

**MAYOR AND COUNCIL PUBLIC MEETING NOTICE
SPECIAL MEETING - SEPTEMBER 27, 2023 AT 6:30 PM**



MINUTES

The City of Douglas Mayor and Council met in a Special Meeting on Wednesday, September 27, 2023, at 6:30 p.m., at City Hall Council Chamber, 425 10th Street. The Honorable Mayor Huish called the meeting to order.

1. CALL TO ORDER. 6:30 p.m.

2. ROLL CALL.

	<u>PRESENT</u>	<u>ABSENT</u>
MAYOR, DONALD C. HUISH	X	
MAYOR PRO TEMPORE, MARGARET MORALES	X	
COUNCILMEMBER, MITCH LINDEMANN	X	
COUNCILMEMBER, DANYA ACOSTA	X	
COUNCILMEMBER, RAY SHELTON	X	
COUNCILMEMBER, MICHAEL BALDENEGRO	X	
COUNCILMEMBER, JOSE GRIJALVA	X	
CITY MANAGER, ANA URQUIJO	X	
CITY ATTORNEY, DENIS FITZGIBBONS	X	
CITY TREASURER, LUIS PEDROZA	X	
CITY CLERK, ALMA ANDRADE	X	

3. PERSONS WISHING TO ADDRESS THE COUNCIL IN WRITING OR VERBALLY ON ANY ITEM NOT ON THE AGENDA.

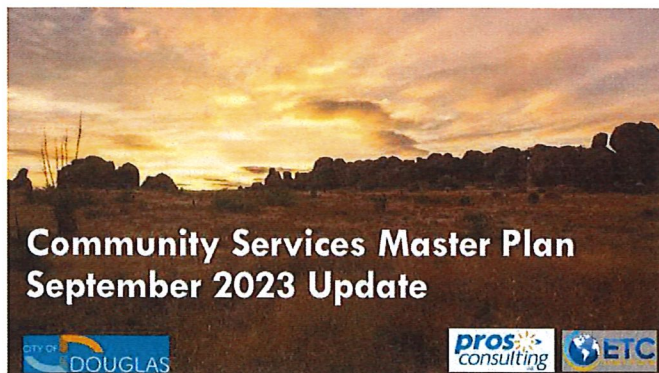
- Diana LaMar, 1303 F Avenue; August 9th council meeting – protocols.

4. PRESENTATION/DISCUSSION.

A. COMMUNITY SERVICES MASTER PLAN UPDATE by PROS CONSULTING.

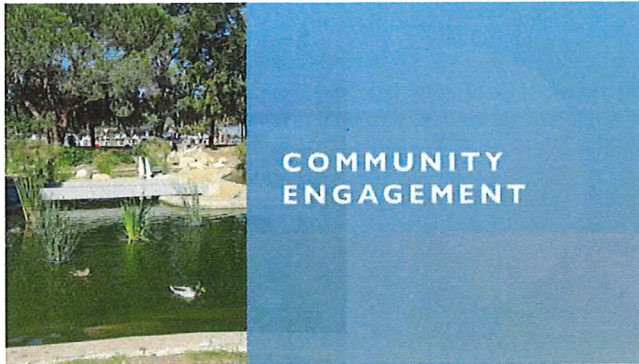
Jennifer Smith presented background information.

Mike Svetz, Pros Consulting Inc. presented.



Agenda

- **Community Engagement**
 - Public Meeting/Focus Group Themes
 - Online Survey – Forth Coming
 - Statistically Valid Survey
- Prioritized Community Need
- **Next Steps**



Community Engagement To Date

- 1 Public Meeting
- 8 External Focus Groups
- 5 Internal Focus Groups
- Project Website www.douglasparksandrecreationplan.org
- 1 Statistically Valid Survey
- 1 Online Survey (active)

Emerging Themes - General

- Trails, Trails, Trails
- Overall quality: Good to Very Good but generally lack of things to do
- Library great programs and services
- Growth is a concern
- Special Events are appreciated, but more are needed

