



CITY OF SURPRISE
Community and Recreation Services Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374
Monday, April 22, 2019 @ 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. Community and Recreation Services Commission Agenda

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:

- | | | | |
|----|--|---|--|
| 1. | Citywide | Consideration and action approving the January 28, 2019 Community and Recreation Advisory Commission meeting minutes. | Donna Miller
Community and
Recreation Svcs |
| 2. | Citywide | Update on Ottawa Facility Use Agreement | Donna Miller
Community and
Recreation Svcs |
| 3. | Citywide | Consideration and action to change Hollyhock Library hours | Donna Miller
Community and
Recreation Svcs |
| 4. | Citywide | Update on Recreation Projects | None |
| | | | Donna Miller
Community and
Recreation Svcs |
| 5. | Internal | Consideration and action to change Community and Recreation Services Department to Parks and Recreation Department. | Donna Miller
Community and
Recreation Svcs |
| 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: Friday, April 19, 2019 @ 11:05 a.m.

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
Community and Recreation Services Commission

Council Meeting Date: April 22, 2019
Submitting Department: Community and
Recreation Svcs
Staff Recommendations:

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 approving the January 28, 2019 Community and Recreation Advisory Commission meeting minutes.

Motion:

Motion to approve the minutes of the January 28, 2019 CRS Advisory Commission meeting.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 1-28-19 CRS Meeting Minutes
-

**CITY OF SURPRISE
COMMUNITY AND RECREATION ADVISORY BOARD**

Meeting Minutes

January 28, 2019 / 6:00 PM

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

CALL TO ORDER

A. Roll Call

CRS Commission Members: Wayne Turner (Chair), Ron Jensen (Vice Chair), Charlie Woodland, Steven Berwald, and Mark Brown.

Excused absence:

City Staff: Donna Miller, Marla Babb, Paul Frie, Christine Frederickson and Layne Lackey

B. Pledge of Allegiance

C. Current Events Reports

Commissioner Ron Jensen complimented Administrative Assistant Layne Lackey on the brochure made for the Park Tour. He also complimented the new signage on Mark Coronado Park. Chair Wayne Turner complimented the signage for Mark Coronado and stated it was well deserved. He also discussed the success of the park tour, which gave new members a chance to see our City Parks. Commission Charlie Woodland mentioned that he learns something new on every park tour. Commissioner Mark Brown brought a brochure Lakeland Florida to give to staff to show what other cities of comparable size are doing and to give some fresh ideas.

D. Staff Reports

Assistant Director Paul Frie reported on past, current and upcoming activities:

- Veteran's Day Parade and pancake breakfast had 96 entries, 8,000 attendees, and 378 plates purchases for breakfast
- Surprise Storm Swim Club had 51 athletes attend the Candy Cane invite at Phoenix Country Day on December 7-9
 - Out of 206 events Storm had 123 best times and 3 athletes achieved 4 new state qualifying times
- Winter sports camps – 80 participants in tennis, basketball and baseball
- 12th Annual Adaptive Recreation Holiday Party was held on December 14 at Dreamcatcher Park. Over 600 participants from the Dysart School District and local day programs attended this year's event.
- Approximately 21,000 patrons attended the 17th Annual Surprise Party.

- Santa's Workshop was open for 3 extra days for families to visit Santa. Approximately 700 patron attended.
- Sunday in the Park Food Truck Festival on December 16 featured the Dirt Road Kings and had 3,176 in attendance. January 27 was moved from January 6 due to weather, featured Blaine Long & Rosas del Rey and had 8,200 in attendance.
- Spring sports registration for tee-ball, baseball and softball opened January 7
 - Current registration: Cal Ripken baseball 968 participants – 110 teams, softball 265 participants – 42 teams, volleyball 299 participants – 42 teams
- 12 teens attended the Teen Snowbowl Turnaround Trip with Surprise and Peoria on January 4
- Next teen trip is March 20-21 for college visits
- Dick McComb Dog Park lights update: contracted with electrical engineer; drawings anticipated this week, submit for building safety permit, order poles and fixtures (6-8 weeks), construction (3 weeks). Anticipated construction is end of April thru mid-May, and the dog park will be closed one section at a time.
- Resurfacing of Dreamcatcher Park has been completed
- Affordable housing project broke ground. Chain link, lights and bleachers have been stored to either repurpose or auction. Power is out on multipurpose field and restrooms; Gorman has provided temporary restrooms. Staff is working on scope to submit for procurement process.
- Reconditioning of all fields and main stadium in preparation of Spring Training 2019
- Upcoming events are Sunday in the Park Food Truck Festival on February 10, March 10 and April 14 from 4-8pm, and the Spring Eggstravaganza on April 20 from 7:30am-noon.

