



PLEASE SILENCE ALL ELECTRONIC COMMUNICATION DEVICES. THANK YOU.

NOTICE OF POSSIBLE QUORUM OF THE CITY OF BUCKEYE PLANNING AND ZONING COMMISSION OR OTHER COUNCIL APPOINTED BOARD: PLEASE NOTE THAT THERE MAY BE A QUORUM PRESENT BUT THERE WILL BE NO VOTING TAKING PLACE BY THE CITY PLANNING AND ZONING COMMISSION OR OTHER COUNCIL APPOINTED BOARD AT THIS MEETING.

**CITY OF BUCKEYE
LIBRARY ADVISORY BOARD
JULY 21, 2021
AGENDA**

**City Council Chambers
530 E. Monroe Ave.
Buckeye, AZ 85326**

Please note, Board Members have the option to attend this meeting remotely - for questions please contact Sarah Hughes at 623-349-6320.

6:00 PM

Special Meeting for the Library Advisory Board. This is joint meeting for the regularly scheduled Community Services Advisory Board and a special meeting of the Library Advisory Board. FOR INFORMATION REGARDING PUBLIC PARTICIPATION, PLEASE VISIT: <https://www.buckeyeaz.gov/government/city-clerk/meeting-agenda-minutes/meetings-agenda-minutes>

Accessibility for all persons with disabilities will be provided upon request. Please telephone your accommodation request (623) 349-6911, 72 hours in advance if you need a sign language interpreter or alternate materials for a visual or hearing impairment.

Voting Members will either attend in person or by telephone conference call or video presentation. Items listed may be considered in any order

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

2. Comments from the Public - Members of the audience may comment on any item of interest

Board Action: Open Meeting Law does not permit Board discussion of items not specifically on the agenda.

3. Approval of Minutes

Board Action: Motion to approve minutes

3.A Community Services Advisory Board to approve meeting minutes of May 19, 2021.

Board Action: Motion to approve

3.B Library Advisory Board to approve meeting minutes of May 24, 2021.

Board Action: Motion to approve

4. Discussion Item(s)

4.A Community Service Cost Recovery Study Presentation

Presentation by Community Services Director Miranda Gomez and 110% President & CEO Jamie Sabbach

Board Action: For discussion only

4.B Fiscal Year 2021/22 Budget Update

Presentation by Community Services Director, Miranda Gomez

Board Action: For discussion only

5. Comments from Community Services Director

The Director may present a brief summary of activities, however, there will be no discussion, deliberation or action taken on any information presented.

6. Comments from the Board Members

The Board Members may present a brief summary of current events. The board cannot propose, discuss, deliberate or take action on any of the information presented.

7. Adjournment

The Board will make a motion to adjourn the meeting.

CITY OF BUCKEYE
Regular Library Advisory Board
BOARD ACTION REPORT

MEETING DATE: 07/21/21	AGENDA ITEM: 3.A. Community Service Advisory Board to approve meeting minutes of May 19, 2021.
DATE PREPARED: 07/14/21	DISTRICT NO.:
STAFF LIAISON:	
DEPARTMENT: Community Services	AGENDA ITEM TYPE: Minutes

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Community Services Advisory Board to approve meeting minutes of May 19, 2021.

Board Action: Motion to approve

SUMMARY

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[05.19.2021 CSAB Meeting Minutes.pdf](#)



CITY OF BUCKEYE
Community Services Advisory Board Meeting
May 19, 2021
Minutes

HYBRID MEETING

Executive Conference Room at City Hall

6:00 P.M.

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

Board Chair, Stephen Rugh called the meeting to order at 6:00 p.m.

Board Members Present: Board Chair, Stephen Rugh; Vice Chair, Brett Benninghoff; Board Members: Terry Vrabec, Anastazia McMurray, Caleb Elms, Randal Kidd, Garnett Sailor, Matthew Dudley, and Council Liaison, Michelle Hess

Board Members Absent: Dr. Peace Ezeogba, Natalie Abeyta, Kristin Greene Luce

City Staff Present: Community Services Director, Miranda Gomez; Conservation and Project Manager, Robert Wisener; Recreation Manager, Jessica Thompson; Parks Manager, DiAnna Lipe; Community Center Manager, Phil Yabes; Management Assistant, Sarah Hughes

2. Comments from the Public – Members of the audience may comment on any item of interest

No Comments

3. Approval of Minutes

3.A. Board to approve meeting minutes of March 17, 2021

Motion made by Board Member Vrabec and seconded by Board Member Kidd to approve the minutes of March 17, 2021.

