

## NOTICE AND AGENDA

PARKS AND RECREATION AND OPEN SPACE COMMISSIONS  
JOINT MEETING  
MONDAY  
FEBRUARY 24, 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.*

OPEN SPACE  
Chair Jacqueline Thomas  
Co-Chair Bruce Fox  
Commissioner Mary Norton (P&Z Liaison)  
Commissioner Molly Joyce  
Commissioner Lina Wallen  
Commissioner Nat White  
Commissioner - Vacant  
Councilmember Representative: David Spence

PARKS AND REC  
Chair Stephen Parsons  
Co-Chair Austin Kerr  
Commissioner Neil Frazier  
Commissioner Autumn Layden-McLeod  
Commissioner Ryan Martin  
Commissioner Jill Christensen  
Commissioner Josh Stackhouse  
Councilmember Representative: Anthony Garcia

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 Minutes
5. 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.
6. Business Items
  - A. Parks, Recreation, and Open Space Capital Improvement Project Plan Update and Discussion  
Discussion Item: Parks, Recreation, and Open Space Capital Improvement Project Plan.
  - B. Land Availability and Suitability Study and Code Analysis Project (LASS+CAP) Update and Discussion  
Discussion Item: This is an update on the status of the [Land Availability and Suitability Study and Code Analysis Project](#)
7. City Council Liaison Report - Councilmember David Spence and Councilmember Anthony Garcia
8. Reports -- Monthly highlights of Parks and Recreation, Open Space, and Events

A. PROSE Monthly Newsletter

9. Informational items to and from Commissioners and Staff

10. Potential Future Agenda Items

11. 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 2/20/25, at 9:00 am a.m./p.m. This notice has been posted on the City's website and can be downloaded at [www.flagstaff.az.gov](http://www.flagstaff.az.gov).

Dated this 19th day of February, 2024.

Annie Ridgell

Annie Ridgell, Administrative Specialist

ADDITIONAL INFORMATION: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Koren Brown ([koren.brown@flagstaffaz.gov](mailto:koren.brown@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**

6. A.

**Co-Submitter:** Amy Hagin, Assistant Parks and Recreation Director

**From:** Robert Wallace, Open Space Supervisor

**DATE:** 02/24/2025

**SUBJECT:** Parks, Recreation, and Open Space Capital Improvement Project Plan Update and Discussion

---

**STAFF RECOMMENDED ACTION:**

Discussion Item: Parks, Recreation, and Open Space Capital Improvement Project Plan.

**Executive Summary:**

Review of Open Spaces Commission Prioritization Exercise followed by an overview of the Parks, Recreation, and Open Space capital project 5-10 year plans.

---

**Attachments**

Open Spaces Commission Prioritization Exercise Tally  
PROS CIP Plan

---

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			xx	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			xx	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			xx	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			xx	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			xx	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			xx	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

Projects (highest to lowest priority)	OS Commn Number	OS Commn average	OS Stewards average
Picture Canyon Toilet	49	8.16	6.9
McMillan Mesa Trail Rehabilitation	48	8	6.8
Picture Canyon FUTS Connection	46	7.66	7.8
Observatory Mesa Trail Plan Implementation	46	7.66	5.8
Schultz Creek Trailhead	46	7.66	5.3
Picture Canyon Signage Replacement	43	7.16	8.2
McMillan Mesa Property Restoration	43	7.16	7.8
Picture Canyon Locus D Trail Spur and Viewing Area	43	7.16	5.3
Picture Canyon Fencing	42	7	7.8
Picture Canyon Trail Rehabilitation	40	6.66	7.2
Picture Canyon Trailhead Entry Road and Parking Lot	40	6.66	7.2
McMillan Mesa Signage	39	6.5	7.1
Observatory Mesa Property Restoration	39	6.5	7.8
Picture Canyon Property Restoration	38	6.3	8.6
Observatory Mesa Water Tank Restoration	36	6	7.9
Observatory Mesa Fencing	35	5.83	9.1
Picture Canyon Rio De Flag Bridge Replacement	34	5.66	5.2
McMillan Mesa Tree Canopy Buffer	33	5.5	6.9



