



CITY OF SURPRISE
Parks and Recreation Services Advisory Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Monday, January 27, 2020 @ 6:00 PM
SURPRISE SENIOR CENTER
15832 NORTH HOLLYHOCK STREET

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Parks and Recreation Advisory Commission

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|---|
| 1. | Citywide | Consideration and action to approve minutes from October 28, 2019. | None |
| | | | Donna Miller
Parks and
Recreation |
| 2. | Citywide | Update on relocation of Gaines Ball Field project | Donna Miller
Parks and
Recreation |
| 3. | Citywide | Consideration and action to recommend updated aquatic admission fees to council. | None |
| | | | Donna Miller
Parks and
Recreation |
| 4. | Citywide | Consideration and action pertaining to approval of nominees for the 2019 Surprise Recreation Campus Hall of Fame. | None |
| | | | Donna Miller
Parks and
Recreation |

5. Citywide Consideration and action pertaining to future agenda items. Donna Miller
Parks and
Recreation

G. Other Business and Future Agenda Items

H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: January 21, 2020 at 10:55 AM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Parks and Recreation Services Advisory
Commission Meeting

Council Meeting Date: January 27, 2020
Submitting Department: City Clerk
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Parks and Recreation Services Advisory
Commission Meeting

Council Meeting Date: January 27, 2020
Submitting Department: Parks and Recreation
Staff Recommendations: None

Contact Person: Donna Miller, DIRECTOR - CRS
District: Citywide

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action to approve minutes from October 28, 2019.

Motion:

Motion to approve minutes from October 28, 2019 Parks and Recreation Advisory Commission meeting.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 10-28-19 Parks and Recreation Advisory Commission Meeting Minutes DRAFT
-

**CITY OF SURPRISE
PARKS AND RECREATION ADVISORY COMMISSION**

Meeting Minutes

October 28, 2019 / 6:00 PM

**Surprise City Hall – Community Room
16000 North Civic Center Plaza
SURPRISE, ARIZONA 85374**

CALL TO ORDER

A. Roll Call

Parks and Recreation Advisory Commission Members: Wayne Turner (Chair), Ron Jensen (Vice Chair), Charlie Woodland, Steven Berwald, Raymond Grim, Bill Pupo
Absent: Mark Brown (excused)

City Staff: Donna Miller, Paul Frie and Marla Babb

B. Pledge of Allegiance

C. Current Events Reports:

Wayne Turner - Was unable to attend the Fiesta Event but did hear good things about the event and understands the location but also heard comments from residents that don't like the parking situation for the event. Wayne is concerned about parking in the future, since we are losing the parking lot that the public parks in due to relocation of the Gaines Ball Field. The event had approximately 9,000 people and not everyone used the shuttle. The event is a source of pride for original town site, however Mark Coronado Park was fenced for events such as this, the event could grow in this location and be controlled.

Charlie Woodland: Patrons are parking at Rio Salado Community College and being shuttled over for Fiesta Event. Charlie also commented on possible lack of parking along Bullard for spring training since Rangers facility has been built.

D. Staff Reports: Paul Frie, Assistant Director

Updates

- Currently recruiting for Administrative Specialist for the department, interviews being held this week and next.
- Tennis comparison evening participation with new lit courts – 100 or so more participants in evening compared to 1st quarter last year. Keep in mind lights didn't come on until mid – late July and this fall was warmer than last year.
- Ottawa Recreation Center – programming is being planned for January. Will be in the Winter/Spring Recreation Times.

Past/Current and upcoming activities

- Family Fun Day for 186 soccer and flag football teams on Saturday, October 26 at the Surprise Rec. Campus. Players and coaches all received a FREE bag of kettle corn after their game. The Cardinals mascot **Big Red** came out to visit our teams from 9-10am. Festivities included face painters, balloon artists and seven bounce houses.
- Special Olympics Swim competed in their Area Games on September 14th. The team events earned two gold medals and one 4th place award. The athletes who competed in the individual events earned a total of six gold medals, five silver medals, seven bronze, five 4th place awards, and two 6th place awards.
- Sundays in the Park resumed on September 15 with approximately 2,300 in attendance with live music by the band *Lane Change*. Sundays in the Park Food Truck Festival on October 20 had just over 5,000.
- A teen bubble soccer tournament was held at Mark Coronado Park on September 21 with 40 participants.
- Movie in the Park featuring "Wonder Park" was held on September 28 with approximately 1,200 in attendance at Mark Coronado Park.
- This fall 27 teams are using the Surprise Tennis and Racquet Complex as their home courts, along with OUAZ Men's and Women's Teams.
- Staff implemented a new USA Quick Ball program which introduces youth to the game of baseball in a new innovative format.
- Surprise Fiesta Grande was held on October 12 in Original Town Site from 5-9pm – just under 9,000 visitors, over 70 cars in car show. Staff still compiling information and patron evaluations for final report. We know we need to address parking next year since we will lose parking area once ball field relocation is complete. Looking at old RV park area possible temporary event parking.
- Adaptive Family Fall Fest on October 26 from 5:30-7:30pm at Sierra Montana Rec Center 36 participants
- The Parks and Recreation Department hosted Laser Tag area during GAIN NIGHT event on October 26 at Mark Coronado Park.

Upcoming:

- Adaptive Family Fishing Derby – Nov 2nd
- Veterans Day – Monday, Nov 11th – Breakfast 7:30 am, Veterans Reflection Circle Ribbon cutting 8 am. Parade 10 am
- Fall youth baseball, softball, tee-ball and volleyball season kicks off this Saturday, Nov. 2 with over 1,900 participants on 180 teams. Teams will play a total of 720 games November 2-Dec. 14.
- Food Truck Fest – November 17th – 12 – 4 pm and Dec 15th 4-8 pm
- Surprise Party Dec 6th and 7th

Maintenance: Significant work completed at Community Dog park

- New fence with bottom rail added – fence line was moved enlarging small dog area.
- Amended irrigation stations to provide proper layout
- Trees thinned to help with turf thinning issues – some sissoos removed /damage to concrete

- Doggie stations amended to improve aesthetic and functionality.
- Added sod

CALL TO THE PUBLIC

John Yeager:

City of Surprise goes well beyond what is needed for ADA accessibility and is a wonderful place to live. I would like to see a wheelchair swing for all ages incorporated near Dreamcatcher Park, the Surprise Community Park or in a Surprise park. Mr. Yeager provided a handout with details and website on the swing.

