

NOTICE AND AGENDA

OPEN SPACES COMMISSION
MONDAY
DECEMBER 8, 2025

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.

Chair Jacqueline Thomas
Co-Chair Bruce Fox
Commissioner Mary Norton (P&Z Liaison)
Commissioner William Kluwin

Commissioner Molly Joyce
Commissioner Lina Wallen
Commissioner Nat White
Councilmember Representative: David Spence

3. **Land Acknowledgment**

The Flagstaff Open Space Commission 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. **Approval of [October 27, 2025 Minutes](#)**

5. **Open Call to the Public**

At this time, any member of the public may address the Commission on any subject that is not scheduled before the Commission on this day. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item which is not listed on the prepared agenda. Commission members may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

6. **Business Items**

- A. **Open Space Capital Improvement Project Priorities**

Potential decision item. Staff recommends that the Commission review the current Open Space Capital Improvement Plan (CIP) and determine whether they would like to provide new or additional recommendations to the Open Space Section regarding project priorities. Commissioners may choose to reaffirm the existing priorities or recommend revisions based on updated cost estimates, project needs, or other considerations.

- B. **Parks, Recreation, Open Space, and Events Division (PROSE) Master Plan Update**

Informational update. Receive an informational update on the Parks, Recreation, Open Space, and Events Division (PROSE) Master Plan process.

- C. **Observatory Mesa Natural Preserve Name Change Implementation Plan**

Informational update. Staff will provide an overview of the implementation plan to officially change the name of the Observatory Mesa Natural Area to Observatory Mesa Natural Preserve, including required updates across City documents, signage, communications, and future planning efforts.

- D. Jack Welch Memorial Bridge Update
Receive an informational update on the Jack Welch Memorial Bridge. No action is required.

7. Reports and Updates

- A. Council Representative Report, Council Representative David Spence
- B. Planning and Zoning Commission Representative Report, Representative Mary Norton
- C. Open Space Management Report, Robert Wallace and Sylvia Struss
- D. PROSE Monthly [Newsletter, October 2025](#) and [November 2025](#)

8. Informational Items To and From Commissioners and Staff

9. Potential Future Agenda Items

10. 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 Wednesday, December 3rd, at 4 P.M. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this 3rd day of December, 2025.

Lori Reynolds

Lori Reynolds, Administrative Specialist

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



Open Spaces Commission

4.

From: Lori Reynolds, PROSE Admin Specialist

DATE: 12/08/2025

SUBJECT: Approval of [October 27, 2025 Minutes](#)

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

Approval of October 27, 2025 Minutes

MINUTES

OPEN SPACES COMMISSION
MONDAY
OCTOBER 27, 2025

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

1. Call to Order

Commission Chair Thomas opened the meeting at 4:01 PM.

2. Roll Call

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

Chair Jacqueline Thomas, Present
Co-Chair Bruce Fox, Present
Commissioner Mary Norton (P&Z Liaison), Present
Commissioner William Kluwin, Present

Commissioner Molly Joyce, Absent
Commissioner Lina Wallen, Present
Commissioner Nat White, Present
Councilmember Rep: David Spence, Present

Staff present: Rebecca Sayers (PROSE Director), Sylvia Struss (Open Spaces Coordinator), Lori Reynolds (Administrative Specialist), Ashlee Fliney (Open Spaces Coordinator)

3. Land Acknowledgment

The Flagstaff Open Spaces Commission 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.

Read by Chair Thomas.

4. Approval of [August 25, 2025](#), [September 8, 2025](#) (Special Open Spaces Commission Meeting), and [September 22, 2025](#) (Joint Parks & Recreation / Open Spaces Commission Meeting) Minutes.

Commissioner Fox motioned to approve the August 25, 2025, September 8, 2025, and September 22, 2025 minutes. Commissioner Wallen seconded the motion. All commissioners present approved the motion.

5. Public Comment

At this time, any member of the public may address the Commission on any subject that is not scheduled before the Commission on this day. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item which is not listed on the prepared agenda. Commission members may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

Read by Chair Thomas. No comments or questions were received.

6. Business Items

A. Regional Plan Update

Chair Thomas shared a brief overview of the recent Planning and Zoning Commission meetings, and City Council meetings that Open Spaces Commissioners and PROSE staff attended to share the commission's recommendations on the Regional Plan draft. She mentioned that of the three main points that commissioners shared, the densely populated development zoning proposal that falls next to a wildlife corridor was the topic they felt most strongly about. Despite the commission's efforts to persuade City Council on that decision, the Council remained firm and chose not to remove it from the Regional Plan draft. There were some wins that the commission had. Chair Thomas mentioned that several of their updates to language recommendations were approved, as well as the update to the Walking Access Standard and the request for a ponderosa tree inventory.

Commissioner Norton provided feedback from the Planning and Zoning Commission. She summarized that during their review of the commission's recommendations to the Regional Plan, the P&Z Commission kept things at a surface level without providing enough baseline information to City Council.

The Open Spaces Commissioners expressed their thanks to Robert Wallace for all of his work, time, and effort that he put forth on the Open Spaces section of the Regional Plan. The commission was especially grateful for both Robert's and Rebecca Sayer's presence and the statements that they provided to City Council.

Councilmember Spence informed the commission that he would work closely with commissioners and play a more active role as their liaison between the Open Spaces Commission and City Council.

Rebecca Sayers provided follow-up information on the commission's earlier topic of discussion, the suburban center falling within a wildlife corridor. She let them know that she and other PROSE staff can plan to periodically follow up with the commission, providing them with updates as they move forward with the planning and development process. Rebecca added that she would be sure to relay the Commission's interest in that corridor.

No additional comments or questions were received.

B. Observatory Mesa Natural Area Renaming Consideration

Sylvia Struss, Open Spaces Coordinator, shared with commissioners a list of pros and cons for updating Observatory Mesa's name. She commented that Open Space staff had reached out to the Indigenous Commission for their recommendation. That commission would be okay with the Open Spaces Commission's decision to rename the Mesa, but they did want to be consulted if Open Spaces renamed any trails. After a quick discussion between commissioners, they unanimously decided to recommend a rename for Observatory Mesa Natural Area to Observatory Mesa Natural Preserve.

C. November/December Open Spaces Commission Meeting Date Selection

Commissioner White motioned to approve the cancellation of a November 2025 Open Spaces Commission meeting and move the December 2025 commission meeting to December 8, 2025 from 4 to 6 PM. Commissioner Wallen seconded the motion. All commissioners present approved.

D. Open Space Management Updates

Sylvia Struss shared several updates and accomplishments from the Open Spaces program with commissioners.

- The Hidden Hollow Right of Way Access Easement is in the planning stage. Once private property owners are finished, their plans will be reviewed by City staff and then sent to City Council for consideration of the amendment of the right-of-way easement.
- Picture Canyon's Jack Welch Memorial Bridge has been officially named and includes a new plaque. There will be an accompanying art installation, open to the public, on December 7, 2025 at 1 PM.
- Observatory Mesa Natural Area's draft plan was completed and approved by the City Council

and the AZ State Parks Board. Staff are currently working on a solicitation for a vendor to assist with trail flagging as a next step. Some funds have been designated for trail building in 2028.

