



**TOWN OF FOUNTAIN HILLS MINUTES OF
THE REGULAR MEETING OF THE
COMMUNITY SERVICES ADVISORY COMMISSION
MARCH 28, 2016**

ITEM #1: CALL TO ORDER

A regular session meeting of the Community Services Advisory Commission was convened and called to order by Chair Sherman Abrahamson at 4:58 p.m. on Monday, March 28, 2016 in the Council Chambers at Town Hall, located at 16705 East Avenue of the Fountains, Fountain Hills, Arizona.

ITEM #2: ROLL CALL

In attendance at roll call were, Chair Sherman Abrahamson, Vice Chair Jim Judge, Commissioners Pat Canning, Don Doty, Lynne Mott, Ron Ruppert, and Greg Woo. Absent at roll call were Commissioners Jerry Gorrell and Natalie Varela. Director Mark Mayer and Executive Assistant Jennifer Lyons represented staff.

ITEM #3: CALL TO THE PUBLIC

No one from the public wished to speak at this time.

ITEM #4: CONSIDERATION OF APPROVING THE FEBRUARY 22, 2016 MEETING MINUTES

Commissioner Doty made a motion to accept the minutes of the February 22, 2016 meeting and Commissioner Mott seconded and the motion passed by unanimous vote.

ITEM #5: INTRODUCTION AND BACKGROUND OF COMMISSIONERS

Commissioners introduced themselves, gave a synopsis of their backgrounds and experiences, as well as why they wanted to be on this Commission.

ITEM #6: CONSIDERATION OF DESIGNATING A WORK STUDY GROUP TO EVALUATE THE SOUND SYSTEM AT THE COMMUNITY CENTER

Chair Abrahamson suggested that we create some work committees (groups) that will work with the various divisions. The group will designate someone in that group as a leader and then the group will meet with the division head. At the next meeting, share with us what area you would like to participate in. The goal is to get the work groups involved with the divisions.

*At this time a copy of the Commission's Bylaws was handed out and a copy is attached.

Director Mayer gave a brief overview of each division. At the next meeting each division head will give a presentation on their division.

- Senior Services are activities that Kelley (Senior Services Supervisor) is involved with along with her staff. The activities are typically held at the Community Center, Mondays through Fridays, but there have been some activities on the weekends. Most of their activities are typically during

the day and are carved out by the age of the folks who participate in those programs. Everything from presentations to support groups and the Home Delivered Meals program (HDM).

- Community Center is the center itself and he (Mike Fenzel, Operations and Events Supervisor) has additional responsibilities to do with weddings. If there is a group that wants to have a wedding at Fountain Park, he hopefully might be able to talk them into having their reception at the Community Center. Anything that typically takes place within the building Mike would schedule it. That includes Recreation activities, and typically anything that Kelley runs, as they utilize the Community Center for all their activities.
- Parks – We have four of them and a number of employees that maintain those. It's (Fountain Park) the host site for most of our special events. The Rec. staff works very closely with the Parks staff to make sure the sprinklers get turned off, that they don't drive steel spikes into our irrigation heads or a 4" main. We have almost 50 special events that we run and we don't do them over the summer, so there are weekends that we might have two or three.
- Recreation is all the programs. They are not age specific. We go from the very young through older folks. We try not to single out senior activities because we have a division that does that, although they do some cooperative programming. Most recently that has included Tourism. Almost two years now when the Chamber of Commerce decided they were no longer going to participate in tourism activities, (the Town was providing most of the funding), turned it back over to the Town and became one the responsibilities for this particular division. One of the things we try do to with Tourism is to have analytics from the various events. Grace (Tourism Coordinator) typically attends those events and does questionnaires for people to get a feel for where people come from, how long they stay, and what kind of money they spend, so we have a profile of people that come to our special events. This allows us to target market to that group more intensely. We do that for two reasons: 1. Find out where people are coming from and from what distance. 2. How better to market to those specific targets.

There was some discussion among the Commissioners about changing to division work groups from the prior format of work groups (facilities, programs, capital).

Vice Chair Judge referred to page 4 section 4 of the Bylaws.

