

TOWN OF FLORENCE REGULAR MEETING AGENDA

Mayor Tom J. Rankin
Vice-Mayor Tara Walter
Councilmember Vallarie Woolridge
Councilmember Bill Hawkins
Councilmember Becki Guilin
Councilmember John Anderson
Councilmember Karen Wall



Florence Town Hall
775 N. Main Street
Florence, AZ 85132
(520) 868-7500
www.florenceaz.gov
Meet 1st and 3rd Mondays

Monday, June 20, 2016

6:00 PM

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Town of Florence Council and to the general public that a Regular Meeting of the Florence Town Council will be held on Monday, June 20, 2016, at 6:00 p.m., in the Florence Town Council Chambers, located at 775 N. Main Street, Florence, Arizona. The agenda for this meeting is as follows:

1. CALL TO ORDER

2. ROLL CALL: Rankin __, Walter __, Woolridge __, Hawkins __,
Guilin __, Anderson __, Wall ____.

3. MOMENT OF SILENCE

4. 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.

6. PUBLIC HEARINGS AND PRESENTATIONS

- a. **Continuation of the** June 6, 2016 Public Hearing on an application received from Kevin Arnold Kramber, Green Tree Inn & Suites, located at 240 W. Highway 287, Florence, Arizona, for a transfer of a Type 7 Beer and Wine Liquor License, and for Council recommendation for approval or disapproval of said license. (Lisa Garcia)
- b. Presentation on the status of the Town's Strategic Plan effort and introduction of the facilitator, Karalea Cox with Common Sense Facilitation, selected to assist the Town with this project. (Mark Eckhoff)
- c. **Proclamation designating** July 2016 as Park and Recreation Month. (Bryan Hughes)

7. CONSENT: All items on the consent agenda 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. **Authorization to enter** into an Intergovernmental Agreement with Pinal County, for Judd Road, located between Quail Run Lane and Attaway Road, for construction, improvement and maintenance of the roadway. (Christopher Salas)
- b. Approval of the **May 9 Special Meeting, May 9 Worksession** and **May 16, 2016** Council minutes.
- c. Receive and file the following board and commission minutes:
 - i. **April 14, and May 19, 2016** Arts and Culture Commission minutes
 - ii. **April 27, 2016** Historic District Advisory Commission minutes.

8. NEW BUSINESS

- a. Discussion on possible need for amendment of the Town of Florence Development Code with special emphasis on the Design Review Code. (Mayor Tom Rankin and Councilmember John Anderson)
- b. **Resolution No. 1587-16:** Discussion/Approval/Disapproval of A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING REVISIONS TO THE TOWN OF FLORENCE PERSONNEL POLICY. (Scott Barber)
- c. **Resolution No. 1589-16:** Discussion/Approval/Disapproval on A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING THE TENTATIVE ESTIMATES OF THE AMOUNT REQUIRED FOR THE PUBLIC EXPENSE FOR THE TOWN OF FLORENCE FOR FISCAL YEAR 2016-2017; ADOPTING A TENTATIVE ANNUAL BUDGET; SETTING FORTH THE RECEIPTS, EXPENDITURES AND THE AMOUNT PROPOSED TO BE EXPENDED FOR VARIOUS PURPOSES; GIVING NOTICE OF THE TIME FOR PUBLIC HEARING FOR TAXPAYERS ON THE ADOPTION OF THE FINAL BUDGET; ADOPTING THE BUDGET IN ACCORDANCE WITH THE STATE-IMPOSED EXPENDITURE LIMITATION AND VOTER-APPROVED EXCESS AMOUNT; DECLARING AN EMERGENCY. (Gabe Garcia)
- d. **Discussion/Approval/Disapproval** on adoption of Policy Guidelines and Application Procedures for change in ownership of land in Community Facilities Districts. (Clifford Mattice)

9. ADJOURN TO MERRILL RANCH COMMUNITY FACILITY DISTRICT 1

- a. Acknowledgment of Policy Guidelines and Application Procedures for change in ownership of land in Community Facilities Districts. (Clifford Mattice)

10. ADJOURN FROM MERRILL RANCH COMMUNITY FACILITY DISTRICT 1

11. ADJOURN TO MERRILL RANCH COMMUNITY FACILITY DISTRICT 2

- a. Acknowledgment of Policy Guidelines and Application Procedures for change in ownership of land in Community Facilities Districts. (Clifford Mattice)

12. ADJOURN FROM MERRILL RANCH COMMUNITY FACILITY DISTRICT 2

13. MANAGER'S REPORT

14. CALL TO THE PUBLIC

15. CALL TO THE COUNCIL – CURRENT EVENTS ONLY

16. ADJOURN TO EXECUTIVE SESSION

An Executive Session will be held during the Council Meeting for the following reasons:

For legal matters pursuant to A.R.S. Section 38-431.03(A)(3) and (A)(4) for the purpose of discussion and consultation with the Town's attorneys for legal advice and to consider the Town's position and instruct its attorneys in regard to contracts and pending or contemplated litigation involving land use in the Town.

17. ADJOURN FROM EXECUTIVE SESSION

18. ADJOURNMENT

Council may go into Executive Session at any time during the meeting for the purpose of obtaining legal advice from the Town's Attorney(s) on any of the agenda items pursuant to A.R.S. § 38-431.03(A)(3).

POSTED ON JUNE 16, 2016, BY LISA GARCIA, TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), THE TOWN OF FLORENCE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY REGARDING ADMISSION TO PUBLIC MEETINGS. PERSONS WITH A DISABILITY MAY REQUEST REASONABLE ACCOMMODATIONS BY CONTACTING THE TOWN OF FLORENCE ADA COORDINATOR, AT (520) 868-7574 OR (520) 868-7502 TDD. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION.

MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 SPECIAL MEETING AGENDA

Chairman Tom J. Rankin
Boardmember Tara Walter
Boardmember Vallarie Woolridge
Boardmember Bill Hawkins
Boardmember Becki Guilin
Boardmember John Anderson
Boardmember Karen Wall



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Monday, June 20, 2016

6:00 PM

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Members of the Merrill Ranch Community Facilities District No. 1 and to the general public that a Special Meeting of the Merrill Ranch Community Facilities District No. 1 Board will be held on Monday, June 20, 2016, at 6:00 p.m., in the Florence Town Council Chambers, located at 775 N. Main Street, Florence, Arizona. The agenda for this meeting is as follows:

1. ROLL CALL: Rankin __, Walter__, Woolridge__, Hawkins__, Guilin__, Anderson_ , Wall__.

2. NEW BUSINESS

- a. Acknowledgment of Policy Guidelines and Application Procedures for change in ownership of land in Community Facilities Districts. (Clifford Mattice)

3. ADJOURNMENT

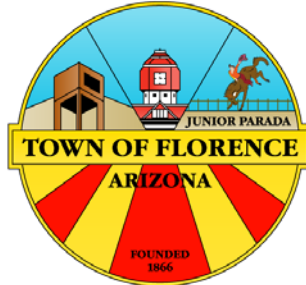
Council may go into Executive Session at any time during the meeting for the purpose of obtaining legal advice from the Town's Attorney(s) on any of the agenda items pursuant to A.R.S. § 38-431.03(A)(3).

POSTED ON JUNE 16, 2016, BY LISA GARCIA, DISTRICT CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

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MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 SPECIAL MEETING AGENDA

Chairman Tom J. Rankin
Boardmember Tara Walter
Boardmember Vallarie Woolridge
Boardmember Bill Hawkins
Boardmember Becki Guilin
Boardmember John Anderson
Boardmember Karen Wall



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Monday, June 20, 2016

6:00 PM

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Members of the Merrill Ranch Community Facilities District No. 2 and to the general public that a Special Meeting of the Merrill Ranch Community Facilities District No. 2 Board will be held on Monday, June 20, 2016, at 6:00 p.m., in the Florence Town Council Chambers, located at 775 N. Main Street, Florence, Arizona. The agenda for this meeting is as follows:

1. ROLL CALL: Rankin __, Walter__, Woolridge__, Hawkins__, Guilin__, Anderson_ , Wall__.

2. NEW BUSINESS

- a. Acknowledgment of Policy Guidelines and Application Procedures for change in ownership of land in Community Facilities Districts. (Clifford Mattice)

3. ADJOURNMENT

Council may go into Executive Session at any time during the meeting for the purpose of obtaining legal advice from the Town's Attorney(s) on any of the agenda items pursuant to A.R.S. § 38-431.03(A)(3).

POSTED ON JUNE 16, 2016, BY LISA GARCIA, DISTRICT CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), THE TOWN OF FLORENCE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY REGARDING ADMISSION TO PUBLIC MEETINGS. PERSONS WITH A DISABILITY MAY REQUEST REASONABLE ACCOMMODATIONS BY CONTACTING THE TOWN OF FLORENCE ADA COORDINATOR, AT (520) 868-7574 OR (520) 868-7502 TDD. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION.



TOWN OF FLORENCE COUNCIL ACTION FORM

AGENDA ITEM 6a.

MEETING DATE: June 20, 2016

DEPARTMENT: Administration

STAFF PRESENTER: Lisa Garcia, Deputy Town Manager/
Town Clerk

SUBJECT: Continuation of the June 6, 2016 Public Hearing
and action on Kevin Arnold Kramber, Green Tree Inn &
Suites, Liquor License
Application.

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

RECOMMENDED MOTION/ACTION:

Continuation of the June 6, 2016 Public hearing on an application received from Kevin Arnold Kramber, Green Tree Inn & Suites, located at 240 W. Highway 287, Florence, Arizona, for a transfer of a Type 7 Beer and Wine Liquor License, and for Council recommendation for approval or disapproval of said license.

BACKGROUND/DISCUSSION:

Kevin Arnold Kramber, Green Tree Inn & Suites, filed an application for a transfer of a Type 7 Beer and Wine Liquor License, with the Arizona Department of Liquor License and Control, on April 25, 2016.

