

**DOUGLAS CITY COUNCIL  
REGULAR MEETING MINUTES  
ADDENDUM AGENDA  
SEPTEMBER 8, 2010**

**1. DISCUSSION/DECISION ON APPROVAL OF JOB DESCRIPTIONS AND TO AUTHORIZE STAFF TO BEGIN RECRUITMENT EFFORTS FOR THE DOUGLAS MUNICIPAL GOLF COURSE.**

Curtis Shook explained that during the special September 1, 2010, meeting, council's direction was for city administration to move towards public management of the Clubhouse with the hiring of a PGA Pro and the hiring of various bar and waitressing staff. The job descriptions for the positions were presented to council for approval in order to move forward.

**Motion** by Council Member Shelton, **second** by Council Member Huish to approve the job descriptions and authorize staff to begin recruitment efforts for the Douglas Municipal Golf Course.

Council Member Huish inquired if the item would help resolve the problem involving the faction, which had attempted to disrupt the normal golf course operations for many years.

Curtis Shook hopes the issue is addressed through the neutral competence of a Golf Pro, the continued support of the mayor and council, and through moving the golf course forward and away from its past. The quality of the golf course might be enhanced by moving the city forward with new players and new people visiting the golf course.

Council Member Shelton stated a professional was needed at the golf course in order to move forward and in order for lessons to be offered to all age groups, adding that the golf course was moving towards self-sustainability and he is in favor of the action.

Mayor Gomez commented his concern dealt with bar theft. He further inquired how inventory would be taken since the use of software had been previously mentioned and requested information pertaining to the background check process for bartenders.

Curtis Shook stated that the manager, the supervisor, or the Golf Professional of the facility would have to be certified and fingerprinted. The bar staff would have to go through the state's bartending certification, but it would also be a city requirement. Additionally, the city's liquor attorney offered to send staff to conduct the training in Douglas.

Mayor Gomez inquired if background checks would be required.

In response, Curtis Shook agreed and explained that the city would pursue the hiring and conduct background checks along with reference checks. The city wants an experienced and honest staff with good references, but one that also fits with the concept of being customer service oriented and dedicated to serving the people that will be going out to the facility.

Mayor Gomez inquired if the PGA Professional would be checking on the bartenders and expressed concern pertaining to liquor inventory.

Curtis Shook stated the current concessionaire had agreed to stay during the transition and a liquor inventory system was in place that the city would be taking it over to address liquor inventory. Training would be provided by the current concessionaire and the golf manager would be overseeing all aspects of the operation.

Council Member Fernandez commented that although the city had a moneymaking entity losing money for many years, the city was now moving in the right direction. The involvement of the Finance Director was suggested as a way to develop a checking system.

Curtis Shook agreed.

Council Member Fernandez congratulated Curtis Shook on a job well done.

Council Member Lindemann commended Victoria Yarbrough, City Librarian, and Ana Urquijo, Human Resources, for their efforts. He stated the golf course quality would be raised due to the GPA Professional, is in favor of the issue and believes it is a great opportunity.

Council Member Morales stated that it would be a good opportunity and suggested moving forward.

Council Member Shelton requested the number of interested candidates that might be available.

Victoria Yarbrough stated that if the city moved forward she would be able to provide the information in the future. She has been in contact with Bill Keys, Career Links Regional Manager, and has reviewed sample candidate notices, which are ready to be issued pending council's approval. The process would take approximately eight to ten weeks.

Council Member Shelton commented that people in Minnesota or Michigan Universities might be interested.

Victoria Yarbrough stated there were approximately twenty universities in the country offering the program.

Council Member Huish inquired what the extent of the GPA Professional's training would be and if Agronomy classes were taken since, there were serious issues at the golf course that needed to be addressed in order to bring the golf course to a higher standard.

Victoria Yarbrough informed the council that a program graduate would be certified to run every aspect of a golf course and would have interned at very high-ranking courses throughout their college career.

Curtis Shook stated that a PGA Professional had the PGA and the Arizona Golf Association as a support system and if a problem could not be resolved, a professional request could be made for support.

Roll Call: All members voted in favor. **MOTION PASSED**

**7. DISCUSSION/DECISION ON CONSENT AGENDA ITEMS:**

**A. EXPENDITURES FOR THE MONTH OF AUGUST 2010, TOTALING \$2,777,875.08.**

**Motion** by Council Member Morales, **second** by Council Member Lindemann to approve the consent agenda items, including item – A, expenditures for the month of August 2010, totaling \$2,777,875.08.

Roll Call: All members voted in favor. **MOTION PASSED**

**13. MAYOR'S REPORT.**

• **2010 ARIZONA LEAGUE OF CITIES AND TOWNS CONFERENCE.**

Consent agenda item in opposition of efforts to extend the moratorium of impact fees beyond three years.

Resolution proposed by the Arizona League of Cities and Towns to support a reasonable reform to the State Revenue System.

**Prepared By:**

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**Brenda Aguilar**  
**City Clerk**