



Parks Recreation Library & Cultural Resources Department

MEMORANDUM

DATE: October 12, 2010
TO: Mayor and Councilmembers
FROM: Ainsley Legner, PRL& CR Director
CC: Jerene Watson, Town Manager; Stacey Lemos, Interim Assistant
Town Manager; Kevin Burke, Assistant to the Town Manager
SUBJECT: Parks & Recreation Advisory Board Recommendation

Powers and Duties

The Parks & Recreation Advisory Board (PRAB) was created by the Town Council in 1995. As outlined in Section 3-6-7 of the Oro Valley Town Code, PRAB was created to advise the Town Council with regard to the following:

- Parks and recreation
- Parks design
- Open space
- Trail use
- General priorities for the budget and capital improvements
- Policy recommendations
- Solicitation of funds as directed by Town Council
- Interaction with the Oro Valley Arts Advisory Board

With the exception of the last two bullets, all of these duties are still applicable. During the past twelve years, PRAB has never solicited funds, and there has

been limited interaction with the Arts Advisory Board (now the Arts Review Commission.) Staff recommends removal of these two items from the code.

Accomplishments

The Parks & Recreation Advisory Board has initiated, supported and/or implemented a number of meaningful projects. Examples include:

- Historic Preservation Commission (HPC) – developed a proposal and gained approval from Town Council for the formation of the HPC.
- Interpretive Signage – initiated the development of interpretive signage for James D. Kriegh Park, finding volunteers to assist with photos, artwork, wording and locations.
- Assisted and encouraged the Sonoran Desert Flyers in their efforts to secure a location to fly their model airplanes at Naranja Park.

At the onset, the Board focused primarily on open space, trail issues and park design. With the decline of development in Oro Valley and a decrease in funding for new parks, the role of the Board has changed. Recently, the Board has made significant contributions to programs and services for the public. Examples include:

- Provide vocal support for the department, including new projects and initiatives, parks, recreation, aquatics, trails, programs, activities, and special events.
- Serve as ambassadors for the department at special events and activities and provide volunteer assistance.
- Review ideas, proposals, programs and special events proposed by staff, members of the public, outside agencies and other organizations. Provide recommendations to staff and Town Council as applicable.
- Bring forward issues, projects and program ideas related to parks, recreation, aquatics, open space and trails for consideration. Provide recommendations to staff and Town Council.
- Review the annual Capital Improvement Program and provide recommendations.
- Bring forward funding opportunities or ideas as applicable.

In the future, should the Town construct new parks, PRAB participation would be meaningful in the following areas:

- Serve as members of the “Parks Planning Advisory Committee” during the master planning and park development process.
- Serve as the advisory body for development of a Town-wide parks master plan.

Recommendations

Staff recommends the following changes to the Town Code, as well as to the PRAB meeting format and schedule:

- Revise Section 3-6-7, #6 and #7 of the Town Code (see Attachment).
- Eliminate “Board and Commission Liaison Reports.” Currently, PRAB members are assigned to attend (or listen to online) the meetings of other boards and committees, such as Finance and Bond, Planning and Zoning and Development Review Board. Then, at the PRAB meetings, members report to the rest of the Board on actions taken and future items of interest. This is time consuming and does not support the core functions of the board.
- Eliminate the “Update on Development Review Committee Meetings.” Currently, staff provides a report on any private development that involves parks, trails or other recreational amenities. This agenda item does not result in any action on the part of the board and is not directly related to the powers and duties of the Board.
- Hold regular quarterly meetings that are focused on the powers and duties delegated to PRAB in the Town Code. Special meetings may be scheduled as needed to address issues or projects assigned by Town Council that require additional time and consideration by the Board. Future meeting agendas will be structured to focus on the core functions of the Board, which will decrease the administrative support required.

In summary, staff recommends the following:

1. Elimination of Section 3-6-7, #6 and #7 of the Town Code.
2. Elimination of “Board and Commission Liaison Reports”
3. Elimination of “Update on Development Review Committee Meetings”
4. Implementation of regular quarterly meetings
5. Utilization of special meetings on an as needed basis

ATTACHMENT:

Revised Town Code Section 3-6-7

3-6-7 Powers and Duties of the Parks and Recreation Advisory Board

1. To act in an advisory capacity to the Town Council in matters pertaining to parks and recreation, parks design, open space and trail use (prior to the review comments being submitted to other Boards, Commissions or the Council). The Board's powers shall be limited to an advisory role with the Parks and Recreation Director and/or the Town Council and shall not provide directions to Town Employees regarding the activities of staff, parks operations or recreation programs.
2. As with any Board, Commission or Committee, all requests for use of any Town Staff time and resources must be approved by the Town Manager or his designee.
3. Give advice to the Town Council and Parks and Recreation Director for general priorities at budget time for those items (other than administrative functions as determined by the Town Manager and the Department Head) relating to park development and recreation programs. This involves a yearly review and update of the five year plan for park land acquisition and capital improvements as prepared by the Parks and Recreation Director.
4. Give due attention and study to the recreation, open space, trails and park services as they affect the residents of Oro Valley.
5. Make policy recommendations, keeping in mind that the final adoption of the policy is the prerogative of the Council.
- ~~6. Make initial contact for soliciting funds after being so directed and approved to do so by the Town Council; again keeping in mind that the Council makes the final determination for any acceptance or rejection in these areas.~~
- ~~7. Interact with the Town of Oro Valley Arts Advisory Board on all matters relating to parks and recreation matters in regards to areas of mutual concern.~~

(95-30, Amended, 05/17/1995; 95-30, Amended, 05/17/1995)