CALL TO THE PUBLIC

Nelson Johnson (Sun City West Resident) - Stated his concerns about the new city imposed regulation regarding timed tennis matches. Would like to meet with staff to discuss. Nelson also spoke regarding item 5 – Stated his concerns with adding lights on courts that are not lit, as this would solve some issues with playing time.

Cindy Shaw (Resident) stated concerns about timed tennis matches, stating that most matches do not finish in the time allotted and they do not get to finish, and asked the city to appreciate the time they spend here.

Andy Cepon (Resident) – Inquired about the park tour being open to the public, free public tennis when tennis courts were converted to pickleball courts, and the status of new dog parks per master plan.

Alyson Cline (Resident/President of Friends of Surprise Library) ~ Regarding item 4 – Friends of Surprise Library would like more space in the new Asante Branch Library. Would like it to function like a real bookstore as they get books donated. Want to continue to give back to the community.

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 approving the October 22, 2018 Community and Recreation Advisory Commission meeting minutes.

Motion to approve the minutes of the October 22, 2018 CRS Advisory Commission meeting – Steven Berwald, 2nd by Ron Jensen. 5 yes votes. Motion carried.

Item 2 – CITYWIDE – Presentation and discussion pertaining to the open meeting law to ensure the all boards and commissions receive updated training.

Deputy City Attorney Jeff Murray gave a presentation pertaining to the open meeting law. The presentation included the open meeting law definition/policy, purpose of the law, the definition of a meeting, executive session, penalties for violating the open meeting law, conflict of interest, and gifts.

Chair Wayne Turner inquired if commissioners can participate over the phone. Deputy Attorney Jeff Murray stated that there is a new city council ordinance he will check in to. He clarified that participating over the phone is still considered a meeting.

Commissioner Mark Brown inquired about how the park tour pertained to the open meeting law. Deputy Attorney Jeff Murray clarified that this is something to discuss in an executive session.

Item 3 – CITYWIDE – Consideration and action pertaining to approval of nominees for the 2018 Surprise Recreation Campus Hall of Fame.

Director Donna Miller gave a presentation to approve the nominees for the 2018 Surprise Recreation Campus Hall of Fame which covered the purpose and eligibility of the award. The nominations included Alex Gordon and Salvador Perez for the Gold Glove, and Ray Davis for the MLB Hall of Fame. Motion to approve the MLB Hall of Fame nominees – Charlie Woodland, 2nd by Ron Jensen. 5 yes votes. Motion carried. Motion to approve the Gold Glove nominees – Charlie Woodland, 2nd by Mark Brown. 5 yes votes. Motion carried.

Item 4 – Presentation and discussion pertaining to updates on New Asante Branch Library.

Director Donna Miller gave a presentation to update the commissioners on the progress of the Asante Branch Library including project location, concept cite plan, conceptual exterior and interior renderings, conceptual floor plan, and timeline.

Item 5 – CITYWIDE – Presentation and discussion FY2020 pertaining to Community and Recreation Services Department Budget.

Director Donna Miller gave a presentation to discuss the FY2020 budget which included FY19 goals, requested FY20 packages, capital projects and asset replacement as well as the budget lighting. Commissioner Steven Berwald asked about the lighting at the old pickleball courts, which Donna clarified that would be a future asset replacement item.

Item 6 – CITYWIDE – Presentation and action pertaining to the establishment of new recreation fees.

Business manager Christine Frederickson gave a presentation regarding the Community and Recreation Service Fee Policy. She explained the pricing model, existing fees, new fee establishment, types of fees, youth scholarship program, DES program, comprehensive fee schedule update, proposed fee changes including break camps and tennis group rental rates, and next steps. Commissioner Charlie Woodland inquired how many people need to be residents to receive the resident rate for tennis group rentals, which Assistant Director Paul Frie Clarified that 75% of the

group need to be a resident to receive that rate. Motion to approve the new fee policy – Mark Brown, 2nd by Ron Jensen. 5 yes votes. Motion carried.

OTHER BUSINESS

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

None

ADJOURNMENT

Motion to adjourn by Charlie Woodland, 2nd by Ron Jensen. 5 yes votes. Motion carried.

