



**PARKS & RECREATION**

**BOARD MEETING**

Tuesday, July 9, 2019

**Regular Meeting 6:00 p.m.**

50 E. Civic Center Drive, Gilbert AZ 85296

Conference Room 300

Board Members: Les Presmyk, Chair  
 Robert Ferron, Vice Chair  
 Rebecca Hill

Gilbert Honeycutt  
 Jennifer Jones  
 Ben Kalkman

Mark LaPorte  
 Lindsay Shrewsbury  
 Stanley Williams

<u>Est. Time:</u>	<u>Standing Agenda Items</u>	<u>Staff Member:</u>	<u>Board Action:</u>
6:00 PM	1. Call to Order	Les Presmyk	Report Only
	2. Roll Call	Denise Merdon	Report Only
	3. Pledge of Allegiance	Les Presmyk	Report Only
	4. Communication from citizens present *	Les Presmyk	Report Only
	<b><u>Consent Items</u></b>		
	None		
	<b><u>Presentations</u></b>		
6:10 PM	5. Marketing/Outreach	Jennika Horta	Report; Discussion
6:25 PM	6. Grand Opening and Celebration Events a. Gilbert Regional Park b. Desert Sky Park c. Riparian and SERL	Committee Chairs	Report; Discussion
6:40 PM	7. Special Events Annual Report	Mike Leppert & Brent Taysom	Report; Discussion
6:55 PM	8. Riparian Preserve Annual Report	Jen Lauria & Jennie Rambo	Report; Discussion
	<b><u>Standing Agenda Items</u></b>		
	None		
	<b><u>Agenda Items</u></b>		
7:10 PM	9. 2019-2020 Meeting Calendar & Work Plan	Denise Merdon	Discussion; possible action by Motion
7:15 PM	10. Member / Liaison Assignment a. Sports Coalition Sub-Committee b. Parks Foundation	Les Presmyk	Discussion; possible action by Motion

<b><u>Administrative Items</u></b>			
7:25 PM	11. Parks and Recreation Board Minutes a. June 11, 2019 Regular Meeting	Board Members	Discussion; possible action by Motion
<b><u>Communications</u></b>			
7:30 PM	12. Report from Chair	Les Presmyk	Report Only
	13. Report from Board/Foundation Members	Board Members	Report Only
	14. Report from Council Liaison	Vice Mayor Cook	Report Only
	15. Report from Staff Liaisons	Staff Liaisons	Report Only
	16. Upcoming Special Events	Denise Merdon	Report Only
<b><u>Conclusion</u></b>			
7:45 PM	17. Adjournment	Board Members	Discussion; possible action by MOTION

The next regular meeting is on September 10, 2019 at 6:00 p.m. in Municipal Building II Room 100, 90 E. Civic Center Dr. Gilbert, AZ 85296. Persons needing any type of special accommodations are asked to notify the Clerk's Office at (480)503-6871 at least 72 hours prior to the scheduled time.

\*Members of the audience may address the Board on any item not on the agenda and that is within the jurisdiction of the Parks and Recreation Advisory Board. The Parks & Recreation Advisory Board response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.

# Annual Planning Calendar

## FY20

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### July 9, 2019

- Special Events Annual Report
- Riparian Annual Report

### August 2019 – No Meeting

### September 10, 2019

- Aquatics Annual Report

### October 15, 2019\*@ Cactus Yards

- Recreation Center Annual Report
- Report out on Council Retreat

### November 12, 2019

- Parks and Open Space Annual Report
- Chair/Vice Chair elections

### December 10, 2019

- Parks and Recreation Foundation Annual Report
- P3 Report- AZSEND

Facility Tour- Date TBD

Parks Tour-Date TBD

### January 14, 2020

- Ranger Annual Report
- One-time funds report/update
- CIP Update

### February 11, 2020

- Youth Sports Coalition Annual Report

### March 17, 2020\*@ SERL

- Friends of the Library annual report
- P3 report- Maricopa Libraries (SERL, Perry)

### April 14, 2020

- Facilities Annual Report

### May 12, 2020

- Cactus Yards/Sports Annual Report
- Rental/Reservation Annual Report
- P3 Report

### June 9, 2020

- Riparian Annual Report
- Approve Annual Presentation Calendar FY20/21
- Present Council approved FY20 CIP and Budget

\*October and March meetings will be held on the 3<sup>rd</sup> Tuesday of the month.