- Section ii – Consider provisions of the annual Community Services Department budget during the process and preparation of the budget and make recommendations. Each one of these four divisions, we would be helping, assisting, recommending budgetary items.
- Section iii – Assist in the planning of educational and recreational programs for the residents of the Town. Right now it's left up to the division heads to run it with no involvement from the Commissioners and based on our experience we can help add to that.
- Section iv – Perform such other duties not inconsistent with these Bylaws. As requested if there is a special project like the Dog Park or Learning Center, then special committees form for those specific items.

Director Mayer stated that several of you have spoken to me about getting the Commission more involved. It's going to take awhile for us to work through this and get a level of comfort. My concern is twofold, one is to try to make sure they (Division Heads) are not initially burdened, because they are already stretched pretty thin and we don't cross the line between recommendations and policy decisions.

Vice Chair Judge, spoke on behalf of Commissioner Gorrell who is a sound engineer and advisor (Commissioner Gorrell was not present). He would like to chair this group and Vice Chair Judge said he

would work with him. Commissioner Gorrell thinks there is some balancing of the various speakers that needs to be done. The speakers are now fifteen plus years old and they have a tendency to deteriorate and you lose some of the proper vibration.

Director Mayer commented that this is something that the Community Center work group should look into. This item was tabled until the next meeting.

ITEM #7: DISCUSSION OF THE BUDGET FOR FY2016-2017

Director Mayer explained this year we were asked to put together a budget that was identical to last year and if you wanted to add anything you could fill out a separate form as a supplemental with justification for it. Then the Town Manager would review it and decide whether or not it would be included in his budget, that in turn is recommended to Council. We are still in that process now and we are significantly behind in the budget process. The due date to Council was next week and I don't think they are going to make that. Our budget doesn't change dramatically from one year to the next, not surprisingly most of our cost is associated with personnel because we are providing services. We do make changes in the capital projects every year, so that is an area the Commission can certainly weigh in on.

ITEM #8: UPDATE ON ROTARY COMMUNITY MUSICAL PARK

The Rotary's fundraising effort hasn't really kicked off significantly yet but they have been able to garner about half the money they needed already for the musical playground. They came back to the Council and asked if they could go from twelve to fourteen instruments and if they had sufficient funds through fundraising, could they put shade canopies over the area as well. The Council approved of both of these.

Vice Chair Judge inquired if there had been any sound studies done as to the volume of sound that will come from that and keeping in mind the neighbors.

Director Mayer responded, since the instruments are made out of fiberglass they don't have the same level of sound you would have with brass or a horn. It's a very low level that drops very quickly because it doesn't have that high ringing sound to it. They also anticipated that planting the trees would also help inhibit the sound moving away from the piece.

ITEM #9: UPDATE ON ADERO CANYON TRAILHEAD

- We are working to try to get some initial studies done that would then allow us to take the plans from 95 to 100%. There is money in the budget this year to complete three things the architect needs:
 1. Cultural and Biological Study for antiquities.
 2. Topographical Survey.
 3. Inventory of Species is to make sure we are protecting the ones that by law that have to be protected. Then we can identify from a revegetation plan, that we would take those plants out and store them in a nursery temporarily before we moved them back on the site again. They would identify what trees need to be preserved and plants that are salvageable and would be replanted.
- We are also working on the potential of accepting some fill material (88,000 cubic yards/500 loads of trucked material). Our site is not balanced. If we can find it somewhere close, like through MCO and that's who we are working with because they have some material that they need to get rid of. The challenge comes that if we need to do it on our site, we have to clear the site and do all those things that we don't have money to do right now. If we do it on the Adero

site then perhaps MCO would cover that cost with the money they would save, rather than trucking that material off.

ITEM #10: UPDATE ON PUBLIC ART

- Gone But Not Forgotten was donated by a person after her husband passed away and they had a family dog that she felt very much attached to. It's at Fountain Park between the restroom control building and the street. Second Story View (the giraffe) is on one side and this is at the base on the other side in the gravel area.
- Aviator is pending and will go in front of the Council at the April 7th meeting. It being donated by the same couple who donated Fred and Ginger. He had spent some time in the military as an aviator and was interested in this particular piece. It will be located close to the Veteran's Memorial but not on the monument.

*Pictures of the artwork and sight maps were shown and the meeting and are attached.

ITEM #11: CONSIDERATION OF ADJOURNMENT

Commissioner Woo made a motion to adjourn at 5:52 p.m., Vice Chair Judge seconded and the motion passed by unanimous vote.