Margaret Lieu:

Margaret is the Chair of the Arts Commission, however as a resident she would like to provide feedback for the Fiesta Grande Event. The stage with the mariachis in front of the business vendors was nice, as well as the business vendor area, however the business vendors or art area could not hear anything due to the mariachi stage. Would like to see one of those placed in a different location. She warns against moving the event from the Original Town Site as that area does not have many events. Would like to see more cultural elements added to the event so that there is more of a “Fiesta” feel to the event, maybe work with the arts commission or with area groups to elevate the event.

CONSENT AGENDA

- E. Approval of items on the Consent Agenda
No items were identified as consent agenda items.

REGULAR AGENDA ITEMS – NON PUBLIC HEARING

Item 1 – Citywide – Consideration and action to approve minutes from October 28, 2019.

Commission Member: Charlie Woodland made a motion to approve the minutes of the August 26, 2019 Commission meeting. Ron Jensen seconded the motion, 6 yes votes. Passed.

Item 2 – Internal – Discussion, consideration and action on setting future Parks and Recreation Advisory Commission regular meeting dates for 2020.

Commission Member: Steve Berwald made a motion to set the 2020 Parks and Recreation Advisory Commission meetings for **Jan 27, April 27, Aug 24, and Oct. 26**. Ray Grimm seconded the motion, 6 yes votes. Passed

Item 3 – Citywide – Update on Recreation Projects

Director Donna Miller presented a PowerPoint and provided an update on recreation projects. Project Updates were on: Asante Library, Shade Projects and Gaines Youth Baseball Field relocation.

The Asante library will be complete in December and grand opening will be Saturday, February 1st @ 10 am. Shade projects are scheduled for Community Park playground and Marley Park Splash pad.

Design consultant has been hired to complete design for relocating Gaines Ball field. There will be a special meeting in the original town site once 30% design is complete.

Charlie Woodland inquired about the Gaines family in regards to the project. Assistant Director Paul Frie reported that staff met with Jerry Gaines to provide an update on schedule and suggestions for a dedication and monument with information on his father Floyd Gaines. Director Miller also mentioned that historic pictures of the field will be displayed at the new community center in at the new Heritage at Surprise housing development.

Item 4 – Consideration and action regarding Library hours.

Director Donna Miller provided a PowerPoint on Hollyhock and Asante Library hours.

Hollyhock Library Hours:

- 6 months of expenses approved by city council Oct 1st
- New hours to go into effect January 2020.
- Will provide more access to resources and programming.
- Staff will monitor attendance reports and plan to submit budget package during the FY21 budget process to continue the hours.
- Current Hours (18hrs per week)
 - Tues and Thurs. 1-7pm
 - Saturday 9 am -3pm
- Proposed Hours (36hrs per week)
 - Mon –Tues. 1 – 7pm
 - Wed – Fri 11am – 5pm
 - Sat 9am – 3pm

Proposed hours are based on library staff recommendations after receiving input from Hollyhock library users as well as best practice to maximize hours for programming and usage.

Asante Library Hours:

- Proposed Hours (48hrs per week)
 - Mon – Wed 10 - 7pm
 - Thurs – Sat 10 am - 5pm
- Asante Library Grand Opening, Saturday, February 1, 2020

Discussion:

Bill Pupo: What does it cost per hour to run Hollyhock Library? What does this cost include? Would like to see the financial numbers, it is important to have fairness and parity between all the libraries. Factors that should be examined: staffing levels, collection, youth and education.

Director Miller: I don't have the hourly cost for each library I can definitely get that information to you. Keep in mind the three libraries are very different in square footage, capacity, collection size, staffing and programs.

The current hours suggested, do not include hours on Sunday, what is the strategy there?

Director Miller: The recommendations were provided by Maricopa County Library District, Sunday is not predominately a big traffic day for libraries.

What is the census count in the area of Hollyhock Library for K-12? For those that live south of Grand Ave; is Grand Ave a barrier for the library?

Director Miller: I don't have census count for the original town site with me today but I can get that information. I have heard from residents that state Grand Ave can be a barrier.

Bill Pupo: I know the Friends of the Library have provided funding for additional hours for Hollyhock Library, which is very much appreciated however I do not feel that it is their responsibility to provide this funding, this should come from the city.

Ray Grimm: Hollyhock Library: I believe library hours M - TH, should be open to 7pm, so it would be consistent. How will the city market the new hours of Hollyhock Library to the public?

Director Miller: social media, at events (such as Fiesta Grande) the school district will be notified, press releases, collateral with new hours will be printed and distributed.

Charlie Woodland: What is the senior traffic at Hollyhock Library? Suggestion shows no morning hours, perhaps that is a time senior would like.

Director Miller: The new hours will be monitored and based on feedback from the users, if they need to be adjusted, we can bring them back to the commission.

Steve Berwald: Did current library staff track hours of use by the public and is that what they are basing their recommendations on?

Director Miller: Library staff asked for feedback from users on what hours they prefer. The County operates a number of libraries in the valley and have recommendations based on maximizing the hours for programming and user requests.

Director Miller: Asante Library slide

Asante Library is slated to be open 48 hours. Times posted on the slide are similar to Goodyear Library which is the same size. Goodyear now has increased their hours to include Sunday.

Wayne Turner: Comment that Asante may need hours on Sunday in the future.

Ray Grimm, I move that the Hollyhock Library hours be Monday through Thursday 1-7pm, Fri. 11am - 5pm, Sat 9am - 3pm. And Asante Library, Mon – Wed 10am - 7pm, Thurs – Sat 10am - 5pm. Charlie Woodland, second the motion. Vote, 5-1 (Steve Berwald opposed).

Call to the public:

Skip Hall: I am interested in the cost per operating hour and comparing the three libraries. I understand it would be fixed costs. This could make a difference in increasing hours or staff.

Alyson Cline:

I am the President of Friends of the Surprise Libraries. Thank you for adding hours to Hollyhock Library. The area around Hollyhock Library is the most underserved area of the City of Surprise. The Friends of the Library donated \$15,000 last year so that Hollyhock Library could be open on Saturdays until 5pm. This was done in hopes that kids could do their homework and have access to the internet. Councilman Remley helped to get the library opened on Saturdays and Maricopa County accommodated. Regarding additional hours, kids need to be able to have access during the week, after 5pm to do their homework and have internet access (most do not have in their homes), so they would then access this from the library. This would be a huge benefit to the community.

Item 5 –Citywide- Parks and Recreation Master Plan update

Director Donna Miller provided a PowerPoint and overview of the Parks and Recreation Master Plan that was approved by Parks and Recreation Commission and City Council in 2015.

Bill Pupo: Does the city Planning and Zoning Department support the Parks and Recreation Master Plan?

