



Support your local merchants

AGENDA

**TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, MARCH 6, 2023 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82513398723?pwd=ZnBNcG1CQVJDQTImcUxlanBOS0Nrdz09>

One Tap Mobile: 1-253-205-0468 or 1-253-215-7799

Meeting ID: 825 1339 8723

Passcode: 842901

Note: Commission member(s) may attend Meetings either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call:** Commissioner Glenda Duncan, Commissioner Candra Faulkner, Commissioner Dave Grondin, Commissioner Mary Hughes, Commissioner Jerry Morris, Commissioner Jeffrey Noonan, and Commissioner Karen Wade.
3. **Introduction of Commissioners**
4. **Also Present: Introduction of Staff Members** Parks & Recreation Manager Michael Marshall, Parks & Recreation Supervisor Shawna Figy, Town Clerk Cindy Pemberton
5. **Pledge of Allegiance**
6. **Discussion and terms of all Commission Members per Resolution 2022-1099. Divide into three (3) classes, three (3) members to serve (1) year, two (2) members to serve two (2) years and two (2) members to serve three (3) years.**
Staff Resource: Cindy Pemberton Page 5
7. **Election of Chairperson to a term of office through January 2024.** Staff Resource: Cindy Pemberton
8. **Election of Vice Chairperson to a term of office through January 2024.** Staff Resource: Cindy Pemberton
9. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from

the Consent Agenda and considered as a separate item if a member of Board requests.

a) Approval of the Minutes:

- 1) No Minutes for Approval

b) Set Next Meeting, Date and Time:

- 1) Monday, April 3, 2023 at 6:30 p.m.

10. **Special Announcements and presentations:**
 - **There are no Special Announcements or Presentations**
11. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Board from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))
12. **Discussion and Review of Best Practices, Town Code, Social Media Policy, and Resolution establishing the Parks and Recreation Commission.** Staff Resource; Cindy Pemberton
13. **Review and Discussion of Town Attorney's Do's and Dont's for Arizona Open Meeting Laws.** Staff Resource: Cindy Pemberton Page 9
14. **Review and Discussion of Parks and Recreation Commission's Mission and Division Operations Detail Overview.** Staff Resource: Mike Marshall Page 11
15. **Discussion and Direction to staff on topics to be listed on upcoming agendas.** Staff Resource: Mike Marshall
16. **Commission Informational Reports.** These reports are relative to the committee meetings that Commission members attend.
17. **Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Commissioners and public of such events and activities. The Commissioners will have no discussion, consideration, or take action on any such item, except that an individual Commissioner member may request that the item be placed on a future agenda.
18. **Adjournment**

Posted by: _____

Date/Time: _____

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Parks and Recreation Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and
Bashas on

February 28, 2023 (date) at 3:00 (time) in accordance with the statement filed by the Camp Verde Parks and
Recreation Commission with the Town Clerk

(signed) Shawna Figy, Shawna Figy, Recreation Supervisor (print name and title)

[Page intentionally left blank]



Resolution 2022 - 1099

A RESOLUTION OF THE TOWN OF CAMP VERDE, ARIZONA ESTABLISHING A PARKS AND RECREATION COMMISSION

Whereas, the Mayor and Town Council believe that a Parks and Recreation Commission will enhance the lives of the Citizens, and

Whereas, the establishment of a Parks and Recreation Commission is important in supporting parks and recreation activities, and

Whereas, creating opportunities for people to enjoy our historic western rural small-town community and our parks and recreation activities are part of that enjoyment.

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde resolve that the Town of Camp Verde hereby establishes a Parks and Recreation Commission with the following:

Vision: The Parks & Recreation commission will assist the Town Council by supporting parks and recreation in being the leader to help make Camp Verde a beautiful place to live and visit with the continued improvement of recreation programming, facilities, parks and outdoor recreation spaces contributing to community happiness, health and wellness.

Mission: "Creating opportunities for people to enjoy and get involved in our Camp Verde lifestyle by enhancing, cultivating and protecting the historic, western, rural small-town experience for people living and visiting through the Town's parks, trails, events and recreation.

Establishment: The Parks and Recreation Commission shall consist of a minimum of 5 and a maximum of seven (7) members appointed by the Town council to promote the physical fitness and mental well-being of Camp Verde citizens of all ages.

The Parks and Recreation Commission shall hold office for three (3) years from the date of their appointment, unless sooner removed by the Town Council for good cause.

