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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
COMMUNITY SERVICES ADVISORY BOARD
JANUARY 19, 2022
AGENDA**

**Executive Conference Room - City Hall
530 E. Monroe Ave.
Buckeye, AZ 85326
6:00 PM**

**Board members have the option to attend this meeting remotely - for questions please contact Sarah Hughes at 623-349-6320.
FOR INFORMATION REGARDING PUBLIC PARTICIPATION, PLEASE VISIT:
<https://www.buckeyeaz.gov/government/city-clerk/meeting-agendas-minutes/meetings-agendas-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: Discussion and possible motion to approve minutes.
- 3.A Community Services Advisory Board to approve meeting minutes from November 17th, 2021.**
Board Action: Motion to approve
- 4. New Business**
- 4.A Election of 2022 Community Services Advisory Board Chair: Nomination and motion to approve 2022 Community Services Advisory Board Chair**

Board Action: Nomination and motion to approve

- 4.B** Election of 2022 Community Services Advisory Board Vice-Chair: Nomination and motion to approve 2022 Community Services Advisory Board Vice-Chair

Board Action: Nomination and motion to approve

- 4.C** Rules & Procedures Manual and Open Meeting Laws
Presented by Deputy City Clerk, Summer Stewart

Board Action: Discussion only

- 4.D** FY22/23 Community Services Capital Improvement Program (CIP) project submittals and request for Board Members to prioritize projects.
Presentation by Robert Wisener, Administration and Project Manager

Board Action: Discussion only

- 4.E** Proposed 2022 Community Services Advisory Board Meeting Schedule: Sarah Hughes, Management Assistant and CSAB Secretary will review the proposed 2022 Community Services Advisory Board meeting schedule. Board to take action to approve the 2022 CSAB meeting schedule.

Board Action: Discussion and motion to approve

- 4.F** Future Advisory Board Meetings Format: Miranda Gomez, Community Services Director will seek input from board members on the preferred format for future meetings, whether to continue offering hybrid options for attendance – whether virtual or in-person or to move towards in-person attendance only.

Board Action: Discussion only

- 4.G** Introduction of new Board Members Elizabeth Zamora and Martin Enriquez Garcia
Board Action: Discussion only

5. Community Services Director's Report

Presentation by Miranda Gomez, Community Services Director

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

6. Comments from the Chair and 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

Board Action: Motion to Adjourn

CITY OF BUCKEYE
Regular Community Services Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 01/19/22	AGENDA ITEM: 3.A. Community Services Advisory Board to approve meeting minutes from November 17th, 2021.
DATE PREPARED: 01/12/22	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 from November 17th, 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:

[11.17.2021 CSAB Meeting Minutes.pdf](#)



CITY OF BUCKEYE
Community Services Advisory Board Meeting
November 17, 2021
Minutes

HYBRID MEETING

Executive Conference Room, City Hall
530 E. Monroe Avenue
Buckeye, AZ 85326
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: Caleb Elms, Matthew Dudley, Anastazia McMurray, Martin Garcia Enriquez, Dr. Peace Ezeogba, Randal Kidd, Elizabeth Zamora and Council Liaison, Michelle Hess

Board Members Absent: Terry Vrabec, Garnett Sailor

City Staff Present: Community Services Director, Miranda Gomez; Administration and Project Manager, Robert Wisener; Recreation Manager, Jessica Thompson; Senior Center Manager, Philip 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 September 15, 2021

Motion made by Board Member Dudley and seconded by Board Member McMurray to approve the minutes of September 15, 2021.

Motion Carried Unanimously.

4. New Business

4. A. Social Services Programming

Senior Center Manager, Philip Yabes provided an update on Social Services Programming. Mr. Yabes provided an update on the history of the Community Action Program (CAP) in Buckeye and the implementation plan of Social Services for the City. The Community Action Program existed in the City until the downturn in the economy; however, the City was still able to provide support through partnerships with the County and Salvation Army.

Maricopa County approached the City about bringing CAP back to Buckeye as the pandemic highlighted the need for social services. The County will provide funding of \$75,000 to the City for two staff members and approximately \$365,000 for disbursement. The goal is to coordinate all existing resources between partnering organizations and to establish a single point of contact and hub for community support. Staff

anticipates the program officially beginning in July 2022. Staff will return back to the Advisory Board once the program is up and running to provide an update on programs and assistance offered.