Director Miller: Yes, in fact maps from the Parks and Recreation Master Plan are incorporated in the General Plan. The General Plan and the Master Plan were being updated at the same time, which provided the opportunity for them to support one another.

Ray Grimm: The presentation said there is currently no open space in Surprise, what does that mean?

Director Miller: Surprise city limits really do not have much open space but there are opportunities to partner with entities. These include White Tanks, the McMicken Dam area, wildlife corridors, CAP, and Bradshaw Mountains. These areas are owned by other entities, and most are outside current city limits. Partnering to utilize the area for future recreation and conservation purposes such as trailheads and hiking trails, picnic areas.

Bill Pupo: Rancho Mercado Park donation is smaller than originally planned and if not donated to the city will it become commercial?

Director Miller: No it will not. Staff is working with the developer on a plan for the park.

Ray Grimm: the Master Plan is showing park land listed on the map, where in the city is this?

Director Miller: It is not specific; it is just specifying it would be a good general area for park land.

Bill Pupo: Are these city parks or HOA parks. A city park and an HOA park are not equal. There is talk about HOA pools being built rather than city pools, an HOA pool is not comparable to a city aquatic center. Are the parks that developers are donating drainage swells? In my opinion those are not worth it, the city should be investing in good property for parks use.

Donna: The potential developed parks identified in the master plan are city operated parks.

Call to the Public:

Andy Cepon: I am extremely disappointed, there is no park south of Grand Ave. In the past the city had 5 to 6 dog parks planned, there was a plan for one in Marley Park and Asante Park. We are 5 to 6 dog parks behind now. I know pools and splash pads are needed but we are far behind in dog parks. Previous master plan had more dog parks listed. Dog Park is an inexpensive amenity. Peoria has dog parks at Sunnyslope, Parkridge, Alta Vista, Scotland and Pioneer Park for 168,000 people. In Calgary there are 15 dog parks per 100,000 people. National Parks and Recreation 2015, dog parks are the fastest growing segment in city parks, an increase of 34%. In 2018 there was a 40% increase in dog parks.

Item 6 – Citywide – Presentation and discussion related to the preliminary FY 2021 Parks and Recreation Department budget process.

Director Miller provided a power point for this item.

Bill Pupo: What is the issue with part time staff pay?

Director Miller: We are having a hard time hiring staff for minimum wage when other places are paying more. There is also an issue with compression in pay rates, some of the part time position pay, are getting close to starting full time hourly pay. Staff is working with HR on a plan.

Steve Berwald: The lights on the old pickleball courts need to be replaced, how can we add that as a budget package? Surprise Pickleball Association is willing to kick in money. The lighting on those courts is horrible and we are losing tournaments due to them.

Director Miller: They would be an asset replacement item and I am not sure what year they are scheduled for replacement. Typically items that are critical or safety related are prioritized first.

Bill Pupo: Recreation amenities remain the same since 2003, Dick McComb Park was the last amenities added. The MAG lists the City of Surprise growth to be 650K, Maricopa County is to increase by 4 million, and other cities have positioned themselves with regional parks and preparing. Recently, the Arizona Republic, said Surprise keeping with reputation as an older city by having apartments for 55+. How are we going to attract young families when recreation amenities are not being added or funded? I would like the City Manager or the CFO to come to a future meeting and discuss future budgeting in regards to recreation and planning. I would like to know how much the city is carrying in reserves and considerations to address recreational needs. Recreation was cut out of the last bond but recreation amenities are still needed. How is the city going to be diverse? How is

the city going to support or fund the master plan? Buckeye and Goodyear have done a good job preparing. Developers will continue to turn land into money. I am not criticizing, but I would like to know what direction the city is going. The city needs to be inclusive and diverse, conversation should be going on now or we are going to be behind.

Item 7. Citywide- Consideration and action pertaining to future agenda items.

Budget information and possible discussion on how to fund future parks and recreation needs.

Discussion regarding accessible swing.

Hall of Fame inductees

OTHER BUSINESS

Other Business and Future Agenda Items

ADJOURNMENT

Charlie Woodland made a motion to adjourn the meeting; Ron Jensen seconded it, 6 yes votes.
Motion carried.

ATTEST:

Donna Miller, Director
Parks & Recreation

CERTIFICATION:

I, Marla Babb, Recreation Division Manager for the City of Surprise Parks and Recreation Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Parks & Recreation Advisory Commission meeting held on August 26, 2019.

Marla Babb, Recreation Division Manager



CITY OF SURPRISE
Parks and Recreation Services Advisory
Commission Meeting

Council Meeting Date: January 27, 2020
Submitting Department: Parks and Recreation
Staff Recommendations:

Contact Person: Donna Miller, DIRECTOR - CRS
District: Citywide

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Update on relocation of Gaines Ball Field project

Motion:

Update only

Background:

The Parks and Recreation Department along with design consultant Dig Studio will provide a status update and preliminary design for the relocation of Gaines Ball Field project.

Objective Analysis:

This item is informational only.

Policy Compliant:

This item is informational only and it compliant with city and council policy.

Financial Impact:

This item is informational only and no action is being considered.

Budget Impact:

This item is informational only and no action is being considered.

FTE Impact:

No FTE impact.

ATTACHMENTS:

1. Gaines Park Youth Ball Field update
-



GAINES PARK YOUTH BALL FIELD RELOCATION

City of Surprise Parks and Recreation Department
January 27, 2020



AGENDA

- Field Layout
- East Parking Lot Addition
- Character Illustrations
- Restroom Design
- Field Lighting
- Estimated schedule



