

CITY OF GLENDALE  
PARKS AND RECREATION ADVISORY COMMISSION MEETING  
GLENDALE MUNICIPAL OFFICE COMPLEX  
5850 W. GLENDALE AVENUE – B3  
October 19, 2015  
6:00 P.M.

MEMBERS PRESENT: Barbara R. Cole, Chair  
Manuel Padia, Vice Chair  
John Faris  
Kerry Dewberry  
Lorrie Moreno

MEMBERS ABSENT: Jeri Ann Soper  
Robert Irons  
Hannah Burdick

OTHERS PRESENT: Tim Barnard, Assistant Director  
Mike Gregory, Parks, Recreation & Neighborhood Services Administrator  
Lori Bye, Operations Manager  
Paul King, Parks & Recreation Manager  
Michelle Yates, Neighborhood Services Coordinator  
Bryan Wagner, Park Manager

I. CALL TO ORDER

Chair Cole called the meeting to order at 6:06 p.m.

II. ROLL CALL

Chair Cole took roll call.

III. APPROVAL OF MINUTES

**Commissioner Dewberry motioned, second by Commissioner Padia, to approve the September 21, 2015 meeting minutes as written. Motion carried 5 – 0.**

IV. BUSINESS FROM THE FLOOR

None.

V. RECOGNITION OF CARLOS MEZA

Mr. Gregory stated that staff from the Community Services Department wanted to recognize the Glendale Youth Project and its operator, Mr. Carlos Meza, for the years of hard work and dedication to the City of Glendale. Mr. Gregory noted that Mr. Meza was unable to attend the meeting this evening. Mr. Gregory read aloud the following letter on behalf of staff which will be presented with a plaque to Mr. and Mrs. Meza:

The City of Glendale Parks, Recreation and Neighborhood Services Department would like to thank you! We are so grateful for your hard work and invaluable time spent providing programs and services to the children in the heart of Glendale. The Glendale Youth Project's mission "is to work diligently

and positively to develop in the youths we interact with: integrity, respect, accountability, character, self-discipline, personal responsibility and teamwork with values that will aid in success beyond the playing field, outside of the ring and within our community in a safe and positive non-judgmental environment free of physical, emotional, and verbal abuse.” You have most certainly achieved that and so much more.

Since partnering with the City of Glendale in 2011, you have been providing valuable programs for the youth in the community. The partnership opportunity allowed the Glendale Youth Project to offer more programs to the youth. With your help, we have been able to offer football, weightlifting, basketball, cooking, cheer, tutoring, dance, and free style wrestling. These activities provide valuable social and recreational activities that can deter young people from engaging in negative behavior such as vandalism, gang association and substance abuse. It can also give them a reason to represent and take pride in their Glendale community.

By partnering with Glendale Youth Project at the Glendale Community Center, youth had a place for the children of Glendale to go after school, free of charge. Without this program, many of our youth would have not had a safe and secured environment. On average, you provided a safe haven for 30-40 children to go daily to participate in activities, work on their homework, or spend time with friends. Glendale Youth Project not only gives back to the community by offering these activities for the youth, but also provided a free after school meal to the children, which some may not get otherwise.

Another remarkable element of the Glendale Youth Project was the opportunity of mentoring available for the youth by local college students. The Glendale Youth Project recruits and trains them to be the positive role models so many of our Glendale youth need. The college students were able to help guide these youth from disadvantaged backgrounds achieve their potential and discover their strengths. Glendale Youth Project’s sports and mentoring programs challenge the youth to envision and navigate a course for a rewarding future, one that is characterized by achievement, independent thought and social responsibility through educating mentoring and tutoring.

You have provided an irreplaceable service to the youth in Glendale and they will forever be grateful. Your generosity will truly never be forgotten! The legacy of this program will continue for generations to come. Thank you!

Mr. Gregory will invite Mr. and Mrs. Meza to the next Commission meeting. Mr. Gregory announced that Mr. Mickey Nunez will be the new operator at the Glendale Community Center.

Chair Cole inquired as to when the Glendale Youth Project ceased operations. Mr. Gregory replied that the last month of operations was in August. Chair Cole asked for the name of Mr. Nunez’s group and if similar programs would be provided. Mr. Gregory replied that the group is called “Breakthru” and there will be similar offerings. Mr. Gregory stressed that the goal of the transition is to be as seamless as possible and more detailed information will be provided at next month’s Commission meeting.

