



**TOWN OF FOUNTAIN HILLS
MINUTES OF THE REGULAR MEETING OF THE
COMMUNITY SERVICES ADVISORY COMMISSION
MARCH 26, 2018**

AGENDA ITEM #1: CALL TO ORDER AND PLEDGE OF ALLEGIANCE

A public meeting of the Community Services Advisory Commission was convened and called to order by Chair Don Doty at 4:56 p.m., Monday, March 26, 2018 in the Council Chambers at Town Hall, located at 16705 East Avenue of the Fountains, Fountain Hills, Arizona.

AGENDA ITEM #2: ROLL CALL

Present at roll call were Chair Don Doty, Vice-Chair Ron Ruppert, Commissioners Amy Arnold, Pat Canning, Jerry Gorrell, Sharron Grzybowski, Natalie Varela and Youth Commissioner Hayden Arnold. Absent at roll call was Commissioner Jim Judge. Staff members present were Director Rachael Goodwin, Recreation Manager Corey Povar and Executive Assistant Jennifer Lyons.

AGENDA ITEM #3: CALL TO THE PUBLIC

No one from the public wished to speak.

AGENDA ITEM #4: CONSIDERATION OF APPROVING THE FEBRUARY 26, 2018 MEETING MINUTES

Vice-Chair Ruppert made a motion to accept the February 26, 2018 meeting minutes and Commissioner Canning seconded and the motion passed by unanimous vote.

AGENDA ITEM #5: DISCUSSION AND CONSIDERATION OF THE COMMISSION HAVING MEETINGS ON APRIL 16, 2018 AND MAY 21, 2018

Discussion ensued among the Commissioners and the April meeting was rescheduled to April 18th at 4:30 p.m. and the May meeting was cancelled.

AGENDA ITEM #6: UPDATE ON THE IMPROVEMENTS AT GOLDEN EAGLE PARK

All pieces of the new playground were installed just in time for Eggstravaganza this past weekend. The “pour in place” which a rubberized surface will be going in tomorrow, so the playground will be closed for the rest of the week to let it cure. All pieces have been well received by the public. The only feedback we have received is about the absence of sand and how the younger children miss that to play in. We are trying to get the word out that there is sanitary issues with sand, it’s a lower safety rating and it’s not ADA compliant.

Commissioner Varela inquired if there were any cameras in there now or if there would be any police presence. Director Goodwin replied that there would be no additional police presence than we already have at this point. Cameras will be installed, but she is not sure if they would cover quite that far, but we

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will see what we can do. The cameras are a two year project and will be added to Golden Eagle Park, Four Peaks Park and Fountain Park. This is a highly utilized park especially during this time of year with the tennis courts and ball fields that are lit which that deter vandalism.

Chair Doty asked if any of the parks still had sand. Director Goodwin responded that Four Peaks Park still has sand.

AGENDA ITEM #7: UPDATE ON THE REVISION OF THE COMMISSION BY-LAWS

Commissioner Gorrell did an update of the by-laws and a draft of the by-laws is attached to the minutes. Director Goodwin posed the following two questions to the Commission for discussion from the “strikeout” version of the by-laws:

1. On item #3-B under appointments, for the youth member do want to make being a member of the Mayor’s Youth Council a requirement or a preference. Being on Mayor’s Youth Council is already one extra-curricular activity and being on the Commission would another one on top of that, which is a double demand. Does that detract and make the possible pool small?
2. Under item #4-iii under assist in the planning of educational and recreational programs for the residents of the Town, how does the Commission see the fulfillment this roll?

Discussion ensued among the Commissioners and the consensus was that there is no preference of being on the Mayor’s Youth Council and advising rather than assisting in the planning of educational and recreation programs for the residents of the Town.