SITE PLAN



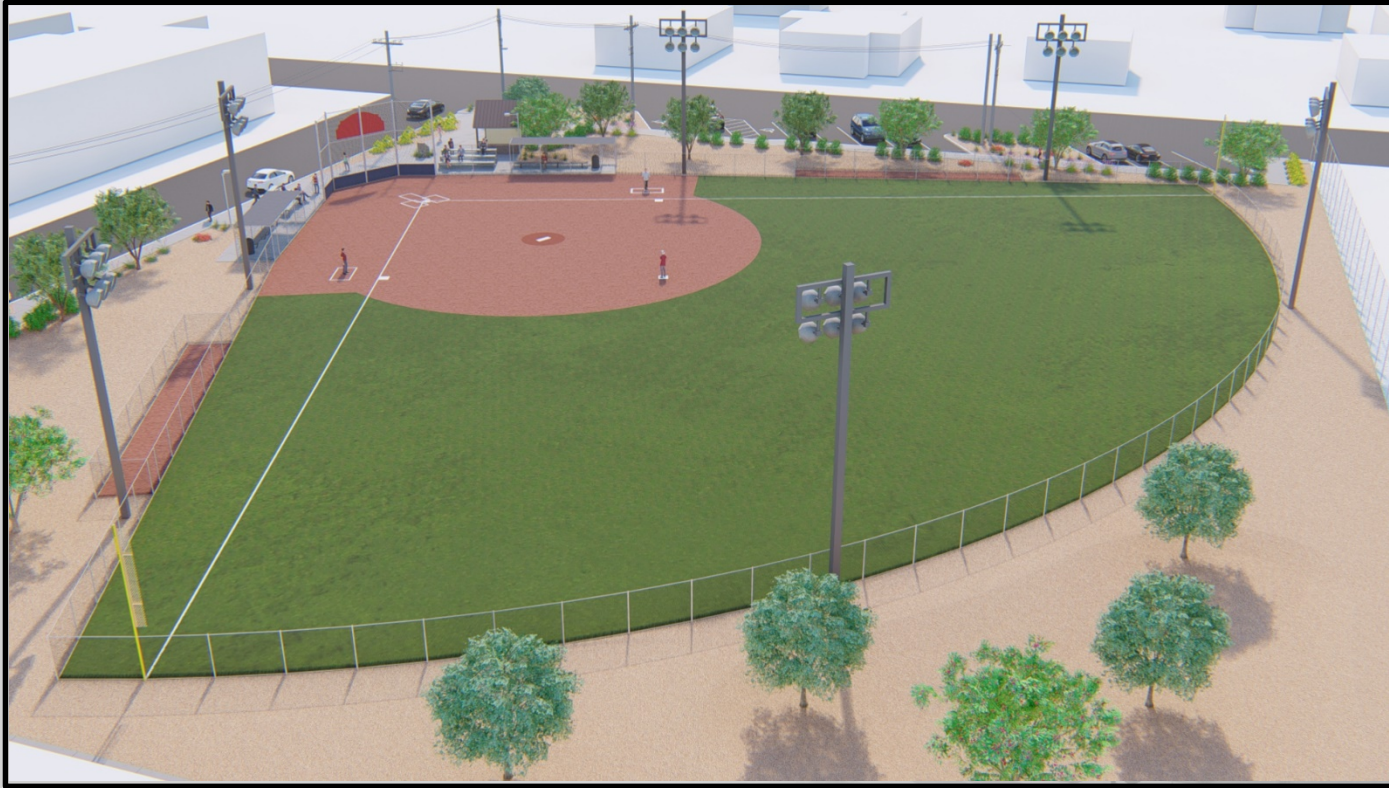
ILLUSTRATIONS



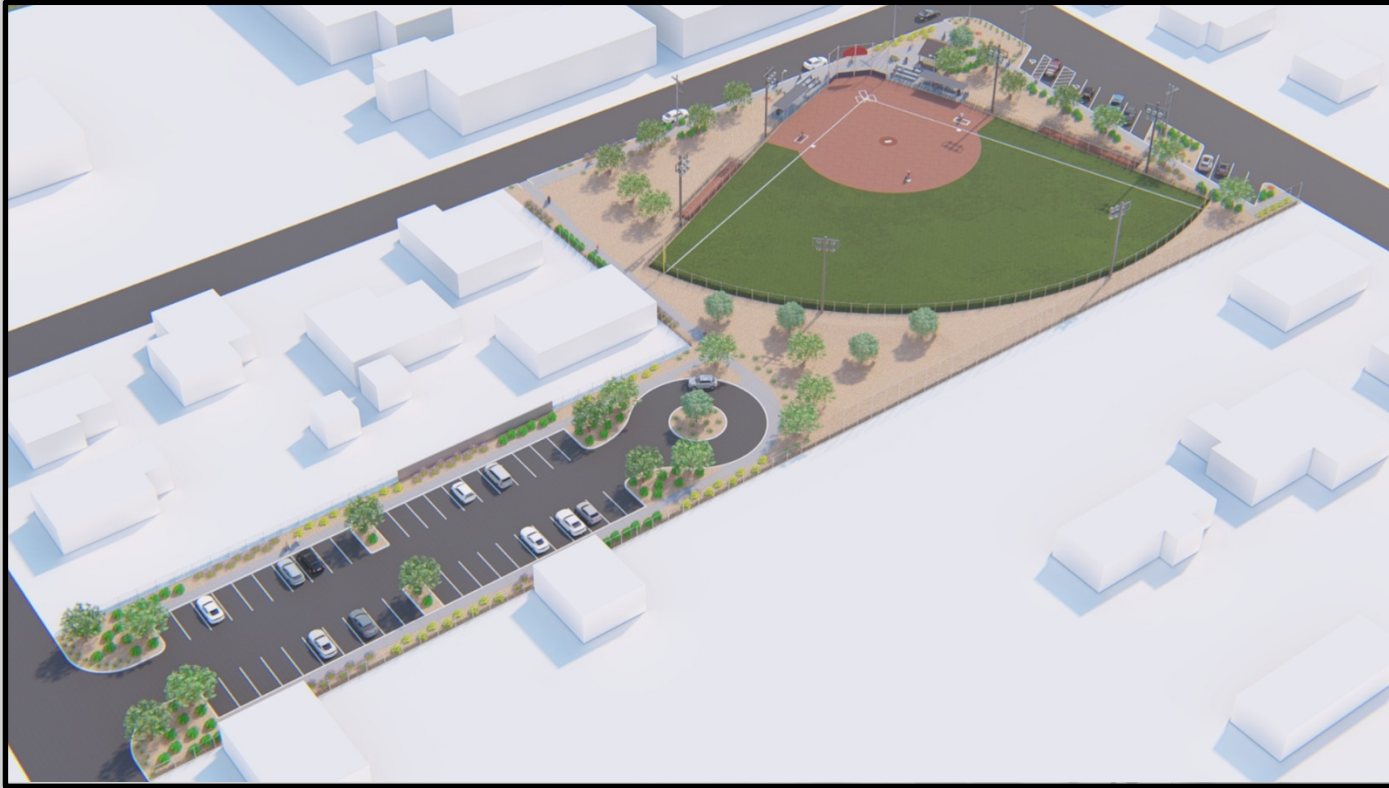
ILLUSTRATIONS



ILLUSTRATIONS



ILLUSTRATIONS



ILLUSTRATIONS



ILLUSTRATIONS



ILLUSTRATIONS



ILLUSTRATIONS



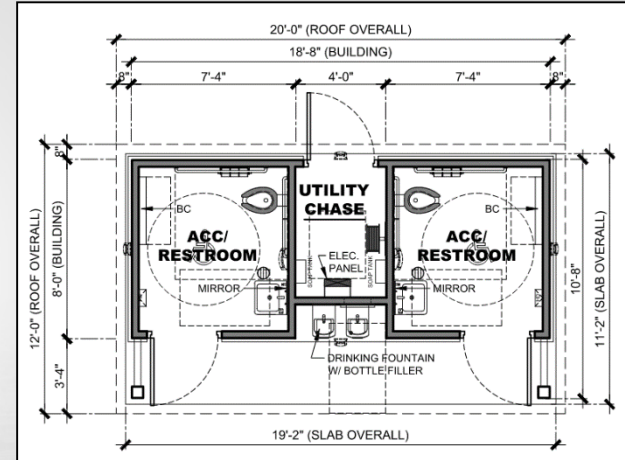
ILLUSTRATIONS



ILLUSTRATIONS



RESTROOM



PREFABRICATED RESTROOM
(2) ALL-ACCESS INDIVIDUAL RESTROOMS
CRAFTSMAN ARCHITECTURAL DESIGN

FIELD LIGHTING

LED LIGHTING



METAL HALIDE



FIELD LIGHTING



LED LIGHTING

Proud Sponsor



FIELD LIGHTING



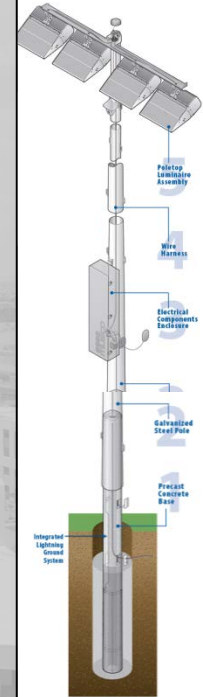
Two Light Source Options



TLC for LED
Total Light Control



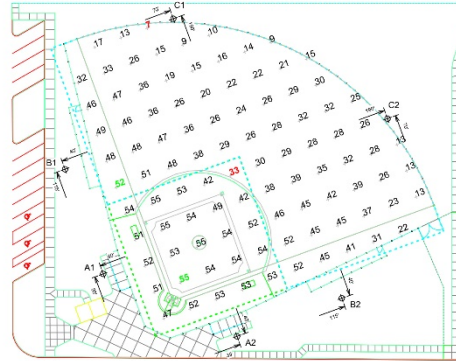
Green Generation • Lighting.
Metal Halide Light Source



FIELD LIGHTING

LED PHOTOMETRICS

ST	LOCATION	STY	SIZE	BLANKET	REQUIRE	TYPE	QUANTITY	UNIT	REMARKS
1	01	40'	-	-	50'	TLC-LD-400	1	0	
					50'	TLC-LD-1000	3	0	
					15.5	TLC-LD-100	1	0	
1	B2	40'	-	-	50'	TLC-LD-400	1	0	
					50'	TLC-LD-1000	3	0	
					15.5	TLC-LD-100	1	0	
1	C1	40'	-	-	50'	TLC-LD-400	1	0	
					50'	TLC-LD-1000	3	0	
					15.5	TLC-LD-100	1	0	
1	C2	40'	-	-	50'	TLC-LD-400	2	0	
					50'	TLC-LD-1000	1	0	
					15.5	TLC-LD-100	1	0	
6	TOTAL						21	0	



SCALE IN FEET 1:50

ENGINEERED DESIGN By: Vashon Alexander • File #15995894 • 17-Jan-20

Gaines Park Relocation

Surprise, AZ

Name: Softball
Size: 200' x 200' / 200' x 200' / 200' x 200'
Spring: 20.0' x 20.0'
Height: 3.0' above grade

ILLUMINATION SUMMARY

MINIMUM ILLUMINANCE REQUIREMENTS

Indoor Outdoor

Scan Average: 31.33 30.66

Maximum: 55 52

Minimum: 23 7

Max / Min: 1.44 7.24

IES (adjacent ft): 1.28 2.35

IES: 0.77

No. of Points: 25 75

Color / CRI: 4500K - 75 CRI

Luminaire Output: 46,035 / 98,704 / 64,544 / 134,640 / 51,480 lumens

No. of Luminaires: 23

Total Load: 18.62 kW

Luminaire Type: 160 Tps 160 Tps 160 Tps

TLC-LD-400 -461,000 -461,000 -461,000

TLC-LD-1000 -461,000 -461,000 -461,000

TLC-LD-100 -461,000 -461,000 -461,000

TLC-LD-1000 -461,000 -461,000 -461,000

TLC-LD-100 -461,000 -461,000 -461,000

TLC-LD-1000 -461,000 -461,000 -461,000

Reported per 10-11-13 per luminaires described by design.

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco

Venue documents and includes a 0.9% dim deprecation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-32.