## VI. PERSONNEL TRAINING

Mr. Wagner presented information regarding the proposed trailer training program to be used to ensure all staff members operate trailer equipment in a safe and professional manner. Mr. Wagner explained that an extensive inventory of small, medium and large-sized equipment is required to maintain parks land and facilities and it can be quite complex to operate. Pulling trailers occurs daily by all staff and has been one of the leading contributors to vehicle incidents in the division. Mr. Wagner’s presentation included the following highlights:

- Primary needs for trailer towing training

- Pulling forward and/or backing up trailers
- Properly hooking up or leaving tongue jacks down
- Securing materials and/or equipment
- Pre-Trip inspections
- Circle of Safety
- Damage to trucks and trailers: pictures displayed
- New trailer towing training
  - City of Glendale does not currently have a trailer training program
  - Four park operations staff are spear-heading the new trailer towing training
  - All staff in the Community Services Department who tow trailers will be required to complete training
  - May be required to take refresher training every 2 years
- Training Part 1
  - Instructional Videos
    - Utility Trailer Towing Safety
    - Tow Rating and Tow Capacity
    - Electric Brakes and Controller
    - Breakaway Cable/Switch
    - Proper Loading
    - Backing Tips
    - Test
- Training Part 2
  - Practical Application
    - Review all parts of trailer
    - Hook Up Trailers
    - Pre-trip Inspections
    - Secure materials and equipment
    - Driving Course test
- Driving Course
  - 4 Obstacles
    - Serpentine – 35ft spacing
    - Parallel Parking – 30 to 50ft space and 10ft Deep
    - Straight Backing – 100ft
    - Right and Left Turn Backing from Street to Alley/Driveway – 30ft wide street into 15ft wide alleyway
- Pictures of equipment that is towed were displayed such as a tandem tilt, dump trailer, pressure washer trailer and utility trailer

Mr. Wagner explained that staff is working with Risk Management and Human Resources to develop and approve the plan. Once approved, the training will be implemented in the Community Services Department and possibly city-wide.

Commissioner Moreno asked if the training would be included in the employee orientation. Mr. Wagner replied that could be possible. Commissioner Moreno asked if there was any tracking of training that employees have taken. Mr. Wagner stated that a tracking spreadsheet is used. Commissioner Moreno inquired if the performance measurement tool has been considered to track the training. Mr. Gregory stated that safe driving is not a goal, but an expectation. Mr. Wagner stated that if any employee is in an accident, they will most likely have to repeat the training program and repeated incidents will be dealt with appropriately.

Commissioner Padia asked if staff had reached out to other cities or researched other sample trailer training programs. Mr. Wagner replied in the positive and noted that the City of Phoenix does have a program; however it is not very detailed. Furthermore, the City of Mesa has a training program but it has not been utilized for some time.

Chair Cole wondered if staff is covered by their own automobile insurance or by a City policy. Mr. Wagner explained that when Parks staff is driving a Parks truck, the City insurance covers the employee. Chair Cole asked if staff is required to have a trucker's license for driving the Parks trucks with trailers. Mr. Wagner replied in the negative. Chair Cole asked where the training program would be conducted. Mr. Wagner surmised that the Brown Parking Lot at 91<sup>st</sup> Avenue and Orangewood would be utilized. Chair Cole suggested putting an orange flag on the pressure washer trailer to aid in sight and as a safety reminder. Mr. Wagner stated that orange flags are currently used on the wood chipper and will pursue the suggestion.

Chair Cole thanked Mr. Wagner for his presentation.

## VII. STRATEGIC PLANNING

Mr. Barnard distributed a copy of the Strategic Plan.

Mr. Barnard stated that the current structure of the Community Services Department was formed in July 2014 and includes the Parks, Recreation and Neighborhood Services Division, the Library Division, the Human Services Division and the Public Arts.

Mr. Barnard noted that during the last year, staff met to conduct a SWOT (strength, weakness, opportunities and threats) analysis to discuss key items that would help the new department structure address items that would make operations more efficient and effective. The results of those meetings included creating a new mission statement and strategic plan that addressed key action items for all the department work groups. Staff continued to meet to refine the mission statement and develop five key result areas with goals and action items.

Mr. Barnard announced the new department mission statement as "To achieve excellence in all services and programs offered to our community." Mr. Barnard stated that the five key result areas include customer service, staffing, branding and marketing, technology, and resources. Mr. Barnard added that staff has volunteered to create internal department teams that will research, review, evaluate and develop the action items, leading to implementation recommendations of the five key result areas across the department.

Mr. Barnard explained that staff will work on these items through the end of the fiscal year and report out to the department management team. Parks, Recreation and Neighborhood Services staff will present an update to the Commission at a future meeting when the action items are developed and implementation recommendations are completed. Mr. Barnard noted that these items are a measure of the department's performance and a matrix will be used for evaluation.

Commissioner Dewberry asked if the action items include parks projects. Mr. Barnard explained that parks projects are included in the 5-Year Capital Improvement Plan.

