# PUBLIC MEETING AGENDA

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

**MEETING DATE**  
Wednesday, November 20, 2019  
6:00 p.m.

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

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>ACTION or INFORMATION</th>
</tr>
</thead>
</table>
| 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 individual. Anyone wishing to agendize an item for an upcoming meeting should utilize the Public Appearances for consideration. | Information |
| 2. Approval of Meeting Minutes  
The Advisory Board will be asked to review and approve meeting minutes from the October 16, 2019 meeting. | Action |
| 3. PEACE Basketball Court | Information |
| 4. El Paso Path Improvements Update | Information |
| 5. Board and Commission Annual Report | Action |
| 6. Special Event Fees | Information |
| 7. Youth Sports | Information |
| 8. Desert Conservation Commission Update | Information |
| 9. Upcoming Park Public Meeting Notices & Announcements | Information |
| 10. Current Events/Board Announcements/Future Agenda Items  
Board may share events, make announcements or request future agenda items. | 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 tentatively scheduled for December 18, 2019*
Minutes of the Parks, Recreation, Golf and Double Butte Cemetery Advisory Board meeting held on October 16, 2019, 6:00 p.m., Tempe Public Library, 2nd Floor Board Room, 3500 South Rural Road, Tempe, AZ.

Members Present:
Maureen DeCindis – Vice-Chair
Judy Aldrich
Sharon Doyle
Christina Hudson
Chris Kamper
John Vack
Fred Wood

Members Absent:
Mary Larsen – Chair
Shereen Lerner
Dayna McGrady
Duane Washkowiak

City Staff Present:
Craig Hayton, Staff Liaison- Deputy Community Services Director- Parks and Recreation
Linda Cano, Community Services Manager
Julie Hietter, Community Services Administration Manager
Bobbi Lloyd, Management Assistant II
Shawn Wagner, Deputy Community Services Director- Parks and Recreation

Upon the establishment of a quorum, meeting was called to order at 6:02 p.m. by Maureen DeCindis.

Agenda Item 1 – Public Appearances
None

Agenda Item 2 – Approval of Meeting Minutes
September 18, 2019
Motion by Board member Judy Aldrich to approve the meeting minutes of September 18, 2019 as submitted; second by Board member Chris Kamper. Motion passed on an 7-0 vote.
Ayes: Vice-Chair Maureen DeCindis, and Board members, Judy Aldrich, Sharon Doyle, Christine Hudson, Chris Kemper, John Vack and Fred Wood.
Nays: None
Absent: Chair Mary Larsen and Board members Shereen Lerner, Dayna McGrady and Duane Washkowiak
Agenda Item 3 – Board and Commission Annual Report
Craig Hayton reviewed the draft board and commission annual report. Changes were noted to add Urban Forest Master Plan, Integrated Pest Management, Board member names for Parks and Recreation Master Plan and Golf Management RFQ. Question regarding how high-density housing receives Park updates with no water bill. Also question regarding past make up of Development Review Commission, did a seat on that commission use to come from this board. Staff to follow up and let board know. Draft will be updated with additional items and 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 – Special Event Fee Update
Shawn Wagner and Linda Cano provided an update to the board on the status of the Special Event Fee changes. The current special event rental and administrative fees were established in September 2009. During the last ten years special events have evolved and grown. This includes the activation of new event location requests. Staff recognized the need to update these fees to reflect current and anticipate future location requests. A tiered model methodology was created based on criteria using industry best practices, comparable cities and recommendations of City Special Events staff. A list of the signature city events was provided to the board. Staff will come back to the board with updates as this moves through the process. Board requested to provide the past and proposed fee amounts when brought back.

Agenda Item 5 – Quarterly Golf Update
Craig Hayton and Julie Hiettner presented to the board a PowerPoint presentation on the Quarterly Golf Update. Presentation included the following:
- Financial update
- Course updates
- Other
  - Events
  - RHJ oversee projects
  - Ken McDonald clubhouse
  - Info boards

The Request for Information (RFI) on the Ken McDonald clubhouse was released on Monday and will be out for 60 days. The purpose of this is to look for interest from the private sector to see what kind of ideas and structure someone might be willing to do. Once this process is completed the next step would be a Request for Proposal (RFP) which is the formal process. Fred Wood offered to sit on the review committee.

