



NOTICE OF THE REGULAR MEETING OF THE TOWN OF FOUNTAIN HILLS COMMUNITY SERVICES ADVISORY COMMISSION

TIME: 5:00 P.M.

WHEN: MONDAY, SEPTEMBER 30, 2019

WHERE: FOUNTAIN HILLS COUNCIL CHAMBERS

16705 E. AVENUE OF THE FOUNTAINS, FOUNTAIN HILLS, AZ

**A majority of the Council members may be in attendance. No official action will be taken.
Community Services Advisory Commissioners will attend either in person or by telephone conference call**

PROCEDURE FOR ADDRESSING THE COMMISSION

Anyone wishing to speak before the Commission must fill out a speaker's card and submit it to the Executive Assistant prior to Commission discussion of that Agenda item. Speaker Cards are located in the Council Chamber Lobby and near the Executive Assistant's position near the dais.

Speakers will be called in the order in which the speaker cards were received either by the Executive Assistant or the Commission Chairperson. At that time, speakers should stand and approach the podium. Speakers are asked to state their name and whether or not they reside in Fountain Hills (*do not provide a home address*) prior to commenting and to direct their comments to the Presiding Officer and not to individual Commissionmembers. Speakers' statements should not be repetitive. *If a speaker chooses not to speak when called, the speaker will be deemed to have waived his or her opportunity to speak on the matter. Speakers may not (i) reserve a portion of their time for a later time or (ii) transfer any portion of their time to another speaker.*

If there is a Public Hearing, please submit the speaker card to speak to that issue during the Public Hearing.

Individual speakers will be allowed **three** contiguous minutes to address the Commission. Time limits may be waived by *(i) discretion of the Community Services Department Director upon request by the speaker not less than 24 hours prior to a Meeting, (ii) consensus of the Commission at Meeting or (iii) the Chair either prior to or during a Meeting.* Please be respectful when making your comments. If you do not comply with these rules, you will be asked to leave.

Notice is hereby given that pursuant to A.R.S. §1-602. A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.

The agenda for the meeting is as follows:

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CALL TO THE PUBLIC**

Pursuant to A.R.S. §38-431-01(G), public comment is permitted (not required) on matters not listed on the agenda. Any such comment (i) must be within the jurisdiction of the Commission and (ii) is subject to reasonable time, place, and manner restrictions. The Commission will not discuss or take legal action on matters raised during "Call to the Public" unless the matters are properly noticed for discussion and legal action. At the conclusion of the call to the public, individual Commissioner may (i) respond to criticism, (ii) ask staff to review a matter or (iii) ask that the matter be placed on a future Commission agenda.

4. **CONSIDERATION** of Approving the June 24, 2019 meeting minutes

5. **REVIEW AND CONSIDERATION** to Recommend 2020-2023 Community Services Strategic Plan to Town Council
6. **DISCUSSION AND CONSIDERATION** of 2020 Meeting Dates
7. **DISCUSSION AND CONSIDERATION** to Appoint Commission Members to Three (3) Staggered Terms
8. **DISCUSSION** on the Youth Commissioner Appointment
9. **DISCUSSION** on Town's Facebook page to highlight employee positions within the Town
10. **DISCUSSION** from Work Group on the Community Swimming Pool
11. **UPDATE** from Work Group on the Research for Grant Opportunities
12. **UPDATE** from Work Group on Community Center and Senior Programs
13. **UPDATE** on Commission Tours of the Town's Amenities and Scheduling of Tours
14. **UPDATE** on Volunteer Opportunities with Town Events
15. **UPDATE** on Special Events
16. **CONSIDERATION** of Adjournment

The Town of Fountain Hills endeavors to make all public meetings accessible to persons with disabilities. Please call 480-816-5100 (voice) or 1-800-367-8939 (TDD) 48 hours prior to the meeting to request a reasonable accommodation to participate in the meeting or to obtain agenda information in large print format. Supporting documentation and staff reports furnished the Commission with this agenda are available for review in the Community Services Office.

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at _____ a.m./p.m. in accordance with the statement filed by the Town Council with the Town Clerk.

Dated this 26th day of September, 2019.

By: _____
Jamie Salentine, Executive Assistant



**TOWN OF FOUNTAIN HILLS
MINUTES OF THE REGULAR MEETING OF THE
COMMUNITY SERVICES ADVISORY COMMISSION
JUNE 24, 2019**

1. CALL TO ORDER

Chairman Ruppert called the meeting of Monday, June 24, 2019, to order at 5:00 p.m. in the Council Chambers at Town Hall, located at 16705 East Avenue of the Fountains, Fountain Hills, Arizona.

2. ROLL CALL

COMMISSIONERS PRESENT: Chairman Ron Ruppert, Vice Chairperson Amy Arnold, Commissioners Don Doty, Daniel Fecteau, Jerry Gorrell, Sharron Grzybowski, Sharon Morgan, and Natalie Varela.

COMMISSIONERS ABSENT: None.

STAFF PRESENT: Community Services Director Rachael Goodwin and Executive Assistant Jamie Salentine.

3. CALL TO THE PUBLIC

There was no comments from the citizens present.