ATTEST:

Donna Miller, Director
Community & Recreation Services

CERTIFICATION:

I, Layne Lackey, Administrative Specialist for the City of Surprise Community and Recreation Services Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the CRS Advisory Commission meeting held on January 28, 2019.

Layne Lackey, Administrative Specialist



CITY OF SURPRISE
Community and Recreation Services Commission

Council Meeting Date: April 22, 2019
Submitting Department: Community and
Recreation Svcs
Staff Recommendations:

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

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

Agenda Wording:

Update on Ottawa Facility Use Agreement

Motion:

None

Background:

In 2017 Ottawa welcomed its inaugural class of over 400 students and in 2018, 600 students. Ottawa has completed a competition field and is now building a Gymnasium complex, Recreation / Fitness Center, Student housing and Student Union. In October 2018, city council approved an Ottawa Facility Use Agreement that allows 8,000 hours of usage of Ottawa facilities per year.

Objective Analysis:

The benefits to the city and Community and Recreation Services department include sports and tourism venue and amenity offerings as well as recreation program growth.

Policy Compliant:

This update is compliant with city and council policy.

Financial Impact:

This is an update only and therefore no financial impact.

Budget Impact:

This is update only and no budget impact. Costs associated with offering recreation programs are included within the CRS budget.

FTE Impact:

No FTE impact.

ATTACHMENTS:



CITY OF SURPRISE
Community and Recreation Services Commission

Council Meeting Date: April 22, 2019
Submitting Department: Community and
Recreation Svcs
Staff Recommendations:

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 change Hollyhock Library hours

Motion:

Motion to approve the change of Hollyhock Library hours on Saturdays to 9:00 a.m. - 3:00 p.m.

Background:

Hollyhock library staff have received feedback from library users in the community that they would prefer earlier hours on Saturday. This would allow for better story time hours. Current Saturday hours are 11 am - 5 pm. Recommended change is 9 am - 3 pm.

Objective Analysis:

Change in hours would better serve the community and allow for better story time hours on Saturday mornings.

Policy Compliant:

This is compliant with city and council policy.

Financial Impact:

No financial impact

Budget Impact:

No impact

FTE Impact:

No FTE impact

ATTACHMENTS:

1. Hollyhock Library hours 2019
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Hollyhock Library Hours

Community and Recreation Services Department

Hollyhock Library Hours

Current Hours

Tuesday and Thursday	1 pm – 7 pm
Saturday	11 am – 5 pm

Proposed Hours

Tuesday and Thursday	1 pm – 7 pm
Saturday	9 am – 3 pm

Library staff are hearing from Hollyhock community they would prefer earlier hours on Saturday. Would allow for better story time hours. No impact to budget.



CITY OF SURPRISE
Community and Recreation Services Commission

Council Meeting Date: April 22, 2019
Submitting Department: Community and
Recreation Svcs
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:

Update on Recreation Projects

Motion:

None

Background:

City Council approved several recreation related projects during FY 19. Staff will provide a brief update on each of them. They include:

Asante Library
Gaines Park Ball Field Relocation
Dick McComb Dog Park Lighting
CRS admin lobby remodel and security enhancements
Tennis Lighting

Objective Analysis:

These prioritized projects will enhance recreational opportunities for residents of surprise.

Policy Compliant:

This item is compliant with city and council policy.

Financial Impact:

Update only. No new financial impact.

Budget Impact:

Projects are fully funded for FY 19. For those projects that will continue into next fiscal year the remaining funding will roll over.

FTE Impact:

No FTE impact

ATTACHMENTS:



CITY OF SURPRISE
Community and Recreation Services Commission

Council Meeting Date: April 22, 2019
Submitting Department: Community and
Recreation Svcs
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 change Community and Recreation Services Department to Parks and Recreation Department.

Motion:

Motion to approve the department name change from Community and Recreation Services to Parks and Recreation.

Background:

The creation of the Human Services and Community Vitality Department and the Sports and Tourism Department has allowed the Community and recreation Services Department to focus on Parks and Recreation Programming.

Objective Analysis:

Policy Compliant:

Financial Impact:

There will be cost to install new signage on the building.

Budget Impact:

FTE Impact:

No FTE impact.

ATTACHMENTS:



CITY OF SURPRISE
Community and Recreation Services Commission

Council Meeting Date: April 22, 2019
Submitting Department: Agenda Creation
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:
Executive Disclaimer

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