Community Services Advisory Commission

BY: _____
Sherman Abrahamson, Chair

REVIEWED BY: _____
Mark C. Mayer, Director of Community Services

PREPARED BY: _____
Jennifer Lyons, Executive Assistant

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Session held by the Community Services Advisory Commission of Fountain Hills on the 28th day of March 2016. I further certify that the meeting was duly called and that a quorum was present.

Dated this 5th day of April 2016

Jennifer Lyons, Executive Assistant

BYLAWS
COMMUNITY SERVICES ADVISORY COMMISSION
TOWN OF FOUNTAIN HILLS, ARIZONA

1. **Creation; Purpose.**

- A. Creation. There is hereby created, constituted and established a Community Services Advisory Commission (the “Commission”), which shall subsume and replace existing Senior Services Advisory Commission, Community Center Advisory Commission and Parks and Recreation Advisory Commission (collectively, the “Existing Commissions”).
- B. Purpose and Duty of the Commission. The Commission is formed to act in an advisory capacity in support of the Town of Fountain Hills (the “Town”) Community Service Department’s quest to provide exceptional customer service to enhance the quality of life by providing and maintaining safe, available and accessible parks and facilities, recreation programs, events, and services that will meet the intellectual, social, cultural and leisure needs of Town residents of all ages.
- C. Intention of the Bylaws. These Bylaws are intended to accommodate the transition of a consolidation of three Existing Commissions as well as serve as the Bylaws governing the Commission.

2. **Transition Process; Membership.**

- A. Transition Period. The consolidation transition is intended to span the period from the initial consolidated Commission meeting in September 2014 through December 31, 2017.
- B. Eligibility for Initial Appointment. All current members of the Existing Commissions shall be eligible for appointment to the Commission. All interested Existing Commission members shall notify the Community Services Director of their interest not later than June 30, 2014. If the number of interested Existing Commission members is less than nine, the Director shall (i) initiate the process for soliciting new Commission members and (ii) conduct a process for fairly assigning the on-going members to staggered terms to carry out the intent of Section 3 below. If the number of continuing adult members is greater than eight, the Director shall establish the initial Commission membership as set forth in subsection 2(C) below.
- C. Member Selection and Terms. In order to fairly and impartially accommodate the members of the three combined Existing Commissions, a random, blind draw of names from the members of the Existing Commissions who have expressed interest pursuant to subsection 2(B) above will be conducted such that each will

be assigned to a term of one, two or three years. It is recognized that there could be as many as 18 total members available to serve on the Commission during the transition period. The random, blind draw will be conducted as follows:

The first six names drawn will serve through December 31, 2017;
The second six names drawn will serve through December 31, 2016; and
Any remaining names will serve through December 31, 2015.

The terms will commence at the first meeting of the consolidated Commission, targeted for September 2014. The term of each member from one of the Existing Commissions serving on the consolidated Commission will be extended through the date determined by the blind draw.

- D. Voting. All members will be considered voting Commission members. In the event of a tie vote during the transition period, the Town Council shall be informed of the lack of consensus and the matter shall be forwarded to the Town Council for review.
- E. Postponed Replacement. If a transition period Commission member leaves office prior to expiration of his or her appointment period (as set forth in subsection 2(C) above), the vacancy created will not be filled.
- F. Transition Period Conclusion. At the conclusion of the transition appointment periods established in subsection 2(C) above, Commission members shall be appointed as follows:
 - i. Two Commission members shall be appointed for a three-year term beginning on January 1, 2016 and ending December 31, 2018.
 - ii. Three Commission members shall be appointed for a two-year term beginning on January 1, 2017 and ending December 31, 2018.
 - iii. Four Commission members shall be appointed for a three-year term beginning on January 1, 2018 and ending December 31, 2020.
- G. Attendance of McDowell Mountain Preserve Commission Representative. For the time the McDowell Mountain Preserve Commission is in place, a member of the McDowell Mountain Preserve Commission shall be an ex-officio, non-voting member of the Commission. The Commission Chairperson shall request that the McDowell Mountain Preserve Commission annually appoint a representative to attend the Commission meetings.

