

NOTICE AND AGENDA

**PARKS AND RECREATION AND OPEN SPACE
COMMISSIONS
JOINT MEETING
MONDAY**

2/26/24

Link to Video recording: <https://youtu.be/KjgZJjDLRpl>

**HYBRID MEETING
FLAGSTAFF AQUAPLEX
AND [MICROSOFT TEAMS](#)
1702 N. FOURTH
STREET
4:00 P.M.**

1. **CALL TO ORDER**
2. **ROLL CALL**

NOTE: One or more Commissioners may be in attendance through other technological means.

**Parks and Recreation
Commission**

Stephen Parsons (Chair)
Austin Kerr (Vice Chair)
Sandy Heath
Autumn Layden
Ryan Martin
Micah Smith
Josh Stackhouse

Open Space Commission

Wm. Michael Wilson (Chair)
Bruce Applin (Vice Chair)
Bruce Fox
Mary Norton - Planning & Zoning
Representative
Jacqueline Thomas
Lina Wallen
Nat White

Councilmember Deborah Harris - Council Liaison

3. **Land Acknowledgment**
The Flagstaff Parks and Recreation and Open Space Commissions humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.
4. **Public Comment**
FLAGSTAFF, Arizona -- 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 the item is officially placed on an agenda. Please limit comments to five minutes.
5. **Open Space Commission Update**
6. **Parks & Recreation Commission Update**
7. **BBB Fund Allocations and Budgeting**
8. **City Council Liaison Report - Councilmember Deborah Harris**
9. **Reports -- Monthly highlights of Parks and Recreation, Open Space, and Events**
10. **Informational items to and from Commissioners and Staff**
11. **Discussion for Future Joint Meetings**

12. Adjournment

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on February 22, 2024, at 3:00 pm. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this 22nd day of February 2024.

Cathy Guetschow, Administrative Specialist

ADDITIONAL INFORMATION: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Cathy Guetschow (cguetschow@flagstaffaz.gov) at least two business days prior to the scheduled meeting time to enable the City to make reasonable arrangements.



Parks & Recreation and Open Space

5.

From: Cathy Guetschow, Administrative Specialist

DATE: 02/26/2024

SUBJECT: Open Space Commission Update

STAFF RECOMMENDED ACTION:

Executive Summary:

Connection to PBB Priorities/Objectives, Carbon Neutrality Plan & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

Reference Priorities and Objective documents at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS

Carbon Neutrality Plan

Reference Priorities and Objective documents at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS

Please contact Nicole Antonopoulos or Jenny Niemann for questions and assistance.

Regional Plan

***Reference Regional Plan Desk Guide at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS**

Attachments

Open Space Presentation

Open Space Commission Update



February 26, 2024

Discussion Topics



Topics

- Commission's Authority
- History
- Recent Accomplishments
- Current Projects
- Future Projects
- Partner Opportunities





Open Space Commission Authority



Mission: To advocate and support the development of the Flagstaff Open Space System, while preserving current Flagstaff Open Space, and providing equitable recreational opportunities and educational experiences.





Open Space Commission History

History

- 1998 Open Space Program founded
- 2003 Open Space Commission formed
- 2004 Flagstaff voters approved two open space bond initiatives
- 2015 CC approved OS position
- 2023 CC approved a 2nd OS position
- 2023 CC approved 1-year grant funded position





Community Goals & Benefits

Community Focused Goals

- Goal 1: Assist in bringing about an expanded, integrated Open Space system.
- Goal 2: Realize sustainable long-term funding for the Flagstaff Open Space system.

Positive Impacts

- Community Character
- Economic Benefit
- Equity



Important Terminology

- 1. Regional Preserves:** Existing legally designated open space hubs that are essential to building an integrated system
- 2. Connectors:** Links to Open Space regional preserves; these can be FUTS, washes, hillsides, floodplains, etc.
- 3. Complimentary Open Space:** these parcels add to the user experience and provide additional value to the integrated system, e.g., buffers, viewshed, transit, neighborwoods