Motion Carried Unanimously.

4. New Business

4.A. Park Maintenance at Bayless Park and Coronado Park:

Parks Manager DiAnna Lipe presented an update on parks inventory. Staff has been evaluating some of the properties that are under park maintenance, but do not really function as a park property. One of these areas is Bayless Park, which is directly across from Circle K on Monroe Avenue. The City entered into a lease for the property in 1998, which has been used as an open turf area since that time. This property has been sold and will be developed as a Circle K. A section adjacent to the leased land is owned by the City (less than an acre) and Parks staff will continue to maintain this area. These changes will take effect July 1st.

The next property is Coronado Park, which is an acre and a half. This property is not a designated parcel and is considered right-of-way. However, in 1999 the City officially named it Coronado Veterans Memorial Park, which was pre-Benbow Park's existence. Now that the City has Benbow Park, Coronado Park will be undesignated as a Memorial Park and will become right of way and officially designate Benbow Park as the Benbow Veterans Memorial Park.

Vice-Chair Benninghoff asked who would be maintaining the areas that were previously the City's responsibility. DiAnna responded that Bayless Park will no longer be owned by the City and the lease agreement will be terminated July 1st so the property owner will be required to maintain. Coronado Park will become right-of-way with Public Works now maintaining.

Councilmember Hess asked about the history of Coronado Park and why it was designated as a Memorial Park. Director Gomez researched and could not find any information or history as to the designation.

Chairman Rugh asked if anyone at the City has worked with local Veterans groups to see if they had any idea about the park, but Director Gomez confirmed she inquired but no one had any background. She confirmed this with Councilmember Guy, who used to be the Community Service Director as well as the City Manager, who thought Coronado Park had already been designated as right-of-way.

4.B. FY20/21 Budget Update:

Community Services Director, Miranda Gomez presented on the FY20/21 Budget Update. Last year through the budget process, there were several projects and positions approved, but moved to contingency during the pandemic. Community Services had \$101,000 placed into contingency. This funding was released in March and was used to fund several projects, which include:

- Heritage Park fencing and gate
- Library interior wayfinding signs (both branches)
- Downtown Library badge access readers
- Downtown Library furniture
- Coyote Library wireless microphones
- Museum security cameras
- Museum panic buttons and badge access readers

Staff has been diligent in implementing these projects.

The Department was also able to fill a few positions that have been vacant for some time, such as the Management Assistant (Sarah Hughes) and the Administrative Assistant (Chelsea Furman-Kosut). There were also a few reclassifications approved.

4.C. FY21/22 Budget Update:

Community Services Director, Miranda Gomez presented on the FY21/22 Budget Update. Chief Financial Officer and Finance Director Bill Kauppi presented to Council the new programs that will be a part of next fiscal year's budget. Director Gomez cautioned that the budget is still in draft form, so any of these items could change.

- Sundance Crossings Recreation Center – opening September 2021. Finishing construction, including the patio.
- Sundance Park Phase II – Opening spring 2022
- Additional Before and After School Program sites (Kids BASE) at John McCain Elementary and West Park Elementary.
- Expanded sports programming in HOA neighborhood parks Chairman Rugh asked if this will impact maintenance or the City's responsibilities, and Director Gomez said no.
- Social Services – During the pandemic, Phil Yabes, Community Center Manager started administering a utility billing program funded through the CARES Act for our customers (City water, sewer and trash customers) and did a great job. Maricopa County approached the City to stand up a Community Action Program (CAP) office, which the City used to have but closed during the recession. If Council approves this program, we will add two positions to help implement it. Councilmember Hess indicated the City has reached out to other cities as resources for this type of program as well as local non-profits.
- Cemetery Operations & Maintenance. Maintenance will begin July 1st with plot sales transitioning as staff is trained.

Director Gomez also provided a brief summary of CIP projects proposed to be funded in the tentative budget. She will present the approved list adopted by Council in the final budget to the Board at the July meeting.

Board member Kidd asked about social services and whether there may be a down payment assistance for low-income families. There are other cities who offer this. Director Gomez stated that likely not at first, but could be part of the program eventually. She was very impressed by City of Surprise, whose program focused on getting their residents job-ready and help them find stability.

Chairman Rugh stated he was at the Council meeting the night before and questioned if there were issues about filling positions in the department. Director Gomez stated that there will be a comp and class study conducted and HR will have to evaluate those results and what that means for the City.