4. CONSIDERATION OF APPROVING THE MAY 20, 2019 MEETING MINUTES

Commissioner Doty moved to approve the May 20, 2019 meeting minutes, seconded by Commissioner Grzybowski; passed unanimously (8-0).

5. DISCUSSION ON THE CSAC BYLAWS, SECTION 3(B) MEMBERS & APPOINTMENTS FOLLOWING THE TRANSITION PERIOD, APPOINTMENTS, ON THE YOUTH REPRESENTATION TERM

Executive Assistant Jamie Salentine reviewed the CSAC Bylaws, Section 3(B) and clarified that the youth representation term is for a one-year term, however, the Council approved the term and set an end date of May 31, 2019 within the motion. She stated that moving forward the motion will read as a one-year term. She pointed out that Section 3(C) a member shall remain seated until a successor is appointed and qualified due to vacancy by expiration of member's term. She noted that Youth Commissioner Hayden Arnold can participate at the meetings. **(See Attachment 1)**

In response to a question posed by Commissioner Arnold, Community Services Director Rachael Goodwin clarified that moving forward all Commissions/Committees are being reviewed and updated to be consistent with term expiration dates, rotating of expiration dates, etc. She pointed out that Youth Commissioner Arnold can still have his seat due to Section 3(C) until the process of a new appointment is completed.

Discussion ensued relative to the youth representation application process start time and term of appointment start and end dates.

Further discussion ensued relating to the youth representation requirement of being a member of the Mayor's Youth Council and removing that requirement to reach more students who may be interested.

Commission came to a consensus to remove being a member of the Mayor's Youth Council and open the position to all students and the term be set from September 1 through June 30.

6. UPDATE ON DESERT VISTA DOG PARK RULES

Commissioner Gorrell commented that in #2 of the rules that the Dog Park has no parking lot and suggested changing the wording to exiting the dog park or something similar. (See Attachment 2)

Community Services Director Rachael Goodwin clarified that the rules have been reviewed by Maricopa Animal Control and the Town Attorney and that the document provided is the final draft. She stated that she will talk to them on rule #2.

Ms. Goodwin pointed out that the rules have been posted online and at the Desert Vista Dog Park.

7. UPDATE FROM WORK GROUP ON THE RESEARCH FOR GRANT OPPORTUNITIES

Commissioner Arnold commented that there are no new grants available.

Community Services Director Rachael Goodwin added that she has received grant information on Association of American Retired Persons (AARP) and will provide the information to Commissioners Arnold and Doty.

In response to a question posed by Commissioner Doty, Ms. Goodwin reported that the Arizona Sports Authority and Tourism Grant is complete and due at end of June, 2019 and the Diamonds Back Grant is in process and due by July 31, 2019.

Commissioner Doty reported that he will have an update in August on the Fort McDowell Yavapai Nation Grant.

8. UPDATE ON COMMUNITY CENTER LAYOUT FOR ADDITIONAL PROGRAM ROOMS AND OFFICE RELOCATIONS

Community Services Director Rachael Goodwin thanked everyone who attended the tour and confirmed that resident Jim Judge and everyone he represented will support the new layout for additional program rooms and office relocations. She noted that the rooms have been cleared out and offices relocated. She added that updated flooring will be installed in fall.

Commissioner Varela commented that Senior Services, Inc. (SSI) is looking for approval for future vending machines, a removable puzzle table, a television, and rearranging the tables and chairs in the lobby. She pointed out that the vending machines would be placed in the back not in the lobby area and that all other items would be removable.

Commissioner Morgan expressed the opinion that the lobby should stay a lobby and is opposed to anything semi-permanent as well as the vending machines.

Commissioner Doty clarified that the vending machines would be placed back by the restrooms and not in the lobby area.

Discussion ensued relative to the layout of the lobby area, removable items, and making the area more vibrant.

Commissioner Gorrell emphasized the need to address all of the space in the Community Center for future use as the use increases.

Commissioner Varela pointed out that SSI would like the lobby to stay classy.

Commissioner Grzybowski stated that SSI would need to understand that at times such as during Christmas that the removable items would be stored for a period of time.

Additional discussion ensued relating to the uses of the lobby of scheduled classes and drop-in uses.

Ms. Goodwin clarified that the additional uses in the lobby is exploratory at this time.

Commissioner Varela confirmed that the requests from SSI is informational and wanted to receive feedback on the suggestions.

9. UPDATE ON COMMISSION TOURS OF THE TOWN'S AMENITIES AND SCHEDULING OF TOURS

Chairman Ruppert reported that the next tour will be Saturday, September 21, 2019 with a tour of the Sanitary District and Fountain Park.

10. UPDATE ON VOLUNTEER OPPORTUNITIES WITH TOWN EVENTS

Commissioner Grzybowski emphasized on the need for volunteers for July 5, 2019 for clean-up around Fountain Park and for Back to School Bash on August 16, 2019.

Community Services Director Rachael Goodwin clarified that the start time on July 5, 2019 is at 7:00 a.m. and to meet at the splash pad area.

Commissioner Grzybowski confirmed that no sign-up is required for July 5, 2019.

