



## PUBLIC MEETING AGENDA

### Parks, Recreation, Golf and Double Butte Cemetery Advisory Board

**MEETING DATE**

Wednesday, November 14, 2018  
6:00 p.m.

**MEETING LOCATION**

Tempe Public Library  
2<sup>nd</sup> Floor Board Room  
3500 South Rural Road  
Tempe, Arizona

AGENDA ITEM	ACTION or INFORMATION
<p><b>1. Public Appearances</b> The Parks, Recreation, Golf and Double Butte Cemetery Advisory Board welcomes public comment for items listed on this agenda. There is a three-minute time limit per citizen.</p>	Information
<p><b>2. Approval of Meeting Minutes</b> The Advisory Board will be asked to review and approve meeting minutes from the October 17, 2018 meeting.</p>	Action
<p><b>3. New Board Member Introduction- Dayna McGrady</b></p>	Information
<p><b>4. IDEA Campus at Tempe Center for the Arts</b></p>	Information
<p><b>5. Board and Commission Annual Report</b></p>	Action
<p><b>6. Neighborhood Park Hours</b></p>	Information
<p><b>7. Upcoming Park Public Meeting Notices &amp; Announcements</b></p>	Information
<p><b>8. Current Events/Board Announcements/Future Agenda Items</b> Board may share events, make announcements or request future agenda items.</p>	Information

According to the Arizona Open Meeting Law, the Parks, Recreation, Golf and Double Butte Cemetery Advisory Board may only discuss matters listed on the agenda. The city of Tempe endeavors to make all public meetings accessible to persons with disabilities. With 48 hours advance notice, special assistance is available at public meetings for sight and/or hearing-impaired persons. Please call 350-4311 (voice) or for Relay Users: 711 to request an accommodation to participate in a public meeting.

**\*Next meeting scheduled for December 19, 2018**



**Minutes  
Parks, Recreation, Golf and Double Butte Cemetery  
Advisory Board  
October 17, 2018**

**Minutes of the Parks, Recreation, Golf and Double Butte Cemetery Advisory Board meeting held on October 17, 2018, 6:00 p.m., Rolling Hills Golf Course Restaurant, 1415 N. Mill Avenue, Tempe, AZ.**

**Members Present:**

Fred Wood – Chair  
Mary Larsen – Vice Chair  
Sharon Doyle  
Christina Hudson  
Chris Kamper  
Shereen Lerner  
Duane Washkowiak

**Members Absent:**

Judy Aldrich  
Maureen DeCindis  
John Vack

**City Staff Present:**

Keith Burke, Deputy Community Services Director- Recreation  
Craig Hayton, Parks Manager  
Bobbi Lloyd, Management Assistant II  
Steve White, Public Works Plan Research Analyst

Upon the establishment of a quorum, meeting was called to order at 6:09 p.m. by Fred Wood.

**Agenda Item 1 – Public Appearances**

None

**Agenda Item 2 – Approval of Meeting Minutes**

**September 12, 2018**

Motion by Board member Mary Larsen to approve the meeting minutes of September 12, 2018 as submitted; second by Board member Christina Hudson. Motion passed on a 7-0 vote.

Ayes: Chair Fred Wood, Vice Chair Mary Larsen, and Board members Sharon Doyle, Christina Hudson, Chris Kamper, Shereen Lerner and Duane Washkowiak.

Nays: None

Absent: Judy Aldrich, Maureen DeCindis and John Vack.

**Agenda Item 3 – Board and Commission Annual Report**

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Craig Hayton reviewed the draft board and commission annual report. Changes were noted to add Sharon Doyle in the members list and to note term end dates. Draft will be sent out to the board before next meeting to receive further input. Item will be listed for Action at the November meeting seeking approval to move forward final document.

#### **Agenda Item 4 – Quarterly Golf Update**

Steve White and Craig Hayton presented to the board a PowerPoint presentation on the Quarterly Golf Update. Presentation included the following:

- First quarter rounds and revenue at Rolling Hills and Ken McDonald
- First quarter range revenue at Rolling Hills and Ken McDonald
- First quarter total revenue comparison
- Course conditions review at Ken McDonald and Rolling Hills
- Course conditions preview at Ken McDonald and Rolling Hills
- Minor projects at Ken McDonald and Rolling Hills
- Golf information boards

Request to show significant revenues and expenses as well as revenues from prior years on golf enterprise fund sheet. Staff will email golf pass donation guidelines to board.

#### **Agenda Item 5 – Estrada Park Update**

Craig Hayton presented to the board a PowerPoint presentation on the Estrada Park Update. Presentation included the following:

- Project review
- Project update- in process/up next
- Project/s timeline

Project update will be provided to the board in December.