The Town Clerk's Office posted the Notice of Public Hearing on May 17, 2016, at said location in accordance with statutory requirements. Management has been notified of the June 6, 2016 public hearing.

No written communication has been received by the Town regarding this application.

FINANCIAL IMPACT:

N/A

STAFF RECOMMENDATION:

Staff recommends that the Town Council forward a recommendation to the Arizona Department of Liquor License and Control.

ATTACHMENTS:

Application



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

AFFIDAVIT OF POSTING

Date of Posting: 5/17/16 Date of Posting Removal: _____

Applicant's Name: Kramer Kevin Arnold
Last First Middle

Business Address: 240 W. Hwy 287 Flaence 85132
Street City Zip

License #: 07113002

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

Print Name of City/County Official Title Phone Number

Signature Date Signed

Return this affidavit with your recommendations (i.e., Minutes of Meeting, Verbatim, etc.) or any other related documents. If you have any questions please call (602) 542-5141 and ask for the Licensing Division.



Arizona Department of Liquor Licenses and Control

800 W Washington 5th Floor
Phoenix, AZ 85007
www.azliquor.gov
(602) 542-5141

Application for Liquor License
Type or Print with Black Ink

16 APR 25 14 PM 1:51

SECTION 1 This application is for a:

- Interim Permit (Complete Section 5)
New License (Complete Sections 2, 3, 4, 13, 14, 15, 16)
Person Transfer (Complete Section 2, 3, 4, 12, 13, 14, 16)
Location Transfer (Bars and Liquor Stores Only)
Probate/ Will Assignment/ Divorce Decree
Government (Complete Sections 2, 3, 4, 10, 13, 16)
Seasonal

SECTION 2 Type of Ownership:

- J.T.W.R.O.S. (Complete Section 6)
Individual (Complete Section 6)
Partnership (Complete Section 6)
Corporation (Complete Section 7)
Limited Liability Co (Complete Section 7)
Club (Complete Section 8)
Government (Complete Section 10)
Trust (Complete Section 6)
Tribe (Complete Section 6)
Other (Explain)

SECTION 3 Type of license

LICENSE # of 113002

1. Type of License: # 1 - Beer & Wine

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE
A service fee of \$25 will be charged for all dishonored checks (A.R.S. § 44-852)

SECTION 4 Applicants

1. Individual Owner/Agent's Name: KRAMER, DANIEL P. 1044336

2. Owner Name: GT FLORENCE, LLC B1056585

3. Business Name: GREEN TREE INN & SUITES B1050942

4. Business Location Address: 240 W. HWY 287 FLORENCE AZ 85132 PINAL

5. Mailing Address: 536 E. WAGON BLUFF DR. TUCSON AZ 85704

6. Business Phone: (520) 868-9900 Daytime Contact Phone: (520) 235-5684

7. Email Address: KEVIN@AZBARMAN.COM

- Is the Business located within the incorporated limits of the above city or town? Yes
Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation? No
If Yes, what City, Town or Tribal Reservation is this Business located in: N/A

10. Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store (license only) \$ 9,500.00

Fees: Application 100, Interim Permit 100, Department Use Only 22, Finger Prints 22, Total of All Fees 222.00
Is Arizona Statement of Citizenship & Alien Status for State Benefits complete? Yes
Accepted by: AP Date: 4/25/16 License #: 07113002

SECTION 5 Interim Permit

- If you intend to operate business when your application is pending you will need an interim permit pursuant to ARS § 4-203.01
- There **MUST** be a valid license of the same type you are applying for currently issued to the location or for the replacement of a Hotel/Motel license with a Restaurant license pursuant to A.R.S. § 4-203.01.

1. Enter license number currently at the location: 07113002

2. Is the license currently in use? Yes No If no, how long has it been out of use? N/A

Attach a copy of the license currently issued at this location to this application.

Kevin Henry Ramirez
(Print Full Name)

declare that I am the **CURRENT OWNER, AGENT, OR CONTROLLING PERSON** on the stated license and location.

X [Signature]
(Signature)

State ARIZONA County of MARICOPA

The foregoing instrument was acknowledged before me this

25 day of APRIL, 2016

Day Month Year

Jennifer Benson
(Signature of Notary Public)



My Commission Expires on: _____
Date

SECTION 6 Individual, Partnership, J.T.W.R.O.S, Trust, Tribe Ownerships

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD AND \$22 PROCESSING FEE FOR EACH CARD.

Individual

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code

Is any person other than above, going to share in profit/losses of the business? Yes No
If Yes, give name, current address, and telephone number of person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City	State	Zip Code	Phone #

Partnership

Name of Partnership: _____

General-Limited	Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
<input type="checkbox"/> <input type="checkbox"/>								
<input type="checkbox"/> <input type="checkbox"/>								
<input type="checkbox"/> <input type="checkbox"/>								
<input type="checkbox"/> <input type="checkbox"/>								

J.T.W.R.O.S (Joint Tenant with Rights of Survivorship)

Name of J.T.W.R.O.S: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

SECTION 6 - continued

TRUST

Name of Trust: _____

Last	First	Middle	Mailing Address	City	State	Zip Code
/						

TRIBE

Name of Tribal Ownership: _____

Last	First	Middle	Mailing Address	City	State	Zip Code
/						

SECTION 7 Corporations/ Limited Liability Co

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE AN "APPLICANT" TYPE FINGERPRINT CARD AND \$22 PROCESSING FEE FOR EACH CARD.

Corporation Complete Questions 1, 2, 3, 4, 5, 6, and 7

L.L.C. Complete Questions 1, 2, 3, 4, 5, 6, and 7

- Name of Corporation/ L.L.C.: ATI FLOWCHART, LLC
- Date Incorporated/Organized: 02/18/2014 State where Incorporated/Organized: ARIZONA
- AZ Corporation or AZ L.L.C File No: 2-20694650 Date authorized to do Business in AZ: 02/23/2016
- Is Corp/L.L.C. Non Profit? Yes No
- List Directors, Officers, Members in Corporation/L.L.C:

Last	First	Middle	Title	Mailing Address	City	State	Zip Code
APAM	HOLDINGS,		MEM.	8213 WHITE OAK AVE.	RANCHO CUCAMONGA,		
					CA	91730	

(Attach additional sheet if necessary)

6. List all Stockholders / percentage owners who own 10% or more:

Last	First	Middle	% Owned	Mailing Address	City	State	Zip Code
APAM	HOLDINGS,		100%	8213 WHITE OAK AVE.	RANCHO CUCAMONGA,		
					CA	91730	
SEE ATTACHED FLOW CHART							

(Attach additional sheet if necessary)

7. If the corporation/ L.L.C are owned by another entity, attach an Organizational **FLOWCHART** showing the structure of the ownership. Attach additional sheets as needed in order to disclose the Officers, Directors, Members, Managers, Partners, Stockholders and percentage owners of those entities.

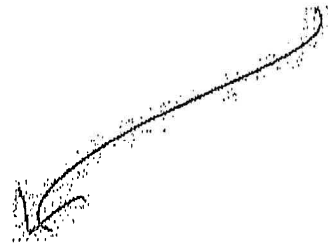
ATI Finance, LLC



B1053112

APAM Holdings, LLC

(members = 100%)

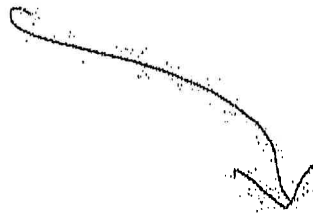


Alex

Xu

(members = 100%)

P1072351



Kevin

Johnson

(President = 0%)

P1072352

SECTION 12 Person to Person Transfer

Questions to be completed by Current Licensee (Bar and Liquor Stores Only- Series, 06, 07, and 09)

1. Individual Owner / Agent Name: KRAMBER DAVID LAMOND Entity: AGENT
Last First Middle (Individual, Agent, Etc)
2. Ownership Name: PINAL HOTEL AZ 1, LLC
(Exactly as it appears on license)
3. Business Name: HOLIDAY INN EXPRESS & SUITES
(Exactly as it appears on license)
4. Business Location Address: 240 W. HWY 287 FLORENCE AZ 85132
Street City State Zip
5. License Type: 17-YEAR & WINE License Number: 07113002
6. Current Mailing Address: 536 E. WAGON BLUFF DR. TULSON AZ 85704
Street City State Zip
7. Have all creditors, lien holders, interest holders, etc. been notified? Yes No
8. Does the applicant intend to operate the business while this application is pending? Yes No

If yes, complete Section 5 (Interim Permit) of this application; attach fee, and current license to this application.

9. I, (Print Full Name) JAN ALBERT SHOELZAF hereby authorize the department to process this Application to transfer the privilege of the license to the applicant provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, (Print Full Name) JAN ALBERT SHOELZAF, declare that I am the **CURRENT OWNER, MEMBER, PARTNER STOCKHOLDER or LICENSEE** of the stated license. I have read the above Section 12 and confirm that all statements are true, correct, and complete.

* SEE ATTACHED w/ BILL OF SALE *

NOTARY

X (Signature) _____

State of _____ County of _____
 The foregoing instrument was acknowledged before me this

_____ of _____, _____
Day Month Year

My commission expires on: _____

 Signature of NOTARY PUBLIC

SECTION 12 Person to Person Transfer

Questions to be completed by Current Licensee (Bar and Liquor Stores Only- Series, 06, 07, and 09)

1. Individual Owner / Agent Name: KRAMBER David Harold Entity: Agent
Last First Middle (Individual, Agent, Etc)

2. Ownership Name: PINAL HOTEL AZ 1, LLC
(Exactly as it appears on license)

3. Business Name: HOLIDAY INN EXPRESS & SUITES
(Exactly as it appears on license)

4. Business Location Address: 240 W. Hwy 287 Florence AZ 85132
Street City State Zip

5. License Type: Dist-Beer & Wine License Number: 07113002

6. Current Mailing Address: 536 E. WAGON BLVD Dr. Tucson AZ 85704
Street City State Zip

7. Have all creditors, lien holders, interest holders, etc. been notified? Yes No

8. Does the applicant intend to operate the business while this application is pending? Yes No

If yes, complete Section 5 (Interim Permit) of this application; attach fee, and current license to this application.

