

**MINUTES OF THE FLORENCE TOWN COUNCIL MEETING HELD ON MONDAY, NOVEMBER 4, 2013, AT 6:00 P.M., IN THE CHAMBERS OF TOWN HALL, LOCATED AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA.**

**1. CALL TO ORDER**

Mayor Rankin called the meeting at 6:00 p.m.

**2. ROLL CALL:**

Present: Rankin, Smith, Celaya, Hawkins, Montaña, Walter  
Absent: Woolridge

**3. INVOCATION**

A moment of silence was held.

**4. PLEDGE OF ALLEGIANCE**

Mayor Rankin led the Pledge of Allegiance.

**5. CALL TO THE PUBLIC**

**Call to the Public for public comment on issues within the jurisdiction of the Town Council. Council rules limit public comment to three minutes. Individual Councilmembers may respond to criticism made by those commenting, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Council shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.**

Ms. Ruth Harrison, Florence Resident, recited a poem she wrote herself regarding the revitalization of Old Main Street.

**6. PRESENTATION**

**a. Presentation by Elizabeth Kizer on her assessment of the nutrition environment in Florence, Arizona.**

Ms. Elizabeth Kizer presented her findings regarding the nutrition environment to the Council.

Councilmember Montaña inquired if there was a correlation between the businesses survey scoring and the customers. He inquired if the local citizens are making proper choices.

Ms. Kizer stated that she is unable to answer that question. She said that she does not know if people would buy healthy options if they were available, but the options need to

be available for them to have that choice. She would like to make the environment conducive to people making good choices.

Councilmember Montaña said the one of the Arizona Department of Education's requirements is to have healthy foods in the vending machines. He inquired if this was looked at in the survey.

Ms. Kizer stated that she did not check to see if the schools were complying with the guidelines. The students were asked to take pictures of their food environment. The pictures are included in the report and indicate that they are eating a lot of sugar and a lot of processed foods.

Councilmember Montaña said juice and fruits are required to be offered in the vending machines at schools.

Ms. Kizer said the survey was conducted from the point of the consumer, and the restaurant owners were not surveyed. She asked for the Council and the public's input on what would be the best way of improving the food environment in Florence. She would like a community action board for assistance.

Mayor Rankin stated that there is so much food waste that occurs at the elementary school. He said the education for healthy nutrition starts with the family.

Discussion occurred on government policy for food.

Discussion occurred on current education efforts in the community.

Ms. Kizer stated that she would work with the school board to discuss the waste and ways to compost.

Ms. Kizer explained her reasons for her dietary choices and the reasons for the necessity to change in eating habits. She said she is not trying to convince anyone to eat healthy, but would like to see options in the community for those who choose to eat healthier.

**7. CONSENT: All items indicated by an (\*) will be handled by a single vote as part of the consent agenda, unless a Councilmember or a member of the public objects at the time the agenda item is called.**

**a. \*Approval of accepting the register of demands ending September 30, 2013, in the amount of \$2,019,552.33.**

**b. \*Resolution No. 1414-13:**

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, read Resolution No. 1414-13 by title only.

**A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING THE REVISED TOWN OF FLORENCE FY 2013-2014 EMPLOYEE CLASSIFICATION PLAN.**

**c. \*Resolution No. 1415-13:**

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, read Resolution No. 1415-13 by title only.

**A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AUTHORIZING THE ADOPTION OF OWNER OCCUPIED HOUSING REHABILITATION GUIDELINES DATED SEPTEMBER 2013 IN RELATION TO HOME, COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), AND STATE HOUSING FUNDS FOR HOUSING REHABILITATION ACTIVITY.**

