

CITY OF LITCHFIELD PARK

RECREATION AND PUBLIC GROUNDS COMMISSION

Regular Meeting
Thursday, June 13, 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, April 11, 2019 regular meeting.

V. Business

Anthony
Taddei

A. Minutes

Action

Possible approval of the April 11, 2019 meeting minutes.

B. Yard of the Quarter (white)

Action

The Commission will discuss the following nominations and select the winner for the 2nd quarter.

- 964 Castillo Dr. E.
- 14586 Village Pkwy.
- 351 S. Moreno Cir

John
Mazza
Brian
Goodman

C. City Center - "The Park"

Information

The Commission may discuss any ideas, suggestions, and thoughts on "The Park" design.

John
Mazza

D. Diamondbacks Little League Field update

Information

Mr. Mazza will give an update on the Diamondbacks Little League Field.

Information
Action

VI. RPGCOM Topics for Referral to City Council

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
April 11, 2019**

I. Call to Order

The meeting was held in the Conference Room at City Hall and called to order by Chairperson Dun at 6:59 pm.

Members Present: Chairperson Dun, Vice Chairperson Phillips, Commissioners Taddei, Schwake, Fix and Clair.

Members Absent: Commissioner Schwartz.

Staff Present: John Mazza, Assistant City Manager, Sonny Culbreth, Management Assistant Office of the 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 April 11, 2019 meeting.

V. Business

A. New Commissioner Ron Clair Introduction

Chairperson Dun welcomed Commissioner Clair and asked him to give the Commission a little background on himself. Commissioner Clair moved to Litchfield Park in 2013. Commissioner Clair recently sold his company, All My Sons Moving and Storage, and is still with the company and will be helping out for a little while. The company is very active in the community and tries to help out anywhere needed. Commissioner Clair was involved in the past with Rotary but is now involved with Estrella Rotary. Commissioner Clair originally applied for a seat on the Design and Review Board but was declined and given a seat on the RPG Commission. Commissioner Clair is just happy to help out in any way he can.

B. Election of Officers

JoAnn Dun was nominated to serve as Chairperson. JoAnn Dun declined the nomination.

Anthony Taddei was nominated to serve as Chairperson.

Commissioner Schwake **moved, seconded** by Vice Chairperson Phillips to elect Commissioner Taddei as Chairperson; **unanimous approval.**

Andi Phillips was nominated to serve as Vice Chairperson.

Chairperson Taddei **moved, seconded** by Commissioner Fix to elect Andi Phillips as Vice Chairperson; **unanimous approval.**

C. Meeting Schedule

The meeting schedule will remain the same; second Thursday of each month at 7:00 pm.

Commissioner Fix **moved, seconded** by Commissioner Dun to keep the meetings to the second Thursday of the month; **unanimous approval.**

D. Schedule to Attend Council Meeting

The Commission was given the sign-up sheet to attend the Council Meeting for the 2019/2020 term. The Commission would like to re-visit the sign-up sheet late fall for the winter months.

E. Minutes

Commissioner Schwake **moved, seconded** by Commissioner Dun, to approve the minutes of the meeting held on March 14, 2019; **unanimous approval.**

F. City Center New Park

Mr. Brian Goodman asked the Commission to start thinking of different ideas for “The Park” that will be located in the City Center. This park will be located in the middle of the City Center. Some of the basic ideas for this park include; a stage for entertainment and an area for events/festivals to be held. The area is intended to bring in customers, not only to enjoy the park but also to generate revenue to the businesses and restaurants.

Mr. Sonny Culbreth shared some history about the area that was called “La Placita”. This was a gathering area that held entertainment and events prior to the 50’s.

There were several ideas, suggestions, concepts and questions discussed. Mr. Goodman asked the Commission to just keep this in mind for further discussions.

VI. RPGCOM Topics for Referral to City Council

Mr. John Mazza let the Commission know that Ordinance No. 19-230 did not go before Council at the May meeting. There were some wording and tweaking that needed to be done. Mr. Mazza will be presenting the ordinance at the June Council meeting.

VII. Staff Report on Current Events

Mr. Mazza reported for Community and Recreation Services;

- Two events took place; Art & Wine Festival and the final Arts in Park concert series. Both events were great events for the City.
- Youth Sports are starting to kick off.
- Aquatics Center is hiring and training getting ready for the pool to open.
- Pre-school is starting a Kindergarten Summer Bridge program. This is to ready pre-school kids for Kindergarten.

Mr. Goodman reported for Public Works;

- Clean up of the La Loma property is completed. West Coast Arborist was up there for a month trimming and cutting back of trees.
- Spring planting has started. The medians off of La Loma Ave. were all refreshed with irrigation and new plants.
- Some Orange trees have been replaced in the City.

Commissioners' Report on Current Events

There were none at this time.

VIII. Adjournment

Commissioner Schwake **moved, seconded** by Vice Chairperson Phillips, to adjourn the meeting; **unanimous passage**. Chairperson Taddei adjourned the meeting at 8:11 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: June 19th, 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
- Plantings are underway throughout the City
- Irrigations systems throughout the City are being updated
- Little league Field in Village Park is on schedule

Public Works Permits

- 4 ROW permits were issued



Community and Recreation Services May 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: June 19, 2019

Subject: Community and Recreation Services Monthly Report

SPECIAL EVENTS

In May, Special Events Staff worked with the Southwest Valley Chamber of Commerce to identify City events that promote tourism. Representatives of each of the chamber's member cities provided their input. A joint FY20 application for Prop 302 funding was submitted to the Arizona Office of Tourism on May 24, 2019. \$38,000 was requested on behalf of Litchfield Park as part of the application. Award notifications are expected in mid-June.

Special Events Staff began planning and promoting the 4th of July Splash Bash. Several businesses were approached for cash and in-kind sponsorships. This year's event is being expanded to include a few food trucks in the Rec Center's north parking lot, as well as activities on the library lawn. Special Events Staff and Aquatics Staff have been working together to plan a schedule for the day's activities.

Special Events Staff also started outlining the calendar for the FY20 Special Events Season. Staff has been working with The Wigwam, Vermillion Promotions, and other relevant supporters to lock down dates for all major festivals and events. The new season will begin with Oktoberfest on Saturday, October 5, 2019.

Finally, Litchfield Park's Memorial Day Ceremony was held on Monday, May 27th. Sonny Culbreth from the City Manager's Office took the lead on planning the ceremony. Special Events Staff assisted with media communications and event promotion. The ceremony was heartfelt and well-attended.

Aquatics:

The Aquatics Team wrapped up afternoon group lessons on Thursday, May 9th with a fill rate of 81%. The Saturday Elite Lessons ran from May 4 – May 26, had a 100% fill rate. Lagartos after School Practice took place May 13th – May 23rd and the regular season morning practice began on Tuesday, May 28th. Staff started after school practice with 109 swimmers registered and as of 6/4/2019 they had 240 swimmers registered! Registration will remain open until June 14th. They also hosted freestyle and backstroke clinic on May 31st with 100% fill rate

Youth Sports:

The Spring season ended May 11, 2019. We did hold a 10-11 age division end of season basketball tournament. We had a lot of compliments about the soccer and basketball leagues. Our parents and kids seemed to have enjoyed themselves.

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.



Community and Recreation Services May 2019 Report

CityLine

Production began on the July - September, 2019 CityLine quarterly publication themed "City Updates".

Marketing Community and Recreation Services

Staff continued to build brand awareness using targeted 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.

Preschool

During May, Litchfield Park Preschool, an Arizona Department of Health Services licensed facility, hosted a visit from the Litchfield Park Branch Library that introduced the 2019 summer reading program, "A Universe of Stories". The preschool held events including Healthy Classroom Challenge pizza parties sponsored by Friends of the Rec; Splish! Splash! pool parties, and a graduation ceremony for ABC Explorer classes whose students will be entering kindergarten in August 2019. The Staff facilitated the Spanish curriculum songs and two science experiments including the "Exploding Soda Experiment" and the "Making a Volcano Experiment" with art curriculum projects that focused on weekly themes and alphabet introductions and reviews. The preschool published the May 2019 newsletter delivered through print and digital distribution. Enrollment for the 2019-20 academic year continued with 49 students registered in August 2019 classes with availability for an additional nine (9) students.

The Kindergarten Summer Bridge Program, 3-week classes focused on kindergarten preparedness and readiness had eight (8) enrollments with 11 available for the June AM session. The Preschool produced Staff interview video shorts and facility highlights with Hulafrog to promote the Litchfield Park Preschool programs. Two Open Houses were held to meet the Staff and view the facility and curriculum.

Tennis

Forty-three (43) students enrolled in May 2019 tennis lessons with a waitlist in the 8-11 year old age group.

Websites

The City's website had 12,936 website visits with 26,073 page views during the month of May 2019 with the majority of visits accessed using two devices: 49% through smartphones and 51% by desktop computers. The highest website page visits included Employment and Recreation Services pages. LPRC's online registration website offered registration and payment for the majority of recreation programming with 35% of LPRC's customers registered using the online portal, an increase of 36% since the ActiveNet implementation in 2014.