11. UPDATE ON SPECIAL EVENTS

Community Services Director Rachel Goodwin reported on the upcoming special events:

- Pizza Party, June 25, 2019, at 12:00 p.m. – Community Center
- Wacky Wet Wednesday, June 26, 2019 at 11:00 a.m. – Four Peaks Park
- Fourth at the Fountain, July 4, 2019 at 6:00 p.m. – Fountain Park
- Back to School Bash, August 16, 2019 at 5:00 p.m. – Four Peaks Park
- Summer games, Thursday's at 11:30 a.m. (through July 25, 2019) – Community Center
- Movie in the Park, Date/Time TBD – Four Peaks Park – **NEW LOCATION**

Ms. Goodwin emphasized the need for volunteers for Back to School Bash.

Ms. Goodwin explained that Movie in the Park is being moved to Four Peaks Park due to better resources such as restrooms, light access, and safer accesses. She pointed out that the improved resources would save on costs too. She asked the Commission to assist in getting the word out of the new location.

12. CONSIDERATION OF ADJOURNMENT

Vice Chairperson Arnold moved to adjourn, seconded by Commissioner Morgan; passed unanimously (8-0).

The Community Services Advisory Commission adjourned at 5:48 p.m.

Community Services Advisory Commission

By: _____
Ron Ruppert, Chairman

Reviewed by: _____
Rachael Goodwin, Community Services Director

Prepared by: _____
Jamie Salentine, 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 June 24, 2019. I further certify that the meeting as duly called and that a quorum was present.

By: _____
Jamie Salentine, Executive Assistant

Attachments - 2

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.



DESERT VISTA DOG PARK RULES

- 1) Dogs must wear a visible and current license.
- 2) Dogs must be physically restrained by a leash not to exceed 6 feet until completely inside the enclosed facility and when returning to the parking lot.
- 3) A limit of three dogs per handler at one time.
- 4) Female dogs in heat and unneutered male dogs are not permitted within the facility
- 5) Gates must be kept closed at all times after entrance/exit.
- 6) Dog handlers must be within the facility and supervise their dogs at all times.
- 7) Dog waste must be removed and properly disposed of in the receptacles located throughout the park.
- 8) Dog handlers may not allow their dogs to bark continuously.
- 9) No dogs known to be aggressive toward other dogs or people may enter the dog park.
- 10) Leash/remove your dog at the first sign of aggression. Handler must carry a leash, not to exceed 6 feet for each dog under their care.
- 11) An adult must accompany/supervise children under 15 at all times. Children need to behave in an appropriate manner: no running, no chasing dogs, no petting of other dogs unless the owner/handler grants permission.
- 12) No skateboards, in-line skates or bicycles in the dog park.
- 13) The dog handler must repair any damages done to the park (ex. digging).
- 14) All dog handlers who fail to comply with these rules can be asked to leave or be cited if appropriate. Repeat offenders may be banned from the park.
- 15) Users of this park do so at their own risk. The Town of Fountain Hills shall not be liable for any injury or damages sustained in this park. Dog owners are legally responsible for their dog's actions, and are liable for any injuries caused to their dogs.
- 16) In case of a dog bite call 911 then notify Maricopa Animal Control at (602)506-7387



Town of Fountain Hills

Community Services Department

2020 – 2023 Strategic Plan



Strategic Plan

Town of Fountain Hills

Community Services Department

Mission Statement

To enrich and provide an active quality of life for all residents and visitors through pro-active community engagement, resolute stewardship of amenities and open spaces, while enhancing the health and overall well-being of our town.

Visions and Themes

1. Provide recreation that inspires personal growth, healthy lifestyles, and a sense of community
2. Expand and strengthen outdoor experiences and opportunities to contribute to the region's attractiveness as a place to live, work, and play
3. Optimize safe utilization of facilities, amenities, and open space
4. Actively seek progressive, future-oriented options for funding, operations, and programs
5. Embrace a collaborative spirit and support teamwork within the department and the community

Tasks

Status Update

Lead Responsibility

Senior Services Supervisor

- 1. Revive the Medical Equipment Loaner Program**
 - a. Work with the Public Works Department to get area cleared and ready for shed
 - b. Collect, maintain, and loan medical equipment
 - c. Contact/make fliers for doctor offices, moving companies, etc. to receive more equipment and increase awareness of the program

- 2. Expand Senior Program Offerings to Enhance Quality of Life**
 - a. Coordinate and plan 1 to 2 trips in the Spring and Fall
 - b. Develop Bi-Annual Multigenerational Events
 - c. Expand Membership by adding evening programming to the Activity Center Schedule

- 3. Maintain parks, recreation, and open space as a vital element in the quality of life for residents**
 - a. Implement exercise equipment within designated parks
 - b. Develop a comprehensive layout of all park benches
 - c. Create plant identification areas at Golden Eagle Park and Four Peaks Park
 - d. Design walking path mapping and associated signage

- 4. Support and facilitate programs that appeal to and are appropriate for all ages, demographics, and abilities**
 - a. Enhance and promote art walks
 - b. Support more opportunities for free or low-cost events