Electrical System Requirements: Refer to Average Draw Chart and/or the "Music Control System Summary" for electrical wiring.

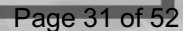
Installation Requirements: Results assume a 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Not to be reproduced in whole or part without the written consent of Musco Lighting, LLC. © 2015. All Rights Reserved. File #15995894

ILLUMINATION SUMMARY

METAL HALIDE PHOTOMETRICS





ESTIMATED SCHEDULE

Design

October-April

**Construction
Bidding Phase**

May-July

Construction

August-December



SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

Thank You



CITY OF SURPRISE
Parks and Recreation Services Advisory
Commission Meeting

Council Meeting Date: January 27, 2020
Submitting Department: Parks and Recreation
Staff Recommendations: None

Contact Person: Donna Miller, DIRECTOR - CRS
District: Citywide

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action to recommend updated aquatic admission fees to council.

Motion:

I move to approve and recommend to council the updated aquatic admission fees.

Background:

The Community and Recreation Services Department collects various fees for recreation programs, services, and rentals. Last year the Parks and Recreation Department created a Standard Operating Procedure for Fees to formalize the Parks and Recreation Pricing Model and identify other pricing considerations. Admission fees must follow municipal public notice requirements per Arizona Revised Statutes A.R.S. 9-499.15 (F). The Parks and Recreation Department list fees that are subject to municipal public notice requirements on the Comprehensive Citywide Fee Schedule.

Objective Analysis:

The establishment of standard operating procedures for fees ensures a consistent process is followed for the addition or adjustment of program fees and charges. Parks and Recreation staff review fees annually as part of the budget process per standard operating procedures and have determined that current aquatic admission fees fall below the average market and there is capacity to consider raising those fees.

Policy Compliant:

This policy is compliant with city of Surprise Comprehensive Financial Management policy and User Fees SOP.

