



CITY OF SURPRISE
Parks and Recreation Advisory Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374
 Monday, August 26, 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. Parks and Recreation Advisory Commission Agenda:
 - 1. CALL TO THE PUBLIC:
 - 2. CONSENT AGENDA:
 - 3. REGULAR AGENDA ITEM - PUBLIC HEARING:
 - 1. Citywide Consideration and action to approve minutes from April 22, 2019. None
Donna Miller
Parks and Recreation
 - 2. Citywide Discussion and action to appoint a chairperson for the Parks and Recreation Advisory Commission for a term ending on June 30, 2020. None
Donna Miller
Parks and Recreation
 - 3. Citywide Discussion and action to appoint a Vice Chairperson for the Parks and Recreation Advisory Commission for a term ending on June 30, 2020. Donna Miller
Parks and Recreation
 - 4. Citywide Discussion, and possible direction by the Commission, on dog park area signage related to size/weight. None
Donna Miller
Parks and Recreation
 - 5. Citywide Discussion regarding an update to Parks and Recreation mission statement . None
Donna Miller
Parks and Recreation
 - 6. Citywide Update on Recreation Projects Donna Miller
Parks and Recreation
- G. Other Business and Future Agenda Items
 Consideration and action pertaining to 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: Wed., August 21, 2019 @ 10:50 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
Parks and Recreation Advisory Commission

Council Meeting Date: August 26, 2019
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 April 22, 2019.

Motion:

Motion to approve minutes from April 22, 2019 Recreation Commission meeting.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 4-22-19 CRS Meeting Minutes
-

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

Meeting Minutes

April 22, 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, Raymond Grim, and Mark Brown

Excused absence: Bill Pupo

City Staff: Donna Miller, Marla Babb, Paul Frie, Todd Wuellner, and Layne Lackey

B. Pledge of Allegiance

C. Current Events Reports

Chair Wayne Turner introduced the new commissioners, Bill Pupo and Raymond Grim

D. Staff Reports

Director Donna Miller introduced new Parks and Campus Division Manager Todd Wuellner. She also reminded the commission that the new fee schedule will go for council approval on May 21. CRS is also planning to take changes/additions to parks and recreation ordinance regarding park ranger and dog park rules on May 21st work session.

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

- The Spring Egg-stravaganza event on April 20th was the largest attended event to date, with close to 17,000 attendees. The Adaptive Egg Hunt had approximately 250 participants.
- Movie Night in the Park is coming up on May 11th at Mark Coronado Park.
- 4th of July celebration will take place in Mark Coronado Park this year due to the field renovations in the Stadium. The event will feature music, food, and a night time showcase of lights as fireworks transform the evening sky into a salute to our nation's Independence Day celebration. Gates open at 5:30 pm fireworks display at 8:40 pm.
- Surprise Family Pool-ooza, in conjunction with the Surprise Fire Department and Surprise Police Department will be May 18th at Surprise Aquatic Center.
- Itty Bitty Beach Party will be May 23rd at Surprise Aquatic Center.
- Dive-In Movie on June 15th at the Surprise Aquatic Center will show "Aquaman".
- Swim lessons are underway at the Surprise Aquatic Center and will begin at Hollyhock on May 28th.

- Adult Sports Summer Registration begins May 13th for softball, kickball, basketball and volleyball.
- The Surprise Aquatic Center and Hollyhock Pool open for the summer on Saturday, May 25th.
- There will be a Memorial Day Ceremony to commemorate those who made the ultimate sacrifice while serving our country at 9 am on Saturday, May 25th.
- Fall Youth Sports Registration starts on July 1st.

Assistant Director Paul Frie also noted that we have someone on call after hours and on weekends to answer emergencies.

CALL TO THE PUBLIC

Susan Nachtigall (Surprise Resident) – Stated her concerns about the new city imposed regulation regarding timed tennis matches. She requested that the time limit be eliminated after July 1st.

