



PUBLIC WORKS ADVISORY BOARD MEETING AGENDA

August 24, 2023

Members may attend in person or by telephone.

David Barazoto • Matt Carpenter • Sam Elliott • Greg Froehlich • Jason Gilmore
• Karen Goldwasser • Eric McLeskey • Jason Robinson • Fariya Sharif

Regular Meeting
4:00 P.M.

Municipal Center I, Heritage Room 300
50 E Civic Center Drive
Gilbert, Arizona

	ADMINISTRATIVE ITEMS	ACTION
1	Call to Order	Administrative
2	Oaths of Office	Administrative
3	Roll Call	Administrative
4	Welcome and Introductions	Administrative
5	Selection of Chair and Vice Chair At this time, members of the public may comment on matters within the jurisdiction of the Board, but not on the agenda. The Board's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.	Discussion; possible action by motion
	AGENDA ITEMS	
6	Board Overview	Discussion
7	Review of Bylaws	Discussion; possible adoption
8	PW Overview Presentation	Discussion
	COMMUNICATIONS	
9	Reports from Staff	Report Only

10	Report from Board Members	Report Only
11	Report from Council Liaisons	Report Only
12	Report from Chair	Report Only
13	Future Agenda Items	Discussion
	CONCLUSION	
14	Adjournment	Discussion; possible action by motion