Financial Impact:

No financial impact

Budget Impact:

May have future budget impact if council approves any increase in fees as there would be increase in revenue.

FTE Impact:

No FTE impact

ATTACHMENTS:

1. New aquatic admission fees 2020
 2. Fee Philosophy SOP
-



Proposed New Aquatic Admission Fees

Parks and Recreation Department



Aquatic Admission Fees

Municipality	Youth	Adult
Surprise	\$1	\$2
Buckeye	\$2	\$2
Glendale	\$2.50	\$5
Goodyear	\$1.50	\$1.50
Peoria	\$2	\$4
Litchfield Park	\$3	\$3
Surprise Proposed	\$2	\$3

No increases since 2006. Per Fee Policy staff reviews fees annually based on direct cost and market. Admissions are nominal fee because the community at large benefits as well as some individual benefit as well.



Pool Pass

Municipality	Youth	Adult	Family
Surprise	\$20	\$40	\$80
Buckeye	\$50	\$50	\$150
Glendale	n/a	n/a	n/a
Goodyear	\$25	\$25	\$50
Peoria	\$30	\$30	\$100
Litchfield Park	\$60	\$60	\$120
Surprise Proposed	\$40	\$60	\$120

Next Steps

- January 27, 2020- Parks and Recreation Commission
- February 18, 2020- Council Workshop
- February 19, 2020-April 30, 2020- 60 Day Required Posting per Arizona Revised Statutes (A.R.S.) 9-499.15.
- May 5, 2020- Council Meeting to approve fees
- May 6, 2020- New Fees go into effect



**QUESTIONS OR
COMMENTS?**

Thank You



Community & Recreation Services STANDARD OPERATING PROCEDURES

Fee Policy

PROCESS: Fee Policy for the Community and Recreation Services Department programs and services

POLICY REFERENCE: City of Surprise Comprehensive Financial Management Policies; City of Surprise User Fees Operating Procedure

PURPOSE: To establish a fee policy and to ensure a consistent process is followed for the addition or adjustment of program fees and charges.

SOP ISSUE DATE:
01/01/2019

SOP LAST AMENDED DATE:

EPM POLICY EFFECTIVE DATE:
01/01/2019

RELATED FORMS:

City of Surprise Citywide Fee Schedule, Community & Recreation Services Fee Schedule

CRS DIRECTOR APPROVAL:

Donna Mullin

APPROVAL DATE:

1/1/2019

INTRODUCTION:

The Community and Recreation Services Department provides unique and varied recreational services and programs as well as special events that meet the needs of the citizens of Surprise by using creativity, innovative leadership and foresight to maintain fun, safe, cost-effective and diverse offerings and attractive, quality facilities. It is the desire of the CRS Department to offer efficient, professional services that improve the quality of life for the residents of Surprise and the community as a whole by:

- Developing, implementing and maintaining high quality programs, events and facilities.
- Providing trained and qualified full-time personnel for supervision and instruction in recreation programs and facility maintenance.
- Maintaining responsiveness to citizen input regarding the planning, programming and evaluation of recreation programs, facilities and services.

In order to provide this level of service while still being prudent with City resources, the CRS Department has created a Fee Policy to provide guidance and oversight of recreation services fees and charges. The Fee Policy establishes a Pricing Model as well as defines all pricing related considerations.

COMMUNITY AND RECREATION SERVICES PRICING MODEL

The CRS Pricing Model illustrates a pricing philosophy based on establishing fees commensurate with the benefit received. Programs that have a greater community benefit are fully or mostly subsidized by the City's General Fund. As individual benefit increases, there is less General Fund subsidy and higher user fees. Cost recovery is based upon direct costs. Services are also priced so that they are priced competitively in the market.

City of Surprise Community & Recreation Services Pricing Model			
Level 1: Considerable Community Benefit	These programs, services and facilities are free to the public because the community largely benefits from these programs, services and facilities through the general fund.	0% Direct Cost Recovery Fully Subsidized	- Parks - Open Gym/Open Rec - Open Space & Trails - Community Special Events - Libraries
Level 2: Mostly/Considerable Community Benefit	These programs, services and facilities cost a nominal fee because the community benefits from these programs, services and facilities through the general fund.	20-49% Direct Cost Recovery Mostly Subsidized	- Tennis and Racquetball Admissions - Open Swim Admissions - Teen Programming - Signature Special Events - Adaptive Programs - Special Programs
Level 3: Individual/Community Benefits	The programs and services in this category provide an ancillary benefit to the community at large but also have a positive impact to participants. These are beginner or introductory level programs. These programs are paid for partially by the general fund and partially by user fees.	50-75% Direct Cost Recovery Partially Subsidized	- Youth Sports Leagues - Recreation Swim and Dive Team -Field Trips - Swim Lessons
Level 4: Considerable Individual Benefit	These services are beginner and intermediate level programs. They are more specialized toward the interest of participants and most of the direct costs associated with these programs are paid for through user fees.	75-100% Direct Cost Recovery Minimally Subsidized	-Youth Sports Camps - Competitive Sports -Special Interest Classes - Tennis Classes and Camps -Pickleball Programs -Private Swim Lessons -Licensed Day Care Programs
Level 5: High Individual Benefit	These programs are almost exclusively for individual benefit and have little to no value to the community at large.	100% Direct Cost Recovery	- Adult Sports/Leagues - Facility Rentals - Concession/Merchandise - Sports Tournaments

FEE OVERVIEW

- The fees for registration-based classes, programs and activities are posted on the Community and Recreation Services Fee Schedule.
- The fees for facility rentals and admission fees are posted both on the Community and Recreation Services Fee Schedule as well as the City of Surprise Citywide Fee Schedule.
- Fee ranges have been established to allow for flexibility with scheduling and to allow for minor fee adjustments based on target cost recovery.
- Fees and cost recovery shall be reviewed annually and may be adjusted within the established range to be consistent with the target cost recovery for the service.
- New fees or recommended changes for registration-based classes, programs and activities will be reviewed and approved by the CRS Advisory Commission.
- New fees or recommended changes for facility rentals and admission fees will be reviewed and recommended to the City Council by the CRS Advisory Commission. The fees must be approved by City Council prior to implementation.
- The Community and Recreation Services Fee Policy should be reviewed every five years with City Council to ensure cost recovery is aligned with the City's priorities.

EXISTING FEES

- All CRS services require a cost analysis to establish fees. Program Worksheets have been created for all existing programs which include all direct costs, anticipated revenue from existing user fee and cost recovery percentage.
- Program Worksheets must be reviewed annually to prepare for the budget process. The revenue and expenditures must be compared with the previous year's data to ensure the numbers being utilized are still accurate.
- In addition, a Market Study should be completed at a minimum of every other year to ensure the fees established are priced competitively in the market.