- Open Space city code revision update: Staff are working on a document for their specific codes - determining if their codes will be stand alone, or if they could be included with Park's.
- The BNSF Railway is applying for a grant to install new tunnels between Country Club and Picture Canyon, an area that has been an increased concern for public safety. One of the tunnels will be wide enough to host a FUTS trail.
- McMillan Mesa signage update:
 - Temporary no-camping signs have been nearly all replaced with permanent signage.
 - Funding is being sought for additional new signage (5 interpretive signs). This project has been ongoing.
- The Don Weaver Trail Alignment Proposal for the realignment of switchbacks along the trail is in progress. Staff have submitted their SHPO application and consulted with local tribes.
- The Arizona State Parks Heritage Fund grant application that funds the Open Space Educator position, is in progress. This funding project will be completed in Summer 2026.
- Invasive plant grants: PROSE staff are working on completing two invasive plant mitigation projects for the Observatory Mesa project and expect it to be completed by December 2025.

7. Reports and Updates

A. Council Representative Report, Council Representative David Spence

Council Representative Spence did not have anything to share at the meeting.

B. Planning and Zoning Commission Representative Report, Representative Mary Norton

Commissioner Norton shared with commissioners that on September 23, 2025 the Planning and Zoning Commission had reviewed the amended agreement regarding Pine Canyon reclaimed water. She noted that this was an administrative function but it was shared with the public and could be something that Open Spaces Commissioners may be interested in reviewing.

A comment that Commissioner Norton shared earlier in the meeting, during the Regional Plan discussion, to be included in her Planning and Zoning Commission report: Commissioner Norton notified her fellow commissioners that on Wednesday, October 29, 2025, the Planning and Zoning Commission would be hearing a conditional use request for a new amenity at Pine Canyon golf course.

C. Open Space Management Report, Robert Wallace and Sylvia Struss

There were no additional comments or updates from Open Space staff.

D. PROSE Monthly Newsletter ([September 2025](#))

There were no comments on the September 2025 newsletter.

8. Informational Items To and From Commissioners and Staff

Commissioner Fox expressed his thanks to his fellow commissioners and the Open Space staff for their work and participation in the draft Regional Plan recommendations. Commissioner White also expressed his gratitude and acknowledged the hard work that everyone committed to the Regional Plan.

9. Potential Future Agenda Items

Future items for discussion include:

- Update on the status of PROSE's master plan

- Capital project priorities
- Plan for implementation of Observatory Mesa Natural Preserve

10. Adjournment

Chair Thomas adjourned the meeting at 5:33 PM.



Open Spaces Commission

6. A.

Co-Submitter: Rebecca Sayers, Parks, Recreation, Open Space, and Events Director

From: Robert Wallace, Open Space Supervisor

DATE: 12/08/2025

SUBJECT: Open Space Capital Improvement Project Priorities

STAFF RECOMMENDED ACTION:

Potential decision item. Staff recommends that the Commission review the current Open Space Capital Improvement Plan (CIP) and determine whether they would like to provide new or additional recommendations to the Open Space Section regarding project priorities. Commissioners may choose to reaffirm the existing priorities or recommend revisions based on updated cost estimates, project needs, or other considerations.

Executive Summary:

In December 2024, the Commission participated in a prioritization exercise to identify and rank potential Capital Improvement Projects (CIP) for the Open Space Section. This exercise supported the development of the first Open Space CIP plan funded through a new allocation of BBB tax revenues. During the December exercise, staff provided a list of possible CIP projects, and commissioners weighed in on which initiatives should be considered for funding over the next 10 years. Staff analyzed the Commission's input and incorporated the highest-ranked items into the current CIP plan. Some of the recommended projects came in with higher-than-anticipated cost estimate, and some commissioners have expressed interest in revisiting the priorities to ensure alignment with available funding, community needs, and long-term objectives. This agenda item provides an opportunity for the Commission to review the current plan and discuss whether any adjustments or refinements should be made.

Attachments

Capital Improvement Plan
Open Spaces Commission Prioritization Exercise Survey_2024
Open Spaces Commission Prioritization Exercise Record_2024
Project Priorities List_2024

City of Flagstaff
Recreation Fund
Five Year Plan 2026-2030

	Actual 2023-2024	Budget 2024-2025	Estimate 2024-2025	Budget 2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Sources of Funds								
Beginning Fund Balance	\$ 5,180,623	4,778,623	6,742,106	5,220,118	4,091,371	3,393,582	3,269,093	3,877,904
Revenues								
BBB Tax	4,119,231	4,121,800	4,123,700	4,219,200	4,345,800	4,476,100	4,610,400	4,748,800
Intergovernmental	-	350,000	-	-	500,000	-	-	-
Investment Earnings	236,666	76,000	249,380	131,000	41,000	34,000	33,000	39,000
Miscellaneous	4,000	-	-	-	-	-	-	-
Total Revenues	4,359,897	4,547,800	4,373,080	4,350,200	4,886,800	4,510,100	4,643,400	4,787,800
Total Sources of Funds	9,540,520	9,326,423	11,115,186	9,570,318	8,978,171	7,903,682	7,912,493	8,665,704
Uses of Funds								
Expenditures								
Operating	-	10,400	10,400	10,400	10,400	10,400	10,400	10,400
Capital	391,922	2,510,000	3,310,479	2,829,358	3,000,000	2,050,000	1,450,000	918,000
Total Expenditures	321,759	2,520,400	3,320,879	2,839,758	3,010,400	2,060,400	1,460,400	928,400
Transfers Out								
General Fund	2,476,655	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189
Total Transfers Out	2,476,655	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189	2,574,189
Future Uses								
Ongoing Capacity	-	-	-	-	-	-	-	-
1X Capacity	-	-	-	65,000	-	-	-	-
Total Future Use	-	-	-	65,000	-	-	-	-
Total Uses of Funds	2,798,414	5,094,589	5,895,068	5,478,947	5,584,589	4,634,589	4,034,589	3,502,589
Ending Fund Balance	\$ 6,742,106	4,231,834	5,220,118	4,091,371	3,393,582	3,269,093	3,877,904	5,163,115
Minimum Fund Balance (10%)	411,923	412,180	412,370	421,920	434,580	447,610	461,040	474,880
Over/(Under) Minimum	6,330,183	3,819,654	4,807,748	3,669,451	2,959,002	2,821,483	3,416,864	4,688,235

City Of Flagstaff
Recreation Fund
Detailed Five Year Plan 2026-2030

	Actual 2023-2024	Budget 2024-2025	Estimate 2024-2025	Budget 2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Future Uses								
Ongoing Capacity	-	-	-	-	-	-	-	-
1X Capacity	-	-	-	65,000	-	-	-	-
Total Future Use	-	-	-	65,000	-	-	-	-
Total Uses of Funds	2,798,414	5,094,589	5,895,068	5,478,947	5,584,589	4,634,589	4,034,589	3,502,589
Ending Fund Balance	\$ 6,742,106	4,231,834	5,220,118	4,091,371	3,393,582	3,269,093	3,877,904	5,163,115
Minimum Fund Balance (10%)	411,923	412,180	412,370	421,920	434,580	447,610	461,040	474,880
Over/(Under) Minimum	6,330,183	3,819,654	4,807,748	3,669,451	2,959,002	2,821,483	3,416,864	4,688,235

City Of Flagstaff
Recreation Fund
Capital Improvement Plan
Detailed Ten Year Plan 2026-2035

