

**CITY OF BUCKEYE
COMMUNITY SERVICES ADVISORY BOARD**

**September 17, 2014
MINUTES**

City Hall
530 E. Monroe Avenue
Buckeye, AZ 85326
6:30 pm

1. Call to Order/Pledge of Allegiance/Roll Call

Teresa Bible, Chairman called the meeting to order at 6:31 pm.

Members Present – Chair Teresa Bible, Vice Chair Margarito Lara, Board Members Linda Gross, Garnett Sailor, Alex Villa, Stephen Rugh, James Kimes, Chester Hetrick, Dr. Peace Ezeogba-Oboemena and Board Liaison Councilmember Michelle Hess.

Staff Present –Community Services Director Cheryl Sedig; Management Assistant Douglas Strong; Recreation Manager, Miranda Gomez; Conservation & Project Manager Robert Wisener; Community Center Manager, Phil Yabes and Community Engagement Manager, Myra Curtis

2A. Comments from the Public – John Pringle introduced himself as the Chair for the Library Advisory Board and wanted to see how the Community Services Advisory Board operates.

2B. Award Presentation – Phil Yabes, Community Center Manager presented a video and the displayed the award from 2014 Arizona Parks and Recreation Association- Volunteer of the Year category which was presented to the department at the August annual Arizona Parks and Recreation Association Conference. The Senior Volunteer Program at the Community Center was selected as the Volunteer of the Year program for APRA.

3. Approval of Meeting Minutes for July 16, 2014

A motion was made by Board Member Steve Rugh and seconded by Board Member Linda Gross to approve the minutes for the July 16, 2014 meeting. Motion carried unanimously.

4. New Business

4a. – Presentation and overview of the Community Service Department – Presented by Cheryl Sedig, Community Services Director

Ms. Cheryl Sedig took this opportunity to have the board introduce themselves and share a little about them for the new members of board. Ms. Sedig then proceeded with a power point presentation which gave an overview of the department to include the organizational structure, budget, programs and services.

Board member Gross asked if the Library Program is offering language class for non-English speaker teaching English or other languages. Ms. Sedig mentioned we have not only English classes but programs via the computer to learn other languages as well.

Chairperson Bible asked where the dogs come from that are used for the library reading program. Ms. Sedig mentioned community members call staff and offer their assistance of their certified dog readers.

Vice Chair Lara asked if the department is offering the community yard sale again this year. Ms. Sedig mentioned we are and it is offered twice a year with the next one taking place November 1st.

4b. – Presentation of Parks, Trails and Open Space Master Plan data collection – Presented by Robert Wisener, Conservation and Project Manager

Mr. Wisener began his presentation by going over the history of the Parks, Trails and Open Space Master Plan and the last update completed back in 2005. He went over the different types of parks to include the acreage for pocket (1/2 acre), neighborhood (5-15 acres), community (25-50 acres), large municipal sports complex (up to 200 acres) and regional parks (i.e. Skyline Park). This information was based on the national standard from the National Parks and Recreation Association.

Robert then went over the benchmarking of other communities as it related to the total number of acres per each of these park types. In comparison to the other communities, Mr. Wisener shared where the City of Buckeye fell when compared to these other communities and the national standards. When compiling this data, he took into account all parks within Buckeye, this includes city owned and operated parks and private HOA parks within developments throughout the city. This inventory was done using GIS mapping software. Based on the data collected it is clear we are well over the standard for pocket parks and neighborhood parks. Community Parks is an area for growth as the city is near to the standard based on the current population of 57,000 residents. The city does not have any sports parks but regionally we are well on our way with the addition of Skyline Park. The comparison of the park acres between city owned and HOA parks shows the city being well under the national standard; 72 city acres in comparison to 328 private/HOA acreage in parks city wide. This results in 1.26 acres per 1,000 population (based on 57,000) of residents in Buckeye (2 acres Per 1,000 population-National Standard).

Board member Rugh asked if this shortfall is a result of the City not owning the land and county owning the land. Mr. Wisener said this is part of it but more so not having the funding to acquire more parks. However, if the city acquires one additional park of at least 30 acres; our acres per population will be at or above the national standard, so we are close.

Mr. Wisener discussed the process of creating the plan to include public meetings, surveying and getting advisory members involved as part of this process. Stakeholders will be part of this process to include the business community, outside agencies and consultants. The idea is to develop this plan which will then be incorporated in the city general plan which coincides with the develop code. Through this process it will give more leverage to uphold our standards for future developments coming in to Buckeye.

Board member Kimes asked if we are working with communities such as Tartesso and requiring them and other developments to follow this standard. This was affirmed by Mr. Wisener.

Mr. Wisener invited all board members to be part of the hike taking place on Saturday, October 4. During this hike participants will be able to see the Petroglyphs along the trail. Chairperson Bible mentioned with the recent storm and flooding many trails have been washed out in that area. She encouraged staff to be careful since a lot of loose rocks exist and hikers could sprain an ankle.

Chairperson Bible requested to be part of the stakeholder process and provide public input as it pertains to this plan. She also told the board for that the new coffee shop in Verrado has trail maps for visitors to pick up.