Id		Start time	Completion time	Email	Name	Full Name	McMillan	McMillan	SMcMillan	TMcMillan	TObserver	Observer	Observer	Observer	Observer	Picture	CanPicture	CanPicture	CanPicture	CanPicture	CanPicture	CanPicture	CanPicture	CanPicture	CanPicture	CanSchultz Cre
		1	12/17/24 11:05	12/17/24 11:08	anonymous	OS Steward						9	7	1	9											
		2	12/18/24 8:16	12/18/24 8:24	anonymous	OS Steward	8	9	8	8	10	9	10	8	10	9	9	10	10	9	9	9	9	9	8	
		3	12/18/24 9:32	12/19/24 8:45	anonymous	OS Steward	9	10	8	6	10	9	1	9	2	2	2	10	2	8	2	3	3	8		
		4	12/19/24 7:45	12/19/24 7:49	anonymous	OS Steward	8	6	9	9	10	10	1	8	7	4	2	2	7	3	5	2	6	2		
		5	12/26/24 5:24	12/26/24 5:29	anonymous	OS Steward	8	5	4	3	5	7	10	2	5	10	5	8	2	8	10	5	2	2		
		6	1/15/25 2:50	1/15/25 2:53	anonymous	OS Steward										10	9	4	10	1	10	9	10	10		
		7	1/16/25 7:23	1/16/25 7:31	anonymous	OS Steward	6	6	6	8	10	7	5	10	10	10	5	10	4	10	7	10	10	5		
		8	1/16/25 7:20	1/16/25 7:31	anonymous	OS Steward	6	6	6	8	10	7	5	10	10	10	5	10	4	10	7	10	10	5		
		9	1/20/25 6:34	1/20/25 6:45	anonymous	OS Steward	8	5	6	8	8	6	10	10	8	7	7	10	7	6	5	7	8	8		
		10	1/16/25 8:53	1/20/25 8:50	anonymous	OS Steward	9	10	7	5	10	8	9	5	10	7	6	8	7	9	5	7	4	5		
		11	2/2/25 6:53	2/2/25 6:54	anonymous	OS Steward										6	10	8	8	8	9	10	9	10	10	
Projects (highest to lowest priority)		Number	Average				7.8	7.1	6.8	6.9	9.1	7.8	5.8	7.9	7.8	7.8	5.3	8.6	5.2	8.2	6.9	7.2	7.2	5.3		
Observatory Mesa Fencing			82	9.1																						
Picture Canyon Property Restoration			86	8.6																						
Picture Canyon Signage Replacement			82	8.2																						
Observatory Mesa Water Tank Restoration			71	7.9																						
McMillan Mesa Property Restoration			62	7.8																						
Observatory Mesa Property Restoration			70	7.8																						
Picture Canyon Fencing			78	7.8																						
Picture Canyon FUTS Connection			78	7.8																						
Picture Canyon Trail Rehabilitation			72	7.2																						
Picture Canyon Trailhead Entry Road and Parking Lot			72	7.2																						
McMillan Mesa Signage			57	7.1																						
McMillan Mesa Tree Canopy Buffer			55	6.9																						
Picture Canyon Toilet			69	6.9																						
McMillan Mesa Trail Rehabilitation			54	6.8																						
Observatory Mesa Trail Plan Implementation			52	5.8																						
Picture Canyon Locus D Trail Spur and Viewing Area			53	5.3																						
Schultz Creek Trailhead			53	5.3																						
Picture Canyon Rio De Flag Bridge Replacement			52	5.2																						

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
<b>Sources of Funds</b>								
<b>Beginning Fund Balance</b>	\$ 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
<b>Total Sources of Funds</b>	9,540,520	9,326,423	11,115,186	9,570,318	8,978,171	7,903,682	7,912,493	8,665,704
<b>Uses of Funds</b>								
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	-	-	-	-
<b>Total Uses of Funds</b>	2,798,414	5,094,589	5,895,068	5,478,947	5,584,589	4,634,589	4,034,589	3,502,589
<b>Ending Fund Balance</b>	\$ 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

[illegible]

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



[illegible]



## **Parks & Recreation and Open Space**

6. B.

**Co-Submitter:** Amy Hagin, Assistant Parks and Recreation Director

**From:** Robert Wallace, Open Space Supervisor

**DATE:** 02/24/2025

**SUBJECT:** Land Availability and Suitability Study and Code Analysis Project (LASS+CAP) Update and Discussion

---

### **STAFF RECOMMENDED ACTION:**

Discussion Item: This is an update on the status of the [Land Availability and Suitability Study and Code Analysis Project](#)

### **Executive Summary:**

City staff will provide a brief introduction to the [Land Availability and Suitability Study and Code Analysis Project](#) (LASS+CAP), and will explain where the City is in the process with additional focus on recommended changes to the resource protection overlay (RPO).

The LASS+CAP is a multi-pronged initiative to address critical long-term planning and resilience needs. There are two components to this project: the Land Availability and Suitability Study (LASS) and the Code Analysis Project (CAP).