**PARKS AND RECREATION BOARD  
MINUTES OF REGULAR MEETING  
JUNE 11, 2019 6:00 P.M.  
50 E. CIVIC CENTER DRIVE, CONFERENCE ROOM 300  
GILBERT, ARIZONA 85296**

**BOARD MEMBERS PRESENT:**

Les Presmyk, Chair  
Robert Ferron, Vice Chair  
Rebecca Hill  
Gilbert Honeycutt  
Jennifer Jones (Via Phone)  
Ben Kalkman  
Lindsay Shrewsbury  
Stanley (Scott) Williams

**STAFF PRESENT:**

Robert Carmona, Parks and Recreation Director  
John Kennedy, Parks and Recreation Manager  
Rocky Brown, Parks and Recreation Business Manager  
Denise Merdon, Special Events, Marketing & Sponsorships  
Marshall MacFarlane, Parks and Facilities Manager

**COUNCIL LIAISON PRESENT:**

Vice Mayor Eddie Cook

**BOARD MEMBERS ABSENT:**

Mark LaPorte

**GUESTS:**

Cecilia Chan, Gilbert Sun News

**STANDING AGENDA ITEMS**

- 1. CALL TO ORDER:** Chair Presmyk called the meeting to order at 6:00 P.M.
- 2. ROLL CALL:** Denise Merdon called the roll and determined that a quorum was present.
- 3. PLEDGE OF ALLEGIANCE:** All present recited the Pledge of Allegiance.
- 4. COMMUNICATION FROM CITIZENS PRESENT:** Members of the public may address the Board on matters within the jurisdiction of the Parks and Recreation Board, but not on the agenda. The Board's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.

There were no communications from citizens.

**PRESENTATIONS**

- 5. GRAND OPENING COMMITTEE UPDATES:** Robert Carmona advised that the Town will have three large events happening over a few short weeks. Three groups were formed from members of the Recreation team, Special Events team, Parks team, and the Rangers to work on planning these special events. It is truly a department-wide collaboration. Board members interested in becoming involved in one of these committees can let Denise Merdon or Robert Carmona know. The meetings are mostly during the day, although members can call in. As the event dates get closer, there may be additional opportunities for Board members to be a part of.

Denise Merdon reviewed the three events and their respective Committees.

**Riparian Preserve / SERL 20th Anniversary Celebration** - October 12, 2019 (tentative)

The event will have both daytime and evening activities include a fishing derby, night hike, and s'mores partnering with Maricopa County Library District, East Valley Astronomy, Audubon Society, and Desert Fly Casters.

Committee Co-Chairs: Jen Lauria and Char Miller

**Gilbert Regional Park Grand Opening** - September 21, 2019 (tentative)

This Disney themed event will feature daytime activities (Ribbon Cutting, Playground, Splash Pad, and Scavenger Hunt), and evening activities (Glow event, laser show, and DJ)

Committee Co-Chairs: JP Lacroix and Mike Leppert

**Desert Sky Park (Phase I) Grand Opening** - October 9, 2019 (tentative)

Fitness-themed evening event during fall break with a Warrior contest, Gilbert Archery, Fun Run, Playground, Sports Coalition groups, and food trucks

Committee Co-Chairs: Steph McMillen and Brent Taysom

Denise will keep the Board advised as the plans progress and would welcome any ideas.

Board Questions/Comments:

Ben Kalkman asked how the town will let people know about these events.

Denise stated the town will post on various social media channels, through Mail Chimp utilizing the class registration list, banners, flyers, and will inform HOAs in the area through the Nextdoor app. Notification will start around the end of August.

Robert Carmona advised that the two Parks are currently active construction sites and time will be allowed to make sure everything is completed and functional. These will be wonderful community events showcasing a variety of different facilities and activities in the Town of Gilbert.

- BUDGET UPDATES** - Robert Carmona advised that last Thursday, the Town Council approved the budget for the next fiscal year. Many of the FTE's approved in the budget for the Parks Department focus on the new amenities coming on line.

FTE POSITIONS:

A Facility Maintenance Tech position will assist with Long Range Infrastructure Planning (LRIP) items as well as general facility maintenance. Freestone Recreation Instructors will help meet the demand for additional programming. An Administrative Assistant will help with the additional online reservations as the new facilities come online with 18 new ramadas, 4 multi-use fields, Great Lawn, pickleball and tennis courts. Some of the Custodian positions will focus on park and ramada clean up to allow the Rangers to focus on enforcement and programming. Grounds Maintenance positions will work on irrigation, turf maintenance, playground, splash pad, etc. Park Rangers are needed for the 80 additional acres of parks. Park Field Supervisors will lead staff at the parks and other amenities. Recreation Coordinators will come online later in the year as park amenities open up. Special Events positions will handle additional rentals with the Great Lawn and sporting events at Desert Sky. Rentals are anticipated every weekend from October through May. A Recreation Specialist will assist with everything from special events to registrations. A Recreation Leader at the Library will allow for additional programming and classes. A Recreation Specialist at the Community Center will help to increase revenue and to cover all of the hours. There is currently one full-time coordinator and seasonal staff to cover 70 to 80 hours a week. The Park Ranger I is a 1/4

time position to make the current 3/4 Ranger position whole to assist at the Riparian Preserve with additional programming.

**BUDGET HIGHLIGHTS:**

Increase in employee development for certification trainings for Parks and Recreation professionals, Irrigation Techs and Playground Safety Inspectors.

Operating costs for Regional and Desert Sky Parks, including equipment

Special Events equipment for Regional and Desert Sky Parks

Chiller software for the Public Safety building

University building security upgrades to accommodate additional leaseholders

Freestone Park irrigation valve repairs

Freestone furniture reupholster

Playground safety items including engineered wood fiber

SERL furniture replacements

P3 seed funds for impact and environmental studies

**Board Questions/Comments:**

Ben Kalkman asked what items were requested but not approved in the budget.

Robert Carmona noted there were some requests for additional programs or services that can be held off for another year or two. Some of the facility upgrades for the municipal building were put off since a larger renovation project is being planned. Some of the parking lot paving items were removed from the budget as we now have a pavement preservation plan. About half of the budget requests were funded. The town has an excellent budget model where everyone brings their needs to the table and there is a thorough vetting and prioritizing process. Some items were just shifted to other budget years in order to accommodate more immediate needs. For example, some of the playground replacements were pushed out another year because flooring replacement was needed at Freestone Recreation Center. In the fall, Robert will review with the Board the goals of the Parks department so that items can be prioritized for the next budget process.

Ben Kalkman asked what portion of the staffing requests were approved in the budget.

Robert advised that overall, more than 50% of the staffing requests were approved. All of the positions required to maintain and operate the new parks effectively were approved and a good portion of the service level positions were approved. Some of the positions that were not approved were related to new programming ideas or expansions to existing programs.

**STANDING AGENDA ITEMS**

**7. PARK UPDATES:** Robert Carmona provided some work camera video showing the construction progress at the two new parks.

**Desert Sky Park Construction Update:** The 3.5 acre lake has been lined and shotcrete was installed around it. The dirt has been excavated for the fields and the sand is being installed. The grass will start to go in the end of June or early July. The lights are up and functional. The ramadas and playground construction will start in July. The facility will open in October for families, but field usage will be held off until November or December to preserve the sod.

**Regional Park Construction Update:** The bridge is now in place, the area for the splash pad is leveled out, and the restroom structure is up. The road is currently under construction and utilities are going in. The bridge will connect the upper area to the Mountain and will provide some passive play areas underneath. The splash pad will be 6,000 SF total. There will be mature trees and shade sails throughout the park. Most of the utilities are coming in from the Queen Creek side with a few connections off Higley Road. A map of the Regional Park was reviewed showing the location of the different amenities. At the opening of Phase I, there will be construction fencing up with images of the future amenities.

Board Questions/Comments:

How many parking spaces will there be in Phase 1?

Robert advised there will be close to 500. Some temporary parking lots will be created at the 5 and 10 acre parcels. When both phases are complete, there will be about 1,000 parking spaces. The 5, 10, and 20 acre parcels will provide additional parking.

When will the Strand start construction?

It is now in the master planning stage. The conceptual design will come to the Board late this summer. They will provide their own parking lot, and will also pay for some parking on our side. Robert noted there will never be enough parking to hold an event that takes up the full 10-acre Great Lawn. There has been focus on ride share elements and drop off points in order to utilize as much open space as possible.

Les Presmyk noted we would rather plan areas as fields and other recreational amenities than having acres of blacktop.

Robert explained that each multi-use field calls for 100 parking spots. At full build out, Desert Sky will have over 1,600 spots for the 16 fields.

Rebecca Hill commented that it is frustrating when there is not enough parking and there is bottlenecks of traffic in and out of some of the facilities.