- 5. Involve the community to guide future recreation programming**
 - a. Develop a needs assessment to guide our department programming efforts
 - b. Create and implement participant surveys for added feedback
 - c. Enlist assistance from the Community Services Advisory Commission to spearhead efforts in growing programs

- 6. Enhance health and wellness programming**
 - a. Partner with fitness businesses to offer programs
 - b. Utilize park space when offering fitness and wellness classes
 - c. Expand Senior based fitness programs to meet Community needs
 - d. Develop trips that highlight local outdoor experiences

- 7. Increase the number of multi-day conventions held on annual basis, focusing on niche hobby-type organizations**
 - a. Work with Tourism and Economic Development to conduct outreach to local and national organizations as a potential facility to conduct a trade show
 - b. Update marketing efforts and collateral
 - c. Expand revenue generating options within the Community Center

Senior Services Supervisor/CSAC

Parks Superintendent

Volunteer Coordinator

Recreation Manager/CSAC

Recreation Manager/Senior Services Supervisor

Community Center Manager/CSAC

Tasks

Status Update

1. Preserve, protect, maintain, and enhance natural resources, parkland, and recreational opportunities

Lead Responsibility
Parks Superintendent/Community Services Director

- a. Planning
 - i. Work to balance nature and man-made environments in town
 - ii. When renovating or building new Park facilities, utilize water and energy efficient options
 - iii. Acquire appropriate land to expand existing park facilities and services
 - iv. Develop pocket parks
 - v. Develop Master Plan for all parks
- b. Environment
 - i. Design and program activities to be sensitive to the Parks’ environmental sustainability
 - ii. Utilize adaptive and native plants in landscape projects that are feasible and plant in the correct locations
 - iii. Develop planting and shade standards

2. Implement unique and attractive marketing strategies and campaigns that highlight activities and inspire all patrons to participate in Town offerings

Recreation Manager/Community Center Manager/Community Services Director/CSAC

- a. Create itineraries for parks, arts, and other programs
- b. Utilize social images to promote activities and programs
- c. Develop Convention and Visitors Bureau (CVB) listings (See Vision #1, task 8b)
- d. Create a Comprehensive Marketing Plan

3. Expand tournament and club offerings

Recreation Manager

- a. Reach out to youth and adult sports organizations for tournament expansion (Ex: USSA, Pony’s, Senior Softball)
- b. Work with Parks Division to market Golden Eagle Park as a tournament venue and destination
- c. Develop pricing competitive with similar markets in the valley

4. Enhance programs that are held in the parks

Recreation Manager/Senior Services Supervisor

- a. Develop and grow sports camps
- b. Enrich offerings at the skate park and grow extreme sports market area
- c. Grow nature/art based programs
- d. Expand Senior Programming with collaborative effort between Parks & Recreation and Senior Services (See Vision #1, task 7b)

5. Highlight and advocate for the vision of the parks

Parks Superintendent/Recreation Manager/Community Services Director

- a. Work to showcase Community Services as an essential element of the Town
- b. Collaborate with State and Regional Representatives through government outlets, parks and recreation associations, and civic groups

Tasks

Status Update

1. Enhance facility utilization to promote sense of Community

- a. Work with CSAC/SSI to evaluate lobby utilization
- b. Update and evaluate Emergency and Risk Management Policies with Deputy Town Manager/HR
- c. Re-evaluate facility space in order to expand programs and evaluate accommodation needs
- d. Update equipment and facility to accommodate the needs/abilities of our patrons
- e. Analyze and update rules and policies that address cultural and social differences to ensure health and safety
- f. Evaluate facility hours and provide adequate staffing

Lead Responsibility
Community Center Manager/Senior Services Supervisor/Parks Superintendent/CSAC

2. Provide for a system of safety inspections and maintenance of all equipment and facilities and maintain safe/reliable facilities in an efficient/effective manner

- a. Parks
 - i. Perform bi-monthly playground safety inspections using Certified Playground Safety Inspector (CPSI) standards
 - ii. Conduct bi-annual facility inspections to promote safety and efficiency
 - iii. Apply annual Wash Inspections/Maintenance
- b. Community Center
 - i. Design and systemize Annual close down maintenance schedule
 - ii. Organize regular and routine maintenance

Parks Superintendent/Community Center Manager

3. Create respectful ambassadors for parks, Community Center, and other facilities

- a. Integrate social messaging to expand outreach (See Vision 2, task 2b)
- b. Develop and assign website monitoring for updates
- c. Enhance/re-establish Docent/Volunteer training

Volunteer Coordinator/CSAC

4. Re-evaluate and update park rules and policies

- a. Implement regulatory updates to signage, schedules, and postings on a bi-weekly basis
- b. Update and have rules listed online and in the parks match and be consistent
- c. Create and track market trends for park rules
- d. Increase park attendant trainings

Recreation Manager

5. Increase the number of monthly art displays (especially in summer months) and the number of people attending monthly displays at the Community Center

- a. Work with local stakeholders (Ex: Public Art Committee) to increase artwork displays
- b. Work with internal staff to utilize marketing platforms for art displays