Public Works Advisory Board

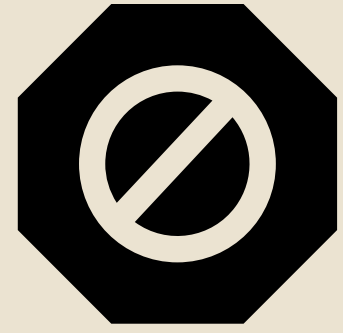
August 24, 2023





**Planning For Today...
Planning For Our Future**

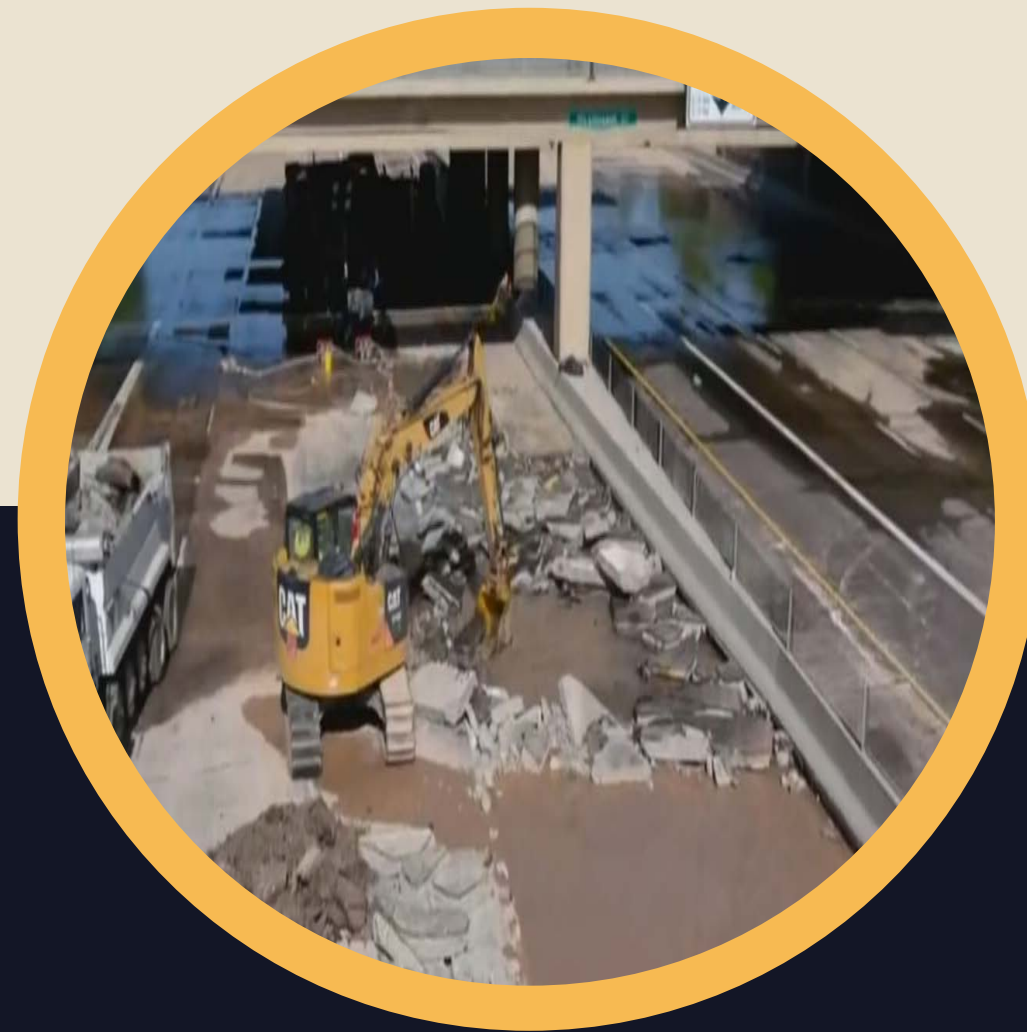




Avoid Poor Planning



SINKHOLE



WATER MAIN BREAK

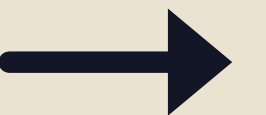


INADEQUATE ACCESS

Per Ordinance

All Town Boards

- Make every effort to recruit a diverse applicant pool that reflects our community
- Require Open Meeting Law and Conflict of Interest Training
- Members must be Gilbert residents
- Must not serve on more than one board or commission at a time
- Recommendations to Council are advisory in nature



Purpose

The Public Works Advisory Board would be a 9-member body to consider and address **the services offered by the public works department and the infrastructure that support these services**. With a commitment to delivering projects and programs that enhance quality of life, economic growth, public health and the environment, the board will review and make recommendations to the Town Council regarding **the strategy, approach and funding of initiatives and large-scale infrastructure projects across all divisions of the public works department for the current and future needs of Gilbert**.



Mission

This advisory board will play a vital role in ensuring that **public works projects are well-planned, executed, and maintained.**

By bringing together a diverse group of experts and community representatives, it will help to ensure that public works projects, services and funding are in line with the needs and values of the community.



Advisory Board Pillars

These three pillars will be considered when determining discussion items for the board.

Review by the board will help ensure projects, plans and/or policies are properly planned, designed, and executed in a manner that meets the needs of the community and is fiscally responsible.

Services

Infrastructure

Sustainability



Board Member Duties

- Study, assess and render advice on plans and programs related to town services and infrastructure provided or utilized by the public works department.
- Review and make recommendations to the town council regarding town infrastructure.
- Review and make recommendations to the town council on master plans. These may include a capital improvement plan, funding strategies, supporting utility rates, and other relevant recommendations.
- Receive regular updates on projects relating to town services and the infrastructure used to provide those services.
- Work toward the continuing education of citizens regarding public works needs and initiatives in our community.



Upcoming Meetings

Mondays 3-5PM



Week of September 5 and September 12
Tours and Ride Alongs
Water and Solid Waste/Recycling



September 18
Team Building/Training TBD



October 2
Solid Waste and Recycling Deep Dive
Water Deep Dive



October 16
Budget 101
CIP Development 101



October 30
Water and Solid Waste Rate Pressures
Rate Study



November 13
Rate Discussion Continued
Council Recommendation



Thank you!

Public Works Department

**BYLAWS AND RULES OF PROCEDURE
FOR THE TOWN OF GILBERT
PUBLIC WORKS ADVISORY BOARD**

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ARTICLE I. AUTHORITY

The Public Works Advisory Board hereinafter referred to as “Board”, was created by Town Ordinance 2867 as set forth in Town Code Chapter 1, Article IV, Division 7, and as subsequently amended.

ARTICLE II. POWERS AND DUTIES

A. Advisory Body. The mission of the Public Works Advisory Board is to play a vital role in ensuring that public works projects are well-planned, executed, and maintained. By bringing together a diverse group of experts and community representatives, it will help to ensure that public works projects, services and funding are in line with the needs and values of the community. Its powers are advisory only unless additional powers and authority are provided by Town ordinance.

B. Function. The function of the Board is to consider and address the services offered by the Public Works department and the infrastructure that support these services. With a commitment to delivering projects and programs that enhance quality of life, economic growth, public health and the environment, the board will review and make recommendations to the Town Council regarding the strategy, approach and funding of initiatives and large-scale infrastructure projects across all divisions of the Public Works department for the current and future needs of Gilbert. Duties include the following:

1. Study, assess and render advice on plans and programs related to town services and infrastructure provided or utilized by the public works department.
2. Review and make recommendations to the town council regarding town infrastructure.
3. Review and make recommendations to the town council on master plans relating to Gilbert-owned infrastructure. These may include a capital improvement plan, funding strategies, supporting utility rates, and other relevant recommendations.
4. Receive regular updates on projects relating to town public works services and the infrastructure used to provide those services.
5. Work toward the continuing education of citizens regarding public works needs and initiatives in our community.