Robert noted there will be some focus on the ingress and egress and parking for some of the larger events. There will also be parking by the pickleball and tennis courts.

Robert Ferron asked if there will be access coming in from Queen Creek or Higley or both.

For Phase I, access will be off of Queen Creek and later phases will include access off Higley and Ocotillo.

Scott Williams asked if reclaimed water will be used for the new parks.

Robert noted that the planning included all the turf for the 272 acres and the reclaimed water lake was sized appropriately to handle full build out at the Regional Park. At Desert Sky Park, the 3.5 acre lake was sized to handle all the turf and 16 fields at build out with reclaimed water. Secondary water sources (wells) were also included in the designs to accommodate possible shortages in the summer months. Eric Braun, Water Resources Manager, had previously provided the Board with a water update and how the new parks tie in. He will be invited back later in the year to provide a report to the Board. The Parks team has worked with Jeff Lee, Water Conservation Specialist, on neighborhood and district parks to reduce watering. The team has won a few Gilbert awards for water conservation. Council has been instrumental in funding the irrigation controllers. Smart controllers have been installed at 70% of our parks which include rain sensors, automated leak

detection, etc. During the 2020-21 budget cycle, we will complete the irrigation controllers at the remaining parks. Desert Sky Park will incorporate hydroseeding working with Flood Control. We are planning how to keep the parks in the best possible condition, given the retention basin and drainage elements.

As the new Parks are nearing completion, the team will report to the Board. We will plan for a Board tour at both parks prior to opening.

## **AGENDA ITEMS**

- 8. 2019 - 2020 MEETING CALENDAR & WORK PLAN:** Denise Merdon reviewed the annual calendar for the Board including reports and presentations from town staff, partners, and P3 entities. The Annual Planning Meeting will be scheduled after the Council retreat in October. Board elections are held in November. The Board has traditionally taken a break in August. A few meetings will fall outside of the normally scheduled second Tuesday of the month. To accommodate fall and spring break, Board meetings will be scheduled for October 15 and March 17 and will be held offsite in order to visit some town facilities (Southeast Regional Library/Riparian Preserve, Cactus Yards).

Robert Ferron suggested a full tour of Cactus Yards for the new board members.

Denise suggested scheduling a tour of the indoor facilities in August and a park facility tour when the weather is nicer.

Chair Presmyk advised that the tours for new Board members would be outside of the regular meeting schedule, most likely a Saturday morning.

Ben Kalkman liked that idea and felt it would be helpful to have some insight into those facilities from the other Board members.

Board members can request meeting topics or specific presentations. Denise will update the annual calendar and bring it back next month for Board approval.

## **ADMINISTRATIVE ITEMS**

- 9. MINUTES-Consider Approval of the Minutes of the Special Meeting and Regular Meeting of May 14, 2019:**

**MOTION:** Gil Honeycutt moved to approve the minutes of the Special Meeting (Board Orientation) of May 14, 2019; seconded by Robert Ferron. The Motion passed 8-0.

**MOTION:** Robert Ferron moved to approve the minutes of the Regular meeting of May 14, 2019; seconded by Gil Honeycutt. The Motion passed 8-0.

## **COMMUNICATIONS**

- 10. REPORT FROM CHAIR:** Les Chair Presmyk was pleased that we are about to celebrate the 20th Anniversary of the Riparian Preserve and the Southeast Regional Library. The Library was an experimental partnership between the Town of Gilbert and the Maricopa County Library District, which has been very successful. We also have that partnership at Perry Library. That is one example of how the Town of Gilbert respects its taxpayer dollars and has the ability to partner with other entities to have the best amenities we can at the least cost. The Town constructed the building



and contracted with Maricopa County for the expertise and staff. It has been a great partnership over the past 20 years and he hoped it would last well into the future.

The Town is also kicking off two brand new parks. The 272-acre Regional Park is large enough to fit all of the other large Gilbert parks inside with 20 or 30 acres left over. The opening of Phase 1 of the Regional Park and Desert Sky Park will be phenomenal events, although that still won't satisfy all of the needs for youth and adult sports fields. Chair Presmyk commended staff for all their efforts. He advised new Board members that they will be involved with the planning for some of the next phases and will provide direction for Town Council and staff to build these facilities the way the entire town would like.

With the dramatic increase in temperature recently, Chair Presmyk reminded everyone to drink lots of water, get out early for hikes and exercise, and to be careful with children in the heat.

