

**RESULTS**

**Parks & Recreation Advisory Committee**

San Tan Conference Room

22358 S. Ellsworth Rd, Queen Creek, AZ 85142

August 8, 2023

6:00 PM

1. **Call to Order / Roll Call:** Meeting started at 6:02 p.m.

**PRAC Members present:** David Dobbs (via WebEx), Daniel Babcock (via WebEx), Michael Shirley, Marvin Smith, Sylvia Tarin, Staci Curtis, Karl Kleinebreil, Lindzie Head (via WebEx)

**PRAC Members absent:** Dru Alberti, David Sobeck, April Petersen

**Council Liaisons present:** Travis Padilla

**Staff present:** Marnie Schubert, Adam Robinson, Jackie McMurry, Jennifer Lamis, Brad Greer, Erica Perez, Makayla Hardy, Nia Fanaika, Joey LaNeve, Kimberly Key

**Public attendees:** None

1. **Introductions:**

Introductions were made with committee members and staff.

1. **Public Comment:** *Members of the public may address the committee on items not on the printed agenda. Please observe a time limit of three minutes. Public comment is not available at this meeting if attending via WebEx.*
2. **Items for Discussion and Possible Action:**
   1. **Consideration and approval of the April 18, 2023 minutes**

**Motion to Approve**: Sylvia Tarin

**Second**: Michael Shirley

**Vote**: Unanimous

* 1. **Presentation on Queen Creek Heat Little League end of season report**

*Leonard Flores, President of Queen Creek Heat Little League*

Leonard provided a review of Queen Creek Heat Little League end of season report, highlights included:

* Spring 2023 season
  + Increased membership in 2023 with 576 participants including minors (ages 8-10), junior minors (ages 9-11) and majors (ages 11-12)
  + 102 coaches/volunteers
* Survey results: 82% overall satisfaction

85% satisfaction with current Board of Directors

* Season Highlights: Opening ceremonies

Field beautification

Player participation

* 1. **Presentation on Queen Creek Little League end of season report**

*Chrissy Gamboa, President of Queen Creek Little League*

Chrissy provided a review of Queen Creek Little League end of season report, highlights included:

* Spring 2023 season
  + Increased membership in 2023
  + Boundary limits were strictly enforced at all levels
  + Juniors, Majors, Senior Majors and Junior Majors team were all built through a player evaluation and draft process
  + Operates 100% on the support of volunteers from the community
* Survey results: 85% overall satisfaction
* Season Highlights: Opening night

Day with Arizona Diamondbacks

Dick’s Sporting Goods shopping events

All Star Tournaments

* 1. **Consideration and possible approval of the FY24 Work Plan** 
     + Adam presented the proposed PRAC work program for FY24 which included priorities and how these priorities fit into the Corporate Strategic Plan. The priorities agreed were as follows:
       - Priority #1 – Cost Analysis and Fee Study
       - Priority #2 – Sports Partnerships and Field Allocations
       - Priority #3 – Concession Stand and Food Vendor Use
       - Priority #4 – Policy and Procedure Manuals
       - Priority #5 – Ongoing Participation Opportunities

Discussion/Questions/Comments:

* + - There was a question on the inclusion of trails in the Work Plan. Adam shared that base trail maps were created and am currently looking into the inclusion of different versions of trail maps. GIS is currently creating maps which will reflect completed work and identify work that needs to be done. In addition, trail maps will also address gaps and ways to cover the gaps. A presentation by GIS is planned for the future. Trails maps will be added to the priority agreed upon by the committee before presenting to the Town Council.
    - A question was raised with regards to the impact of extreme weather conditions to the parks and recreation infrastructure. The committee discussed the importance of providing good infrastructure in parks and that sustainable practices should be set in place. The committee agreed that the grounds policy be included in the Policy and Procedure manual. Parks Superintendent Rigoberto Polanco will provide an update to the committee at a later date. The update will include current standards for the parks and pros/cons of different trees as well as the maximization of shade and efficiency in parks.

**Motion to Approve with the addition of review and assessment of the town trails system**: Michael Shirley

**Second**: Marvin Smith

**Vote**: Unanimous

* 1. **Discussion on Cost Analysis and Fee Study**

*Jesse Myott – Berry Dunn*

* + - Jesse presented the cost of service analysis and fee study, highlights included:
      * Project background and approach
      * Initial draft findings – Challenges and Opportunities
      * Vision for the future

Discussion/Questions/Comments:

* + - A question was raised on whether long-term partnerships were taken into consideration with the proposed pricing structures. In addition, the question was asked if the addition of new amenities as compared to neighboring municipalities where amenities were not as new were considered.
    - In addition, the review of the results will demonstrate how the Town fees compare to other surrounding cities. Committee members agreed that Parks and Recreation provides a tremendous benefit to the community. The committee would like the study to include benefits that Parks and Recreation provides in terms of non-monetary benefits. There was a question if the Town subsidizes the costs or if facility rentals cover 100% of the costs. Mr. Myott shared that parks and recreation facilities are subsidized, however the study will demonstrate price sensitivity and identify opportunities for revenue generation beyond the adjustment of current fees.
    - Adam shared that the feedback from the committee will be included in the final study. The committee agreed that long-term partners should be taken into consideration and that benefits to the community, cost recovery and price sensitivity are important to be included in the study. The committee shared that the trail system adds to the quality of life in the Town and it is sometimes cited as the reason why residents want to live in this Town.
    - The timeline for the cost analysis and fee study was shared with the committee.
  1. **Final review and possible recommendation on the proposed Youth Sports Partnership Policy and Sport Field Rental Policies to be included in the Cost Analysis and Fee Study project**

*Adam Robinson and Brad Greer*

* Adam shared that this is the final review of the proposed Youth Sports Partnership policy and that it will be brought forward to the Town Council, potentially in conjunction with the Cost Analysis and Fee study.
* Brad provided a recap on the final policy and highlighted the categories for the policy:
  + Category 1 – Town use for events, city sponsored activities or maintenance
  + Category 2 – Youth Sports Partners
  + Category 3 – Non-partner seasons or leagues, or long-term or bulk rentals by youth sports leagues and organizations (application process required)
  + Category 4 – Resident and non-profit organizations, adult programs/sports and non-profit events
  + Category 5 – Commercial tournaments
* Brad also gave an additional overview of Category 3 which included the timelines, application form and scoring sheet.

Discussion/Questions/Comments:

* A question was raised with regards to how tournaments would fall into this policy, to which it was pointed out that tournaments would fall into Category 5. It was further emphasized that this policy is objective and that it was based on a weighted scoring system with heavy emphasis on residency. The committee discussed the importance of information on where organizations are based, as they will be used as a criterion for field allocations. In addition, the committee discussed the inclusion of how long an organization has been in business being used as a criterion. Brad shared that this criterion will assist the Town in ensuring that the organization is more likely to produce quality programming and pay the associated fees. Brad also shared that this policy provides a fair process for organizations to evolve and grow through the years.
* There was a discussion on the benefits of bringing tournaments to the Town. With the addition of Frontier Park, there will be additional spots available and this will in turn increase the number of tournaments held in the Town.
* There was a question on the timelines for application reviews. Adam shared that these applications are for field allocations between July 1 to June 30 each year. The timelines allow sufficient time for the organizations to be able to submit their applications and field allocations be completed. It was agreed that this policy was well thought-out and will allow Parks and Recreation to better serve the community.

**Motion to Approve and Recommend the Sports Partnerships and Field Allocations Applications and Review as presented to Town Council**: Michael Shirley

**Second**: Sylvia Tarin

**Vote**: Unanimous

* 1. **Department Updates**
* General
  + None
* CIP Updates
  + Adam shared that Frontier Family Park is scheduled to be open in Spring and the Aquatic Center/Recreation Center is scheduled to be open in November. The current trail project under design is the Queen Creek Wash Trail which is in 15% design phase.
* SPEV
* Splash Pad Party recap
  + July was National Parks and Recreation month. The team celebrated with the Town, community and staff. The splash pad party was held on July 14, with 470 attendees. In addition, there was a recreation celebration with root beer floats and 150 attendees. Information on the new park projects were provided and representatives from special interest classes were available to provide more information.
* Preparing fall events:
  + Founders' Day will be held on Saturday, September 16 from 5-9pm. It will be held at Founder’s Park.
  + Trunk or Treat will be held on Saturday, October 21 from 5-9pm. It will be held at the Town Center.
* Registration for Fall classes
  + Registration for residents began on August 7, 2023. Non-residents can register on August 14, 2023.
* Other Projects
  + Lightning detection projects for current and future parks are ongoing. Policy and procedure on this project are currently being worked on and will be communicated to the partners and participants.
  + Special Event Permit software which organizes all documentation pertaining to special events is in place.
  + Information on volunteer opportunities will be provided to the committee.
  1. **Schedule future meeting**
* The next meeting is scheduled for Tuesday, September 12, 2023.

1. **Announcements:** None
2. **Adjournment:** The meeting adjourned at 8:09 p.m.

**Motion**: Michael Shirley

**Second**: Sylvia Tarin

**Vote**: Unanimous

**PREPARED BY:  Jackie McMurry on August 8, 2023**

**PASSED AND APPROVED: September 12, 2023**

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**Dave Dobbs, PRAC Chair**