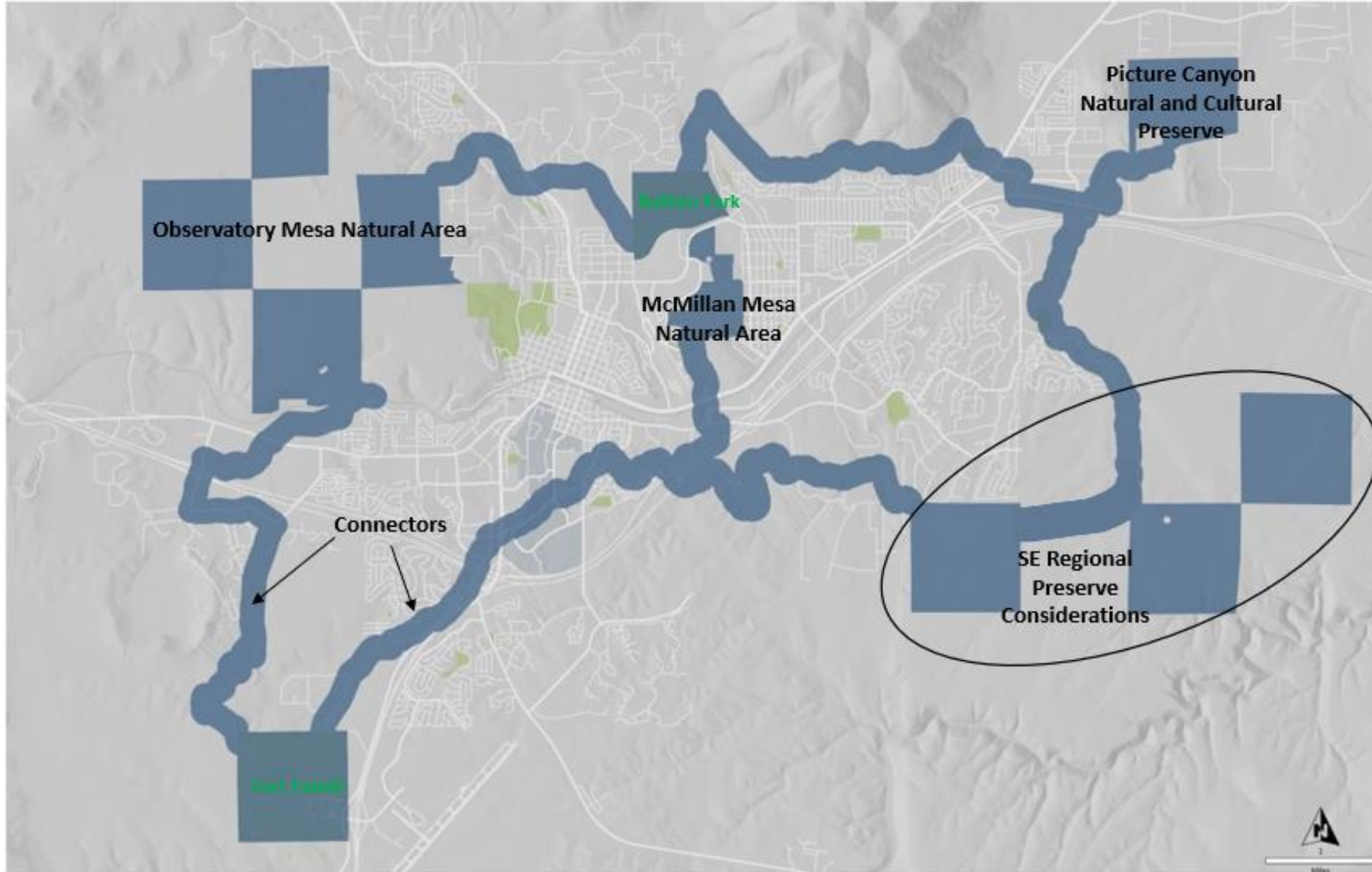


Existing OS Regional Preserves





Connectors & Regional Preserves





Recent Accomplishments



Projects Completed

- Commission Strategic Plan
- Open Space System Prioritization
- McMillan Mesa Rezone
- Grants:
 - Department of Forestry and Fire Management, Invasive Plant Grants
 - Arizona State Parks and Trails, Recreational Trails Program Grant
 - Arizona State Parks and Trails, Environmental Education Heritage Grant