Tim Crum (Surprise Resident) – Introduced Deck Hockey, and mentioned various grants through the Arizona Coyotes that could help the city with expenses.

Alyson Cline (Resident/President of Friends of Surprise Library) ~ Regarding item 3 – Stated that the Friends of Surprise Library currently contribute to have the Hollyhock Library open on Saturday. She would like the library to be open from 9 a.m. – 5 p.m. on Saturdays, and stated that she would be open to asking the Friends of the Library to contribute more to offset the cost of the extra 2 hours.

Andy Cepon (Resident) ~ Regarding item 3 – Stated that the operating hours of the Hollyhock Library should be expanded, particularly during school break.

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

Motion to approve the minutes of the January 28, CRS Advisory Commission meeting – Mark Brown, 2nd by Charlie Woodland. 6 yes votes. Motion carried.

Item 2 – CITYWIDE – Update on Ottawa Facility Use Agreement

Mike Hoover (city staff) and Brian Sandusky from Ottawa University provided background on Ottawa University and overviewed the Facility Use Agreement between Ottawa and the City of Surprise which allows 8,000 hours of usage of Ottawa Facilities per year. The agreement spans 10.5 years. Ottawa has completed a competition field and is now building a Gymnasium complex, Recreation/Fitness Center, Student Housing and Student Union.

Chair Wayne Turner asked if the dorms will be able to expand with the expected growth of students. Mike Hoover clarified that they have land that they will be able to use to build more dorms.

Commissioner Mark Brown inquired if they expect Ottawa to be more of a commuter school. Brian Sandusky clarified that they encourage their students to stay on campus. Commissioner Mark Brown also asked about the community response to this new university. Brian Sandusky responded that he has seen it be well received, and thinks it will continue to be well received as more information about the programs offered gets relayed to the public.

Commissioner Steven Berwald asked if the Odell Center will be open to the public. Mike Hoover responded that the walking track will be available to the public during select hours.

Item 3 – CITYWIDE – Consideration and action to change Hollyhock Library Hours

Director Donna Miller presented the current and recommended hours for Hollyhock Library. She stated that Hollyhock library staff received feedback from library users in the community that they would prefer earlier hours on Saturday, which would allow for better story time hours. Current Saturday hours are 11 a.m. – 5 p.m. and recommended change would be 9 a.m. – 3 p.m.

Commissioner Raymond Grim expressed his concern for the limited operating hours of the Hollyhock Library with it only being open 3 days a week. Director Donna Miller clarified that they have it in the budget to expand hours. Commissioner Raymond Grim stated that he would like to have this on a future agenda item.

Commissioner Charlie Woodland inquired if busing from OTS to the Northwest Regional Library would be an option.

Motion to approve that change in operating hours of the Hollyhock Library on Saturday to 9 a.m. – 3 p.m. – Steven Berwald, 2nd by Charlie Woodland. 6 yes votes. Motion Carried.

Item 4 – Update on Recreation Projects

Director Donna Miller gave a presentation updating the City Council approved recreation related projects including: Asante Library, Gaines Park Ball Field relocation, Dick McComb Dog Park lighting, CRS admin lobby remodel and security enhancements, Tennis lighting, and Stadium Field renovation.

Commissioner Mark Brown asked for a timeline for the field renovation. Assistant Director Paul Frie said that they won't want anyone on it until at least November.

Andy Cepon (Surprise Resident) asked about the impact the field renovation will have on the fall league. Assistant Director Paul Frie responded that the teams will play elsewhere for this season.

Item 5 – INTERNAL – Consideration and action to change Community and Recreation Services Department to Parks and Recreation Department.

Director Donna Miller discussed that 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.

Motion to approve the department name change from Community and Recreation Services Department to Parks and Recreation Department – Charlie Woodland, 2nd Ron Jensen. 6 yes votes. Motion carried.

OTHER BUSINESS

Other Business and Future Agenda Items

None

ADJOURNMENT

Motion to adjourn by Ron Jensen, 2nd by Charlie Woodland. 6 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 April 22, 2019.

Layne Lackey, Administrative Specialist



CITY OF SURPRISE
Parks and Recreation Advisory Commission

Council Meeting Date: August 26, 2019
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:

Discussion and action to appoint a chairperson for the Parks and Recreation Advisory Commission for a term ending on June 30, 2020.

Motion:

I move to nominate for chairperson of this commission for a term effective immediately and ending on June 30, 2020.

Background:

Per municipal code, annually the Commission shall elect a Chairperson. The Commission will bring forth nominations and then select a Chairperson to serve through June 30, 2020.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Parks and Recreation Advisory Commission

Council Meeting Date: August 26, 2019
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
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Agenda Wording:

Discussion and action to appoint a Vice Chairperson for the Parks and Recreation Advisory Commission for a term ending on June 30, 2020.

Motion:

I move to nominate for Vice Chairperson of this commission for a term effective immediately and ending on June 30, 2020.

Background:

Per municipal code, annually the Commission shall elect a Vice Chairperson. The Commission will bring forth nominations and then select a Chairperson to serve through June 30, 2020.

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Parks and Recreation Advisory Commission

Council Meeting Date: August 26, 2019
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:

Discussion, and possible direction by the Commission, on dog park area signage related to size/weight.

Motion:

Discussion, and possible Direction by the Commission.

If motion is made:

I move to the current signage designating dog area by size and weight.

Background:

Staff received feedback from dog park users regarding current signage designating dog area by size and weight. Staff will present current signage, information from other cities and recommendation of changes for discussion.

Objective Analysis:

The safe and enjoyable use of the park and recreation areas by all of our residents is a high priority. Staff value resident input and will discuss options to update dog areas by weight and size.

Policy Compliant:

This is compliant with city and council policy.

Financial Impact:

Discussion, and possible direction by the Commission. If an update is needed, signage replacement is budgeted within current parks operational budget.

Budget Impact:

Discussion, and possible direction by the Commission. If an update is needed, signage replacement is budgeted within current parks operational budget.

FTE Impact:

No FTE impact

ATTACHMENTS:

1. Dog area discussion Parks and Rec. Advisory- 2019-8
-



Dog Park Size/Weight Areas

Parks & Recreation Advisory Commission Meeting | August 26, 2019



Dog Park Size Survey

Background & Purpose

- Received feedback regarding current signage. Large dog (20lbs or more) Small (20lbs or less).
- Evaluated eight other municipalities to help determine weight/size guidelines for consistent messaging in Surprise: Scottsdale, Gilbert, Peoria, Tempe, Glendale, Goodyear, Fountain Hills & Phoenix.
- Visited municipal websites, performed site surveys, and spoke with other city employees.



Dog Park Size Survey

Summary of Observations:

- Of eight cities surveyed; three use Active/Passive to separate the Dog areas, two use Large/Small, one uses a 35lb weight limit, one use a combination of the two and one does not use any designation.
- Closures for maintenance during summer ranged from one to ten weeks.



Dog Park Enforcement

Summary of Common Enforcement Language:

- The city does not supervise use of the dog park and anyone using the area does so at his/her own risk.
- Owners or custodians of a dog are responsible for damage or injuries to a park, personal property or person and must maintain control of their dog at all times.
- Dog behavior can be unpredictable particularly around other dogs and strangers.



Summary and Discussion

Summary:

- All municipalities face the same challenges as Surprise, with the behavior of dogs being unpredictable.
- In order to discourage this activity cities have utilized description (Large/Small), weight restrictions and/or their behavior (Active/Passive) to keep the dogs separated.
- Recommendation for discussion:
 - Remove weight and leave areas as Small or Large.
 - Update weight suggestion to Large (35 lbs. or more) and Small (35 lbs. or less)



**QUESTIONS OR
COMMENTS?**

Thank You



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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:

Discussion regarding an update to Parks and Recreation mission statement .

Motion:

Discussion only

Background:

The current mission statement for the Department has been in place for many years. Staff wish to discuss possible update to the department mission statement with the commission.

Objective Analysis:

The department's name was recently updated to Parks and Recreation. It is good practice to review and update department mission statement.

Policy Compliant:

Discussion only

Financial Impact:

No impact - discussion only

Budget Impact:

No impact - discussion only

FTE Impact:

No FTE impact

ATTACHMENTS:

1. Parks and Recreation Mission Statement
-



Mission Statement

Parks and Recreation Department



Current Mission Statement

The mission of the City of Surprise Parks & Recreation Department is to enrich and complement the lives of Surprise residents through stewardship of available resources while providing safe, quality recreation programs and facilities which promote and prioritize diversity, cultural, neighborhood, family, education, recreation & wellness opportunities



Considerations

- Sense of Community (events)
 - Connected
 - Quality of Life
 - Parks, Trails and Open Space
- 



Examples

Phoenix Department Mission

The Phoenix Parks and Recreation Department builds healthy communities through parks, programs and partnerships; and makes the city a better place to live, visit and play.

Peoria, Arizona

It is the **mission** of the **Parks, Recreation** and Community Facilities Department to meet the needs of the citizens of **Peoria** by developing, implementing and maintaining quality programs, services, events and facilities which are cost effective, creative and responsive to citizen input.





Examples

City of Glendale, California

The mission of the Parks, Recreation & Community Services Department is to enhance the quality of life by providing safe, well-maintained parks and public places; preserving open space and historic resources; caring for people; strengthening the bonds of community; and creating opportunities for renewal, growth, and enrichment.

Gilbert Parks and Recreation Department

commits to provide superior parks, recreation and cultural programs, which exceed customer expectations, enhance the quality of life, and promote lifelong leisure and educational pursuits. These services are provided by a dedicated team, focused on fairness, trust, innovation, with a commitment to excellence.



Examples

City of San Diego

To provide healthy, sustainable, and enriching environments for all

Coconino County Parks and Recreation

Engages the public in delivering quality parks, equitable community partnerships, diverse recreational opportunities, and distinctive natural areas and open spaces.

Henderson Nevada - Purpose Statement

To provide diverse and innovative recreation and cultural opportunities through premier parks, trails, facilities and by protecting natural resources.



Examples

Gainesville, Florida

Our mission is to provide and maintain the natural, recreational and cultural facilities and programs that make Gainesville a great place to live, work and visit; and that help sustain the City economically, socially and environmentally.

Austin, Texas

Inspire Austin to learn, play, protect and connect by creating diverse programs and experiences in sustainable natural spaces and public places



Thank You



CITY OF SURPRISE
Parks and Recreation Advisory Commission

Council Meeting Date: August 26, 2019
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 Recreation Projects

Motion:

Update only

Background:

Parks and Recreation Department has had several recreation related projects this year. 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 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. August 2019 Recreation Projects Update
-



Recreation Projects Update

City of Surprise Parks and Recreation Department
August 26, 2019

Asante Branch Library



Construction Complete December 2019

Dick McComb Dog Park Lighting



Completed June 2019

Tennis Lighting



Completed July 2019

Gaines Park Youth Baseball Field Relocation



- Restroom, lighting, parking, fencing, netting.
- Dig Studio Design Team
- Grant Funded

Design NTP
August 2019

Design
August 2019-
March 2020

Construction
Bidding
Phase
March-June

Construction
June-October

Lobby remodel and security enhancements



Completed June 2019

Stadium Field Renovation



Completed June 2019. Turf growing in.



CITY OF SURPRISE
Parks and Recreation Advisory Commission

Council Meeting Date: August 26, 2019
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:



CITY OF SURPRISE
Parks and Recreation Advisory Commission

Council Meeting Date: August 26, 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:
