



PUBLIC MEETING AGENDA

Parks, Recreation, Golf and Double Butte Cemetery Advisory Board

MEETING DATE

Wednesday, February 20, 2019
6:00 p.m.

MEETING LOCATION

Tempe Public Library
2nd Floor Board Room
3500 South Rural Road
Tempe, Arizona

AGENDA ITEM	ACTION or INFORMATION
1. Public Appearances 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.	Information
2. Approval of Meeting Minutes The Advisory Board will be asked to review and approve meeting minutes from the January 16, 2019 meeting.	Action
3. Park Hours	Action
4. Adult Sports Safety Update	Information
5. Estrada Park Update	Information
6. Parks & Recreation Master Plan Update	Information
7. Community Services/Organizational Update	Information
8. Upcoming Park Public Meeting Notices & Announcements	Information
9. Current Events/Board Announcements/Future Agenda Items Board may share events, make announcements or request future agenda items.	Information
<p>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.</p>	
<p>*Next meeting scheduled for March 20, 2019</p>	



Minutes Parks, Recreation, Golf and Double Butte Cemetery Advisory Board January 16, 2019

Minutes of the Parks, Recreation, Golf and Double Butte Cemetery Advisory Board meeting held on January 16, 2019, 6:00 p.m., Ken McDonald Golf Course, 800 E. Divot Drive, Tempe, AZ.

Members Present:

Mary Larsen – Chair
Maureen DeCindis – Vice-Chair
Judy Aldrich
Sharon Doyle
Christina Hudson
Shereen Lerner
Dayna McGrady
John Vack
Duane Washkowiak
Fred Wood

Members Absent:

Chris Kamper

City Staff Present:

Craig Hayton, Parks Manager
Randy Keating, Council Member
Bobbi Lloyd, Management Assistant II
Joel Navarro, Council Member
Kelly Rafferty, Community Services Manager
Steve White, Public Works Planning and Research Analyst

Upon the establishment of a quorum, meeting was called to order at 6:05 p.m. by Mary Larsen.

Agenda Item 1 – Public Appearances

Mckell Keeney submitted a comment requesting details on how much of the playground equipment is covered by shade structures for preparation to apply for neighborhood grant. Craig Hayton will follow up directly since not an agenda item.

Agenda Item 2 – Approval of Meeting Minutes

December 19, 2018

Motion by Board member Maureen DeCindis to approve the meeting minutes of December 19, 2018 as submitted; second by Board member Judy Aldrich. Motion passed on a 10-0 vote.

Ayes: Chair Mary Larsen, and Board members, Judy Aldrich, Maureen DeCindis, Sharon Doyle, Christina Hudson, Shereen Lerner, Dayna McGrady, John Vack, Duane Washkowiak and Fred Wood.

Nays: None

Absent: Chris Kamper

Agenda Item 3 – Desert Preserve Commission

Councilmembers Randy Keating and Joel Navarro provided background information on the Committee of the Whole Working Group they are a part of along with Councilmember Jennifer Adams. The Working Group is exploring the creation of a desert conservation board to oversee plans and proposed changes to Tempe's desert parks which include Tempe's portion of the Papago Park Preserve and the Hayden Butte Preserve. The Working Group will identify guidelines of a conservation board structure and stewardship responsibilities to create oversight of the Preserves' permitted use including maintenance and special event planning. This new board will be made up of a wide variety of stakeholders. The intent is not to take away roles from this board but to include subject matter experts regarding Desert Parks. To ensure connectivity with this board it would be appropriate to have someone from this board sit on the new board, Maureen DeCindis volunteered to fill that role.

Agenda Item 4 – Parks & Recreation Master Plan

Craig Hayton provided background information on the Parks & Recreation Master Plan. This plan was last completed in 2001 and used for parks and programs and would act as the roadmap for the next ten years. A committee is being created and looking for someone from this board to volunteer and assist with the process of document review, providing comments, etc. This process will take about a year to complete and would meet once every month or two. Duane Washkowiak expressed interest as the primary and Shereen Lerner expressed interest as the secondary for this role.

Motion by Board member Fred Wood for Duane Washkowiak to be the primary and Shereen Lerner to be the secondary on this committee; second by Board member Judy Aldrich. Motion passed on a 10-0 vote.

Ayes: Chair Mary Larsen, and Board members, Judy Aldrich, Maureen DeCindis, Sharon Doyle, Christina Hudson, Shereen Lerner, Dayna McGrady, John Vack, Duane Washkowiak and Fred Wood.

Nays: None

Absent: Chris Kamper

Agenda Item 5 – Quarterly Golf Update

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

- Second quarter rounds and revenue at Rolling Hills and Ken McDonald
- Second quarter range revenue at Rolling Hills and Ken McDonald
- Total revenue fiscal YTD comparison
- Total revenue fiscal YTD budgeted revenue
- Total expenses fiscal YTD
- Course conditions review at Ken McDonald and Rolling Hills
- Course conditions preview at Ken McDonald and Rolling Hills

Request to have footnote regarding how many days course is shut down on golf enterprise fund sheet. Golf management RFP will be going out end of January or beginning of February to be

awarded in July and request to have board member on the submittal review process. John Vack offered to be the primary with Sharon Doyle as the secondary. Staff has focused on core business functions first with the priority being the management company. Conversations regarding clubhouse RFP/RFQ will begin in the Fall. Board member request to have further conversations regarding rates, i.e. league rates 2% higher, Tempe resident senior and non-resident senior rates are the same, proof of residence, card discount program to capture loyal customer. The next golf update will be in April and will be held at the Kiwanis Recreation Center.

Agenda Item 6 – Cemetery Update

Kelly Rafferty presented to the board a PowerPoint presentation on Double Butte Cemetery update. Presentation included the following:

- Sales information
- Spaces sold
- Available spaces

Request for future to include pictures of the different areas.

Agenda Item 7 – 2019 Meeting Calendar

- No Faith Based holiday meeting conflicts for 2019
- April meeting will be held at the Kiwanis Recreation Center location
- Due to summer availability the board agreed to cancel the July 17, 2019 meeting and when closer to evaluate the June 19, 2019 meeting to see if needed

Motion by Board member Shereen Lerner to cancel the July 17, 2019 meeting and to revisit in May if the June 19, 2019 meeting is needed; second by Board member Judy Aldrich. Motion passed on a 10-0 vote.

Ayes: Chair Mary Larsen, and Board members, Judy Aldrich, Maureen DeCindis, Sharon Doyle, Christina Hudson, Shereen Lerner, Dayna McGrady, John Vack, Duane Washkowiak and Fred Wood.

Nays: None

Absent: Chris Kamper

Agenda Item 8 – Upcoming Park Public Meeting Notices & Announcements

- Ehrhardt Park open house on Saturday, February 9, 2019 from 9-10 a.m. to kick off playground construction and to provide feedback on current plans for community garden funded by Friendship Village
- 11 playground projects in the works

Agenda Item 9 – Current Events/Board Announcements/Future Agenda Items

- Maureen DeCindis- Bike it to the zoo event in the works, will bring back to board with more information
- Judy Aldrich- Attending Kiwanis tennis court grand opening and excited about the new courts
- Christina Hudson- Tempe Cares homeless outreach project on March 2, 2019

Meeting adjourned at 7:25 p.m.

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

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

Agenda Item #7



CITY OF TEMPE REQUEST FOR COUNCIL ACTION

Council Meeting Date: 01/31/2019
Agenda Item: 6B1

ACTION: Introduce and hold the first public hearing to adopt an ordinance amending Chapter 2 of the Tempe City Code relating to Administration and the City Code generally, dissolving the Public Works Department, establishing the Engineering and Transportation Department and the Municipal Utilities Department, and moving the Parks Maintenance section from the Field Operations Division to the Community Services Department to be combined with Recreation to form a new Community Services division called the Parks and Recreation Division. This ordinance amends the City Code generally to reflect that the Public Works Department will be known as either the Engineering and Transportation Department or the Municipal Utilities Department, and the Public Works Director will be known as either the Engineering and Transportation Director or the Municipal Utilities Director. The second and final public hearing is set for February 28, 2019. (Ordinance No. O2019.03)

FISCAL IMPACT: The existing Public Works operating budget and cost centers will remain intact through the end of fiscal year (FY) 2018-19. The operating budgets for the two new departments (Municipal Utilities Department, and Engineering and Transportation Department) will be reflected separately in the FY 2019-20 budget (effective July 1, 2019).

The estimated cost for updating equipment and personnel uniforms and supplies to reflect the new department names are nominal and would happen during programmed replacements. Sufficient budget appropriation exists in the Public Works Department FY 2018-19 budget to cover these costs. A Public Works Manager position is being reclassified to create the Municipal Utilities Director position with a budget impact of approximately \$38,255. The budget impact will be offset by budget reductions within Public Works existing budget. No additional funds are being requested.

RECOMMENDATION: Adopt Ordinance No. O2019.03.

BACKGROUND INFORMATION: This ordinance amends Chapter 2 of the Tempe City Code relating to Departments, and also generally amends the City Code to reflect new departments.

The Public Works Department currently consists of four divisions – Engineering Division, Field Operations Division, Water and Sewer Utilities Division, and the Traffic, Transportation and Transit Division. The 2019 reorganization of the Public Works Department groups the Engineering Division and the Traffic, Transportation and Transit Division into a single department titled the Engineering and Transportation Department. The reorganization also groups the Water and Sewer Utilities Division and the Field Operations Division into a single department called the Municipal Utilities Department. The Parks Maintenance section of the Field Operations Division will be moved from the Public Works Department to the Community Services Department to be combined with Recreation to form a new division in Community Services called the Parks and Recreation Division.

ATTACHMENTS: Ordinance No. O2019.03, Current Organizational Chart for Public Works, New Organizational Chart for Engineering and Transportation Department, New Organizational Chart for Municipal Utilities Department, New Organizational Chart for Community Services - Parks and Recreation Division.

STAFF CONTACT(S): Steven Methvin, Deputy City Manager – Chief Operating Officer (480) 350-8811
Department Director: Andrew Ching, City Manager
Legal review by: Judi Baumann, City Attorney
Prepared by: Erin Fillmore, Sr. Management Assistant to the City Manager's Office

REVISED

Community Services Department

