

**CITY OF BUCKEYE
COMMUNITY SERVICES ADVISORY BOARD**

**November 19, 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 6:33 pm.

Members Present – Chair Teresa Bible, Vice Chair Margarito Lara, Board Members Linda Gross, Garnett Sailor, Sue Mros, Lazelle Hall, Alex Villa, Stephen Rugh, James Kimes and Chester Hetrick.

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

2. Comments from the Public – None

3. Approval of Meeting Minutes for September 17, 2014

A motion was made by Board Member Steve Rugh and seconded by Board Member James Kimes to approve the minutes for the September 17, 2014 meeting. Motion carried unanimously.

4. New Business

4a. – Discussion of Anti-Harassment and Anti-Discrimination Training – Presented by Gail Solberg, Human Resources Generalist

Ms. Solberg presented a power point presentation which outlined the city policy on anti-harassment and anti-discrimination. This presentation was provided to all existing employees, new hires during orientations and was also provided to the Mayor and Council.

Board member Steve Rugh requested this item be placed on the meeting agenda and be presented to the board members so they too were informed with the city policy. Vice Chair Lara asked how often this training was offered to the city staff. Ms. Solberg mentioned all existing employees are currently receiving this training and a new hires are getting this training during new hire orientations. Vice Chair Lara asked if there is a disciplinary committee or board that review cases. Ms. Love, Human Resources Director mentioned the city does not have a disciplinary board.

4b. – Update on Skyline Regional Park Project – Presented by Robert Wisener, Conservation and Project Manager

Mr. Wisener shared that the city is still in need of the mile alignment of right of way just off the Watson Rd. leading into the main entrance of the park. The State Land right of way needing to be acquired by the city comprises of 13.87 acres which will be purchased for a total of \$11,582 per acre for a total of \$160,000 which is much less than the original appraisal of \$70,000 per acre

back in 2007. Due to the down economy the city is saving over \$600,000 of acquiring this right of way.

Amenities within the park will include a gate entrance with a gate house, ramadas, bridge for connecting trails and crossing a large wash, camping spots, stargazing area and restroom facility. Utilities will comprise of solar panels and water tanks at the restroom area since no utilities are currently located at this location.

The existing trails consist of approximately 14 miles and 14 miles of future trails will be an added while working with BLM. Many trails may need to be rerouted and discontinued due to spur offs to nowhere. Nearest to the park will include a basin to assist with flooding for the nearby neighborhood and existing flood plain which the Engineering department is working on.

The total project cost of Phase I of this park is \$3.6 million. Funding sources include impact fees of \$1.4 million, \$40,000 from AZ Game & Fish and the additional funds coming from the City of Phoenix Land Fill exchange. Staffing levels will include two rangers from the Police department and one parks maintenance staff member. The bidding for construction will begin in January with construction anticipated to begin in April with the park being completed by late 2015.

Board member Rugh asked for clarification on the paving of the needed right of way which the city does not have. The unpaved road is south of the gatehouse and will not be completed until six months after the completion of the park due to grant funding for the road paving project. Mr. Rugh asked for Mr. Wisener to clarify the reasoning for the purchase of a new water truck when the city already has one. Mr. Wisener mentioned a new truck is needed because of the different types of water use such as potable vs. non-potable for public uses. Mr. Rugh asked how close will the city trail system be to the existing Verrado trail system. Mr. Wisener mentioned the future goal is to connect multiple trail systems to include Verrado and County Park systems. Mr. Rugh asked if there is any concern with acquiring the right of way still needed since it is going for public auction. Mr. Wisener mentioned the State Land Department is very confident the city will acquire this and not many private buyers/bidders want the added cost of maintaining this future road and right of way.

Mr. Wisener briefed the board on a new organization being led by Verrado to create a non-profit group called the White Tanks Conservancy which will assist in the preservation and advocacy for open space while educating the public on this valuable natural resource.

Board member Kimes asked if archery will be allowed at this park. Mr. Wisener answered that the city will similarly follow the County Park system guidelines as it relates to archery.

Board member Gross asked if off-road vehicles will be allowed at this park. Mr. Wisener said as part of the BLM agreement, no off-road vehicles will be allowed. Board member Sailor asked where will off-road vehicles go if they are no longer allowed at this location. Mr. Wisener said this has become a problem throughout similar open spaces throughout the valley and some measures can be made to assist with keeping these vehicles out of parks but this will be an ongoing challenge.

Chairperson Bible asked what will be done to protect the petroglyphs found in the park. Mr. Wisener mentioned redirecting trails or fencing these areas off have helped, however, it does take away from the natural landscape and cannot guarantee the preservation of this petroglyphs.

4c. – Community Services Department Procedures - Presented by Miranda Gomez, Recreation Manager.

Ms. Gomez addressed the board with four procedures to be placed in our department wide procedures manual. This is to fulfill the accreditation process the department is currently working towards. The procedures discussed included:

1.2 Procedure Review - this item outlines what the procedure review process is and how often it will be reviewed. Each year the department administrative team will review the manual and make any additions, changes or modifications. City staff is requesting the boards input in relation to this recommended procedures.

2.1 New Programs, Projects and Partnership Procedure - this procedure outlines the steps for creating a new program, partnership or plan department wide.

3.1 Employee Appearance Procedure – this outlines what is appropriate and acceptable for employees to be wearing while on the job.

3.4 Records Management Policies & Procedures – this outlines the responsibility for maintaining and retaining records within the department.

Board member Sailor mentioned the Tattoos & Branding section does not outline what branding is defined as.

Board member Mrsos made the motion to approve the item. It was seconded by board member Linda Gross. Motion passed unanimously.

5. Staff Report

Cheryl Sedig reported on a great survey response from the community with over 1,200 surveys completed which will help the department prioritize future projects and programs.

Miranda Gomez shared information regarding the upcoming Marathon. This included the enlistment of the board members to assist with pre-registering for the 2015 marathon and assisting where needed while at the information booth.

6. Comments from the Chair and Board Members

Chairperson Bible asked for every member to volunteer at the Community Services information booth for the Marathon. Members volunteered for two hours shifts for the duration of the event. She also asked for any volunteers to promote the marathon at a Triathlon on Thanksgiving Day.

Board member Sailor had some concerns regarding the use of the drone for taking photos and video at events. As a realtor he is unable to use this for his property listings because it is considered for a commercial use or profit. He implored staff to take a closer look into seeing what is allowable for this at the Marathon to include FAA regulations.

Board member Kimes had reports to him that the Tartesso Community Park is listed on the City website and promoting outside community residents to use the park. Ms. Sedig mentioned she had seen this via social media; however, it is not listed on our city website park page nor being placed by city staff members.

Board member Rugh reported on what took place at the last City Council meeting. He also mentioned the Library Advisory Board is still working on establishing its policies to include the new library specifically as it relates to community rooms being available as rental uses for community groups.

Board member Mros apologized for her absence last month and appreciated the board and staff for their support and understanding.

Board member Lara was pleased with the Halloween Carnival and felt it was a huge success.

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

8. Adjournment

A motion was made to adjourn the meeting at 8:10 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 November 19, 2014. I further certify that the meeting was duly called and that a quorum was present.

Douglas C. Strong, Management Assistant