Current Commission Projects

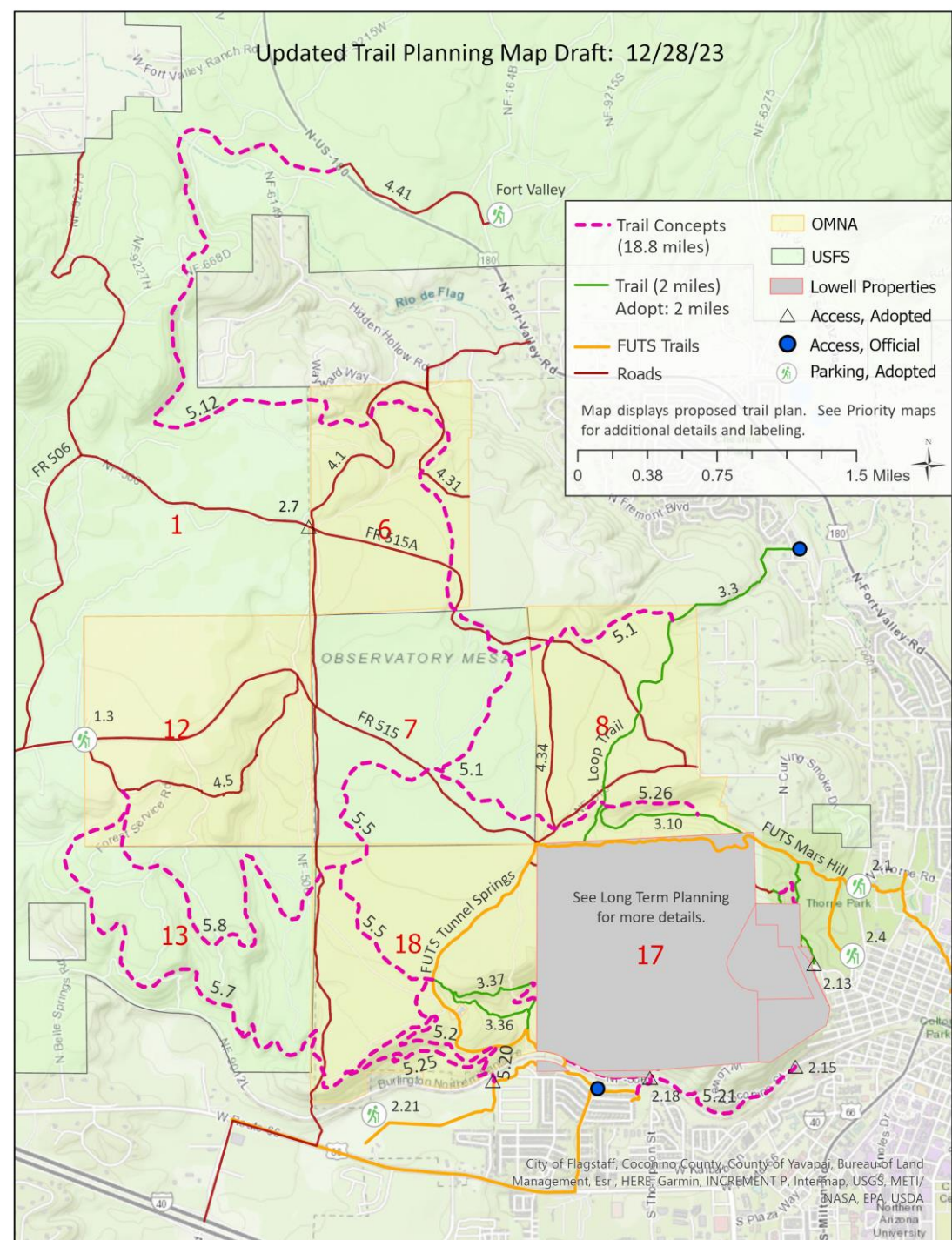
Current Focus

- Observatory Mesa Natural Area trail plan recommendation
- Progress towards Open Space System and 10-minute walking (1/4 mile) access time
- Open Space preservation along JWP



Observatory Mesa Trail Plan

- Adaptive mountain biking
- ADA access





Future Commission Projects

Future Focus

- Partner with PROSE on Master Plan Development
- Review projects and proposals that affect open space
- City code updates
- Progress toward establishing an interconnected system
- Achieve a sustainable funding source





Partner Opportunities



Working Together

- Identification of priority project overlap
- Sustainable funding
- Community communication



Open Space Commissioners

Chair: Wm. Mike Wilson

Vice Chair: Bruce Applin

Comm: Bruce Fox

Comm: Mary Norton (P&Z liaison)

Comm: Jacqueline Thomas

Comm: Lina Wallen

Comm: Nat White



Thank you!
Questions?



