# Public Meeting Agenda

## Parks, Recreation, Golf and Double Butte Cemetery Advisory Board

**Meeting Date**  
Wednesday, January 15, 2020  
6:00 p.m.

**Meeting Location**  
Tempe Public Library  
2nd Floor Board Room  
3500 South Rural Road  
Tempe, Arizona

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action or Information</th>
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</thead>
</table>
| 1. Public Appearances  
The Parks, Recreation, Golf and Double Butte Cemetery Advisory Board welcomes public comment for items listed on this agenda. There is a three-minute time limit per individual. Anyone wishing to agendize an item for an upcoming meeting should utilize the Public Appearances for consideration. | Information |
| 2. Approval of Meeting Minutes  
The Advisory Board will be asked to review and approve meeting minutes from the December 18, 2019 meeting. | Action |
| 3. Welcome New Board Member | Information |
| 4. 2020 Meeting Calendar | Action |
| 5. Future Agenda Items  
Board may request future agenda items. | Information |
| 6. Youth Soccer Program | Information |
| 7. Golf Update  
- Financials  
- Course Conditions  
- Clubhouse RFI  
- Other | Information |
| 8. PEACE Basketball Court Follow-Up | Information |
| 9. Parks & Recreation Master Plan Update | Information |
| 10. Upcoming Park Public Meeting Notices & Staff Announcements | Information |
| 11. Current Events/Board Announcements  
Board may share events or make announcements. | Information |

According to the Arizona Open Meeting Law, the Parks, Recreation, Golf and Double Butte Cemetery Advisory Board may only discuss matters listed on the agenda. The city of Tempe endeavors to make all public meetings accessible to persons with disabilities. With 48 hours advance notice, special assistance is available at public meetings for sight and/or hearing-impaired persons. Please call 350-4311 (voice) or for Relay Users: 711 to request an accommodation to participate in a public meeting.

*Next meeting tentatively scheduled for February 19, 2020*
Minutes
Parks, Recreation, Golf and Double Butte Cemetery Advisory Board
December 18, 2019

Minutes of the Parks, Recreation, Golf and Double Butte Cemetery Advisory Board meeting held on December 18, 2019, 6:00 p.m., Tempe Public Library, 2nd Floor Board Room, 3500 South Rural Road, Tempe, AZ.

Members Present:
Mary Larsen – Chair
Maureen DeCindis – Vice-Chair
Judy Aldrich
Sharon Doyle
Christina Hudson
Chris Kamper
Duane Washkowiak
Fred Wood

Members Absent:
Shereen Lerner
Dayna McGrady
John Vack

City Staff Present:
Craig Hayton, Staff Liaison- Deputy Community Services Director- Parks and Recreation
Julie Hietter, Community Services Administration Manager
Bobbi Lloyd, Management Assistant II
Shawn Wagner, Deputy Community Services Director- Parks and Recreation

Upon the establishment of a quorum, meeting was called to order at 6:02 p.m. by Mary Larsen.

Agenda Item 1 – Public Appearances
None

Agenda Item 2 – Approval of Meeting Minutes
November 20, 2019
Motion by Board member Judy Aldrich to approve the meeting minutes of November 20, 2019 as submitted; second by Board member Chris Kamper. Motion passed on an 7-0 vote.
Ayes: Chair Mary Larsen, Vice-Chair Maureen DeCindis and Board members, Judy Aldrich, Christine Hudson, Chris Kamper, Duane Washkowiak and Fred Wood.
Nays: None
Absent: Board members Sharon Doyle, Shereen Lerner, Dayna McGrady and John Vack.

Agenda Item 3 – 2020 Advisory Board Chair/Vice-Chair Officers
Following board discussion motion by Board member Christina Hudson for Duane Washkowiak to serve as Board Chair and Shereen Lerner to serve as Vice-Chair for 2020; second by Vice-Chair Maureen DeCindis. Motion passed on an 7-0 vote.
Ayes: Chair Mary Larsen, Vice-Chair Maureen DeCindis and Board members, Judy Aldrich, Christine Hudson, Chris Kamper, Duane Washkowiak and Fred Wood.
Nays: None
Absent: Board members Sharon Doyle, Shereen Lerner, Dayna McGrady and John Vack.

**Agenda Item 4 – Desert Conservation Commission Representatives**
Following board discussion motion by Board member Judy Aldrich for Sharon Doyle to serve as the primary representative from this board on the Desert Conservation Commission and Shereen Lerner to serve as the secondary; second by Vice-Chair Maureen DeCindis. Motion passed on an 8-0 vote.
Ayes: Chair Mary Larsen, Vice-Chair Maureen DeCindis and Board members, Judy Aldrich, Sharon Doyle, Christine Hudson, Chris Kamper, Duane Washkowiak and Fred Wood.
Nays: None
Absent: Board members Shereen Lerner, Dayna McGrady and John Vack.

Applications will need to be submitted on-line and staff will email the link.

**Agenda Item 5 – Ken McDonald Clubhouse Request for Information (RFI) Committee Representatives**
Following board discussion motion by Board member Sharon Doyle for Fred Wood to serve as the primary representative on the Ken McDonald Clubhouse RFI Committee review and Duane Washkowiak to serve as the secondary; second by Judy Aldrich. Motion passed on an 8-0 vote.
Ayes: Chair Mary Larsen, Vice-Chair Maureen DeCindis and Board members, Judy Aldrich, Sharon Doyle, Christine Hudson, Chris Kamper, Duane Washkowiak and Fred Wood.
Nays: None
Absent: Board members Shereen Lerner, Dayna McGrady and John Vack.

Evaluation meeting tentatively planned for first week of January. Staff to send out once confirmed.

**Agenda Item 6 – Cemetery Follow-Up**
Craig Hayton provided an update regarding the cemetery non-approved items which included three types, temporary, semi-permanent and permanent. The Sunrise section had 18 of the 59 occupied spaces that required attention. Onsite signage, owner notification via letter and opportunity for owner removal was completed. The removals were addressed with the ongoing semi-annual clean up in November and no feedback was received. The Sunset section has 150 of the 345 occupied spaces that require attention. The week of January 6th owner notification via letter, onsite signage and opportunity for owner removals will be provided. Staff with consult with legal and anticipate removals to occur in March or April.

**Agenda Item 7 – Parks & Recreation Master Plan Update**
Craig Hayton presented to the board a PowerPoint presentation on the Parks & Recreation Master Plan Update #3. Presentation included the following:
- Overview
- Process & timeline
- Outreach
  - Focus groups:
• Composition & general themes
  o Survey:
    ▪ Background information
    ▪ Who took the survey
    ▪ Impact of Parks & Recreation
    ▪ Quality of Tempe Parks & Recreation
    ▪ How often people recreate
    ▪ How people recreate
    ▪ “Needs more” amenities
    ▪ “Needs more” furnishings
    ▪ Barriers (Parks & Facilities)
    ▪ Barriers (Programs)
    ▪ Funding priorities
    ▪ Funding strategies (residents only)

• Next steps

Duane Washkowiak and Shereen Lerner are representatives from this board on the committee. Next public meeting will be held January 9th and 11th, when notice is ready it will be sent to the board.

**Agenda Item 8 – Kiwanis Management Plan**
Craig Hayton presented to the board a PowerPoint presentation on the Kiwanis Park Management Draft Plan. Presentation included the following:
• Overview
• Planning process
• Plan elements
• Planning context
• Public engagement
• Recommendations & action plan
• Community input
• Next steps

Board member asked if Kiwanis has any adult exercise areas. Currently it does not so suggestion to include that in future plans. The final plan will be brought back to the board in the spring or summer.

**Agenda Item 9 – Upcoming Park Public Meeting Notices & Announcements**
• Parks & Recreation Master Plan public meetings on 1/9 and 1/11, will forward invitation when available
• Thank you to Mary Larsen and Maureen DeCindis for your service on the board

**Agenda Item 10 – Current Events/Board Announcements/Future Agenda Items**
None

Meeting adjourned at 6:57 p.m.
Prepared by: Bobbi Lloyd, Management Assistant II
Reviewed by: Craig Hayton, Deputy Community Services Director- Parks and Recreation
(480) 350-5234
Revenue and Expense Update: July-December

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>2018</th>
<th>%</th>
<th>2019</th>
<th>%</th>
</tr>
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<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Golf</td>
<td>$822,128</td>
<td>74%</td>
<td>$828,095</td>
<td>86%</td>
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<tr>
<td>Driving Range</td>
<td>$73,797</td>
<td>7%</td>
<td>$76,672</td>
<td>8%</td>
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<td>Interest Earned</td>
<td>($10,830)</td>
<td>-1%</td>
<td>($11,715)</td>
<td>-1%</td>
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<tr>
<td>Sale of Assets</td>
<td>$145,984</td>
<td>13%</td>
<td>$0</td>
<td>0%</td>
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<tr>
<td>Recovery of Write-Offs</td>
<td>$52</td>
<td>0%</td>
<td>$0</td>
<td>0%</td>
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<tr>
<td>Other</td>
<td>$10,000</td>
<td>1%</td>
<td>$0</td>
<td>0%</td>
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<tr>
<td>Interfund Transfer from Water Fund</td>
<td>$74,000</td>
<td>7%</td>
<td>$74,000</td>
<td>8%</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,115,131</td>
<td>100%</td>
<td>$967,052</td>
<td>100%</td>
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<tr>
<td><strong>EXPENSES</strong></td>
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<tr>
<td>Personnel</td>
<td>$502,344</td>
<td>31%</td>
<td>$536,504</td>
<td>31%</td>
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<tr>
<td>Materials and Supplies</td>
<td>$564,293</td>
<td>35%</td>
<td>$589,512</td>
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<td>Capital Outlay</td>
<td>$274,725</td>
<td>17%</td>
<td>$351,458</td>
<td>20%</td>
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<td>Utilities</td>
<td>$124,965</td>
<td>8%</td>
<td>$119,639</td>
<td>7%</td>
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<tr>
<td>Indirect Charges</td>
<td>$158,983</td>
<td>10%</td>
<td>$158,058</td>
<td>9%</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$1,625,310</td>
<td>100%</td>
<td>$1,755,171</td>
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</table>

Expenses will outpace revenue until the end of peak season in April.

A comparison of Revenue, Rounds, and Average Price per Round (APR) is shown on the following pages.

**Key Takeaways**
The timing of the rain days in November and December this year had a significant negative impact on revenue. Eight significant rain events depressed revenue by $40,000 compared to comparable dates last year:

<table>
<thead>
<tr>
<th>2019 Rain Date</th>
<th>Comparable Date in 2018</th>
<th>Revenue 2018</th>
<th>Revenue 2019</th>
</tr>
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<tbody>
<tr>
<td>11/19/2019 Tuesday before Thanksgiving week (Nov 13)</td>
<td>$5,829</td>
<td>$5,790</td>
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<td>11/20/2019 Wednesday before Thanksgiving week (Nov 14)</td>
<td>$6,051</td>
<td>$346</td>
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<td>11/21/2019 Thursday before Thanksgiving week (Nov 15)</td>
<td>$6,724</td>
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<td>11/22/2019 Friday, day after Thanksgiving (Nov 23)</td>
<td>$12,186</td>
<td>$3,286</td>
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<td>12/8/2019 Second Sunday in December (Dec 9)</td>
<td>$10,375</td>
<td>$6,116</td>
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<td>12/9/2019 Second Monday in December (Dec 10)</td>
<td>$6,721</td>
<td>$5,257</td>
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<td>12/24/2019 Christmas Eve</td>
<td>$7,173</td>
<td>$811</td>
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<tr>
<td>12/27/2019 Friday after Christmas (Dec 28)</td>
<td>$8,933</td>
<td>$1,644</td>
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<tr>
<td></td>
<td></td>
<td>$64,002</td>
<td>$24,506</td>
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Ken McDonald
- Rounds are consistent with the previous year; however a higher Average Price per Round (APR) has resulted in an increase in YTD revenue of 2.6% over last year.
- Revenue is 6.5% higher than two years ago.
- An increase in Greens Fees for Weekend A.M. went into effect on December 16.

Rolling Hills
- Revenue dipped slightly (1.9%) from last year but continues to significantly outpace revenue two years ago.
- The Buy-One-Get-One promotion was offered again in the month of November and a significant number of rounds were comp rounds redeemed.
Revenue is 2.6% higher than FY19 and 6.5% higher than FY18.
The Buy-One-Get-One promotion was offered again in the month of November. Over 800 comp rounds were redeemed at Rolling Hills in November and December.
Overall revenue is higher than FY19 and FY18.
Through December, revenue is $28,000 below where we expect to be in order to achieve the full year revenue target by June. This is a result of the rain events in November and December.