Parks & Recreation Commission Meeting Agenda

Pursuant to A.R.S. § 38-431.02 notice is hereby given to the public that the Sahuarita Parks & Recreation Commission will hold a meeting at the date and time specified below at the Sahuarita Town Hall Council Chambers, 375 West Sahuarita Center Way, Sahuarita, Arizona. Members of the Commission will attend either in person or by telephone conference call.

To better serve our community, the Council Chambers is wheelchair accessible. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Town Clerk's Office at 520-822-8801. Requests should be made no later than three working days prior to the meeting to arrange the accommodation.

November 2, 2016
Regular Meeting 6:30 PM

I. CALL TO ORDER

II. ROLL CALL

1. Roll Call

III. CALL TO THE PUBLIC

At this time, any member of the public is allowed up to five minutes to address the Parks & Recreation Commission on any issue not already on tonight's agenda. Pursuant to the Arizona Open Meeting Law, at the conclusion of Call to the Public, individual members of the Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be placed on a future agenda, a commission member cannot take action on or discuss matters raised in an open call to the public unless the matters are properly noticed for discussion.

IV. APPROVAL OF MEETING MINUTES

1. **Approval August 3, 2016 Meeting Minutes**
2. **Approval of September 7, 2016 Meeting Minutes**

V. BUSINESS

1. **Discussion and Possible Recommendation to Staff regarding the Parks Recreation Area Design Standards stakeholder meeting**
2. **Employee Recognition Submittal(s)**
3. **Discussion and Possible Action Regarding the Adopt-A-Park Program**
4. **2017 Calendar of Events**
5. **Meeting Dates through the end of 2016**
6. **2017 Commissioner Meeting Schedule**
7. **Verizon Cell Tower Project Update at North Santa Cruz Park (NSCP)**
8. **Open Meeting Law Training**
9. **Update on Fiesta Sahuarita**
10. **Parks and Recreation Commission Meeting Protocol**

VI. COMMISSIONERS' AND DIRECTOR'S REPORTS ON CURRENT EVENTS

VII. FUTURE AGNEDA ITEMS

VIII. ADJOURNMENT

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	November 2, 2016
SUBJECT:	**Approval August 3, 2016 Meeting Minutes**

Sahuarita STRATEGIC PLAN

☐ **Economic Development** ☐ **Infrastructure** ☐**Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Approval of the August 3, meeting minutes

SUGGESTED MOTION

I move to approve the minutes from the August 3, 2016 Parks and Recreation Commission meeting.

DISCUSSION

The August 3, 2016 meeting minutes have been placed on the agenda for approval due to staff inadvertently leaving the minutes off the posted agenda for the September 7, 2016 meeting.

ATTACHMENTS

1. 8-3-16 Regular Meeting Draft Minutes

Parks and Recreation Commission Regular Meeting Minutes
August 3, 2016 at 6:30 p.m.

The Parks and Recreation Commission met in the Town Hall Council Chambers, 375 West Sahuarita Center Way, Sahuarita, Arizona on Wednesday, June 8, 2016.

1. Call to Order

Chairperson Diane Huckins called the meeting to order at approximately 6:30 p.m.

2. Roll Call

PRESENT: Commissioners Kali Hoenes, Patti Woolley, Sergio Arellano, Commissioner Vincent D. Luna and Chairperson Diane Huckins

ABSENT: Vice-Chairperson Sheldon Zatkin

ALSO PRESENT: Debbie Summers, Parks and Recreation Director and Laura Parkin, Parks and Recreation Senior Office Assistant

3. Call to the Public

There were no speakers.

4. Commission Discussion/Action Request

A. Approval of Minutes, June 8, 2016 Parks & Recreation Commission Meeting

MOTION was made by Commissioner Woolley, seconded by Commissioner Arellano, to approve the June 8, 2016 Parks & Recreation Commission meeting minutes. **MOTION CARRIED UNANIMOUSLY** (Commissioner Zatkin absent).

DRAFT

Attachment: 8-3-16 Regular Meeting Draft Minutes (1095 : Approval August 3, 2016 Meeting Minutes)

B. Fiesta Sahuarita 2017 Logo Contest Winner Jazmine Lira from Continental School

Dani Durnal from Hughes Credit Union presented contest winner Jazmine Lira with a check in the amount of $100.00 and a gift packet.

Chairperson Huckins displayed the winning logo, which will be hung in the Anamax Recreation Center and used as the official logo for Fiesta Sahuarita 2017.

Ms. Summers announced that the date of Fiesta Sahuarita will be March 25, 2017.

No action was taken.

C. SWAT Comments on the No Smoking Policy at Anamax Park & Sahuarita Lake Park

Nathan Lyon and Kate Hicks gave a power point presentation on the findings from the no smoking pilot program in Anamax Park and Sahuarita Lake Park, which included a recommendation of additional sign placement in the parks and expanding the no smoking policy to include all Town of Sahuarita Parks.

Ms. Summers will work with SWAT members on the placement of no smoking signs.

The commission discussed the possibility of making a recommendation to Mayor and Council to consider a no smoking Ordinance in the Town Parks in the future.

MOTION was made by Commissioner Luna, seconded by Commissioner Woolley, to adopt a no smoking policy for all Town of Sahuarita Parks as part of the Parks and Recreation Department's Park rules. **MOTION CARRIED UNANIMOUSLY** (Vice-Chairperson Zatkin absent)

D. Discussion on Sports Field Issues

Ms. Summers reported there have been issues with congestion (mainly at North Santa Cruz Park) on the sports fields for the user groups and that staff is working to establish a field allocation policy based on best practices research by Adelina Martin.