#### **Agenda Item 6 – Upcoming Park Public Meeting Notices & Announcements**

- Craig Hayton noted that the second public outreach meeting will be held on Saturday, November 17<sup>th</sup> in the park at Corbell Park from 8am-9am and Hollis Park from 9:30am-10:30am.
- Craig Hayton noted that public outreach meetings will be held on Saturday, October 27<sup>th</sup> in the park at Indian Bend Park from 8am-9am.

#### **Agenda Item 7 – Current Events/Board Announcements/Future Agenda Items**

- Question regarding path from Singh Farm just north of Curry off McKellips. The path is blocked by a chain link fence. Keith Burke will reach out to liaison to follow up.

**Meeting adjourned at 7:10 p.m.**

Prepared by: Bobbi Lloyd, Management Assistant II, (480) 350-8352

Reviewed by: Craig Hayton, Parks Manager (480) 350-5234

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**PARKS, RECREATION, GOLF, AND DOUBLE BUTTE CEMETERY ADVISORY BOARD**  
**2018 ANNUAL REPORT**

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**Description as Defined in Ordinance:**

Sec. 2-240. Powers and duties.

The parks, recreation, golf, and Double Butte Cemetery advisory board shall have the following powers and duties:

- (1) To advise the city council and assist the city manager in the establishment of essential policies, rules and regulations relating to the planning, acquisition, disposition, operation, use, care and maintenance of golf facilities owned, leased or otherwise acquired by the city for use as municipal golf courses;
- (2) To advise the city council and assist city staff in the establishment of essential policies, management plans, rules and regulations relating to the planning, acquisition, disposition, operation, use, care and maintenance of areas and as of November 2014 structures owned, leased or otherwise acquired by the city for use as parks and preserves;
- (3) To advise the city council and assist city staff in the establishment of essential policies, management plans, rules and regulations relating to the acquisition, conservation, and use of parks and preserves;
- (4) To assist and advise the city council, through the community services department, in the establishment of essential policies, rules and regulations relating to the planning, acquisition, disposition, operation, use, care, maintenance, design and construction of cemetery facilities owned, leased or otherwise acquired by the city;
- (5) To assist the community services department and other city departments in establishing priorities at budget time for those items other than administrative functions relating to golf, park, preserve and recreation policy. The recommendations of the committee shall be forwarded to the city council;
- (6) To assist and advise the city council in establishing priorities at budget time for those items other than administrative functions relating to the cemetery. The recommendations of the committee shall be forwarded to the city council;
- (7) To assist the community services department staff liaison in the development of a continuing plan for the city's park and recreation program;
- (8) To receive, accept and acquire subject to final action by the city council by gift, bequest or devise real and personal property of every kind, nature and description in the name of the city for park and preserve purposes subject to the terms of the gift;
- (9) To suggest to the mayor and city council qualified and interested persons eligible for appointment for board vacancies; and
- (10) To serve as the city tree board with the responsibility to study, develop, update annually and administer a written plan for the care, management, planting, replanting and removal or disposition of trees and shrubs within parks, preserves, street rights-of-way and public places owned by the city to ensure that the city will continue to realize the benefits provided by an urban forest. Such plan will be presented to the city council and upon their acceptance and approval shall constitute the official city tree plan for the city.

TCC § {2-235}

**List of Board and Commission Members, Including Attendance and Service Dates:**

Board/Commission Members:

Service Dates:

Attendance Record:

Fred Wood	06/14/12-Present (term ends 12/31/20)	7 Present / 1 Excused / 0 Unexcused
Mary Larsen	12/13/12-Present (term ends 12/31/19)	6 Present / 2 Excused / 0 Unexcused
Judy Aldrich	12/12/13-Present (term ends 12/31/20)	6 Present / 2 Excused / 0 Unexcused
Maureen DeCindis	12/13/12-Present (term ends 12/31/19)	6 Present / 2 Excused / 0 Unexcused
Sharon Doyle	08/15/18-Present (term ends 12/31/19)	3 Present / 0 Excused / 0 Unexcused
Christina Hudson	06/25/15-Present (term ends 12/31/18)	7 Present / 1 Excused / 0 Unexcused
Chris Kamper	01/18/17-Present (term ends 12/31/19)	8 Present / 0 Excused / 0 Unexcused
Shereen Lerner	04/19/17-Present (term ends 12/31/19)	7 Present / 1 Excused / 0 Unexcused
Dayna McGrady	11/14/18-Present (term ends 12/31/19)	0 Present / 0 Excused / 0 Unexcused
John Vack	12/12/13-Present (term ends 12/31/20)	5 Present / 3 Excused / 0 Unexcused
Duane Washkowiak	12/17/15-Present (term ends 12/31/18)	7 Present / 1 Excused / 0 Unexcused
Suzanne Durkin-Bighorn	02/13/14-03/21/18	0 Present / 0 Excused / 3 Unexcused
Breanna Wells	01/18/17-01/17/18	0 Present / 1 Excused / 0 Unexcused

\*Report due prior to December meeting, therefore not included.