Program	Project Description	Actual 2023-2024	Budget 2024-2025	Estimate 2024-2025	Budget 2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	Total
Open Space	Open Space Land Acquisition	-	-	-	-	-	-	800,000	-	-	-	-	-	-	800,000
	Sources:														
	Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	State Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	800,000	-	-	-	-	-	-	-	800,000
		-	-	-	-	-	-	800,000	-	-	-	-	-	-	800,000
Open Space	Picture Canyon Restroom	-	-	-	-	-	-	-	-	-	1,000,000	-	-	-	1,000,000
	Sources:														
	Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	State Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-	-	-	1,000,000	-	-	-	-	1,000,000
		-	-	-	-	-	-	-	-	1,000,000	-	-	-	-	1,000,000
Open Space	McMillan Mesa Trail Rehab	-	-	-	-	150,000	-	-	-	-	-	-	-	-	150,000
	Sources:														
	Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	State Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	150,000	-	-	-	-	-	-	-	-	-	150,000
		-	-	-	-	150,000	-	-	-	-	-	-	-	-	150,000
Open Space	Picture Canyon FUTS Connection	-	-	-	-	-	200,000	-	-	-	-	-	-	-	200,000
	Sources:														
	Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	State Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	200,000	-	-	-	-	-	-	-	-	200,000
		-	-	-	-	200,000	-	-	-	-	-	-	-	-	200,000
Open Space	Ob Mesa Trail Plan	-	-	-	-	-	-	300,000	400,000	400,000	-	1,000,000	1,000,000	1,400,000	4,500,000
	Sources:														
	Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	State Grants	-	-	-	-	-	-	-	-	-	-	250,000	250,000	250,000	750,000
	Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	300,000	400,000	400,000	-	750,000	750,000	1,150,000	3,750,000	
		-	-	-	-	-	300,000	400,000	400,000	-	1,000,000	1,000,000	1,400,000	4,500,000	
Open Space	Schultz Creek TH Amenities	-	-	-	-	-	-	-	-	-	-	800,000	-	-	800,000
	Sources:														
	Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	State Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-	-	-	-	800,000	-	-	-	800,000
		-	-	-	-	-	-	-	-	-	800,000	-	-	-	800,000
Open Space	McMillan Mesa Property Restoratio	-	-	-	-	-	-	-	168,000	-	-	-	-	-	168,000
	Sources:														
	Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	State Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-	168,000	-	-	-	-	-	-	168,000
		-	-	-	-	-	-	168,000	-	-	-	-	-	-	168,000
Parks		70,163	2,060,000	2,810,479	2,479,358	2,500,000	1,500,000	-	-	-	2,500,000	2,500,000	3,000,000	-	17,360,000
Recreation		-	100,000	150,000	-	-	-	-	-	-	-	-	-	-	150,000
Open Space		-	-	-	-	150,000	200,000	1,100,000	568,000	400,000	1,000,000	1,800,000	1,000,000	1,400,000	7,618,000
Total Uses		70,163	2,160,000	2,960,479	2,479,358	2,650,000	1,700,000	1,100,000	568,000	400,000	3,500,000	4,300,000	4,000,000	1,400,000	25,128,000
Sources:															
Federal Grants		-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Grants		-	350,000	-	-	500,000	-	-	-	-	-	250,000	250,000	250,000	1,250,000
Debt		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance		70,163	1,810,000	2,960,479	2,479,358	2,150,000	1,700,000	1,100,000	568,000	400,000	3,500,000	4,050,000	3,750,000	1,150,000	23,878,000
Total Sources		70,163	2,160,000	2,960,479	2,479,358	2,650,000	1,700,000	1,100,000	568,000	400,000	3,500,000	4,300,000	4,000,000	1,400,000	25,128,000

Open Space Commission Prioritization Exercise

6
Responses

05:31
Average time to complete

Active
Status

1. Full Name

6
Responses

Latest Responses

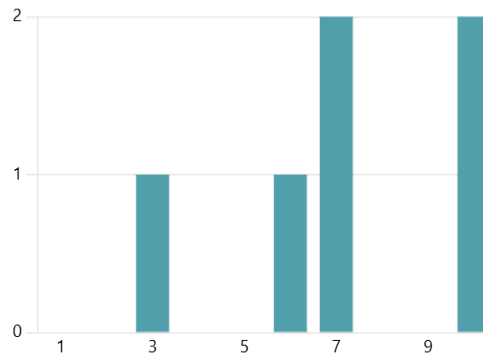
"Lina H Wallen "

"Nat White"

"Jackie Thomas"

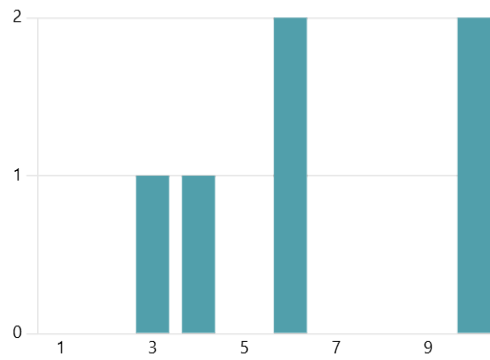
2. McMillan Mesa Property Restoration

7.17
Average Rating



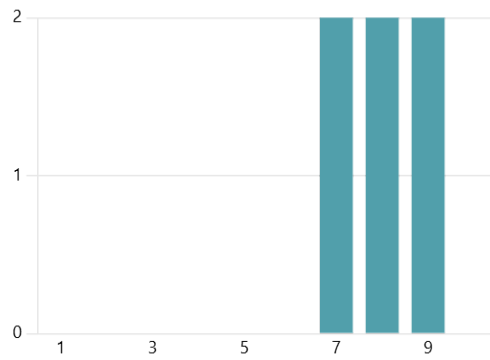
3. McMillan Mesa Signage

6.50
Average Rating



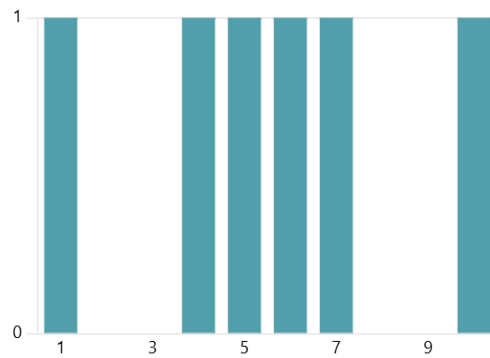
4. McMillan Mesa Trail Rehabilitation

8.00
Average Rating



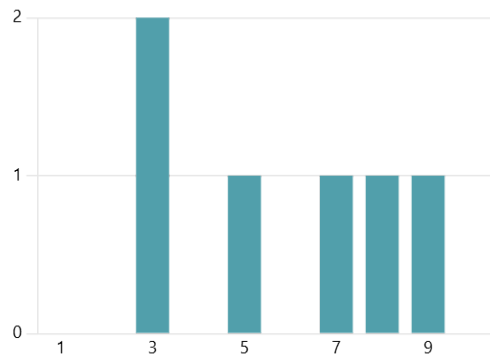
5. McMillan Mesa Tree Canopy Buffer

5.50
Average Rating



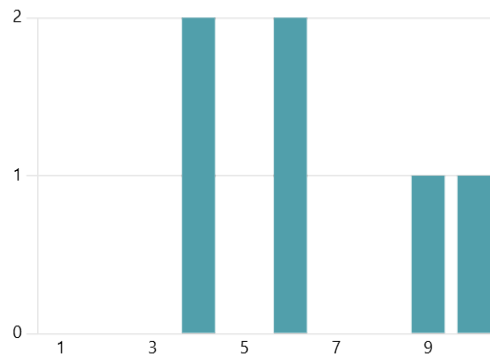
6. Observatory Mesa Fencing

5.83
Average Rating



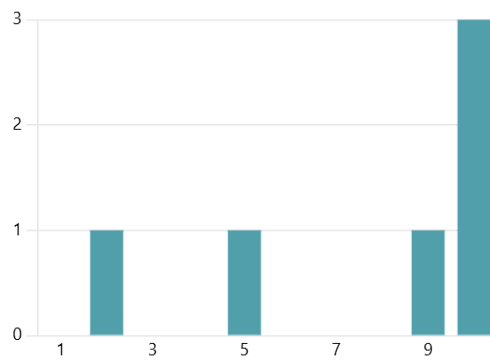
7. Observatory Mesa Property Restoration