Ms. Summers gave an update on the draft field closure policy to determine a best practice field closure policy, which will include working with the User Groups to get their input.

No action was taken.

DRAFT

Attachment: 8-3-16 Regular Meeting Draft Minutes (1095 : Approval August 3, 2016 Meeting Minutes)

E. Update on Verizon Wireless Tower at North Santa Cruz Park

There were no updates due to Verizon Wireless' lack of FCC license for the North Santa Cruz Park location. Item will be removed from the Agenda; any updates on the project will be given during the Director's Report.

No action was taken.

F. NRPA 2016 Parks and Recreation Field Guide Highlights Overview

Ms. Summers gave an update on the NRPA (National Recreation Park Association) Field Report at a Glance with comparisons between the typical Park and Recreation Agency and the Town of Sahuarita Parks and Recreation services and facilities.

No action was taken.

G. Parks & Recreation Design Standards Manual-Discussion/Update

Ms. Summers explained that the Design Standards Manual was currently under review with other Town Departments and that she was waiting for feedback.

Due to prior Commissioner comments' Ms. Summers discussed the possibility of including a ball field requirement to one ball field per 2,000 residents as part of the requirement and increasing the required park acreage from the current 8 acres to 10 acres per 1,000 population.

No action was taken.

G. Arizona Parks & Recreation Association Conference Attendance

Ms. Summers stated that Chairperson Huckins and Commissioners Luna and Borozinski will be attending the 2016 APRA (Arizona Park Recreation Association) Conference and thanked them for making the time to attend.

5. Parks & Recreation Director's Report on Current Events Relating to Recreation Programs, Events, Parks and Facilities Updates, Highlights and Issues.

Ms. Summers gave an update on the following items:

- The changes to the Parks and Recreation Commission Handbook.
- Due to inclement weather the Quail Creek Ribbon Cutting was cancelled.
- Dog Parks and that she and Chairperson Huckins and Commissioner Hoenes had been to visit the Dog Parks to educate the public on continued Dog Park issues.
- Canoe Days is August 13 and 14, at Sahuarita Lake Park on the south end.
- Whatever Floats your Boat and Family Fishing is September 10.

DRAFT

Attachment: 8-3-16 Regular Meeting Draft Minutes (1095 : Approval August 3, 2016 Meeting Minutes)

- There is a resident that may be interested in joining the Sahuarita Health and Wellness Foundation.

6. Commissioners Reports on Current Events/Activities

There were no commissioners' reports on current events and activities.

7. Future Agenda Items

Ms. Summers announced the following future agenda items:

- Field Closure Policy
- Possible continued discussion on the NRPA 2016 Field Guide
- The Parks and Recreation Area Design Standards Manual
- Update on the APRA Conference

8. Adjournment

Chairperson Huckins adjourned the meeting at approximately 7:50 p.m.

DRAFT

Attachment: 8-3-16 Regular Meeting Draft Minutes (1095 : Approval August 3, 2016 Meeting Minutes)

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	November 2, 2016
SUBJECT:	**Approval of September 7, 2016 Meeting Minutes**

Sahuarita STRATEGIC PLAN

☐ **Economic Development** ☐ **Infrastructure** ☐**Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Approval of the September 7, 2016 meeting minutes

SUGGESTED MOTION

I move to approve the minutes of the September 7, 2016 Parks and Recreation Commission meeting.

DISCUSSION

Commissioner pleasure

ATTACHMENTS

1. 9-7-16 Draft Minutes

Parks & Recreation Commission Meeting

Regular Meeting Minutes
September 7, 2016
6:30 PM

The Mayor and Council of the Town of Sahuarita met in the Sahuarita Council Chambers, 375 West Sahuarita Center Way, Sahuarita, AZ 85629 on Wednesday, September 7, 2016.

I. CALL TO ORDER

The meeting was called to order at 6:30 PM by Chairperson Diane Huckins

II. ROLL CALL

Attendee Name	Title	Status	Arrived
Sergio Arellano	Commissioner	Late	
Charles Borozinski	Commissioner	Present	
Shel Zatkin	Vice Chairperson	Present	
Diane Huckins	Chairperson	Present	
Kali Hoenes	Commissioner	Present	
Vince Luna	Commissioner	Absent	
Patti Woolley	Commissioner	Present	

III. CALL TO THE PUBLIC

No members of the public present

IV. APPROVAL OF MEETING MINUTES

1. August 3, 2016 Draft Meeting Minutes

Commissioner Wolley motioned.

Commissioner Borozinski second.

All approved.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Arellano, Borozinski, Zatkin, Huckins, Hoenes, Woolley
ABSENT:	Vince Luna

V. BUSINESS

1. Parks and Recreational Area Design Standards Manual

Attachment: 9-7-16 Draft Minutes (1096 : Approval of September 7, 2016 Meeting Minutes)

Ms. Summers explained the proposed changes to the Parks and Recreation Area Design Standards Manual - which were emailed to the stakeholders for review prior to the stakeholder meeting later this month, the proposed changes were discussed follows:

Amount of park space to be developed is proposed at 10 acres per thousand from the current 8 acres.

Minimum developed space is 60% percent of total required, not 50%.

In-lieu fee requests will need to be approved by Town Manager and Town Council prior to the Recreation Area Plans being developed before we can start the process.

In-lieu fees for single family homes are up a bit and down for apartment type complexes.