9. I, (Print Full Name) John Albert Shoelraft hereby authorize the department to process this Application to transfer the privilege of the license to the applicant provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, (Print Full Name) John Albert Shoelraft, declare that I am the **CURRENT OWNER, MEMBER, PARTNER STOCKHOLDER** or **LICENSEE** of the stated license. I have read the above Section 12 and confirm that all statements are true, correct, and complete.

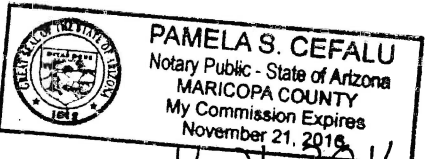
NOTARY

X (Signature) *John A Shoelraft*

State of Arizona County of Maricopa
The foregoing instrument was acknowledged before me this

30 of March, 2016
Day Month Year

My commission expires on: 11-21-2016



PAMELA S. CEFALU
Notary Public - State of Arizona
MARICOPA COUNTY
My Commission Expires
November 21, 2016

Pamela S. Cefalu
Signature of NOTARY PUBLIC

BILL OF SALE

FOR VALUABLE CONSIDERATION of Ten Dollars (\$10.00) GTI Florence, LLC, Buyer, and Pinal Hotel AZ 1, LLC, Seller, with other valuable consideration, receipt of which is hereby acknowledged, the Seller, hereby grants, bargains, sells and transfers unto Buyer, its representatives, or assigns, to have and to hold forever, Arizona State Series 7 Liquor License # 07113002.

FURTHERMORE, Seller warrants it is the lawful owner of the License, that it has the right, to sell/transfer the License and that the License is free and clear of all claims and liens whatsoever. Seller further agrees to warrant and defend the same against the lawful claims and demands of all persons whomsoever.

DATED this 30th day of March 2016.

SELLER: Pinal Hotel AZ 1, LLC

John Shoecraft
By: John Shoecraft
Its: Member

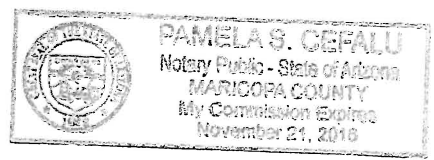
16 APR 25 09:44 PM 151

STATE OF ARIZONA)
 : ss.
COUNTY OF MARICOPA)

The foregoing instrument was acknowledged before me this 30 day of March 2016 John Shoecraft.

Pamela S. Cefalu
Notary Public

My Commission Expires: 11-21-2016



SECTION 15 Restaurant or hotel/motel license applicants

1. Is there an existing Restaurant or Hotel/Motel Liquor License at the proposed location? Yes No
2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.
3. All Restaurant and Hotel/Motel applicants must complete a Restaurant Operation Plan form provided by the Department of Liquor Licenses and Control.
4. As stated in A.R.S. § 4-205.02. (H)(2), a Restaurant is an establishment which derives at least forty (40) percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from sales of food and spirituous liquor on the licensed premises. By applying for this Restaurant Hotel/Motel, I certify that I understand that I must maintain a minimum of forty (40) percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit form with this application.

(Applicant's Signature)

5. I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing; specify why the extension is necessary; and the new inspection date you are requesting.

(Applicant's Initials)

SECTION 16 Diagram of Premises

Check ALL boxes that apply to your business:

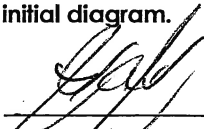
- | | | | |
|---|--|---------------|--|
| <input checked="" type="checkbox"/> Entrances/Exits | <input checked="" type="checkbox"/> Liquor storage areas | Patio: | <input checked="" type="checkbox"/> Contiguous |
| <input type="checkbox"/> Walk-up windows | <input type="checkbox"/> Drive-through windows | | <input type="checkbox"/> Non Contiguous |

1. Is your licensed premises currently closed due to construction, renovation or redesign? Yes No
If yes, what is your estimated completion date? ~ / ~

Month/Day/Year

2. **Restaurants and Hotel/Motel** applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Place for diagram is on section 16 number 6.
3. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored on the premises unless it is a restaurant (see # 3 above).
4. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises such as parking lots, living quarters, etc.

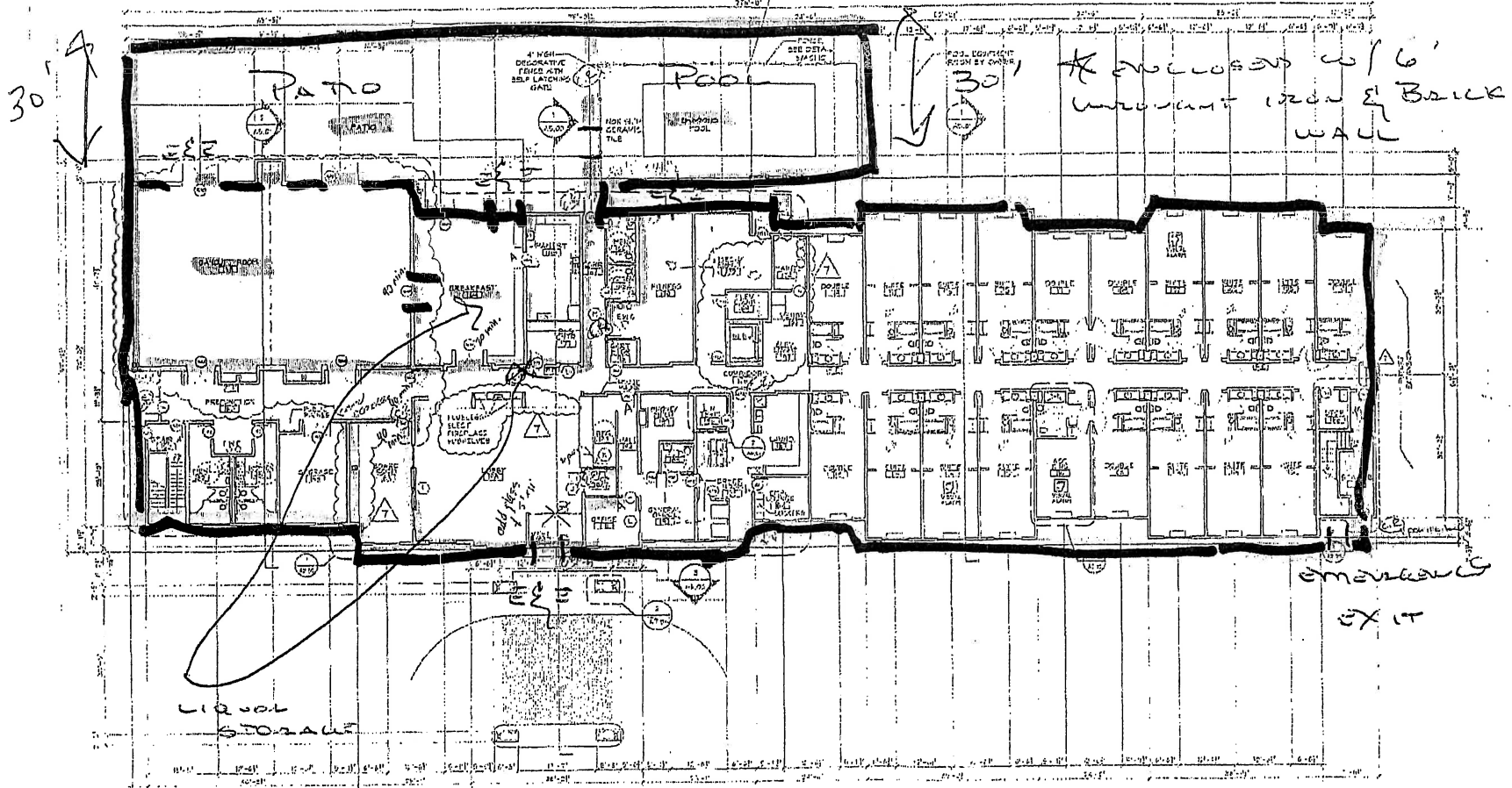
As stated in A.R.S. § 4-207.01 (B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to the boundaries, entrances, exits, added or deleted doors, windows, service windows or increase or decrease to the square footage after submitting this initial diagram.