4. B. Sundance Recreation Center Update

Recreation Manager, Jessica Thompson presented an update on the programming at Sundance Recreation Center. Classes began in 2016 and the remodeling and design of the space started in 2019 with the grand opening on September 18, 2021. The space is approximately 3,668 square feet, which includes office space, three programming areas, and an outdoor patio. Staff offered three weeks of free trial classes as part of the grand opening festivities so the community could try the classes and garner interest in registration.

When the facility opened, staff tried to focus on three specialized areas: special interest classes, rentable space and specialized programming. Overall feedback from the community has been extremely positive. Board members discussed the Grand Opening and asked questions on programs offered and participation numbers.

4. C. Sundance Park Phase II Construction Update

Administration & Project Manager, Robert Wisener presented an update on the construction at Sundance Park Phase II. Mr. Wisener provided a history and background of the park up to the groundbreaking, which was in April 2021. The department issued surveys to the community and also held two public meetings to allow the public to contribute ideas for the park. This expansion will include the lake, playground, splash pad, ramadas, a grand pavilion, restrooms, multi-use fields and parking.

Phasing will be broken into five GMP's. GMP 1 & 2 have been approved by Council and includes the lake construction, mass grading and haul off, onsite utilities, tree salvage, pumps and east storage grading, which will be complete in Spring 2022. GMP 3 and 4 will be taken to Council in January and will include basketball courts, splash pad/playground, ramadas, lake pavilion, sidewalks, north parking lot and the two northern multi-use fields and should be complete in fall of 2022. GMP 5 is not funded and will be requested in next year's capital improvement program. It includes the western entry drive, western parking lot and the southern multi-use fields.

Funding has been applied for and received through grant opportunities. The City will also amend an existing agreement with AZ Game and Fish to allow fish stocking.

4. D. Special Events Update

Recreation Manager, Jessica Thompson presented an update on the Halloween Carnival, which was very successful with an estimated 9,000 people in attendance and over 50 non-profit organizations that offered games and activities. She also presented on the Veteran's Day Parade hosted by Main Street Coalition that had an estimated 1,000 attendees. Upcoming events are Shop Small Saturday and Tree Lighting on November 27th, Cotton Fest on December 4th, Glow on Monroe on December 11th, Buckeye Marathon on January 8, 2022 and Buckeye Air Fair on February 18-20, 2022. Jessica also mentioned the Holiday Light contest and asked board members to participate as judges. Board members praised staff for their efforts to provide successful events and commented on how they would like to be involved and provided opportunities to volunteer.

4. E. APRA Awards & Committee Update

Administration and Project Manager, Robert Wisener provided an update on the APRA conference award winners and committee members. Staff was excited to announce that Philip Yabes, Senior Center Manager was nominated as the APRA Professional of the Year. Robert also noted that Miranda Gomez serves as the Vice-President and the Awards Committee Chair. Phil Yabes and Sharon Meinders serve as co-chairs for the Senior and Adult TEAM. Tonia Edmundson served as the co-chair for the conference social committee. Board members voiced their appreciation to staff for playing such a large role in the State's professional association.

5. Community Services Director's Report

Senior Center Manager, Philip Yabes reported on the following topics:

- Veterans Day Hike – over 50 participants
- Downtown Library celebrated its 50th Anniversary on Saturday October 23rd. Exhibit is being displayed in the lobby of City Hall
- Senior Center hosted a vaccination clinic for COVID and flu shots, which is open to anyone

6. Comments from Board Members

Caleb Elms: Congratulations to Phil.

Dr. Peace Ezeogba: Thank you to staff for everything you do for the City. Many great programs offered Citywide and at the libraries.

Vice Chair Brett Benninghoff: No comment. Great stuff occurring in the Department.

Anastazia McMurray: Thank you for the information. Award puts a spotlight on how amazing our City is.

Randal Kidd: Thank you Phil for all of your hard work. Congratulations.

Martin Garcia Enriquez: Great job to staff.

Chair Stephen Rugh: Library added new program called Linked In learning, which offers many options.

Matthew Dudley: Great work everyone, congrats to Phil. Excited about the online options for the Library.

Elizabeth Zamora: Well-deserved recognition and thank you for your service.

Councilmember Hess: No comment.

7. Adjournment

Motion to adjourn was made by Board Member Ezeogba and seconded by Board Member McMurray.

Motion carried unanimously. Meeting adjourned at 7:43 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 November 17, 2021. I further certify that the meeting was duly called and that a quorum was present.