Upon first appointment of the Parks and Recreation Commission of the Town, they shall, at their first meeting, divide themselves into three (3) classes, three (3) members to serve one (1) year, two (2) members to serve two (2) years, and two (2) members to serve three (3) years.

Should a Commission member resign, be removed for good cause, or for any other reason be unable to continue their duties, they shall be replaced by appointment of the Town Council to serve the remainder of that individual's term.

The Parks and Recreation commission shall meet as often as necessary to conduct their business, but not less than once each month.

The issues of Parks and Recreation, including proposals and suggestions, shall be prepared in written form, and presented to the Town Manager to be placed on the Town Council agenda to be discussed and acted upon by the Town Council.

The Parks and Recreation Commission established by the Town Council shall incur no debts nor make any purchases nor enter into any contracts binding the Town. All matters coming before this Commission involving the expenditure of money or the making of agreements or contracts shall be referred to the Town Council.

The Town Council shall have full and final authority on all Parks and Recreation issues, and no issues shall be concluded by anyone else unless so directed by the Town Council.

Purpose: The Parks & Recreation Commission shall serve at the appointment of the Town Council and shall act in an advisory capacity to the Town Council in matters pertaining to and in the advancement of sound planning and programming concerning parks and recreation as follows:

- A. Assist, and advise the Town Council through Town staff in the purchase, sale, lease or other method of acquiring or disposing of lands, structures and facilities (anything designed, built or installed to provide function or service) for current or future parks or recreation.
- B. Assist and advise the Town Council through Town staff in establishing general priorities and strategic plans related to parks and recreation.
- C. Assist and advise the Town Council through Town staff on policies, rules and regulations relating to the operation, use, care and maintenance of areas and structures owned, leased or otherwise acquired by the Town for use as parks and recreation.
- D. Assist and advise the Town Council through Town staff in developing fees and revenues, including grants, in support of parks and recreation.
- E. Assist and advise the Town Council through Town staff by advocating, educating and informing the public about parks and recreation programs, facilities, plans and needs. This will occur through public outreach and interaction to include volunteering, public speaking and otherwise assisting with Parks & Recreation outreach and education efforts.
- F. Assist and advise the Town Council through Town staff by helping with the development of long-range strategic plans to improve parks and recreation facilities and programs.
- G. Assist and advise the Town Council through Town staff by any other duties related to parks and recreation deemed necessary and requested by the Town Council.
- H. Commission members will have no authority over nor give any direction to any Town employee.

I the undersigned Dee Jenkins being the duly elected and qualified Mayor of the Town of Camp Verde, certify that the foregoing Resolution is a true, correct and accurate copy

PASSED AND ADOPTED by a majority vote of the Mayor and Common Council of the Town of Camp Verde at the Regular meeting on November 16, 2022.

Dee Jenkins
Dee Jenkins, Mayor

Attest:

Cindy Pemberton
Cindy Pemberton, Town Clerk

Approved as to form:

William Sims
Town Attorney

[Page intentionally left blank]

OPEN MEETING LAW DO'S AND DON'TS CHECKLIST

The Open Meeting Law (“OML”), *A.R.S. § 38-431 et seq.*, mandates how elected officials and staff must provide transparency and openness to the public about matters involving the public body. While the OML is a comprehensive set of laws, these “do’s” and “don’ts” provide some basics to help you understand the law and its requirements as applied to everyday situations. This is not intended to provide legal advice. Consult the Town Attorney with any specific questions or issues.