- H. Transition Officers. At the first Commission meeting, the Commission shall elect a Chairperson and Vice-Chairperson from among the members. The Chairperson and Vice-Chairperson shall assume responsibilities at the next scheduled meeting. The officers' terms will expire on December 31, 2015. The duties, vacancy and removal procedure set forth in Section 5 below shall apply to the officers. On the expiration of the initial officers' terms, officers shall be elected as set forth in subsection 5(A) below.

3. **Members & Appointments Following the Transition Period.**

- A. Number of Members. Following the transition periods, the Commission shall be composed of nine members, including one youth member.
- B. Appointments. Following the transition periods, appointments to the Commission shall be made by the Town Council according to, and from among residents of the Town that meet the minimum qualifications as outlined in, the Town Council Rules of Procedure. Adult appointments shall be for a term of three years. One appointee shall be the youth representation, who shall be a Town resident for one year, shall be a resident high school student, be a member of the Mayor's Youth Council and serve a one-year term on the Commission beginning with the start of the school year.
- C. Filling of Vacancies. Any vacancy on the Commission shall remain vacant until a new member is appointed by the Town Council to fill the vacancy. Upon a vacancy occurring, leaving an unexpired portion of a term, any appointment to fill such vacancy shall be for the unexpired portion of said term. In cases of a vacancy due to the expiration of a member's term, the member shall remain seated until a successor is appointed and qualified.
- D. Term. Unless appointed to fill a vacancy mid-term, each adult member's term of office shall be three years, unless the member resigns sooner or is removed from his or her position.
- E. Attendance. All members are required to attend all Commission meetings unless excused by the Chairperson, with the concurrence of the Commission. Three successive unexcused or unexplained absences from any regular or special meeting shall be deemed a vacancy as outlined in the Town Council Rules of Procedure.
- F. Removal. Any member may be removed as set forth in the Town Council Rules of Procedure.

4. **Powers and Duties of the Commission.**

The Commission shall have the powers and duties to:

- i. Act in advisory capacity to the Town Council, Town Manager and Community Services Director in matters pertaining to the Community Services Department.
- ii. Consider provisions of the annual Community Services Department budget during the process of the preparation of the budget and make recommendations with respect thereto to the Community Services Director.
- iii. Assist in the planning of educational and recreational programs for the residents of the Town; promote and stimulate public interest therein.
- iv. Perform such other duties not inconsistent with these Bylaws as may be requested by the Town Council, Town Manager or Community Services Director.

5. **Commission Officers and Staff.**

- A. **Organization.** At the first regularly-scheduled Commission meeting of each calendar year, the Commission shall elect a Chairperson and Vice-Chairperson from among the members. The Chairperson and Vice-Chairperson shall assume responsibilities at the next scheduled meeting. The term of the Chairperson and Vice-Chairperson shall be for one year. Any member serving as Chairperson or Vice-Chairperson shall be eligible for re-election; provided, however, that each member may serve no more than two consecutive terms for that specific office.
- B. **Duties of the Chairperson and Vice-Chairperson.** The Chairperson shall (i) preside at all Commission meetings, (ii) decide all points of order and procedure, (iii) appoint work groups if necessary and coordinate the work of the work groups, (iv) serve as a representative of the Commission to other governmental units on such matters as have been approved and designated by the Commission and (v) perform any duties as required by law, ordinance or these Bylaws. The Chairperson shall have the right to make motions, second motions and vote on all matters before the Commission. The Vice-Chairperson shall act as an aid to the Chairperson and shall perform the duties of the Chairperson in his or her absence or inability to serve. In the absence of the Chairperson and Vice-Chairperson, the Town Staff Liaison shall call the meeting to order and a simple majority of the members then present shall select an acting Chairperson for the meeting. If the Commission members present are unable to select an acting Chairperson, the meeting shall be automatically adjourned and all agenda items shall be carried over to the next Commission meeting.

- C. Order of Filling Officer Vacancies. The Vice-Chairperson shall fill a vacancy in the office of the Chairperson. A vacancy in the office of Vice-Chairperson shall be filled by a Commission member by majority vote of the Commission at the next meeting where a quorum of the Commission is present.
- D. Officer Removal. The Chairperson or Vice-Chairperson may be removed from office at any time at a meeting of the members by an affirmative vote of a three-fourths majority of the total members of the Commission, who must be present to vote.
- E. Town Staff Liaison. The Community Services Department Director or authorized designee shall serve as the Town Staff Liaison to furnish support to the Commission as requested or as required to advise and furnish professional and technical advice.