Parks & Recreation and Open Space

6.

From: Cathy Guetschow, Administrative Specialist
DATE: 02/26/2024
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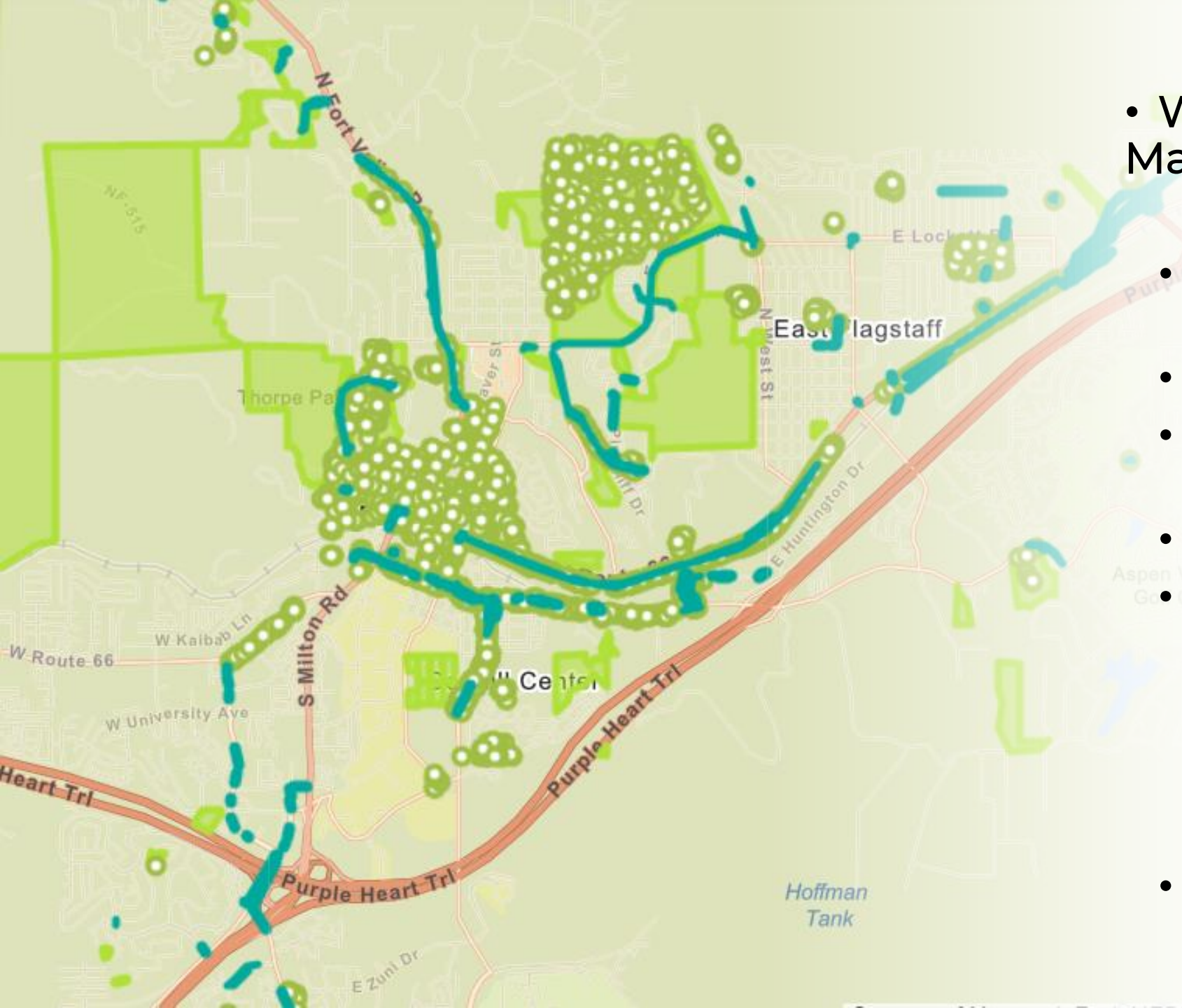
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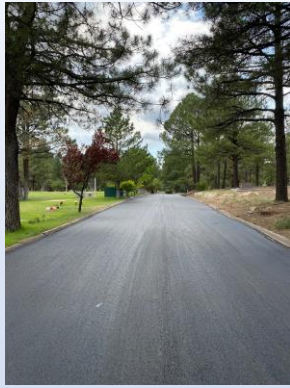
Parks and Recreation Presentation





• What Does Parks Maintain?