DO'S

- | | |
|--|---|
| <p><input type="checkbox"/> UNDERSTAND THE LAW'S PURPOSE
The State has dictated that public bodies must conduct their meeting openly to prevent the public body from making decisions in secret. Goal is to maximize public access and participation.</p> <p><input type="checkbox"/> KNOW WHEN THE OML APPLIES
Anytime there is a quorum of members of the Council that is meeting (gathering) and taking legal action (or discussing items that may come before it for legal action), the OML applies. It does not matter if designated as a study session or social function. Quorum = majority.</p> <p><input type="checkbox"/> KNOW WHEN THE OML APPLIES TO OTHER PUBLIC BODIES
The OML also applies to committees, boards, commissions, etc. if the entity was created by the Council and will report back to the Council.</p> <p><input type="checkbox"/> REMEMBER EXECUTIVE SESSION REQUIREMENTS
Executive session allows the Council to discuss matters privately. The minutes and discussions in executive session are <u>confidential</u>. Restrict access to executive session minutes to avoid inadvertent disclosures.</p> <p><input type="checkbox"/> ENSURE THE DISCLOSURE STATEMENT IS POSTED
The Disclosure Statement tells the public where all meeting notices will be posted. Post it at Town Hall where it is easily accessible to the public and on the Town website.</p> | <p><input type="checkbox"/> UNDERSTAND THAT MEETING NOTICES ARE REQUIRED FOR EACH MEETING.
Unlike a Disclosure Statement that is only posted once (or when changes occur), a meeting notice is required for <u>every</u> Council meeting, which is why it is included on every agenda.</p> <p><input type="checkbox"/> KNOW THAT AGENDAS REQUIRE <u>DETAIL</u>
The public has the right to attend and listen to public business at each meeting. The agenda must contain information that is reasonably necessary to inform the public of the matters to be discussed or decided. Avoid generic descriptions like “old” or “new” business without more information.</p> <p><input type="checkbox"/> FOLLOW POSTING REQUIREMENTS
The notice and agenda must be posted at least 24 hours prior to any meeting at the locations listed in the Disclosure Statement, including the Town website.</p> <p><input type="checkbox"/> TAKE PROPER MINUTES
Minutes of the meeting must contain the date, time and place of the meeting; members absent or present; a general description of the items discussed or considered; legal action; and the names of those making statements or motions; and a record of how each member voted.</p> <p><input type="checkbox"/> ASK QUESTIONS
If you are uncertain about the OML requirements, ask the Town Attorney. The Attorney General Handbook also has great information on specific topics.</p> |
|--|---|

DON'TS

- IGNORE POSTING REQUIREMENTS**
If the Town fails to post the notice or agenda on time, the meeting cannot occur. Make sure all notices and agendas are posted before the 24-hour deadline. There are very limited exceptions for emergencies (which will not commonly occur and have specific requirements if held).
- FORGET TO HAVE THE MANAGER, CLERK AND ATTORNEY REVIEW THE AGENDA**
The Town Manager, Town Clerk, and Town Attorney should review agendas prior to posting to ensure compliance with OML. More information from staff may be required to complete the agenda.
- SPEAK ABOUT MATTERS NOT ON THE AGENDA**
The Council and staff may only discuss matters properly listed on the agenda. Any discussions not on the agenda may result in an open meeting law violation.
- SPEAK IN A MEETING UNLESS REQUESTED BY COUNCIL OR STAFF**
Council may adopt its own rules of conduct and procedure. In general, the public should fill out a speaker request form, wait until recognized, and adhere to any time or manner restrictions adopted by Council. Staff and Council should listen, and not interrupt. Staff should wait to speak until addressed. Parliamentary rules and decorum are paramount.
- FORGET TO DRAFT MINUTES IN A TIMELY MANNER**
Draft minutes must be available within 3 working days after the meeting if requested by a member of the public. Approved minutes should be available within 2 working days after the meeting.
- SHARE INFORMATION FROM AN EXECUTIVE SESSION**
Executive session discussions must remain confidential and cannot be shared with other staff or the public who were not present in the executive session. Talking points may be provided on sensitive items to assist staff and Council with messaging.
- COMBINE REGULAR MINUTES WITH EXECUTIVE SESSION MINUTES**
Since executive session minutes are confidential, the Town needs to keep executive session minutes and materials apart from regular minutes to avoid accidental disclosure. The Clerk should have procedures to ensure retention and confidentiality.
- ALLOW COUNCIL MEMBERS TO TAKE HOME EXECUTIVE SESSION MATERIALS**
Any material provided in an executive session should be returned to the Town Clerk and stored with the meeting minutes.
- FORGET YOU ARE LIABLE FOR CIVIL AND CRIMINAL PENALTIES FOR DISCLOSING CONFIDENTIAL INFORMATION**
The OML outlines **individual civil penalties** for sharing minutes or discussions that were held in executive session. These penalties cannot be paid for by the Town. Disclosing confidential information may also result in a **Class 1 misdemeanor or Class 6 felony**, depending on the facts including whether the disclosure was knowing or intentional. Forfeiture of office is also possible.
- FORGET THE OML APPLIES TO STAFF**
Town staff are vital to OML compliance, not only to ensure transparency to the public but also because staff are required to follow the OML. Members of the public body must not direct staff to violate the OML. Know your role under the OML.

Camp Verde Parks & Recreation Commission

Mission Overview

The seven member Parks & Recreation Commission was created by the Town Council to provide assistance and advice on parks and recreation topics in Camp Verde to the Town Council and staff. The resolution establishing the Commission lists eight specific purpose areas (see below) for the Commission and the Town Commission ordinances establish other specific requirements.

The Resolution vision and mission tasks the commission with specific subject areas including “continued improvement of recreation programming, facilities, parks and outdoor recreation spaces” and “enhancing, cultivating and protecting the historic, western, rural small-town experience for people living and visiting through the Town’s parks, trails events and recreation”.

Astute observers will note that while the Parks & Recreation Commission is capitalized as a proper name, other mention of parks and recreation is not. The wide and varied topic areas encompass much more than responsibilities of the Camp Verde Parks & Recreation Division. These other areas include the Town Maintenance Division, the Streets Division and areas such as the Town Manager’s Office, Risk Management, Community Development and the Economic Development departments. In this context, parks and recreation is used as a topic area, not a proper name for a Town Division.

The Parks & Recreation Division is part of the Public Works Department and is responsible for recreation programming which includes planning, scheduling and operation of various recreation activities and events for the community. In other words, Parks & Rec does all the fun stuff!

The Maintenance Division is also part of Public Works and maintains and prepares the fields and buildings including construction and renovation and other Town buildings not involved with recreation like the Marshal’s Office. In cooperation and coordination with P&R they also do a lot of event set-up and logistical support.

The Streets Division of Public Works does road closure activities for some events in cooperation with the Marshal’s Office as well as work on streets and parking lots for parks in Town.

Efforts to buy, sell or dispose of Town property, build new facilities, secure funding approval and expand programming may need involvement from the Town Manager’s Office for approval or negotiations, Community Development for zoning and permits, Economic Development for grant assistance, Risk Management for insurance requirements and the Council for ultimate approval and funding.

P&R Commission Purpose from Resolution

Purpose: The Parks & Recreation Commission shall serve at the appointment of the Town Council and shall act in an advisory capacity to the Town Council in matters pertaining to and in the advancement of sound planning and programming concerning parks and recreation as follows:

- A. Assist, and advise the Town Council through Town staff in the purchase, sale, lease or other method of acquiring or disposing of lands, structures and facilities (anything designed, built or installed to provide function or service) for current or future parks or recreation.
- B. Assist and advise the Town Council through Town staff in establishing general priorities and strategic plans related to parks and recreation.

- C. Assist and advise the Town Council through Town staff on policies, rules and regulations relating to the operation, use, care and maintenance of areas and structures owned, leased or otherwise acquired by the Town for use as parks and recreation.
- D. Assist and advise the Town Council through Town staff in developing fees and revenues, including grants, in support of parks and recreation.
- E. Assist and advise the Town Council through Town staff by advocating, educating and informing the public about parks and recreation programs, facilities, plans and needs. This will occur through public outreach and interaction to include volunteering, public speaking and otherwise assisting with Parks & Recreation outreach and education efforts.
- F. Assist and advise the Town Council through Town staff by helping with the development of long-range strategic plans to improve parks and recreation facilities and programs.
- G. Assist and advise the Town Council through Town staff by any other duties related to parks and recreation deemed necessary and requested by the Town Council.
- H. Commission members will have no authority over nor give any direction to any Town employee.

Camp Verde Parks & Recreation

Division Operations Detail

The Parks & Recreation Division is responsible for recreation programming which includes planning, scheduling and operation of various recreation activities and events for the community. In other words, Parks & Rec does all the fun stuff! A separate Maintenance Division maintains and prepares the fields and buildings in cooperation and coordination with P&R.

Staffing - Parks & Recreation (P&R) has a staff of 5 full-time, recently increased from 3.75, about 30 seasonal part-time staff and a variety of short and long-term volunteers. Full-time include a Division Manager, a Recreation Supervisor who is also the Assistant Manager, a P&R Coordinator and two Recreation Leaders. Seasonal staff include a Pool Supervisor and about 18 pool staff, 5 summer day camp staff and about 6 or 7 sports officials and timer/scorekeepers. The Grasshopper Basketball program has about 15-20 volunteer coaches and we have many volunteers related to special event setup and operation. P&R staff recruits, hires and trains these part-time and seasonal staff as well as volunteers.

Operations - P&R operates several "program" areas including:

Facilities – we schedule use of 2 meeting rooms, a commercial licensed kitchen, an indoor wood-floor Basketball Gym, 4 picnic ramadas, 7 sports fields and their field lights as needed plus 4 public showers. These facilities are used by the public, partner organizations, Town staff as well as our own partner instructors and special events. The fee schedule for these are set annually by Town Council. This is an ongoing work load with seasonal increases. This area is more complicated that might appear due to fee regulations, liability concerns and appropriate use of Town facilities.