4.D. Special Events Update:

Community Services Director, Miranda Gomez gave an update on the special events planned for FY 2022. In 2014, there were a total of 19 events with 19,000 attendees. In 2019, the City offered 25 events, with 73,000 attendees. There is only one person on our staff who manages all of these events. Some of these events are multi-day with thousands of attendees, such as the Air Fair. Covid allowed staff to evaluate the events and how we can streamline and collaborate with other community groups to make the events more successful.

July 4th Celebration and Veterans Day Parade will be swapped. The City will take on all facets of 4th of July and host at the airport and Main Street will take over the Veterans Day parade.

Magic on Monroe and Shop Small Saturday will be hosted by Main Street.

Hometown Holiday Boutique will be discontinued. There are many other similar events hosted close to that same timeframe making it a challenge to get vendors and attendees.

Melodrama and Olio will no longer be hosted by the City but with the potential to transfer to a community group. Demolition Derbies (fall and spring) will be deferred until improvements are made to Buckeye Arena. Councilmember Hess asked for meeting invites for the events to be sent to the Board.

Board Member Kidd asked if we have an estimated time frame for when improvements to Buckeye Arena could begin. Director Gomez is working on the lease agreement and does not have a definitive time frame. Board Member Vrabec agreed that the events are wonderful and sad to hear some will not be happening; however, he understands the challenges.

Councilmember Hess acknowledged that change is hard, but appreciates staff taking the time to evaluate what works.

5. Community Services Director's Report

Community Services Director, Miranda Gomez reported on the following topics:

- Eye on Buckeye should be in your mail box by now
- Public vaccination site will be held at the Coyote Library for a few weeks starting June 1st
- Memorial Day will be held at the Cemetery on Memorial Day at 9 a.m.
- 4th of July will be hosted at the Buckeye Airport
- Final budget will be presented to Council at the next Council meeting
- Construction has started at Sundance Park Phase II. Lake is excavated and working on the multi-use fields. Construction updates have been posted on our Facebook & Instagram pages every Sunday

6. Comments from Board Members

Caleb Elms: No Comment

Randall Kidd: No Comment

Anastazia McMurray: No Comment

Garnett Sailor: Thanks to staff. Everyone always goes above and beyond.

Terry Vrabec: Thanks to Miranda and looking forward to getting the meeting invites, because the board is here to help.

Vice-Chair Brett Benninghoff: Great presentation. Many of the questions he receives from the community were answered tonight at the meeting.

Council Member Hess: Natalie Abeyta is resigning from our board due to a new job. Councilmember Hess is very appreciative of all of the work that Natalie did and she served as a chair for a few years and really brought different ideas to the Board.

Chair Stephen Rugh: He would like the Board to be more active than they have been. The Board is expected to be the connection between the community and the department. There are many volunteer opportunities that are a lot of fun.

Matthew Dudley: Looking forward to seeing everyone on Friday night at the Move in the Park. Great job by staff and excited events are restarting in person.

7. **Adjournment**

Motion to adjourn was made by Board Member Vrabec and seconded by Board Member Kidd.
Motion carried unanimously. Meeting adjourned at 7:14 p.m.

Stephen Rugh, Board Chair

ATTEST:

Sarah Hughes, Management Assistant

I hereby certify that the foregoing minutes are a true and correct copy of the Community Services Advisory Board Meeting held May 19, 2021. I further certify that the meeting was duly called and that a quorum was present.

CITY OF BUCKEYE
Regular Library Advisory Board
BOARD ACTION REPORT

MEETING DATE: 07/21/21	AGENDA ITEM: 3.B. Library Advisory Board to approve meeting minutes of May 24, 2021.
DATE PREPARED: 07/14/21	DISTRICT NO.:
STAFF LIAISON:	
DEPARTMENT: Community Services	AGENDA ITEM TYPE: Minutes

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Library Advisory Board to approve meeting minutes of May 24, 2021.

Board Action: Motion to approve

SUMMARY

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[05.24.2021 Library Advisory Board Meeting Minutes.pdf](#)



CITY OF BUCKEYE
LIBRARY ADVISORY BOARD MEETING

May 24, 2021
Minutes

HYBRID MEETING

Coyote Branch Library – Innovation Room
21699 W. Yuma Road
Buckeye, AZ 85326
6:00 P.M.

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

Board Chair, Kathleen Rossetti called the meeting to order at 6:00 p.m.