Trails included in the RAP will count towards the requirement but at no more than 25% of the total requirement that does not mean or include bike lanes and sidewalks along roadways.

One sports field is proposed to be included as part of the park requirement for every 2,000 people or 400 single family units in the project. FICO is following this with their planned development of Sahuarita Farms.

Chairperson Huckins would like an update following the stakeholder meeting.

Vice-Chair Zatkin would like to thank the Capstone Students for their participation.

RESULT:	**DISCUSSION ONLY**

2. Arizona Parks and Recreation Association 2016 Conference

Chairperson Huckins thought the guest speaker Jeff Hoffman was very educational. Mr. Hoffman talked about growing up as a child in the parks and thanked Parks and Recreation Professionals for doing what they do. Mr. Hoffman believes that had he not spent his time in the parks as a child, the outcome of his life would have been much different. Mr. Hoffman works as a successful world renowned entrepreneur and motivational speaker.

Ms. Parkin read the Commissioners Luna's comments sent via email: In reference to the Arizona Parks and Recreation Conference (APRA) agenda item; I thoroughly enjoyed the Commissioner Day discussions and interaction with fellow APRA members. The highlight of the day was the day' guest speaker, who kept the audience' attention with his AZ childhood stories involving local Phoenix parks and his commitment to local organizations especially those that are community driven by volunteers. Great message; left the room feeling proud to be a community volunteer. Recommend next year' conference to all our new commissioners.

Borozinski thought it was worth the trip.

Attachment: 9-7-16 Draft Minutes (1096 : Approval of September 7, 2016 Meeting Minutes)

RESULT:	DISCUSSION ONLY

3. State of the Town Scheduled for September 28, 2016

Ms. Summers invited the Commissioners to the Sahuarita State of the Town Address on Wednesday, September 28, 2016 from 11:30 am to 1:00 pm, at the Madera Clubhouse, Quail Creek Country Club, 2055 E. Quail Crossing Blvd., Green Valley, Arizona. Ms. Summers asked that those who would like to attend the Sahuarita State of the Town Address RSVP to lparkin@sahuaritaaz.gov or call 520-822-8896 by September 16, 2016. Commissioners will be billed for their ticket following the event. Commissioners may bring a guest, but if they wish to do so they can purchase tickets online at mpaaz.org. Guest tickets are $45.00 ($60 after September 13th).

Commissioner Arellano asked staff to email the link for guest registration and ticket purchase.

RESULT:	DISCUSSION ONLY

4. Meeting Process for Agendas, Meetings and Minutes as the pertain to the new software

Ms. Summers explained the new Agenda and Communication to the Commissioners and that this would be the new format starting in October when we go live with the new software.

Ms. Summers asked for feedback from the Commissioners as to how they would like to handle the procedure for Agenda approval moving forward with the new software. Staff was directed to send the Agenda to the Chair and Vice Chair by 1 pm on the Wednesday two weeks prior to the meeting. The Chair and/or Vice Chair will plan to respond to the Agenda approval request by Friday evening. Staff will email the Agenda and packet to the Commissioners on Wednesday one week prior to the meeting. Staff was asked to have paper copies available at the meetings for Commissioners.

Commissioners who wish to add items to the Agenda will email a request to Chairperson Huckins two weeks prior to the meeting - if they would like an item on the Agenda.

RESULT:	DISCUSSION ONLY

5. Commissioner Handbooks

Ms. Summers asked the Commissioners if they had any questions and have any additional materials they would like to add to the book.

Commissioners were happy with the way their handbooks were presented to them.

Attachment: 9-7-16 Draft Minutes (1096 : Approval of September 7, 2016 Meeting Minutes)

RESULT:	DISCUSSION ONLY

VI. COMMISSIONERS' AND DIRECTOR'S REPORTS ON CURRENT EVENTS

Adopted no-smoking policy for their books.

Working with SWAT on the additional no-smoking sign placement.

Verizon Cell Tower project started (insert date) What is currently constructed is the temporary light tower. Project is scheduled for completion in 6-8 weeks. MUSCO lights will be in place once project is complete.

Whatever Floats Your Boat 10 boats entered in the race.

7-12 is the fishing festival and at noon is the WFYB at the north end of the park.

Quail Creek Veterans Park flooding. North end of field. Plans are underway to install dry wells to assist with drainage. Staff is studying feasible long term solutions.

All fields and Dog parks were closed today due to inclement weather.

Commissioners Reports:

Nothing to report.

VII. FUTURE AGNEDA ITEMS

Chairperson Huckins reminded Commissioners to email her if they have any items they would like to have placed on the Agenda.

VIII. ADJOURNMENT

The meeting was closed at 7:10 PM

Attachment: 9-7-16 Draft Minutes (1096 : Approval of September 7, 2016 Meeting Minutes)

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	November 2, 2016
SUBJECT:	**Discussion and Possible Recommendation to Staff regarding the Parks Recreation Area Design Standards stakeholder meeting**

Sahuarita STRATEGIC PLAN

☐ **Economic Development** ☐ **Infrastructure** ☐ **Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Hold additional meetings where the public will be invited.

SUGGESTED MOTION

Commissioner Pleasure

DISCUSSION

On September 19, 2016 staff met with the stakeholders to receive comment on the recommended draft changes to the Parks and Recreation Area Design Standards Manual (PRADSM).

ATTACHMENTS

1. 9-23-16 PRADSM Stakeholder Meeting Summary

Parks and Recreation Area Design Standards Draft
Stakeholder Meeting Summary
September 23, 2016

Members Present: Shel Zatkin, Vice Chair of the PRC, Ben Buehler-Garcia, SAHBA, Sue Clark, Pima Trails Assn., Diane Huckins, Chair of the PRC, Sarah More, Sahuarita Planning and Building Director, Adelina Martin, Sahuarita Recreation Programs Administrator, Orlanthia Henderson, Sahuarita Planner, Tim Campbell, FICO, Mike Brilz, Rancho Sahuarita, Debbie Summers, Sahuarita PR Director, Laura Parkin, Sahuarita Sr. OA.

Debbie Summers started the meeting with introductions and a summary of significant changes to the existing Parks and Recreation Area Design Standards Manual (PRADSM), now in draft form. The proposed changes are:

1. Amount of park space to be developed is proposed at 10 acres per thousand from the current 8 acres.
2. Minimum developed space is 60% percent of total required, not 50%.
3. In-lieu fee requests will need approval by Town Manager and Town Council prior to developing the Recreation Area Plans.
4. In-lieu fees for single-family homes are up a bit and down for apartment type complexes (two fee tables now exist).
5. Trails included in the RAP will count toward the requirement but at no more than 25% of the total requirement (does not mean or include bike lanes and sidewalks along roadways).
6. One sports field is proposed to be included as part of the park requirement for every 2,000 people or 400 single-family units in the project.

Debbie Summers emphasized the purpose of the PRADSM is to have a document in writing to give minimum requirements but still be flexible with regards to the types of facilities, because the population targeted drives the types of facilities needed.

Discussion/Comments:

- Clarification on whether the proposed standards include already developed private sector facilities, or public facilities alone. *Staff response*: "They are not currently included; however, staff will research how much private recreational acreage has been constructed in existing HOA developments".
- What types of amenities have been taken in to consideration when analyzing standards data, i.e., golf courses? *Staff response*: "Golf courses were not included in current TOS standards and are not included in the Pima County Standards because they are single-user specific facilities, (not a public park) and users must pay a fee to utilize. Giving some credit for these facilities can be considered".

- Define acceptable amenities in the PRADSM. *Staff response*: "Discussions about various facilities such as recreation centers, golf courses, pools being counted for more than just acreage would be considered"

The stakeholders identified several areas of concern with respects to the PRADSM Draft, and asked that staff and the Parks and Recreation Commission consider their concerns:

- Cleanup the existing PRADSM, take out policy direction.
- Leave the current standard at 8 acres per 1,000 residents. Development community felt that was enough acreage since TOS has only 4 acres/1,000 right now.
- Justify the in-lieu fee increase or do not increase it.
- What is the justification for the shift in percentage to be constructed? *Staff response*: If developers continue to meet minimum requirements, the Town will continue to drop in percentage of park acreage as the population continues to grow. Both private and public development needs to keep up with population growth because the private HOA residents still use and impact public facilities".
- Make the PRADSM predictable, and include policy in the Town Code that enforces the content in the PRADSM to make it consistent.
- Clarify when and how in-lieu fees are spent; ensure designations of funds are for parks and recreation only. *Staff response*: "A special revenue account already exists for the Stone House voluntary fee of $1,500 per house. It has been used specifically for parks and recreational improvements or additions but is also accumulative".

Recommendations from development community moving forward:

- Do not increase in-lieu fee without providing a justification.
- Change the acreage standard back to 8 acres per 1,000 residents.
- Identify needs in a Parks, Trails and Open Spaces Master Plan – or existing update plan to use as a working plan.
- "Cleanup" existing PRADSM, and then have a policy discussion.
- Establish a resource allocation plan.
- The Town of Sahuarita (TOS) needs to establish and commit to a plan to fund parks and recreation without putting the burden solely on the developer(s).
- TOS needs to sever its County Funding (i.e. bonds) dependency.
- It was generally felt by the stakeholders from the development community that the need for the Town Council to approve the in-lieu fee requests prior to a RAP or plan for amenities should remain with staff if it becomes part of the Town Code and a regulation. They felt incorporation as an administrative process would be more beneficial rather than going to commissions and council.

The consensus among the stakeholders in attendance of the meeting was the suggestion that streamlining changes to the PRADSM be a separate discussion from the proposed specific changes in fees, development standards, etc. If not, the whole thing will get bogged down.

Staff Requests:

- Developers remain involved in the process and advocate for the prioritization of Parks and Recreation. Agreement with this request was unanimous by the representatives in attendance at this meeting.
- Strengthen the partnership between TOS staff and the developers.
- Developers provide staff with a list of suggested amenities to include in the PRADSM Draft.
- Staff mentioned that the P&R Commission would discuss this at their next meeting, on October 17, at 6:30 pm.

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO: Parks and Recreation Commissioners

FROM: Debbie Summers, Parks & Recreation Director

MEETING DATE: November 2, 2016

SUBJECT: **Employee Recognition Submittal(s)**

Sahuarita STRATEGIC PLAN

☐ **Economic Development** ☐ **Infrastructure** ☐**Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Commissioner Pleasure

SUGGESTED MOTION

Recommendation to present the 2017 first quarter Employee Award at the next Commission Meeting to (insert staff member name).

DISCUSSION

This award presentation is intended to show appreciation and recognize department employees who go above and beyond his or her regularly assigned roles and responsibilities during each quarter of the fiscal year. The Commission will discuss whether nominated staff meets the criteria of the recognition program, the award of appreciation to be presented, select the nominee, and decide on a meeting date for the presentation should they choose to award.