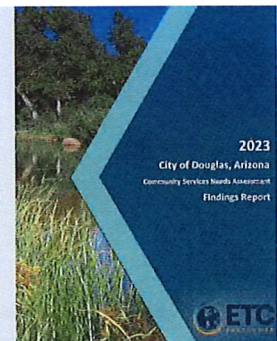
Emerging Themes - General

- Golf Course – better maintain or dispose of.
- Recreation Facility is desired
- Need/desire increased funding for everyday maintenance
- What is the future of the 8th Street Pool?
- Athletic Field Improvements are desired
- Partnership opportunities with schools, health care system, etc.

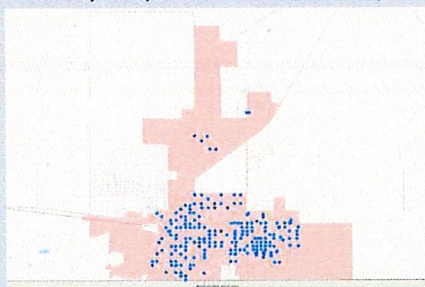


Statistically-Valid Survey

- Developed in partnership with the City
- Administered by mail/phone/web
- Administered in English and Spanish
- 283 households completed surveys, 95% level of confidence with a margin of error of +/- 5.6% (Goal was 200) – 42% more than goal
- 48 (or 17%) of surveys returned were completed in Spanish.

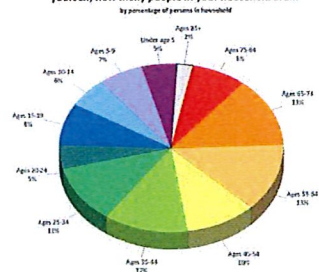


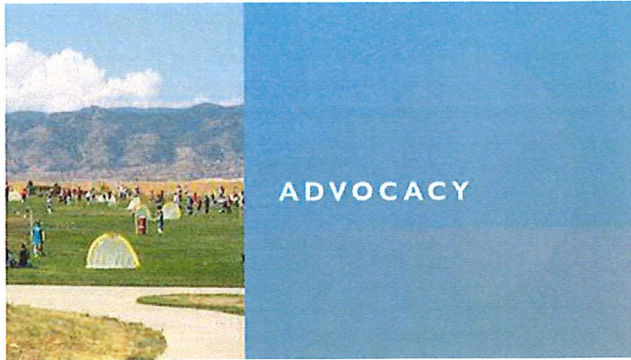
Survey Response – Location Map



Survey Response - Household Age Segmentation

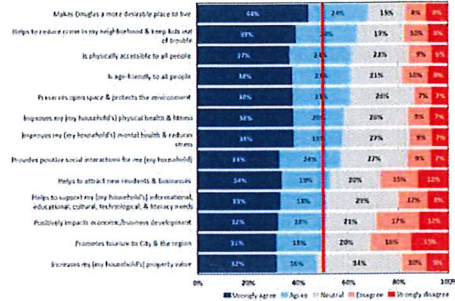
Q1. Please complete this survey with all household members in mind. Counting yourself, how many people in your household are...





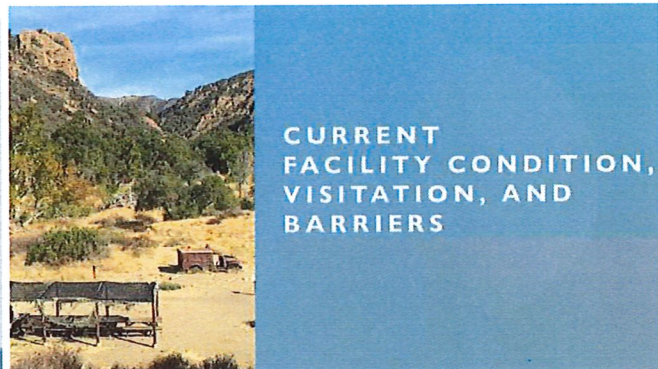
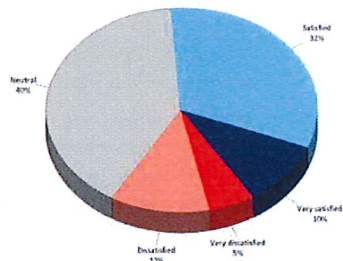
Q16. Agreement with statements about Douglas' Community Services Department.