1. The purpose of the LASS is to understand what land is available within the Flagstaff city limits and peripheral areas for development and redevelopment/infill and the barriers that exist.
  2. The code analysis portion of the project will analyze City codes applied to development projects and will identify what works well and identify the barriers to meeting the City's housing and climate goals and policies. The CAP will be completed through three deliverables including a code diagnosis, exploration of concept code changes, and then a final report with recommendations.
-



**Parks & Recreation and Open Space**

8. A.

**From:** Annie Ridgell, PROSE Administrative Specialist

**DATE:** 02/24/2025

**SUBJECT:** PROSE Monthly Newsletter

---

**STAFF RECOMMENDED ACTION:**

**Executive Summary:**

---

**Attachments**

PROSE January 2025 Newsletter

---





# PARKS, RECREATION, OPEN SPACE, AND EVENTS

JANUARY 2025 NEWSLETTER

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



## Buffalo Park Receives Best of Flagstaff 2024 Award

Buffalo Park was voted “Best Hiking/Biking Trail” in the Arizona Daily Sun’s Best of Flagstaff series. Parks staff attended the Best of Flagstaff Awards banquet to be recognized in person and receive a certificate and banner.

This is the second year in a row that Buffalo Park has received this award but the first time Parks staff have been able to attend the awards ceremony. PROSE is extremely pleased that the community chose Buffalo Park for this award. As Parks continue to maintain and improve this park, it’s always nice to know that the local community appreciates all it has to offer.



Parks staff at the awards banquet





New retaining wall at Foxglenn Park

# PARKS

## New Retaining Walls at Foxglenn Park

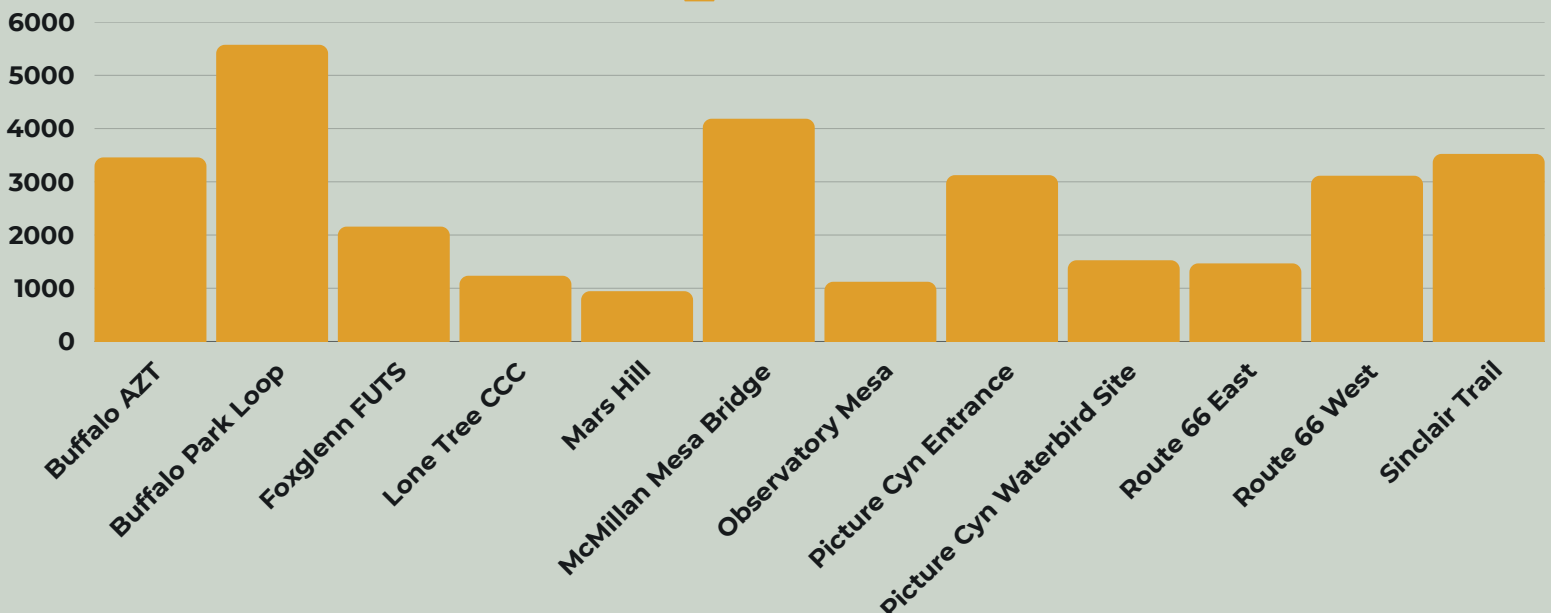
Parks staff constructed two new brick retaining walls around the basketball courts at Foxglenn Park. These walls add structural support to the landscape as they direct water flow around the courts and mitigate erosion on the slopes. The walls also create a new space for landscaping in the future, including pollinator areas, adding to the aesthetics of the community.