- 700-acres/24 parks of developed land
- 58.5 miles of FUTS
- Miles of beautified streetscape
- Over 5,000 trees
- Sport courts, play structures, athletic fields, disc golf courses, dog parks, skate parks, furnishings, facilities, civic spaces
- A Cemetery, 36-acres in size inclusive of services

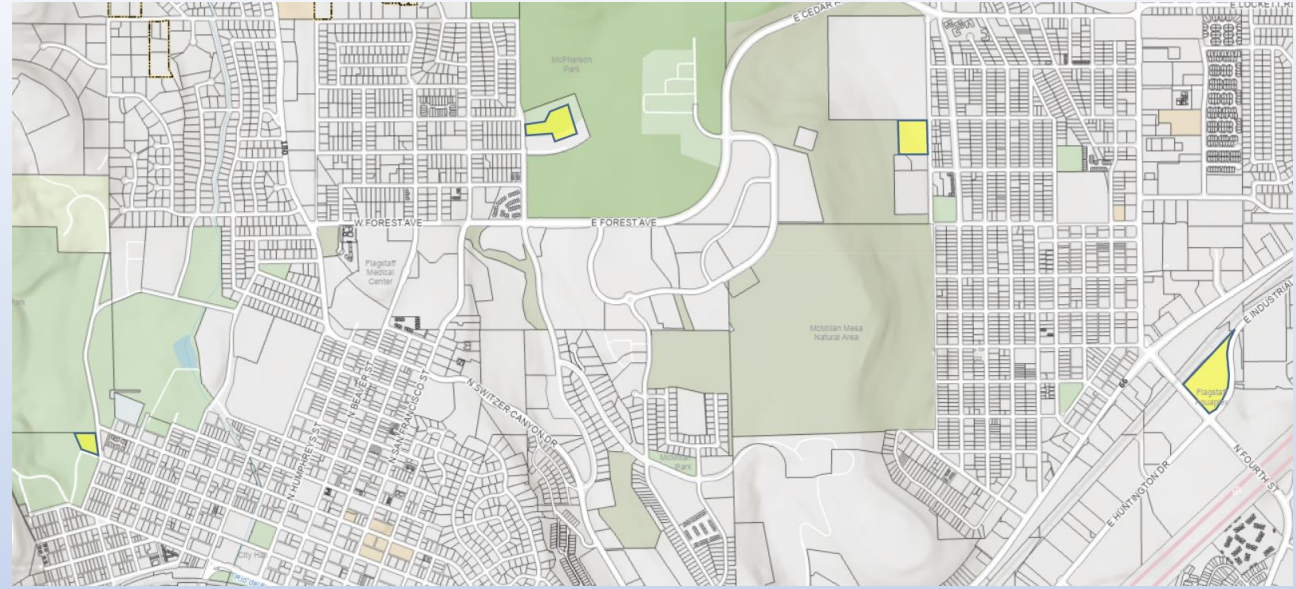


How does Parks operate:

- Daily maintenance
- 7 Days a Week/365 Days a Year
- Refuse and litter control
- Custodial and facility maintenance
- Inspections
- Emergency and Snow Operations
- Can do attitude
- Communication and collaboration
- Heart, soul and fun!

What Does Recreation “Do”?

- Manage & Program 4 Recreation Centers
 - Flagstaff Aquaplex (aquatics & fitness)
 - Hal Jensen Recreation Center (youth)
 - Jay Lively Activity Center (ice rink)
 - Joe C. Montoya Community & Senior Center (elders and community)
- Provide a safe-haven for health and wellness





- ## How does Recreation operate:
- Daily maintenance of facilities
 - Daily programming and scheduling
 - Solving customer needs and support
 - Personnel management
 - Custodial and facility maintenance
 - Market targeting, cost recovery
 - Can do attitude
 - Communication and collaboration
 - Heart, soul and fun!