- d. \*Authorization to enter into an Intergovernmental Agreement with the Pinal County Narcotics Task Force and accept reimbursement of overtime costs and related expenses through ACJC ARRA Grant # DC-14-019.**
- e. \*Authorization to enter into an Intergovernmental Agreement with Pinal County for the transfer of one metal barred jail cell door from the former Pinal County Jail to be displayed at McFarland Park.**
- f. \*Approval of the Memorandum of Understand between the Town of Florence and Mountain Vista Medical Center for base hospital services for all Paramedics and Emergency Medical Technicians, effective December 1, 2013.**
- g. \*Approval of Change Order Supplement No. 1 to the Florence Fire Station Number 2, in an amount not to exceed \$31,605.00.**
- h. \*Approval of the August 19, 2013 Town Council minutes.**
- i. \*Receive and file the following board and commission minutes:**
  - i. June 20 and June 27, 2013 Planning and Zoning Commission minutes.**

On motion of Councilmember Hawkins, seconded by Councilmember Montaño, and carried to adopt the Consent Agenda as written, with the exception of Item b.

- b. \*Resolution No. 1414-13: adoption of A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING THE REVISED TOWN OF FLORENCE FY 2013-2014 EMPLOYEE CLASSIFICATION PLAN.**

Ms. Scott Barber, Human Resources Director, explained the rationale for revising the classification plan and the proposed changes and addition of one position. He stated that discussions have been ongoing concerning changes in the structure of the Finance Department to better reflect work handled by the department's employees. When Mike Farina, Finance Director, was hired, the Town was deep into the FY 13/14 budget process so there was no time to work through the necessary analysis to include changes to the department in the proposed budget. Mr. Farina has now had adequate time to do the analysis and has proposed to the Town Manager several changes in the Finance Department structure which have been approved. One new position was included in the adopted budget, and several position classification changes are also proposed. Since the Mayor and Council approve the Employee Classification Plan, which includes classification titles and assigned pay ranges, action is requested to implement the recommended changes including:

- Adding the Accounting Manager classification, assigning pay range 50;
- Adding the Accounting Technician classification, assigning pay range 28 (Current Office Supervisor position will be reclassified);
- Adding the Customer Service Representative classification, assigning pay range 21 (2 current Office Assistant positions will be reclassified);
- Adding the Finance Project Analyst classification, assigning pay range 39 (one current Accountant position will be reclassified);
- Changing the position classification title of Special Districts Manager to Grants/Assessment Manager;
- Adding the Utility Billing Supervisor classification, assigning pay range 30 (current Utility Services Representative position will be reclassified).

Mr. Barber stated that Mr. Eckhoff, Community Development Director, is evaluating alternatives concerning the vacant Senior Building Inspector position. One possible change could include reclassification of the Senior position to Building Official. In order to facilitate that possibility, staff is requesting the addition of the Building Official classification, assigning pay range 46. Town Manager Montoya is proposed the reclassification of the existing Economic Development Coordinator to Management Analyst, with no change in range. A position description has been drafted which expands the administrative project responsibilities beyond economic development.

Councilmember Walter inquired if the Account Manager position is a new position and the pay range is 50.

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, stated that it is a new position. She stated that money was set aside in the budget that was adopted in July, but was not labeled with a position title. When the Town was going through the process of hiring a new Finance Director, staff was aware that another position was needed and was waiting for the Finance Director to determine what the position would be.

Councilmember Walter inquired about the reclassification of the Accounting Technician and asked if an employee is being reclassified.

Mr. Barber stated that the employee in that classification is being reclassified and there will be a reduction in the pay range. He said the employee would become frozen in the range and will not realize any pay reduction for the move. The reclassification reflects the work that is being performed and transfers some of the direct supervision to another class.

Ms. Walter inquired about the Customer Service Representative classification and asked if the two Office Assistant positions being reclassified. She asked if so, would their pay be affected.

Mr. Barber stated that the reclassification more clearly describes the work that is being performed and there will be no pay differential.

Councilmember Walter stated that there are some things that need to be looked at with the upcoming Obama Care with employees that are over 36 hours.

Mr. Barber stated that a review of classifications and compensations will be done for the upcoming year's budget. Staff had discussed the hiring of a consultant, but opted for him to do the review in house. He has currently sent out the position description to the employees and will be looking at the position description and classifications. The second part will be compensation. Changes will come before Council in the budget process.

Mayor Rankin inquired what the fiscal impact will be.

Mr. Mike Farina, Finance Director, stated that the FY 2013-2014 budget includes the requested changes. He said the range for the Accounting Manager is low point of \$51,600 to midpoint of \$65,736. He said the typical hiring range will be somewhere between low to midpoint. The Utility Billing Supervisor will receive an increase to reflect the added duties, and there is money in the Finance Budget to cover this expense.

Councilmember Walter inquired if the Utility Billing Supervisor position was reclassified a few years ago.

Ms. Garcia stated that the Utility Billing Supervisor was a position that was frozen in the current salary plan.

Discussion occurred on various positions, reclassifications, and impacts to the budget.

Mayor Rankin asked staff to have a Worksession prior to bring the item before Council for decision. He asked for the items to be listed under New Business and no longer be placed on the Consent Agenda.

Ms. Garcia noted the change for the future.

On motion of Councilmember Walter, seconded by Mayor Rankin to table this item and schedule a Work Session.

Roll Call Vote:

Councilmember Walter: Yes

Mayor Rankin: Yes

Councilmember Hawkins: No

Councilmember Montaña: Yes

Councilmember Celaya: No

Vice-Mayor Smith: No

Motion Failed (Yes: 3; No: 3)

On motion of Councilmember Celaya, seconded by Vice-Mayor Smith to adopt Resolution No. 1414-13.

Roll Call Vote:

Councilmember Celaya: Yes

Vic-Mayor Smith: Yes

Councilmember Walter: No

Councilmember Montaña: No

Councilmember Hawkins: No

Mayor Rankin: No

Motion Failed: (Yes: 2; No: 4)

On motion of Councilmember Hawkins, seconded by Vice-Mayor Smith, and carried to adopt Resolution No. 1414-13, striking the memorandum, and only allowing the restructuring of the Finance Department to occur.

## 8. NEW BUSINESS

- a. **Discussion/Approval/Disapproval of authorizing the Town Manager to negotiate and enter into a contract or contracts, not to exceed a cumulative total of \$240,000.00, for construction of imprinted stamped concrete for the crosswalks and intersection improvements for Main Street, from Ruggles Road to 12<sup>th</sup> Street, that would allow for the streetscaping of Main Street.**

Mr. Wayne Costa, Public Works Director stated that the consideration is for two contracts: for sole-sourcing of the imprinting of stamped concrete that the previous contractor did on the sidewalks; and a demolition contract which has gone out to bid to three different contractors. He said the traffic control will be by the Town, which is similar to the sidewalk project. He said the demolition material to a landfill with a price of \$20.00 per truckload. He said they will also maintain two-way traffic along Main Street, performing the demolition work in the evening hours (11:00 pm – 7:00 am). The concrete work will be done in the daylight hours.

Mr. Costa stated that the recently completed Main Street ADA Curb Cuts Project has allowed the Main Street Crosswalk and Intersection Improvements to start at Ruggles and continue through 12th Street to include all crosswalks/mid-block crossings and intersections at these locations consisting of eight (8) inches of Bomanite concrete over four (4) inches of base material similar to the existing pavement section.

Mr. Costa stated that Bomanite Imprint Systems are cast-in-place concrete paving that adds a distinctive architectural touch together with the durability to stand up to the toughest traffic loads and environmental conditions. The palette of colors, texture, and patterns provides a wide variety of custom coloring options that will aid in the reflectivity, aesthetic nature, and surface course required for both crosswalks and intersections.

Mr. Costa stated that the crosswalks and intersections are recommended to consist of crosswalk boardwalk pattern of Sierra color with Walnut antiquing; crosswalk bands of Walnut Brown color, and intersection to be Ashlar Slate pattern of Sunset Rose color and Midnight Gray Antiquing (darken). This is the same pattern as the ADA Curb Cuts.

Mr. Costa stated the he mottled color of the intersection as well as the crosswalk will provide the proper texture and darkening the antiquing will aid in masking any traffic marks while having good contrast for color reflection to be provided when utilizing the crosswalk border color with the Sierra color of the boardwalk. Periodic maintenance requirements are needed only for incidental spills, abrasive material spillage when these events occur. A cleaning and recoat may be needed after three years.

Mr. Costa said an alternative includes any combination of the following: eliminate the intersection improvements and proceed with crosswalks only; or provide thermoplastic crosswalk markings.

Councilmember Celaya inquired if he has done a presentation to the Historic District Advisory Commission.

Mr. Costa stated that he has not done a presentation to the Historic District Advisory Commission.

Councilmember Celaya stated that this may need to go before the Historic District Advisory Commission (HDAC).

Vice-Mayor Smith stated that Ms. Smith, HDAC Commissioner feels the recommended changes will be nice. He does not know how the remaining Commissioners feel about the recommended changes. He said the Commissioners can address the Council at Call to the Public should they wish to bring their opinions to the Council.

Mr. Costa stated that they can present a sample to the HDAC. He said the project will start the week of December 8, 2013 and should be completed in January, prior to the Home Tour.

Councilmember Montaña stated that they should delay their decision until HDAC has had a chance to review it and forward their decision to the Council.

Councilmember Celaya asked staff to ensure that the Boards and Commissions are kept abreast of the projects that may affect their areas of responsibility.

Councilmember Hawkins said ultimately it is the Council's decision. He said if they wait for the HDAC to review it first, it may not be completed prior to the Home Tour.

On motion of Councilmember Hawkins, seconded by Mayor Rankin, and carried to authorize the Town Manager to negotiate and enter into a contract or contracts, not to exceed a cumulative total of \$240,000.00, for construction of imprinted stamped concrete for the crosswalks and intersection improvements for Main Street, from Ruggles Road to 12<sup>th</sup> Street, that would allow for the streetscaping of Main Street.

## **9. DEPARTMENT REPORTS**

- a. Manager's Report**
- b. Department Reports**
  - i. Community Development**
  - ii. Courts**
  - iii. Library**
  - iv. Parks and Recreation**
  - v. Police**
  - vi. Public Works**
  - vii. Utilities**

Ms. Garcia presented the Manager's Report. Mr. Montoya will be meeting with Congressional Delegates for the next three weeks to discuss Florence and its growth. He will also discuss federal funds and highway projects. He asked Council to contact him with any topic that they would like him to discuss as well as if they would like to be in attendance. Mr. Montoya will forward Council his schedule.

## **10. CALL TO THE PUBLIC**

There were no comments.

## **11. CALL TO THE COUNCIL**

Councilmember Hawkins stated that the winter visitors are coming back and welcomed them back.

Councilmember Celaya thanked the Park and Recreation Department for their Halloween event; it was very nice.

Councilmember Montañó stated that override election is coming to a close and he hopes for positive results.

Vice-Mayor Smith said the Parks and Recreation Department put on a great event for Halloween. Parks and Recreation puts on many great events.

Mayor Rankin congratulated the Florence High School Freshman Team game for going 10-0. He congratulated Danielle Roberts for passing the bar after her first try. She works with the Town of Florence.

Vice-Mayor Smith stated that many of the freshman teams are comprised of freshman and sophomores. The Florence Freshman Football Team is comprised of only freshman students.

## 12. ADJOURNMENT

On motion of Councilmember Montañó, seconded by Councilmember Hawkins, and carried to adjourn the meeting at 7:16 p.m.

  
\_\_\_\_\_  
Tom J. Rankin, Mayor

ATTEST:

  
\_\_\_\_\_  
Lisa Garcia, Town Clerk

I certify that the following is a true and correct copy of the minutes of the Florence Town Council meeting held on November 4, 2013, and that the meeting was duly called to order and that a quorum was present.

  
\_\_\_\_\_  
Lisa Garcia, Town Clerk