by percentage of respondents, using a 5-point scale from "Strongly Agree" to "Strongly Disagree" (excluding "Don't know")



Q14. Level of satisfaction with the overall value that your household receives from Community Services facilities, programs, or services.

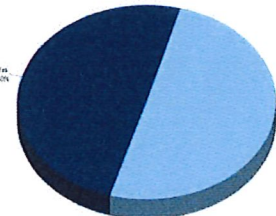
by percentage of respondents (excluding "Don't know")



Library Use

Q3. Do you or any members of your household currently use the Douglas Public Library?

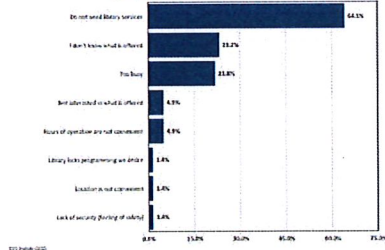
by percentage of respondents



Barriers to Usage

Q3b. Please check ALL of the reasons why you and the members of your household don't currently use or don't use the Douglas Public Library more often.

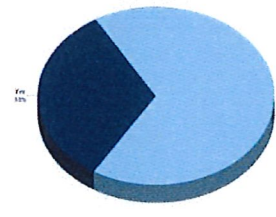
by percentage of respondents (multiple selections could be made)



Aquatic Center Use

Q5. Barriers to Aquatic Center Usage. Do you or any members of your household currently use the City's Aquatic Center?

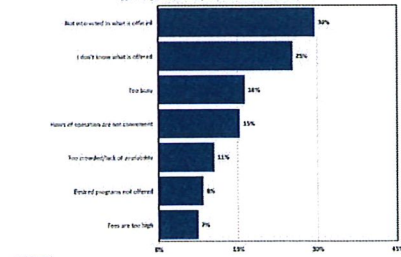
by percentage of respondents

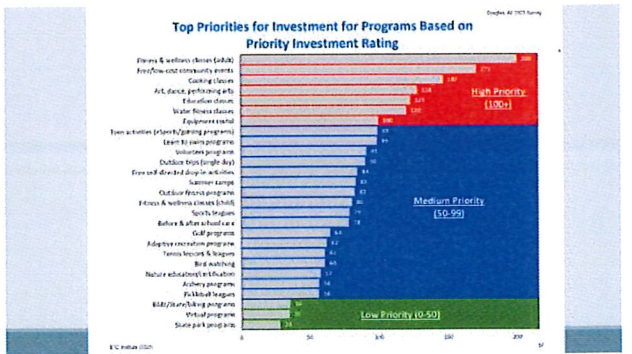


Barriers to Usage

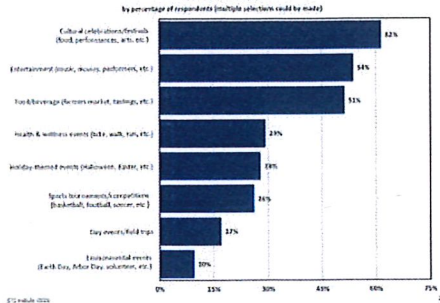
Q5a. Reasons why members of households don't currently use or don't often use the City's Aquatic Center.

by percentage of respondents (multiple selections could be made)



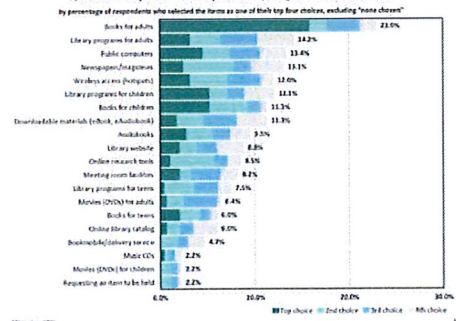


Q7. List of SPECIAL EVENT concepts members of households would be MOST INTERESTED IN.

