

**CITY OF BUCKEYE
COMMUNITY SERVICES ADVISORY BOARD**

**May 18, 2016
MINUTES**

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

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

Teresa Bible, Chairperson called the meeting to order at 6:30 pm.

Members Present – Board Members Teresa Bible, Linda Gross, Chester Hetrick, Garnett Sailor, Sue Mros, Stephen Rugh and Dr. Peace.

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

2. Comments from the Public - None

3. Approval of Meeting Minutes for January 20, 2016

Stephen Rugh requested an incomplete sentence be omitted from the minutes and then made the motion to approve. Board Member Chester Hetrick seconded the motion to approve the meeting minutes. The motion passed unanimously.

4. New Business

4a. – Presentation of Ramada and Campsite Beer Permit

Doug Strong shared with the board that residents have inquired about having beer while they rent a ramada at local parks and at campsites at Skyline Park. The city currently does not have a beer permit nor allow for this type of use. The beer permit would be utilized at those parks only with reservable ramadas and at the designated campsites at Skyline Park.

Vice Chair Rugh shared a grammatical error to be changed to be consistent throughout the document. Board member Sue Mros expressed a concern regarding the enforcement of those drinking while on a hike or outside the ramada or campsite location. Board member Gross expressed similar concerns about how do you enforce excessive consumption or inappropriate behaviors. Parks Manager Fred Sanchez responded that when these situations take place park staff will call police and report these types of activities.

Chairperson Bible asked if we've had any reports of people being belligerent with beer consumption at these locations. Mr. Sanchez mentioned staff has not received any complaints to date and mentioned the permit is to provide a means where residents can consume beer legally and responsibly. Currently those drinking in our parks are breaking the law. This beer permit will allow consumption only within the designated camping site and park ramada and nowhere else. This permit is exclusively for beer only and does not allow other types of alcohol to be permitted. The applicant with the permit will be responsible for those consuming beer during their reservation. Permits must be acquired in person with photo identification and be made at least 48 hours prior to the time of the reservation.

Board member Gross asked what brought this up in the first place. Mr. Sanchez mentioned park staff is finding beer containers at both park ramadas and campsites so residents are drinking illegally. Many other cities provide beer permits as part their services such as Glendale, Surprise and Peoria. The permit will allow residents to drink legally versus illegally has many visitors have been doing at our park locations.

Board member Hetrick stated we will not have the monitoring in place to enforce everyone is following this, however, with a permit and guidelines we now have the means to fall back on as a protection to the city.

Board Member Dr. Peace feels this is good to offer and it's more proactive to have this in place for those who will be drinking responsibly instead of not having anything in place where residents are drinking illegally.

Board Member Sailor asked what has the city attorney said regarding this permit. Mr. Sailor wants this permit and policy to be reviewed and approved by the city attorney's office prior to being implemented. Mr. Strong mentioned the City Attorney and City Council will review and need to approve all necessary changes within the City Code which addresses beer consumption in parks prior to any implementation.

Chairperson Bible asked how staff will be promoting this new permit. Mr. Strong mentioned during the rental process for either a ramada or campsite; residents will be provided an option to elect purchasing a beer permit. However, this must be done in person at the Dr. Saide Recreation Center. Staff members will need to follow up for those who will be reserving a ramada or campsite and choosing a beer permit when making the reservation online. It will also be part of existing promotions that are currently in place for ramada and campsite rentals.

Board Member Hetrick motioned to approve the item with the amendment that the city attorney's approve the permit prior to implementation. Board member Sailor seconded the amended motion. The motion passed unanimously.

4b. – Presentation of Community Services Schedule of Fees Update

Mr. Strong discussed the Schedule of Fees; specifically the new and change in fees. The suggested new fees were added due to requests for specific amenities. Also the change in fees provided a range specific to vendor both spaces for special events. The change gives the coordinators of events more flexibility for charging more or less to select vendors per event. The fee schedule is set to go before the City Council on July 5th.

Board member Sailor asked if we have a price structure for events. Community Engagement Manager, Myra Curtis mentioned each event is different and fees related to vendor spaces or vendor percentages depending on the event itself; such as the number of people in attendance or venue used. Each event has different price structures depending on the event and the size of booth spaces, the number of spaces and the type of organizations.

Vice Chair Rugh asked for clarification on the 6th Plaza area as to what is being rented for the amount being suggested. Fred Sanchez suggested the event space has been requested by promoters looking to rent the plaza for their own events and the fee associated for this type of use.

Board member Hetrick commented that he likes the ranges and hard costs associated with the fee outline. Mr. Strong mentioned the ranges have been convenient for staff. An example of this has

been the Skyline Park campsite rental fee. Initially it included a resident and non-resident fee; however since opening it has recently changed to a flat rate of \$20. The ranges assist staff with these types of changes plus the board and city council don't have to approve the entire fee schedule each time one fee changes.

Vice Chair Rugh motioned to approve the schedule of fees. Board member Gross seconded the motion. The motion passed unanimously.

4c. – Presentation of the El Rio Design Guidelines & Planning Standards

Mr. Wisener reported over the past two years, the City of Buckeye, working cooperatively with the Cities of Avondale, Goodyear, Maricopa County and the Flood Control District of Maricopa County prepared design guidelines and planning standards for development occurring along the Gila River for a 17-mile stretch from the river's confluence with the Agua Fria west to the State Route 85 bridge. The guidelines were prepared in response to the El Rio Watercourse Master Plan, which was adopted by the agencies in 2006 with a subsequent intergovernmental agreement approved in 2007 that outlined the roles and responsibilities of each agency for implementation. Since 2007, a work plan was developed by the agencies that outlined several projects, including the preparation of design guidelines and planning standards.

