



MINUTES

Parks & Recreation Advisory Committee Policy Review Working Group

22358 S. Ellsworth Rd., Queen Creek, AZ

Municipal Services Building

San Tan Conference Room

November 22, 2011

6:00 p.m.

1. **Call To Order and Roll Call:** Meeting started at 6:09 pm.
Members present: David Dobbs, Daniel Babcock, Dru Alberti, Michael Shirley and Sylvia Tarin,
Members absent: None
Staff present: Debbie Gomez, Adam Robinson, and Tracy Corman

2. **Introductions:**

3. **Public Comment:** None.

4. **Items for Discussion:**

A. Discussion and possible recommendation on existing partnership guidelines, field allocation processes and fees for youth sport organizations.

Debbie Gomez reviewed the current recreation philosophy used by the Town. Adam Robinson reviewed the field allocation guidelines and presented the current challenges with partnerships: How should the Town deal with potential partners that may not meet all the guidelines; how should the Town control the amount of light use; and what should the Town do about overuse of Town facilities by partner organizations. Mr. Robinson listed the current partners, their primary seasons, and the Town's athletic field inventory of lighted fields.

Dru Alberti asked for a recap of the top three goals for the Working Group. Ms. Gomez said the goal for reviewing the partnership and field allocation guidelines was to better meet current needs of the Town, because the demand for Town owned fields has increased, therefore the guidelines need to ensure that the limited amount of field availability is allocated in a manner that best meets the needs of the residents. David Dobbs added that the guidelines and fees needed to be reviewed in light of the Town's budget reductions.

Ms. Gomez presented highlights from the Gilbert Sports Coalition as an example of current trends in the field. Ms. Gomez stated that even though the Coalition requires 80% residency, this percentage varies greatly among cities. Mike Shirley commented that the Coalition allows people to offset fees with goods and services.

Ms. Gomez stated that the reason the Town's fields are in high demand is because the Town charges lower than market fees, the nearest market competitor is Queen Creek Unified School District. She said that the Town's fields are highly used and taking a

beating; and not only aren't empty enough for proper maintenance, but the reduction in grounds staff has reduced the level of maintenance services. Ms. Gomez stated that she would like the group to discuss the partnership guidelines at tonight's meeting, and at the next meeting look at the current fees and fee structure.

The group reviewed and discussed a comparison of the differences between the Town of Gilbert and the Town of Queen Creek's partnership guidelines, and came to consensus on the following recommended changes to the guidelines:

- Guideline #2: Use Gilbert's definition; but also develop an administrative procedure that specifies that organizations appoint one point of contact with a backup, and both the organization and the Town provide written follow-up on communications and decisions.
- Guideline #3 regarding percentage of residency of the board, commission, or governing body: Consensus to keep the guideline as it is.
- Guideline #5 regarding regular meetings with recorded minutes of the board: Consensus to keep the guideline as it is.
- Guideline #6 regarding written operating bylaws, rules, regulations and operating policies: Consensus to keep the guideline as it is.
- Guideline #7 regarding the organizations on-profit status as a 501c(3): Consensus to keep the guideline as it is.
- Guideline #8 regarding financial statements, and the Town's right to conduct spot audits: Consensus to keep the guideline as it is, and have partners present quarterly reports to PRAC.
- Guideline #9 regarding providing proof of liability insurance: Consensus to keep the guideline as it is.
- Guideline #10 regarding partners having a representative present at applicable meetings: Consensus to keep the guideline as it is.
- Guideline #11 regarding the organization's roster of participants including at least 80% Town of Queen Creek residents, and the Town's right to audit the roster: Consensus to keep the guideline as it is, but that organizations who want to become partners that don't meet all of the guidelines can be reviewed on a case by case basis by PRAC to determine if they provide benefits that offset the guidelines (such as a start-up organization).
- Guideline #10 regarding having a code of conduct similar to the Town's code of conduct: Consensus to keep the guideline as it is.
- Guideline #14 regarding compliance with state and federal civil rights law: Consensus to keep the guideline as it is.

The Working Group discussed the Additional Criteria that was handed out in the meeting packet that listed additional differences between the Town of Queen Creek's and the Town of Gilbert's guidelines. The group came to consensus on the following recommendations:

- Town of Queen Creek #1 regarding background checks of coaches, and the Town's right to conduct spot audits: Consensus to keep the same, but include requirements for coaches' training and what the training should include.

- Town of Queen Creek #4 regarding filing exemptions from registration fees for economically disadvantaged families: Consensus to keep the same.
- Town of Queen Creek #12 regarding the allocation of fields being determined by the Parks and Recreation staff: Consensus that this should be an administrative procedure rather than a partnership guideline, and to remove it from the guidelines.
- Town of Queen Creek #13 regarding providing verification of compliance with eligibility requirements, and organizations providing residency verification in the form of a grid map: Consensus to remove statements regarding grid maps, and to allow staff to work with organizations individually to determine the best method of receiving roster information to facilitate residency audits.
- Town of Queen Creek #15 regarding fees charged for field use being guided by the fee philosophy, and being handled on a case by case basis and addressed in contractual agreements: Consensus that this should be an administrative procedure rather than a partnership guideline, and to remove it from the guidelines.
- Town of Gilbert #K regarding having enough participants to form multiple teams to allow for league play: Consensus to not add this to the Queen Creek guidelines.
- Town of Gilbert #M requiring free admission for spectators: Consensus to not add this to the Queen Creek guidelines.

5. **Announcements:**

Ms. Gomez stated that the group would go through the field allocation tier process at the next meeting. She asked the group to review it ahead of time, and to be prepared to discuss it at the meeting. She said that she would also bring a comparison of fees to the meeting. Mike Shirley stated that it was the perfect time to look at fees because most everyone understands the need for change due to the Town's budget cuts.

There was a group consensus to hold the next meeting on Monday, December 13, and to cancel the regular PRAC meeting.

6. **Adjournment:**

Motion to adjourn: Dru Alberti

Second: Daniel Babcock

Vote: Unanimous

Meeting adjourned at 8:11 p.m.

PREPARED BY: Tracy Corman November 22, 2011

PASSED ON APPROVED ON: 12/13, 2011


David Dobbs, PRAC Chair