- What does Events and Marketing “Mean”?
- Produce City Events and Manage External
 - Permit over 1,200 events
- Marketing for the entire Division
- Athletics Programming
 - Youth and Adult Sports plus tournaments, reaching thousands



A 5-year BBB-recreation
capital fund, in year 1 right
now

Upcoming deliveries

Upcoming planning

Operating Capital





Sport courts at
Bushmaster Park

Thorpe Park



Heritage Square Restrooms



West Side Park



First new park
since 2003

Neighborhood
classification

Currently
soliciting for
design services

Upcoming Planning – What Is Next??

The replacement of an aged playground structure each year

Thorpe Park and the ICCC (Indigenous Community Cultural Center) seed funds

Hal Jensen Recreation Center – air-conditioning for the gymnasium

Cheshire Park Expansion

Continental Park Expansion – Design Services

Parks and Recreation Operating Capital – This Fiscal Year/Now

Thorpe Park Multi Purpose Field Entrance

Signage/Kiosks

Bushmaster Park Skate Park Renovation

Noise abatement walls in the dining space at JCM

Fitness equipment





Parks & Recreation and Open Space

7.

From: Cathy Guetschow, Administrative Specialist

DATE: 02/26/2024

SUBJECT: BBB Fund Allocations and Budgeting

STAFF RECOMMENDED ACTION:

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Attachments

BBB Recreation 5-year plan

City Of Flagstaff
Recreation Fund - BBB
Detailed Five Year Plan 2025-2029

	Actual 2022-2023	Budget 2023-2024	Estimate 2023-2024	Budget 2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
General Fund-Parks Operation	1,346,745	1,364,267	1,364,267	1,364,267	1,364,267	1,364,267	1,364,267	1,364,267
General Fund-Rec Programming	954,844	954,844	954,844	954,844	954,844	954,844	954,844	954,844
Total Transfers Out	2,470,206	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189
Total Uses of Funds	2,613,462	4,845,136	4,834,736	6,359,189	4,549,189	5,049,189	5,049,189	3,549,189
Ending Fund Balance	\$ 5,180,623	3,810,773	4,772,023	2,958,834	2,683,245	2,031,956	1,504,867	2,607,778
Minimum Fund Balance (10%)	400,751	380,970	403,920	412,000	424,360	437,090	450,210	463,710
Over/(Under) Minimum	4,779,872	3,429,803	4,368,103	2,546,834	2,258,885	1,594,866	1,054,657	2,144,068

City of Flagstaff
Recreation Fund
Detailed Five Year Plan 2025-2029

	Actual 2022-2023	Budget 2023-2024	Estimate 2023-2024	Budget 2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Sources of Funds								
Beginning Fund Balance	\$ 3,680,788	4,600,209	5,180,623	4,772,023	2,958,834	2,683,245	2,031,956	1,504,867
Revenues								
Intergovernmental Revenue								
BBB Tax	4,007,513	3,809,700	4,039,200	4,120,000	4,243,600	4,370,900	4,502,100	4,637,100
Intergovernmental	-	200,000	200,000	350,000	-	-	-	-
Investment Earnings	105,784	46,000	186,936	76,000	30,000	27,000	20,000	15,000
Total Revenues	4,113,297	4,055,700	4,426,136	4,546,000	4,273,600	4,397,900	4,522,100	4,652,100
Total Sources of Funds	7,794,085	8,655,909	9,606,759	9,318,023	7,232,434	7,081,145	6,554,056	6,156,967
Uses of Funds								
Expenditures								
Operating	-	10,400	-	-	-	-	-	-
Capital	143,256	2,260,547	2,260,547	2,510,000	1,350,000	1,850,000	1,850,000	350,000
Total Expenditures	143,256	2,270,947	2,260,547	2,510,000	1,350,000	1,850,000	1,850,000	350,000
Future Uses								
Ongoing Capacity	-	-	-	625,000	625,000	625,000	625,000	625,000
1X Capacity	-	-	-	650,000	-	-	-	-
Total Revised Service Levels	-	-	-	1,275,000	625,000	625,000	625,000	625,000
Transfers Out								
General Fund	2,470,206	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189
Total Transfers Out	2,470,206	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189
Total Uses of Funds	2,613,462	4,845,136	4,834,736	6,359,189	4,549,189	5,049,189	5,049,189	3,549,189
Ending Fund Balance	\$ 5,180,623	3,810,773	4,772,023	2,958,834	2,683,245	2,031,956	1,504,867	2,607,778
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Over/(Under) Minimum	4,779,872	3,429,803	4,368,103	2,546,834	2,258,885	1,594,866	1,054,657	2,144,068



Parks & Recreation and Open Space

9.

