



CITY OF SURPRISE
Parks and Recreation Advisory Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Monday, April 25, 2022 @ 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. | Citywide | Consideration and action to approve minutes from January 24, 2022. | Parks and Recreation |
| 2. | Citywide | Consideration and action to approve the Parks and Recreation Department's Recognition and Donation program. | Parks and Recreation |
| 3. | Citywide | Discussion pertaining to the Bark at the Park event survey results | None
Parks and Recreation |
| 4. | Citywide | Discussion pertaining to the Countryside Park Groundbreaking. | None
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 15, 2022 at 10:05 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 25, 2022 Contact Person:
Submitting Department: Parks and Recreation District: Citywide
Staff Recommendations:

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

Agenda Wording:

Consideration and action to approve minutes from January 24, 2022.

Motion:

I move to approve minutes from January 24, 2022 Parks and Recreation Advisory Commission meeting.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 1-24-2022 Meeting Agenda_Minutes
-

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

Meeting Minutes

Monday, January 24, 2022 @ 6:00 PM

City Hall Community Room
16000 N Bullard, SURPRISE, ARIZONA 85374

CALL TO ORDER

A. Roll Call

- Members: Chair Wayne Turner, Vice Chair Ron Jensen, Raymond Grim, Mark Brown, Bill Pupo, Patricia Blaisdell, and Brent Bailey (by phone)
 - Chair Wayne Turner welcomed new commission member, Brent Bailey, to the Advisory Commission.
- City Staff: Director Holly Osborn, Administrative Specialist Frank D'Andrea

B. Pledge of Allegiance

C. Current Events Reports

- **Vice Chair Ron Jensen** commented that the donation truck, as part of the Surprise Party held in December, was full to the top and complimented the generosity of those that donated.
- **Chair Wayne Turner commented on both the success of the Surprise Party and Veteran's Day Parade**
- **Commissioner Patricia Blaisdell** complimented the department's Special Events including Surprise Party, Veteran's Day Parade, and Sundays in the Park.

D. Staff Reports

- ***Director Holly Osborn** did not have a staff report.*

CALL TO THE PUBLIC / PARKS & RECREATION ADVISORY COMMISSION

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 – Consideration and action to approve minutes from August 23, 2021 & October 25, 2021.

- **General Note:** The minutes for the August 23, 2021 meeting were not attached to the October 25, 2021 agenda. Therefore, the Parks & Recreation Liaison and Advisory Commission Chair signed and approved the minutes from the two previous meetings (August 23, 2021 & October 25, 2021).

-

Item 2 – Internal – City Clerk, Sherry Aguilar administered Brent Bailey’s Oath of Office.

- **Chair Wayne Turner** congratulated new Commission member **Brent Bailey**
- New Commission member, **Brent Bailey**, is excited to be part of the board.

Item 3 – Citywide – Presentation on Capital Improvement Projects in relation to the 2015 Master Plan Discussion.

- **Director Holly Osborn presents on this item’s projects including the following areas:**
 - **Current Project Status Updates**
 - **Budget Requests**
 - **Master Plan Update**
 - **Commissioner Raymond Grim** asks if the Department Master Plan, as well as the City’s overall General Plan will work together.
 - **Director Holly Osborn** responds that there will be some working together, but that the Master Plan will, for the most part, stand on its own while identifying growth, opportunities, expectations, etc.
 - **Commissioner Bill Pupo** supports the idea of a Master Plan update, though he recommends waiting on the Master Plan update before moving forward with the Library Feasibility or Community Pool Design to gauge community interest.
 - **Director Holly Osborn** responds that the Library Feasibility study is not to necessarily build a new Library, but to identify the benefits of bringing the Library operations in-house.
 - **Commissioner Mark Brown** wants to know what sense of urgency there is to put the items in the Master Plan into action noting the timeline since adoption of the Master Plan, as well as prior meeting discussions on this item.
 - **Director Holly Osborn** and other members of the **Advisory Commission** agree with **Commissioner Mark Brown’s** concerns.
 - **Commissioner Mark Brown** would like a timeline identified/created, as well as Department staff involvement, to show movement on items in the plan.
 - **Commissioner Raymond Grim** thinks that there should be some timelines or benchmarks created – especially with anticipation of population growth, finances, etc.
 - **Commissioner Bill Pupo** feels there is a disconnect between the **Advisory Commission**, Department, and City Council. Bill thinks it would be beneficial to set a

meeting(s) between each entity to identify areas of opportunity, and **Advisory Commission** involvement.

