



CITY OF SURPRISE
Parks and Recreation Advisory Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Monday, April 26, 2021 @ 6:00 PM
COMMUNITY ROOM

- 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. | Internal | The City Clerk will administer the Oath of Office to Patricia Blaisdell. | None |
| | | | Sherry Aguilar
City Clerk |
| 2. | Citywide | Consideration and action to approve minutes from February 23, 2021. | None |
| | | | Donna Miller
Parks and
Recreation |
| 3. | Citywide | Consideration and action pertaining to approval of changes to the Parks and Recreation Fee Schedule. | None |
| | | | Donna Miller
Parks and
Recreation |
| 4. | Citywide | Update on Parks and Recreation Projects | None |
| | | | Donna Miller
Parks and
Recreation |

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|----|----------|---|---|
| 5. | Citywide | Introduction to proposed Parks Donation / Memorial Program | None |
| | | | Donna Miller
Parks and
Recreation |
| 6. | Internal | Consideration and action to amend regular Parks and Recreation Advisory Commission meetings from a quarterly meeting schedule, to a more frequent meeting schedule. | 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: April 20, 2021 at 10:00 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 Advisory Commission
Meeting

Council Meeting Date: April 26, 2021
Submitting Department: City Clerk
Staff Recommendations: None

Contact Person: Sherry Aguilar, City Clerk
District: Internal

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

Agenda Wording:

The City Clerk will administer the Oath of Office to Patricia Blaisdell.

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Parks and Recreation Advisory Commission
Meeting

Council Meeting Date: April 26, 2021
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
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Agenda Wording:

Consideration and action to approve minutes from February 23, 2021.

Motion:

I move to approve minutes from February 23, 2021 Parks and Recreation Advisory Commission meeting.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 2-23-2021 Parks and Recreation Advisory Commission Meeting Minutes draft
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**CITY OF SURPRISE
PARKS AND RECREATION ADVISORY COMMISSION**

Meeting Minutes

Tuesday, February 23, 2021 @ 6:00 PM

City Hall Council Chambers Room
16000 N Bullard, SURPRISE, ARIZONA 85374

CALL TO ORDER

A. Roll Call

- Members: Chair Wayne Turner, Vice Chair Ron Jensen, Bill Pupo (via telephone), Raymond Grim, and Charlie Woodland.

Absent: Mark Brown

- City Staff: Director Donna Miller, Assistant Director Paul Frie, Administrative Specialist Frank D'Andrea.

B. Pledge of Allegiance

C. Current Events Reports

- N/A

D. Staff Reports

- **Director Donna Miller** indicated that there was not a staff report for this meeting.

CALL TO THE PUBLIC

***Admin. Frank D'Andrea** noted no comments were received.*

CONSENT AGENDA (N/A)

- 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 – Additional consideration and action pertaining to approval of nominees for the 2020 Surprise Recreation Campus Hall of Fame.

Director Donna Miller reported that after the conclusion of the January 25th meeting, it was found that Buck O’Neil was not part of the Surprise Hall of Fame yet and would like to bring it to the Commission for consideration and action.

Commissioner Bill Pupo notes the career and impact of Buck O’Neil both on and off the field – specifically as those traits relate to the City of Surprise community and the development of Surprise Stadium.

Commissioner Woodland added, “It’s about time”.

Chairperson Wayne Turner agreed with that it was “long overdue”, mentioning the naming of Buck O’Neil Way outside Surprise Stadium.

Commissioner Woodland made the motion to vote for Buck O’Neil to go into the Surprise Hall of Fame. **Commissioner Raymond Grim** seconded the motion. 5 yes votes. Motion passed.

Item 2 – Internal – Presentation and discussion of Open Meeting Laws with City Attorney.

City Attorney, Robert Wingo, gave a presentation on Open Meeting Laws as they relate to meetings for City Council and Boards and Commissions.