ARTICLE III. MEMBERS AND TERMS OF OFFICE

A. Appointing Authority. All members of the Board, per Town of Gilbert ordinance, shall be appointed by the Town Council.

B. Size. The Board shall be comprised of nine members unless the Board size is modified by the Town Council in Town Code.

C. Qualifications. Residents interested in and/or experienced with the services, operations, design and/or construction of infrastructure related to public works or experienced in municipal operations and the functions that support the department to offer the services provided by each division.

All members of the Board shall be residents of the Town of Gilbert.

D. Term of Office. Appointments shall be for a term of three years except that the original Board members shall be appointed for staggered terms, four for two years, and five for three years. A member may serve multiple terms as authorized by the Town Council.

E. Attendance. Board members are expected to attend all Board meetings. A Board member's office shall be automatically vacated for non-attendance after missing three consecutive scheduled meetings or more than 50% of the meetings in a 6-month period, or the failure to take any required training. A Board member may be removed by the Town Council for conviction of a crime involving moral turpitude, repeated disruptive behavior after warning, or when in the opinion of the Town Council removal is in the best interest of the Board.

F. Officers.

1. **Chairperson.** The Chairperson shall be elected by a majority of the Board, by September of each year, and shall serve a one-year term. The Chairperson may serve a second successive term if elected by the board members. In the event the Chairperson resigns, becomes incapacitated, or is unable to perform the duties of office or is otherwise removed, the Vice Chairperson will fill the unexpired term of the Chairperson being replaced.

a. **Duties of Chairperson.** The Chairperson shall be responsible for:

1. establishing a regular meeting schedule;
2. presiding over Board meetings, including deciding upon all points of order or procedure;
3. prior to Board meetings and other such mutually convenient times, review with the staff liaison, agenda items for future Board meetings;
4. consider all such matters and concerns of the Board as set forth in these Bylaws or as directed by the Mayor and Town Council.

2. **Vice Chairperson.** The Vice Chairperson shall be elected by a majority of the members of the Board by September of each year. In addition to such other duties, if any, as may be appointed upon the Vice Chairperson by virtue of the office, or as assigned by the Chairperson, the Vice Chairperson shall preside over meetings of the Board in the absence of the Chairperson. A vacancy in the office of Vice Chairperson shall be filled for the unexpired term by a new election at the first regular meeting of the Board following the vacancy.

3. **Secretary.** A member of the Town Staff will act as Secretary. The Secretary shall not be a member of the Board and shall have no voting authority. The Secretary is responsible to keep meeting minutes and publish agendas as required by the Arizona Open Meeting law. 5. **Other Officers.** The members of the Board shall also determine the need, define the role(s) and elect such other officers as they deem necessary. The election of other officers shall be by a majority of the members present at the meeting called for that purpose.

G. Legal representation. The Town Attorney, or designee, shall provide legal representation and advice to the Board as necessary.

ARTICLE IV. MEETINGS

A. Schedule. Meetings of the Board shall be scheduled on a bi-monthly basis at a time and location selected by the Chair unless more frequent meetings are needed.

B. Notice. Notice and Agenda of meetings shall be published in accordance with applicable laws and ordinances.

C. Quorum. A quorum of the Board shall consist of a majority of its appointed members. Any action voted on by a majority vote of the quorum present shall be considered an action of the Board. In the event a quorum is not present for a meeting, the Board is prohibited from discussing any items from the agenda and the meeting shall be rescheduled. In the event a quorum is present at the beginning of a meeting and is NOT maintained throughout the meeting, no votes requiring action may be taken after the loss of a quorum and the meeting must end.

D. Open Meetings. The Board shall hold all meetings and conduct all business in accordance with Arizona Open Meeting Laws A.R.S. § 38-431 *et seq.* All meetings of the Board, except Executive sessions authorized by A.R.S. § 38-431.03, shall be open to the public.

E. Procedures not Contained in the Bylaws. In the event these Bylaws fail to provide for any procedures, the most current edition of the Roberts Rules of Order, as determined by the Chair, shall prevail.

F. Proxy Voting and Telephone Participation.

1. Proxy voting shall NOT be permitted.

2. Telephonic or internet (via a virtual platform like Zoom or Teams) participation may be permitted where, in the opinion of the Chairperson, members can participate fully by speakerphone or Internet based system.