**Name of Chair and Vice Chair:**

- Chair – Fred Wood
- Vice Chair – Mary Larsen

**Staff Liaison and Contact Information:**

<u>Staff Liaison:</u>	<u>Department:</u>	<u>Phone:</u>	<u>Email:</u>
Craig Hayton	City of Tempe Public Works	(480) 350-5234	craig_hayton@tempe.gov

**Meeting Frequency and Location:**

The Board held eleven (10) meetings in 2018. The Board meets monthly at the Tempe Public Library-2<sup>nd</sup> Floor Board Room, 3500 South Rural Road, Tempe, Arizona 85282.

**Number of Meetings Cancelled and Reason for Cancellation:**

Two (2) monthly meetings were cancelled (June and July) for summer break.

**Vacancies and Duration of Vacancies:**

The Board had two vacancies, one from January through June of 2018 and one vacancy throughout the year. The one position was filled by the August meeting date.

**Subcommittee and Subcommittee Activity:**

Did the Board/Commission have any subcommittees active during the reporting period?  YES  NO

**Mission Statement:**

On behalf of Tempe citizens, the mission of the board is to advise City Council and staff on proposed policies for operations, maintenance, planning, acquisitions, recreation and conservation as they pertain to Tempe's municipal parks, golf courses, preserves and the Double Butte Cemetery.

**Accomplishments (Past 12 Months):**

Agenda items included the following:

- Provided feedback and discussed Innovation Fund Submissions
  - Slow Pitch Softball
  - Free Wi-Fi at Tempe Beach Park
  - Innovation Fund: Play, Learn, Live, Grow Mobile
- Discussed and formally approved El Paso Multi-Use Path Plan
- Discussed and formally approved Integrated Pest Management Program Draft
- Reviewed, discussed and provided feedback on the following items:
  - Criteria for Tree Location/Selection (Goal #3.4)
    - Urban Forest Master Plan
    - Mechanics of Site/Tree Selection
  - Rio Salado Park Master Plan (Goal #3.4)
  - Aquatics Study
  - New City Facility Naming Procedure
  - Birchett Park Plan
  - Estrada Park Plan- Mary Larsen represented the board on the committee (Goal #3.3)
  - ADA Transition Plan Phase II
  - Pickleball Plan (Goal #3.4)
  - Tempe Youth Baseball Field Plan (Goal #3.4)
  - Parks Capital Improvement Program (Goal #3.4)
  - Community Centers Plan
  - Desert Parks Plan (Goal #3.4)
  - Ordinance Changes/Special Events Fee Changes
    - Section 5-2 Temporary Events or Activities
    - Section 4-6 Special Event Licenses
    - Section 23-56 Park and Building Use Permit

**Goals Related to City Council Strategic Priorities, if Applicable (Next 12 Months):**

List and describe the Board/Commission goals for the next twelve months. Include how the goals relate to the City Council's established strategic priorities.

Tempe City Council Strategic Priorities:

#1 Safe & Secure Communities- Ensuring a safe and secure community through a commitment to public safety and justice.

1. Work with council to make sure that the park ranger program is funded and started in 2017 to avoid additional clean-up and quality of life issues in Papago Park and all other parks as needed.

#2 Strong Community Connections- Developing and maintaining a strong community connection by emphasizing the importance of open government, customer service and communication with community members.

#3 Quality of Life- Enhancing the quality of life for all Tempe residents and workers through investment in neighborhoods, parks, the arts, human services, and city amenities, with an emphasis on equity and diversity.

1. The Parks Commission will work with the Arts Commission and city staff in creating a Bike to Arts event for the City of Tempe.
2. Complete implementation plan with specific dates for completion of additional towers where needed. Meet with appropriate city dept. and vendors to make sure this is completed.
3. Monitor Fire Station plans and impacts on park in South Tempe – determine where additional open space might be regained to offset the loss of park area to allow for this item.
4. Ensure that Capital improvements to parks over next five years are funded by working with City Council – based on priorities discussed in 2018.

5. Complete planning on improvements and solutions to Ken McDonald GC and clubhouse, efforts started in 2016.

#4 Sustainable Growth & Development- Implementing sustainable growth and development strategies to improve Tempe's environment, quality of life and economic outcomes. Tempe strives to make long-term generational investments in technology, infrastructure and public transit that create a safe, clean, equitable and healthy city.

#5 Financial Stability & Vitality- Maintaining long-term financial stability and vitality by focusing on economic development, business retention and generating employment to create a robust and diverse economic base.