Special Events – we plan and operate seven of our own Town events during the year as well as work with partners to host their events. Town events include Corn Fest 3rd Saturday in July, Fort Verde Days 2nd weekend in October, Halloween Trunk or Treat 2-hour block party Halloween night, Turquoise Circuit Rodeo Finals Block Party 4-hour block party in conjunction with Low Places Grill the 1st Thursday in November, Christmas Craft Bazaar and Parade of Lights 2nd Saturday in December and Pecan & Wine Festival 3rd weekend in March. A new Touch-a-Truck event for children is planned for February 11, 2023. These events may have over 100 vendors and attract as many as 7,000 attendees. All Town events are free for the public to attend and vendors pay a registration fee for booth space. Planning and marketing for these events is year-round and the operation of the events is extremely labor intensive both for staff and volunteers. Staff normally work 10-14 hour days starting the day prior to large events as well as each day of the event and need multiple volunteers, upwards of 20 individuals for 100 hours of assistance. Sponsorships for special events are also solicited and managed by P&R staff. Maintenance staff erects fencing, tents, tables and chairs and deals with trash, cleaning and electrical problems at events.

Aquatics – we operate an outdoor seasonal swimming pool from May to September with open swim sessions, adult lap swim, group and individual swim lessons, children's and Masters swim team, Aqua Zumba and Water Aerobics in addition to private parties. A seasonal Pool Supervisor, 15 lifeguards and 3 cashiers operate the pool with significant logistical and planning support from the full-time staff. This support includes arranging lifeguard training and supplies, purchasing pool chemicals and safety equipment, payroll and fee collection. The Pool pumps, heaters, filters, chemical system and pool cleaning are handled by Maintenance staff.

Children's Recreation – this involves our own programs of Grasshopper Basketball and Summer Day Camp and working with partner organizations. Grasshopper is a 1st – 8th grade Co-Ed program with nearly 200 kids each year. Grasshopper is split into two seasons, fall and winter and each session needs 8 – 12 volunteer

coaches who must be recruited and successfully pass a background check by HR. Seasonal and full-time staff provide marketing, registration, planning and operation as well as game officials and timer/scorekeeper. Our American Camp Association (ACA) accredited Day Camp operates for four days per week for 8 weeks each summer with up to 45 kids per day. Seasonal camp staff provide direct camp operation with 5 seasonal camp counselors with full-time staff providing significant logistical support and operational assistance during the season. We also partner with several different youth sports organizations such as Little League, CVYF and AYSO, to provide lighted sports fields at no cost to the organizations. These organizations need extensive field scheduling including lighting as well as other support. Field mowing and other work is handled by Maintenance staff.

Adult Recreation - we provide organized leagues for Adult Co-Ed Softball and Volleyball using our staff. P&R hires umpires, produces a schedule of games, maintains records, purchases awards and Maintenance mows, stripes and otherwise prepares the outdoor fields. We also have a volunteer run free Pickleball program in our Gym three times per week. We partner with various groups and companies to provide other opportunities including soccer, flag football and basketball.

Community Recreation – we provide opportunities for people of all ages including trips to various museums, historic sites and other points of interest every other Friday plus we offer trips to Diamondbacks baseball and other sports events. P&R staff plan, market and handle registration for these trips and drive our 14-passenger shuttle bus on these all-day trips on Fridays. P&R staff or Town volunteers chaperone trips to Diamondback games using contract bus drivers and school buses from Camp Verde Unified School District (CVUSD).

Program Operation – For all the above programs, as mentioned, P&R full-time staff creates the concepts, develops the detailed operational plans, registration set-up, markets the programs, registers and processes the participants, recruits, trains and schedules needed volunteers and staff, sets up the spaces and fields, operates the actual event or program and tears down the equipment while coordinating with partners and other involved groups.

All programs are heavily analyzed for improvements and changes based on information learned from our own experience, public and vendor feedback as well as national standards and information learned from other P&R Departments, local and state-wide. Almost all programs and events have a summary report and list of improvement for next year after completion.

Marketing is done by P&R staff through our Town websites, press releases, social media like Facebook, paid radio and newspaper advertising, fliers, banners and our marquee sign outside the office. Registration is handled in person, by email and by mail with paper forms as well as on-line with our contract registration software and soon an on-line event management software. Registration set-up includes creating electronic and paper forms, processing and tracking registrations and maintaining communications with registrants about status and requirements.