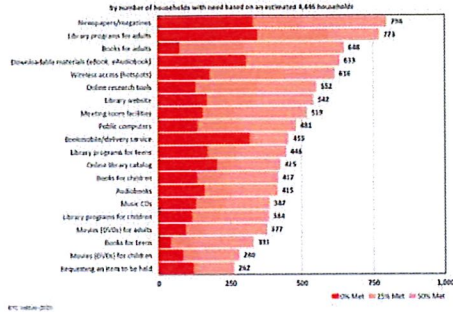


LIBRARY PROGRAM/SERVICE NEEDS

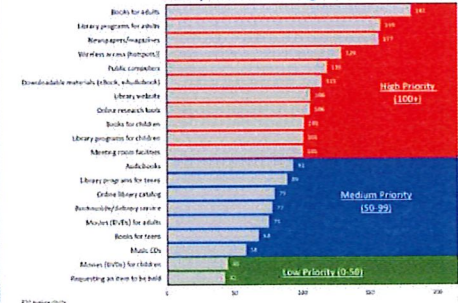
Q15. Most Important Library Services/Programs to Households



Q14c. Estimated Number of Households Whose Library Service/Program Needs are Only 50% Met or Less

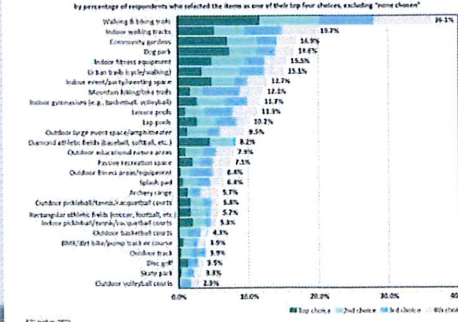


Top Priorities for Investment for Library Services/Programs Based on Priority Investment Rating

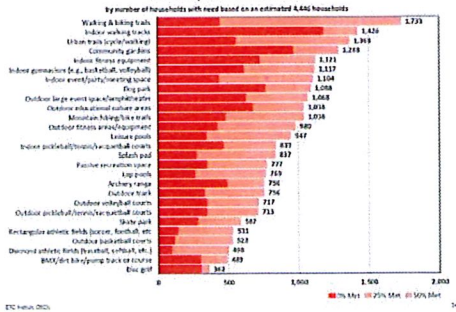


FACILITY, PARK AMENITY NEEDS

Q11. Most important facilities/amenities to households.



Q10c. Estimated Number of Households Whose Facility/Amenity Needs are Only 50% Met or Less



Recreation Programs and Services

Highest Priority	
Recreation Programs and Services	COMMUNITY NEED
Fitness & wellness classes (adult)	High
Free/low-cost community events	High
Cooking classes	High
Art, dance, performing arts	High
Education classes	High
Water fitness classes	High
Equipment rental	High

Recreation Programs and Services

Recreation Program and Service Prioritization by Household Type					
High Priority Programs and Services	City Wide	Households with Young Children Ages 0-9	Households with Teens/Young Adults Ages 10-19	Households Young/Middle Age Adults Ages 20-54 NO Children	Households Ages 55+ NO Children
Fitness & wellness classes (adult)	●	●	●	●	●
Free/low-cost community events	●	●	●	●	●
Cooking classes	●	●	●	●	●
Art, dance, performing arts	●	●	●	●	●
Education classes	●	●	●	●	●
Water fitness classes	●	●	●	●	●
Equipment rental	●	●	●	●	●
Sunscreen camps	●	●	●	●	●
Learn to swim programs	●	●	●	●	●
Before and after school care	●	●	●	●	●
Fitness and wellness classes (0-9)	●	●	●	●	●
Tennis activities	●	●	●	●	●
Sports leagues	●	●	●	●	●
Tennis lessons and leagues	●	●	●	●	●
Golf programs	●	●	●	●	●
Outdoor (high-impact day)	●	●	●	●	●
Volunteer programs	●	●	●	●	●

Library Programs and Services

Highest Priority	
Library Programs and Services	COMMUNITY NEED
Library programs for adults	High
Newspapers/magazines	High
Wireless access (hotspots)	High
Public computers	High
Downloadable materials (ebook, eAudiobook)	High
Library website	High
Online research tools	High
Books for children	High
Library programs for children	High
Meeting room facilities	High

Library Programs and Services

Library Program and Service Prioritization by Household Type					
High Priority Programs and Services	City Wide	Households with Young Children Ages 0-9	Households with Teens/Young Adults Ages 10-19	Households Young/Middle Age Adults Ages 20-54 NO Children	Households Ages 55+ NO Children
Library programs for adults	●	●	●	●	●
Newspapers/magazines	●	●	●	●	●
Wireless access (hotspots)	●	●	●	●	●
Public computers	●	●	●	●	●
Downloadable materials (ebook, eAudiobook)	●	●	●	●	●
Library website	●	●	●	●	●
Online research tools	●	●	●	●	●
Books for children	●	●	●	●	●
Library programs for children	●	●	●	●	●
Meeting room facilities	●	●	●	●	●

Parks, Facilities, Trails, Amenities

Highest Priority	
Facilities and Amenities	COMMUNITY NEED
Walking & biking trails	High
Indoor walking tracks	High
Community gardens	High
Urban trails (cycle/walking)	High
Dog park	High
Indoor fitness equipment	High
Indoor event/party/meeting space	High
Outdoor large event space/amphitheater	High

Parks, Facilities, Trails, Amenities

Park, Facilities, Amenities Prioritization by Household Type					
High Priority Programs and Services	City Wide	Households with Young Children Ages 0-9	Households with Teens/Young Adults Ages 10-19	Households Young/Middle Age Adults Ages 18-54 NO Children	Households Ages 55+ NO Children
Walking & biking trails	●	●	●	●	●
Indoor walking tracks	●	●	●	●	●
Community gardens	●	●	●	●	●
Urban trails (cycle/walking)	●	●	●	●	●
Dog park	●	●	●	●	●
Indoor fitness equipment	●	●	●	●	●
Indoor event/party/meeting space	●	●	●	●	●
Outdoor large event space/amphitheater	●	●	●	●	●
Indoor gymnasium	●	●	●	●	●
Splash pad	●	●	●	●	●
Mountain biking/bike trails	●	●	●	●	●
Outdoor educational nature areas	●	●	●	●	●
Leisure ponds	●	●	●	●	●
Rectangular athletic fields	●	●	●	●	●
Disc golf	●	●	●	●	●
Archery range	●	●	●	●	●
Lap pools	●	●	●	●	●
Outdoor fitness amenity/equipment	●	●	●	●	●

Council Member Grijalva asked if cooking and fitness could be tied in together because if they are trying to get in shape and eat healthier those two could be possibly intertwined.

Mr. Svetz answered it is very possible.

Council Member Shelton commented there is a need for cooking classes.

Council Member Baldenegro asked how much will an indoor recreation facility cost and what size would it have to be.

Mr. Svetz answered 20 to 30 square feet facility, one square foot per person in your community with a cost of about \$400 to \$700 a square foot.

Council Member Acosta asked if the city grows in population then this study would have to be redone.

Mr. Svetz answered yes, the city has a good foundation to take care of what already has and address some of the high priority needs.

Mayor Huish asked about pickleball courts.

Mr. Svetz answered pickleball is the fastest growing sport but by numbers tennis grew more. Mr. Sevtz also added that the mistake that is happening is that multi-use court are being made out of a tennis court and if tennis is growing and pickleball is growing tennis courts are basically being watered down.