The agencies saw a need to prepare planning standards to ensure consistent development occurring along the river regardless of location so a developer would receive the same response whether in Avondale, Goodyear, Buckeye or in unincorporated Maricopa County.

An intergovernmental agreement was adopted by each agency in December 2013 for preparation of design guidelines with the City of Avondale assuming the lead for procuring a consultant and Buckeye assuming the lead for managing the day to day responsibilities for the project.

In November 2014, the City of Avondale approved the professional services agreement with J2 Engineering and Design and the kick off meeting was held a few days later.

The El Rio Design Guidelines and Planning Standards provides guidance for responsible development along the river, including character area planning, land development guidelines, transect planning, open edge treatment with trails and open space adjacent to the river, landscape and signage guidelines, economic development opportunities and the identification of three pilot projects with one in Avondale, Goodyear and Buckeye.

The provisions included in the document are not regulatory but are intended to provide guidance for development along the river.

A pilot project for Buckeye is identified as the 40 acres the city currently owns just south of the existing Buckeye Equestrian Center. This is conveniently located off of Miller Rd. Amenities that are planned would include picnic and ramada areas, RV and standard parking, pathways, connections to the southern river trail to BLM land and with future eastern and western trails off the El Rio.

Board member Mros asked what will be done with the area nearest to the pilot project site since many people go shooting there. Mr. Wisener proposes the city take similar measures to cleaning that area as what was done at Skyline Park formerly known as shotgun alley. This will be done with volunteers and in kind donations however the properties surrounding this 40-acre site are owned by many private owners and other businesses which would require cooperation.

Board Member Dr. Peace made the motion to approve the item. It was seconded by Board Member Linda Gross. The motion passed unanimously.

4d. – Presentation of Aquatic Safety Audit Intergovernmental Agreement

Recreation Manager, Miranda Gomez provided information related to the IGA for the Aquatic Safety Audit. Over the past year, the Cities of Buckeye, Peoria and Surprise have been meeting to discuss opportunities to improve customer service and operational efficiencies for aquatics programs.

The Cities desire to create an audit program to ensure exceptional performance of swimming pool staff. The IGA authorizes trained aquatics staff from each city to pose as customers at another City's pool to anonymously evaluate program delivery, customer service, and safety procedures.

Prior to the pool season, lead staff will meet to establish the audit procedure, training materials for site visit staff, evaluation criteria, and schedule for site visits. Another meeting would be held at the conclusion of the swim season to discuss audit findings, lessons learned and opportunities for improvement.

Board member Dr. Peace stated this will be a great opportunity for pool staff and management to ensure operations at the pool and above all- ensure safety is being practiced. She asked how often audits will be conducted at our one pool. Ms. Gomez mentioned our pool will be audited once this summer and will not be known by our pool staff as to when this audit will be conducted by another city. The standards or criteria set to audit each pool at each city will remain the same.

Vice Chair Rugh asked if audit copies will be included for each agency. Ms. Gomez said these reports are public records and any copies of the report can be requested.

Board member Hetrick made the motion to approve. It was seconded by Board member Gross. The motion passed unanimously.

4e. – Presentation of Scholarship Guidelines & Update

Ms. Gomez and Mr. Yabes is recommending to the board that the youth scholarship fund be adjusted to a more general scholarship fund that will include the active adult or adult residents with disabilities for recreational programs. The scholarship fund has been successful due to the Buckeye Marathon being a source of generating sufficient funding for this program.

Vice Chair Rugh had a question on the types of documentation and identification needed and asked for clarification.

Chairperson Bible suggested a few changes regarding typos to the document to be changed.

Vice Chair Rugh made the motion to approve. It was seconded by Board Member Dr Peace. The motion passed unanimously.

5. Staff Report

Ms. Gomez announced the City was selected for the 5th year as a designated Playful City USA.

Ms. Curtis shared the upcoming events to include the Movie in the Park featuring the Good Dinosaur as well as the Memorial Day Service on May 30th at 9 am at the Hazelton Cemetery. This is joint effort with many local civic groups.

Ms. Sedig announced the future home for Community Services was approved by the City Council at the Irwin property location and will be relocating in the next several months.

6. Comments from the Chair and Board Members

Dr. Peace shared here condolences and appreciated the celebration of life of Carol Rugh this past weekend and wanted it to be known that Vice Chair Rugh has the boards support and is available if anything is needed by him or his family.

Vice Chair Rugh commended the Youth Advisory Council and the hard work they are doing specifically with service projects at the Helzapoppin Rodeo Arena. He also expressed his appreciation to the board, staff and community members for the support to him and his family.

Chairperson Bible recommended to the board to attend the Stewardship Orientation for the White Tanks Conservancy and be part of future volunteering opportunities.

7. Next Meeting-- July 20, 2016 at 6:30pm at Executive Conference Room at City Hall

8. Adjournment

A motion was made to adjourn the meeting at 7:38 p.m. by Board Member Hetrick and seconded by Board Member Sue Mros. 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 May 18, 2016. I further certify that the meeting was duly called and that a quorum was present.

Douglas C. Strong, Management Assistant