OTHER BUSINESS

Other Business and Future Agenda Items

- **Commissioner Pupo** made a motion for a future agenda item to discussion the potential future funding strategies for the Parks & Recreation Master Plan.
 - **Commissioner Raymond Grim** seconded this motion.
- **Commissioner Raymond Grim** made a motion to add an item to consider meeting monthly instead of the current quarterly meetings.
 - **Commissioner Bill Pupo** seconded this motion.

ADJOURNMENT

Commissioner Charlie Woodland made a motion to adjourn the meeting of February 23rd, 2021; **Commissioner Raymond Grim** seconded it, 5 yes votes. Motion carried.

Wayne Turner Chair, Parks and Recreation Advisory Commission

ATTEST:

Frank D'Andrea, Administrative Specialist
Parks & Recreation Department

CERTIFICATION:

I, Frank D'Andrea, Administrative Specialist for 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 February 23rd, 2020.

Frank D'Andrea, Administrative Specialist
Parks & Recreation Department



CITY OF SURPRISE
Parks and Recreation Advisory Commission
Meeting

Council Meeting Date: April 26, 2021
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
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Agenda Wording:

Consideration and action pertaining to approval of changes to the Parks and Recreation Fee Schedule.

Motion:

I move to approve the changes to the Parks and Recreation Fee Schedule.

Background:

The Parks and Recreation Department is requesting approval of updates to the Parks and Recreation Fee Schedule. The Parks and Recreation Fee Policy provides the framework for the establishment or adjustment of all Parks and Recreation related fees for programs and services. Per the policy, new fees or recommended changes for registration-based classes, programs and activities will be reviewed and approved by the Parks and Recreation Advisory Commission.

The primary changes include adding or adjusting fee ranges to programs to allow greater flexibility in programming and adjusting class schedules to meet customer need. Fee ranges also allow for minor fee adjustments as needed for increased costs for staffing and supplies. Tennis has been changed to Racquet Sports to consolidate tennis, racquetball, paddleball and pickleball programs. E-sports have also been added to the schedule and fee increases are recommended for Adult Basketball, Volleyball and Kickball.

Objective Analysis:

The standard operating procedures for fees ensures a consistent process is followed for the addition or adjustment of program fees and charges.

Policy Compliant:

This action is compliant with the Parks and Recreation Fee Policy.

Financial Impact:

The financial impact will be minimal as a result of these updates. The increase to fee ranges will allow for greater flexibility to create more class options for participants and to add new classes based on customer need.

Budget Impact:

There is no budget impact at this time. All fees associated with existing programs are currently budgeted.

FTE Impact:

There is no FTE impact.

ATTACHMENTS:

1. Fee Schedule Updates 04 26 21 Revised
-



Updates to Parks and Recreation Fee Schedule

Parks and Recreation Department

Overview

- Parks and Recreation Fee Policy
 - Staff reviews fees annually based on direct cost and market analysis.
 - Per fee policy- New or recommended changes for registration-based classes, programs and activities will be reviewed and approved by the Parks and Recreation Advisory Commission.
 - Fee ranges have been incorporated into the fee schedule to allow for greater flexibility to adapt class schedules to meet customer need. Also fee ranges allow for minor fee increases as needed due to rising costs of staffing and supplies.

Recommended Changes

Aquatics

- Adjusted fee range for instruction classes to allow for class flexibility.

	Current Range	Proposed Range
Lifeguard Certification	\$100-\$200	\$50-\$200
Water Safety Instruction	\$120-\$200	\$60-\$200

Special Events

- Adjusted fee range for vendors to allow for more flexibility with different types of events.

	Current Range	Proposed Range
Food Vendor Fee	\$50-\$400	\$50-\$500
Business Vendors	\$500-\$1,000	\$100-\$1,000

Recommended Changes

Adaptive Recreation

- Consolidated all Buddy Sports under Buddy Sports Leagues with fee range. Adjusted range for Special Olympic Sports.

