



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
COMMUNITY SERVICES ADVISORY BOARD
SEPTEMBER 15, 2021
AGENDA**

**Buckeye Fire Administration Conference Room
21699 W. Yuma Road, Ste. 101
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 Lay does not permit Board discussion of items no specifically on the agenda.
- 3. Approval of Minutes**
- 3.A. Board to approve meeting minutes of July 21, 2021**
Board Action: Motion to approve
- 4. New Business**
- 4.A. Cost Recovery Study Update**
*Presentation by Administration and Project Manager, Robert Wisener
Board Action: Discussion only*
- 4.B. Fall Special Events Update**

Presentation by Recreation Manager, Jessica Thompson

Board Action: Discussion only

4.C. CIP Project Updates

Presentation by Administration and Project Manager, Robert Wisener

Board Action: Discussion only

4.D. Tour of Sundance Recreation Center

Presentation by Recreation Manager, Jessica Thompson

Board Action: Discussion only

5. Community Services Director's Report

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

NOTICE OF POSSIBLE QUORUM: Immediately following the adjournment of the September 15, 2021 meeting the City of Buckeye Community Services Advisory Board has been invited to attend a tour of the Sundance Recreation Center located at 21765 W. Yuma Road. Please note there may be a quorum of Council appointed Board present but there will be no voting taking place at this event.

CITY OF BUCKEYE
Regular Community Services Advisory Board
BOARD ACTION REPORT

MEETING DATE: 09/15/21	AGENDA ITEM: 3.A.. Board to approve meeting minutes of July 21, 2021
DATE PREPARED: 09/14/21	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)
Board to approve meeting minutes of July 21, 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:

[07.21.2021 CSAB Meeting Minutes.pdf](#)



CITY OF BUCKEYE
Community Services Advisory Board & Special Library Advisory Board Joint Meeting
July 21, 2021
Minutes

HYBRID MEETING

Council Chambers at 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: Terry Vrabec, Caleb Elms, Garnett Sailor, Matthew Dudley, and Council Liaison, Michelle Hess

Board Members Absent: Dr. Peace Ezeogba, Randall Kidd, Anastazia McMurray

City Staff Present: Community Services Director, Miranda Gomez; Administration and Project Manager, Robert Wisener; Recreation Manager, Jessica Thompson; Community Center Manager, Phil Yabes; Library Manager, Jana White; Library Administrator, Christine Larson; 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 May 19, 2021

Motion made by Board Member Sailor and seconded by Board Member Elms to approve the minutes of May 19, 2021.

Motion Carried Unanimously.

4. New Business

4. A. Community Services Cost Recovery Study

Community Services Director, Miranda Gomez and 110% President and CEO, Jamie Sabbach presented on the Community Services Cost Recovery Study being conducted by the department.

Director Gomez and Jamie Sabbach from 110% discussed the Cost Recovery Study. The department's first fee schedule was adopted in 2007, which included all of the fees for services and programs. The department regularly reviews this schedule and it was most recently updated in 2016. As new programs come on board, it made sense to review the cost of services and the financial impact to the City for the services we offer.

Chairman Rugh asked about the example provided by Jamie in her presentation and he felt that swimming could be considered a safety issue and asked if there is an opportunity to sub-divide the categories. Jamie indicated that this was just an example. She went through each of the categories and provided examples for each service category. Jamie opened up time for the board members to ask questions about the categories. Board member Dudley asked if we had an expected cost recovery amount for each category, and it was explained that the exercise tonight is to establish who is benefiting from the service, not how to establish cost recovery for each category.

Jamie asked that the Boards start the exercise tonight, but they have 24 hours to complete the form and return to Bob Wisener. Jamie went through the form and asked the Boards to rank the categories by the beneficiary of service. The ranking has nothing to do with money or how much things cost or how much people can pay. Board members were given 10 minutes to complete the exercise, then Jamie opened the floor for comments or thoughts.

Board member Elms stated it was a bit daunting, but overall a good exercise. Vice Chair Benninghoff did not have a comment, and looks forward to receiving the paper work. Bob Wisener indicated that he resent the forms and if anyone has any issues receiving it, please reach out to Sarah Hughes. Board member Dudley felt that it was easy to fill in the first few and last few, but struggled with the middle, and felt it was a good exercise. Board member Sailor thought it was also a good exercise and the first time he had to think through the services we provide, so he was thankful. Chairman Rugh also struggled with laying out the selections, but appreciated the setup of the exercise.

Chairman Rossetti has been involved in many community services and feels that this is a good exercise to determine the common good versus individualized services. Board member Roehl agreed with Chairman Rossetti that this was a great exercise.

Council member Hess thought it would be good to know if there are private partnerships who could provide these services if our department did not.

Jamie wrapped up by thanking the Board for their time, and understands and agrees with the comments that the middle is the most difficult to complete. The next steps are to ensure all members submit their completed exercise by tomorrow. The 110% team will take the responses from staff and the boards to create our model draft, which will be presented to Council on August 17th. Council will be commenting on the draft of this model. Once Council weighs in, the cost recovery study process will continue.