6.50
Average Rating



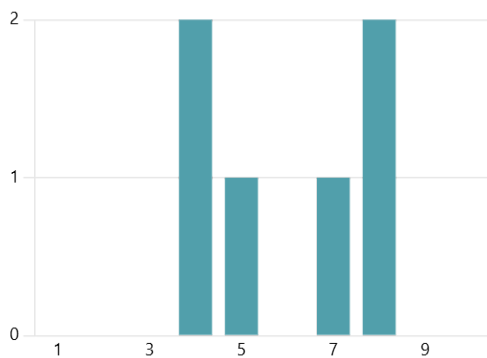
8. Observatory Mesa Trail Plan Implementation

7.67
Average Rating



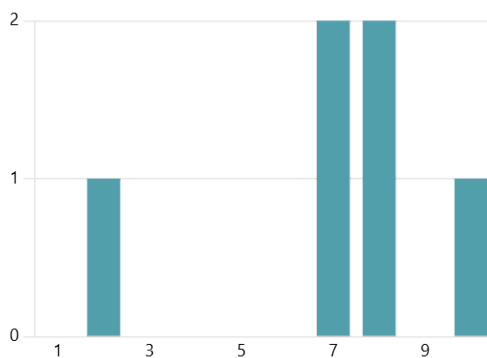
9. Observatory Mesa Water Tank Restoration

6.00
Average Rating



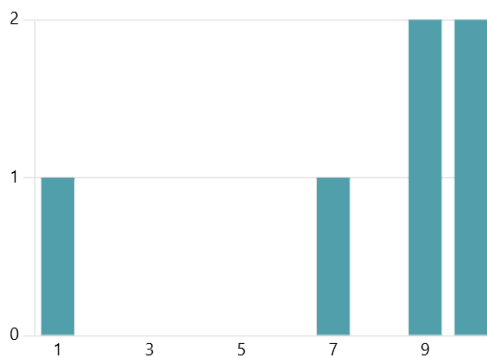
10. Picture Canyon Fencing

7.00
Average Rating



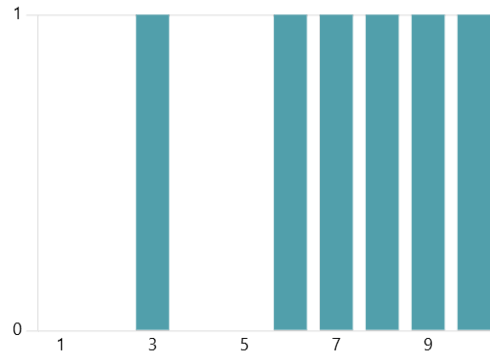
11. Picture Canyon FUTS Connection

7.67
Average Rating



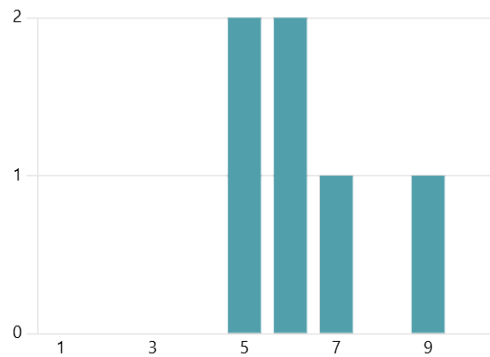
12. Picture Canyon Locus D Trail Spur and Viewing Area

7.17
Average Rating



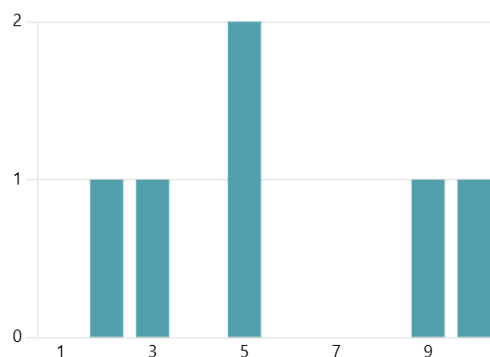
13. Picture Canyon Property Restoration

6.33
Average Rating



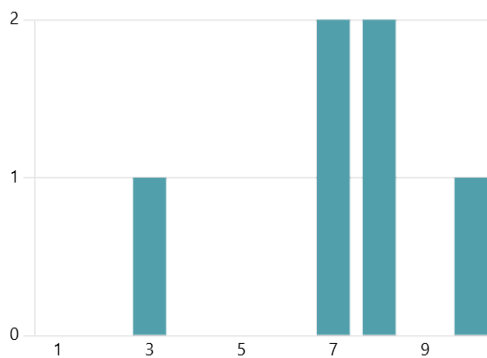
14. Picture Canyon Rio De Flag Bridge Replacement

5.67
Average Rating



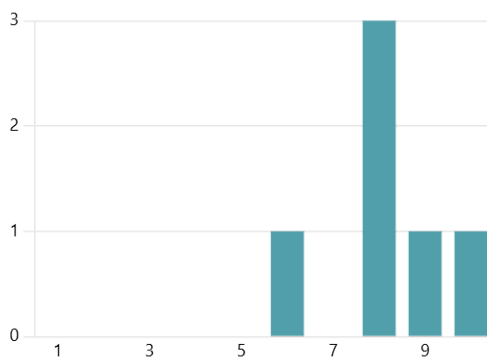
15. Picture Canyon Signage Replacement

7.17
Average Rating



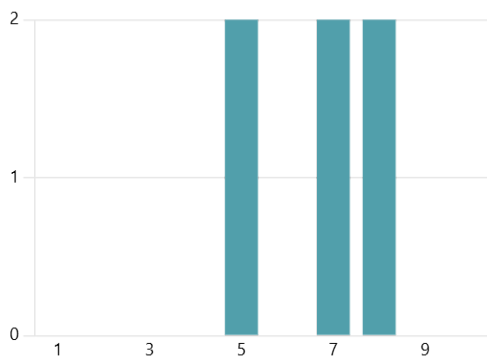
16. Picture Canyon Toilet

8.17
Average Rating



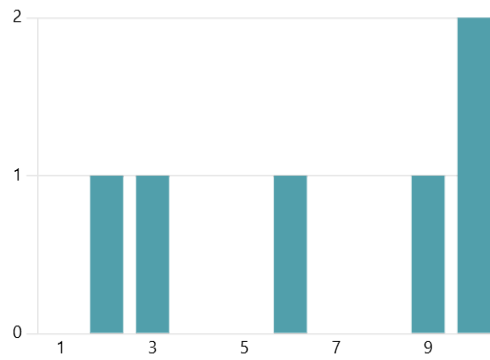
17. Picture Canyon Trail Rehabilitation

6.67
Average Rating



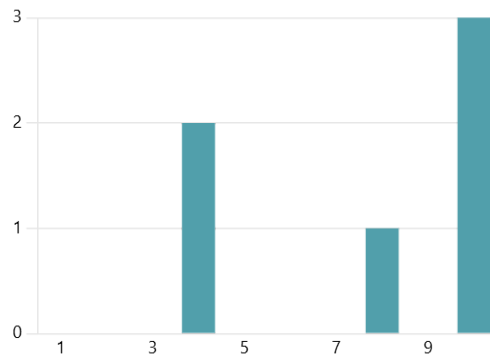
18. Picture Canyon Trailhead Entry Road and Parking Lot

