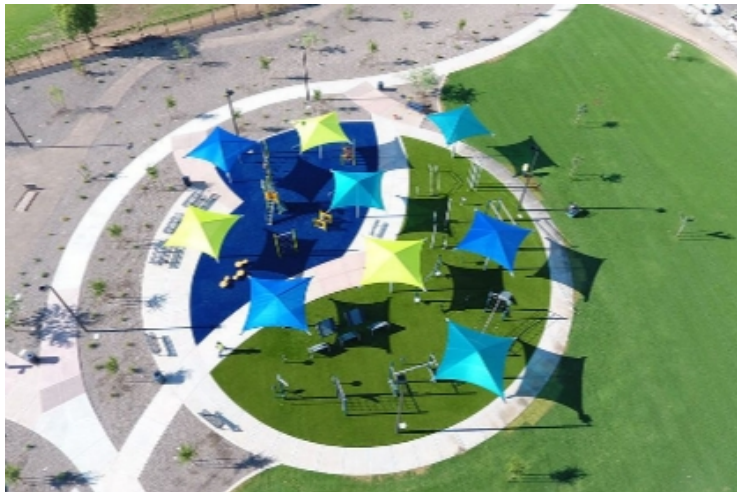


# Parks and Recreation Board Regular Meeting

February 7, 2023 | 5 p.m.

City Council Chambers Conference Room  
88 E. Chicago St., Chandler, AZ



## Commission Members

Chair Melanie Dykstra  
Vice Chair Tim Johnson  
Commissioner James Montgomery  
Commissioner John David  
Commissioner Shawn Hsu  
Commissioner Jegadesan  
Krishnamurthy  
Commissioner Barbara Cenalmor  
Bruquetas

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, notice is hereby given to the members of the Parks and Recreation Board and to the general public that the Parks and Recreation Board will hold a REGULAR MEETING open to the public on Tuesday, February 7, 2023, at 5:00 p.m., at City Council Chambers Conference Room, 88 E. Chicago Street, Chandler, AZ. One or more Commissioners may be attending by telephone.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's office at (480) 782-2181(711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

# **Parks and Recreation Board**

## **Regular Meeting Agenda - February 7, 2023**

### Call to Order/Roll Call

### Scheduled/Unscheduled Public Appearances

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

### Action Agenda

1. **November 15, 2022, Parks and Recreation Minutes**  
Move to approve the Parks and Recreation Board Regular Meeting Minutes, November 15, 2022.
2. **Chandler Youth Sports Association Concession Requests**  
Move to recommend Director's approval of the requests from Chandler Youth Sports Association (CYSA) partners to set up portable concession stand(s) during the 2023 CYSA season

### Discussion / Briefing

3. **Park Ranger Presentation**
4. **Community Recreation Program Structure**

### Member Comments/Announcements

### Information Items

### Calendar

5. The next Parks and Recreation Board meeting will be held Tuesday, March 7, 2023, at 5:00 p.m. in the Council Chambers Conference Room

### Adjourn





**Parks and Recreation      Community Services      Memo No.**

**Date:** 02/07/2023  
**To:** Parks and Recreation Board  
**From:** Erika Berry, Recreation Superintendent  
**Subject:** November 15, 2022, Parks and Recreation Minutes

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**Proposed Motion:**

Move to approve the Parks and Recreation Board Regular Meeting Minutes, November 15, 2022.

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**Attachments**

November 15, 2022 Minutes

**PARKS AND RECREATION BOARD  
REGULAR MEETING MINUTES  
November 15, 2022**

**1. CALL TO ORDER/ROLL CALL**

**Chairman Dykstra** called the meeting to order on Tuesday, November 15, 2022, at 5:00 p.m.

**a. Roll Call**

**Members in Attendance:**

Chairman Melanie Dykstra  
Boardmember John David  
Boardmember Shawn Hsu  
Boardmember James Montgomery  
Boardmember Jegadesan Krishnamurthy

**Members Absent:**

Vice-Chairman Tim Johnson  
Boardmember Barbara Cenalmar-Bruquetas

**Staff Members Present:**

John Sefton, Community Services Director  
Mickey Ohland, Community Services Planning Manager  
Erika Berry, Recreation Superintendent  
Becky Kuiper, Recreation Superintendent  
Angelica Raya, Recreation Program Coordinator  
Lucy Vazquez, Sr Management Analyst

**2. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES**

- a.** Erika Berry, Recreation Superintendent, introduced Angelica Raya, the new Recreation Program Coordinator for Therapeutics.