One of the retaining walls



## December 2024 Trail Counts

Number of Users







Group photo of the Lifeguard Training

# RECREATION

Lifeguards in training



## Aquaplex Lifeguard Training

Aquaplex Recreation Coordinator, Audrey Curson, obtained her LGI (Lifeguard Instructor) certification this past November. This certification enabled her to instruct the first in-house lifeguard certification class. Seven participants completed the three day course which included online and in the water components. After passing the required skills test, and demonstrating competency in water rescues, CPR, and First Aid, they received a Shallow Water Lifeguard certification from the American Red Cross. The certification is valid for two years. Staff are excited to offer this class multiple times per year for both staff retention and community development.



Lifeguards practicing rescue drills

## Aquaplex January Membership Sale

The January Membership Sale at the Aquaplex came to a successful close bringing in many new members to the center. In total, 756 new memberships were sold, generating \$72,082 in revenue, which is approximately \$8,000 more than in 2024!



The Aquaplex





# RECREATION

## Jor C. Montoya Community and Senior Center Piatigorsky Foundation Concert

Joe C. Montoya Community and Senior Center hosted their annual Piatigorsky Foundation Classical Music Concert with approximately seventy community members who came to listen. The concert this year featured two amazing artists, Nicholas Shaneyfelt (piano) and Kelly Burns (tenor vocalist). The two artists showcased their wide range of musical abilities from heartfelt melodies



The musicians:  
Kelly Burns (left) &  
Nicholas Shaneyfelt (right)

that evoked tears from the audience to playful songs with humorous lyrics. Many attendees stayed afterward to converse with the artists and were greatly appreciative of the opportunity to come listen.

## Black History Month Blood Drive and Upcoming Dinner and a Movie Event

Hal Jensen Recreation Center kicked off Black History Month early with a Blood Drive partnered with Vitalant. The Blood Drive was a successful in receiving donations from over twenty people.

Staff at Hal Jensen Recreation Center are prepared to host Dinner and a Movie to honor Black History Month on February 20th from 2:30pm to 5:00pm. Traditional soul food will be served for dinner and the movie showing is called "The Hate You Give" that will be followed by some open discussion. This event is free and open to the public.

Hal Jensen Recreation Center  
Black History Month  
**DINNER & a MOVIE**  
LBE LIVED BLACK EXPERIENCE PROJECT  
CITY OF FLAGSTAFF PARKS, RECREATION, OPEN SPACE & EVENTS

Come enjoy some soul food and a movie in honor of Black History Month!  
Signed waiver required for ages 12 and under