#### **11. REPORT FROM BOARD / FOUNDATION MEMBERS:**

Ben Kalkman asked how the Board can advocate and help spread the word on upcoming town events.

This will be planned as a future agenda item. Robert Carmona felt that will coincide with the marketing plan that staff will be working on this year.

Lindsay Shrewsbury asked for an update on Welcome Home Park.

Vice Mayor Cook noted that will be discussed in the Council executive session in August.

Robert Carmona advised that the Parks and Recreation Foundation is a non-profit organization that provides 100% of its proceeds to Parks and Recreation for the GAP program to assist families that can't afford swim lessons, etc. The Foundation holds an annual fundraiser Luau in October and has raised over \$16,000 a year. A presentation and joint meeting with this Board will be scheduled. Our previous Board member, Barbara Guy, served as liaison for the Foundation. If anyone would like to volunteer as liaison, let Chair Presmyk or Robert Carmona know. Denise advised that the Foundation usually meets on Mondays in the late afternoon.

Chair Presmyk stated a joint meeting has not been held between the Parks Board and Council for a long time. He will work with Vice Mayor Cook on scheduling that.

#### **12. REPORT FROM COUNCIL LIAISON:** Vice Mayor Cook reported that Council approved a billion-dollar budget last Thursday. This fiscal year, we are projected to spend \$80 million less than the previous year. The community is growing, but we are spending less. Much of that can be attributed to business efficiencies and other measures.

On June 12, a water agreement will be signed with the San Carlos Apache Indian Nation to supply water to Gilbert in order to meet the required 100-year water supply. The federal government has made the process difficult over the last couple years.

#### **13. REPORT FROM STAFF LIAISONS:**

Rocky Brown noted that the pools opened on May 25th. We are now in Session 2 of the swim lessons. With lessons and the swim & dive team, there are 4,500 people in the pools. Registration will open next week for Session 3 and 4. The Junior Lifeguard program was started last year for ages 12-16. Three students from last year's program have been hired this summer.

Friday June 14, we will hold the first dive-in movie of the season at Williams Field Pool featuring Moana. The pool will open at 7 pm for this free event. Additional dates for dive-in movies will be June 14, 28, and July 19.

Marshall MacFarlane will be working with the digital team to launch an employee survey to provide a baseline of facilities conditions. He is working with the computer software folks on a work order system to incorporate surveys on the quality of service. We are also working to integrate the external 311 system with the internal maintenance management system, Lucity, which will also be expanded for desktop and mobile use and an emergency number. He is working with the construction teams for the new Parks and the Public Safety Training Facility on asset identification so those items will all be in the work order system by the time those facilities open. A schedule is being created for facility condition assessments so that team members can learn the process and share observations. The goal is to transition towards 20 percent reactive or corrective maintenance.

John Kennedy reported that summer camps and classes are going on at various facilities. The Freestone Recreation Kids Camp is busy with 50-60 kids in both the morning and afternoon sessions. The majority of the Recreation Center staff has renewed their CPR, AED and First Aid training this past week. A year or so ago, a few staff members saved a life because of that training.

There is a Use Agreement with Park University for athletic field use. They will be renting town facilities this fall for men's and women's soccer at Freestone, baseball and softball at McQueen Park, as well as Cactus Yards for games. It is a good arrangement and helps to fill up our unused time at fair rates.

#### **14. UPCOMING SPECIAL EVENTS:**

**4th of July** - Denise Merdon reported on the annual July 4th Celebration partnering with Higley High School at 6 pm with fireworks at 8:30 pm. Centennial Elementary School will be another viewing site. Thousands of people are expected to attend. Notification on road closures will be posted on Nextdoor and through the HOAs. The fireworks will be shot from Desert Sky near the Public Training Facility.

**H2O Fest** - Wednesday, July 10 (\$5 admission). Activities for all ages will be held from 5:30-7 pm, and from 8-9:30 pm there will be activities for ages 13 and older. The event will be held at Freestone Park with a variety of inflatables, water slides, food trucks and music. Registration opened yesterday and 100 people have already signed up. There are a limited number of wristbands available.

#### **CONCLUSION**

**15. MOTION TO ADJOURN:** Ben Kalkman moved to adjourn the meeting; seconded by Gil Honeycutt. Motion passed 8-0. The meeting was adjourned at 7:15 P.M.

**ATTEST:**

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Les Presmyk, Chair

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Denise Merdon, Staff Liaison