(Applicant's Initials)

2fo' ← →

40,000
32 FT
DOOR

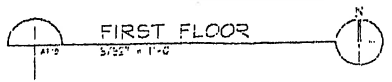


THE AREA EXHIBITED WILL BE SUBJECT TO ALL APPLICABLE CODES AND REGULATIONS. ALL DESCRIPTIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

LINE ENTIRELY IN ROOM KITCHEN AREA ONLY & NOT IN COMMON AREA

DOOR EXTERIOR SIDE LIGHTS ARE TO EXTERIOR FACE OF BUILDING AT EXITS. WALLS PROVIDE FIRE PROTECTION IN COMMON AREAS AT SAC FLOOR AS DIRECTED BY FIRE DEPT. (SEE DETAIL WALLS)

ROOM	SF	COL LONG
RESTAURANT ROOM	1100/110	1/1
BREAKFAST ROOM	175/115	1/1
KITCHEN	100/50	1/1
CONFERENCE ROOM	100/100	1/1
RECEPTION	100/100	1/1



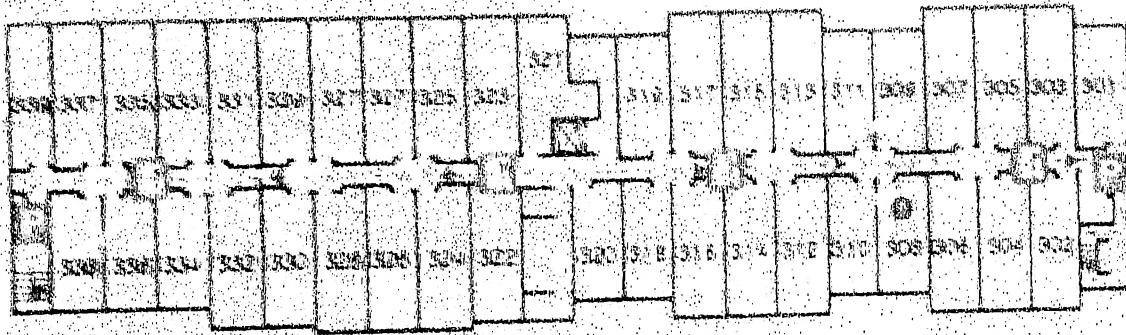
HOLIDAY INN EXPRESS FLORENCE, AZ

FIRST FLOOR PLAN PERMIT SET

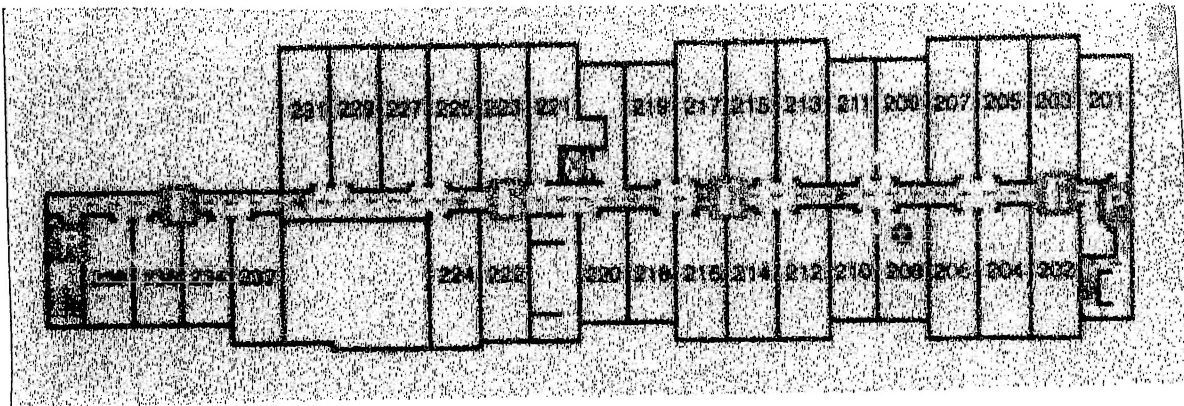
C4004

13 SEP 20 11:41 PM 1:17

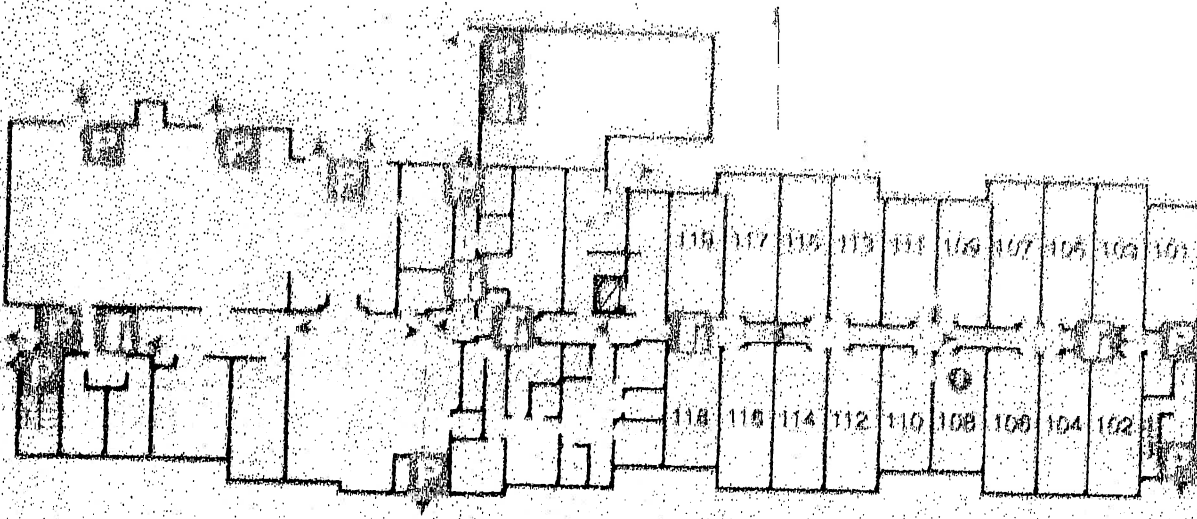
Horizontal 100 EXPRESS & SUITES



3rd
Floor
Rooms



2nd
Floor
Rooms



1st
Floor
Rooms

13 SEP 20 11:47 AM '17

SECTION 17 SIGNATURE BLOCK

NOTARY

I, (Print Full Name) Kevin David Kaganza, hereby declare that I am the Owner/Agent filing this application as stated in Section 4 # 1. I have read this application and verify all statements to be true, correct and complete.

X (Signature) [Handwritten Signature]

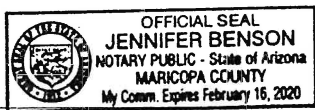
State of ARIZONA County of MARICOPA

The foregoing instrument was acknowledged before me this

25 of APRIL, 2016

Day Month Year

My commission expires on:



[Handwritten Signature]
Signature of NOTARY PUBLIC

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

NOTICE

APPLICATION TO SELL ALCOHOLIC BEVERAGES

DATE POSTED: May 17, 2016

A HEARING ON A LIQUOR LICENSE APPLICATION SHALL BE HELD BEFORE THE

Florence Town Council

PLACE 775 N. Main Street
Florence, AZ 85132 DATE/TIME June 6, 2016

HEARING DATES SUBJECT TO CHANGE, TO VERIFY CALL: 520-868-7500

THE LOCAL GOVERNING BODY WILL RECOMMEND TO THE STATE LIQUOR BOARD WHETHER THE BOARD SHOULD GRANT OR DENY THE LICENSE. THE STATE LIQUOR BOARD MAY HOLD A HEARING TO CONSIDER THE RECOMMENDATION OF THE LOCAL GOVERNING BODY. ANY PERSON RESIDING OR OWNING OR LEASING PROPERTY WITHIN A ONE-MILE RADIUS MAY CONTACT THE STATE LIQUOR BOARD IN WRITING TO REGISTER AS A PROTESTER. TO REQUEST INFORMATION REGARDING PROCEDURES BEFORE THE BOARD AND NOTICE OF ANY BOARD HEARINGS REGARDING THIS APPLICATION, CONTACT THE **STATE LIQUOR BOARD:** 800 W. WASHINGTON, 5TH FLOOR, PHOENIX, AZ. 85007 (602) 542-9789

INDIVIDUALS REQUIRING ADA ACCOMMODATIONS CALL - LOCAL GOVERNING BODY: 520-868-7500 STATE LIQUOR DEPT: (602) 542-9789

POST ONE COPY OF THE APPLICATION FORM BELOW THIS NOTICE.



TOWN OF FLORENCE COUNCIL ACTION FORM

AGENDA ITEM 6c.

MEETING DATE: June 20, 2016

DEPARTMENT: Parks and Recreation

STAFF PRESENTER: Bryan C. Hughes, Parks and Recreation Director

SUBJECT: Parks and Recreation Month Proclamation

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

RECOMMENDED MOTION/ACTION:

Proclaim July 2016 as Parks and Recreation Month in the Town of Florence, and encourage residents to get outdoors and enjoy their community through parks and recreation.

BACKGROUND/DISCUSSION:

Since 1985, America has celebrated July as the nation's official Park and Recreation Month. This July, discover your super powers at your local parks and rec! When we work together to further health and wellness, conservation and social equity efforts, awesome things happen!

The Town of Florence Parks and Recreation Department has numerous programs and activities that take place during the month of July, including the Fourth of July Freedom Fest and related activities, swimming lessons, summer camps, field trips and more.

FINANCIAL IMPACT:

None

STAFF RECOMMENDATION:

Proclaim July 2016 as Parks and Recreation Month in the Town of Florence.

ATTACHMENTS:

Parks and Recreation Month Proclamation

Proclamation

Park and Recreation Month

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the Town of Florence; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, Town of Florence recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, BE IT RESOLVED BY Mayor Tom J. Rankin that July 2016 is recognized as Park and Recreation Month in the Town of Florence.

Tom J. Rankin, Mayor

ATTEST:

Lisa Garcia, Town Clerk





TOWN OF FLORENCE COUNCIL ACTION FORM

AGENDA ITEM 7a.

MEETING DATE: June 20, 2016

DEPARTMENT: Public Works

STAFF PRESENTER: Christopher A. Salas, Public Works
Director

SUBJECT: Town of Florence/Pinal County IGA – Judd Road

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

RECOMMENDED MOTION/ACTION:

Motion to approve the Intergovernmental Agreement between the Town of Florence and Pinal County for Judd Road, located between Quail Run Lane and Attaway Road for construction, improvement and maintenance of the roadway.

BACKGROUND/DISCUSSION:

This Intergovernmental Agreement (IGA) between the Town of Florence and Pinal County is for maintenance of Judd Road. The purpose of the IGA is to define the parties' respective rights and obligations in connection with the construction, improvement and maintenance of roadways. Pinal County shall be responsible for the construction, improvement and maintenance of Judd Road, located between Quail Run Lane and Attaway Road, in accordance with plans and specifications approved by the Town.

The IGA is effective upon approval and recordation by Pinal County and until terminated by mutual written agreement of the parties.

FINANCIAL IMPACT:

The IGA does not call for either party to compensate each other. The Town of Florence will be responsible for a portion of Attaway Road between Judd Road and Magma Road.

STAFF RECOMMENDATION:

Staff recommends approval of the IGA, as presented.

ATTACHMENTS:

IGA with Pinal County
Exhibit "A" – Map of Transfer

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
PINAL COUNTY
AND
TOWN OF FLORENCE
FOR
JUDD ROAD**

THIS INTERGOVERNMENTAL AGREEMENT ("**Agreement**") dated this ____ day of _____, 2016, is made by and between PINAL COUNTY, a political subdivision of the State of Arizona ("**County**"), and the TOWN OF FLORENCE, a municipal corporation of the State of Arizona ("**Town**").

RECITALS

A. The parties are authorized to enter into this Agreement pursuant to Arizona Revised Statutes §§ 11-952 and 28-6707.

B. County and Town are owners of certain portions of public roadways located partly within and partly outside the incorporated area of the Town (the "**Roadways**").

C. The parties desire to work in cooperation in connection with the construction, improvement and maintenance of specific Roadways.

D. In partial consideration of this Agreement, Town has agreed to accept responsibility for a portion of Attaway Road between Judd Road and Magma Road.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Town agree as follows:

1. Purpose. The purpose of this Agreement is to define the parties' respective rights and obligations in connection with the construction, improvement and maintenance of specific Roadways.

2. Duration. This Agreement shall remain in full force and effect until terminated by mutual written agreement of the parties.

3. Judd Road. County shall be responsible for the construction, improvement and maintenance of that specific Roadway known as Judd Road located between Quail Run Lane and Attaway Road as depicted in the attached Exhibit A. The construction and improvement of Judd Road shall be in accordance with plans and specifications submitted to and approved by Town.

4. Mutual Indemnification. To the extent permitted by law, each party (as “**Indemnitor**”) agrees to indemnify, defend and hold harmless the other party, its officers, officials, agents and employees (as “**Indemnitied**”) for any claims, losses, liabilities, costs or expenses (including reasonable attorneys fees) arising out of omissions, negligence, misconduct or other fault of the Indemnitor, its officers, officials, agents or employees in connection with the Indemnitor’s performance under this Agreement.

5. Severability. If any term or provision of this Agreement shall, to any extent be invalid or unenforceable under applicable law, then the remaining terms and provisions of this Agreement shall not be affected thereby, and each of such remaining terms and provisions shall be valid and enforced to the extent permitted by law.

6. CONFLICT OF INTEREST. The parties acknowledge that this Agreement is subject to cancellation pursuant to A.R.S. § 38-511.

IN WITNESS WHEREOF, the parties hereto, have executed this Agreement as of the day and year set forth below.

PINAL COUNTY, a political subdivision of the State of Arizona

By: _____
Chairman of the Board of Supervisors

Dated: _____

ATTEST:

Clerk/Deputy Clerk of the Board of Supervisors

TOWN OF FLORENCE, an Arizona municipal corporation

By: _____
Mayor

Dated: _____

ATTEST:

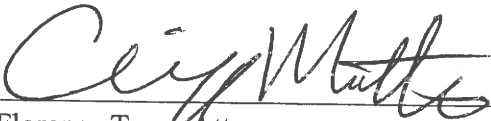
Town Clerk

DETERMINATIONS OF COUNSEL

Pursuant to ARS §11-952(D), I have reviewed the forgoing Intergovernmental Agreement and have determined that it is in the proper form and within the powers and authority granted under the laws of the State of Arizona to Pinal County.

Deputy Pinal County Attorney

Pursuant to ARS §11-952(D), I have reviewed the forgoing Intergovernmental Agreement and have determined that it is in the proper form and within the powers and authority granted under the laws of the State of Arizona to the Town of Florence.

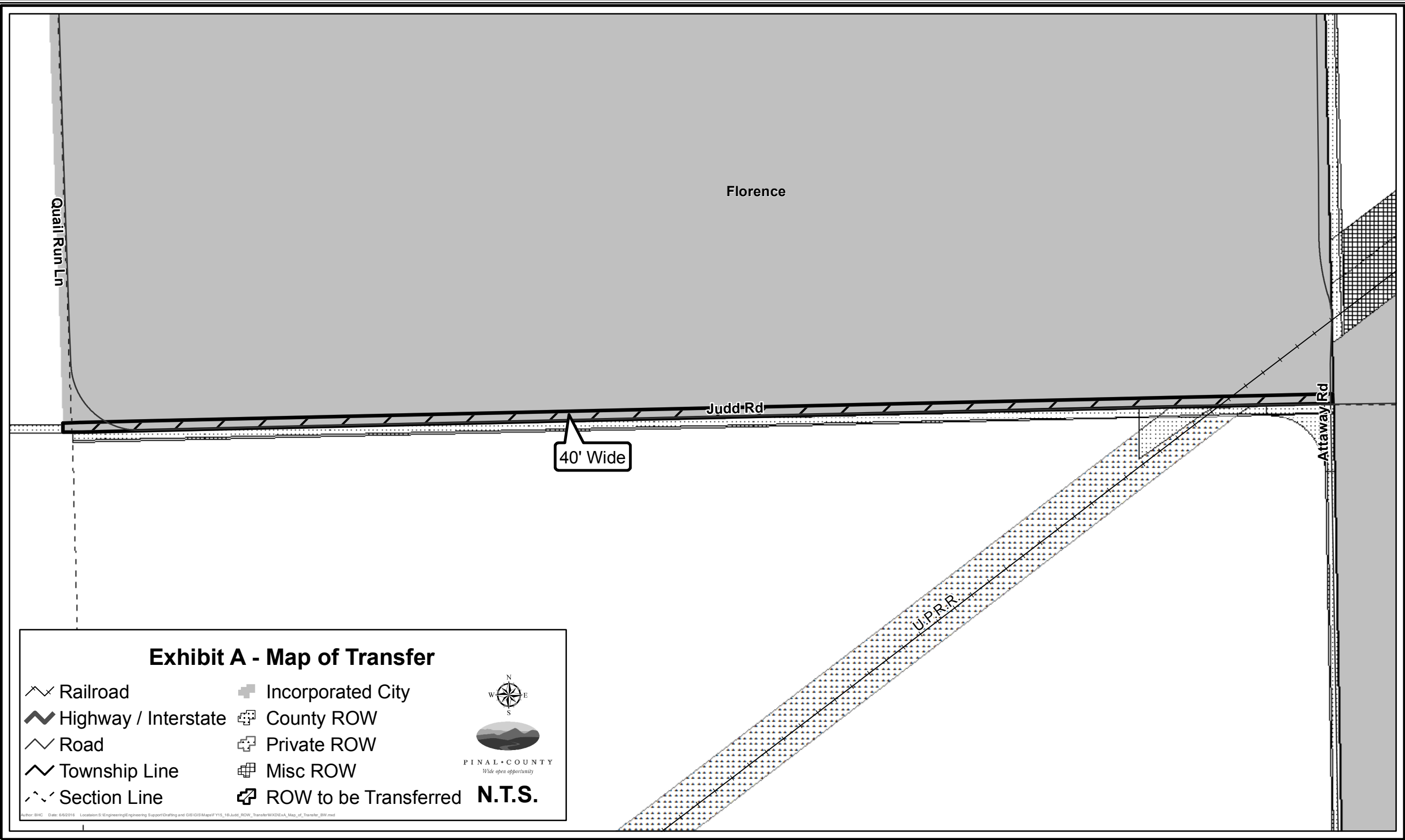


Florence Town Attorney

**EXHIBIT A
TO
INTERGOVERNMENTAL AGREEMENT
BETWEEN
PINAL COUNTY
AND
TOWN OF FLORENCE
FOR
JUDD ROAD**

[Depiction of Judd Road]

See following page.



Florence

Quail Run Ln











Judd Rd

Attaway Rd

40' Wide

U.P.R.R.

Exhibit A - Map of Transfer

-  Railroad
-  Highway / Interstate
-  Road
-  Township Line
-  Section Line
-  Incorporated City
-  County ROW
-  Private ROW
-  Misc ROW
-  ROW to be Transferred



PINAL COUNTY
Wide open opportunity

N.T.S.

Author: BHC Date: 6/6/2016 Location: S:\Engineering\Engineering Support\Crafting and GIS\GIS Maps\F Y15_16\Judd_ROW_Transfer\MXD\EA_Map_of_Transfer_BW.mxd

MINUTES OF THE TOWN OF FLORENCE COUNCIL MEETING HELD ON MONDAY, MAY 9, 2016, AT 6:00 P.M., IN THE FLORENCE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

CALL TO ORDER

Mayor Rankin called the meeting to order at 6:10 pm.

ROLL CALL:

Present: Rankin, Walter, Woolridge, Hawkins, Guilin, Anderson, Wall.

PLEDGE OF ALLEGIANCE

Mayor Rankin led the Pledge of Allegiance.

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.

There were no public comments.

ADJOURN TO EXECUTIVE SESSION

An Executive Session will be held during the Council Meeting for legal matters pursuant to A.R.S. Section 38-431.03(A)(3) and (A)(4) for the purpose of discussion and consultation with the Town's attorneys for legal advice on the following items.:

Town's position and instruct its attorneys in regard to application for annexation into the Town limits and to consider Town's position and instruct its attorney's regarding contracts that are the subject of negotiations.

Town's position and instruct its attorneys in regard to pending litigation in Maricopa County Superior Court: Town of Florence v. Florence Copper, Inc. CV 2015-000325.

Town's position and instruct its attorneys in regard to Arizona Department of Environmental Quality proceedings.

Town's position and instruct its attorney regarding potential liability involving Town infrastructure.