Commissioner Padia inquired if staff reaches out to the public for input on the Strategic Plan. Mr. Barnard replied in the negative, noting that the Strategic Plan is more of an internal view of staff direction. Mr. Barnard stated that public input is obtained for the Master Plan which included the 5-Year Capital Improvement Plan. Chair Cole asked if Council was required to approve the Strategic Plan. Mr. Barnard replied in the negative.

Mr. Barnard stated that more information on the Strategic Plan would be provided at an upcoming Commission meeting.

## VIII. STAFF UPDATES

Mr. Gregory provided an update, with highlights as follows:

- Staff has received unofficial word that the department has received a grant from the Arizona Sports and Tourism Authority for the proposed archery range for nearly \$50,000. The grant is slated to be approved by the AZSTA Board next week. City Council will also have to approve the acceptance of the grant. Staff is very appreciative and excited to move forward with the proposed project.
- Ms. Bye has announced her retirement and her last day is on November 5th. Ms. Bye will be greatly missed. All are invited to an open house style retirement party on November 3<sup>rd</sup> at the Glendale Adult Center from 1:00 to 4:00 p.m. Mr. Paul King, currently Parks Supervisor, will be promoted to Operations Manager and will be moving into Ms. Bye's position. Recruitment will begin for a new Parks Supervisor. Mr. Gregory will be filling in the position for the next 60-90 days until a new hire is on board.
- Ms. Diane Williams interviewed, was offered and has accepted the position of Civic Center Operations Manager.
- The Glen Lakes Golf Course will be closing for the next two weeks for over seeding, which begins today. The course experienced some fencing and landscaping damage due to the recent storms.

Ms. Bye provided an update, with highlights as follows:

- On October 30<sup>th</sup>, the "Not So Scary" Halloween Luncheon will be held at the Glendale Adult Center from 10:30 a.m. to 12:30 p.m. There will be entertainment, a costume contest, and lunch served.
- On October 30<sup>th</sup>, a Halloween event will be held at Foothills Recreation and Aquatics Center from 6:00 to 8:00 p.m. for children 10 years and younger.

Ms. Yates provided an update, with highlights as follows:

- There are 15 volunteer projects slated for October which will equate to over 200 volunteers putting in 1,000 hours of community service during the month.
- This past Sunday, the Empire CAT Touch A Truck event was held. Over 7,000 people were in attendance along with over 36 exhibitors.
- Staff will represent the department at the Volunteer Fair at Glendale Community College on October 29<sup>th</sup> from 10:00 a.m. to 1:00 p.m.
- This Saturday, the annual Paint A Thon will be held sponsored by Rebuilding Phoenix. Staff will be volunteering at two homes and sign ups are being taken for more volunteers.

Commissioner Padia commented that the kids in the Keystone Group at the Swift Boys and Girls Club need service hours so they might be a good group to contact for volunteers.

Mr. King provided an update, with highlights as follows:

- The recent storm caused significant isolated damage in the City. A preliminary count revealed that 135 trees were downed. Hardest hit were Rose Lane, Clavelito, and Delicias parks.
- On October 12<sup>th</sup>, the grand opening for the New River Trail improvements was held and a run was conducted in conjunction. This project was a multi-agency effort including the City of Glendale, the City of Peoria, ADOT and the County Flood Control District. The Mayor of Glendale and the Mayor of Peoria were both present at the ribbon cutting ceremony. The project included improved surfaces, refreshed granite, new trees and an art enhancement.
- Mr. Jim Hardy, the new playground inspector, started with the department last week.

- There is a vacant Service Worker II position.

Mr. Barnard thanked Mr. King for all of his hard work in coordinating the multi-agency effort on the New River Trail improvement project, which was a great success.

#### IX. COMMISSION COMMENTS

Commissioner Dewberry praised staff for all of the accomplishments over the last month. Commissioner Moreno expressed compliments as well.

Commissioner Padia suggested inviting the operators or program leaders of the City's youth programs at the community centers to an upcoming meeting to provide information on their programs. Mr. Gregory noted the suggestion and announced that the Martin Art Center STE+aM Program for youth will begin classes next week.

Chair Cole congratulated Ms. Bye on her retirement, will be attending the October 30<sup>th</sup> Foothills Halloween event, volunteered for the Paint A Thon event and will be attending Vice Mayor Hugh's event at Manistee Ranch this Thursday at 5:00 p.m.

#### XI. ADJOURNMENT

**The meeting was adjourned at 7:14 p.m. by consensus.**

The next regular meeting will be held on November 9, 2015, at 6:00 p.m. at City Hall in the Glendale Municipal Office Complex, 5850 W. Glendale Avenue, B-3.

Respectfully submitted,

Denise Kazmierczak