



## Minutes

**Parks & Recreation Advisory Committee**  
22358 S. Ellsworth Rd., Queen Creek, AZ  
San Tan Conference Room  
October 11, 2011  
6:00 p.m.

1. **Call To Order and Roll Call:** Meeting started at 6:03pm.

**PRAC Members present:** Daniel Babcock, David Dobbs, Eileen Koceja, Michael Shirley, Dru Alberti, Eric Kerr, and Jason Weber.

**PRAC Members absent:** Eric Kerr, Dawn Oliphant, Nancy Uptain, Barbara Young.

**Staff present:** Debbie Gomez, Adam Robinson, and Tracy Corman

2. **Introductions:** None.

3. **Public Comment:** None.

4. **Items for Discussion:**

*A. Consideration and possible approval of the August 9, 2011 meeting minutes*

**Motion to Approve:** Dru Alberti

**Second:** Michael Shirley

**Vote:** Unanimous

*B. Update on Trunk or Treat 2011 event planning*

Adam Robinson gave an update on the Trunk or Treat 2011 event planning. He stated that enough revenues have been raised to go forward with event.

Dru Alberti suggested that as the Town relies more heavily on volunteers that staff should be very upfront on what their roles will be, and determine who will do which task so there is no confusion. She appreciated working with Dina Lopez on staff because she was very specific.

There was discussion on how this year's event will differ from previous years. Adam Robinson explained that there would still be stage entertainment, but it would be to a lesser extent than previously. He said that marketing for the event is being targeted more heavily within the Town and School District limits this year, in past the event had grown to spread out to further audiences. He said that there would not be a need for a shuttle this year, as there will be more parking on school site.

Dru Alberti stated that if anyone wanted to help out with the dog costume contest there were still a couple positions left.

*C. Review of Recreational Services*

Debbie Gomez provided an overview of the Recreation Services budget, organizational chart, partnership guidelines and current partners, and field allocation guidelines.

There was discussion about the Town's agreement with the Queen Creek School District. Debbie explained that the School District deals directly with the groups considered Town partners. She explained that the School District charges their own fees and could have a different level of service for their fields, and that the Town did not receive revenues for the use of the School District Fields. Debbie said that the Town does not charge the partners for the use of their fields.

David Dobbs wanted to bring to the Park and Recreation Advisory Committee's (PRAC) attention that the Town originally paid for the conduit and lights at the middle school, and that the Little League worked to have labor donated worth over \$100,000 to install the lights. Mr. Dobbs indicated the relationship with the school district during the project was different, and at the time no fees were charged. Debbie Gomez said that the School District may have had funding cutbacks to utility costs, and the school district began to charge for use of facilities during non-school times, a trend that is occurring in most school districts. She said that the School District is moving toward a facility rental business to gain revenues. Debbie said that the current agreement with the School District for the light installation is for the Town to maintain the lights, and that this agreement is currently under review to ensure that it is still fair. She said that it is the Town's partners who use the majority of the lights.

Jason Weber asked if there were facilities in Town for adult basketball. Debbie Gomez answered that in the past there has been little success in filling teams because they have to use the School District facilities and pay their rental fees. This causes the registration fees to be too high.

Debbie Gomez said that she would like PRAC to appoint a sub-committee of four members to review the partnership guidelines for all Town activities. These guidelines will be used to establish new partnerships to meet the Town's new goals of \$0 subsidy for recreation programs.

Debbie Gomez explained to the group that another challenge they will need to work through is the Town's current fee structure. She explained that currently partners do not pay for field fees, as a result, the fields are highly used. She said that the fee structure for youth sport partners has not changed for at least five years, and there have been major changes in the supply and demand for fields. She said that staff has been meeting with several soccer groups who could be potential partners, and there is an interest in coming to Queen Creek. She said that the Town was running out of fields to meet the demand, and the maintenance on the field is becoming difficult due to high use.