ATTACHMENTS

1. 1st qtr FY 2017 Employee Award

Employee Recognition Program
Parks & Recreation Commission Standards

Purpose

This policy guidance will serve the Town of Sahuarita, Parks and Recreation Commission for Quarterly Employee Recognition(s) within the Parks and Recreation Department. The award of appreciation is intended to recognize a department employee who goes above and beyond his/her regularly assigned roles and responsibilities during each quarter of the fiscal year.

Definitions

- Parks and Recreation Commission – Current members of the commission
- Quarterly recognition – Each quarter within the town fiscal year
- Award of appreciation – Gift card purchased by Commission Members to be provided as quarterly recognition (Each quarter, Commission Members will have option to donate monetary contribution towards the gift card)
- Nomination criteria –
    - Performed an outstanding act that brought forth positive recognition to the Parks and Recreation Department or Town of Sahuarita
    - Provided exceptional support to a Parks and Recreation Department project, program and/or event
    - Managed a project or program with a significant impact on cost savings or improved efficiencies within the Parks and Recreation Department
    - Continued and repeated excellence in overall job performance

Procedures

Employee Nominations will be submitted two (2) weeks prior to the end of each quarter through the Parks and Recreation Director's Office for final review and justification.

Parks and Recreation Director will submit nominations to Parks and Recreation Commission for final selection.

Quarterly recognition will occur at the first commission meeting of each new quarter. Commission will recognize employee with letter of appreciation and gift card.

All quarterly employee recognitions will be filed with the Parks and Recreation Director.

Attachment: 1st qtr FY 2017 Employee Award (1103 : Employee Recognition Submittal(s))

Employee Recognition Program
Parks & Recreation Commission Standards

ANNEX A (Employee Recognition Form)

Date: 9/21/2016

Individual Award Nomination:

Nominee Name: **Jill Harvick-Plante**

Parks and Recreation Division (Team/Section/Unit): **Recreation-Anamax Recreation Center**

Nominated By: **Jamie Lara, Recreation Programmer**

Nomination Category

- **Excellence in job performance**
- **Suggested a project with significant cost savings and improved efficiencies**

Nomination Description:

Jill has been employed with the Town of Sahuarita for four years. She has been a valuable employee to the Parks and Recreation Department. Jill is easy to work with, is an outstanding team member, and she has an excellent and pleasant demeanor with patrons. Also, she consistently exhibits determination to do the best job possible. I have been Jill's immediate supervisor for three years. She has contributed to the Parks and Recreation Department on a daily basis by performing exemplary in all areas of her assigned job tasks. She has great innovative ideas for the programs she teaches, and has suggested improvements for the parks bathrooms and the Anamax site.

In 2014, Jill suggested installing automatic locks on park restroom doors. This was because the Town now has nine total restrooms in six parks. While Anza Trail School Park is maintained by SUSD, the Town still operates it as a public park at night and on weekends. The installation of automatic locks on all park restroom doors would not only save staff time but is more efficient and a substantial cost savings. All restrooms are now automated and are set on timers. These timers can be changed whenever necessary by parks staff for a variety of reasons such as special events or a change in park hours. Jill's suggestion for automatic locks has decreased vandalism in the parks and has insured the safety of everyone who uses the various town parks as well as had a cost savings to the Town because we do not need a staff person to open or close the restrooms for public convenience.

In 2015, Jill was asked to be the main contributor for the planning and organization of the Tiny Tykes Sports program on Friday mornings. The sports activities she plans for the children in the program have been very successful. Jill creates unique obstacle courses and drills for each sport that she teaches each week. The children continue to improve their coordination, as well as their fine and large motor skills. Jill is very good at engaging the children, and their learning and listening skills have improved. Jill will consistently greet the parents and children when they arrive for Tiny Tykes Sports program. The interaction Jill has had with the children has made the sports program a great success.

Attachment: 1st qtr FY 2017 Employee Award (1103 : Employee Recognition Submittal(s))

Sahuarita PARKS & RECREATION

Employee Recognition Program
Parks & Recreation Commission Standards

Jill shows a high degree of respect for customers through her courtesy and sensitivity. These qualities she exudes are very much appreciated when she has assisted in guiding most of the hikes with a co-worker. A comment was made by a hiker that "Jill is very nice and sweet, and she enjoys taking pictures." The pictures that Jill has taken have been used in printed material and social media to promote the Hiking Club. She has also taken on the responsibility of organizing the registration and waiver forms and collecting payment from the hiking customers. She often displays creativity and original thinking beyond the expectations for her position. Jill created name tags for the staff members who were scheduled to work the hikes while cross-training was taking place. This helped improve the relationship between the public and the employees working.

Jill is quick to volunteer whenever others need help. Jill volunteered to help teach the students Pickleball at the 2015 Summer Open Rec program. She assisted the Southern Arizona Pickleball Association President and his assistants because of her experience in playing the sport.

Recently, Jill made another suggestion based on customer feedback. She suggested installing a sign with the facility's name on the outside of the Anamax Recreation Center. The sign on the facility has greatly improved facility recognition and aesthetic appearance to the outside of the building. Now, the public can identify and locate the facility much easier.

Jill is a hard-working and devoted Town of Sahuarita employee. She exudes a professional demeanor and upholds organizational values. Jill is incredibly dependable, consistently offering suggestions to improve our department, and she can be counted on to complete any task. Jill is positive, portrays a professional attitude and is a pleasure to work with on a daily basis. This is why I am nominating Jill Harvick-Plante for the Parks and Recreation Commission Employee Recognition Program for this quarter. Jill has continued and repeated excellence in her overall job performance.

