

**Leisure Services Department
Timeline of Needs Assessment and Master Plan Processes**

1. 03/23/09 **Needs Study Meeting**
City Hall – 3rd Floor Conference Room

An internal meeting was held to discuss the upcoming Leisure Services Needs assessment process.
2. 04/30/09 **Request for Proposals Meeting**

Four vendors made presentations to City staff in an effort to secure the award for the Leisure Services Department's needs assessment. The following companies were represented at the meeting:

 - Glatting, Jackson, Kercher, Anglin, Inc.
 - GreenPlay, LLC
 - IBI Group
 - Matrix Consulting Group

The following staff members were in attendance:

 - Richard Salamon, Assistant City Manager
 - Holly Raphaelson, Purchasing Specialist
 - Caryl Ungerer, Leisure Services Director
 - Beth Zickar, Assistant Leisure Services Director
 - Mike Pulver, City Auditor
3. 06/23/09 **Request for Proposals Awarded for Leisure Services Needs Assessment**

The City Commission awarded RFP (09)H-02 for the Leisure Services Department Needs Assessment to Glatting Jackson Kercher Anglin, Inc. (later, AECOM).
4. 07/14/09 **Ordinance No. 385-09-C Amending the Comprehensive Plan**

The Commission approved amendments to the City's Comprehensive Plan as recommended by the Evaluation and Appraisal Report (EAR). The amendments included elements pertaining to recreation, open spaces and future land use. Based on recommendations made in the EAR, several land use policies effecting parks and recreation were adopted including:

 - Provide at minimum three (3) acres of parks for every 1,000 people.
 - Designate a sufficient amount of Recreation and Open Space acreage on the Sunrise Future Land Use Map for parks and recreation uses.
 - Explore the possibility of acquiring/receiving donations for open space to increase the City's Level of Service (LOS) standards from 3 acres/1000 population to 4 acres/1000 population.

5. 07/30/09 **Leisure Services Needs Assessment Kick-Off Meeting**
Sunrise Civic Center Banquet Hall, Salon C

Meeting provided a procedural overview of initial needs assessment tasks and assignment of responsibilities. The meeting was attended by:

- Bruce J. Moeller, City Manager
- Richard Salamon, Assistant City Manager
- Caryl Ungerer, Director of Leisure Services
- Beth Zickar, Assistant Director of Leisure Services
- David Barth, Principal, AECOM
- Ryan P. Cambridge, Landscape Designer, AECOM

6. 08/14/09 **Background Documents and Digital Files Forwarded to AECOM**

As requested during the kick-off meeting, documentation was sent to AECOM to serve as background for the development of the needs assessment. Documents included: demographic data from comparable cities; comparable surveys; park fees; revenue projections; membership information for golf and tennis clubs; parks inventory, park programs, recreational programs and leagues; Senior Center information and sample Leisure Services publications.

7. 08/19/09 **Program Assessments**

In an effort to provide a useful and accurate assessment of the programs offered by the Leisure Services Department, PROS Consulting, LLC, provided staff with Program Assessment Worksheets. The worksheets were completed for all available offerings and served as a basis for assessing the performance measures, standards and effectiveness of each program.

8. 09/01/09 – 09/03/09 **Leisure Services Needs Assessment Site Analysis**

AECOM representatives toured each park with Leisure Services staff. A preliminary site analysis was completed for each site indicating general impressions and observations as well as specific measures to ensure that the same topics were evaluated at each of the facilities, including:

- Proximity/Access/Linkages (distance from surrounding neighborhoods, ADA accessibility, signage, etc.)
- Park Comfort and Image (attractiveness, safety, maintenance, comfort, protection from elements, etc.)
- Uses/Activities/Sociability (things to do, park usage, frequency of neighborhood usage, etc.)
- Opportunities (programming, revenue, partnership, environmental)

9. 9/7/09 –
9/18/09

Leisure Services Level of Service Evaluation

The level of service (LOS) analysis was conducted to determine how well the existing City of Sunrise Leisure Services Department was meeting the needs of City residents. Level of service was measured in terms of the following principles:

- Acreage (amount of park land)
- Facilities (capacity of facilities)
- Access (distance of travel time)
- Programs (availability of programs and activities)
- Quality (quality of experience)

10. 09/29/09

Public Workshop

Sunrise Civic Center Banquet Hall, Salon C

This AECOM-facilitated workshop was designed to provide the public with information about the needs assessment process and its intended goals, while seeking public input pertaining to desired changes in Leisure Services. Since advisory board members are typically consumers of the programs and services offered by the City, and because they are also a representative sampling of the city's diverse population, they were the target audience for this meeting. The following boards were represented at the workshop:

- Leisure Services Advisory Board
- Cultural Affairs Advisory Board
- Social Services Advisory Board
- Economic Development Board
- Education Advisory Board

Perceived needs were elicited from participants and compiled for later inclusion into a comprehensive, prioritized listing of all groups.

11. 09/29/09

Public Workshop

Sunrise Civic Center Banquet Hall, Salon C

This AECOM-facilitated workshop was designed to provide the public with information about the needs assessment process and its intended goals, while seeking public input pertaining to desired changes in Leisure Services. The workshop was open to the general public, but was targeted to coaches, parents, and youth athletics participants. As in the other workshops, perceived needs were elicited from participants and compiled for later inclusion into a comprehensive, prioritized listing of all groups.

12. 09/30/09

Needs Study Meeting
Sunrise Civic Center Banquet Hall

Meeting with PROS, a sub of Glatting Jackson, regarding the benchmark section of the Needs Study. In attendance were:

- Beth Zickar, Assistant Leisure Services Director
- Rachel Feuer, Division Director – Recreation Programs and Operations
- Rosemarie Marco, Division Director – Special Community Support Services
- Steve Kane, Division Director – Facilities Maintenance and Operations
- Leon Younger, PROS Consulting, Inc.

13. 09/30/09

Public Workshop
Sunrise Civic Center Banquet Hall, Salon C

This AECOM-facilitated workshop was designed to provide the public with information about the needs assessment process and its intended goals, while seeking public input pertaining to desired changes in Leisure Services. The workshop was open to the general public, but was targeted to youth and adult athletics consumers, coaches and instructors. As in the other workshops, perceived needs were elicited from participants and compiled for later inclusion into a comprehensive, prioritized listing of all groups.

14. 10/01/09

Direct Mail & Telephone Survey

In an effort to secure statistically valid information, Leisure Vision/ETC Institute sought input from Sunrise residents through a direct mail survey to 1,500 randomly selected households throughout the city.

Follow-up contact was made with the survey recipients in order to secure the greatest number of responses, including:

- Three days after the mailing, electronic voice messages were made to each of the selected households urging them to complete the survey.
- Two weeks after the mailing, intended recipients were contacted by Leisure Vision. If the surveys had not yet been returned, recipients were given the option of completing it by phone.

A total of 328 surveys were obtained (exceeding the set goal of 300) and responses were used to compile and prioritize findings.

15. 10/22/09 –
10/23/09

Meetings with Leon Younger, PROS Consulting

Individual meetings were held with City leaders and staff members throughout various departments in an effort to evaluate **operations, management and maintenance** for the needs assessment.