6.67
Average Rating



19. Schultz Creek Trailhead

7.67
Average Rating



ID	Start time	Completion time	Email	Name	Last modified time	Full Name	McMillan Mesa Propert	McMillan Mesa Signage	McMillan Mesa Trail Re	McMillan Mesa Tree Ca	Observatory Mesa Fenci	Observatory Mesa Prop	Observatory Mesa Trail	Observatory Mesa Wate	Picture Canyon Fencing	Picture Canyon FUTS Co	Picture Canyon Locus D	Picture Canyon Property	Picture Canyon Rio De FI	Picture Canyon Signage	Picture Canyon Toilet	Picture Canyon Trail Reh	Picture Canyon Trailhea	Schultz Creek Trailhead
1	12/9/24 5:28:33	12/9/24 5:30:30	anonymous			anonymous	7	3	8	1	9	6	10	5	10	10	8	5	3	3	8	5	9	4
2	12/9/24 5:28:25	12/9/24 5:33:55	anonymous			anonymous	3	4	9	6	3	4	2	7	7	1	6	5	5	8	9	8	10	10
3	12/9/24 5:30:27	12/9/24 5:35:40	anonymous			anonymous	6	6	7	4	3	4	9	4	8	9	9	9	9	7	8	7	2	4
4	12/9/24 5:31:36	12/9/24 5:36:15	anonymous			anonymous	10	6	9	10	7	10	10	8	7	7	10	7	5	7	10	5	6	10
5	12/9/24 5:33:49	12/9/24 5:42:25	anonymous			anonymous	10	10	8	7	5	9	10	4	2	10	3	6	2	8	6	8	3	10
6	12/11/24 12:07:50	12/11/24 12:15:02	anonymous			anonymous	7	10	7	5	8	6	5	8	8	9	7	6	10	10	8	7	10	8

TOTALS:							43	39	48	33	35	39	46	36	42	46	43	38	34	43	49	40	40	46
AVERAGE:							7.166666667	6.5	8	5.5	5.833333333	6.5	7.666666667	6	7	7.666666667	7.166666667	6.333333333	5.666666667	7.166666667	8.166666667	6.666666667	6.666666667	7.666666667

Project	Number	Average
Picture Canyon Toilet	49	8.16
McMillan Mesa Trail Rehabilitation	48	8
Picture Canyon FUTS Connection	46	7.66
Observatory Mesa Trail Plan Implementation	46	7.66
Schultz Creek Trailhead	46	7.66
Picture Canyon Signage Replacement	43	7.16
McMillan Mesa Property Restoration	43	7.16
Picture Canyon Locus D Trail Spur and Viewing Area	43	7.16
Picture Canyon Fencing	42	7
Picture Canyon Trail Rehabilitation	40	6.66
Picture Canyon Trailhead Entry Road and Parking Lot	40	6.66
McMillan Mesa Signage	39	6.5
Observatory Mesa Property Restoration	39	6.5
Picture Canyon Property Restoration	38	6.3
Observatory Mesa Water Tank Restoration	36	6
Observatory Mesa Fencing	35	5.83
Picture Canyon Rio De Flag Bridge Replacement	34	5.66
McMillan Mesa Tree Canopy Buffer	33	5.5

Open Space Project Descriptions for BBB Tax Allocation Consideration (Bed, Board and Beverage)

McMillan Mesa Property Restoration: Evaluate property to determine property restoration areas. Work could involve eradicating invasive plants in areas of high infestation, seeding, and completing erosion control in high-use areas.

McMillan Mesa Signage: Design and install signage throughout the preserve to match the newest design, including rules signage and other educational information. Open Space applied for a \$10,000 grant for this project, which, if awarded, could help fund some of it.

McMillan Mesa Trail Rehabilitation: This project will evaluate the McMillan Mesa trails and partner with Parks to complete the needed trail repairs and maintenance.

McMillan Mesa Tree Canopy Buffer: Restore property between the FUTS and the Veteran's home. This would address past impacts, restore vegetation, control erosion, and help create a vegetative buffer. Grant funding could possibly be obtained to supplement this project.

Observatory Mesa Fencing: Install wildlife-friendly fencing for the Observatory Mesa Natural Area to reduce unauthorized motorized vehicles, minimize cattle impacts, and inform users that they are entering a protected Natural Area with regulations enforced.

Observatory Mesa Property Restoration: Continue restoration work on forest thinning chip piles, which has been ongoing with grant funding. Grant funding will be spent by 12/2025.

Observatory Mesa Trail Plan Implementation: Implement the council-approved trail plan, which includes priorities 1-3 and long-term priorities. The plan would incorporate parking, signage, restroom facilities, unauthorized road and trail restoration, trail maintenance, and trail building. Grant funding could likely be obtained for this project.

Observatory Mesa Water Tank Restoration: Evaluate earthen water catchment basins to determine the benefits of restoration. Restore high-priority tanks to retain water for wildlife.

Picture Canyon Fencing: Install wildlife-friendly fencing for the Picture Canyon Preserve to reduce unauthorized motorized vehicles, prevent further mine encroachment, and inform users that they are entering a protected Natural Area with regulations enforced.

Picture Canyon FUTS Connection: Work with FUTS to design and build the FUTS connection to the Picture Canyon Trailhead. Property acquisition and rights are needed before implementation can occur. Grant funding could possibly supplement this project.

Picture Canyon Locus D Trail Spur and Viewing Area: Design and build a trail spur to the Locus D rock art panel to help manage current use and provide another opportunity to view rock art.

Picture Canyon Property Restoration: Continue restoration work on unauthorized roads and trails that have been ongoing with grant funding. Grant funding will be spent by 5/2025.

Expand work to restore vegetation in areas with high infestations of invasive species, such as along the Rio de Flag corridor.

Picture Canyon Rio De Flag Bridge Replacement: Replace the current wood bridge with a steel FUTS-style bridge.

Picture Canyon Signage Replacement: Upgrade the sun-damaged signage throughout the preserve to match the newest design, including rules signage and other educational information. Grant funding could possibly be obtained to supplement this project.

Picture Canyon Toilet: Develop a single restroom unit for the public at the Picture Canyon Trailhead.

Picture Canyon Trail Rehabilitation: This project will evaluate the Picture Canyon trails and complete the necessary trail repairs and maintenance.

Picture Canyon Trailhead Entry Road and Parking Lot: Repair/Replace the roadway and trailhead parking for Picture Canyon. The road from the Wildcat Water Reclamation Plant to the Picture Canyon Trailhead.

Schultz Creek Trailhead: Designing new trailhead improvements to enable proper parking, signage of the trail system, delineation of trail access to direct use to approved locations, and the addition of appropriate facilities such as trash service and restrooms. Property acquisition and rights are needed before implementation can occur. Grant funding could possibly be obtained to supplement this project.



Open Spaces Commission

6. B.

Co-Submitter: Rebecca Sayers, Parks, Recreation, Open Space, and Events Director

From: Robert Wallace, Open Space Supervisor

DATE: 12/08/2025

SUBJECT: Parks, Recreation, Open Space, and Events Division (PROSE) Master Plan Update

STAFF RECOMMENDED ACTION:

Informational update. Receive an informational update on the Parks, Recreation, Open Space, and Events Division (PROSE) Master Plan process.

Executive Summary:

The PROSE Division is moving forward with the next steps in developing a comprehensive Master Plan to guide programming, operations, and capital planning across the division. This planning process presents an important opportunity to identify and incorporate Open Space initiatives, priorities, and long-term needs. Staff will provide a brief update on the timeline, process, and anticipated opportunities for Commission input as the Master Plan progresses.



Open Spaces Commission

6. C.

Co-Submitter: Rebecca Sayers, Parks, Recreation, Open Space, and Events Director

From: Robert Wallace, Open Space Supervisor

DATE: 12/08/2025

SUBJECT: Observatory Mesa Natural Preserve Name Change Implementation Plan

STAFF RECOMMENDED ACTION:

Informational update. Staff will provide an overview of the implementation plan to officially change the name of the Observatory Mesa Natural Area to Observatory Mesa Natural Preserve, including required updates across City documents, signage, communications, and future planning efforts.

Executive Summary:

The Open Spaces Commission previously recommended a formal name change for the Observatory Mesa Natural Area to better reflect its conservation significance and to establish consistency within internal documents, and public-facing materials. Staff have developed an implementation plan outlining the steps needed to complete this transition, including updating City websites, management plan references, Open Space pamphlets, future PROSE planning documents, and developing new on-site signage. The plan aligns with future CIP funding cycles (2028--2035) to support phased signage replacement and trail plan implementation.

Attachments

Observatory Mesa Name Change Implementation Plan

Implementation Plan: Observatory Mesa Natural Area Name Change

Proposed New Name: *Observatory Mesa Natural Preserve*

Purpose: Align the site's official name with its conservation intent, ensure consistency across City documentation and public communications, and support long-term stewardship and public understanding.

Overview

In response to the Open Spaces Commission recommendation, staff will initiate a formal name change process for the Observatory Mesa Natural Area. The new name, Observatory Mesa Natural Preserve, will be incorporated across all City materials, online platforms, signage, and future planning documents. This plan outlines the tasks, roles, and timelines required to implement the change.

Implementation Phases

Phase 1: Internal Coordination (2025–2026)

Tasks

- Notify internal departments of approved name change:
 - Public Affairs/Communications
 - GIS
 - PROSE Division
 - Events Section
 - PROSE Administration
- Update internal databases and naming conventions (e.g., GIS layers).
- Update all future documents to reflect the new name, including:
 - Future management updates
 - Long-range planning documents
 - Public reports, maps, and presentations
- Confirm that third-party partners (USFS, FTI) are using the correct name.

Phase 2: Website & Document Updates (2026–2027)

Tasks

- Update all City webpages referencing “Observatory Mesa Natural Area” to the new name.
- Update downloadable PDFs, maps, FAQs, and webpages across:
 - PROSE webpages
 - Citywide pages referencing Open Space
 - Interactive maps
- Ensure consistency in:
 - Presentations
 - Public outreach materials
 - The upcoming PROSE Master Plan
- Revise Open Space Section pamphlets, brochures, and other public handouts.
- Revise Internal Plans (Open Space Management Plan, and Open Space Strategic Plan)
- Conduct site inventory to determine which signs require replacement

Phase 3: Signage Design, Production, and Installation (2027–2029)

Tasks

- Moving forward with the identified implementation steps (phases 1-4) of Greater Observatory Mesa Area Trail Plan, work with contracted designers or City graphics staff to create and install:

- New welcome/entry kiosk signs
- Trail wayfinding signs
- Interpretive panels (where applicable)

Funding: Included in CIP for planning efforts beginning FY 2028.

Phase 4: Continued Signage Design, Production, and Installation (2032–2035)

Tasks

- Continue Trail Plan implementation using allocated CIP funding.

Funding: Included in CIP for planning efforts (2032–2035).

DRAFT



Open Spaces Commission

6. D.

Co-Submitter: Rebecca Sayers, Parks, Recreation, Open Space, and Events Director

From: Robert Wallace, Open Space Supervisor

DATE: 12/08/2025

SUBJECT: Jack Welch Memorial Bridge Update

STAFF RECOMMENDED ACTION:

Receive an informational update on the Jack Welch Memorial Bridge. No action is required.

Executive Summary:

The memorial plaque and accompanying Hopi artwork have been successfully installed at the Jack Welch Memorial Bridge. A public event to honor Jack Welch is scheduled for December 7, 2025, at 1:00 PM at the bridge, by the Friends of Jack Welch. Staff will provide an update on the installation, event planning, and next steps.



Open Spaces Commission

7. D.

From: Lori Reynolds, PROSE Admin Specialist

DATE: 12/08/2025

SUBJECT: PROSE Monthly [Newsletter, October 2025](#) and [November 2025](#)

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

PROSE Newsletter: October 2025
November 2025 Newsletter



PARKS, RECREATION, OPEN SPACE, AND EVENTS

OCTOBER 2025
NEWSLETTER

*Connecting our community through people, parks,
natural areas, and programs.*

Fall colors at Thorpe Park



Welcome New Parks Full Time Staff!

Parks is thrilled to welcome two new full-time Maintenance Workers: Michael Sloan and Anthony Masayesva—bringing the team to full staffing for the first time in a while!

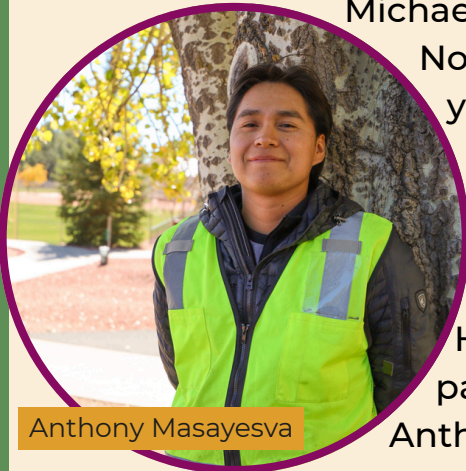
Michael comes to Parks from an ecology lab at

Northern Arizona University and has called Flagstaff home for 13 years. His favorite park is Old Town Spring Park for its quiet charm and unique proximity to the train. On weekends, he enjoys walking his dog, gardening, and spending time with his wife.

Anthony brings experience from the Kaibab National Forest. He enjoys playing kickball and ultimate frisbee at his favorite park, the Thorpe Softball Complex. A passionate runner, Anthony often spends his free time on long forest runs.



Michael Sloan



Anthony Masayesva



Fall colors at Thorpe Park

PARKS

Staff Trailer Training

Parks staff recently completed a hands-on trailer safety training. Team members practiced backing up and parallel parking with a truck and trailer, and answered key safety questions. We're proud to report that all staff successfully passed the training—great job, team!