Town's position and instruct its attorneys in regard to pending litigation in Pinal County Superior Court: Association of Florence Fire Fighters, International Association of Fire Fighters Local 4512 v. Town of Florence, et al. VV-15-003270PHX-SPL.

On motion of Vice-Mayor Walter, seconded by Councilmember Hawkins, and carried to adjourn to Executive Session.

ADJOURN FROM EXECUTIVE SESSION

On motion of Councilmember Wall, seconded by Councilmember Hawkins, and carried to adjourn from Executive Session.

ADJOURNMENT

On motion of Councilmember Anderson, seconded by Councilmember Wall, and carried to adjourn the meeting at 9:00 pm.

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 May 9, 2016, and that the meeting was duly called to order and that a quorum was present.

Lisa Garcia, Town Clerk

MINUTES OF THE TOWN OF FLORENCE COUNCIL WORK SESSION HELD ON MONDAY, MAY 9, 2016, AT 4:30 P.M., IN THE FLORENCE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

CALL TO ORDER

Mayor Rankin called the meeting to order at 4:36 pm.

ROLL CALL:

Present: Rankin, Walter, Woolridge, Hawkins, Guilin, Anderson, Wall (arrived at 4:55 pm).

WORK SESSION ON THE 2016-2017 CAPITAL IMPROVEMENT PLAN AND DRAFT BUDGET.

Mr. Brent Billingsley, Town Manager, provided a presentation outlining the following changes which have been added to the Fiscal Year 2015/2016 budget since the last meeting:

- Added the following expenditure:
 - Impact Fee Transfer \$57,072

Projected Fund Balance Fiscal Year 2015/2016 (Revised)	\$5,507,591
Revenues	\$14,150,647
Expenditures	\$14,413,270
Projected Ending Fund Balance Fiscal Year 2015/2016	\$5,244,968
Net Change to Fund Balance	-\$262,263

Mr. Billingsley stated that Fiscal Year 2015/2016 Budget projected \$1,154,000 use of fund balance to cover operations. This amount has been decreased to \$262,263 of fund balance to cover operations. The following changes have been added to the Fiscal Year 2016/2017 budget since the last meeting:

- State Shared Revenue estimates have been revised to be 10% above current year. (Per League of Cities and Towns)
- Reduced the following expenditures:
 - Benefits: \$128,139
 - SAFER: \$63,863
 - Fitness Center Salaries: \$32,000
- Added the following expenditures:
 - Legal Fees: \$150,000
 - IT Software (Windows and Office upgrade): \$44,000
 - Internships for high school students: \$10,000
 - Youth Leadership Program: \$50,000

Projected Fund Balance Fiscal Year 2015/2016 (Revised)	\$5,191,125
Revenues	\$14,766,023
Expenditures	\$14,719,480
Projected Ending Fund Balance Fiscal Year 2015/2016	\$5,237,668
Net Change to Fund Balance	\$46,543

Mr. Billingsley stated that the total change from the prior meeting is \$360,302. He stated staff is projecting a balanced budget without utilizing savings or the transfer of one-time revenues. He stated that the Town will receive the actual numbers for state shared revenues on or about May 15, 2016 for the upcoming year.

Vice-Mayor Walter inquired which impact fee is being utilized for the impact fee transfer.

Mr. Gabe Garcia, Finance Director, stated that a formulary is used in which the collectable categories will be utilized.

Mr. Billingsley stated that several people have come to Florence to do projects and have asked that the impact fees be waived. He stated impact fees are statutory and cannot be waived. The Town can pay for their impact fees with the Town's unrestricted money, which is the General Fund.

Mayor Rankin stated that the impact fees are collected town-wide and are for the betterment of the community as a whole.

Councilmember Anderson stated that it is his understanding that the impact fees need to be spent in the area in which the monies were collected. Impact fees were used for the fire department in Anthem and for the fire truck. He stated fees have been collected starting in 2012 and forward.

Mr. Billingsley stated that there have been three updates to the impact fee laws over the last several years. The statute requires the Town to come up with a study that identifies improvements and how those funds will be spent within a ten-year period. The Town must follow that study and implement those improvements within the ten-year period; otherwise the Town needs to pay back the individuals in which the fees were collected from. The projects in the study are identified based on the need for the improvements and on where the growth occurs.

Mayor Rankin inquired if there is land dedicated to a municipal park in the Anthem area. He stated aside from police and fire, the amenities are provided by the homeowner's association.

Mr. Billingsley stated that there is not any dedicated land for a municipal park in the Anthem area.

Councilmember Anderson stated that none of the impact fees collected from the Anthem residents go to Parks and Recreation or to water and sewer.

Mr. Billingsley stated that Mr. Anderson is correct that none of the impact fees go to Parks and Recreation or to water and sewer because the Town is not the water and sewer provider for Anthem nor are there any Town dedicated park areas in the Anthem area. He stated the impact fees are differentiated by area since some areas receive services that another does not.

Mr. Garcia stated that water and sewer impact fees are being used for the impact fee transfer.

Mr. Billingsley stated that the Capital Improvement Plan (CIP) is not part of the budget, but projects within the CIP must be approved through the budget process. The CIP is a plan which consists of a list of improvements that the Town would like to complete in a timeframe associated to those specific projects. He stated that the primary concern is the projects earmarked for Fiscal Year 2016/2017 as those projects are included in the upcoming budget, if approved by Council.

Mr. Billingsley stated that statutorily, the CIP needs to be for five years; however, the Town does projections for ten years. He provided a presentation in which he outlined the following:

What is a Capital Improvement Plan? Why do we do it?

- Strategic roadmap to major projects that are planned over the next five years.
- The goal is to keep its residents informed of what projects are happening, where they are located and how they impact the residents and the future of Florence.
- The Plan is a living document that will change over time and is meant to be revisited and modified each year to include changes in funding and priority.
- Actual funding approved annually in the main budget.

Mr. Billingsley noted the following;

- Projects listed with “***” are considered priorities and the majority of monies are budgeted in years thereafter the six year period.
- Council has approved staff moving forward to update the Development Impact Fee study (DIF) this next fiscal year. After July, the Town will go out to bid to hire a consultant to update the study.
- Some projects will be updated when the DIF is completed.
- Town has two upcoming elections
 - May 17, 2016 Expenditure Limitation
 - August 30, 2016 Home Rule
 - Budget and projects will need to be revisited if the elections do not pass.
 - Information that is being presented is with the assumption that both elections will be approved.
- Some projects have been placed in the CIP and have not advanced or have been achieved due to the following reasons:
 - Various requirements are needed such as environmental documentation, design, etc.
 - Right of way acquisition and utilities need to be moved
- Projects in CIP will not necessarily be completed in one fiscal year and may require carryover
- Explained process for various type projects and possible delays

Mr. Billingsley stated that pavement maintenance and pavement preservation are included in the CIP because of the cost, even though it is not a capital asset.

Mr. Billingsley stated that some projects may not be completed by June 30, 2016, and will need to be carried over to the upcoming fiscal year. The Diversion Dam Project may be carried over to the 2016/2017 Fiscal Year as the Town is working with various agencies to address the different components of the project.

Mr. Billingsley discussed the following CIP projects:

COMBINED SUMMARY

PROJECT TITLE	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
GENERAL FUND TOTAL CAPITAL	-	-	368,400	1,111,748	1,900,676	867,160	\$ 4,247,984
HURF TOTAL CAPITAL	1,214,200	4,523,000	3,198,000	3,509,000	3,804,000	6,901,000	\$23,149,200
WATER FUND - TOTAL CAPITAL	-	1,250,000	1,375,000	2,932,000	1,620,000	5,215,000	\$12,392,000
SEWER FUND - TOTAL CAPITAL	100,000	910,000	600,000	650,000	230,000	17,930,000	\$20,420,000
FLEET & MINOR CAPITAL PROJECTS TOTAL	-	441,975	590,004	352,000	440,000	287,000	\$ 2,110,979
TOTAL CAPITAL PROJECTS	\$ 1,314,200	\$ 7,124,975	\$6,131,404	\$8,554,748	\$7,994,676	\$31,200,160	\$62,320,163

GENERAL GOVERNMENT

PROJECT NO.	PROJECT TITLE	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
GG-16	Parks & Recreation Maintenance Building			50,600	527,300			\$577,900
	2020 General Plan Combine w/ Parks, Trail & Open Space Plan				300,000	300,000		\$600,000
TOTAL PROJECT COST		\$0	\$0	\$50,600	\$827,300	\$300,000	\$0	\$1,177,900

PARKS AND OPEN SPACE

PROJECT NO.	PROJECT TITLE	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
POC-12	Florence Cemetery Main Access Paving				50,000			\$ 50,000
POC-13	Florence Cemetery Fencing			17,800				\$ 17,800
	Ancient Order of United Workers Cemetery/Florence Rotary				30,000	250,000	50,000	\$ 330,000
	Central Arizona Project Canal (CAP) Trail Development**						25,000	\$ 25,000
	Fitness and Recreation Center **						86,250	\$ 86,250
	Heritage Park Improvements						66,500	\$ 66,500
	Dog Park Improvements					4,438	13,313	\$ 17,751
	Main Street Park Improvements				4,448	22,238	171,097	\$ 197,783
	Poston Butte Open Space and Trails Development					39,000	195,000	\$ 234,000
TOTAL PROJECT COST		\$0	\$0	\$17,800	\$84,448	\$315,676	\$607,160	\$1,025,084

Councilmember Hawkins inquired about the Ancient Order of United Workers Cemetery/Florence Rotary Project.

Mr. Billingsley stated that the project is for the Adamsville Cemetery.

Discussion took place regarding the cemetery owner(s), boundary lines, and gravesites.