David Dobbs stated that organizations that use the fields have a strong interest in wanting to help maintain the fields and make improvements. He said that PRAC should consider this when looking at ways to involve partners to help cover costs. Debbie Gomez explained that staff has had multiple meetings with Little League and the School District to try to come to an arrangement like this, but an agreement has not been reached. She said that this may be because the School District may not have resources or staff to be able to handle the additional field improvements and use. She said that staff would continue to meet with them to try to reach an agreement.

There was discussion on how often the subcommittee would need to meet, and what other issues PRAC would be able to work on. Debbie Gomez stated that the partnership guidelines are the highest priority, and once they are in place staff can start sending out letters of interest to possible providers of recreational services. She said that the full PRAC membership would need to analyze the fee structure, and brainstorm options for making recommendations to Council if partnerships cannot be formed for certain programs. Debbie asked that the sub-committee be appointed at the next meeting. She said that she was not sure how many times the sub-committee would need to meet, but asked that the members reserve the 2<sup>nd</sup> Tuesday of every month. She said that PRAC would only need to meet as needed once the sub-committee was ready to come back to the full committee.

Michael Shirley commented that Payson had formed a special legal entity between the city, Star Valley and ASU to do a land exchange and build an ASU satellite campus. He asked if this type of arrangement may be an option for getting construction of facilities on property the Town currently owns, but won't be able to build with development fees in the near future. He said that there are companies that also subsidize solar installations, and that maybe this could be an option for the Town's lights. Debbie Gomez said that they have had proposals in the past, but they have not been complete enough to move forward. She also stated that the Parks and Recreation Master Plan includes amenities that are based on population targets, and that the Town's facilities currently meets the needs except for adult softball and basketball.

There was discussion on the need to charge fees because of the budget cuts, and the current fee structure for residents and non-residents.

Daniel Babcock asked if the Town's zero subsidy goal would cause fees to go up. Debbie Gomez said that the goal is for the Town to not provide any programs and become a facilitator, and that partners would pay non-profit price.

Adam Robinson asked if the subcommittee would be subject to open meeting laws regarding e-mail. Debbie Gomez said that she did not believe so since having only four members involved would be less than a quorum for PRAC, but that she would check with the Town's attorney to ensure that they are not violating the open meeting laws.

Debbie Gomez stated that the overall goal is to keep the community active through partnerships rather than the Town providing programs. She said that these partnerships would be audited, and asked to provide reports to this committee.

*D. Schedule Future Meeting*

Debbie Gomez stated that she would be ready for PRAC to meet next month, and would like to keep moving forward.

The next meeting was scheduled for Tuesday, November 8.

5. **Announcements:**

Debbie Gomez announced that the park ranger program was now under Code Enforcement/Neighborhood Preservation and that there was one full time and one part time ranger doing only patrol services. She said that community service workers, volunteer group projects, and Eagle Scout projects were now channeled through herself, with Tracy Corman as the back-up. She said that Tracy Corman was now the lead for the CDBG program, with Debbie as the back-up. Debbie said that Chris Dovel was the Capital Improvements Project, and that Troy White now manages Public Works, Facilities, Fleet, and Grounds Maintenance. She said that Recreation Services is now under Adam, and that Debbie was in charge of transitioning the Department and working with PRAC on how the Town will transition into new direction.

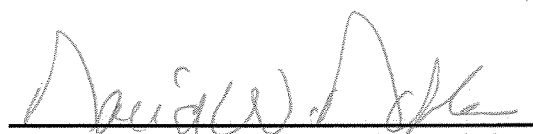
6. **Adjournment:**

- A. **Motion to adjourn:** Jason Weber
- B. **Second:** Dru Alberti
- C. **Vote:** Unanimous

Meeting adjourned at 7:13p.m.

PREPARED BY: Tracy Corman October 11, 2011

PASSED ON APPROVED ON: Nov. 8, 2011

  
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David Dobbs, PRAC Committee Chair