Project Timeline

- Key Public Needs and Park Assessment Findings – September
- Key Technical Findings – December 2023
- Recommendations and Implementation Plan – January 2024
- Final Plan for Adoption – March 2024

pros consulting

5. **DISCUSSION/DECISION** to call for and **CONDUCT** an **EXECUTIVE SESSION** under the authority of ARS 38-431.03 (A)(3), for the purpose of discussion or consultation for legal advice with the City Attorney and designated representative of the city regarding a potential conflict with the City Charter concerning the appointment of certain officers and the Douglas Municipal Code process for adding items to the city council agenda.

Motion by Council Member Morales, second by Council Member Shelton to enter into executive session at 7:15 p.m.

Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Danya Acosta, Ray Shelton, Michael Baldenegro and Jose Grijalva. Voted Against: None.

Motion by Council Member Morales, second by Council Member Acosta to adjourn the executive session at 8:04 p.m.

Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Danya Acosta, Ray Shelton, Michael Baldenegro and Jose Grijalva. Voted Against: None.

6. **DISCUSSION** regarding the role of the **CITY TREASURER** pursuant to **Article IV, Section 3 of the City Charter**, history of the position, and current concerns with the **CITY TREASURER POSITION**.

A. **CITY TREASURER POSITION.**

Mr. Urquijo presented an informational memorandum.

Council Member Acosta commented there is information on the job description of the current Deputy City Manager that was crossed out from previous definition managers and the log that was put in from the City Treasurer position seems very cloudy. Splitting those two into one position is setting a dangerous presence for the future organization of the City of Douglas and the way that it is managed and having cross responsibilities between two top executives of the city government. Council Member Acosta added the position is very one-sided and is being created unequal. Council Member Acosta lastly commented the public perception one side control of who works, operates and manages the money for the City of Douglas.

Council Member Grijalva commented the City Treasurer accompanies the City Manager to meetings on the request of the City Manager and then the city is left with without a Deputy Manager to take care of the city. Council Member Grijalva also added that is not the only troubling part but also the City Manager needs the City treasurer to go that is directing a position that is not under the City Manager but under Mayor and Council.

Council Member Lindemann commented that Ms. Urquijo had done a good job of evolving city administration and city staff by reorganizations that council agreed with. Council Member Lindemann also commented that the City Treasurer is merely a liaison to the Council. Council Member Lindemann lastly commented that having someone in authority overseeing when management is out of town with electronics they are always in touch and suggested a resolution to accept that Chief Fullen is in charge on site.

Council Member Shelton commented that there is an individual who receives awards at the end of every year and doing an exceptional job of being the City Treasurer. Council Member Shelton also added this person is fully qualified to do both jobs and believes it is a good idea for Chief of Police to be in authority.

Council Member Morales expressed her satisfaction with Mr. Pedroza's expertise.

Council Member Baldenegro apologized to Mr. Pedroza and added that at one point council appointed him as Acting City Manager and the City Treasurer position and he did an excellent job. The only concern he has is the perception of people. Council Member Baldenegro commented the City Manager clarified all the information that was brought to him were misled according to the findings from Ms. Urquijo.

Ms. Urquijo reported the City Treasurer appointment is required to be bonded. Ms. Urquijo also reported the reason of the red line of the job description is strictly because the reorganization clarification and also added that there is an existing ordinance that allows the City Manager to name somebody in the absence. Ms. Urquijo believes there is a timeline to her absence and there is a provision that the city council could come back and recommend that it would be somebody else. Ms. Urquijo clarified that in only her vacation out of the country in May she left Mr. Pedroza in charge and in her absence left Chief Fullen in charge because of the evolving migrant situation, as the chief is the point of contact for any public safety disasters due to the unknown and she has done that twice.

7. ADJOURNMENT.

Motion by Council Member Morales, second by Council Member Shelton to adjourn the meeting at 8:25 p.m.


Prepared by: Cynthia Acuña Robles, Deputy City Clerk