

CITY OF LITCHFIELD PARK

RECREATION AND PUBLIC GROUNDS COMMISSION

Regular Meeting
Thursday, April 11, 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, March 14, 2019 regular meeting.

V. Business

A. New Commissioner Ron Clair Introduction

Information

Introduction of the new appointed RPG Commissioner, Ron Clair.

B. Election of Officers

Action

The election of Chairperson and Vice Chairperson to service the 2019/2020 term.

C. Meeting Schedule

Action

The Commission will discuss and determine the meeting day and time for the 2019/2020 term.

D. Schedule to Attend Council Meeting

Information

The Commissioners will sign-up to represent the RPG Commission at monthly City Council meetings for the 2019/2020 term.

E. Minutes

Action

Possible approval of the March 14, 2019 meeting minutes.

JoAnn
Dun

New
Elected
Officer

Brian
Goodman

F. City Center New Park

Information

The Commission will start discussions on the New Park that will be located in the City Center Design.

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
March 14, 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, Commissioners Taddei, Schwartz, Schwake and Gerz.

Members Absent: Vice Chairperson Phillips and Commissioner Fix.

Staff Present: Sonny Culbreth, Management Assistant Office of the City Manager, John Mazza, Assistant City Manager, 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 March 14, 2019 meeting.

V. Business

A. Minutes

Commissioner Schwake **moved, seconded** by Commissioner Taddei, to approve the minutes of the meeting held on January 10, 2019; **unanimous approval.**

B. Yard of the Quarter

The following were the nominees for the 1st quarter of 2019:

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

Commissioner Taddei **moved, seconded** by Commissioner Gerz to select 790 Val Verde Circle E. as the winner of Yard of Quarter for the 1st quarter; **unanimous approval.**

C. New City Recreation Ordinance

John Mazza is looking for a recommendation from the RPG Commission on a new Parks and Recreation ordinance to present to Council.

There have been some past issues with citizens at the park facilities that involved law enforcement. However, there is not anything in place that allows the Recreation Director to ban, if need be, these citizens from our facilities.

This ordinance would allow for Mr. Mazza to give a verbal warning, followed up with a written 5 day suspension if needed from all of the City's facilities. The ordinance would also allow for longer suspensions of 30 and 60 days if need be.

This ordinance would pertain to anyone who uses the City's facilities.

There is some wording/language of the proposed ordinance that the Commission feels should be changed before taking to Council. Mr. Mazza will make the changes before presenting to Council.

Commissioner Schwake **moved** to forward Ordinance No. 19-230 as amended to City Council, **seconded** by Commissioner Gerz; **unanimous approval.**

D. Diamondbacks Little League Field

John Mazza updated the Commission of the new start date of 4/15/19. This will allow time for restriping of Camelback Rd. to assist with the traffic flow making it safe for all.

Mr. Mazza showed a slide presentation of the field to the Commission.

Highlights of the presentation;

- The park is already zoned for public facilities
- Will be a “Jackie Robinson” little league field. Diamondbacks are donating the field thru its nonprofit organization
- Only used for Little League and the City’s Recreation t-ball and baseball league
- No PA system
- Dedicated parking
- Dedicated restroom
- Next gen directional LED lighting
- Maintained by the City

This year will be the 100th Birthday of Jackie Robison and thus a field is being built in his honor. This is the 42nd field the Diamondbacks are building.

Citizen Concerns;

- Traffic increase on Camelback Rd. and throughout the surrounding neighborhoods
- Parking
- Lights and scoreboard
- Foul ball damage to properties
- Crime

City mitigation/actions for some of the concerns;

- Light outs at 9:00 pm
- Build a view fence along Village Pkwy.
- Auto lock on the bathrooms
- Working with MCDOT to stripe Camelback Rd. to establish deceleration lane and turn lane. Conduct a traffic study.
- Parking lot entrance off of Camelback Rd.
- Plant trees
- Backstop will be extended

There are many features and advantages of this field. This field will be a state of the art facility.

VI. RPGCOM Topics for Referral to City Council

There were none at this time.

VII. Staff Report on Current Events

Public Works report is available for viewing.

Commissioner Gerz reported his concern over a palm tree located near the Church of Litchfield Park in front of the empty lot.

Chairperson Dun asked how the La Loma Homestead trimming is going. Mr. Mazza reported that it is about 75% complete.

Community and Recreation Services report is available for viewing.

VIII. Commissioners' Report on Current Events

- Commissioner Schwake stated the parks all look good
- Commissioner Gerz let the Commission know that tonight would be his last meeting. His work has taken him out of town a lot and he feels a Commissioner who can be available all the time is better than one on a part time basis
- Chairperson Dun reported the Litchfield Park Rotary will be hosting "Taste of the Park" on 4-7-19. This will be held between the library and tennis courts. There will be restaurants from surrounding areas offering tastings of food, wine and beer. In addition, there will be a band and silent auction. The event will be from 11:00am to 5:00pm and tickets are \$50.00 per person
- Chairperson Dun reported she will be president of Rotary come July 2019 and stated they will be glad to donate some trees for the new Diamondbacks Little League Field

IX. Adjournment

Commissioner Gerz **moved, seconded** by Commissioner Taddei, to adjourn the meeting; **unanimous passage**. Chairperson Dun adjourned the meeting at 7:59 p.m.

APPROVED:
RECREATION AND PUBLIC GROUNDS COMMISSION

To: Mayor and City Council
Through: Bill Stephens, City Manager
From: Brian Goodman, Public Works Director
Meeting Date: April 17, 2019

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 completed

Public Works Permits

- 4 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 March 2 & 3, the City hosted its annual Spring Art & Wine Festival. We estimate there were 20,000 attendees throughout the weekend, with approximately 2,000 of them stopping to enjoy the Beer & Wine Garden. Over 200 artists and food vendors participated in the festival, which included live entertainment and daily culinary demonstrations. We are still working with Vermillion Promotions to close the books on this event, but the anticipated profit to the City from this festival is \$38,000.

On March 17th, we hosted our 5th concert of the Arts in the Park season. The Desert Knights Band performed country favorites for approximately 800 attendees. The concert was sponsored by Cox Communications. Rachel Aja, Cox's Government and Regulatory Affairs Manager, came out to the concert and shared a few words with the community on behalf of Cox. As you know, The Wigwam partners with the City for each concert by providing the venue, the stage and a cash bar. It was an enjoyable St. Patrick's Day afternoon for all in attendance.

In March, our Special Events Staff also assisted two local nonprofits who hosted events in the City. On March 1 & 2, the Litchfield Park Historical Society hosted their inaugural Walking Tour of various homes along North Old Litchfield Road. They have reported that their event was well-received by attendees and they were pleased with the outcome. On March 23rd, Boy Scout Troop 99 held their "Are you Faster than a Boy Scout" 10K/5K Race. Troop 99 is based out of The Church at Litchfield Park. This was their 2nd year hosting this fundraising event, which offsets the costs of summer camps and high adventure camps for their active Scouts.

Lastly, our Special Events Staff began actively seeking grants and sponsorships for the FY20 events season. In March, we applied for a \$1,000 grant from the Walmart Foundation to support our upcoming Christmas and Native American festivals. In addition, we applied for a \$3,000 Festival Grant from the Arizona Commission on the Arts to support the Litchfield Park Gathering, our Native American Fine Art Festival.

Aquatics:

The aquatics section continues the hiring process and training seasonal employees in preparation for the 2019 summer season.

Youth Sports:

Spring Sports started March 29, 2019. The final number of registrants for the spring were 258 participants for our Youth Basketball which is the same number of registrants as the 2018 Spring Season and 2831 participants for Youth Soccer which is 11 more registrants than the 2018 Spring season. Registration for our Summer Basketball league started April 1.

Channel 11

The Channel 11 station continued 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 You Tube web streaming of the channel.

CityLine

During March the April – June, 2019 CityLine issue was in production with an expected mail date to residents of Monday, April 15, 2019. With a quarterly circulation of 2,950 the 12-page CityLine issues are mailed USPS EDDM saturation carrier route to City residents and published on digital communication assets including the website and social accounts.

Marketing Community and Recreation Services

Staff continued to build brand awareness by targeting digital and print campaigns using clear and consistent communication messages to identify the two department's unique advantages to customers and eventgoers and build brand awareness. The June 2019 - March 2020 Activity Guide was published that details Recreation Services swim lessons, summer swim team, aquatic training and events, youth & adult sport leagues, and preschool. Activity Guide digital and social distribution is scheduled for the week of April 8, 2019 that will include the City's website, litchfield-park.org, the Recreation Services online registration website, social networks, and print distribution. Litchfield Park Preschool launched an Instagram account to continue to promote awareness and build brand visibility.

Preschool

Litchfield Park Preschool, an Arizona Department of Health Services licensed facility, hosted events during March including class visits from David Schwake RD "What's a Healthy Food"; Cat in the Hat "March Read Across America"; and Hilger's Pediatric Dentistry, "Dental Hygiene Fun!". The classes participated in a Dress Up as Your Favorite Book Character event. The teaching Staff facilitated the Spanish curriculum with the "Two Little Fish" and "Musica y Maracas" songs and two science experiments including the "Bean Sprouts Experiment" and the "Can We Regrow New Food Experiment" with art curriculum projects that focused on weekly themes and alphabet introductions and reviews. The preschool published the March 2019 newsletter delivered through print and digital distribution. Priority enrollment for the 2019-20 academic year opened on March 6 resulting in 34 students registered in August 2019 classes with availability for an additional 24 students.

The Kindergarten Summer Bridge Program, 3-week classes focused on kindergarten preparedness and readiness, opened June and July sessions for registration on March 27 and had 4 enrollments with 34 available for the June session by March 31.

Tennis

Thirty-nine (39) students enrolled in March 2019 tennis lessons with a waitlist in the 8-11 year old age group.

Websites

The City's website had 13,385 website visits with 26,997 page views during the month of March 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 43% of LPRC's customers registered using the online portal, an increase of 36% since the ActiveNet implementation in 2014.