### 3. ACTION AGENDA

- a. **APPROVAL OF MINUTES: Boardmember Montgomery** requested approval of the minutes for the October 4, 2022, Parks and Recreation Board meeting **Boardmember David** seconded the motion. Motion approved unanimously.
- b. Brooks Crossing Park Improvements Concept Plan: Mickey Ohland, Community Services Planning Manager provided a detailed presentation on the improvement concept plan. Discussion ensued. **Boardmember Krishnamurthy** motioned the approval of the Brooks Crossing Park Improvements Concept Plan to the Community Services Director, **Boardmember David** seconded the motion. Motion approved unanimously.
- c. Amendments to Chapter 31: John Sefton, Community Services Director presented to the board the updated language and changes that were made by the City Law Department related to civil enforcement and the structures in Section 31-7. However, it was determined that the code language on this chapter is part of a larger discussion, citywide. Therefore, the language will go before City Council once the overall code is updated. **Chairman Dykstra** recommended this item be put back on the agenda in six months for an update. Discussion ensued. **Boardmember Montgomery** motioned the approval of the Amendments to Chapter with the condition of bringing the item back on the agenda in six months for an update. **Boardmember Krishnamurthy** seconded the motion. Motion approved unanimously.

### 4. DISCUSSION / BRIEFING

- a. Community Services Fee Schedule and Policy Memo: Erika Berry, Recreation Superintendent provided the departments fee schedule and the policy memo that presents the department's philosophy. She mentioned that budget season is in session and fees are being reviewed.

**Boardmember Montgomery** asked what kind of changes will be looked at.

Ms. Berry explained that in the fee review process, they look at what other cities in the valley are charge and compare. She mentioned that the City of Chandler offers low-cost amenities with the intent of wanting the community to come out

and utilize the parks and amenities. However, there are offsets that they need to consider such as maintenance, equipment, and staff cost. Discussion ensued.

## 5. MEMBER COMMENTS/ANNOUNCEMENTS

- a. **Chairman Dykstra** mentioned she and Shawn went to the Gazelle Meadows improvement public meeting and said there was good feedback. She also went to the Homestead North Park dedication, and it was really nice.

## 6. INFORMATIONAL ITEMS

- a. Recreation and City Upcoming Winter Events: Erika Berry, Recreation Superintendent shared the City's upcoming winter events and activities.

## 7. CALENDAR

- a. Next meeting will be February 7, 2023, at 5:00 p.m. in the Council Chambers Conference Room.

## 8. ADJOURNMENT

With no further items, **Chairman Dykstra** made motion to adjourn the meeting at 6:28 p.m. **Boardmember Krishnamurthy** seconded the motion. Motion approved unanimously.

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Melanie Dykstra, Chairman

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Mickey Ohland, Community  
Services Planning Manager



**Parks and Recreation      Community Services      Memo No.**

**Date:** 02/07/2023  
**To:** Parks and Recreation Board  
**From:** Erika Berry, Recreation Superintendent  
**Subject:** Chandler Youth Sports Association Concession Requests

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**Proposed Motion:**

Move to recommend Director's approval of the requests from Chandler Youth Sports Association (CYSA) partners to set up portable concession stand(s) during the 2023 CYSA season

**Background/Discussion**

Youth Sports affiliated with the CYSA request approval to operate a portable concession stand(s) during their primary and/or secondary season. Each league has the option of managing their own concession operations or obtaining concession vendors to contract this service. The City is responsible for ensuring the vendor is licensed and insured before permitting the concession vendor to operate in the parks.

