



**Town of Fountain Hills
Strategic Planning Project**

**Technical Advisory Committee Minutes
July 05, 2005**



Attendees: Janice Abramson, Curt Dunham, Jim Hamblin, Councilmember Ed Kehe, Roger Riggert, Mike Tyler, Town Manager Tim Pickering, Executive Assistant Shaunna Williams, Project Manager Phillip Blackerby, Image Weaver Francesca Carozza.

1. Project Manager's Report:
 - a. Strategic Choices report. Staff responses received Friday, July 1; compilation in process.
 - b. RFP for Survey: Draft complete. TAC members circulated and reviewed a copy of the RFP. Plan is to submit it to Town for legal and procurement review. Ms. Abramson requested to take a closer look at the RFP document.
 - c. Week-by-week TAC schedule. See below.
 - d. Report to Council. Mr. Riggert and Mr. Blackerby will report to the Town Council on Thursday, July 7. TAC members reviewed the draft presentation. The TAC recommended changing the word "validate" to "augment" in the purpose statement.

2. *Informed Choices* Workshops: New schedule
 - a. July 13: "Town finances: Policies for the Future;" Julie Ghetti, Finance Director.
 - b. July 20: "Charter Government;" Tom Belshe, Member Services Director, League of Arizona Cities & Towns.
 - c. July 27: "Architectural controls and view corridors: what the Town can and can not control;" Richard Turner, Planning and Zoning Administrator.
 - d. August 3: "Park standards" Mark Mayer, Parks and Recreation Director.

Speakers' presentations will be posted on the Strategic Planning public web site, as they become available. The schedule of the Town's move to the new Town Hall building will delay posting of the presentation materials.

3. Communications Subcommittee (Tyler)
 - a. Ms. Carozza reported that the newsletter #2 is complete and is at the printer. It should reach households by Saturday, July 9 or Monday, July 11.
 - b. Publicity plan for *Informed Choices* Workshops. Ms. Carozza reported that she has met with Mr. Burns of the Fountain Hills *Times*, that a series of newspaper articles is scheduled to appear, announcing the next program, and reporting on the previous program, and that several email lists will distribute information about the workshops.
 - c. Next task is preparation of the invitation and registration form for Town Hall 2.
 - d. The communications team will endeavor to get quotations from Town Hall 2 participants to include in Newsletter #3 that will be published shortly after the Town Hall 2 event.

4. Town Hall 2 Planning Committee (Dunham & Riggert).

The planning Committee has not yet met, due to difficulties locating members. As necessary, participants in the Youth Visioning Institute may be recruited for additional service. The first meeting is scheduled for Thursday, July 14, at 5:00 p.m., at a location to be determined.

Mr. Dunham will begin checking with the outside facilitators to see who can participate again at Town Hall 2.

Mr. Dunham presented a possible draft agenda. The TAC advised that each small group should have an opportunity to examine every issue in the Strategic Choices report. The Committee restated its earlier decision to appoint a subcommittee, including Mr. Dunham, Ms. Fiandaca, Mr. Tyler, Mr. Blackerby and Ms. Brown, to develop the substantive agenda for Town Hall 2. As Mr. Tyler would be out of town for some period, he and Mr. Dunham and Mr. Blackerby would meet after the TAC meeting to listen to Mr. Tyler's ideas.

TAC guidance to the subcommittee is to create an environment where the people will be able to make decisions in a rapid and deliberate way.

While the results of the morning sessions are being compiled, a speaker might show participants how to construct a financial plan, using a financial planning model.

The subcommittee should send participants an agenda for the day approximately one week before the event, along with the Town Hall 2 discussion paper.

5. Proposed future TAC meetings and other activities:
 - a. July 7: Status report to the Town Council
 - b. July 13: *Informed Choices*: "Town Finances"
 - c. July 19: TAC meeting
 - d. July 20: *Informed Choices*: "Charter Government"
 - e. July 27: *Informed Choices*: "Architectural Controls and View Corridors"
 - f. August 2: TAC meeting
 - g. August 3: *Informed Choices*: "Park Standards"
 - h. August 13: Town Hall 2