Trailer training



Tree felling training

Tree Felling Training

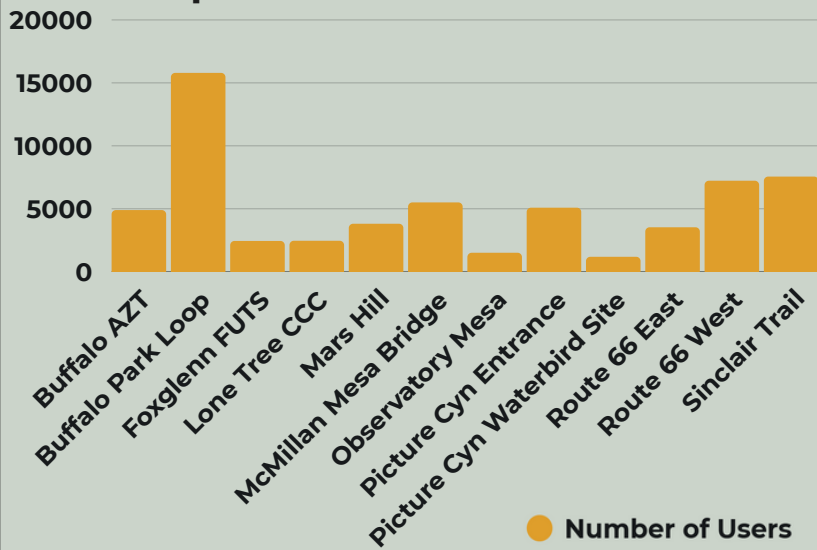
Parks staff recently took part in a tree felling training led by Anthony, who brought valuable expertise from his time with the Forest Service. The session covered essential safety guidelines, best practices, and included a live demonstration. To illustrate proper technique, Anthony felled a diseased tree at Buffalo Park that posed a potential hazard. He expertly guided the tree to fall

precisely between two flags he had set—an impressive demonstration of both precision and experience!



Anthony with the tree he felled

September 2025 Trail Counts



● Number of Users



Kids in costume at Spooky Skate

RECREATION

Spooky Skate at Jay Lively Activity Center

Spooky Skate at Jay Lively Activity Center was a hit, with an estimated 200 attendees. A highlight of the night was the costume contest, where the crowd enthusiastically cheered for their favorites and helped select the winners. Our staff did an outstanding job engaging with attendees and keeping the energy high all night long.



Shaggy & Velma



Spongebob on skates

Scarecrow & hockey player

Fright Night at Hal Jensen Recreation Center

Fright Night was a success, with about 100 attendees throughout the evening. Community members enjoyed pizza, popcorn, sweets, and a movie in a festive setting. It was great to see the creativity and effort that went into so many fun and elaborate costumes.



Fright Night movie



Kid in scary costume at Fright Night

The Pumpkin Plunge at the Aquaplex

Approximately 100 people attended the Pumpkin Plunge, where families enjoyed swimming among pumpkins in the pool. Participants picked out their favorite pumpkin to take home, created crafts, entered a costume contest raffle, and captured memories at the photo booth.



A family in costume at the Pumpkin Plunge



Pumpkins in the pool

Students on a field trip at the Picture Canyon



OPEN SPACE

Bluebird Habitat Project Thrives at Picture Canyon

For the past four years, Northern Arizona Audubon Society volunteers and Open Space have supported native bluebird populations by installing and monitoring nest boxes at Picture Canyon. These boxes provide vital nesting sites for species like Western and Mountain Bluebirds. Since 2021, 44 Western Bluebirds, 10 Violet-green Swallows, and 27 Ash-throated Flycatchers have successfully fledged. Data is shared through NestWatch to aid global conservation efforts. Thanks to dedicated volunteers, the project continues to grow.

Birdhouse at Picture Canyon



Baby birds inside birdhouse

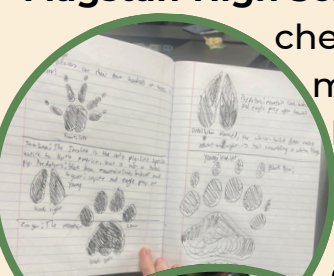
Outdoor Education Highlights

Mount Elden Middle School – 7th Grade Field Trips - Around 180 students visited Picture Canyon for hands-on learning about water quality. Activities included a hike to the Waterfall Overlook to discuss water restoration and cultural water use, water velocity and chemical testing, and a tour of the Wildcat Hill Wastewater Treatment Plant. Special thanks to the Wildcat Hill team and Sarah Jablon from Water Services!

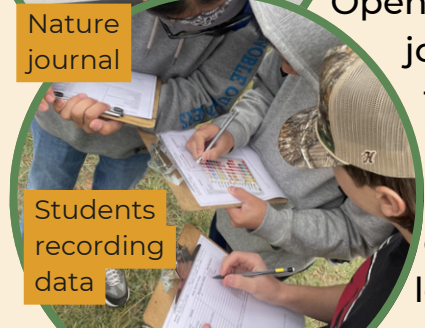
Flagstaff High School – Honors Biology Fifty students explored water health through chemical testing and a tour of the Wildcat Hill facility, followed by a two-mile interpretive hike through Picture Canyon. Big shoutout to Wildcat Hill for their continued support!

Mount Elden Middle School – 6th Grade Classroom Outreach

In partnership with Willow Bend, Open Space brought field journaling into the classroom for 100 students. Using animal tracks, scat replicas, and field guides, students created journal entries on local wildlife.



Nature journal



Students recording data



Students at the water treatment plant

EVENTS, MARKETING & ATHLETICS

Adult Basketball



Adult Basketball Registration Open

Spots are still available for the Adult Basketball League held on Tuesdays and Thursdays at Sinagua High School. Don't miss your chance to get in the game—register now and join the fun!

Registration: \$325/ Team

[CLICK HERE TO REGISTER](#)



WINTER WONDERLAND & TREE LIGHTING

DECEMBER 6TH

2:30pm-7:00pm
Heritage Square

- * Games & Crafts
- * Live music
- * Photobooth
- * Hot Cocoa
- * Santa

FREE!



Winter Wonderland - December 6th

Join us on Saturday, December 6th for Winter Wonderland and the annual Tree Lighting, 2:30pm-7pm! This event is FREE, Family-Friendly, and so much fun!

Stay tuned for more updates on bands and activities!



Winter Wonderland



Social Media Performance Overview

Over the last 30 days, the Marketing team reached 69,493 people on social media, with 86.5% of that reach coming from organic content. Engagement included 406 reactions, 63 comments, and 82 shares. Notably, 73.6% of the audience were Flagstaff residents. This growth reflects the success of incorporating more creative reels, photos, and behind-the-scenes content that highlights programs, events, and daily operations in a way that resonates with the local community.

Hal Jensen Recreation Center
YOUTH JR SUNS
 BASKETBALL





Registration \$45
 Register By: January 1st

SKILLS & DRILLS / DRAFT DAY
 with NAU Basketball
 at the Flagstaff Aquaplex
 Nov. 22nd

CLICK TO REGISTER



Youth Jr. Suns Basketball Registration NOW OPEN! - Get ready for a great season of youth basketball! **Skills & Drills/Draft Day | Saturday, November 22 | Flagstaff Aquaplex**

NAU Basketball is teaming up with the Flagstaff Aquaplex to host a Skills & Drills and Draft Day event. This is a great opportunity for young athletes to develop their basketball fundamentals and prepare for the upcoming season.

