

CITY OF LITCHFIELD PARK

RECREATION AND PUBLIC GROUNDS COMMISSION

Regular Meeting
Thursday, January 10, 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, September 13, 2018 regular meeting.

V. Business

A. Minutes

Action

Possible approval of the September 13, 2018 meeting minutes.

Brian
Goodman

B. Yard of the Quarter

**Information
Action**

Mr. Goodman will discuss a possible format change.

Brian
Goodman

C. Recreation Center Pool

**Information
Action**

Mr. Goodman will discuss the re-plastering of the pool.

Brian
Goodman

D. Diamondbacks Little League Field

**Information
Action**

Mr. Goodman will inform the Commission of the new proposed little league field and amenities.

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
September 13, 2018**

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, Gerz, and Schwake.

Members Absent: Commissioners Fix and Schwartz.

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

Staff Absent: Brian Goodman, Public Works Director.

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 September 13, 2108 meeting.

V. Business

A. Minutes

Commissioner Schwake **moved, seconded** by Commissioner Gerz, to approve the minutes of the meeting held on August 9, 2018; **unanimous approval.**

B. Yard of the Quarter

The following were the nominees for the 3rd quarter:

- 607 La Loma
- 390 Bird Lane
- 905 E. Campina Ln
- 170 Laguna Royale Dr.

Vice Chairperson Phillips **moved, seconded** by Commissioner Taddei to select 905 E. Campina Ln. as the winner of Yard of the Quarter for the 3rd quarter; **unanimous approval.**

VI. RPGCOM Topics for Referral to City Council

There were none at this time.

VII. Staff Report on Current Events

Sonny Culbreth reported for the Rec. Center:

- Preschool – new flooring and furniture. Currently has a waiting list
- Rec. Center – new exercise machine and dumbbells in the weight room
- Upstairs Office – new flooring, paint and furniture
- Octoberfest – 2 food trucks and 4 bars this year
- Concerts in the Park are all set for the year

The Commission was asked to read over the Staff report for Public Works.

Commissioner Schwake voiced concern about the cactus looking dead at Kwanis Park. He gave photos to Stacey Frederico.

VIII. Commissioners' Report on Current Events

Mr. Culbreth announced that the Rec. Center Aquatic Director, Jena, had a baby boy.

IX. Adjournment

Commissioner Gerz **moved, seconded** by Vice Chairperson Phillips, to adjourn the meeting; **unanimous passage.** Chairperson Dun adjourned the meeting at 7:26 p.m.

APPROVED:
RECREATION AND PUBLIC GROUNDS COMMISSION

Public Works December 2018 Report

To: Bill Stephens, City Manager
Mayor and City Council

From: Brian Goodman, Public Works Director

Date: January 16th, 2018

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

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

Public Works Permits:

- 4 ROW permits were issued

Community and Recreation Services

December, 2018

To: Mayor Schoaf and City Council Members

From: John M. Mazza, Assistant City Manager; Office of the City Manager

Through: Bill Stephens, City Manager

Date: January 16, 2019

Re: September Community and Recreation Services Monthly Report

Special Events

In December, our efforts focused on Christmas in the Park, which was held on Saturday, December 8th. The festival's main attraction was the hometown parade. The parade was comprised of 71 entries and a record-breaking 2100 participants. The festival was presented by Hilgers Orthodontics and Hilgers Pediatric Dentistry. They have been the festival's key sponsors for seven years. Hilgers staffs and equips Elf's Alley and the train rides. Other festival activities included Pictures with Santa, pony rides, inflatables, 15 tons of snow, Santa's Workshop, and stage performances by local choirs and dance troupes. The festival was rounded out by 70 arts & crafts vendors, 14 food vendors and 14 nonprofit and business vendors. Revenue received from vendors and sponsors offsets the costs associated with hosting this holiday festival.

Youth Sports

The City of Litchfield Park Youth Sports Department has been awarded the Better Sports for Kids Quality Program Provider designation for 2018/2019 for our Youth Basketball, Flag Football, Soccer, and Tee Ball programs. The Better Sports for Kids Quality Program Provider designation is a seal of commitment to quality based on nationally accepted standards. Achieving this designation demonstrates the City of Litchfield Park has undergone a review process and has shown a commitment to a safe, quality youth sports environment for the families we serve. For more information about the designation, visit www.nays.org/quality.

Aquatics:

Construction of the 2019 aquatic season programming has begun and the department finalized MarWest Swim Team Agreement. Applications for Aquatic life guard staffing will be posted in January of 2019.

Channel 11

The Channel 11 station completed the installation of the new Leightronix HD video server and the HD/SDI output device to support the HD environment. Litchfield 11 programming and output digital signals are converted by Cox Communications to HD before cablecasting into the 85340 node. Phase I of a Phase III project is completed. Phase II 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

The article and ad deadlines were circulated for the January - March, 2019 quarterly 12-page CityLine resident newsletter issue that will focus on the State of the City summary with an expected mail date of February 1, 2019. The issue will be mailed to City residents, published on digital communication assets including the website and social accounts.

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 2019 classes, lessons, leagues, aquatic events, and program offerings will be communicated using the LPRC online registration website, printed and digital activity guides, social accounts, and viral marketing.

Preschool

Litchfield Park Preschool hosted a variety of events during December including a Parent Appreciation Art Walk, Holiday Gift Exchanges, and two "Sharing is Caring" drives. The preschool parents and families completed the Aqua Fria Food Bank's Holiday Basket Food Drive and kicked off the JOY to SOCKS drive that will benefit Phoenix Rescue Mission. Academically, the preschool implemented a science activities curriculum and completed two experiments including "Sink or Float" and "Science of Rock Candy".

Tennis

Forty-one students enrolled in December, 2018 tennis lessons with waitlists in the 4-7 and 8-11 year old age groups.

Websites

The City's website had 11,988 website visits with 21,831 page views during the month of December, 2018 with the majority of visits accessed using two devices: 54% through smartphones and 46% by desktop computers. LPRC's online registration website had 42% of the customers register and remit payment online with 58% of customers registering in the lobby and over the phone.