The following groups, Chandler Girls Softball, East Valley Baseball, Chandler American Little League, and Chandler Lions Club for Real Salt Lake, Chandler Youth Baseball, and Chandler National Little League, request meets the concession criteria adopted by the Parks and Recreation Board in December 1989. Staff recommends approval of their request to set up a portable concession stand(s). The description of agreement between the affiliate group and the vendor for proceeds is reflected on each application.

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**Attachments**

CYSA Concession Requests 2023





CHANDLER YOUTH SPORTS ASSOCIATION | CONCESSION OPERATION REQUEST  
LETTER OF AGREEMENT

Chandler Girls Softball League  
Name of Organization

08/25/2022  
Date

Diana Colonna  
Contact Person

PO Box 228  
Address

Chandler  
City

85244  
Zip

480-241-5943  
Phone (day)

480-241-5943  
Phone (evening)

Will group be using a contracted vendor? ☒ Yes ☐ No  
If Yes, please provide The following:

Name of Vendor Go Go Dogs

Phone 480-226-2415

Peddler's License # (If non-profit, a Non-profit Solicitor's License #)

Privilege Tax License # 21051925

Food Service Worker License # MF-16-0599

Concession rights requested for the period of 03/01/2023

to 12/20/2023

Concession hours of operation Day(s) Mon- Thurs

Hours 5pm - 9pm

Day(s) Saturday

Hours 8am - 3pm

Concession Park/Location Folley Park

Area Center Pavillion Area

Concession Items to be sold: Hot Dogs, Nachos, Snacks, Water, Candy, soda, sports drinks

Description of agreement between affiliate group and vendor\*\* (ex: % of net or gross sales or flat rate each season):

We do not receive a percentage or a flat rate from our vendors. We enlist the vendors as a service to our players and families, but CGSL does not gain anything financially from that relationship.

*Conditions of use: Concession will only be sold during primary field use time of the organization. All litter/refuse from the concession operation must be picked up and disposed of in the dumpster. Soda straws and glass containers are not allowed.*

*Per City Code, Chapter 31-22.C: Permit for concession operations serving a Chandler Youth Sports Association affiliate group may be issued by the Community Services Director provided the concession operation is limited to the site approved for use by the affiliate group and shall be valid solely for the season at hand.*

*The person signing below attests that monies received from items sold under the Agreement, are used to offset the operating costs of the organization named above. It is up to the organization to negotiate the best possible revenue split with the concession contractor when applicable.*

Community Services Director or Designee

League President

Date

Date

8/30/22



CHANDLER YOUTH SPORTS ASSOCIATION | CONCESSION OPERATION REQUEST  
LETTER OF AGREEMENT

Chandler Girls Softball League  
Name of Organization

08/25/2022  
Date

Diana Colonna  
Contact Person

PO Box 228  
Address

Chandler 85244  
City Zip

480-241-5943  
Phone (day)

480-241-5943  
Phone (evening)

Will group be using a contracted vendor? ☒ Yes ☐ No  
If Yes, please provide The following:

Name of Vendor Phoenix Phreeze

Phone 480-399-5544

Peddler's License # (If non-profit, a Non-profit Solicitor's License #)

Privilege Tax License # 20167906

Food Service Worker License # MF-15-0397

Concession rights requested for the period of 03/01/2023

to 12/20/2023

Concession hours of operation Day(s) Mon- Thurs

Hours 5pm - 9pm

Day(s) Saturday

Hours 8am - 3pm

Concession Park/Location Folley Park

Area Center Pavillion Area

Concession Items to be sold: Snow Cones, Water

Description of agreement between affiliate group and vendor\*\* (ex: % of net or gross sales or flat rate each season):

We do not receive a percentage or a flat rate from our vendors. We enlist the vendors as a service to our players and families, but CGSL does not gain anything financially from that relationship.