- Session Times:**
- 2nd/3rd Grade: 9:00–10:00 AM
 - 4th/5th Grade: 10:15–11:15 AM
 - Middle School: 11:30 AM–12:30 PM

League Registration Deadline: January 1st

[CLICK HERE TO REGISTER](#)

City of Flagstaff Open Space

FULL MOON HIKE




November Full Moon Hike with Open Space - Join Open Space for a night hike and full moon rise on Observatory Mesa.
Wednesday, November 5th | 5:00 PM | Observatory Mesa Tunnel Springs Trail (Meet at Railroad Springs Blvd & Adirondack Ave)

[CLICK HERE TO REGISTER](#)



FOLLOW US ON SOCIAL MEDIA TO SEE MORE PHOTOS, REELS AND EVENTS!






PARKS, RECREATION, OPEN SPACE, AND EVENTS

NOVEMBER 2025
NEWSLETTER

*Connecting our community through people, parks,
natural areas, and programs.*



Bushmaster Sport Court Ribbon cutting



Pickleball on the new courts

Bushmaster Park Improvements

We are thrilled to announce the completion of the Sport Courts at Bushmaster Park project and hosted a ribbon cutting event with elected officials present, community groups and partners who will be using the courts frequently and invited students from Thomas Elementary School to be the first to play on the courts. The project included the construction of two tennis courts, two basketball courts, and eight pickleball courts all equipped with LED lighting funded by the Bed, Board and Beverage (BBB) Special Revenue fund. Special thank you to Thomas Elementary, Flagstaff Tennis Association, and the Flagstaff Pickleball Association for coming out to the grand opening celebration.



Students from Thomas playing various sports on the new courts



PARKS



New sign at Hal Jensen

Buffalo Park & Hal Jensen Receive New Signage

Parks staff recently installed two new metal signs—one at Buffalo Park and one at Hal Jensen. The updated sign at Hal Jensen now reads “Hal Jensen Park and Recreation Center” acknowledging the neighborhood park that is outside of the recreation center. These signs match the style used at other parks and recreation centers and are part of an ongoing effort to create a consistent look across all facilities.

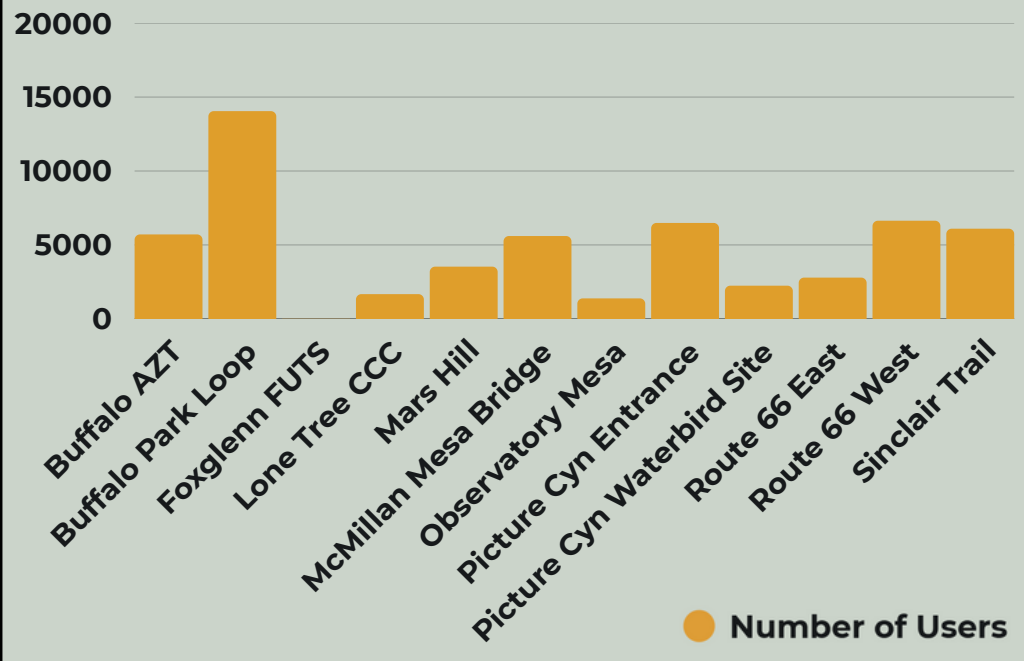
Winterization in Parks

Parks staff have been busy preparing for the winter season by taking steps to protect park infrastructure from cold temperatures and snow. This process includes, removing shade canopies, wind screens, and shutting down irrigation systems and drinking fountains to prevent freezing. These steps help keep our parks safe and protected during the colder months.



Removing playground shade canopy

October 2025 Trail Counts



Spectacular sunset at the Aquaplex

THE FLAGSTAFF AQUAPLEX

RECREATION



Skills & Drills event

Skills & Drills - Youth Basketball Draft Day with NAU Basketball

On November 22nd, the Youth Basketball Skills, Drills & Draft Day, was hosted at the Aquaplex. About 120 young athletes participated in the event which was led by the NAU Men's Basketball Team, who guided participants through a variety of skill-building drills and shared expert coaching tips. This annual event is a key part of the youth

basketball program, where coaches evaluate players based on age and ability to form balanced teams for the

upcoming season. It's not only a fun and energetic day for the kids, but also a great opportunity to build confidence, teamwork, and a love for the game.

Hal Jensen Staff and Youth Volunteer at Flagstaff Family Food Center



Group that volunteered

On November 24th, staff from Hal Jensen Recreation Center, along with several youth volunteers, gave their time to support the Flagstaff Family Food Center. From 11:30 AM to 2:00 PM, they



Johnny dressing the part

helped manage traffic flow and handed out food to families in need. Their efforts made a meaningful impact and reflect the center's ongoing commitment to community service and youth engagement.

OPEN SPACE

New Environmental Literacy Corps Member

Open Space welcomed the new Environmental Literacy Corps member, Grace Harris to the team. Grace is pursuing advanced degree at NAU in Forestry. She is excited to focus on environmental education and community outreach.



Grace Harris

Volunteer Work in Open Space

Open Space hosted several volunteer groups this month including staff from Amazon and Arc'teryx. Amazon volunteers helped plant trees and replace damaged watering stakes at McMillan Mesa Natural Area. Arc'teryx employees from Canada and beyond joined Open Space staff to improve stormwater drainage on the Tom Moody Trail at Picture Canyon.



Volunteer planting a willow

Youth Environmental Education Highlights

Ashlee Fliney led a 5 Senses and Leave No Trace activity at Leupp Elementary's STEAM Fair. At Mount Elden Middle School, 6th graders presented water cycle posters during a classroom Q&A. Summit High students observed nature through their windows, creating art with watercolors and pastels. Despite the cold, students stayed engaged with hands-on environmental learning.



Students at the Leupp STEAM fair



Amazon volunteers with a tree they planted



EVENTS, MARKETING & ATHLETICS

WINTER WONDERLAND & TREE LIGHTING

DECEMBER 6TH

2:30pm-7:00pm
Heritage Square

- * Games & Crafts
- * Live music
- * Photobooth
- * Hot Cocoa
- * Santa

FREE!



Winter Wonderland & Tree Lighting

The Events & Marketing team has been hard at work preparing for the annual Winter Wonderland & Tree Lighting event. PROSE, Discover Flagstaff, and the Downtown Business Alliance are excited to host our annual Winter Wonderland & Holiday Tree Lighting on Saturday, December 6 in Heritage Square. Activities begin at 2:30pm with crafts, games, bounce houses, community partners and more! Santa will travel down Aspen Ave to light the tree at 6:15.

FOLLOW US ON
SOCIAL MEDIA TO
SEE MORE PHOTOS,
REELS AND EVENTS!



Santa on the firetuck