G. Agenda Items. Items for the agenda may be proposed by 3 members of the Board, using an agenda item request form, if submitted two weeks in advance of said scheduled meeting. The Chairperson shall approve the agenda for each meeting.

H. Reimbursement. The membership of the Board as well as its officers serve in a voluntary capacity and shall not be reimbursed for out-of-pocket expenses unless approved in advance by the Chairperson in coordination with the respective Town staff and must be in accordance with Town Procurement Policies. Itemized receipts will always be required prior to any reimbursement.

I. Budget. The Chairperson, in coordination with the Vice-Chairperson, shall present a budget to the Town Council annually, for approval, on or before the first Council meeting in April for the following year's requirements.

J. Obligation of Funds. No member of the Board can financially or otherwise, obligate the Town of Gilbert outside the scope of the Board and these Bylaws.

ARTICLE V. SPOKESPERSON

The Chairperson shall be the only official spokesperson for the Board unless otherwise designated by the Chair.

ARTICLE VI. RECORDS

The following shall be considered the official records of the Board and will be maintained and posted in accordance with Town ordinance and state law:

- A. Agenda (and agenda packets, if applicable); and
- B. Minutes approved by the Board; and
- C. These Bylaws and any amendments.

ARTICLE VII. MISCELLANEOUS

A. Conflict of Interest. Any member of the Board who has a substantial interest as defined in A.R.S. § 38-502 in the outcome of any matter brought before the Board shall make known that interest and the minutes of the meeting shall reflect that the member made such fact known. The member shall refrain from voting or in any way participating in that matter.

B. Amended Bylaws. These Bylaws may be amended at any meeting duly called for that purpose. The effective date and time of any amendment shall be the date and time of the approval of Town Council.

C. Requests for Special Reports. Requests for special studies or reports will be made only to the designated Town staff representative and approved by a majority vote of the Board.

D. Annual Acceptance. Board Members must sign a copy of these Bylaws annually.

ARTICLE VIII. EFFECTIVE DATE OF BYLAWS

These Bylaws will be effective upon approval of a majority of the members present at a meeting called for that purpose, provided a quorum is present, with final approval by Town Council.

PASSED AND ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF GILBERT, ARIZONA THIS XX DAY OF XX 2023.

Brigette Peterson, Mayor

ATTEST:

Chaveli Herrera, Town Clerk

DRAFT

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Department Overview

PUBLIC WORKS

2023



Department Leadership



Jessica Marlow
Director



Giao Pham
Assistant Director

Solid Waste &
Recycling

Streets

Fleet

Town
Engineering

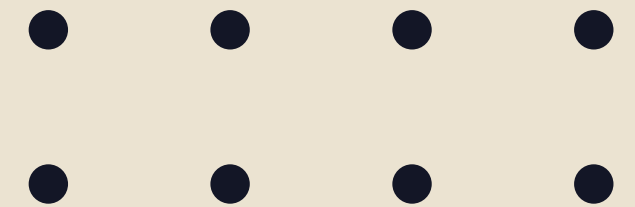


Eric Braun
Assistant Director

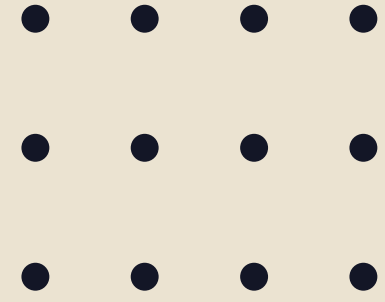
Environmental
Compliance

Water

Wastewater



Lines of Service

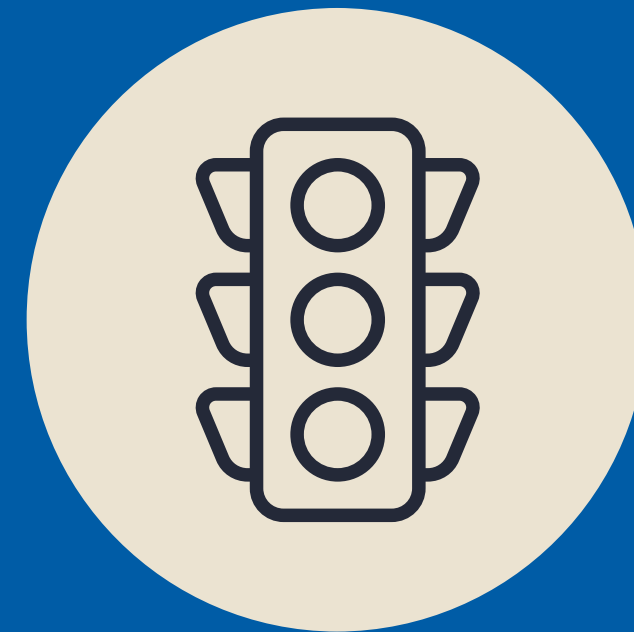


Engineering



CAPITAL PROJECTS

Over 200 Projects
8 Categories
\$1.36B Budget



TRAFFIC

224 Traffic Signals
98 Miles of Fiber
900+ Cameras

Solid Waste & Recycling



RESIDENTIAL

Trash – 86,600 tons

Recycle – 18,500 tons