16. 12/1-30/09 **Municipal Fee Comparison**
- PROS Consulting, LLC, along with City of Sunrise, identified comparable municipalities with similar operating benchmarking metrics which included: population/demographics, size of city (sq.miles), parks and recreation system. These communities included:
- Coral Springs, FL
 - Davie, FL
 - Plantation, FL
 - Weston, FL
17. 02/12/10 **Leisure Services Needs Assessment and Delivery Study Presentation Outline**
- AECOM provided the City of Sunrise with a draft copy of the Needs Assessment presentation. The PowerPoint Presentation provides a synopsis of the assessment process (including the benchmarks and methodology used), as well as findings from interviews, public meetings, workshops and surveys. AECOM worked with Leisure Services to be sure that the information was clearly understood before the presentation at the City Commission Meeting.
18. 02/12/10 **Needs Study Draft Report Review**
- City staff met to review and discuss the draft of the Needs Assessment Study Report. In attendance were:
- Bruce Moeller, City Manager
 - Sarah Hannah, Assistant City Manager
 - Caryl Ungerer, Leisure Services Director
 - Beth Zickar, Assistant Leisure Services Director
 - Maria Salomon, Executive Assistant
19. 03/09/10 **Leisure Services Needs Assessment and Delivery Study Draft**
- AECOM submitted a draft of the Needs Assessment and Delivery Study to the City of Sunrise. The document included an overview of the Needs Assessment process, the methodology used to acquire and analyze the data and summaries capsulizing the following focus areas:
- Existing Parks and Recreation Facilities Evaluation
 - Level of Service Evaluation
 - Mail and Telephone Survey Results – which included satisfaction and needs interviews
 - Operations, Management, & Maintenance Evaluation
 - Program Assessment
 - Municipal Fee Comparison

20. 04/20/10 **Needs Assessment Meeting**
- City staff members met to discuss the data outlined in the needs assessment and developed procedural organization and implementation moving forward. In attendance were:
- Bruce Moeller, City Manager
 - Sarah Hannah, Assistant City Manager
 - Caryl Ungerer, Leisure Services Director
 - Beth Zickar, Assistant Leisure Services Director
21. 07/12/10 **Needs Assessment Document – Final**
- AECOM delivered the final copy of the Needs Assessment and Delivery Study document to Leisure Services.
22. 07/12/10 **City Commission Workshop – Leisure Services Department Needs Assessment & Service Delivery Study**
Commission Chambers
- Commission Discussion re: Leisure Services Department Needs Assessment & Service Delivery Study. City Manager Bruce J. Moeller. Caryl Ungerer, Leisure Services Director.
23. 07/13/10 **Next Steps in the Leisure Services Needs Study**
- City staff members met to discuss the findings in the needs study and how to best prepare the subsequent action plan. In attendance were:
- Sarah Hannah, Assistant City Manager
Caryl Ungerer, Leisure Services Director
Beth Zickar, Assistant Leisure Services Director
24. 09/08/10 **Leisure Services Needs Study Five Year Timeline of Recommendations**
- Staff from Leisure Services and the City Manager's Office worked to develop a draft of a 5-year timeline outlining the following:
- AECOM recommendations based on the needs assessment findings.
 - Action items necessary (on the part of the City) to implement the recommendations.
 - The approximate length of time needed to accomplish the action items/steps.
 - Ownership identification of action items/steps. Would implementation require program changes and/or policy changes?

25. 04/11/11 **Request for Proposals - Master Plan Meeting**
Commission Chambers

Two vendors made presentations to City staff in an effort to secure the award for the Leisure Services Department's Master Plan. The following companies were represented at the meeting:

- AECOM
- Lose & Associates

The following staff members were in attendance:

- Sarah Hannah-Spurlock, Assistant City Manager
- Caryl Ungerer, Leisure Services Director
- Mark Lubelski, Community Development Director

26. 06/28/11 **Request for Proposals Awarded for Leisure Services Master Plan**

The City Commission approved Resolution 11-97, awarding RFP (11)H-04 and the contract for a Leisure Services Master Plan to AECOM Technical Services, Inc.

27. 07/29/11 **Master Plan Contract Executed**

The City of Sunrise entered into contract (Contract No. (11)C-13-H) with AECOM Technical Services, Inc. to produce a Leisure Services Master Plan.

Based on the results of the Needs Assessment, the company was tasked with including the following in the plan:

- Develop park design standards, signage packages and recommend new amenities in an effort to activate and reenergize the parks and facilities.
- Determine the need for additional parks and facilities that will satisfy the City's Comprehensive Plan requirement of three (3) acres per 1,000 residents based upon ten year population projections.
- Improve connectivity in the community by developing bikeways and trails system.
- Develop recommendation to redevelop and retrofit underutilized facilities.
- Develop recommendation regarding open space, land acquisition and management.
- Survey infrastructure and prioritize recommended improvements needed.
- Conduct an evaluation of current services provided and a demographics study.

The company was also required to conduct a minimum of two (2) visioning meetings with City officials and three (3) community meetings with residents.

28. 08/24/11 **Leisure Services Master Plan Kick-Off Meeting**
Sunrise Civic Center Banquet Hall, Salon C
- Equipped with the findings outlined in the Needs Assessment, the AECOM team worked with City staff to review ways in which to answer the most common needs/concerns expressed by residents and make possible solutions moving forward with the Master Plan.
- Bruce J. Moeller, City Manager
 - Sarah Hannah-Spurlock, Assistant City Manager
 - Caryl Ungerer, Director of Leisure Services
 - Beth Zickar, Assistant Director of Leisure Services
 - Rachel Feuer, Division Director – Recreation Programs & Operations
 - Rosemarie Marco, Division Director – Special Community Support Services
 - Steve Kane, Division Director – Facilities Maintenance & Operations
 - Shellie Polins, Administrative Officer
 - Maria Salomon, Executive Assistant
 - David Barth, Principal, AECOM
 - Ryan P. Cambridge, Landscape Designer, AECOM
29. 01/05/12 – 01/07/12 **City of Sunrise Parks and Recreation Visioning Workshop**
City Hall Commission Chambers
- This 2½ day charrette involved the AECOM team City staff and key stakeholders to discuss the following tasks regarding the Leisure Services Master Plan, specifically:
- Visioning Meeting
 - Community Meeting
 - Additional Open Space, Parks and Facilities
 - Bikeways and Trails
 - Improvements, Redevelopment, Retrofit of Existing Facilities (additional service)
 - Staff Review Meeting
 - Infrastructure Improvements
 - Park Design Standards, Signage and Amenities
 - Staff Review Meeting
30. 01/19/12 **Master Plan Meeting**
Commission Chambers
- (All day meeting/work session.) Based on the findings from the needs assessment, the kick-off meeting with City staff, and subsequent research performed, the AECOM team presented potential projects for consideration. The group focused on consistency and clarity of directional/informational signage throughout the system, as well as connectivity between parks (particular attention was given to bicycle paths/pedestrian trails). Also considered was the distribution of park/playground access to all residential areas, revitalization of existing parks, and locations for possible land acquisitions for the creation of additional green space. The information was shared with Leisure Services staff for their input.

31. 01/20/12 **Master Plan Meeting**
Commission Chambers
- (All day meeting/work session.) A continuation of the meeting held on January 19, 2012. The AECOM Team continued to meet with City staff in order to make final modifications to the Visioning Meeting.
32. 01/21/12 **Master Plan Visioning Meeting**
Commission Chambers
- The AECOM team presented the Master Plan Vision for the City Commission. The presentation was made to the City Commission, City Manager and City staff. The team provided data backup for the recommendations they made and outlined priorities based on input received during the needs assessment.
33. 04/04/12 **Design Intent Documents for Wayfinding (Report)**
- As part of the Master Plan Visioning process, AECOM delivered this report outlining recommendations for city-wide wayfinding signage. The document featured clearly marked and consistently styled vehicular, pedestrian, trail, interpretive, park, and entrance signs. The signage proposal addressed the issues raised during prior Master Plan meetings regarding lack of clear directional signage throughout the system.
34. 05/17/12 **Public Meeting – Master Plan Visioning Meeting**
East Sunrise Residents Association
Village Civic Center
- The AECOM team presented the Master Plan Vision to the public. It was explained that the projects outlined within the presentation were not certain, but rather an attempt at addressing some of the recommendations made during the needs assessment. Attendees were asked to comment on the projects and voice any concerns. The information would later be presented to the City in an effort to aid in the direction the Master Plan would take moving forward.
35. 05/29/12 **GIS Needs Assessment Follow-Up**
- Following the city-wide GIS Sponsor Committee Meeting on 04/25/12, this meeting was held to specifically discuss and address GIS needs as part of the Leisure Services Master Plan. In attendance were:
- Beth Zickar, Leisure Services Director
Timothy Scharff, GIS Analyst
Nancy Lyman, GIS Coordinator

36. 06/04/12 **Leisure Services Advisory Board Meeting**
- During this regularly scheduled Leisure Services Advisory Board Meeting, board members were informed of the dates, times, and locations of the upcoming public meetings regarding the department's Master Plan. The board was encouraged to promote the meetings in the community and they were asked to be sure to attend one of the upcoming meetings and provide their comments. In attendance at this meeting were:
- Beth Zickar, Leisure Services Director and Staff Liaison to the Leisure Services Advisory Board
 - Annie Cohen-Coles, Leisure Services Advisory Board Member
 - Arthur Drago, Leisure Services Advisory Board Vice-Chair
 - Neil Kerch, Leisure Services Advisory Board Member
 - Ana Lasher, Leisure Services Advisory Board Member
 - Ellen Moltz, Leisure Services Advisory Board Member
 - Danny Perez, Leisure Services Advisory Board Chair
 - Allison Hodes-Perfecto, Leisure Services Advisory Board Member
 - Kathy Osborn, Social Worker
 - Ada Troonin, Board Secretary
37. 06/06/12 **Public Meeting – Master Plan Visioning Meeting**
Central Sunrise Residents Association
Nob Hill Soccer Park
- The AECOM team presented the Master Plan Vision to the public. It was explained that the projects outlined within the presentation were not certain, but rather an attempt at addressing some of the recommendations made during the Needs Assessment. Attendees were asked to comment on the projects and voice any concerns. The information would later be presented to the City in an effort to aid in the direction the Master Plan would take moving forward.
38. 06/15/12 **Program Assessment Update Report**
- During the Needs Assessment in 2009-2010, the PROS team provided an assessment of all Leisure Services programs. This assessment included program effectiveness, resident/non-resident participation and demographics; and marketing strategies used to promote programs. In 2012, the PROS team asked Leisure Services staff to provide updates to the program assessment forms in an effort to help pinpoint issues in programming gaps/overlaps, marketing tactics, performance standards, etc. since the needs assessment. This data was used to develop the Program Assessment Update, a contemporized overview of the original findings using data obtained during the Master Plan in 2012.
39. 06/27/12 **Public Meeting – Master Plan Visioning Meeting**
Welleby Management Association
3489 Hiatus Road
- The AECOM team presented the Master Plan Vision to the public. It was explained that the projects outlined within the presentation were not certain, but rather an attempt at addressing some of the recommendations made during the needs assessment. Attendees were asked to comment on the projects and voice any concerns. The information would later be presented to the City in an effort to aid in the direction the Master Plan would take moving forward.

40. 06/28/12 **Public Meeting – Master Plan Visioning Meeting**
New River Civic Center
- The AECOM team presented the Master Plan Vision to the public. It was explained that the projects outlined within the presentation were not certain, but rather an attempt at addressing some of the recommendations made during the needs assessment. Attendees were asked to comment on the projects and voice any concerns. The information would later be presented to the City in an effort to aid in the direction the Master Plan would take moving forward.
41. 07/26/12 **Document Draft – Demographics and Trends Technical Report**
- A draft of the Demographics and Trends Technical Report prepared by PROS Consulting, LLC was provided to City staff. The report provided a demographic analysis of the City's population including age, ethnicity, income levels, etc. The information was provided as part of the overall Master Plan process, to serve as tool in identifying trends and developing projections.
42. 08/17/12 **City of Sunrise Parks and Recreation Vision**
- AECOM delivered a visioning draft which provided an overview of national trends in parks and recreation and the importance of public/green spaces in creating a sense of community. Regional information was also provided, noting how other cities have addressed this issue in their parks and recreation development. As part of this report, the team provided a list of key planning and design attributes incorporated in the visioning overviews. The result was a detailed, long-term vision for the development and growth of the City of Sunrise's parks and recreation system.
43. 03/06/13 **Master Plan Meeting**
City Manager's Office
- Beth Zickar, Leisure Services Director, met with Alan Cohen to review and discuss the Leisure Services Master Plan with the new City Manager.
44. 06/13/13 **Public Visioning Display – Summer Camp Meet and Greet**
Sunrise Civic Center Lobby
- In an effort to elicit input from as many residents as possible, images from the Master Plan Visioning presentation were displayed during the 2013 Summer Camp Meet and Greet Meeting. Attendees were asked to comment on whether or not they felt Leisure Services was moving in the right direction with its proposed vision for the City, and to candidly provide any issues/concerns/oversights that should be addressed moving forward.

45. 06/24/13

Master Plan Implementation Workshop

This meeting was designed to provide direction in the next steps to be taken in the Master Plan process. In attendance were:

- Alan Cohen, City Manager
- Richard Salamon, Assistant City Manager
- Beth Zickar, Leisure Services Director
- Lou Sandora, Economic Development Director
- John Brooks, Police Chief
- Lt. Craig Cardinale, Sunrise Police
- Sean Dinneen, Public Works Director
- Tariq Riaz, Central Services Director
- Chris Sammartino, Management and Budget Director
- Alan Gavazzi, Assistant Director - Capital Projects
- Rosemarie Marco, Assistant Leisure Services Director
- Kevin Pickard, Division Director – Recreation Programs and Operations
- Steve Kane, Division Director – Facilities Maintenance and Operations
- Amanda Tomlinson, Division Director – Special Community Support Services
- Dave Barth, Principal, AECOM
- Ryan Cambridge, Landscape Designer, AECOM

46. 12/02/13

Leisure Services Advisory Board Meeting

Leisure Services Department

Copies of the Executive Summary of the Master Plan were distributed to and discussed with the Leisure Services Advisory Board as an agenda item during their regularly scheduled board meeting. Proposed projects were discussed and questions regarding same were addressed. In attendance at the meeting were:

- Beth Zickar, Leisure Services Director and Staff Liaison to the Leisure Services Advisory Board
- Arthur Drago, Leisure Services Advisory Board Chair
- Craig Glasser, Leisure Services Advisory Board Member
- Allison Hodes-Perfecto, Leisure Services Advisory Board Vice-Chair
- Ellen Moltz, Leisure Services Advisory Board Member
- Danny Perez, Leisure Services Advisory Board Member
- Larry Shipley, Leisure Services Advisory Board Member
- Ada Troonin, Board Secretary

47. 03/18/14 **Commission Workshop – Leisure Services Master Plan**
Commission Chambers

Agenda item 5(A). City Manager, Alan Cohen addressed the City Commission as part of a workshop to discuss and answer any questions or concerns regarding the Leisure Services Master Plan as it relates to the possible general obligation bond referendum. Also in attendance were members of Leisure Services administrative staff members.

48. 04/07/14 **Leisure Services Advisory Board Meeting**
Leisure Services Department

Board members received an update on the Master Plan process during a regularly scheduled board meeting. They were informed about an upcoming meeting with the City Manager to set priorities for the implementation of the Master Plan. Also discussed during the board meeting was the recommendation to expand the Civic Center's existing classroom space, theater and amphitheater. In attendance during this meeting were:

- Beth Zickar, Leisure Services Director and Staff Liaison to the Leisure Services Advisory Board
- Arthur Drago, Leisure Services Advisory Board Chair
- Craig Glasser, Leisure Services Advisory Board Member
- Allison Hodes-Perfecto, Leisure Services Advisory Board Member
- Ellen Moltz, Leisure Services Advisory Board Member
- Danny Perez, Leisure Services Advisory Board Member
- Todd Shipley, Leisure Services Advisory Board Vice-Chair
- Ada Troonin, Board Secretary

49. 04/09/14 **Leisure Services Master Plan Project Meeting**
City Hall Annex

Internal meeting to prepare for project organization for the upcoming general obligation bond issue meetings with City Commissioners. In attendance were:

- Alan Cohen, City Manager
- Beth Zickar, Leisure Services Director
- Rosemarie Marco, Assistant Leisure Services Director
- Kevin Pickard, Division Director – Recreation Programs and Operations
- Amanda Tomlinson, Division Director – Special and Community Support Services
- Steve Kane, Division Director – Facilities Maintenance and Operations
- Diane Valentini, Special Events Coordinator
- Alan Gavazzi, Assistant Director - Capital Projects
- Sean Dinneen, Public Works Director
- Dave Abderhalden, Capital Projects Coordinator

50. 04/18/14 **Leisure Services Master Plan Follow-Up**
City Manager's Office

Follow-up to the 04/09/14 Leisure Services Master Plan Project Meeting. This meeting was held to finalize the presentation and discuss any issues prior to holding individual meetings with the City Commission. The individual meetings relate to the general obligation bond issue for implementation of the Leisure Services Master Plan. In attendance were:

- Alan Cohen, City Manager
- Beth Zickar, Leisure Services Director
- Rosemarie Marco, Assistant Leisure Services Director
- Kevin Pickard, Division Director – Recreation Programs and Operations
- Amanda Tomlinson, Division Director – Special and Community Support Services
- Steve Kane, Division Director – Facilities Maintenance and Operations
- Diane Valentini, Special Events Coordinator
- Alan Gavazzi, Assistant Director - Capital Projects
- Sean Dinneen, Public Works Director
- Dave Abderhalden, Capital Projects Coordinator

51. 05/05/14 **Leisure Services Advisory Board Meeting**
Leisure Services Department

Board members received an update on the Master Plan process during a regularly scheduled board meeting. They were informed that the matter would soon go before the City Commission and were encouraged to attend the meetings. In attendance during this meeting were:

- Beth Zickar, Leisure Services Director and Staff Liaison to the Leisure Services Advisory Board
- Ana Cordova-Lasher, Leisure Services Advisory Board Member
- Arthur Drago, Leisure Services Advisory Board Chair
- Craig Glasser, Leisure Services Advisory Board Member
- Ellen Moltz, Leisure Services Advisory Board Member
- Danny Perez, Leisure Services Advisory Board Member
- Todd Shipley, Leisure Services Advisory Board Vice-Chair

52. 05/13/14 **City Commission Meeting**
Commission Chambers

Agenda item 16(A) - Leisure Master Plan follow-up report and discussion to the Leisure Services Master Plan Workshop, specifically related to the cost and timeline in implementing the recommended projects. City Manager Alan Cohen.

53. 05/27/14 **Special Meeting of the Sunrise City Commission**

This meeting was held to discuss the Leisure Services Master Plan and address any questions prior to the Commission Meeting held later in the day. The upcoming meeting agenda includes the first reading of an ordinance providing for a Bond Referendum to issue its general obligation bonds to finance the improvements as outlined in the Master Plan. This meeting was open to the general public. Also in attendance:

- Alan Cohen, City Manager
- Beth Zickar, Leisure Services Director
- Sean Dinneen, Public Works Director
- Rosemarie Marco, Assistant Leisure Services Director
- Kevin Pickard, Division Director – Recreation Programs and Operations
- Amanda Tomlinson, Division Director – Special Community Support Services
- Steve Kane, Division Director – Facilities Maintenance and Operations
- Diane Valentini, Special Events Coordinator
- Arthur Drago, Leisure Services Advisory Board Chair
- Ellen Moltz, Leisure Services Advisory Board Member

54. 05/27/14 **City Commission Meeting**
Commission Chambers

Agenda item 12(E) regarding the first reading of an ordinance to provide for a bond referendum to issue general obligation bonds to finance improvements in the Master Plan. This was a regular meeting of the City Commission and was open to the general public. Also in attendance at the meeting:

- Alan Cohen, City Manager
- Minal Shah, Finance and Administrative Services Director
- Beth Zickar, Leisure Services Director
- Sean Dinneen, Public Works Director
- Mark Lubelski, Community Development Director
- Rosemarie Marco, Assistant Leisure Services Director
- Members of the Leisure Services Advisory Board
- Members of the Education Advisory Board