Conditions of use: Concession will only be sold during primary field use time of the organization. All litter/refuse from the concession operation must be picked up and disposed of in the dumpster. Soda straws and glass containers are not allowed.

Per City Code, Chapter 31-22.C, Permit for concession operations serving a Chandler Youth Sports Association affiliate group may be issued by the Community Services Director provided the concession operation is limited to the site approved for use by the affiliate group and shall be valid solely for the season at hand.

The person signing below attests that monies received from items sold under the Agreement, are used to offset the operating costs of the organization named above. \*\*It is up to the organization to negotiate the best possible revenue split with the concession contractor when applicable.

Community Services Director or Designee

League President

Date

Date

8/30/22





CHANDLER YOUTH SPORTS ASSOCIATION | CONCESSION OPERATION REQUEST  
LETTER OF AGREEMENT

East Valley Baseball  
Name of Organization

August 30, 2022  
Date

Joanna Fritz  
Contact Person

505 N Superstition Blvd  
Address

Chandler  
City

85225  
Zip

480-822-8148  
Phone (day)

480-234-0414  
Phone (evening)

Will group be using a contracted vendor? ☒ Yes ☐ No  
If Yes, please provide The following:

Name of Vendor HomePlate Concessions, LLC Phone 480-234-0414

Peddler's License # (if non-profit, a Non-profit Solicitor's License #) 111711

Privilege Tax License # 117739

Food Service Worker License # 481354

Concession rights requested for the period of March 1, 2023 to December 15, 2023

Concession hours of operation Day(s) Mon-Friday Hours 4:30pm -10pm

Day(s) Sat and Sun Hours 7am-9pm

Concession Park/Location Pima Park and Espee Park Area Parking Lot

Concession Items to be sold: Water, Gatorade, Chips, Seeds, Candy, Hot Dogs, Burgers, Fries, Nachos, Pizza, Pretzels, Snow cones, ice cream, Soda, Chicken Nuggets, Tator Tots, Popcorn, Veggie Trays, Bubble Gum and T-shirts.

Description of agreement between affiliate group and vendor\*\* (ex: % of net or gross sales or flat rate each season): Flat rate of \$1000 + exchange of service. The vendor maintains the field Standings Board and provides the following supplies for the league in lieu of a % of sales: scorebooks, pitch counters, rule books, measuring tape, First Aid Kit, Ice for injuries.

**Conditions of use:** Concession will only be sold during primary field use time of the organization. All litter/refuse from the concession operation must be picked up and disposed of in the dumpster. Soda straws and glass containers are not allowed.

Per City Code, Chapter 31-22.C: Permit for concession operations serving a Chandler Youth Sports Association affiliate group may be issued by the Community Services Director provided the concession operation is limited to the site approved for use by the affiliate group and shall be valid solely for the season at hand.

The person signing below attests that monies received from items sold under the Agreement, are used to offset the operating costs of the organization named above. \*\*It is up to the organization to negotiate the best possible revenue split with the concession contractor when applicable.

Community Services Director or Designee

League President

Date

Date



## CHANDLER YOUTH SPORTS ASSOCIATION | CONCESSION OPERATION REQUEST LETTER OF AGREEMENT

Chandler American Little League  
Name of Organization  
8/18/2022  
Date

Nikki Gamboa  
Contact Person

3752 W Megan St  
Address

Chandler 85226 602-499-4874  
City Zip Phone (day) Phone (evening)

Will group be using a contracted vendor? ☒ Yes ☐ No  
If Yes, please provide The following:

Name of Vendor Phoenix Phreeze Phone 480-399-5544

Peddler's License # (if non-profit, a Non-profit Solicitor's License #) 1505290892

Privilege Tax License # 21067906 Food Service Worker License # MF-15-0937

Concession rights requested for the period of 2/1/2023 to 8/1/2023

Concession hours of operation Day(s) M-F Hours 5:00 p.m. to 10:00 p.m.  
Day(s) Sat Hours 9:00 a.m. to 9:00 p.m.

Concession Park/Location Nozomi Park Area Parking Lot

Concession Items to be sold: Shaved Ice, chips, hot dogs, nachos and canned soda/Gatorades/water

Description of agreement between affiliate group and vendor\*\* (ex: % of net or gross sales or flat rate each season):  
5% of gross revenue is donated to the league and will be used to offset expenses such as equipment,  
uniforms, etc...

**Conditions of use:** Concession will only be sold during primary field use time of the organization. All litter/refuse from the concession operation must be picked up and disposed of in the dumpster. Soda straws and glass containers are not allowed.

Per City Code, Chapter 31-22.C: Permit for concession operations serving a Chandler Youth Sports Association affiliate group may be issued by the Community Services Director provided the concession operation is limited to the site approved for use by the affiliate group and shall be valid solely for the season at hand.

The person signing below attests that monies received from items sold under the Agreement, are used to offset the operating costs of the organization named above. \*\*It is up to the organization to negotiate the best possible revenue split with the concession contractor when applicable.

Community Services Director or Designee

Date

Nikki Gamboa

League President

Digitally signed by Nikki Gamboa  
Date: 2022.08.18 10:44:00 -07'00'

8/18/2022

Date

CHANDLER YOUTH SPORTS ASSOCIATION | CONCESSION OPERATION  
REQUEST LETTER OF AGREEMENT

Chandler Lions Club \_\_\_\_\_ Name  
of Organization Date

Diana Moore, secretary \_\_\_\_\_  
Contact Person

PO Box 361, Chandler, AZ 85224 \_\_\_\_\_  
Address

480-883-0960 \_\_\_\_\_ City  
Zip Phone (day) Phone (evening)

Will group be using a contracted vendor? STOP Yes STOP No  
If Yes, please provide The following:

Name of Vendor \_\_\_\_\_ Phone \_\_\_\_\_

Peddler's License # (if non-profit, a Non-profit Solicitor's License #) \_\_\_\_\_

Chandler Lions  
Privilege Tax License # 74-2551684 Food Service Worker License # \_\_\_\_\_  
50123

Concession rights requested for the period of Jan 1, 2023 to Dec 31, 2023

Concession hours of operation Day(s) M-F Hours 5-9 pm

Day(s) Sat Hours 7:30am - 9:00 pm

Concession Park/Location Snedigar Park Area Lions Snack Shack/Shed  
(near Bark Park)

Concession Items to be sold: pop, hot dogs, chips, popcorn, candy, water  
coffee, cocoa

Description of agreement between affiliate group and vendor\*\* (ex: % of net or gross sales or flat rate each season): \$1000 donations

to: Chandler National Little League, RSL AZ Soccer. Provide eye glasses/care  
for all CUSD students who can't afford glasses. Free Santa pictures in  
downtown Chandler. 250 stuffed stockings for needy.

**Conditions of use:** Concession will only be sold during primary field use time of the organization. All litter/refuse from the concession operation must be picked up and disposed of in the dumpster. Soda straws and glass containers are not allowed.

Per City Code, Chapter 31-22.C: Permit for concession operations serving a Chandler Youth Sports Association affiliate group may be issued by the Community Services Director provided the concession operation is limited to the site approved for use by the affiliate group and shall be valid solely for the season at hand.

The person signing below attests that monies received from items sold under the Agreement, are used to offset the operating costs of the organization named above. It is up to the organization to negotiate the best possible revenue split with the concession contractor when applicable.

Diana Moore secretary \_\_\_\_\_  
Community Services Director or Designee League President

August 16, 2022



**Parks and Recreation      Community Services      Memo No.**

**Date:** 02/07/2023  
**To:** Parks and Recreation Board  
**From:** Erika Berry, Recreation Superintendent  
**Subject:** Park Ranger Presentation

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**Parks and Recreation      Community Services      Memo No.**

**Date:** 02/07/2023  
**To:** Parks and Recreation Board  
**From:** Erika Berry, Recreation Superintendent  
**Subject:** Community Recreation Program Structure

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**Background/Discussion**

Parks and Recreation Board members have requested information regarding the Recreation Division's class and program creation, instructor hiring and compensation, and marketing.

The Recreation Division's philosophy is to provide introductory classes at an affordable cost to all. When creating a new program, staff considers current program offerings, public feedback (surveys, focus groups, comment cards), past successes, trends, facility impacts, costs, community benefits and needs. In accordance with a schedule that allows time for design, proofing, printing, distribution, software entry, and marketing, new program ideas are submitted six months prior to offering and are reviewed by supervisors and superintendents prior to implementation.

Staff seeks to hire individuals who express a passion for the subject, a desire to learn and share, possess strong teaching skills, good communication skills, and is positive, prompt, organized, and dependable. Individuals are asked to submit a class proposal that includes a class description, schedule, objectives and desired outcomes, weekly curriculum, and supply and facility needs. Staff reviews each class proposal, interviews the candidate, and checks references.

The Recreation Division utilizes two types of non-City employed Instructors, hourly and contract. All instructors and volunteers are required to complete a background investigation during the hiring process. Hourly instructor pay rates are determined by their qualifications and are broken out into four tiers. Below is a brief description of each tier's qualifications.

Tier 1 – Instructor should have at least one year of volunteer experience or training in field of instruction.

Tier 2 – Instructor must provide current certification and/or bachelor's degree and proof of two years of professional experience in field of instruction to be paid in this range. The two years of professional experience must have occurred within the last four years.

Tier 3 – Instructors in this tier must have a current certification from a national certifying organization such as ACE, AFAA, NASM, NSCA or the Cooper Institute and a current CPR/AED certification and First Aid. Basic formats include but are not limited to, muscle/strength, cardio-circuit, HIIT, Tabata, steady state, core, stretch classes. Specialty certifications include but are not limited to, Pilates mat, Barre, yoga, indoor cycle, Silver Sneakers, Zumba, TRX and kids' fitness.

Tier 4 – Trainers are required to be certified personal trainers and have a current CPR/AED and First Aid certification.

Contract Instructors are businesses who have completed and been approved through the Request For Proposal (RFP) process. Contract Instructors are independent contractors and have no employment relationship with the City. The Contract Instructor develops all course content and provides all materials and supplies. These contractors work with City staff to schedule classes, are responsible for taxes, employee background investigations, insurance, and receives a 1099 at the end of the year. At the conclusion of each session they submit an invoice for payment.

Class fees are determined by using the appropriate approved fee by the instructor type. For community recreation programs taught by hourly instructors, the hourly class formula utilized is  $2.75 \times (\text{total hours of instruction including prep time}) + 3 = \text{price}$ . The 2.75 factor includes the hourly instructor rate and human resource agency administration fee, with a class minimum of 6. Classes taught by contracted instructors are an additional 28% of contract instructor's fee. These formulas are used to ensure program affordability, while meeting City financial goals.

The Recreation Division uses the quarterly Break Time brochure to promote classes and programs. Surveys and data have supported the need for both print and digital versions of the brochure. In FY 2018-19, there were 14,502 subscribers who received Break Time in the mail. Subscriptions increased almost



21% to 17,516 subscribers in FY 2021-22. Online brochure views have seen similar growth from an average of 5,842 views per season in FY 2018-19 to 13,814 views per season in FY 2021-22, an increase of almost 136%. Break Time is also available at various locations throughout the City and is utilized as a marketing tool at community events and programs. In addition to Break Time, staff meets monthly with the Community Services Department's marketing team to review unique facility needs, signature events, and opportunities for the upcoming quarter.

For further information or questions, I can be reached 480-782-2905.

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**Parks and Recreation      Community Services      Memo No.**

**Date:** 02/07/2023

**To:** Parks and Recreation Board

**From:** Erika Berry, Recreation Superintendent

**Subject:** The next Parks and Recreation Board meeting will be held Tuesday, March 7, 2023, at 5:00 p.m. in the Council Chambers Conference Room

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