- **Chair Wayne Turner** agrees that it might be a good idea for the **Advisory Commission** to meet with **City Council**.
- **Director Holly Osborn** has talked with her superiors – who also communicate with City Council – and does feel that the City Council makeup is “pro” Parks & Recreation initiatives, however, there is funding issues to consider.
- **Commissioner Bill Pupo**, based on his past expertise, explains how each Department receives funding and that Parks & Recreation may not be a high priority.
- **Library Feasibility**
 - **Commissioner Brent Bailey** asks about the relationship between the City, Library, and the County (that currently oversees the operations of the Surprise Library System)
 - **Director Holly Osborn** explains how when partnering with the County, it is beneficial to partner with the County given their expertise and resources on the Library while noting that there are also benefits to taking the Library System in-house.
 - **Commissioner Bill Pupo** asks what other Cities currently oversee the operations of their own Library systems.
 - **Director Holly Osborn** responds that Cities such as Peoria, Glendale, and Scottsdale operate their own.
- **Community Pool Design**
 - **Commissioner Brent Bailey** asks if there are any locations where a new pool would be seen as the “best fit”.
 - **Director Holly Osborn** mentions that the Department is interested in areas West of Arizona State Route 303, as well as Special Planning Area #2.
 - **Commissioner Raymond Grim** asks about a potential partnership with the Dysart Unified School District.
 - **Director Holly Osborn** responds that there is an interest there from both sides, mentioning the capacity that each pool user currently faces.
 - **Commissioner Bill Pupo** asks what the timeline for this potential partnership to identify itself.
 - **Director Holly Osborn** responds that there is not a timeline at this time, as other factors need to be assessed such as cost and location.
- **Security Items**
- **Director Holly Osborn** took a moment to recognize **Administrative Specialist and Parks & Recreation Advisory Commission Liaison, Frank D’Andrea’s** internal promotion to Youth Services Coordinator.
 - **Director Holly Osborn** mentioned how she and **Frank D’Andrea** had been working on certain projects prior to Frank’s promotion such as a benchmarking initiative to compare our City’s programs, services, and events to other agencies. Another project included identifying uses of ARPA Funding and comparing metrics like park space per population. Though she recognizes the need and budget allocation to Public Safety
 - **Commissioner Bill Pupo** is concerned that with more people moving into the community and “absorbing” more recreation space, and that we should be “candid” that even though it may not seem like it right away, Recreation is a form of “Public Safety”.

- **Commissioner Mark Browns** suggests an exercise to help identify programming needs by placing the **Advisory Commission** into the place of a family moving to Surprise to create a starting point.
 - **Chair Wayne Turner** agrees with **Commissioner Mark Brown's** concerns and would like some direction from **City Council**.
- **Commissioner Bill Pupo** wants to create a motion to have a joint meeting between **Mayor and City Council** with the goal to identify the appetite for **Parks & Recreation** initiatives from the **Mayor and Council**.

Item 4 – Citywide – Update on Parks & Recreation Projects.

- **Director Holly Osborn presents on this item including the following projects:**
 - **Asset Replacement Projects:**
 - Softball Fields at Asante Park including movement of dugouts, drainage (via laser grading), and an identification of maintenance on the multi-purpose fields (anticipated Summer 2022).
 - Trash Cans at Dog Parks being replacement with proper waste stations.
 - **Countryside Park**
 - **Director Holly Osborn** notes that Countryside Park is at about 90% Design, Additional Funding was received through the American Rescue Plan Act (ARPA); Planning and Zoning approved the project; will be going out for re-bid on the project.
 - **Commissioner Bill Pupo** asks if this park is a “done” deal and whether the Parks & Recreation Advisory Commission took any action on the project.
 - **Chair Wayne Turner** responds that no, the **Advisory Commission** did not take action on this project.
 - **Director Holly Osborn** notes that though the Department received ARPA funding for the Park, that funding has specific use for the Park and cannot be used elsewhere. She also identified some benefits of the Park, which includes providing more fields for both in-house and external use, not sharing with **Sports & Tourism Department**, and allowing more flexibility with participants on the waitlist to be registered.
 - **Commissioner Bill Pupo** asks about the cost anticipated at 90% design.
 - **Director Holly Osborn** is unsure is the actual dollar amount at this time.
 - **Commissioner Bill Pupo** later on asked when the total cost can be expected.
 - **Director Holly Osborn** notes that the actual timeline is not determined, however, once the design is at 100% that is when the Department can go out for re-bid on the Park.
 - **Commissioner Bill Pupo** feels that the solution to more turf, though needed, will not be solved quickly enough. He then suggested an idea of partnering with the schools and using their fields.
 - **Director Holly Osborn** notes that she is open to acquiring more space.
 - **Commissioner Raymond Grim** asks about an area on the anticipated design model of the Park.