Thursday, February 20th  
2:30pm - 5:00pm  
Hal Jensen Recreation Center

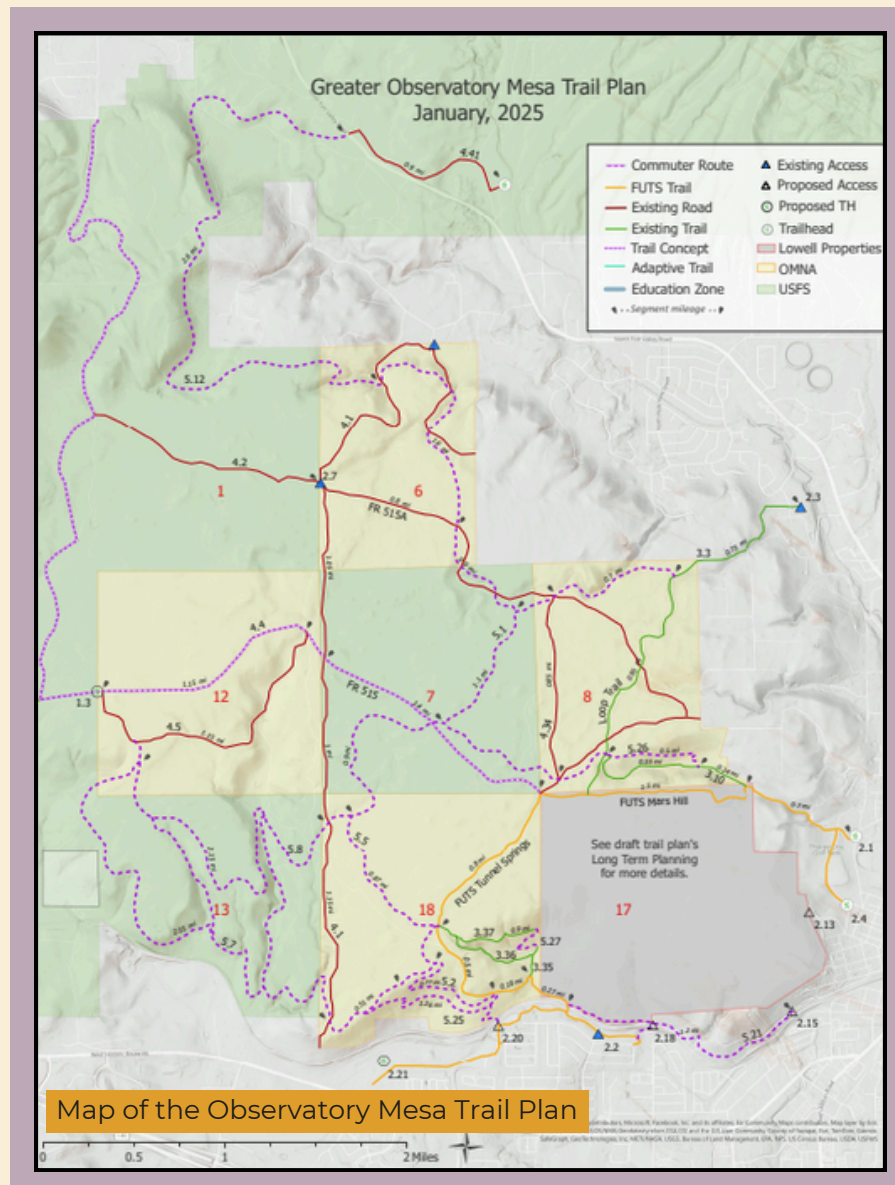
**FREE**



# OPEN SPACE

## Greater Observatory Mesa Area Trail Plan Moves Forward

Open Space has been working closely with the community to develop the Greater Observatory Mesa Area (GOMA) Trail Plan, a thoughtful approach to trail management in this beloved natural area. Designed to balance recreation with conservation, the plan includes sustainable trail alignments, improved signage, increased access, and habitat restoration efforts. After extensive public input and revisions, the Open Spaces Commission voted on January 27, 2025, to advance the plan to the Flagstaff City Council for review. Observatory Mesa is a treasured outdoor space, offering stunning landscapes and potential recreational opportunities near downtown and surrounding neighborhoods. This plan, developed in collaboration with the City of Flagstaff, U.S. Forest Service, and Lowell Observatory, will guide future trail development while ensuring long term protection of the area's cultural and natural resources. To stay informed about the upcoming City Council date, visit our [website](#).







# EVENTS, MARKETING & ATHLETICS

## Successful First Session Adult Basketball

The first session of the Adult Winter Basketball League has officially wrapped up! Sixteen teams competed, each playing seven games within their division, but only two came out on top. Congratulations to Mike & Ronda's West (Division D/E) and Step Bros (Division B/C) for winning their division! Step Bros dominated with an undefeated 7-0 record, while both teams delivered high-scoring performances—Mike & Ronda's West with 122 points in their highest-scoring game and Step Bros with 144 points. Great job to all the teams on an amazing season!

## Adult Softball Registration Opens on February 14th

Adult Softball registration will open on Webtrac on February 14th. Games begin the week of April 27th. Teams fill up quickly, so be ready to register early!



## Registration Open for the Aquaplex Spring Break Kids Day Camp

Registration is now open for the Aquaplex Spring Break Kids Day Camp! This is the most affordable camp in town and includes fun activities like swimming, rock wall climbing, arts and crafts, games and more! Camp runs from Monday, March 10th to Friday the 14th with the option to sign up for one day or the whole week. Spots fill up quickly so register today!

**Flagstaff Aquaplex**

# Spring Break

## KIDS DAY CAMP

**MARCH 10 - 14**

**Ages 5 - 11**

**Flagstaff Aquaplex**

Monday 3/10	Tuesday 3/11	Wednesday 3/12	Thursday 3/13	Friday 3/14
<b>Full-Day</b> 7:30am-6:00pm	<b>Full-Day</b> 7:30am-6:00pm	<b>Full-Day</b> 7:30am-6:00pm	<b>Full-Day</b> 7:30am-6:00pm	<b>Full-Day</b> 7:30am-6:00pm

**Member Price:**  
**\$25/ day**

**Non-Member Price:**  
**\$35/ day**

Click here to SIGN UP!

Stay connected!