FEE INCREASES/NEW FEE ESTABLISHMENT

- All new fees or any increases to an existing fee require CRS Director and CRS Assistant Director approval. The following items are required for approval:
 1. Program Worksheet that includes all direct costs, recommended user fee, anticipated revenue generated from new fee or fee increase and cost recovery percentage.
 2. Market Study for similar program.
 3. Analysis for new fee. The following should be included in the analysis:
 - Who benefits from the service – the community in general or only the individual or group receiving the service?
 - What are the cost recovery goals relating to the fee? Do they support establishing the fee at the proposed rate?
 - Are there competing providers of the service in the public or private sector?
 - What does the market indicate as an acceptable rate for the service?

- Will the level of the fee affect the demand for the service?
- Once approved by CRS management, the new fee will be presented to the CRS Advisory Commission for approval.
- Fees for registration-based classes, programs and activities approved by the CRS Advisory Commission will go into effect for the next class session. The Finance Department must also be notified of fee changes.
- Fees for facility rentals and admission fees recommended by the CRS Advisory Commission will be presented to City Council for approval. Refer to City Policy: "User Fees" for procedure on City Council adoption of fees.

FACILITY RENTAL CATAGORIES

The following is a list of facility rental fee categories for the various users renting City of Surprise facilities. Rental fees will be determined based on the category the group falls under. Non-profit groups and organizations will be required to provide a valid 501(c)(3) certification prior to rental to qualify for Category II rental rates.

Rental Category	User	Fees
Category I	City of Surprise, Official City Sponsored Events or Programs, Texas Rangers, Kansas City Royals, or Volunteer.Org per Lease Agreement	Rental Fee: Fee Waived Direct Expenses: Fees Waived
Category II (A)	Bona Fide Non-Profit Groups, Non-Profit Corporations, Non-Profit Organizations	Rental Fee: Fee Required Direct Expenses: Fees Waived
Category II (B)	Surprise Youth Non-Profit Sports Organizations with 90% Residency Requirement, Dysart Unified School District IGA	Rental Fee: Fee Waived Direct Expenses: Fees Required
Category III	Individuals, Companies, Organizations, Commercial Entertainment, Consumer Events, Concerts, Trade Shows	Rental Fee: Fee Required Direct Expenses: Fees Required

SUPPLEMENTAL FEES

The following is a list of Supplemental Fees that may be charged in addition to the service fee:

- **Beer Permit Fee:** Fee charged for groups of five or more to drink beer in parks. Fee: \$10.00
- **Cancellation Fee:** Fee charged for cancellations for service to cover administrative costs associated with processing the transaction. Fee Range \$5.00-\$10.00
- **Costume/Shirt/Supply Fee:** Fee charged for costumes, shirts or supplies that are not included with the Activity Fee. Generally these fees are applied to Special Interest Classes and are noted in the class description. Fee Range from \$5.00-\$100.00

- **Equipment Fee:** Fees charged for equipment rentals such as tents, chairs, etc. for events and rentals. Fee Range from \$20.00-\$200.00.
- **Field Prep Fee:** Fee charged to prepare sports fields with lines, grading, etc. Fee Range from \$15.00-\$35.00.
- **Late Pick-Up Fee:** Fee charged at camps for children who are picked up after the designated program end time. Fee: \$5.00/every 5 minutes late
- **Late Payment Fee:** Fee charged for payments made after the due date for payment plan programs. Fee Range from \$10.00-\$20.00
- **Late Registration Fee:** An additional fee that is added to the Activity Fee after the regular registration time period has passed. This fee is meant to deter customers from waiting until right before the program starts to register. Fee \$20.00
- **Non-Resident Fee:** A fee that is added to the Activity Fee or Rental Fee for Non-Residents utilizing City of Surprise services. Non-Resident Fees are determined based on the CRS Pricing Model:

Service Level	Additional Non-Resident Fee
Service Level 1 Programs (0% Cost Recovery)	\$0.00
Service Level 2 Programs (20-49% Cost Recovery)	\$0-\$10.00
Service Level 3 Programs (50-75% Cost Recovery)	\$20.00
Service Level 4 Programs (75-100% Cost Recovery)	\$20.00
Service Level 5 Programs (100% Cost Recovery)	\$0.00*
Facility Rentals	\$10.00-\$25.00

*Non-Resident Fees are not applicable to team based activities such as Adult Sports Leagues or Team Competitive Leagues. Team based registration activities generally recover 100% of the direct costs and are priced accordingly. Charging Non-Resident Fees would be a detriment to the team based programming. Non-Resident Fees are also not applicable to the USA Club Swim Team as it's designed to be a regional program.

- **Registration Fee:** An additional fee that is added to camp registrations for the administrative costs of processing a camp application. Fee Range \$10.00-\$30.00
- **Returned Check Fee:** A service fee applied to each returned check. Fee \$15.00
- **Schedule Change Fee:** Fee charged for changing camp schedules after designated time. Fee \$20.00 per weekly change.
- **Scorecard:** Annual card available for Surprise resident families only which gives early access to registration for select programs. Fee \$10.00
- **Staffing Fee:** Fee charged for staff oversight during rentals. Fee will be charged based on type and size of reservation. Fee Range \$10.00-\$50.00/hr.

DISCOUNTS

The following is a list of discounts that are established that may be applied to the service fee:

- **Early Bird Discount:** Discount applied to the Activity Fee prior to the regular registration period to encourage early registration.
- **Multi-Child Registration Fee Discount:** Discount available for multi-child families registering for camps. Registration Fee for additional children within the same family may be waived

once the fee has been paid for the first child. Discount is applicable to one program and is not waived for subsequent programs.

- **Volunteer Coach Discount:** Discount applied to the Activity Fee as a benefit for volunteering as a coach for the youth sports leagues.

PROMOTIONAL PROGRAMS

The CRS Department will occasionally offer programs at a discounted rate or free for the purpose of promoting a specific program or service. Examples include offering a one-day introductory discounted rate for a special interest class to promote interest in the program. Or offering a free youth sports program during a raffle to introduce a new family to City of Surprise programs. All promotional program rates must be approved in advance by the CRS Director and will be tracked in the department's software program.

FEE WAIVERS

The CRS Department does not allow fee waivers for Activity Fees, Admission Fees, Rental Fees or Vendor Fees. Supplemental Fees such as Late Registration Fees may be waived by Recreation Supervisors or Managers. Discretion shall be utilized when granting a Fee Waivers for Supplemental Fees and shall be approved on a one-time basis.