PUBLIC SAFETY

PROJECT NO.	PROJECT TITLE	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
Fire/PD	Radio Equipment*			100,000	100,000	100,000	100,000	\$400,000
Fire	Extrication Equipment					35,000		\$35,000
Fire	Water Tender			200,000				\$200,000
Fire	Utility/Support Vehicle					300,000		\$300,000
Fire	Transitional Response Vehicle						160,000	\$160,000
PD	Remodel of Evidence Building Garage					650,000		\$650,000
TOTAL PROJECT COST		\$0	\$0	\$300,000	\$100,000	\$1,085,000	\$260,000	\$1,745,000

Mayor Rankin expressed his concern regarding the purchasing of the new radios over the span of four years.

Florence Town Council Work Session Meeting Minutes

May 9, 2016

Page 5 of 12

Mr. Billingsley stated that the wave length is the same; it is the technology that is changing. The existing radios will work. The Town does not have the funding to replace all of the radios and equipment at one time. The oldest equipment and radios will be replaced first and will continue annually until all have been replaced.

Mayor Rankin inquired if the radios in the fire and police vehicles will still work.

Mr. Billingsley stated that the radios will work. The equipment will be replaced in phases due to funding. He stated both the Police and Fire Chief and researching funding options to expedite the replacement of the equipment.

HIGHWAY USER REVENUE FUND (HURF)/TRANSPORTATION

PROJECT NO.	PROJECT TITLE	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
U-01	Storm Water Master Plan				100,000	200,000		\$300,000
T-08	Street Improvement Phase IV - Florence Gardens		1,050,000					\$1,050,000
T-09	Street Improvement Phase V - Florence Gardens			1,000,000				\$1,000,000
T-10/11	Street Improvement Phase I/II			500,000	500,000	500,000	500,000	\$2,000,000
T-12	Kelvin Highway Bridge Replacement				500,000		4,000,000	\$4,500,000
T-14	Roundabout or intersection improvement @ SH79 & 287					1,500,000		\$1,500,000
T-17	Diversion Dam Improvements	600,000	500,000					\$1,100,000
T-31	Felix Road 1/2 Road Improvements (Mesquite Trails)			50,000	575,000			\$625,000
T-32	Adamsville Rd 3/4 Mile Extension to Plant Road						225,000	\$225,000
T-40	Street Improvements - Ruggles						225,000	\$225,000
T-41	Pinal St Drainage (Butte to Ruggles Ditch)						525,000	\$525,000

T-44	Hunt Highway (Phase III of Hunt Highway south to county line)				50,000	304,000			\$354,000
T-48	Centennial Park Avenue (Butte to SR 287)**						76,000		\$76,000
T-52	Hunt Highway (Town Limits to SR-79)				1,284,000				\$1,284,000
	Survey Monumentation/Benchmarking - Phase I				100,000				\$100,000
IIP	Attaway/Hunt Intersection Improvements	100,000	1,077,000						\$1,177,000
	Felix/Hunt Intersection Improvements	80,000	163,000						\$243,000
	Elementary School Area Improvements			500,000					\$500,000
IIP	Hunt Highway Improvements @ Franklin Road Phase I		400,000	648,000					\$1,048,000
T-60	E. 1st Street Pavement		533,000						\$533,000
	Adamsville Road Improvements (Central to Centennial Park)						850,000		\$850,000
	Adamsville Road Main to Central					1,000,000			\$1,000,000
	Merrill Ranch Parkway	334,200							\$334,200
	Pavement Preservation		300,000	500,000	500,000	500,000	500,000		\$2,300,000
	Florence Heights Road Improvements		300,000						\$300,000
	Miscellaneous (HURF Projects)	100,000	200,000						\$300,000
TOTAL PROJECT COST		\$1,214,200	\$4,523,000	\$3,198,000	\$3,609,000	\$4,004,000	\$6,901,000		\$23,449,200

Mayor Rankin inquired if the storm water masterplan will contain studies on the existing flood control dams that impact the Town.

Mr. Billingsley stated that the masterplan will include studies on the existing flood control dams that impact Florence. He explained what the studies will entail and that the studies are for flood-prone areas in Florence.

Mayor Rankin inquired if the land developers will be involved.

Mr. Billingsley stated that he does not believe the land developers will be involved as it is not a FEMA level study. He stated they will be interested in what the areas of concern will be for them and then they will take it from that point.

Mayor Rankin stated that he doesn't see where the taxpayers of the community should pay all the money for the studies when the developers will be the ones who will benefit from them.

Mr. Billingsley stated that it may not benefit them as there may be things that need to mitigate that they were not aware of.

WATER FUND

PROJECT NO.	PROJECT TITLE	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
WU-23	Water Well #1/ Chlorine Building		250,000	750,000				\$ 1,000,000
WU-25	INS Water Line Relocated					120,000		\$ 120,000
WU-26	Water Storage Tank N Florence						1,350,000	\$ 1,350,000
WU-38	Water Line Replacements		250,000	250,000	250,000	500,000	500,000	\$ 1,750,000
WU-64	SCADA Tie Ins (Water)		25,000					\$ 25,000
WU-65	Well No. 5 Booster Pumps		650,000					\$ 650,000
WU-67	Merrill Ranch Well (Initial)				250,000	1,000,000	1,900,000	\$ 3,150,000
WU-68	N. Florence Water Storage Distribution Line			250,000	1,600,000			\$ 1,850,000
WU-70	Prison Complex Water Line (NE Complex)			125,000	832,000			\$ 957,000
WU-74	Water Transmission line Extension - Caliente Entrance to California						1,465,000	\$ 1,465,000
	Well #3 Noise Control		50,000					\$ 50,000
	Rodeo Well Chlorination		25,000					\$ 25,000
TOTAL PROJECT COST		\$0	\$1,250,000	\$1,375,000	\$2,932,000	\$1,620,000	\$5,215,000	\$12,392,000

SEWER

PROJECT NO.	PROJECT TITLE	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
SU-05	Recharge Injection Wells/Polishing Lagoons				500,000			\$ 500,000
SU-06	Sewer Main Extensions & Replacements		100,000	100,000	150,000	150,000	150,000	\$ 650,000
SU-08	Florence - WWTP Expansion						17,150,000	\$ 17,150,000
SU-11	18" Bore across SH 79						100,000	\$ 100,000
SU-12	WWTP Expansion (N. Florence)		635,000	500,000				\$ 1,135,000
SU-15	Lift Station at Hunt Highway & SR 79					40,000	330,000	\$ 370,000
SU-16	Recharge Facility Expansion					40,000	200,000	\$ 240,000
	SCADA Tie ins/Sewer Controls		75,000					\$ 75,000
	Miscellaneous (Sewer Projects)	100,000						\$ 100,000
	Recharge Permitting & Design		100,000					\$ 100,000
TOTAL PROJECT COST		\$ 100,000	\$ 910,000	\$ 600,000	\$ 650,000	\$ 230,000	\$ 17,930,000	\$ 20,420,000

Councilmember Anderson inquired where the funding comes from.

Mr. Billingsley stated that the funding comes from the enterprise fund.

Mayor Rankin inquired if a rate study has been budgeted for and if the current rates will cover all of the improvements.

Mr. Billingsley stated that the Town will expend from their savings and will recover in the future.

Mr. Billingsley stated that the Council was informed incorrectly that the Town was receiving recharge credits for the treated effluent, which the Town does not receive credit. The Town is not permitted to do so, nor does it have the approval from the Arizona Department of Environmental Quality. The Town needs to do it because it is a valuable asset. He stated the farms do not take the Town's water all of the time and the Town discharges a lot of water that, if we were permitted and set to recharge, would receive credits.

MINOR FLEET

PROJECT NO.	PROJECT TITLE	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL
GG	Ford Transit Van		60,000					\$60,000
PS-PD	Chevy Tahoe		53,000					\$53,000
PS-PD	Chevy Tahoe		53,000					\$53,000
PW-HURF	Street Sweeper		175,975					\$175,975
PW-HURF	Grader (Upsizing)		100,000					\$100,000
PW-Sewer	Jetter Vac Truck			340,000				\$340,000
PS-PD	Chevy Tahoe			53,000				\$53,000
PS-FD	Command Veh			65,000				\$65,000
PW-Utilities	Dodge Pickup			33,000				\$33,000
PW-HURF	Dodge Pickup			33,000				\$33,000
PW-Engineer	Ford Explorer			34,004				\$34,004
PW-Fac Maint	Dodge Pickup			32,000				\$32,000
PS-PD	Chevy Tahoe				57,000			\$57,000
PS-PD	Chevy Tahoe				57,000			\$57,000
PS-PD	Chevy Tahoe				57,000			\$57,000
PS-PD	Chevy Tahoe				57,000			\$57,000
PW-HURF	Dump Truck				124,000			\$124,000
PS-PD	Chevy Tahoe					57,000		\$57,000
PS-PD	Chevy Tahoe					57,000		\$57,000
PS-PD	Chevy Tahoe					57,000		\$57,000
PW-Utilities	Dodge Pickup					72,000		\$72,000
PW-HURF	Mechanic's Truck					35,000		\$35,000
PW-HURF	Water Truck					90,000		\$90,000
PW-HURF	Dodge Pickup					36,000		\$36,000

PW-HURF	Dodge Pickup					36,000		\$36,000
PS-PD	Chevy Tahoe						57,000	\$57,000
PS-PD	Chevy Tahoe						57,000	\$57,000
PS-PD	Chevy Tahoe						57,000	\$57,000
PS-PD	Chevy Tahoe						57,000	\$57,000
PW-HURF	Stake Bed Truck						59,000	\$59,000
TOTAL FLEET REQUESTS		\$0	\$441,975	\$590,004	\$352,000	\$440,000	\$287,000	\$2,110,979

Mayor Rankin stated that the Town used to have an agreement with the City of Coolidge to utilize their equipment.

Mr. Billingsley stated that the Town no longer has an agreement with the City of Coolidge to share equipment.

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.