6. **Commission Meetings.**

- A. Frequency. Commission meetings shall be held monthly at the Town Hall Council Chambers, Fountain Hills, Arizona, unless posted differently at least 24 hours in advance.
- B. Additional Commission Meetings. Additional Commission meetings may be held on the call of the Chairperson or the request of two or more members by giving notice to all the members by telephone, email or personal delivery or by verbal comment during a regular meeting. All notices shall be given, and posted according to applicable law, at least 24 hours before the meeting.
- C. Participation by the Public. Commission meetings shall be open to the public. For any matter under consideration, any person may submit written comments and, if attending in person, may fill out a speaker card and speak to the issue upon being recognized by the Chairperson and stating his or her name and, if applicable, the names of any person or organization on whose behalf he or she is appearing.
- D. Quorum. A Commission meeting where a majority of its members are present shall constitute a quorum. A majority vote of those members present shall be required to take official action. No action shall be taken at any meeting in absence of a quorum, except to adjourn the meeting to a subsequent date.
- E. Agenda. The agenda shall be prepared by the Town Staff Liaison, reviewed by the Chairperson, and posted no less than 24 hours before the Commission meeting in accordance with the Arizona Open Meeting Law.
- F. Minutes. Minutes of the proceedings shall be retained and filed with the Town Clerk or authorized designee who will, in turn, file and post the minutes according to applicable law.

G. Open Meeting Law. The Commission is subject to the Arizona Open Meeting Law.

7. **Special Committees.**

The Commission may create special committees for specific purposes. Such committees shall be subject to the provisions of the Arizona Open Meeting Law. Any special committee created by the Commission shall automatically dissolve when its work is done and after the Commission has accepted its final report.

8. **Amendments.**

By the affirmative vote of a two-thirds majority of all the members of the Commission, the members may recommend amendments to these Bylaws to the Town Council for its approval.

9. **Legal Counsel.**

The Commission may request through the Town Staff Liaison that the Town Attorney, or authorized designee, provide legal advice and rulings on points of order, procedure or other matters related to the Commission's duties.