AGENDA ITEM #8: UPDATE ON THE WORK GROUP TO DEVELOP GUIDELINES FOR SENIOR CONCERN/WELLNESS ISSUES

In Commissioner Judge’s absence Chair Doty relayed that he would like to put together a package that would list all the addresses, phone numbers and contacts for people in need of many different services. That package would also be put on Facebook and some other medias. Chair Doty went to the Crisis Response Team and found they have already done this to some extent. It covers many things seniors want to know but Chair Doty is not sure how readily available this is and maybe making this information more available.

AGENDA ITEM #9: UPDATE ON THE WORK GROUP FOR COMMISSION INVOLVEMENT WITH TOWN EVENTS

Commissioner Grzybowski clarified that it’s not really a group, but she leads up who will volunteer for events. She was very surprised when she received the volunteer packet (for St. Pat’s Day) she noticed that the staff works from 9 a.m. to 8 p.m. The volunteers only got a four hour shift. Other activities coming up that need volunteers are: Musicfest on April 7th, July 4th, Movie in the Park and Back to School Bash.

Director Goodwin explained that trash support is always needed at the end of the night and on the front end help is needed when we do set up early in the morning. Help from organizations and groups is always welcomed. The Town is happy to sign off on volunteer hours and is able to buy some pizzas and Gatorade as a thank you, but the Town cannot make a direct donation. The day after the Fourth of July is another great opportunity for a volunteer group to come out early in the morning and help walk the park the next day as a secondary clean up.

AGENDA ITEM #10: UPDATE ON THE COMMUNITY SERVICES DEPARTMENT STRATEGIC PLAN

Director Goodwin stated that there is not a date on the schedule yet. Staff has met briefly to begin the kick off process to discuss where we want to go with the strategic plan. We are looking to have the next meeting in probably the next two weeks. Chair Doty and Vice-Chair Ruppert would like to attend the meeting.

AGENDA ITEM #11: UPDATE ON SPECIAL EVENTS

In response to Chair Doty's question of how special events differ from Town events, Director Goodwin explained that there are events that the Town puts on and then the Town hosts events. This weekend the Town hosted the Paws in the Park adoption event and the Thunderbird Fine Wine and Art Event. We are not producing these events, we are the venue for them and they go through a permit process through Recreation Manager Povar.

Recreation Manager Povar updated the Commission on the events from the past weekend. It was a smoother transition this year from the Farmer's Market and Art on the Avenue to the Thunderbird Art and Wine Affaire. We did receive some negative feedback from some of the business owners along the Avenue with the road closure negatively impacting their businesses. Only one side of the road was closed because they only set up on one side of the Avenue and the event organizer requested to set up on the business side of the Avenue. The Town is not in the position where we can mandate them on which side to set up on, but we have suggested them setting up on the other side of the Avenue.

Commissioner Grzybowski commented that the biggest complain she saw was that the west side of the Avenue where there was no "Thunderbirding" but there was a street closure. Is there any way that something could be coordinated on the other half of the closed block to help with the foot traffic going that direction? That is what the Town took the biggest hit on Facebook.

Director Goodwin replied that the situation with this event that it is longstanding and has some tenure. They have the position that they are also a Town of Fountain Hills business and they are based in Fountain Hills. The Town does not mandate where the event has to be unless there is a safety issue. The Town with coming off of St. Patrick's Day and having Eggstravaganza and the other events in the parks it would have been too much to do something on that side of the Avenue. The Community Garden also had an event and Bike MS also came through Town.

Commissioner Canning asserted that all the events impact the locals trying to drive through Town, we don't need all this stuff and we are not getting any money from it. St. Patrick's Day was a madhouse and there was no charge for admission. We are the only area that doesn't raise money.

Director Goodwin responded that we did have about \$27,000 in beer sales. That being said it was a \$40,000 event. We also don't have a mechanism to charge anyone to use the park. There is a mandate from our Council that we do not charge for events. The direct cost of St. Patrick's Day is not made up through beer sales; however the greater recovery is restaurants being full and the activity at the other businesses. This is our busiest time of year. March through early April there are events every weekend

and it does bring a lot of people here but does drive some of the locals crazy. It may be helpful to talk about what those road closures are, when they are coming and how to navigate through them.