- **Director Holly Osborn** mentions this area will be used as an irrigation pond used for storage of water so that potable water is not used.
 - **Chair Wayne Turner** asks about another area on the anticipated design model of the Park
 - **Director Holly Osborn** responds that this area will be a restroom and storage space.
- **Community Park**
 - Highlights include 60% design; Contractor is selected (therefore no need to go out for re-bid); and needs approval from both Planning & Zoning and Community Development. Priority items include Parking Lot Paving, new Restroom on North end of the Park, Lake edge improvements, and lighting projects. Other possible projects include the additional of a sand volleyball or fitness court in open space area, sidewalk connectivity, and shade. However, Director Holly Osborn points out that these are all being considered pending costs.
 - **Commissioner Raymond Grim** asks where the Sand Volleyball or Fitness Courts would be located.
 - **Director Holly Osborn** points out that these would go next to the existing Sand Volleyball Court or the open space between the Basketball and Sand Volleyball Court.
 - **Commissioner Raymond Grim** and other members of the **Commission** point out the benefits of leaving the open space as is given the other amenities that the Park already offers.
- **Dick McComb Pump Station**

Item 5 – Internal – Discussion and possible action to amend regular Parks and Recreation Advisory Commission meetings.

- **Parks & Recreation Advisory Commission Liaison, Frank D'Andrea**, added this item to the agenda based on the time (approximately one year) since the **Commission** voted on moving meetings from quarterly to bi-monthly.
 - **Both Chair Wayne Turner and Vice Chair Ron Jensen** agree that the current structure (every other month) is good.
 - **Commissioner Bill Pupo** feels that meetings should be dependent upon the need and value of discussions taking place.
 - **Chair Wayne Turner** points out that given the break from COVID, there was a need to meet given the time that had passed without discussion on items. Though he does agree that depending on the potential discussion with Mayor and City Council, there may be a need to meet more.
 - **Director Holly Osborn** reads off the bylaws stating the Commission is required to meet at least once per year, and that special meetings can take place.
 - **A tentative date for the next meeting date was set for April 25, 2022.**
 - **The Advisory Commission** would like to shape the meeting schedule based on the potential upcoming discussion between the **Commission, City Council, and Mayor.**

Item 6 – Citywide – Discussion on current Park hours.

- **Director Holly Osborn** presents on the current Park Hours at each of the **City of Surprise Parks** identifying Parks both with and without lights.