PRO-RATED FEES

On occasion, Pro-Rated Fees may be applied for programs that have already started. Discretion shall be utilized when pro-rating fees and shall be based on the total class fee minus classes that have already taken place.

YOUTH SCHOLARSHIP PROGRAM

The CRS Department maintains a scholarship program to help Surprise youth who do not have the financial means to participate in recreation programs. (See Youth Scholarship Program policy for detailed information on the administration of the scholarship program.) Approved applicants may qualify for an annual maximum award of \$75 to be utilized for Activity Fees. Supplemental Fees are not eligible for scholarships.

DES PROGRAMS

Select programs within the CRS Department have been approved for DES (Department of Economic Security) funding. Participants must be pre-approved with DES prior to registration and will be responsible for all program co-pays and any fees not paid by DES. Supplemental Fees are not eligible for DES funding.

POLICY DEFINITIONS

1. **Activity Fee:** Fee for participation in a class, drop-in program, league, or program.

2. **Admission Fee:** Fee to enter a designated facility/area for utilization. Examples include fee to enter the pools for open swim, court time for tennis or admission into a special event.
3. **Admission Pass Fee:** Fee for pass to enter a designated facility/area for utilization. Passes are priced to allow for multiple admissions into the facility and are generally discounted from the regular Admission Fee. Passes are priced based on Resident Admission Fees and are not available to Non-Residents.
4. **Direct Costs:** All the specific, identifiable, expenses or resources associated with providing a service. These expenses include, but are not limited to, wages and benefits, contracted services, purchased equipment and supplies, and rental of facilities and equipment directly related to the service.
5. **Indirect Costs:** Department and facility overhead including full-time salaries, utilities, etc.
6. **Market Study:** Review of fees charged by providers of a similar service including other municipalities and private sector providers.
7. **Membership Fee:** A fixed fee charged to the user to utilize the amenities in a facility during a specified time. Fee can vary depending on the length of membership purchased such as annual, monthly, etc.
8. **Nominal Fee:** A minimal fee charged that is intended to recover only a small portion of the direct costs associated with a service.
9. **Non-Resident:** Any person permanently residing or living outside the corporate limits of the City of Surprise. A Surprise address does not automatically constitute residency as some Surprise addresses are not located within the corporate limits of the City.
10. **Rental Deposit:** Fee charged to reserve a larger facility such as a pool or recreation center or a long-term reservation. The deposit is the initial down-payment for the rental.
11. **Rental Fee:** Fee charged for the exclusive use of a City facility, field, park ramada, etc.
12. **Resident:** Any person permanently residing or living within the corporate limits of the City of Surprise. Acceptable proof is a copy of the property tax statement showing the physical location of the residence or staff viewing the website – www.maricopa.gov. Residency is not based on mailing address.
13. **Returned Check Fee:** Fee charged for checks returned from bank for any reason (ie: Non-sufficient Funds, Closed Account).

14. Service: Any program, league, class, event, activity, sales or rental opportunity provided by the Community and Recreation Services Department.

15. Vendor Fee: Fee charged for vendor booth at special events.



CITY OF SURPRISE
Parks and Recreation Services Advisory
Commission Meeting

Council Meeting Date: January 27, 2020
Submitting Department: Parks and Recreation
Staff Recommendations: None

Contact Person: Donna Miller, DIRECTOR - CRS
District: Citywide

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to approval of nominees for the 2019 Surprise Recreation Campus Hall of Fame.

Motion:

I move to approve the nominees for the 2019 Surprise Recreation Campus Hall of Fame

Background:

This is the annual nomination and selection process Surprise Recreation Campus Hall of Fame.

The purpose of the Sports Hall of Fame is to honor those who have contributed significantly to the City of Surprise Stadium.

I. ELIGIBILITY. The criteria for being considered for selection to the Sports Hall of Fame are a person or entity that brings or receives national recognition to the Surprise Recreation Campus.

A. Affiliation.

1. Kansas City Royals Organization
2. Texas Rangers Organization
3. Major League Baseball Alumni
4. City of Surprise
5. Other

Examples of accomplishments for nominees that excelled at playing, managing, or serving the sport of baseball may include, but are not limited to:

1. Awards and recognition

1) Cy Young

1. American League or National League Championship
2. MVP
3. Rookie of the Year
4. Manager of the Year
5. MLB Hall of Fame

B. City of Surprise Civic Leaders, Administrators, Staff, and Volunteers.

Civic leaders, administrators, staff, and volunteers who have contributed and or displayed exceptional service or leadership for the City of Surprise Stadium shall be eligible for consideration. All criteria and qualifications are based upon the candidate's participation while serving the City of Surprise. However, accomplishments prior to or after leaving the City of Surprise may be an important part of consideration.

Leaders who have contributed significant service or leadership to the City of Surprise Recreation Campus shall be eligible for consideration based on the following:

1. Influential in the planning, approving, funding, or opening of a project that significantly enhanced the reputation, fiscal impact, or business processes at the Surprise Recreation Campus.
2. Volunteer service that significantly contributed to the Surprise Recreation Campus.

II. SELECTION

Selection of new inductees into the City of Surprise Sports Hall of Fame shall be the responsibility of the Parks and Recreation Advisory Commission.

III. Induction Ceremony

Newly-selected Sports Hall of Fame inductees shall be officially inducted at a Spring Training game at Surprise Stadium or other formal ceremony honoring the service of the inductees.

Objective Analysis:

This program is a opportunity to honor those who have contributed to the Surprise Stadium.

Policy Compliant:

This action is consistent with City and Council Policy. Annually, the Parks and Recreation Advisory Commission approves inductees into the Surprise Recreation Campus Hall of Fame per Hall of Fame Guidelines.

Financial Impact:

Operational costs include cost of plaque that will be placed within the Surprise Stadium concourse.

Budget Impact:

A total amount of \$2,500 for Hall of Fame plaques was approved in the FY2020 Parks and Recreation Department operational budget for awards and recognition.

FTE Impact:

No full time equivalent impact with this item.

ATTACHMENTS:



CITY OF SURPRISE
Parks and Recreation Services Advisory
Commission Meeting

Council Meeting Date: January 27, 2020
Submitting Department: Parks and Recreation
Staff Recommendations:

Contact Person: Donna Miller, DIRECTOR - CRS
District: Citywide

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to future agenda items.

Motion:

Any motion to be made will be determined by the commission action, but an example motion would be:
"I move to place _____ on a future agenda for discussion and possible action."

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