DATE: 02/26/2024

SUBJECT: Reports -- Monthly highlights of Parks and Recreation, Open Space, and Events

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

January Newsletter

PROSE

PARKS, RECREATION, OPEN SPACE, AND EVENTS

January 2024

Staff Celebration

Congratulations to Juan Avitia Herrera, Ian Andersen, and Amy Hagin who all received City Managers Awards for their incredible work in 2023.

Right: Oak Award recipient
Amy Hagin



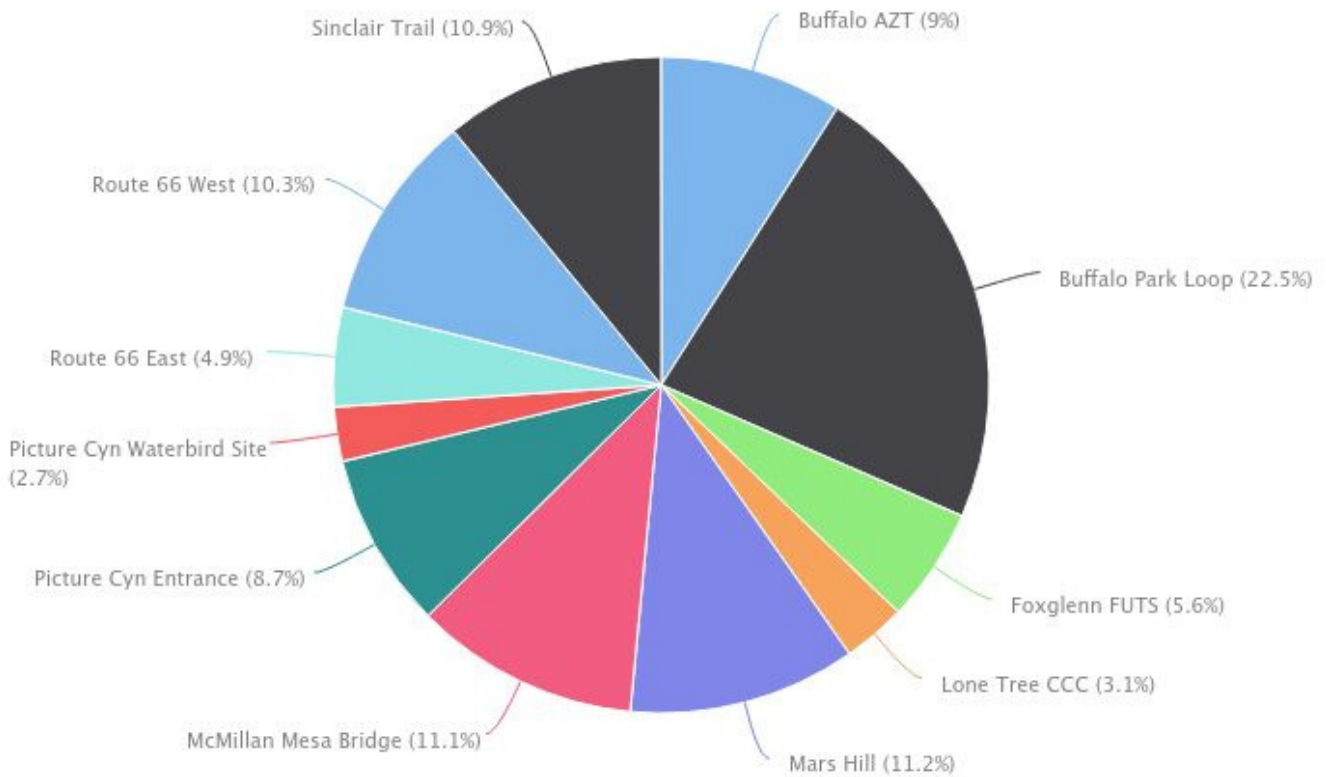
Left: Aspen Award recipients Ian Andersen and Juan Avitia Herrera

Trail Counts

The month of December brought our community some chilly nights and a few snowflakes, but not much stops our trail user community and commuters or visitors to our open spaces and natural areas. The greater Buffalo Park and McMillan Mesa Natural Area continue to be our most traveled portions of the FUTS followed by the commuter routes along Route 66. As budget season kicks off, staff are collaborating with multi-modal planning and others to create a plan for repair and replacement of this community gem. Plus, seek funding from other sources including grants as protecting our assets is a top priority.