4. B. FY21/22 Budget Update:

Community Services Director, Miranda Gomez presented on the FY21/22 Budget Update. This was a very successful budget process for our department. She summarized the budget timeline, with a final council approval on July 6, 2021.

Requests funded:

- Operate and maintain Sundance Park Phase II (Spring 2022)
- Open and program Sundance Recreation Center (Sept 2021)
- Offer youth and adult sports in Sundance Park Phase II and to residents in neighborhood parks
- Expand the before and after school program to include John McCain & Westpark Elementary
- Senior Center kitchen expansion (expected to begin in Feb. 2022 and completed by Nov. 2022)
- Library Master Plan
- Begin Social Services programs in Buckeye
- Transfer of the Louis B. Hazelton and Liberty Cemetery to Community Services from the Fire Department

9 new positions were funded along with the 2 positions from the Cemetery.

Capital Improvement Projects Funded:

- Sundance Park Phase II
- North Library & Community Center Design
- Buckeye Pool and Parking expansion
- A-Wing stabilization
- BLM Land studies
- 30 acre community Park land acquisition
- Gila River Restoration
- Skyline Regional Park Phase II
- Buckeye Senior Center Kitchen Expansion
- Buckeye Valley Museum Façade Renovation

Chairman Rugh asked if the addition of the Parks maintenance workers will allow for more trail maintenance at Skyline Park. Director Gomez confirmed that the addition of staff will be utilized holistically and ensure that there will be shared resources for all facilities.

5. **Community Services Director's Report**

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

- Downtown Library will be having repairs done to the floor and will be closed Saturday, July 31 and Monday, August 2nd.
- Congratulated staff on 4th of July event – very successful. Estimated with 10,000 people in attendance
- Next CSAB in September will be held at Sundance Recreation Center to allow the boards to preview the center.

6. **Comments from Board Members**

Caleb Elms: No Comment

Garnett Sailor: Thanked Jamie and the exercise. Thanked Miranda and Bob..

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

Vice-Chair Brett Benninghoff: Great presentation.

Chair Stephen Rugh: Echoed the comments on 4th of July – lines were long at vendors, but very fun. Also said hello to Martin Garcia, who will be appointed to the CSAB by Council on August 17th.

Matthew Dudley: Great job, great presentation. Heard great things about the 4th of July event. Many people loved the construction posts about Sundance Park, and looking forward to Dog Days.

Kathleen Rossetti: Appreciated the invitation and felt this was very informative.

Linda Davis: Agreed with Kathy and very excited about the work being done at the museum

Holly Roehl: Agreed with Kathy and Linda and was excited about participating.

Thomas Osborne: Learned a lot tonight and ditto to all the comments.

7. **Adjournment**

Motion to adjourn was made by Board Member Elms and seconded by Board Member Sailor. Motion carried unanimously. Meeting adjourned at 7:59 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 July 21, 2021. I further certify that the meeting was duly called and that a quorum was present.

CITY OF BUCKEYE
Regular Community Services Advisory Board
BOARD ACTION REPORT

MEETING DATE: 09/15/21	AGENDA ITEM: 4.A. Cost Recovery Study Update
DATE PREPARED: 09/02/21	DISTRICT NO.:
STAFF LIAISON:	
DEPARTMENT: Community Services	AGENDA ITEM TYPE: Public Meeting / Non Consent - New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
 Cost Recovery Study Update
Presentation by Administration and Project Manager, Robert Wisener
Board Action: Discussion only

SUMMARY

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

CITY OF BUCKEYE
Regular Community Services Advisory Board
BOARD ACTION REPORT

MEETING DATE: 09/15/21	AGENDA ITEM: 4.B.. Fall Special Events Update
DATE PREPARED: 09/02/21	DISTRICT NO.:
STAFF LIAISON:	
DEPARTMENT: Community Services	AGENDA ITEM TYPE: Public Meeting / Non Consent - New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
 Fall Special Events Update
Presentation by Recreation Manager, Jessica Thompson
Board Action: Discussion only

SUMMARY

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

CITY OF BUCKEYE
Regular Community Services Advisory Board
BOARD ACTION REPORT

MEETING DATE: 09/15/21	AGENDA ITEM: 4.C.. CIP Project Updates
DATE PREPARED: 09/02/21	DISTRICT NO.:
STAFF LIAISON:	
DEPARTMENT: Community Services	AGENDA ITEM TYPE: Public Meeting / Non Consent - New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
 CIP Project Updates
Presentation by Administration and Project Manager, Robert Wisener
Board Action: Discussion only

SUMMARY

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

CITY OF BUCKEYE
Regular Community Services Advisory Board
BOARD ACTION REPORT

MEETING DATE: 09/15/21	AGENDA ITEM: 4.D.. Tour of Sundance Recreation Center
DATE PREPARED: 09/02/21	DISTRICT NO.:
STAFF LIAISON:	
DEPARTMENT: Community Services	AGENDA ITEM TYPE: Public Meeting / Non Consent - New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Tour of Sundance Recreation Center
Presentation by Recreation Manager, Jessica Thompson
Board Action: Discussion only

SUMMARY

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