Bulk – 17,400 tons



CONTAINERS

Trash - 4,100,000

Recycle – 2,900,00

Maintained – 23,000



COMMERCIAL

Customers – 731

18,000 tons

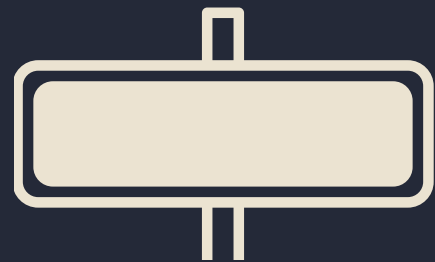
Roll Off Hauls – 3,650

Streets



Pavement Maintenance & Concrete Repair

943 Center-line Miles



Signs & Markings

38,462 Traffic Signs



Roadway Lighting

30,000+ Street Lights



Right-of-Way & Landscape Maintenance

13+ Million Square Feet of Landscape



Hazard Response

Graffiti | Accident | Debris | Spill

Fleet Stats



2 Service Centers

1,007 Assets Supported

19,900 Parts

12 Fuel Stations

1,142,210 Gallons of Fuel Delivered

\$11.5 Internal Service Fund Budget

27 Assets/\$270K Asset Resale/Auction Proceeds

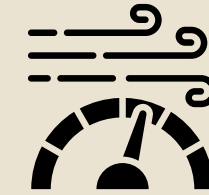