Compare Sites

2023-12-01 to 2023-12-31



Site Name	Daily Average
Buffalo AZT	84.5 (9.0%)
Buffalo Park Loop	211 (22.5%)
Foxglenn FUTS	52.5 (5.6%)
Lone Tree CCC	29.4 (3.1%)
Mars Hill	105.3 (11.2%)
McMillan Mesa Bridge	103.7 (11.1%)
Observatory Mesa	0 (0.0%)
Picture Cyn Entrance	81.4 (8.7%)
Picture Cyn Waterbird Site	25.1 (2.7%)
Route 66 East	45.8 (4.9%)
Route 66 West	96.2 (10.3%)
Sinclair Trail	102.2 (10.9%)

Thorpe Park Multi-Purpose Access and Gate Improvement

The Parks Section has been fitting in between snow operations this winter season on an improvement at the Thorpe Park Multi-Purpose fields adjacent to Clark Homes. The improvements include corrections to the access points to the turf field as well as gate improvements. The improvements are a direct result of speaking with our athletic user groups that receive permits on the field plus creating correct access for all in our community.



Above: Thorpe Park Multi Purpose gate

Even when it is cold outside, the ice rink is crushing it during the winter season. During December and a school break for the youth in our community, Jay Lively Activity Center alters the typical programming to provide longer and additional public skate times. From December 21st to January 4th, there were 20 public skate sessions, a handful of sticks and pucks plus some open hockey sessions. The altered programming witnessed 3,732 patrons bringing in \$30,256 in revenue! Many times interested skaters could be seen wrapped around the entry doors of the ice rink getting ready to lace up with their friends and family. The facility is truly a special winter season attraction for our community.



Did you know that Zumba® is back?! The Aquaplex is ecstatic to bring back the fitness program that involves cardiovascular and Latin-inspired dance. Look for more fitness and aquatic programming as the coordinator superstars continue to make improvements to the offerings for members and day pass users.

The Joe Montoya Community and Senior Center recently worked with Custom Sight and Sound to enhance the acoustics for the many patrons that utilize the Allen Room. This project has dramatically improved the sound quality of conversations, presentations, and musical offerings. Sound quality is particularly important based upon the patron demographic that mainly utilizes this space in the facility, providing better listening enjoyment for all.



We completed a year-long Heritage Grant Education Project and have received funding for an additional two years! We completed seven field trips to Open Space with Flagstaff Unified School District classrooms, 13 field trips with Youth Organizations, 16 volunteer work/education programs, three meetings with the Nature Education of Northern Arizona, six educational tabling events, 32 new partnerships with Science, Technology, Engineering, and Math professionals and organizations, and in total 680 youth have engaged with an Open Space education program.



Above: Open Space participants
Right: New AmeriCorp Desert Mulford

We recently hired an AmeriCorps Environmental Literacy Corps (ELC) member to our team! Desert Mulford will be working with the Open Space environmental education program.



Snow Plow Engagement

The Berminator, Holy Sleet, Panda, Dwight D. Eisenplower, Darth Blader, Scoop Dog, Rhinestone Plow Boy, and Tater Tot hit the town and PROSE social media in early January for snow ops.

The fleet was met with positive engagement including 294 reactions, 43 shares, 30,843 impressions, and a reach of 30,181 making this our best performing post to date.



flagstaff.az.gov/prose

CITY OF FLAGSTAFF

ADULT
VOLLEYBALL

SPRING LEAGUE PLAY BEGINS
2024 FEB 25

REGISTRATION

Opens Jan 12
• Register online using QR
Code below or in-person
at the Flagstaff Aquaplex
Closes Feb 12

Registration fee
• \$275 per team
Late registration after 2/12
• \$325 per team

LEAGUE INFO

Sunday: Coed B, E, G
Monday: Women's B/C
Tuesday: Coed F
Wednesday: Women's A
Thursday: Coed D
Friday: Coed C

Manager's Meeting
Wednesday, February 14 at 6 PM
at Hal Jensen Recreation Center
2403 N Izabel