Volunteers are recruited and scheduled using links on our website and on Facebook to our volunteer management software shared with the Library and HR. P&R staff sets up volunteer opportunities in the software and handles scheduling, training, direction and recognition.

Detailed physical layouts and schedules are prepared for special events for vendors, partners and contractors. P&R staff typically work very long days immediately prior to and during events providing direction to Maintenance staff on details for fencing set-up, coordinating with contractors for trash, hand wash, tent canopies and other event support needs. P&R staff plan and mark the layout for vendors, contractors and other operation needs, prepare entry information booths, signage, flags and banners as well as vendor check-in and support. During events staff provides information, support, direction and troubleshooting for the

public, vendors, staff and volunteers as well as operating the various activities such as Adventure Zone, Pecan Pie and Salsa contests and parades.

Detailed written policies and procedures have been developed to guide staff in their operations with an emphasis on customer service and results for the participants. The policies for summer camp in particular are required to meet the certification requirements ACA and a common system is used throughout P&R operations including the Pool. Emergency Action Plans are developed for all events and programs detailing preventative and also reactive plans in the event of an emergency.

P&R staff monitor, track and approve budget expenses, receipt user fees from the Pool, Grasshopper, event vendors and others in addition to preparing updated requests for the annual budget to Council. Grant research, application and management are a priority for staff to be able to expand programs. Recent grants include \$485,475 to replace field lights at Butler Park, \$15,900 for a new event area at the Pool, \$6,670 for benches and \$10,000 for trees at the Sports Complex. Sponsorship and donations for events and programs are solicited and managed from Yavapai College, SRP, Larry Green Chevrolet, Kiwanis Club of Camp Verde, Quintus as well as private individuals and groups.

A significant amount of time is spent in liaison or coordination with other Town departments, local non-profits and partners, area organizations and governments involving P&R topics. P&R staff meet with community groups and individuals to share information and manage concerns and complaints. Some examples include meeting with library staff for summer camp planning, Fort Verde State Historic Park staff regarding numerous events, Verde Lakes Recreation Corporation, Camp Verde Recreation Association, Verde Front Leadership working groups, and Arizona Parks & Recreation Association (APRA) working groups. We are involved with Public Works and Maintenance regarding Capital Improvement Plan (CIP) projects and maintenance of parks and recreation facilities. Staff regularly attend Town Council meetings and workshops.

All these programs and more are provided by a dedicated team of Parks & Recreation professionals who are constantly working to improve our programs and themselves. Our staff are members of the Arizona Parks & Recreation Association and take advantage of education and networking opportunities through them including an annual conference, certification classes and ongoing in-person and Zoom interest area meetings and training. Two staff are Certified Park and Recreation Professionals with education and experience requirements and must pass a proctored test. One is a Certified Youth Sports Administrator and another is working toward this certification from the National Association of Youth Sports Administrators. Two staff are either Certified Pool Operator or Aquatic Facility Operator. All of these certifications have initial testing and continuing education requirements. Full-time and seasonal camp staff are trained in First Aid and CPR each year as well as the Lifeguards at the pool. Whenever possible our programs and events follow national standards or best practices as demonstrable verification for policies and practices and we frequently compare our operations to both local and statewide comparable programs.

Challenges, Future Plans and Opportunities – Plans for the interaction with the Parks & Recreation Commission are very fluid and still under development at this time. As the Commission comes into being and finds it's direction the details and direction will become clearer. P&R hopes that the Commission can assist us in a few ways initially:

- **Improve public input:** We hope the Commission can get more public input for P&R topics for both strategic planning and policy development as well as specifics about programs through both public meeting and interaction with the public at our events and everyday life in order to improve our programs for the public.

- **Provide additional guidance:** Act as an interested, informed, diverse group familiar with Parks & Recreation to listen to our ideas and provide feedback for plans moving forward, again, often with additional public input. There are currently a few topics that P&R has in mind for this.
- **Assist with strategic and policy planning:** Gather information from P&R staff, the public and their own knowledge to help craft a direction on select topics for recommendation to the Town Council to guide or validate P&R decisions.

Precedence, capacity and sustainability for P&R staff are significant issues and concerns. The Commission members need to be aware that there are limited staff resources, especially around actual operation of programs and events compared to planning and logistics. The public wants and P&R strives to provide something special for everyone and at many different times and locations. However, staff cannot be available 7 days per week and 52 weeks per year. A suggestion for a great idea that takes “only a few hours for something today” can rapidly turn into twice that many hours and staff every week which is not a sustainable model.