Community Center Manager

Tasks

1. Expand effective Programming/Community engagement

- a. Bring seniors and youth together with joint programming (Vision 1, task 2 & Vision 2, task 4)
- b. Organize a fall and spring event at the Activity Center (Vision 1, task 2 & Vision 2, task 4)
- c. Offer sensible evening and weekend programs, collaborate with Recreation Department (Vision 1, task 2)
- d. Repurpose existing space to maximize usability (Vision 3, task 1(c))
- e. Review Community Center hours of operations (Vision 3, task 1(f))
- f. Re-introduce and promote Fit Trails
- g. Research additional staffing and transportation costs to support new programs

2. Create and advocate for additional open space and recreational areas

- a. Identify potential pocket park locations throughout the Town
- b. Integrate NRPA standards for land use criteria

3. Utilize financial resources efficiently and equitably

- a. Improve infield design on Golden Eagle Park field 1 renovation
- b. Minimize path debris on sidewalk at Golden Eagle Park
- c. Renovate Four Peaks Park toilet/sink/drinking fountain fixtures to meet ADA compliance
- d. Review budget quarterly

4. Create revenue producing programs

- a. Develop cost recovery pricing model to maximize revenue potential
- b. Bring in an hourly “generalist” instructor to provide more in-house programs
- c. Work with senior services to offer intergenerational programming that is event based
- d. Maximize revenue potential through online park rentals
- e. Research local organizations to see how they operate instructor contracts and classes

5. Consider alternative revenue sources

- a. Research and apply for appropriate grant opportunities
 - i. Research grant opportunities with CSAC and SSI to expand programs and services
 - ii. Actively search for grants to help minimize wash flooding issues
 - iii. Pursue grant opportunities for pocket parks (See Vision 4, task 2a)
- b. Pursue sponsorships from local and large scale businesses
- c. Re-evaluate the Facility Replacement Fund Schedule (FRFS) with Staff
- d. Search sponsorship opportunities to expand programming and events
- e. Explore funding options to support the Home Delivered Meals (HDM) program
- f. Evaluate potential for Friends group – 501(c)(3)

Lead Responsibility

Community Center Manager/Senior Services Supervisor/Recreation Manager

Status Update

Parks Superintendent

Parks Superintendent/Recreation Manager/Community Center Manager/Senior Services Supervisor

Recreation Manager

Community Services Director

Tasks

- 1. Become a recognized leader in the community, state, and nation for park and recreation management**
 - a. Apply for the NRPA Gold Medal Award
 - b. Apply for Tree City USA
 - c. Continue to participate with the NRPA, IFEA, Dark Skies, and other Associations
 - d. Develop and publish annual report standards
- 2. Continue to expand the level of public information and involvement in parks and recreation**
 - a. Enhance the public knowledge and appreciation for the natural beauty of open space and the environmental and historical significance of one's surroundings
 - b. Mobilize a more robust Volunteer program
- 3. Encourage an effective/efficient working relationship with community organizations, school districts, and surrounding communities for the recreational needs of all agencies**
 - a. Offer educational classes for residents highlighting best known maintenance practices for landscaping
 - b. Conduct local meetings at neighborhood parks to discuss past, present, and future plans and get feedback for individual parks
- 4. Provide opportunities for customer feedback**
 - a. Promote positive customer service
 - b. Develop and distribute regular program surveys
 - c. Partner with the Parks Department, Community Center, and Senior Services to hold public outreach nights twice a year
 - d. Analyze program and event data that drive and guide planning efforts
- 5. Embrace education opportunities and trainings**
 - a. Create and participate in internal training
 - b. Develop internal "how to" guides for Community Services procedures (Ex: cheat sheets)
 - c. Develop manuals for park attendants
 - d. Improve night staff communications at each park

Lead Responsibility
Community Services Director

Status Update

Parks Superintendent/CSAC

Parks Superintendent/CSAC

Recreation Manager

Recreation Manager



**Community Services Advisory Commission
(CSAC)**

2020 Meeting Dates
4th Monday at 5:00 p.m.

January 27

February 24

March 23

April 27

May – No meeting Memorial Day

June 22

July – No Meeting Scheduled

August - No Meeting Scheduled

September TBD

October 26

November 23

December - No Meeting Scheduled



TOWN OF FOUNTAIN HILLS

STAFF REPORT

Meeting Date: 09/03/2019

Meeting Type: Town Council Regular Meeting

Agenda Type: Consent

Submitting Department: Administration

Prepared by: Elizabeth A. Burke, Town Clerk

Staff Contact Information: Grady E. Miller, Town Manager

Request to Town Council Regular Meeting (Agenda Language): **CONSIDERATION OF** adopting changes to the Town Code through adoption of Resolution 2019-45 (repealing Resolution Nos. 2016-04, *Building Safety Board of Appeals*; 2014-28, *Community Services Advisory Commission*; 2019-22, *McDowell Mountain Preservation Commission*; 2016-01, *Sister Cities Advisory Commission*; and 2009-09, *Strategic Planning Advisory Commission*); and Ordinance 19-15 (amending the Town Code, Chapter 2, *Mayor and Council*, by removing Article 2-7, *Planning and Zoning Commission*, and Article 2-8, *Board of Adjustment*; and adding a new Chapter 2A, *Boards and Commissions*, thereto).