Final Decision Signature (Name/Title/Date):
Jamie Rara - Recreation Programmer 9-26-16
D Summer 9/28/16
Commission Approval (Date):

Commission Presentation (Agenda Date):

Attachment: 1st qtr FY 2017 Employee Award (1103 : Employee Recognition Submittal(s))

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	November 2, 2016
SUBJECT:	**Discussion and Possible Action Regarding the Adopt-A-Park Program**

Sahuarita STRATEGIC PLAN

☐ **Economic Development** ☐ **Infrastructure** ☐ **Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Assistance from the Commissioners in recruiting Adopt-A-Park volunteers

SUGGESTED MOTION

DISCUSSION

The Parks and Recreation Department depends on volunteers to assist in maintaining a high quality of park standards for our residents. One of our programs is the Adopt-A-Park program, which provides residents and organizations with the opportunity to assist the Department in maintaining clean parks. We currently have seven organizations and/or residents participating in the program. That leaves three of our parks unadopted: Anza Fields, North Santa Cruz Parks (excluding fields), Quail Creek Veterans Memorial Park and Sahuarita Lake Park. Other park areas that are available for adoption are; at North Santa Cruz Park and Anamax Park, basketball court, skate spot, and playground - the dog park at Quail Creek Veterans Memorial Park is also available for adoption.

Staff would like to request assistance from the Commissioners in becoming Adopt-A-Park Ambassadors to help fill the unadopted park vacancies.

ATTACHMENTS

1. Adopt -a- Park Agreement
2. Why Adopt a Park

TOWN OF SAHUARITA
ADOPT-A-PARK PROGRAM
Adopt-a-Park

AGREEMENT

Application is hereby made for an agreement to enter in and use a Town Park or Park Facility and to participate in the ADOPT-A-PARK PROGRAM.
(Please print or type)

Name of Organization: _____ Phone: _____

Address of applicant: _____

City: _____ State: _____ Zip: _____

Applicants Name: _____ Fax/Email: _____

Mailing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Estimated # of Participants_____Age range of Participants_____

Signature of Applicant/Resp. Party: _____

Town Park or Park area: _____

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1. The adopting organization listed above does not need to notify the Adopt-A-Park administrator prior to each clean-up. It is the responsibility of the applicant to ensure a cleanup takes place at least once a month and that the required work forms are submitted at the end of each month through use of the following Town website link http://www.ci.sahuarita.az.us/index.php/component/smartformer/?formid=3.

2. The Adopt-A-Park administrator may be reached during normal business hours 8am to 5pm Monday through Friday at (520) 822-8889 or emailed at bdebreceny@ci.sahuarita.az.us. Town furnished litterbags, trash pickers, orange safety vests and/or gloves will be issued by the administrator at the signing of the Adopt-A-Park agreement. Additional supplies when needed may be requested by contacting the administrator and making an appointment.

3. Adopt-A-Park signs are intended to acknowledge the adopting person/group; they are not intended to be used as an advertisement for their organization.

4. The Town reserves the right to approve, disapprove and/or edit names or acronyms being placed on the Adopt-A-Park acknowledgement signs.

5. Work shall be conducted during daylight hours and shall not be conducted on holiday weekends, or within twenty-four (24) hours preceding a holiday weekend unless specifically authorized as an amendment to this permit.

6. Litter pickup shall be performed within the park adoption boundaries, unless specifically authorized in this permit.

7. If weather or other adverse circumstances cause a public hazard, work shall be discontinued immediately.

8. Volunteer participants performing work under this permit shall wear personal protective clothing including orange vests, while in Town parks performing their Adopt-A-Park duties.

9. ALL Town-issued Adopt-A-Park protective equipment and supplies shall be returned within seven (7) days of expiration of the Adopt-A-Park agreement unless other arrangements have been made with the administrator.

10. NO Adopt-A-Park applicant is authorized to pass the agreement responsibilities to another person or organization without the authorization of the Adopt-A-Park administrator at any time. To do so will void the agreement and the adoption. Should the applicant wish to pass their adoption responsibilities off to another person or organization the Adopt-A-Park administrator must be notified in writing and a new agreement will need to be completed.

11. Basic safety procedures will be outlined at the signing of this agreement and the authorized applicant will then be responsible for overseeing the safety and well being of each participant.

12. Children under the age of 18 are required to have adult supervision at all times.

13. Participants' personal vehicles shall not be parked within the adopted Park boundaries and shall be legally parked within the designated parking areas provided at each park so as not to interfere with the free flow of traffic or pedestrians.

14. This agreement is valid for two (2) calendar years from date of issue and may be renewed with the Adopt-A-Park administrator's approval. The applicant must conduct a cleanup at least once every month and submit the required completed work forms via the Town website at the end of each month. Failure to submit the required monthly work form for two or more consecutive months will be subject to termination of the agreement and removal for the adoptee or organizations Adopt-A-Park sign. The Adopt-A-Park agreement may be revoked any time at the Town's discretion for failure to comply with these rules and conditions.

15. All volunteers from each group shall work in a safe and respectful manner at all times. Failure to do so will be grounds for termination of the adoption agreement and removal of the organizations Adopt-A-Park sign.

16. Each participant (or parent or guardian of a minor participant) shall sign an indemnification waiver and submit it to the Adopt-A-Park administrator prior to beginning the program. The applicant has volunteered to pick up litter in the Town Park at its own risk. The Town and its officers and employees shall not be liable for any death, injury or property damage claims and all the costs associated therewith which arise. If any claim arises out of the foregoing, the applicant shall defend, indemnify and hold harmless the Town and its officers and employees from the same. The applicant's obligation under this Section shall not extend to any liability caused by the sole negligence of the Town or its employees.

17. Each participant shall comply with the "Policies and Procedures for Adopt-A-Park Program at all times.

18. The Town shall pick up and dispose of filled litterbags which are to be left is an easily accessible place preferably near a dumpster or trash receptacle.

The Town shall erect signs showing the participation of the named organization in the Adopt-A-Park Program. The work order for the sign shall be processed as soon as the applicant has participated in the program and faithfully submits the required monthly work forms for a period of three (3) months.

AGREEMENT

Issue No._____

An agreement is hereby made with the foregoing applicant for the purpose contained in the application and upon the expressed condition that every agreement and any special provision contained herein is faithfully performed. Work is authorized only for the period indicated below.

TOWN OF SAHUARITA PARKS & RECREATION DEPARTMENT

THIS APPLICATION EXPIRES: _____

Date: _____

_____
Adopt-A-Park Administrator

_____
Signature of Applicant/Responsible Party

_____
Parks & Recreation Director

Attachment: Adopt -a- Park Agreement (1099 : Adopt-A-Park Program)

Adopt - a - Park

Why Do Parks & Public Areas in Sahuarita Need Adopting?

The Town's budget for park maintenance is not large enough to resolve the growing problem of litter in our community. Staff would need to go out into the parks several times a day just to keep up. In order to maintain a safe, environmentally friendly atmosphere, sincere community involvement, ownership and commitment will help the Town maintain the parks pristine and beautiful places we have and will have in the future.

Who Can Adopt a Park or Public Area?

Any community-based group can adopt a park or public space if willing to make the commitment. The type of group includes but is not limited to civic associations, schools, neighborhood associations, religious groups, military, scout groups and other community organizations or organized groups of people, maybe from a particular business. These groups can make an ongoing commitment to clean up and control litter in their adopted areas. Groups are also responsible for reporting any needed repairs at their adopted sites as well as dangerous or unsafe conditions, vandalism and graffiti.

What Commitment Must a Group Make?

We ask groups to conduct a cleanup of their adopted area at least once a month, twice a month is preferred. After each cleanup effort, the group is also asked to submit a "Work Report" form to the Town. This form is to record the group's volunteer hours, along with any maintenance issues that are noticed. Timely submission of the form will help us to ensure that each area or site that is being cared for is done so consistently and that maintenance and safety issues in our public areas are addressed quickly. If reporting forms are not received on a regular basis, the group will be contacted and asked to renew their commitment or let another group adopt their site.

What Areas in the Community Can Be Adopted?

The Sahuarita Adopt-a-Park program includes all Town parks and/or facilities such as the Anamax Bark Park, baseball fields or playgrounds; however some parks have been adopted already. Interested groups should contact the Sahuarita Adopt-a-Park coordinator at 822-8889 or email at bdebreceny@ci.sahuaritaaz.gov for assistance in selecting an appropriate site, or the group is welcome to suggest a site! Neighborhood Associations are especially encouraged to request information about the Adopt-a-Park Program.

How Do We Conduct a Cleanup?

Groups can organize themselves to clean up their adopted park with dates and/or times of regular clean ups to be decided and listed on the agreement between the organization and the Town in the Adopt-A-Park Agreement that organizations will sign. The Town does not require advance notification of each clean-up after the agreement is made, unless coordination is necessary for other community resources. Trash bags for clean-up, as well as orange vests, are available to the group in the Sahuarita Parks and Recreation office which is located at Anamax Park, 17501 Camino De Las Quintas. There is a special need for litter to be removed from Parks following events and holidays. Just give us a call at 822-8889 when you need bags or have questions about collection and disposal.

Do We Get Recognized?

Yes! After a trial period, Sahuarita Adopt-A-Park Coordinator will make arrangements with the appropriate agency to place a sign at the adopted site and acknowledging the group's ongoing commitment to maintain the area as a litter-free resource for the community through the Town Newsletter and a press release.

Parks & Recreation Commission Communication

TO: Parks and Recreation Commissioners

FROM: Debbie Summers, Parks & Recreation Director

MEETING DATE: November 2, 2016

SUBJECT: **2017 Calendar of Events**

☐ **Economic Development** ☐ **Infrastructure** ☐**Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Commission Pleasure

SUGGESTED MOTION

DISCUSSION

Discussion on 2017 events within the Town of Sahuarita.

ATTACHMENTS

1. 2017 Town Event & Affiliates Calendar

2017 TOWN OF SAHUARITA EVENTS & AFFILIATES

JANUARY

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FEBRUARY

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MARCH

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MAY

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JULY

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AUGUST

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SEPTEMBER

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NOVEMBER

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DECEMBER

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TOWN EVENT
STAC EVENT
QUAIL EVENT
RANCHO EVENT
FICO EVENT

January
14th - STAC Dog Show (Sahuarita Lake Park)

February
11th - STAC Memorial Run (Sahuarita Lake Park)

March
3rd - Senior Games Bike Race (Quail Creek)
11th - STAC S - Factor (Sahuarita Lake Park)
25th - Fiesta Sahuarita (Anamax Park)

April
8th - STAC Teen Night (Triple Play)
15th - Spring Festival (Anamax Park) **may be combined with F
22nd - (Spring Run) The Nut Run (Potential Date)
27th - Volunteer Appreciation (Town Hall)
29th - Mariachi Madness (Sahuarita Lake Park)

May
6th-7th - Haka Triathlon (Sahuarita Lake Park)

June
16th - Rancho Sahuaritas Farmers Market (Potential Date)

July
4th - Red White & Boom (Sahuarita Lake Park)
12-13th - STAC Boot Camp (Anamax Recreation Center)
21st - Rancho Sahuarita Farmers Market (Potential Date)
29th - FICO Breeze in the Trees (Potential Date)

August
5th - Rancho Sahuarita Concert Under the Stars (Potential Date)
12-13th - Canoe Days (Sahuarita Lake Park)
18th - Rancho Sahuarita Farmers Market (Potential Date)

September
9th - Family Fun Fishing Day

October
20th - Quail Creek Health and Wellness Fair (Potential Date)
28th - Sahuarita Spooktacular (Town Hall)

November
11th - Veterans Day Splash & Dash (Sahuarita Lake Park)

December
16th - Winter Festival & Holiday Parade (Town Hall)

Sahuarita PARKS & RECREATION
CREATING COMMUNITY THROUGH PEOPLE, PARKS, AND PROGRAMS

~Event dates are subject to change~

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO: Parks and Recreation Commissioners

FROM: Debbie Summers, Parks & Recreation Director

MEETING DATE: November 2, 2016

SUBJECT: **Meeting Dates through the end of 2016**

Sahuarita STRATEGIC PLAN

☐ **Economic Development** ☐ **Infrastructure** ☐**Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

SUGGESTED MOTION

DISCUSSION

ATTACHMENTS

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO: Parks and Recreation Commissioners

FROM: Debbie Summers, Parks & Recreation Director

MEETING DATE: November 2, 2016

SUBJECT: **2017 Commissioner Meeting Schedule**

Sahuarita STRATEGIC PLAN

☐ **Economic Development** ☐ **Infrastructure** ☐**Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Commissioner pleasure

SUGGESTED MOTION

DISCUSSION

The attached calendar is comprised of meeting dates based on the 2016 meeting schedule. The calendar also reflects Agenda and packet due dates, as well as holidays observed by the Town. The calendar also does not have a meeting scheduled in July or January. Staff has compared the event calendar to the tentative Commission meeting schedule, and did not find meeting date and event conflicts.

ATTACHMENTS

1. 2017 Commission Meeting Dates

2017 Parks and Recreation Commission Meeting Dates

Sahuarita PARKS & RECREATION

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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January
- 2nd New Year's Day
- 16th Martin Luther King Jr. Day

February
- 20th President's Day

May
- 29th Memorial Day

July
- 4th July

September
- 4th Labor Day

November
- 10th Veteran's Day
- 23rd Thanksgiving Day
- 24th Thanksgiving Friday

December
- 25th Christmas Day

Sahuarita PARKS & RECREATION

CREATING COMMUNITY THROUGH PEOPLE, PARKS, AND PROGRAMS

~Event dates are subject to change~

- Commission Meeting Dates
- Town Observed Holidays
- Agenda Due to Chair and Vice Chair for Approval
- Agenda Approval Due to Sr. Office Assistant
- Agenda and Packet Due to Commissioners

Attachment: 2017 Commission Meeting Dates (1101 : 2017 Commissioner Meeting Schedule)

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	November 2, 2016
SUBJECT:	**Verizon Cell Tower Project Update at North Santa Cruz Park (NSCP)**

Sahuarita STRATEGIC PLAN

☒ **Economic Development** ☒ **Infrastructure** ☐ **Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:** Identify community priorities regarding the provision of clean and safe streets, sidewalks, landscaping, and parks and recreational facilities; enhance community and quality of life amenities, continue to invest in parks and recational facilities.

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Discussion only.

SUGGESTED MOTION

DISCUSSION

This was not a Town project; however, staff played an active role in coordinating between the contractor, user groups and other departmental staff to ensure park operations were not disrupted and to ensure the contractor was able to stay on target for project completion. Staff assisted with providing access to the site and other areas to stage materials and equipment.

Moving forward Verizon will perform monthly tests of the new equipment as well as service and fuel the backup power generating system. They have been granted an easement to access the lease area via the new traffic gate installed north of the main entrance to the park.

ATTACHMENTS

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	November 2, 2016
SUBJECT:	**Open Meeting Law Training**

Sahuarita STRATEGIC PLAN

☐ **Economic Development** ☐ **Infrastructure** ☐**Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Commissioner pleasure.

SUGGESTED MOTION

DISCUSSION

Discussion on Open Meeting Law training with the Town Attorney; who needs to attend and preferred dates and times.

ATTACHMENTS

Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	November 2, 2016
SUBJECT:	**Update on Fiesta Sahuarita**

☐ **Economic Development** ☐ **Infrastructure** ☐**Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

SUGGESTED MOTION

Discussion only.

DISCUSSION

Staff is currently receiving vendor applications, and promoting the event.

ATTACHMENTS

Sahuarita ARIZONA Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	November 2, 2016
SUBJECT:	**Parks and Recreation Commission Meeting Protocol**

Sahuarita STRATEGIC PLAN

☐ **Economic Development** ☐ **Infrastructure** ☐**Planning for Our Community's Future**

☐ **Organizational Effectiveness** ☐ **Quality of Life** ☐ **Other**

***GOALS/OTHER*:**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Commissioner pleasure

SUGGESTED MOTION

Discussion

DISCUSSION

This item was placed on the Agenda at the request of Commissioner Borozinski, and approved by Chairperson Huckins.

ATTACHMENTS