36 Replacements

58 New Fleet Additions



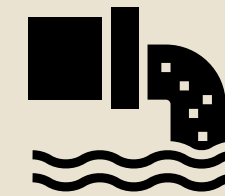
Environmental Compliance

Air Quality



Stormwater Operation & Maintenance

24,266 feet of pipe cleanings



Inspections and Outreach

Construction | Internal | Drywells | Outreach Events



Household Hazardous Waste Facility

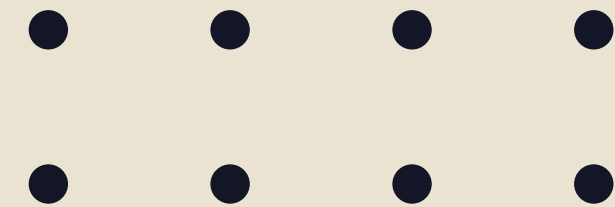
117,234 Customers Served

7.1 Million Pounds Collected

82,945 Gallons of Latex Paint Recycled

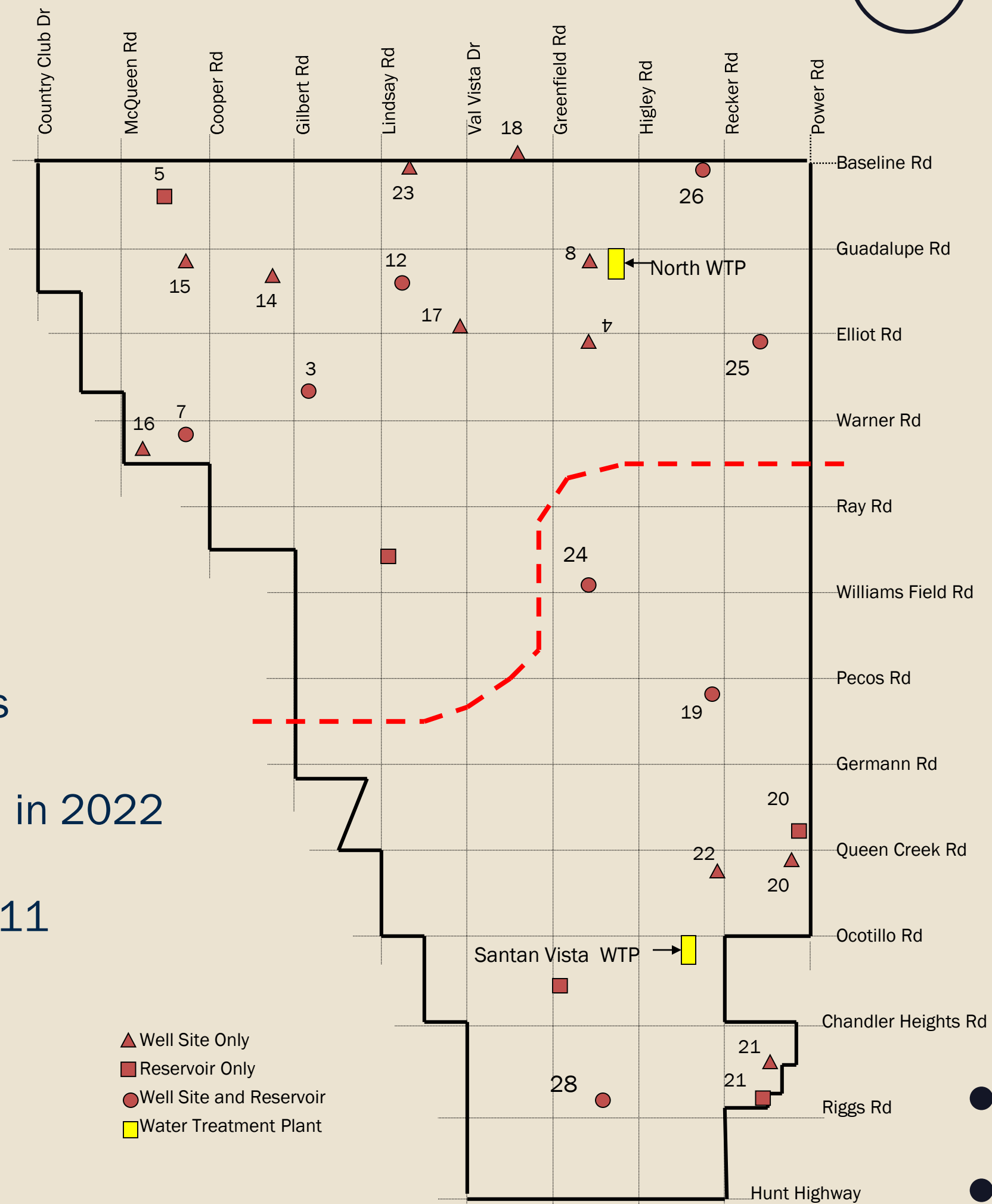


Internal Hazardous Waste Management

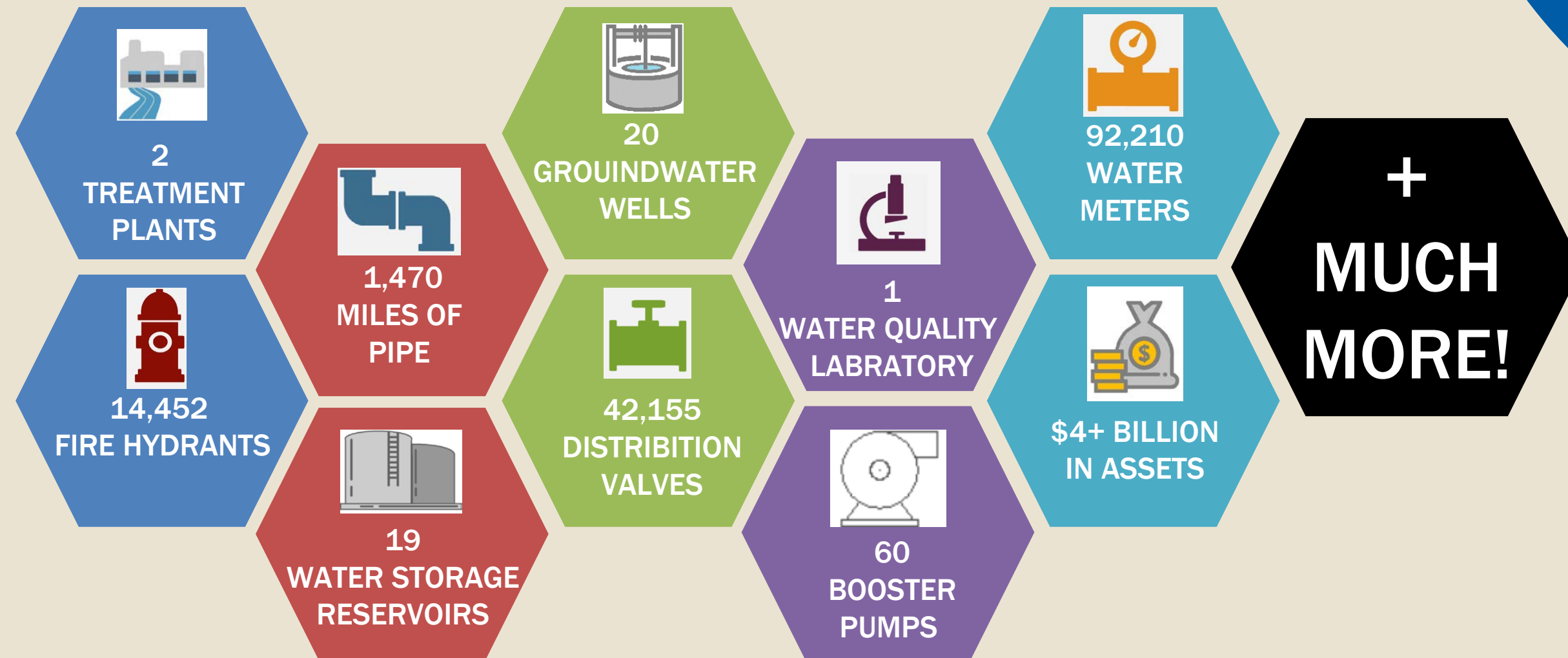


Water

- 1,470 Miles of Water Pipelines
- 18.13 Billion Gallons Produced in 2022
 - Avg. Day = 49.7 MG
 - Peak Day = 73.2 MG on July 11