Staff Summary (background)

During the February 2019 Town Council Retreat, the Town Council discussed the need to bring consistency and transparency to the overall board and commission process and directed staff to move forward to address the needed changes. To bring this consistency to the process, staff is recommending that all regular boards and commissions be included in a revised Town Code. The attached resolution repeals previous resolutions which established the boards and commissions as well as their bylaws.

To make it easier to locate information on the Town's boards and commissions, staff is also recommending that a new chapter be added to the Town Code, Chapter 2A, which will be placed after Chapter 2, Mayor and Council. As proposed, Chapter 2A would include general rules for all boards and commissions, and then each article within the chapter would address the specific duties of each respective board or commission.

Should the Council decide to move forward in this direction, steps needed would be two-fold. First, a resolution, 2019-45, would be adopted that repeals all previous resolutions that established the boards and commissions. Second, an ordinance, 19-15, would be adopted to (1) repeal the two boards/commissions already included in the Code under Mayor and Council (2-7, *Planning and Zoning Commission*, and 2-8, *Board of Adjustment*) and (2) place all boards and commissions under a new Chapter 2A, *Boards and Commissions*. Through this process, the Building Safety Board of Appeals would be repealed and not put into Code at this time due to their inactive nature since first established.

Along with these changes regarding consistency, staff is recommending that all boards and commissions, other than the Board of Adjustment, have seven members. This proposed change will both ensure uniformity between the boards and commissions and will enable the members of each body to more easily obtain a quorum to expedite the board's or commission's business. This ordinance reflects that recommendation and also makes all terms three-year terms, with terms ending in either April or October of each year.

In order to facilitate these changes, staff is recommending that, along with adoption of the resolutions and ordinance, a separate motion be made to direct staff liaisons of each of the boards/commissions to communicate these changes to their respective board/commission(s) and allow the members to determine which member will take which term. Staff has included a listing of the boards/commissions' members and terms for your information. Staff would then bring back all of their recommendations for one swift action for appointment by the Mayor and affirmation by the Council.

Related Ordinance, Policy or Guiding Principle

Adopting

Resolution 2019-45

Ordinance 19-15

Repealing

Resolution 2016-04

Resolution 2014-28

Resolution 2019-22

Resolution 2016-01

Resolution 2009-09

Risk Analysis

N/A

Recommendation(s) by Board(s) or Commission(s)

N/A

Staff Recommendation(s)

Staff recommends adoption of Resolution 2019-45 and Ordinance 19-15.

SUGGESTED MOTION

MOVE to: (1) adopt Resolution 2019-45; (2) adopt Ordinance 19-15; and (3) direct the Town Manager to have the staff liaisons of each of the boards/commissions communicate these changes to their respective board/commission(s) and allow the members to determine which member will take which term, with terms brought back to Council for overall approval.

Attachments

Res 2019-45

Ord 19-15

B/C Membership Listing

Form Review

Inbox	Reviewed By	Date
Town Manager	Grady E. Miller	08/27/2019 08:49 AM
Town Attorney	Aaron D. Arnson	08/27/2019 09:27 AM
Town Manager	Grady E. Miller	08/27/2019 09:52 AM
Form Started By: Elizabeth A. Burke		Started On: 08/19/2019 10:36 AM
Final Approval Date: 08/27/2019		

BOARD OF ADJUSTMENT (OCT)

				10/31/20 (2)	10/31/21 (1)	10/31/22 (2)
John Kovac	Board member	02/01/2015	01/31/2019			X
Carol Perica	Vice chair	02/04/2016	01/31/2020	X		
Paul Ryan	Chair	02/04/2016	01/31/2020	X		
Nick Sehman	Board member	02/01/2015	01/31/2019			X
VACANT	Board member				X	

COMMUNITY SERVICES ADVISORY COMMISSION (APR)

				04/30/20 (2)	04/30/21 (2)	04/30/22 (2)
Amy Arnold	Vice-Chair	01/16/2018	12/31/2020			
	Youth Commissioner		06/30/2020			
Don Doty	Commissioner	01/06/2018	12/31/2020			
Daniel Fecteau	Commissioner	02/19/2019	12/31/2020			
Jerry Gorrell	Commissioner	02/19/2019	12/31/2020			
Sharron Grzybowski	Commissioner	02/19/2019	12/31/2020			
Sharon Morgan	Commissioner	02/19/2019	12/31/2020			
Ron Ruppert	Chair	01/06/2018	12/31/2020			
Natalie Varela	Commissioner	02/19/2019	12/31/2020			

MCDOWELL MOUNTAIN PRESERVATION COMMISSION (OCT)

				10/31/20 (2)	10/31/21 (3)	10/31/22 (2)
Thomas Aiello	Commissioner	02/19/2019	12/31/2020			
Tom Barberic	Vice-Chair	02/19/2019	12/31/2021			
Bill Craig	Commissioner	02/19/2019	12/31/2020			
Paul Garvey	Commissioner	02/19/2019	12/31/2021			
Scott Grzybowski	Commissioner	02/19/2019	12/31/2020			
Bill Myers	Chair	02/19/2019	12/31/2021			
Dr. Darrienne Slater	Commissioner	03/19/2019	12/31/2020			

