Annex public engagement process update

Sayers announced that this week is the beginning of the Public Engagement Process for the Thorpe Park Annex Project. There will be informational webinars Wednesday 3/2/22 at 5:30 PM and Saturday 3/5/22 at 11:00 AM along with the launch of a community wide survey. These are recorded webinars that will be available at <https://sites.google.com/view/thorpeannexcommunityinvolve/home> for later viewing. Information gathered from the community will be brought to Council for feedback and in November 2022, a final concept will be presented for adoption. Commissioners are encouraged to participate in these community meetings. On-site meetings are planned to take place this Spring and Summer.

6. REPORTS – MONTHLY HIGHLIGHTS OF PARKS, RECREATION, AND OPEN SPACE

The logo was mentioned by Chair Conway to include Events, to which Sayers responded that it becomes cluttered with “Events” added but may be revisited in the future. Commissioner Martin inquired about quarterly financials from the Aquaplex being provided, supported by Chair Conway and Commissioner Kerr to supplement and support future budget proposals.

Chair Conway inquired about COVID related restrictions and regulations to which Sayers responded that these are being addressed 3/1/22 during the Council meeting due to new CDC information released.

7. INFORMATIONAL ITEMS TO AND FROM COMMISSIONERS AND STAFF

Sayers mentioned that today 2/28/22 Flagstaff PROSE participated with Coconino County Parks and Recreation in an online webinar to talk about the land use of parks, recreation and open space related to the current regional plan. This is in preparation for the Regional Plan update that will be taking place soon.

8. AGENDA ITEMS FOR THE MARCH 21, 2022 MEETING

- A. Presentation on the Regional Plan update process
- B. Continued discussion on project priorities

9. ADJOURNMENT

The meeting adjourned at 6:05 PM.