Agenda Item 6 – Integrated Pest Management Update
Craig Hayton presented to the board a PowerPoint presentation on the Integrated Pest Management Update. Presentation included the following:
- Integrated Pest Management (IPM) overview
- IPM updates since 2016
- Formalized IPM program
- Organic uses: performance measure 4.12
- Local and national research
- Next steps
• Questions & input

IPM approach requires diligence and a focus on continuous improvement. Therefore, several next steps have been identified, in order to continue to move our organization along the pathway to a reduced-risk/green organics program. One of the next steps is to provide follow-up with Council requested information relating to Glyphosate use in the City. Staff will come back to the board with an update. Question from the Board regarding using chemicals like vinegar. Staff to provide follow up at future meeting.

Agenda Item 7 – Upcoming Park Public Meeting Notices & Announcements
• Tempe Town Lake Turns 20 Birthday Party on November 9, 2019 from 11 a.m. – 4 p.m.
• On November 16, 2019 four Park Improvement Meetings for Dwight, Meyer, Mitchell and Redden Parks
• Also, on November 16, 2019 two Re-Opening Celebrations at Daumler and Ehrhardt Parks
• Kiwanis Tennis Center received the Outstanding Facility Award from USTA

Agenda Item 8 – Current Events/Board Announcements/Future Agenda Items
• Fred Wood commented on how remarkable the amount of park space there is based on population and what a strong part of Tempe that is and something to be very proud of as a board
• El Paso Path update tentative for November meeting
• Desert Conservation Commission update tentative for November meeting

Meeting adjourned at 7:15 p.m.
Prepared by: Bobbi Lloyd, Management Assistant II
Reviewed by: Craig Hayton, Deputy Community Services Director- Parks and Recreation (480) 350-5234
Agenda Item #4

El Paso Multi-Use Path Project Update

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

November 20, 2019

Tempe
This Project

- The consolidation of two programed pathway capital maintenance projects into one holistic path improvement project

- Complete the gap in pathway from Country Club Way to Kenwood Lane
- New vandal resistant light poles
- New trees/landscaping/irrigation
- Improved crosswalks and ADA compliant directional ramps
- Bring existing path to current width standards (10')
Summary of Feedback

DO YOU SUPPORT THE PROPOSED DESIGN?

YES: 87%
NO: 13%

DO YOU SUPPORT THE PROPOSED TYPES OF TREES, SHRUBS, AND GROUND COVER?

YES: 80%

RANK THE FOLLOWING ELEMENTS FROM 1 TO 5 WITH 1 BEING YOUR TOP PRIORITY, 5 YOUR LOWEST

1. WIDER PATH
2. COMPLETE GAP
3. 3
4. 4/5
5. RAMPS/CROSSWALKS

MORE TREES
Precedent Design Elements
Next Steps

- Transportation Commission
- Public Meetings Round 1
  - Fuller Elementary, August 20th 7-8pm
  - El Paso Path (Just East of Country Club Way), August 24th 9:30 to 10:30 am
- Parks, Recreation, Golf, and Double Butte Cemetery Advisory Board, August 21st
- 60% Design, October 2019
- Transportation Commission, October 8th
- Public Meetings Round 2, October 16th and 19th
- Final Plans, Specs, & Estimates, December 2019
- Anticipated Construction Start, Spring 2020
- Anticipated Project Completion, Fall 2020

QUESTIONS?
PARKS, RECREATION, GOLF, AND DOUBLE BUTTE CEMETERY ADVISORY BOARD
2019 ANNUAL REPORT

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:

<table>
<thead>
<tr>
<th>Members</th>
<th>Service Dates:</th>
<th>Attendance Record:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Larsen</td>
<td>12/13/12-Present (term ends 12/31/19)</td>
<td>6 Present / 2 Excused / 0 Unexcused</td>
</tr>
<tr>
<td>Maureen DeCindis</td>
<td>12/31/12-Present (term ends 12/31/19)</td>
<td>7 Present / 1 Excused / 0 Unexcused</td>
</tr>
</tbody>
</table>
Judy Aldrich 12/12/13-Present (term ends 12/31/20)  7 Present / 1 Excused / 0 Unexcused
Sharon Doyle 08/15/18-Present (term ends 12/31/19)  6 Present / 2 Excused / 0 Unexcused
Christina Hudson 06/25/15-Present (term ends 12/31/21)  4 Present / 4 Excused / 0 Unexcused
Chris Kamper 01/18/17-Present (term ends 12/31/19)  7 Present / 1 Excused / 0 Unexcused
Shereen Lerner 04/19/17-Present (term ends 12/31/19)  6 Present / 2 Excused / 0 Unexcused
Dayna McGrady 11/14/19-Present (term ends 12/31/19)  4 Present / 3 Excused / 1 Unexcused
John Vack 12/12/13-Present (term ends 12/31/20)  8 Present / 0 Excused / 0 Unexcused
Duane Washkowiak 12/17/15-Present (term ends 12/31/21)  6 Present / 2 Excused / 0 Unexcused
Fred Wood 06/14/12-Present (term ends 12/31/20)  7 Present / 0 Excused / 1 Unexcused

*Report due prior to December meeting, therefore December attendance is not included in totals above

Name of Chair and Vice Chair:

- Chair – Mary Larsen
- Vice Chair – Maureen DeCindis

Staff Liaison and Contact Information:

<table>
<thead>
<tr>
<th>Staff Liaison:</th>
<th>Department:</th>
<th>Phone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Hayton</td>
<td>Community Services</td>
<td>(480) 350-5234</td>
<td><a href="mailto:craig_hayton@tempe.gov">craig_hayton@tempe.gov</a></td>
</tr>
</tbody>
</table>

Meeting Frequency and Location:
The Board held ten (10) meetings in 2019. The Board meets monthly at the Tempe Public Library-2nd 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 no vacancies during this duration.

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:
- Reviewed, discussed, provided feedback and took action on the following items:
  - Parks & Recreation Master Plan- Duane Washkowiak, primary and Shereen Lerner, secondary to represent the board (Goal #3.4)
  - Park Hours
  - Cemetery
    - Cemetery Overview
    - Burials
Non-approved Items

- Reviewed, discussed and provided feedback on the following items:
  - Desert Preserve Commission (Goal #3.2)
  - Adult Sports Safety
  - Estrada Park- Mary Larsen represented the board on the committee (Goal #3.1)
  - Escalante Construction
  - Pickleball (Goal #3.2)
  - Park Capital Improvement Program (Goal #3.2)
  - Aquatics
  - Golf- John Vack, primary and Sharon Doyle, secondary to represent the board on the Golf management RFP (Goal #3.3)
    - Financials
    - Rates
    - Course Conditions
  - Rio Salado Implementation Plan (Goal #3.2)
  - Municipal Complex Modernization Plan
  - Arts in the Parks
  - Special Events/Special Event Fees
  - El Paso Path Improvements
  - Municipal Arts Fund
  - Kiwanis Park Management Plan (Goal #3.2)
  - Urban Forester (Goal #4.1)
  - Integrated Pest Management (Goal #4.2)

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.

#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. 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.
   2. Ensure that Capital improvements to parks over next five years are funded by working with City Council – based on priorities discussed.
   3. Complete planning on improvements and solutions to Ken McDonald GC and clubhouse, efforts started in 2016.
   4. Actively participate in the Parks and Recreation master plan process through the TAC and board meetings.

#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.

   1. Work with Richard Adkins, City of Tempe's Urban Forester, to help implement the Urban Forest Master Plan, planting trees for the tree canopy and on sustainability project, serving as the technical expert.
   2. Review and provide input on the City's Integrated Pest Management (IPM) program.
#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.