PLANNING AND ZONING COMMISSION (APR)

Mathew Boik	Commissioner	03/01/2018	09/30/2020	04/30/2020 (2) 04/30/2021 (2)
Clayton Corey	Commissioner	09/03/2019	04/30/2022	
Susan Dempster	Chairman	09/30/2019	04/30/2022	
Erik Hansen	Vice-Chairman	11/06/2018	09/30/2020	
Dan Kovacevic	Commissioner	10/01/2019	04/30/2022	
Scott Schlossberg	Commissioner	03/01/2018	09/30/2020	
Peter Gray	Commissioner	11/06/2018	09/30/2020	

SISTER CITIES ADVISORY COMMISSION (OCT)

Carol Carroll	Chair	06/19/2018	06/18/2021	10/31/2020 (2) 10/31/2021 (2)
Vicky Derksen	Commissioner	06/19/2018	06/18/2021	
Enrique Melendez	Commissioner	09/03/2019	10/31/2022	
Nicholas Stumpf	Commissioner	09/03/2019	10/31/2022	
Lisa Ristuccia	Commissioner	09/18/2018	06/18/2021	
Jackie Miles/VACANT	Commissioner			10/31/2022
Bev Tall	Commissioner	06/19/2018	06/18/2021	

STRATEGIC PLANNING ADVISORY COMMISSION (APR)

Gerard Bisceglia	Commissioner	02/05/2019	11/05/2020	04/30/2020 (2) 04/30/2021 (2)
Peter Bordow	Vice-Chair	02/05/2019	11/05/2020	
John W. Craft, Jr.	Commissioner	02/05/2019	11/05/2020	
Gerry Friedel	Commissioner	09/03/2019	04/30/2022	
Cynthia Magazine	Commissioner	02/05/2019	11/05/2020	
John McHugh	Commissioner	09/03/2019	04/30/2022	
Chad Bernick	Commissioner	09/03/2019	04/30/2022	

RESOLUTION 2019-45

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, REPEALING RESOLUTION NOS. 2016-04 (BUILDING SAFETY BOARD OF APPEALS); 2014-28 (COMMUNITY SERVICES ADVISORY COMMISSION); 2019-22 (MCDOWELL MOUNTAIN PRESERVATION COMMISSION); 2016-01 (SISTER CITIES ADVISORY COMMISSION); AND 2009-09 (STRATEGIC PLANNING ADVISORY COMMISSION)

RECITALS:

WHEREAS, the Mayor and Town Council wish to bring consistency and transparency to the boards and commissions of the Town of Fountain Hills; and

WHEREAS, the Mayor and Town Council wish to repeal those resolutions establishing the various boards and commissions of the Town and add a new chapter to the Town Code in which all boards and commissions previously established by ordinances and resolutions will be listed and by which all such boards and commissions shall henceforth be governed; and

WHEREAS, the Mayor and Town Council wish to abolish the Building Safety Board of Appeals in its entirety.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS as follows:

SECTION 1. The following resolutions are hereby repealed: 2016-04 (Building Safety Board of Appeals), 2014-28 (Community Services Advisory Commission), 2019-22 (McDowell Mountain Preservation Commission), 2016-01 (Sister Cities Advisory Commission), and 2009-09 (Strategic Planning Advisory Commission).

SECTION 2. If any section, subsection, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED BY the Mayor and Council of the Town of Fountain Hills, this 3rd day of September, 2019.

FOR THE TOWN OF FOUNTAIN HILLS:

ATTESTED TO:

Ginny Dickey, Mayor

Elizabeth A. Burke, Town Clerk

REVIEWED BY:

APPROVED AS TO FORM:

Grady E. Miller, Town Manager

Aaron D. Arnson, Town Attorney

ORDINANCE NO. 19-15

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, AMENDING THE TOWN OF FOUNTAIN HILLS TOWN CODE, CHAPTER 2, MAYOR AND COUNCIL, BY REMOVING ARTICLE 2-7, PLANNING AND ZONING COMMISSION, AND ARTICLE 2-8, BOARD OF ADJUSTMENT; AND ADDING A NEW CHAPTER 2A, BOARDS AND COMMISSIONS, THERETO

RECITALS:

WHEREAS, the Mayor and Town Council wish to bring consistency and transparency to the boards and commissions of the Town of Fountain Hills; and

WHEREAS, the Mayor and Town Council wish to add a new chapter to the Town Code in which all boards and commissions previously established by ordinances and resolutions will be listed and by which all such boards and commissions shall henceforth be governed.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS as follows:

SECTION 1. Chapter 2 of the Town Code, Mayor and Council, is amended as follows:

~~Article 2-7 — Planning and Zoning Commission~~ **RESERVED**

~~Article 2-8 — Board of Adjustment~~ **RESERVED**

SECTION 2. A new chapter, 2A, Boards and Commissions, is hereby added to the Fountain Hills Town Code, as outlined in Exhibit A attached hereto and made a part hereof.

SECTION 3. If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED BY the Mayor and Council of the Town of Fountain Hills, this 3rd day of September, 2019.

FOR THE TOWN OF FOUNTAIN HILLS:

ATTESTED TO:

Ginny Dickey, Mayor

Elizabeth A. Burke, Town Clerk

REVIEWED BY:

APPROVED AS TO FORM:

Grady E. Miller, Town Manager

Aaron D. Arnson, Town Attorney

EXHIBIT 'A'

Chapter 2A

BOARDS AND COMMISSIONS

Articles:

- 2A-1** **General**
- 2A-2** **Board of Adjustment**
- 2A-3** **Community Services Advisory Commission**
- 2A-4** **McDowell Mountain Preservation Commission**
- 2A-5** **Planning and Zoning Commission**
- 2A-6** **Sister Cities Advisory Commission**
- 2A-7** **Strategic Plan Advisory Commission**

Article 2A-1

General

Sections:

2A-1-1	Membership
2A-1-2	Officers
2A-1-3	Meetings; Rules; Minutes
2A-1-4	Conduct of Business

Section 2A-1-1 Membership

- A. Each board or commission member shall serve for a term as set forth in this Code, provided, however, that a member's term shall automatically extend until such time as the member's successor is appointed.
- B. Members shall serve at the will and pleasure of the Council and may be removed upon notice and opportunity for a hearing, and the decision of the Council shall be final. Three successive unexcused or unexplained absences from any regular or special meeting of the board or commission shall result in automatic removal without the necessity of a hearing or notice and such action shall be final.
- C. All board and commission members shall serve without pay. However, members may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the board or commission and approval of such expenditures by the Council.
- D. All board and commission members shall be residents of the Town.

Section 2A-1-2 Officers

Members of each board and commission shall elect a chair and vice chair from among its own members. Each chair and vice chair shall serve for one year and until such time as a successor is elected. The chair shall preside at all meetings and exercise all the usual rights, duties and prerogatives of the head of any similar organization. The vice chair shall perform the duties of the chair in the chair's absence or disability. Vacancies created by any cause shall be filled for the unexpired term by a new election.

Section 2A-1-3 Meetings; Rules; Minutes

All meetings of the boards and commissions shall be open to the public in accordance with state law. The Council shall provide rules of procedure for the boards and commissions relating to the conduct of its members and its meetings. The minutes of all boards and commissions proceedings shall be filed in the office of the Town Clerk.

Section 2A-1-4 Conduct of Business

The affirmative vote of a majority of members present shall be required for passage of any matter before the board or commission. The minutes of each meeting shall reflect the “ayes” and “nays” cast on a particular measure and shall reflect the vote of each member present. A member may abstain from voting only upon a declaration that he or she has a conflict of interest, in which case such member shall take no part in the deliberations on the matter in question.

Article 2A-3**Community Services Advisory Committee****Sections:**

Section 2A-3-1	Creation
Section 2A-3-2	Membership
Section 2A-3-3	Quorum
Section 2A-3-4	Duties

Section 2A-3-1 Creation

The Community Services Advisory Commission is hereby established.

Section 2A-3-2 Membership

The Community Services Advisory Commission shall be composed of a total of seven members appointed by the Mayor, subject to the approval of the Council, one of which shall be a youth member. These appointments shall be for a period of three years each, with the terms of members staggered such that the terms of no more than three members shall expire in any one year, with the exception of the youth member (a high school student) whose term shall begin on September 1 of each year and end on June 30 of the following year.

Section 2A-3-3 Quorum

Four members shall constitute a quorum of the Community Services Advisory Commission.

Section 2A-3-4 Duties

The Commission shall have the following duties:

- A. Act in advisory capacity to the Town Council, Town Manager and Community Services Director in matters pertaining to the Community Services Department.
- B. 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.
- C. Assist in the planning of educational and recreational programs for the residents of the Town and promote and stimulate public interest therein.
- D. Perform such other duties not inconsistent with this Article as may be requested by the Town Council, Town Manager or Community Services Director.



TO: MAYOR AND COUNCIL

RE: EXPIRATION OF CITIZEN ADVISORY COMMISSION OR BOARD TERM

FROM: Hayden Arnold

Address: Fountain Hills, AZ 85268

Phone/E-Mail Address:

On May 31, 2019, my term expires on the:

- Board of Adjustment
- Community Services Advisory Commission
- McDowell Mountain Preservation Commission
- Municipal Property Corporation
- Planning and Zoning Commission
- Sister Cities Advisory Commission
- Strategic Planning Advisory Commission

I am requesting reappointment for another term

Or,

I do not wish to be reappointed to another term

Sincerely,

Hayden Arnold

Signature

9/11/19

Date

cc Town Clerk



ScottsdaleAZgov

May 24 · 🌐



ITEM 9

How would folks know where to go without street signs? 🤔 Thankfully we have Sign Fabricator Jeff Nelson working tirelessly in our sign shop. He keeps us moving in the right direction! #NPWW #ScottsdaleWorks #ItStartsHere

EXAMPLE



Write a comment...