Discussion ensued among the Commissioners about the costs of doing events versus the rewards. The consensus was that events bring in people that shop and eat here to support our businesses but there are some inconveniences.

This Sunday is the Easter Sunrise Service at the park, next weekend we have Musicfest, the following weekend we have Movie in the Park and we have a new car show on April 14th where there will be an Avenue closure.

Youth Commissioner Arnold asked if there were any statics on the revenue generated by foot travel increase compared to the deficit of the \$13,000 (for St. Patrick's Day). If so that would judge if it was all worth it?

Director Goodwin responded that we can do a year to year comparison for St. Patrick's Day on the sale tax as a bulk number. We can look just at food and beverage or hotel stays. Recreation Manager Povar added that not all community events are judged by worth based on monetary value, they are judged by a multitude of reasons. There is also a quality of life effect. People choose to live in a place that has these types of activities where they can invite their friends and family and becomes a social outlet.

Commissioner Varela inquired if the Commission could be involved in ideas of making revenue at events. Recreation Manager Povar responded that we are always brainstorming on this topic and it certainly is a goal of ours is to make money on this event. Director Goodwin added that there were a lot of inquiries for t-shirts at the St. Patrick's Day event. T-shirts are great but there is a lot of overhead in that. It has to be budgeted for and we are short staffed to have anyone sell them.

AGENDA ITEM #12: UPDATE ON PUBLIC ART

At the last Council Meeting the Town just accepted three new pieces of flat art and they are all wall pieces that will be featured in Town Hall. One will be on the landing going up to the second floor and the other two will be on the second floor in the foyer area. Director Goodwin announced that the Town has met with the Public Art Committee to begin to discuss a master plan. Our Community Center is essentially full. The plan would address if and when we acquire new pieces having a vision of where they would go prior to acceptance and recommendation or commission.

The status of "Fountain of Light" is currently unknown. The artist has started to publicly fundraise for it with the support of the FHCCA and the Public Art Committee. A location has not been determined. There was a consideration of the area at Shea and Fountain Hills Blvd. next to the new fire station, but that area has been critiqued a number of times as not been the best location for it. There has been zero discussion on where it should go if the money is raised. The artist needs to get with staff to determine where the best location might be. The preference is Centennial Circle but we do have a piece that exists there and it may not be a movable option.

AGENDA ITEM #13: UPDATE ON THE ADERO CANYON TRAILHEAD PROJECT

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Town has been able to work with both Epcor and SRP to finalize plans with them that required an agreement as well as an easement. On sight they are staking and pouring the footers and foundation for the restroom building. The MMPC is taking the lead on the Grand Opening which will likely be this fall either in October or November. The completion of the Trailhead is still on target for the end of July or early August.

AGENDA ITEM #14: CONSIDERATION OF ADJOURNMENT

Commissioner Gorrell made a motion to adjourn at 5:53 p.m., Youth Commissioner Arnold seconded and the motion passed by unanimous vote.

Community Services Advisory Commission

By: _____
Don Doty, Chair

Reviewed by: _____
Rachael Goodwin, 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 Community Services Advisory Commission Regular Meeting held on March 26, 2018. I further certify that the meeting as duly called and that a quorum was present.

By: _____
Jennifer Lyons, Executive Assistant

Dated this 12th day of April 2018

**BYLAWS
COMMUNITY SERVICES ADVISORY COMMISSION
TOWN OF FOUNTAIN HILLS, ARIZONA**

1. **Creation-Established; Purpose; Bylaws.**

- 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, a~~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.

BYLAWS
COMMUNITY SERVICES ADVISORY COMMISSION
TOWN OF FOUNTAIN HILLS, ARIZONA

1. Established; Purpose; Bylaws.

- A. There is hereby established a Community Services Advisory Commission (the “Commission”),
- 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.
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