FOUNTAIN PARK

12925 N SAGUARO BLVD

ACTIVITY AREAS

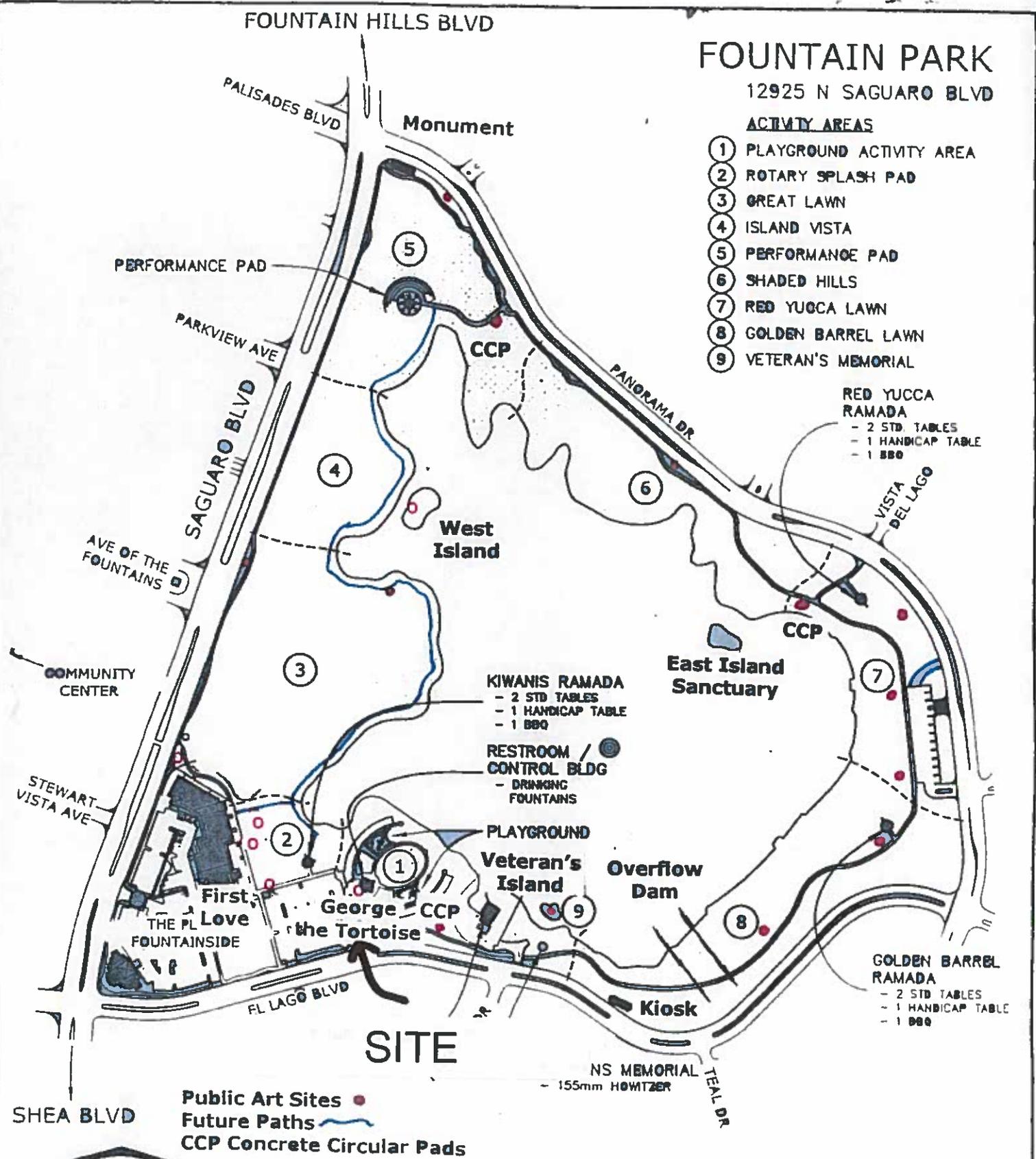
- ① PLAYGROUND ACTIVITY AREA
- ② ROTARY SPLASH PAD
- ③ GREAT LAWN
- ④ ISLAND VISTA
- ⑤ PERFORMANCE PAD
- ⑥ SHADED HILLS
- ⑦ RED YUCCA LAWN
- ⑧ GOLDEN BARREL LAWN
- ⑨ VETERAN'S MEMORIAL

RED YUCCA RAMADA
 - 2 STD. TABLES
 - 1 HANDICAP TABLE
 - 1 BBQ

KIWANIS RAMADA
 - 2 STD. TABLES
 - 1 HANDICAP TABLE
 - 1 BBQ

RESTROOM / CONTROL BLDG
 - DRINKING FOUNTAINS

GOLDEN BARREL RAMADA
 - 2 STD. TABLES
 - 1 HANDICAP TABLE
 - 1 BBQ



SITE

Public Art Sites ●
 Future Paths ~~~~~
 CCP Concrete Circular Pads

NS MEMORIAL
 - 155mm HOWITZER

SHEA BLVD



Built in 1970, Fountain Hills World Famous Fountain draws from a 33 acre, million gallon lake and reaches a height of 330 ft. with two pumps for 10 minutes on the hour from 9am to 9pm daily. On special occasions the fountain can attain 560 ft. with all three pumps running. In the event winds exceed 10 mph the fountain will automatically shut-down.

NOTE: ALL RAMADAS ARE LIT AND HAVE ELECTRICAL OUTLETS

Art sites can be added to the new west lake path.