Board member Rugh is asking if we have groups, boy scouts or similar organizations maintaining city trails. Ms. Sedig mentioned currently the city does not own or operate any trails, however, once the Skyline Park project is complete and we have the right of way to complete the entrance to the park we will be looking for these groups for assistance in trail blazing and maintaining.

4c. - Approval of the department's community wide survey. Presented by Robert Wisener, Conservation and Project Manager.

Mr. Wisener went over the survey and discussed the ways to disseminate this information. This survey is part of the public input as it relates to the update of the Parks, Trails and Open Space Master Plan.

Board member Rugh requested a change in question #11 (Where do you live?) to include the downtown area as another response and put this question at the beginning of the survey from question 11 to question 2. On question #12 he asked to include a box which reads, 'Already Signed Up'. He also pointed out at the bottom of the survey it reads, "Completed surveys can be completed..." he'd prefer it read, "Completed surveys can be submitted..."

Board member Villa asked if there is an update on the City Lake and if this is to be included. Mr. Wisener mentioned the city did a recent study to look at several properties surrounding the area for a proposed lake. At this time due to the cost to acquire these properties, the city council has decided to put this on hold but is working to plan and zone the area until the city can find funding for the entire project. Ms. Sedig suggests staff to include the City Lake in the survey to see if the public do indeed want this type of facility.

A motion was made by Board Member Rugh and seconded by Board Member Gross to approve the community wide survey with the requested changes as discussed in open session. Motion carried unanimously.

4d. – Approval of the Community Services Department Employee Code of Ethics. Presented by Miranda Gomez, Recreation Manager

Ms. Gomez went over the code of ethics which is another step of the National Accreditation process which the department is working towards. This code is in line with the city wide code of ethics which has been produced by the Human Resources Department.

Board member Rugh pointed out some grammatical errors and wanted to clarify a few sentences which were edited and will be revised in the document.

Board member Sailor asked if the City Attorney has reviewed this item. Ms. Gomez mentioned we are looking for the board's approval first but once this was acquired they would have the attorney office review it for final approval.

Board member Villa asked why the board is reviewing and approving this item when it only applies to staff. Ms. Sedig explained that the board is to advise staff on what they feel is fair and best as the department is desirous to set a higher standard for its employees.

Vice Chair Lara asked if this was shared with city department employees. Ms. Gomez said it was not taken to all department staff prior to this meeting, however, all department employees will be given the opportunity to review and suggest prior to this code of ethics is officially adopted.

A motion was made by Board Member Rugh and seconded by Board Member Gross to approve the Community Services Department Employee Code of Ethics with the requested changes as discussed in open session. Motion carried unanimously.

5. Staff Report

Community Engagement Manager Myra Curtis shared upcoming events to include the Health & Wellness Hike to Skyline Park taking place on Saturday, October 4. As part of this event donated walking sticks will be given to participants as being part of this event. She asked board members to get involved and volunteer for this event and many other events taking place within the next few months.

Recreation Manager Miranda Gomez announced the recent news that the Buckeye Marathon is now nationally certified and is officially a Boston Qualifier. As part of this recent news, a press conference will be taking place on Tuesday, September 30th at 3:30 p.m. at Festival Foothills Park as a kick off to the Marathon. The local media will be broadcasting along with a preview of the marathon being displayed. Ms. Gomez also extended the invitation for members to attend the kick off and press conference.

Cheryl Sedig closed staff comments with inviting all board members to invite their neighbors, friends and family to the annual Halloween Carnival being held at Saturday, October 25th.

6. Comments from the Chair and Board Members

Chairperson Bible asked if any damage was caused due to the recent storm and flooding. Ms. Sedig reported a few facilities were impacted with some leaks but nothing too major.

Board member Rugh recently reported on what the City Council recently approved related to the Community Services Department. This included the Area Agency on Aging contract, the new library purchase of books and a few alcohol permits related to upcoming events. The council also approved the newest members of our board who are present at this meeting. He acknowledged their voluntary commitment and time to being part of the board. He reported that the Library Advisory Board is reviewing the library policy manual.

Board member Villa gave a status report on the Veterans Administration and is still working to get a clinic location here in Buckeye. He is committed to getting a location for veterans in the Buckeye Valley and is seeking support from state leaders.

Vice Chair Lara welcomed the new board members and would like to see if the Phoenix Suns Gorilla or professional basketball players can come out and help with the promotion of the summer basketball program.

7. Next Meeting– November 19, 2014 at 6:30 p.m.

8. Adjournment

A motion was made to adjourn the meeting at 8:08 p.m. by Chair Person Bible and seconded by Board Member Lara. Motion carried unanimously.

Teresa Bible, Chair

ATTEST:

Douglas C. Strong, Management Assistant

I hereby certify that the foregoing minutes are a true and correct copy of the Community Services Advisory Board meeting held by the Advisory Board on September 17, 2014. I further certify that the meeting was duly called and that a quorum was present.

Douglas C. Strong, Management Assistant