- **Director Holly Osborn** wanted to point out that because **Veramonte Park** does not have lights, but is open until 10 p.m., if the Commission would like to consider discussing the changing of those hours.
- **Commissioner Bill Pupo** would like to hear from **Police** on whether they receive resident complaints regarding Park lights, sound, etc.
- **Commissioner Raymond Grim** asks if the Dog Parks are lit
 - **Director Holly Osborn** confirms that they are lit.
- **Director Holly Osborn** mentions that a higher volume of residents has raised concerns regarding the Skate Parks (Dick McComb Park), Bicentennial, and both Floyd Gaines Parks. The Department has also noticed an uptick in graffiti.
 - **Commissioner Brent Bailey** asked what sparked the discussion regarding Park Hours.
 - **Director Holly Osborn** responds that the raised concerns come from residents regarding the skate park.
- **Commissioner Raymond Grim** asks if the volume of calls and concern have started to increase at the Park.
 - **Director Holly Osborn** alludes to the overall increase of public destruction increasing due to social media challenges (**Commissioner Raymond Grim** also asked if this was a motive). Some examples included a fire being set at Veramonte, restroom mirrors being broken at Marley Park, as well as other incidences.
 - **Commissioner Raymond Grim** follows up if any security measures such as cameras have been installed at these Parks.
 - **Director Holly Osborn** that between school officers, as well as **City of Surprise Police**, that most of the individuals responsible have been caught.
 - **Commissioner Raymond Grim** asks what the penalty is for these infractions.
 - **Director Holly Osborn** responds that the penalty is up to the Courts.
- **Chair Wayne Turner** suggests that **Police** come in to provide an update regarding issues at the Parks.
- **Commissioner Bill Pupo** suggests more research is needed before **Park Hours** are changed based on the needs and wants of residents and amenities provides.
- **Commissioner Patricia Blaisdell**, from her own expertise, mentions a possible partnership with other entities to provide activities and programs to show that Parks are being used in a positive way, and that it could potentially help keep others away whose intentions for use for the Park are for the wrong reason.
- **Vice Chair Ron Jensen** suggests talking with program organizers to see if they would be willing to change their hours so that the Park Hours can be adjusted as needed.
- **Director Holly Osborn** suggests bringing in the Park Rangers to provide a report as well.
- **Vice Chair Ron Jensen** asks if Parks need to have unified hours.
 - **Director Holly Osborn** responds that each Park can have its own hours.
 - **Commissioner Bill Pupo** mentions that the City has had concerns about “closing” early, so the Department should keep that in mind when adjusting Park hours.
- **Director Holly Osborn** suggests looking into a season hourly schedule.

OTHER BUSINESS

Other Business and Future Agenda Items

- **Commissioner Bill Pupo** asks how the waitlist with the new Countryside Park will be impacted.
 - **Director Holly Osborn** mentions that anywhere between 300-500 participants will now be able to register, as well as have a space that is just for the Department, and not shared with other entities.
 - **Commissioner Patricia Blaisdell** asks if the fields will be available for use to outside entities.
 - **Director Holly Osborn** confirms that yes, the fields will be rentable.
- **Commissioner Mark Brown** asks for information on the “Mayors Welcome Lunch”.
 - **Director Holly Osborn** mentions that at this time there has been no information provided.
- **Commissioner Raymond Grim** will be resigning from the Parks & Recreation Advisory Commission due to his candidacy for City Council. Raymond took time to thank his Advisory Commission colleagues.
 - **Chair Wayne Turner and other members of the Advisory Commission wished Commissioner Raymond Grim well in his pursuits.**

ADJOURNMENT

Commissioner Patricia Blaisdell made a motion to adjourn the meeting of January 24, 2022; **Commissioner Bill Pupo** seconded it, 7 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 January 24, 2021.

Frank D'Andrea, Administrative Specialist
Parks & Recreation Department



CITY OF SURPRISE
Parks and Recreation Advisory Commission
Meeting

Council Meeting Date: April 25, 2022 Contact Person:
Submitting Department: Parks and Recreation District: Citywide
Staff Recommendations:

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

Agenda Wording:

Consideration and action to approve the Parks and Recreation Department's Recognition and Donation program.

Motion:

I move to approve the Parks and Recreation Department's Recognition and Donation program

Background:

The Parks and Recreation Department wishes to implement a Recognition and Donation program. Similar programs are utilized across the country and allows loved ones to donate a tree or bench as a memorial.

Objective Analysis:

The program provides an opportunity for residents and visitor to invest in their local parks with a donation of a tree or bench which will benefit the park.

Policy Compliant:

The program is compliant with the City's Donation policy.

Financial Impact:

All expenses related to the installation and maintenance of the tree or bench are included with the established fee as noted in the policy.

Budget Impact:

There is no additional budget impact as the Department has a budgeted donation account. Donations and expenses will be tracked in the Department's existing donation account.

FTE Impact:

There is no FTE impact.