	Current Range	Proposed Range
Buddy Sports Leagues	\$25-\$65	\$25-\$75
Special Olympic Sports	\$10	\$10-\$20

Recommended Changes

Youth Sports

- Added fee range for Youth Sports Leagues and Youth Competitive Leagues to allow for league flexibility and minor fee increases if needed.
- Added E-Sports to fee schedule

	Current Range	Proposed Range
Youth Recreational Leagues	\$60	\$60-\$80
Youth Competitive Leagues	\$65-\$80	\$50-\$80
E-Sports	N/A	\$5-\$25

Recommended Changes

Adult Sports

- Fee increases to Adult Basketball, Adult Kickball and Adult Volleyball Leagues due to increased costs for staffing and officials (fees will be more consistent with other adult leagues)

	Current Fee	Proposed Fee
Adult Basketball Leagues	\$400	\$450
Adult Kickball Leagues	\$150	\$200
Adult Indoor & Sand Volleyball	\$110-\$175	\$200

	Current League Fees
Adult Softball Leagues	\$450
Adult Soccer Leagues	\$450
Adult Flag Football Leagues	\$300

Recommended Changes

Tennis

- Changed Tennis to Racquet Sports to consolidate tennis, racquetball, paddleball and pickleball programs on fee schedule. Also adjusted fee ranges for program schedule flexibility.

	Current Range	Proposed Range
Racquet Sport Camps	\$25-\$75	\$25-\$150
Racquet Sport Leagues	\$20-\$75	\$25-\$75



QUESTIONS OR COMMENTS?

Thank You



CITY OF SURPRISE
Parks and Recreation Advisory Commission
Meeting

Council Meeting Date: April 26, 2021
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: Yes
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Agenda Wording:

Update on Parks and Recreation Projects

Motion:

Update and discussion only

Background:

Parks and Recreation Department has several ongoing recreation related projects. This presentation will provide status updates and current project timelines.

Objective Analysis:

This item is informational only.

Policy Compliant:

This item is informational only and is 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:

Discussion only. No FTE impact at this time.

ATTACHMENTS:

1. Recreation Projects Update April 2021
-



Recreation Projects Update

City of Surprise Parks and Recreation Department
April 26, 2021

Gaines Youth Ball Field Relocation

- Gaines Park Ball Field Relocation
 - Complete in May



Community Park Improvements

Surprise Community Park Improvements- \$3,000,000

The design of the Surprise Community Park will incorporate, but not be limited to:

- Addition of restroom on the north side of the lake
- Drinking Fountain(s)
- Water and sewer infrastructure
- Sidewalks
- Lighting to maximize usage in the evening
- Electrical Infrastructure
- Permanent parking lot for approximately 220 spots
- Pedestrian connectivity/accessibility from retention area to dog park
- Park Monument Signage/Art

Countryside Park

Countryside Park- \$500,000 for design FY 21 \$4.2M for FY 22

The design of the Countryside Park will incorporate, but not be limited to:

- Flexible sports fields. Approximately Seven (7) youth soccer/flag football fields (3 large & 4 small) or 6-8 tee-ball/coach pitch fields.
- Irrigation design
- Sports lighting to maximize usage in the evening.
- Electrical Infrastructure
- Restroom building & Drinking Fountain
- Parking lot for up to 330 spots
- Pedestrian connectivity
- Park Monument Signage/Art
- Fencing

Countryside Park

Concept example only



As design team has been selected and will provide the design, permitting and construction packages for both Countryside and Community Park Projects

Estimated Project schedule:

- Planned date of design start: May 2021
- Planned date of design completion: September 2021
- Planned date of construction start: October 2021
- Planned date of construction completion: July 2022

Design public process during regular commission meetings.



CITY OF SURPRISE
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Council Meeting Date: April 26, 2021
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: Yes
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Agenda Wording:

Introduction to proposed Parks Donation / Memorial Program

Motion:

Discussion only

Background:

The City receives requests to donate or memorialize loved ones in City parks. The City has accommodated various requests in the past but has not formalized a program or policy. The Parks and Recreation Department is proposing a Park Donation / Memorial Program.

This program would clearly list to interested parties:

- The types of donations/memorials available
 - Staff selected locations and appropriate items
 - Cost of the donation
 - How they will be recognized
-

Objective Analysis:

Donations for trees or other park features allows donors to memorialize a loved one, enhance a park and provide items that residents can enjoy for many years.

Policy Compliant:

Discussion only

Financial Impact:

Discussion only.

Budget Impact:

Discussion only. This is not meant to be a revenue source. Donation will cover cost of the item and installation.

FTE Impact:

No FTE impact

ATTACHMENTS:

1. Intro to Park Donation Program April 2021
-



Park Donation / Memorial Program

City of Surprise Parks and Recreation Department
April 26, 2021

Overview

- The city receives requests to donate or memorialize loved ones in city parks
- The city has accommodated various requests in the past but has not formalized a program
- Parks and Recreation Department is proposing a Park Donation / Memorial Program
- The program would clearly list to interested parties:
 - The types of donations/memorials available
 - Staff selected locations and items
 - Cost of the donation item
 - How they will be recognized

Type of Donations

- The City will maintain a list of available items along with appropriate locations
- Frequent requests are trees and benches
- City may add additional items of need to the future parks and trail system
- Staff will be specific to the size and type of tree species and benches available
- If Parks reach capacity for tree replacement, benches or other items this program may need to be modified or sunset

Cost of Items

- The cost of participating will be specific to the item selected
- The city will calculate a cost that encompasses the cost of the item, site preparation and installation costs
- This is not a proposed revenue stream
- The city will be responsible for the purchase and installation.

Recognition

- Contributions will be acknowledged by plaque or letter of completion
- The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated feature

Process

- Donations will be accepted from public and private sources for the purposes of enhancing city parks and open spaces
- The items will become property of the city
- The Parks and Recreation Dept. will make all final decisions regarding locations, style and availability and will be responsible for reviewing and approving donations
- A completed application form and payment must be submitted to the Parks and Recreation Department for review and processing
- A member of the Parks and Recreation Department will contact donors by phone to discuss and finalize details
- Donated items will be ordered and installed after they have been paid for in full
- Donation will follow current city donation policy



CITY OF SURPRISE
Parks and Recreation Advisory Commission
Meeting

Council Meeting Date: April 26, 2021
Submitting Department: Parks and Recreation
Staff Recommendations:

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

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

Consideration and action to amend regular Parks and Recreation Advisory Commission meetings from a quarterly meeting schedule, to a more frequent meeting schedule.

Motion:

I move to approve the amendment of the Parks and Recreation Advisory Commission regular meetings for 2021 from the quarterly meeting schedule previously approved, to the following schedule and dates. (Dates TBD by Commission at the meeting).

Background:

In accordance with the boards and commissions handbook, each board and commission must meet at least one time per year. Boards and commissions may have two types of meetings; "regular" meetings, those meetings scheduled as part of an annual calendar of meetings; and "special" meetings, those meetings that are called by the chair or staff liaison that were not included in the annual calendar of meetings. Boards and commissions that meet regularly must adopt an annual meeting schedule. Meetings on the schedule are referred to as "regular" meetings and, unless the adopted calendar states otherwise, regular meetings must be held at 6:00 pm at City Hall. Boards and commissions may designate a different time and place for the meeting, however, by adopting a regular meeting annual schedule. Regular meetings must be held at a time and place designated to maximize public engagement in the business before the body. Currently, Parks and Recreation Advisory Commission regular meetings occur quarterly on the 4th Monday of the month at 6:00 p.m. at City Hall. The commission has moved to consider meeting once per month on set-forth dates at 6:00 pm. Special meetings can still be scheduled and held as needed.

The current regular meeting dates for the remainder of 2021 are as follows: April 26, August 23 and October 25, at 6 p.m. at City Hall.

Staff recommend considering adopting an annual meeting calendar ensuring no meetings fall on a holiday and consider no meetings in July to coincide with council summer break.

Objective Analysis:

Setting regular meetings maximizes both commission member and public engagement in the business of the body.

Policy Compliant:

This action is consistent with city and council policy.

Financial Impact:

No financial impact.

Budget Impact:

No budget impact.

FTE Impact:

No FTE impact.

ATTACHMENTS:
