

CITY OF LITCHFIELD PARK

RECREATION AND PUBLIC GROUNDS COMMISSION

Regular Meeting
Thursday, March 14, 2019
7:00 p.m.
City Hall Conference Room
Litchfield Park, Arizona 85340

Members of the Litchfield Park Recreation and Public Grounds Commission may attend either in person or by telephone conference call.

I. Call to Order

II. Pledge of Allegiance

III. Call to the Community

(This is the time for citizens who would like to address the Commission on any non-agenda item. Action taken as a result of public comment will be limited to asking Staff to review the matter, asking that the matter be placed on a future agenda, or responding to criticism.)

IV. Response to Call to the Community

Information

There were no requests to speak at the Thursday, January 10, 2019 regular meeting.

V. Business

A. Minutes

Action

Possible approval of the January 10, 2019 meeting minutes.

B. Yard of the Quarter

Action

The Commission will discuss the following nominations and select the winner for the 1st quarter.

- 417 Palm St
- 790 Val Verde Circle E
- 180 E. Cercado Ln.

C. New City Recreation Ordinance

Action

Mr. Mazza will discuss a new Recreation and Parks Facilities ordinance with the Commission for recommendation to Council.

D. Diamondbacks Little League Field

Information

Mr. Mazza will inform the Commission of the Little League Field update start date.

John
Mazza

John
Mazza

VI. RPGCOM Topics for Referral to City Council

**Information
Action**

Discussion of possible topics for referral to the City Council.

Brian
Goodman
John
Mazza

VII. Staff Report on Current Events

Information

The Commission will review and possibly discuss the monthly reports provided to City Council from the Public Works and Community and Recreation Services departments.

VIII. Commissioners Report on Current Events

Information

This is the time Commissioners may present a brief summary on current events. The Commission may not propose, discuss, deliberate, or take any legal action on the information presented, pursuant to A.R.S. §38-431.02.

IX. Adjournment

Action

Persons with special accessibility needs should contact City Hall,
(623) 935-5033 at least 48 hours prior to the meeting.

**MINUTES OF THE REGULAR MEETING OF THE LITCHFIELD PARK
RECREATION & PUBLIC GROUNDS COMMISSION
January 10, 2019**

I. Call to Order

The meeting was held in the Conference Room at City Hall and called to order by Chairperson Dun at 7:00 p.m.

Members Present: Chairperson Dun; Vice Chairperson Phillips, Commissioners Taddei, Schwartz, and Schwake.

Members Absent: Commissioners Fix and Gerz.

Staff Present: Sonny Culbreth, Management Assistant Office of the City Manager, John Mazza, Assistant City Manager, Brian Goodman, Public Works Director, Stacey Frederico, Building Safety/Public Works Administrative Assistant.

II. Pledge of Allegiance

Chairperson Dun led the Pledge of Allegiance.

III. Call to the Community

There were no requests to speak.

IV. Response to Call to the Community

There were none for the January 10, 2019 meeting.

V. Business

A. Minutes

Vice Chairperson Phillips **moved, seconded** by Commissioner Schwartz, to approve the minutes of the meeting held on September 13, 2018; **unanimous approval.**

B. Yard of the Quarter

There was much discussion in regards to the Yard of the Quarter. Some of the highlights of the discussion;

- The Commission needs to make sure there is a meeting on YOQ selection dates.
- Is YOQ still relevant? Some Commissioners feel it is and some feel it is not. The bottom line at this time is that it is in the City Code as an RPG responsibility.
- Does it matter if the yard has been done by a professional or the homeowner? No, this should not have any relevance on nominations or winner selections.
- Will all areas of the City be able to be considered for a nomination? No, there are several gated areas in the community that will not be able to be viewed.
- Commissioners Taddei and Schwartz volunteered to select nominations and vote.
- Nominations should be made and sent to Stacey 2 weeks prior to the regular Commission meeting.

C. Recreation Center Pool

Mr. Goodman reported that he is in the process of having the pool re-plastered, new tiles and handrails. Mr. Goodman asked the Commission for its recommendation to bring this forward to the Council.

Commissioner Schwartz **moved, seconded** by Vice Chairperson Philips to recommend the re-plaster project for the pool to Council; **unanimous approval**.

D. Diamondbacks Little League Field

The Diamondbacks Foundation would like to reward the City and the Little League Program with a new Little League Field. This field will be a state of the art field with lights, fencing and bleachers. The Foundation would take care of the costs associated with the field. The City will provide and absorb the costs for a parking lot and restroom. The use of this field is only for Little League programs and not for public use. Village Park has been selected and approved to be the area that houses this field. The Diamondbacks will train Public Works on how to maintain the field. This field will be the 42nd field constructed by the Diamondbacks Foundation. The field will be named after Jackie Robinson who wore the "42" jersey. The construction of this field will start very soon.

VI. **RPGCOM Topics for Referral to City Council**

There were none at this time.

VII. **Staff Report on Current Events**

Mr. Brian Goodman reported:

- Plants and trees damaged from storms are starting to be replaced
- Spring plantings are underway

Mr. John Mazza reported:

- Christmas in the park was fantastic with over 2000 participants
- Native American Festival is Saturday and Sunday
- The City has been awarded the Better Sports for Kids Quality Program Provider designation for 2018/2019 for the Youth Basketball, Flag Football, Soccer and Tee Ball programs.

VIII. **Commissioners' Report on Current Events**

- State of the City is Saturday, 19th from 9 am to 11 am
- Commissioner Schwake reported the lake looks good
- The Trout Derby is on the 26th. The lake will be stocked with 750lbs of trout measuring 8"-18". This event usually has approx. 600 attendees
- John Mazza gave a brief introduction and history on himself. Mr. Mazza comes to the City with 29 years of Air Force Service. He is from Morris, Illinois and married his high school sweetheart. Mr. Mazza stated he loves the job and people at City Hall.

IX. **Adjournment**

Commissioner Schwartz **moved, seconded** by Vice Chairperson Phillips, to adjourn the meeting; **unanimous passage**. Chairperson Dun adjourned the meeting at 8:03 p.m.

APPROVED:
RECREATION AND PUBLIC GROUNDS COMMISSION

**Public Works
February 2019 Report**

To: Bill Stephens, City Manager
Mayor and City Council

From: Brian Goodman, Public Works Director

Date: March 20th, 2019

Re: Public Works Monthly Report

Maintenance:

- Trees throughout the City are being watered regularly
- Manicuring of turf is done on a regular basis
- Spraying for weed control as needed
- Lake water is being monitored and algae is being treated
- Storm drains are being monitored and cleaned as needed
- Streets swept every 3 weeks

Areas of Interest:

- Pine trees throughout the City are being monitored
- Spraying of turf for weed control is underway
- Landscape enhancements along Old Litchfield Road north underpass are underway
- Planning and preparations are underway for early spring plant replacements
- Irrigations systems through the City are being updated
- Trimming of La Loma homestead underway
- 2 vacant positions have been filled

Public Works Permits:

- 6 ROW permits were issued



Community and Recreation Services March 2019 Report

To: Mayor Schoaf and City Council Members

From: John M. Mazza, Assistant City Manager & Community and Recreation Services Director

Through: Bill Stephens, City Manager

Date: March 20, 2019

Subject: Community and Recreation Services Monthly Report

SPECIAL EVENTS

On February 10th, we hosted our 4th concert of the Arts in the Park season. Come Back Buddy performed rock 'n' roll hits from the 1950's for approximately 800 attendees. The concert was sponsored by S & S Tire and Auto Service Center. They set up a display booth at the concert and gave away several raffle prizes during intermission. The Wigwam also partners with the City for each concert by providing the venue, the stage and a cash bar. It was an enjoyable afternoon for those in attendance.

On February 23rd, the City hosted the annual Kiwanis Litchfield Park Run. Although early morning weather was wet and cold, we still had a great turnout. 467 total racers participated in our running events. There were 113 10K racers, 178 5K racers, 49 1 Mile racers and 79 Kids Fun Run participants. Kiwanis Club of Litchfield Park was the presenting sponsor. Their members served complimentary omelets to participants. Albertsons donated fresh oranges and bananas. Liberty Utilities brought out their water wagon. Student volunteers from Millennium High School's Key Club and National Honor Society also helped out at the event. Thanks, again, to Mayor Schoaf for kicking off the race that morning. All race proceeds are received by Friends of the Rec, a Litchfield Park based nonprofit that routinely donates to the City's special events, preschool, and recreation programs.

Aquatics:

The pool renovation project was completed on February 27th – ahead of schedule. The pool has been refilled and chemicals added, aquatics staff will continue to clean and monitor chemical levels in preparation for April Pools Day on April 27th, 2019. The renovation encompassed re-pool plastering with a quartz mixture and resealing the expansion joint leading into the deep end. New tiles were laid throughout: waterline, competition lines, and two alligators. New handrails and LED lights were also installed.

The aquatics section is beginning the hiring process for the 2019 summer season.

Youth Sports:

Spring Sports Registration closed February 19, 2019. We are still currently registering kids to fill the spots left on teams. This spring we have 251 participants for our Youth Basketball and 281 participants for Youth Soccer. We had our Spring coaches meeting so practices have started with the first game starting the end of March. We started promoting the upcoming Adult Kickball league that starts in the fall.

Channel 11:

The Channel 11 station continues progress on Phase II of the HD video server implementation that includes the formatting of the external RAID 5 hard drive to accommodate the HD environment and reconfiguration of the community bulletin board. Phase III will be completed during FY2020 to launch the City's YouTube web streaming of the channel.

Community and Recreation Services March 2019 Report

CityLine:

The January - March, 2019 quarterly 12-page CityLine resident newsletter issue focused on the State of the City summary was delivered to City residents. The April – June, 2019 article submission and ad deadlines was circulated in February and scheduled for an April 1 mail delivery to residents. The CityLine issues are direct mailed to City residents and will be published on digital communication assets including the website and social accounts. The FY2019 ad agreements with The Wigwam, Waste Management and Liberty Utilities will generate \$6,500 in revenue. An RFP was prepared and published with a scheduled April 2019 bid opening.

Marketing Community and Recreation Services:

Staff continue to build brand awareness by targeting digital and print campaigns. Staff uses clear and consistent communication messages to identify the two department's unique advantages to customers and eventgoers. Recreation Services April and May 2019 classes, lessons, leagues, aquatic events, and programs are detailed in the spring activity guide. Digital and social distribution is scheduled for March 8, 2019.

Preschool:

Litchfield Park Preschool, an Arizona Department of Health Services licensed facility, hosted events during February including class visits from Goodyear Fire Department "What's a Home Fire Escape Plan" and the MCSO Sheriff's Deputies. The classes held Valentine classroom parties and Silly Sock Days; introduced a Spanish curriculum that included learning greetings through song, had two science experiments including the "Skittles Rainbow Experiment" and the "Clouds in a Jar Experiment" and facilitated art curriculum projects that focused on weekly themes and alphabet introductions and reviews. An Amazon Wishlist was created and announced, priority enrollment for the 2019-2020 school year began and Arizona PBS filmed and aired a segment of the Preschool visits during one of the MCSO class visits. The classes participated in the Kiwanis Litchfield Park Run's Healthy Classroom Challenge and was awarded the first place class with 41 participants. Hulafrog Buckeye-Goodyear named Litchfield Park Preschool as the 2019 Most Loved Preschool. The preschool published the February 2019 newsletter circulated through print and digital distribution. Preschool enrollment has increased 25% compared to February 2018 with 57 students enrolled in February 2019 classes. Regular preschool classes will start one month earlier in 2019-2020, starting on Monday, August 5, 2019 to align with the local district school calendar.

Litchfield Park Preschool began promoting the **Kindergarten Summer Bridge Program** eligible to any child enrolling in fall 2019 kindergarten. The program goal is to prepare children for their first formal classroom experience. The progressive theme-model and literacy-based curriculum will include letter knowledge, print and phonological awareness, and emergent writing skills.

Tennis:

Forty-one students enrolled in February 2019 tennis lessons with waitlists in the 4-7 and 8-11 year old age groups.

Websites:

The City's website had 12,816 website visits with 26,474 page views during the month of February 2019 with the majority of visits accessed using two devices: 51% through smartphones and 49% by desktop computers. The highest website page visits included Special Events, Employment and Youth Sports. LPRC's online registration website offered registration and payment for the majority of recreation programming with 44% of LPRC's customers registered using the online portal, an increase of 37% since the ActiveNet implementation in 2014.