



## PARKS AND RECREATION COMMISSION MINUTES REGULAR MEETING



April 10, 2015

Natural Resources, Parks and Recreation Department  
3500 West River Road, Tucson, Arizona

Quorum having been established, Chair Lundin called the meeting to order at 9:32 a.m on April 10, 2015.

Commissioners present were Michael Lundin (Chair), Jan Johnson (Vice Chair), Anita Kellman, Tom Purdon, Kimberly Marohn, Peter Chesson, Richard Barker, Victor Rivera and Enrique Serna. Karen Cesare was absent.

Staff present were Chris Cawein, Robert Padilla, Sherrie Barfield, Steve Anderson, Kerry Baldwin, Greg Hagen, Joe Barr, Joy Mehulka, Robert Vaughn, Kelly Cheeseman, Robin Hadden, Elisabeth Van Der Leeuw, Rick Harrington and Ann Khambholja.

Those present recited the pledge of allegiance.

### Consent Agenda

Commissioner Serna made a motion, seconded by Commissioners Chesson and Purdon, to approve the February 13, 2015 minutes as presented. The motion passed.

### Commission Discussion/Action Request

1. County Attorney Tobin Rosen explained the Open Meeting Law to the commission. He informed the members that under ARS § 38-431.01, meetings of public bodies must be conducted openly and that notices and agendas provided to inform the public of the matters to be discussed or decided. Public bodies must post a notice in a physical location as well as their website stating where individual meeting notices are posted. Notice of meetings and agendas should be posted at least 24 hours in advance. The public has a right to attend, listen, tape record or videotape the meeting as long as proceedings are not disrupted. The public has a right to speak during the open call to the public on matters of concern even if the topic is not included on the agenda. Members of the commission can ask to review an item or ask that the item be placed on a future agenda but cannot discuss, consider or decide on an item that is not on the agenda. Executive sessions can be held in private to discuss topics like personnel, legal advice, purchase, sale or lease of real property, etc., but they cannot vote or take a poll during these sessions. Agendas for executive sessions may describe the matters to be discussed in general to preserve confidentiality or to prevent compromising attorney-client privilege. Minutes of the meetings can be recorded or written but permanent records must be on paper. The minutes must include the date, time and place of meeting, names of members present and absent, a general description of matters considered and an accurate description of actions proposed, discussed or taken. The minutes or a recording of the meeting must be posted no later than three working days after the meeting. Commissioner Chesson asked Mr. Rosen if members of the commission replied to all in a mass email to confirm attendance to a meeting would be in violation of the meeting law. Mr. Rosen stated that replies should only be sent to the sender of the email. This would alleviate the possibilities of a member asking to discuss an item which would violate the meeting law. Chair Lundin said they should be more careful in the future and only reply to the sender. Mr. Rosen said that the commission should be very careful not to circumvent the open meeting laws using email, meeting in informal settings, or telephonically. Violation of the open meeting laws could lead to civil penalties thus steps should be taken to ensure that no violations are committed. Adding items to be discussed at the next meeting should be addressed during the call for future agenda items only.

Commissioner Chesson asked what could be done if something suddenly came up, which would warrant discussion at the next meeting. He was told he could inform staff to add it to the agenda or an addendum.

New initiative to inventory all parks and recreation facilities: Mr. Cawein explained to the commission that he has initiated a comprehensive inventory of all the parks' infrastructure using GIS technology. For this he has hired Ms. Elisabeth Van Der Leeuw a senior GIS analyst, Robin Hadden, Special Staff Assistant to the Director's Office, Rick Harrington and Bill Burklow, to bring this project to fruition. This was an approach taken both at PC Wastewater Reclamation and Flood Control Departments to map all their infrastructure. Ms. Van Der Leeuw explained that the GIS system would improve communication throughout the organization by providing answers to questions like where a park is, what amenities does it have, how many soccer or baseball fields, when was the turf replaced or the acreage. It would also allow NRPR to share data with other departments and organizations in order to run specific analysis or answer questions like which parks fall within the boundaries of a floodplain. This information will provide NRPR staff with quicker and more accurate access to information, more efficient scheduling and improved customer service. This service will also allow users to click on a feature and find more information about it or pull up a photograph to see what the feature looks like. NRPR has 360 managed lands and properties and there are thousands of pieces of infrastructure to collect and store. As an example, Brandi Fenton Memorial Park alone has 950 items. Ms. Hadden, Mr. Bill Burklow and team are presently visiting parks collecting data. Ms. Hadden is mapping actual underground structures like irrigation valves, electrical pull boxes, etc. with GPS. They are also using a GPS camera to mark and take photographs of above ground attributes such as ramadas, playground equipment, benches, sports fields and courts. The data collected is then downloaded off of the GPS unit and camera and the information is processed and entered into the GIS data model. Mr. Harrington is aiding with documentation where plans are being gathered, organized, scanned and linked to GIS features for easy access and display. Ms. Van Der Leeuw demonstrated to the commission the various layers that showed the different attributes like trails, information about the trail itself, whether it was suitable for biking or horse riding, etc. Commissioner Chesson asked how much access the public would have, and was told that secure layers would not be open to the public. Commissioner Serna asked if the City of Tucson had this system. Mr. Cawein informed him that the city had hired a contractor but NRPR was trying to complete it in-house as a cost saving measure. The commissioners wanted to know how long this would take and were told that the county had 360 properties and have done about 25 so far. They will be starting with open space properties with Flood Control's assistance and Ms. Van Der Leeuw was training people in the Natural Resources division to assist as well. Trails, community center, pools will follow. This project is expected to take a couple of years to build the base and then would be periodically updated to reflect infrastructure or recreational amenity changes. Mr. Cawein added that information from this project would help with budget planning as well as budget requests. Commissioner Serna asked if this would help with risk management issues as well. Mr. Cawein told the commission that NRPR had 180 inspections from Risk Management in 2014 and being a general funded operation needed to fix all the issues raised. Mr. Cawein also made them aware that many of the facilities are aging too and this will be a very powerful tool to make sure in the years ahead this information will always be available. Commissioner Chesson asked whether there was a list available of the layers to be incorporated. Ms. Van Der Leeuw informed him that most of the additional layers we can use are in PimaMaps. There are also some other departmental layers we can serve internally but will not be accessible to the public.

2. Informational update: Mr. Cawein asked the commission to join NRPR in congratulating Kelly Cheeseman who was honored with the 2015 Women in Government Unsung Heroine Award from the Pima County/City of Tucson Women's Commission. Mr. Barr informed the commission that Kelly was exceptional and takes the lead on numerous projects. She is also NRPR's liaison with the Arizona Parks and Recreation Association.

3. NRPR/Commission Discussion: Bond Program Update: Mr. Cawein informed the commission that Mr. Huckelberry in a memo dated April 21, 2015, called for a special bond election to be held in Pima County on November 3, 2015. It lists the recommendations from Bond Advisory Committee and the resolution included seven ballot propositions which, if approved by voters, would authorize the county to sell \$815.8 million in bonds. This is more than what was originally recommended but includes \$200 million in Road and Highway improvements. This will be considered by the Board of Supervisors on April 21, 2015. This includes park projects that were approved by the commission. There were some projects that were added that had formerly been removed as well.
4. Budget Update: Mr. Cawein alerted the commission to the March 16, 2015 memo from the County Administrator laying out the county's actions due to the transfer of State expenses to the county. The memo placed freezes on hiring, travel and training related activities, suspending purchase of capital equipment, restricting the purchase of supplies and materials except for essential items needed for health, safety and welfare and proposing a 2% reduction in departmental operating budgets for the fiscal year 2015/16. He also informed them that the County Administrator's memo dated April 7, 2015 laid out in more detail the county's strategy for budget planning. Mr. Cawein has also spoken to Mr. John Bernal, Deputy County Administrator to approve hiring of some core positions. He also gave Mr. Bernal a list of projects that were proposed and asked for his approval or whether to defer, thus some of the projects were approved to move forward and others deferred. Mr. Cawein also told the commission that the 2% cut translated to approximately \$350,000 in spending cuts. However, now NRPR is being asked to do an additional 3% for a total of 5% of NRPR's budget which is about \$875,000. Mr. Cawein said that he was trying to minimize the impact, but it will have a significant impact on programs and projects. Mr. Cawein also said that previously, discretionary programs like parks, were hit much harder than non-discretionary programs. But this year, the cuts appear to include all county departments.

#### DIVISION UPDATE REPORTS:

1. Planning (Steve Anderson): Commissioner Chesson congratulated Mr. Anderson on the trails being done at Sweetwater Preserve. He also said that the restoration work was amazing as well. Commissioner Chesson also inquired about the signage which will be changed. He also mentioned that he received a comment from the Tucson Mountain Park Association which wants to be acknowledged on the signage for their contribution and Mr. Anderson said it could be done. He also said that they had been mentioned in the brochure.
2. Natural Resources (Kerry Baldwin): Commissioner Chesson asked Mr. Baldwin about management of the Painted Hills property. Mr. Baldwin said that due to the budget freeze nothing is being done right now, but they have been working on monitoring it, but there are no plans as yet. If there is any funding available it would be in the next bond package. Mr. Baldwin also said that the county has a FEMA grant to manage buffelgrass and his department has been very efficient in their expenditures resulting in more funds being available. Thus he is working to extend the grant period so as to continue to expand this work. Mr. Baldwin said that the new GIS system would greatly aid his department as well, though there would be a lot of additional work. Commissioner Chesson asked whether there would be specific information on habitat and vegetation included, but Chair Lundin said that there was information there already, however some of it would be restricted for purposes of conservation.
3. Recreation (Joe Barr): Mr. Barr thanked the commissioners for honoring Ms. Kelly Cheeseman. He also informed the commissioners that Ms. Carolyn Lenz retired from the county after 42 years of service. Also, a longtime community advocate and former NRPR employee, Marion Whitfield, who was the chief proponent and force behind the county's

acquisition and development of Robles Ranch, passed away recently and a memorial service will be held at the ranch on May 2, 2015.

Mr. Barr also said that the shooting sports program had been added back into the bond proposal. There was a volunteer recognition program held recently and approximately 100 volunteers attended. Volunteers provided 5622 hours of service in 2014.

He also mentioned that they have two new staff members, Brittany Craver a new recreation leader at Drexel Heights Community Center and Joe Martinez, a new recreation leader at Picture Rocks Community Center. Chair Lundin asked about life guard positions and Mr. Barr told him that they had received permission to hire.

4. Operations (George Kuck): There were no questions about Mr. Kuck's report.

#### FUTURE AGENDA ITEM(S) :

Commissioner Serna said that in light of the budget cuts the commission should consider deferring their \$20.00 compensation, which though not much, would be a symbolic gesture.

Mr. Cawein asked for a discussion regarding the summer schedule since several people take vacation during that time.

ADJOURNMENT: As there was no further business to come before the commission, duly motioned and seconded, the meeting adjourned at 11:25 a.m.