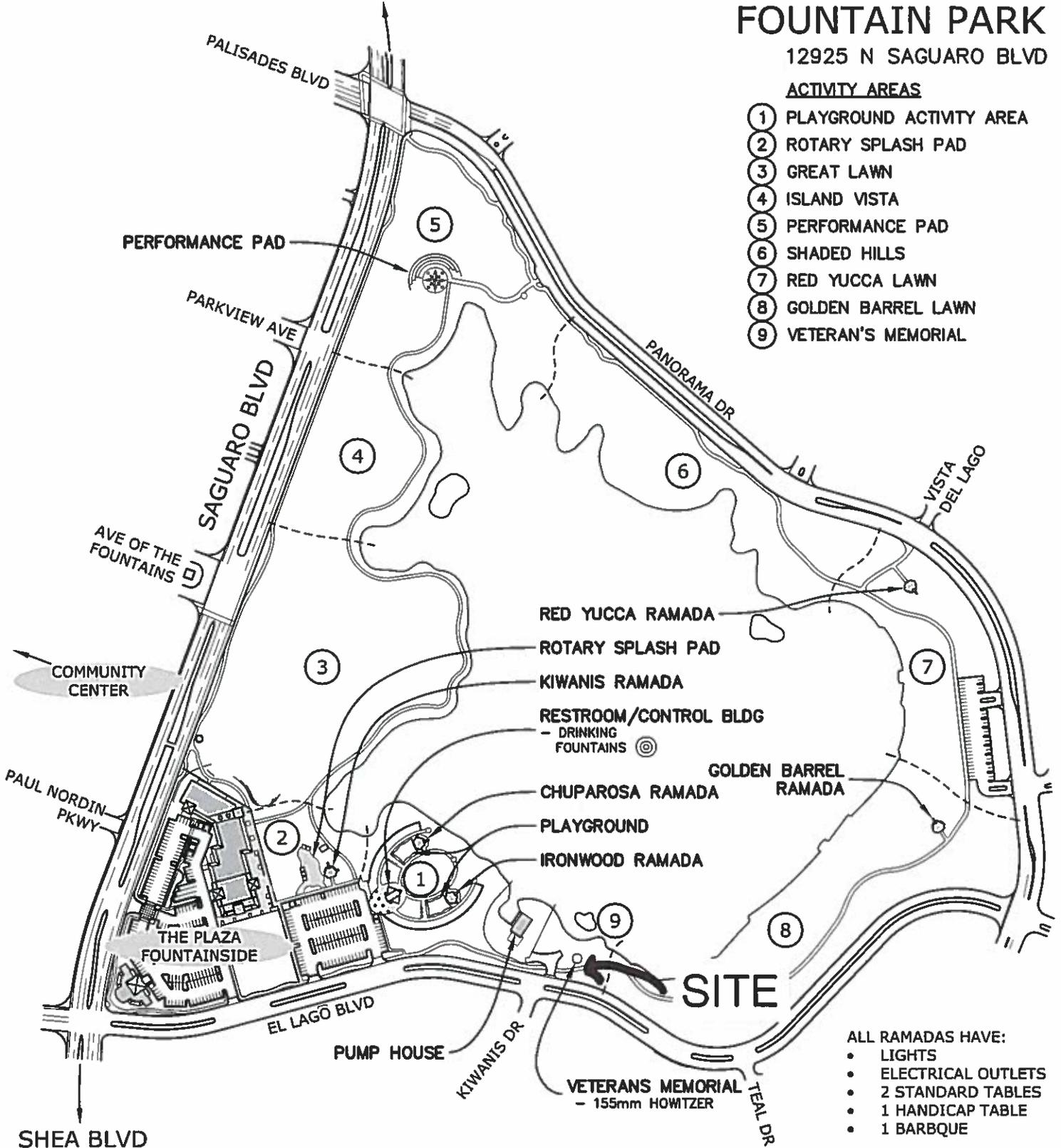
FOUNTAIN HILLS BLVD

FOUNTAIN PARK

12925 N SAGUARO BLVD

ACTIVITY AREAS

- ① PLAYGROUND ACTIVITY AREA
- ② ROTARY SPLASH PAD
- ③ GREAT LAWN
- ④ ISLAND VISTA
- ⑤ PERFORMANCE PAD
- ⑥ SHADED HILLS
- ⑦ RED YUCCA LAWN
- ⑧ GOLDEN BARREL LAWN
- ⑨ VETERAN'S MEMORIAL



- ALL RAMADAS HAVE:
- LIGHTS
 - ELECTRICAL OUTLETS
 - 2 STANDARD TABLES
 - 1 HANDICAP TABLE
 - 1 BARBQUE



Built in 1970, Fountain Hills World Famous Fountain draws from a 33 acre, million gallon lake and reaches a height of 330 ft. with two pumps for 15 minutes on the hour from 9am to 9pm daily. On special occasions the fountain can attain 560 ft. with all three pumps running. In the event winds exceed 10 mph the fountain will automatically shut-down.