ATTACHMENTS:



Recognition Park Bench or Tree Donation Policy

Option 1: New Tree with recognition plaque

- Select a tree and size from the list below:
24" or 36" box
Desert Willow
Anacacho Orchid/Texas Honey Mesquite
Chinese Elm
Ash (Arizona, Majestic)
Texas Mountain Laurel
Texas/Evergreen Elm
Brazilian Pepper
Red Push Pistachio
Texas Ebony
- City staff will provide location options for you to choose from.
- Cost of tree, plaque fabrication, installation and maintenance: 24" box= \$850 36" box= \$2,000
- The tree will be guaranteed for one year from the time of planting. Donor will be given the option to renew if the tree fails after one year. Renewal price will be \$500 for a 24" box and \$1,500 for a 36" box.
- The donation (planting location, plaque wording, etc.) must be approved by the City of Surprise Parks and Recreation department.
- Once payment is received, the City of Surprise will work diligently to complete the installation as quickly as possible. Please be advised that requests for installation by a specific date may not be accommodated.

Option 2: New standard bench with recognition plaque

- Installation of a new standard, black powder-coated, steel bench with recognition plaque.
- City Staff will work with you to select a location for the bench.
- Cost of bench, freight, recognition plaque, installation and maintenance for 10 years: \$5,000. After 10 years the Donor will have the opportunity to renew at the current cost for items mentioned above.
- The donation (bench location, plaque wording, etc.) must be approved by the City of Surprise Parks and Recreation Department.
- Once payment is received, the City of Surprise will work diligently to complete the installation as quickly as possible. Please be advised that requests for installation by a specific date may not be accommodated.

Please complete and submit the following Park Bench/Tree Donation Form.

For more information, call (623) 222-2000.



Park Bench/Tree Donation Form

Thank you for supporting Surprise parks through your donation! The City of Surprise Parks and Recreation Department provides this opportunity as a meaningful way for people to remember loved ones, while enhancing our parks for the enjoyment of all.

Donor's Name: _____

In Honor of: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone Number: _____

Donor Signature: _____ Date: _____

Your signature on this form indicates you understand that the selected bench and the language of the recognition plaque are subject to approval by the City of Surprise Parks and Recreation Department. You understand further that, as a donation, the bench or tree is the property of the City of Surprise Parks and Recreation Department and will be maintained according to Department's policies and procedures.

Donation Request

Park Name/Preferred Location: _____

_____ Bench Donation (\$5,000)

_____ Tree Donation (\$850-24" box) (\$2,000-36" box) Tree choice: _____

Recognition Plaque

A standard, 6"(w) x 4"(h) x 1/4"(d) bronze plaque with raised lettering and a border is included with both options 1 & 2. Messages should be simple statements recalling the person recognized or memorialized and cannot include birth or death dates. Wording is subject to approval. Include your proposed plaque wording:

Please return this completed form to the address below including a check for the total cost, payable to the City of Surprise Parks and Recreation Department.



CITY OF SURPRISE
Parks and Recreation Advisory Commission
Meeting

Council Meeting Date: April 25, 2022	Contact Person:
Submitting Department: Parks and Recreation	District: Citywide
Staff Recommendations: None	

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

Agenda Wording:

Discussion pertaining to the Bark at the Park event survey results

Motion:

This is a discussion item only

Background:

The Parks & Recreation department hosted a Bark at the Park event at the Dick McComb park and Surprise Community park to obtain feedback about the dog parks from everyday users. Director Holly Osborn wanted to organize a small event that would allow residents the opportunity to provide feedback directly to our team or via the survey that was created specifically for the event. Flyers with QR codes were posted at each dog park prior to the event to allow residents to provide feedback ahead of time. Dog treat bags were also handed out to dog owners as a small thank you for their feedback.

Objective Analysis:

The goal of Bark at the Park was to provide residents the opportunity to share their ideas on how to improve the parks. Hosting the event at each park allowed the parks department and city staff to directly interact with everyday dog park users.

Policy Compliant:

Policy Complaint

Financial Impact:

There was minimal cost to hosting the event that was paid for out of the parks operating budget.

Budget Impact:

There was minimal cost to hosting the event.

FTE Impact:

No Impact

ATTACHMENTS:



CITY OF SURPRISE
Parks and Recreation Advisory Commission
Meeting

Council Meeting Date: April 25, 2022	Contact Person:
Submitting Department: Parks and Recreation	District: Citywide
Staff Recommendations: None	

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

Agenda Wording:

Discussion pertaining to the Countryside Park Groundbreaking.

Motion:

This is a discussion item only

Background:

Countryside Park Groundbreaking event will be held on May 25 at 9 a.m.

Objective Analysis:

The Countryside Park is completed with design and will move to the construction phase of the project.

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