Present: Board Chair, Kathleen Rossetti; Vice-Chair, John Lynch; Board Members: Thomas Osborne, Holly Roehl, Linda Davis, Charles Maloley, and Calvin Perkins Jr.

Absent: Alternate Board Members: Roxann Dudas, Laine Wingfield

City Staff Present: City Council Liaison, Craig Heustis; Library Manager, Jana White; Library Administrator, Christine Larson; Community Center Manager, Phil Yabes; Management Assistant, Sarah Hughes.

2. Comments from the Public – Members of the audience may comment on any item of interest

No Comments

3. Approval of Minutes –

3. A. Board to approve meeting minutes of March 22 and April 26, 2021

Motion made by Charles Maloley and seconded by Thomas Osborne to approve the minutes of the March 22 and April 26, 2021 Library Advisory Board Meetings.

Motion Approved

4. FY21 Library Services & Technology Act (LSTA) Grants

Library Manager, Jana White presented on the FY 21 Library Services and Technology Act Grants. She previously reported on the submittal of these grants and is happy to announce that we were awarded all five grants including:

- \$4,000 grant for Wi-Fi expansion at both the Downtown and Coyote branches to improve internet connection in the libraries and into the parking lots.
- \$4,000 grant to hire an executive coach to host an all-staff development workshop to help staff find solutions to navigate change.
- \$4,000 grant to purchase high demand children's books. Staff will order additional copies of highly circulated and top authors for children's books so they are readily available to families.
- \$4,000 grant to purchase virtual engagement equipment. Virtual programs are not going away post pandemic, such as Storytime, Origami and Buckeye's Readers Chat. This grant will allow the City to purchase additional equipment needed to support virtual programs.
- \$14,380 grant for Buckeye History Series. Grant funds will be used to create three exhibits highlighting the history of Buckeye. The first display will be showcased October 23rd during the 50th anniversary of the Downtown Library and will focus on the history of the library. The second display will focus on the

museum and local history and the third display will focus on long standing events, such as Pioneer Days. These displays will be portable and used at many events.

Councilman Heustis asked whether we received a grant application from the Tohono O'odham Nation. The Courts have been successful receiving funding through this tribe, but the Library has not applied through them. Councilman Heustis had some information on the grant and will pass it along.

5. In-Person Programming:

Library Manager, Jana White discussed how the libraries will offer in-person programming. Storytime will be the first program to be launched. The programs will be offered on a first come, first serve basis to ensure appropriate safety protocols. Information will be posted on the Library website, so please advise anybody with questions to visit the website.

Holly Roehl asked for clarification on the frequency of programming of which Jana explained.

6. Comments from Community Services Director

Community Center Manager, Phil Yabes (filling in while Miranda was out of town) shared information about the following topics with the Board:

- Reminder that the Downtown Library Branch will be closed May 29th for repairs.
- Summer Reading registered participants – Buckeye has 688 registered and surpasses all other cities.
- American Relief Plan Act funding Arizona State Library Public Records - \$14,175.36 awarded to Buckeye. Funding will be used for digital inclusion efforts and workforce development skills.
- Library received \$68,852 from the Library Assistance Program Fund, which is an increase from last year. This increase is due to material credits connected to preferred vendor accounts.
- Library filling two vacant Library Assistant I positions and received over 197 applications. Staff hope to have two new employees within the next four weeks.

9. Comments from the Board Members

- **Board Chair, Kathleen Rossetti:** No comments
- **Vice-Chair, John Lynch:** Thanked Jana for the information she provided. Sounds like terrific things going on. Very impressed with the numbers on the Summer Reading program.
- **Board Member, Holly Roehl:** No Comment
- **Board Member, Linda Davis:** No Comment
- **Board Member, Thomas Osborne:** Stopped at the Downtown Library and said the new floors look fantastic.
- **Board Member, Charles Maloley:** No Comment
- **Board Member, Calvin Perkins:** No Comment
- **City Council Liaison, Craig Heustis:** No comment

10. Adjournment

Motion to adjourn was made by Vice-Chair John Lynch and seconded by Board Member Linda Davis
Motion Approved
Meeting adjourned at 6:26 p.m.

Kathy Rossetti - Board Chair

ATTEST:

Sarah Hughes – Community Services Management Assistant

I hereby certify that the foregoing minutes are a true and correct copy of the Library Advisory Board Meeting held May 24, 2021. I further certify that the meeting was duly called and that a quorum was present.