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.

December 7, 2016
Regular Meeting 6:30 PM

I. CALL TO ORDER

II. 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 of November 2, 2016 Meeting Minutes**

V. BUSINESS

1. **Employee Recognition Program Presentation**
2. **Parks and Recreation Area Design Standards Manual**
3. **Sahuarita Branding, Development & Marketing Action Plan**
4. **Parks and Recreation Department Budget**
5. **Fiesta Sahuarita Update**

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

VII. FUTURE AGENDA ITEMS

VIII. ADJOURNMENT

Parks & Recreation Commission Communication

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

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

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

GOALS/OTHER:

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Approval

SUGGESTED MOTION

I move to approve the November 2, 2016, Meeting Minutes

DISCUSSION

Commissioner pleasure

Parks & Recreation Commission Meeting

Regular Meeting Minutes
November 2, 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, November 2, 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	Absent	
Charles Borozinski	Commissioner	Present	
Shel Zatkin	Vice Chairperson	Present	
Diane Huckins	Chairperson	Present	
Kali Hoenes	Commissioner	Absent	
Vince Luna	Commissioner	Present	
Patti Woolley	Commissioner	Present	

III. CALL TO THE PUBLIC

No members of the public were present to speak during the call to the public.

IV. APPROVAL OF MEETING MINUTES

1. Approval August 3, 2016 Meeting Minutes

Motion was made by Chairwoman Huckins, seconded by Commissioner Borozinski, to approve the August 3, 2016, Parks and Recreation Commission meeting minutes. MOTION CARRIED UNANIMOUSLY.

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

2. Approval of September 7, 2016 Meeting Minutes

Motion was made by Vice Chairman Zatkin, seconded by Commissioner Borozinski, to approve the September 7, 2016, Parks and Recreation Commission meeting minutes. MOTION CARRIED UNANIMOUSLY.

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

V. BUSINESS

1. Discussion and Possible Recommendation to Staff regarding the Parks Recreation Area Design Standards stakeholder meeting

Ben Buehler-Garcia of Southern Arizona Home Builders Association (SAHBA) spoke to this agenda item.

Ms. Summers explained the draft Executive Summary of the Parks and Recreation Area Design Standards Manual (PRADSM), to the commission.

There will be additional stakeholder and public meetings regarding the PRADSM draft.

RESULT:	**DISCUSSION ONLY**

2. Employee Recognition Submittal(s)

Employee Jill Harvick-Plante was nominated to receive the first quarter employee award for excellence in job performance and suggested projects with significant cost savings and improved efficiencies.

Commissioner Woolley will purchase the gift card.

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

3. Discussion and Possible Action Regarding the Adopt-A-Park Program

Ms. Summers explained the adopt a park program, and that the department would like the commissioners to help recruit organizations and community members to participate in the Adopt-A-Park program.

Commissioner Borozinski spoke to say he has adopted Anza Trail Park.

RESULT:	**DISCUSSION ONLY**

4. 2017 Calendar of Events

Chairwoman Huckins combined Agenda Items four and six.

Motion was made by Vice Chairman Zatkin to accept the calendar, seconded by Commissioner Borozinskin, to approve the 2017 Calendar of Events and the 2017 Meeting Calendar. MOTION CARRIED UNANIMOUSLY by those present.

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

5. Meeting Dates through the end of 2016

Chairwoman Huckins said this agenda items was no longer relevant due to the cancellation of the October 17, 2016, meeting.

DRAFT

RESULT:	DISCUSSION ONLY

6. 2017 Commissioner Meeting Schedule

All Commissioners at the meeting were in agreement that they should keep the meeting schedule as defined in the 2017 Parks and Recreation Commission meeting calendar.

RESULT:	DISCUSSION ONLY

7. Verizon Cell Tower Project Update at North Santa Cruz Park (NSCP)

Ms. Summers told the commissioners that the power to the cell phone tower is not turned on yet and that staff has not received any complaints regarding the visual ascetics of the cell phone tower.

RESULT:	DISCUSSION ONLY

8. Open Meeting Law Training

Ms. Summers stated that Ms. Parkin will contact the commissioners that have not attended Open Meeting Law training and get the dates and times they will be available to attend training.

RESULT:	DISCUSSION ONLY

9. Update on Fiesta Sahuarita

Fiesta Sahuarita was moved to Saturday, March 25, 2017. the first Fiesta Sahuarita committee meeting will be on November 8, at 10 am at Town Hall. Event admission costs will be discussed at this meeting. There will also be no water park at this year's Fiesta Sahuarita, staff is concerned it will be to cold and the water park has degraded the turf at field four at Anamax Park. Jasime Liara won the logo t-shirt contest. Sponsorship packets will be available soon.

RESULT:	DISCUSSION ONLY

10. Parks and Recreation Commission Meeting Protocol

Commissioner Borozinski asked if the commission would be interested in using Roberts Rules of Order for the Commission Meetings. Commissioner Borozinski said that using Roberts Rules of Order would provide clarification for the public on the actions and decisions of the commission, or the commission might want to consider establishing its own meeting procedures.

Chairwoman Huckins said it is often times difficult for the commissioners to know when they are supposed to make a motion, table, or what they are supposed to do.

Ms. Summers explained the newly formatted agenda packets to the commissioners, and that the communication page is designed to give them direction on whether or not an item requires a motion or not. Ms. Summers also asked for input from the commissioners on preferred language for the motion section of the communication page.

Chairwoman Huckins stressed the importance of reviewing the packet a head of time in preparation of the upcoming meetings.

Commissioner Borozinski said Ms. Summers made a good point - the packet is a good working document.

DRAFT

RESULT:	DISCUSSION ONLY

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

Ms. Summers talked about the drainage issues at Quail Creek Veterans Memorial Park and that improvements have been made to mitigate the drainage problems, by installing drywells.

Due to monsoons, high winds and increased debris this summer, staff discovered red algae bloom in Sahuarita Lake. The biologist came and applied treatment to the lake to remove the red algae bloom. To date the water quality of the lake has almost returned to normal.

The Food Bank started using the community garden. Irrigation, raised beds, and a storage shed are in place.

A field closure and inclement weather policy has been drafted and distributed to the user groups for review. These policies should be in place by the next calendar year. Staff is currently working on a field allocation policy to better assign fields during high usage times. Staff has been assigning fields to the different user groups, so most of the allocation issues have subsided.

Ms. Summers has not had time to visit the dog parks recently, as of late staff has not received any complaints regarding the dog parks. Staff continues to educate the public on dog park rules and etiquette. Mr. DeBreceny, Parks Maintenance Manager, has received complements on how great the dog parks look.

Sahuarita Spooktacular was very successful, with approximately 8,000 participants in attendance. Commissioner Luna had a decorated car in the Sahuarita Spooktacular event. He thinks next year's event will need to find a larger venue. He ran out of candy at approximately 8:15 pm. Ms. Summers asked Commissioner Luna for feedback and suggestions on the event. Commissioner Luna said there were a lot of people in line in the parking area. Everyone appeared to have fun and he did not hear any complaints from the participants.

Ms. Summers said the Holiday Parade and Winter Festival is December 17, 2016. There will be a Veterans Day run on Veterans Day.

VII. FUTURE AGENDA ITEMS

Parks and Recreation Area Design Standards Manual
Presentation of Employee Award
Fiesta Sahuarita
Open Meeting Law Training

VIII. ADJOURNMENT

DRAFT

Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	December 7, 2016
SUBJECT:	**Employee Recognition Program Presentation**

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

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

GOALS/OTHER:

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Present Fiscal Year 2017, first quarter award to Jill Harvick-Plante for excellence in job performance a project suggestion with significant cost savings and improved efficiencies.

SUGGESTED MOTION

No motion. Presentation only.

DISCUSSION

This award presentation is intended to show appreciation and recognize Jill Harvick-Plante for going above and beyond her regularly assigned roles and responsibilities during the first quarter of this fiscal year.

Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	December 7, 2016
SUBJECT:	**Parks and Recreation Area Design Standards Manual**

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

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

GOALS/OTHER:

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Discussion/Update

SUGGESTED MOTION

No motion. Discussion only.

DISCUSSION

Discussion and update regarding the Parks and Recreation Area Design Standards Manual.

Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	December 7, 2016
SUBJECT:	**Sahuarita Branding, Development & Marketing Action Plan**

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

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

GOALS/OTHER:

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Direction to staff on which Commissioners would like to be on the Brand Leadership Team.

SUGGESTED MOTION

I move to nominate (insert name(s)) to serve on the Brand Leadership Team.

If the Commission is not ready to nominate - give direction to staff to leave item on the Agenda.

DISCUSSION

Discussion on which of the commissioners would like to serve on the Brand Leadership Team. The Branding, Development & Marketing Action Plain is available, for review, on the Town website at <http://sahuaritaaz.gov/documentcenter/view/2000>.

Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	December 7, 2016
SUBJECT:	**Parks and Recreation Department Budget**

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

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

GOALS/OTHER:

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Discussion

SUGGESTED MOTION

No motion. Discussion only.

DISCUSSION

Discussion on budget planning for the 2018 Fiscal Year.

Parks & Recreation Commission Communication

TO:	Parks and Recreation Commissioners
FROM:	Debbie Summers, Parks & Recreation Director
MEETING DATE:	December 7, 2016
SUBJECT:	**Fiesta Sahuarita Update**

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

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

GOALS/OTHER:

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Discussion

SUGGESTED MOTION

No motion. Discussion only.

DISCUSSION

Status update on Fiesta Sahuarita.