Water

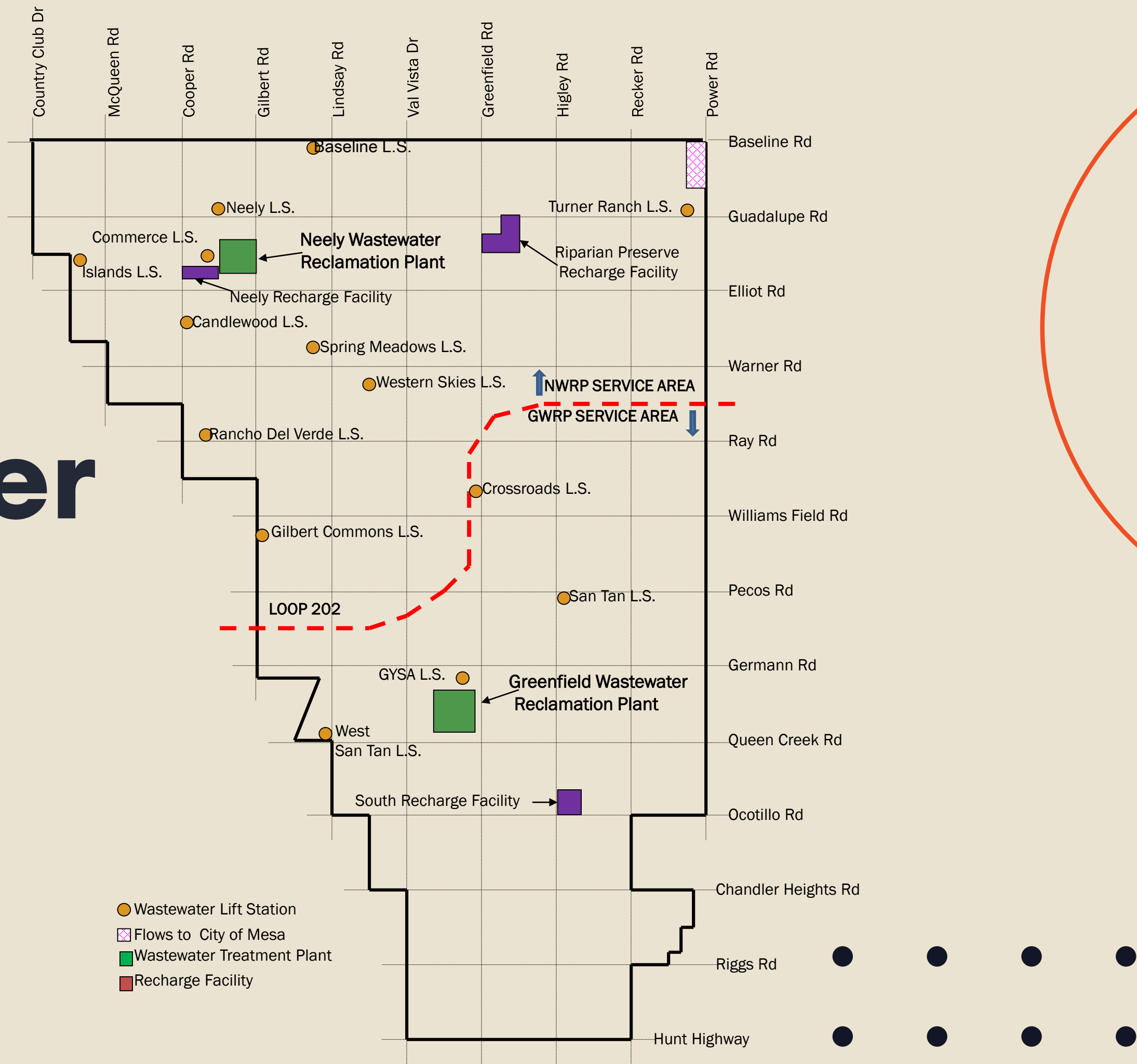


Wastewater

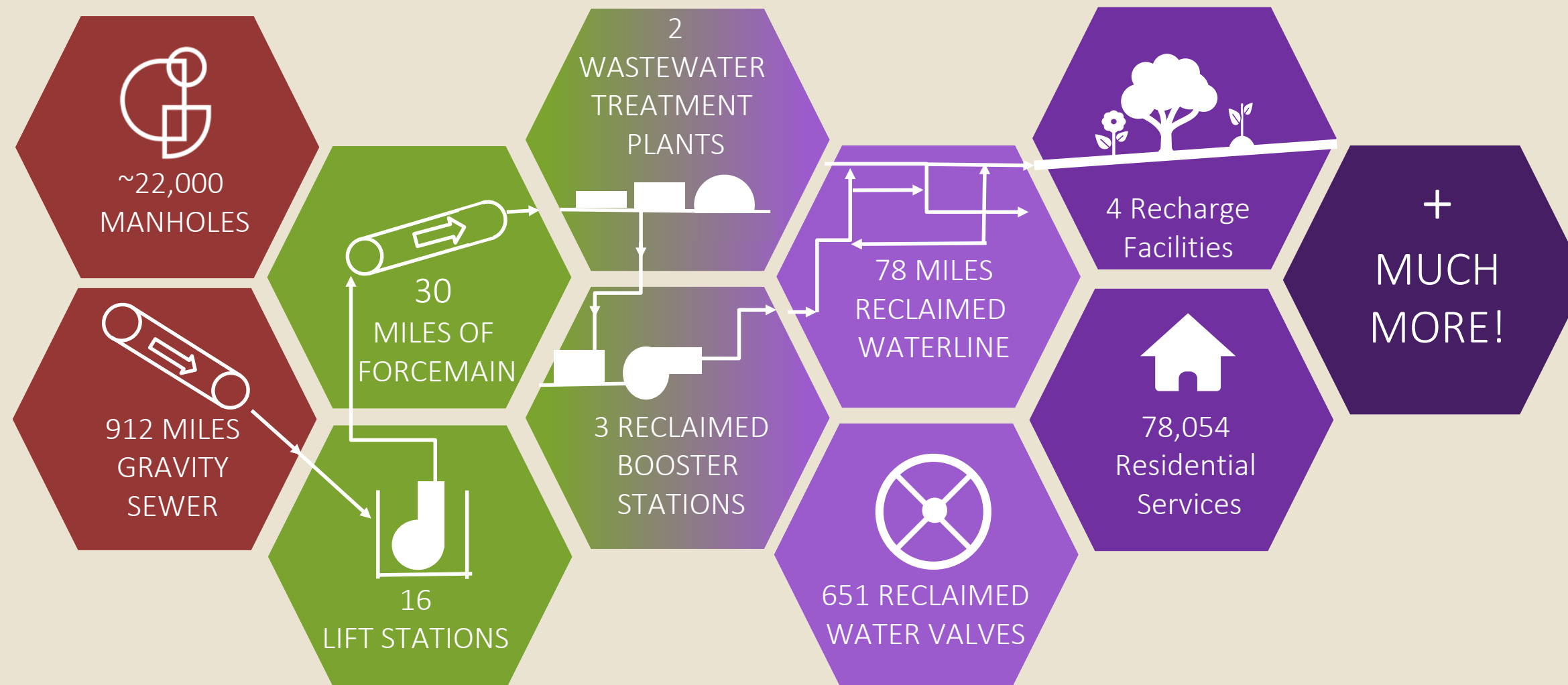
912 Miles of Sewer Pipe
30 Miles of Force Mains

19 Million Gallons Per Day Collected,
Treated, Reused, and Recharged

3.61 Billion Gallons Recharged



Wastewater



gilbert



**Thank You and
Welcome!**