Mr. Dick Wagner, Florence Resident, stated that Pinal County chip sealed Hunt Highway from Arizona Farms Road to the Johnson Utilities facility. He stated, per his conversation with the Pinal County Highway Department, the cost was \$53,000 for a two-lane one mile highway inclusive of markings. He stated if you remove the ¼ mile of highway that runs through Magic Ranch from Arizona Farms Road to the Pulte Highway by the hospital, it is approximately 2.7 miles, or approximately \$143,000. He stated that he does not know if the \$100,000 is still available. He asked Council to consider this project as a temporary patch. He inquired how much has been invested in repairs in this part of the road.

Mr. Jim Tchida, Florence Resident, stated that he would like the Town to create a program with \$50,000 seed money to reimburse property owners for beautification projects they complete for street appeal. He stated the City of Maricopa and City of Queen Creek have similar projects. He stated it would be done through a competitive process and not everyone would be approved. He stated that he has forwarded program material to Mr. Billingsley. He stated that the \$50,000 could fund ten projects and could expand in future years.

CALL TO THE COUNCIL – CURRENT EVENTS ONLY

Vice-Mayor Walter thanked everyone for their attendance. She reminded the public to vote in the upcoming election and reminded everyone who received early ballots to return their ballots

to Pinal County Elections Department. The expenditure limit is on the ballot and this would allow the Town to carry forward the budget that was presented at this worksession.

Vice-Mayor Walter stated that on May 19, 2016, there will be a meeting regarding the Florence Copper Project at the Florence High School, from 6:00 pm to 9:00 pm. She invited the public to attend.

Mayor Rankin stated that the election is very important. He stated that seven Florence High School seniors who have enlisted in the armed services will attend the May 16, 2016 Council meeting. He invited everyone to come to the meeting to support them.

ADJOURNMENT

On motion of Councilmember Woolridge, seconded by Vice-Mayor Walter, and carried to adjourn the meeting at 5:55 pm.

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 May 9, 2016, and that the meeting was duly called to order and that a quorum was present.

Lisa Garcia, Town Clerk

MINUTES OF THE TOWN OF FLORENCE COUNCIL MEETING OF THE FLORENCE TOWN COUNCIL HELD ON MONDAY, MAY 16, 2016, AT 6:00 P.M., IN THE FLORENCE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

CALL TO ORDER

Mayor Rankin called the meeting to order at 6:03 p.m.

ROLL CALL:

Present: Rankin, Walter, Woolridge, Hawkins, Guilin, Anderson, Wall

MOMENT OF SILENCE

Mayor Rankin called for a moment of silence.

PLEDGE OF ALLEGIANCE

Mayor Rankin led the Pledge of Allegiance.

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.

Mr. Brad Henton, El Dorado Holdings, representing El Dorado Arizona Farms, LLC, spoke in support of Item 13d – Arizona Farms annexation application. He stated the annexation has been narrowed down to something that is more manageable, more strategic and more in-line with what the Town is more comfortable with. He stated that they came before Council in August 2014, and obtained approval of their pre-annexation development agreements and zoning. He stated that the approval was rescinded one year later because of the failed annexations in which their property was in both the Magic Ranch and Arizona Farms annexations. He stated they are not happy with the time frame that has lapsed and are eager to be in the Town of Florence.

Mr. Henton stated that they are not happy having to renegotiate and start over with the three annexation agreements. Their hope is that it would be a quick and timely process to begin again with the annexation. They have spent the last ten months to get to this point and are not eager to renegotiate something that was previously unanimously approved. Although they want to be in the Town of Florence, they don't have to be. They will process with Pinal County if things continue to be prolonged any further.

MOTION TO ADJOURN TO MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 BOARD.

On motion of Councilmember Woolridge, seconded by Councilmember Hawkins, and carried to adjourn to Merrill Ranch Community Facilities District No. 1 Board.

ROLL CALL

Present: Rankin, Walter, Woolridge, Hawkins, Guilin, Anderson, Wall

NEW BUSINESS

Discussion/Approval/Disapproval of ratifying an Engagement Agreement with Michael Cafiso and Greenberg Traurig LLP, for The Merrill Ranch Community Facilities District No. 1.

Mr. Clifford L. Mattice, Board Attorney, stated the the District routinely hires bond counsel for legal advice on the bonds issued for the benefit of the District. For many years, the District has engaged Michael Cafiso as its bond counsel. Mr. Cafiso's primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of bonds for the District. Bond counsel opines, in writing, that the relevant bonds are binding, valid and payable from certain designated revenue sources. The fees for Mr. Cafiso's services are \$40,000 and will be paid at the closing out of proceeds of the sale of the bonds. A statement for such fees is customarily submitted by bond counsel at the time of closing. He stated that there are other bond counsels in Arizona.

Vice-Chairman Walter inquired if the \$40,000 is per bond or on an annual basis. She also inquired if the fee can exceed \$40,000 for the costs that are incurred.

Mr. Mattice stated that the fee is based on the processing of the issuance of those bonds and not an annual fee. He stated that the fee would be status quo, as indicated in the agreement.

Mr. Brent Billingsley, Board Manager, stated that the two bond issuances are different. He stated the Merrill Ranch Community Facilities District No. 1 is for Special Assessment (SA) Bonds and the Merrill Ranch Community Facilities District No. 2 is for General Obligation (GO) Bonds. He stated that each of the bonds are for a different grade and are a different type of bond.

Mr. Billingsley stated that the GO Bonds will be sold in New York on the open market. The Town went to a rating agency for the GO Bonds to obtain a bond rating. The fee is capped at a not to exceed amount of \$80,000. The SA Bond fee is capped at a not to exceed amount of \$40,000.

Councilmember Walter inquired if the Town had gone out to bid for bond counsel prior to presenting this item to Council for consideration.

Mr. Mattice stated that this item is for ratification. Mr. Cafiso and his firm have been involved since the inception of the districts. They are intimately familiar with the Districts, improvements and all of the related development agreements and are uniquely qualified in this capacity to handle the Districts.

Mr. Billingsley explained that typically you have a bond counsel that is made up of a firm and they are the bond counsel throughout the life of the financing. Greenberg Traurig, LLP will likely be the bond counsel on all issuances having to do with these Community Facilities Districts (CFDs). The time frame will be a minimum of 30 years.

Boardmember Anderson inquired when the fee is payable.

Mr. Mattice stated that the amounts are paid out of the closing costs.

Mr. Gabe Garcia, Board Treasurer, stated that the bonds will go to sale shortly after the agreement is ratified and the other necessary steps have been completed to get the bonds ready to sell through private placement. This should be completed this fiscal year.

Boardmember Anderson inquired if the fees are included in the budget.

Mr. Garcia stated that the fees are budgeted for.

Mr. Billingsley stated that they have a schedule for bond sales and have been consistent with the schedule, aside from one week by the bonding agency. He stated that the District is obtaining bond insurance to improve the bond rating. The calendar is to ensure that the bonds go to market prior to end of this fiscal year. The Town does not budget the fee; it is part of the sale, which are similar to closing costs. The fee is considered a processing fee.

On motion of Boardmember Guilin, seconded by Boardmember Anderson, to approve ratifying an Engagement Agreement with Michael Cafiso and Greenberg Traurig LLP, for The Merrill Ranch Community Facilities District No. 1.

Roll Call Vote:

Chairman Rankin: Yes

Vice-Chairman Walter: Yes

Boardmember Woolridge: Yes

Boardmember Hawkins: Yes

Boardmember Guilin: Yes

Boardmember Anderson: Yes

Boardmember Wall: Yes

Motion Passed: Yes: 7; No: 0

MOTION TO ADJOURN FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 BOARD.

On motion of Boardmember Woolridge, seconded by Vice-Chairman Walter, and carried to adjourn from Merrill Ranch Community Facilities District No. 1 Board.

MOTION TO ADJOURN TO MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 BOARD.

On motion of Councilmember Woolridge, seconded by Vice-Mayor Walter, and carried to adjourn to Merrill Ranch Community Facilities District No. 2 Board.

ROLL CALL

Present: Rankin, Walter, Woolridge, Hawkins, Guilin, Anderson, Wall

NEW BUSINESS

Discussion/Approval/Disapproval of ratifying an Engagement Agreement with Michael Cafiso and Greenberg Traurig LLP, for The Merrill Ranch Community Facilities District No. 2.

Mr. Mattice stated the the fee is based on the time spent by Mr. Cafiso and his law firm. The not to exceed amount is \$80,000.

On motion of Vice-Chairman Walter, seconded by Boardmember Guilin, to approve ratifying an Engagement Agreement with Michael Cafiso and Greenberg Traurig LLP, for The Merrill Ranch Community Facilities District No. 2.

Roll Call Vote:

Chairman Rankin: Yes

Vice-Chairman Walter: Yes

Boardmember Woolridge: Yes

Boardmember Hawkins: Yes

Boardmember Guilin: Yes

Boardmember Anderson: Yes

Boardmember Wall: Yes

Motion Passed: Yes: 7; No: 0

MOTION TO ADJOURN FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 BOARD.

On motion of Boardmember Woolridge, seconded by Vice-Chairman Walter, and carried to adjourn from Merrill Ranch Community Facilities District No. 2 Board.

PRESENTATIONS

Proclamation declaring Florence's pride in those who have enlisted in the military and to urge all citizens to continue to support our military service personnel and the families of those who are serving in our armed forces.

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, read the proclamation for the record.

Mayor Rankin declared Florence's pride in those who have enlisted in the military and urged all citizens to continue to support our military service personnel and families of those who are serving in our armed forces.

Mayor Rankin presented each of the students with their proclamation. He stated they are the future of our country and they need to make their parents, the community, and themselves proud of whom they are. He encouraged the enlistees to remember what it is they are doing for their community. He stated that many people will be dependent on them and to remember Florence has their back. Florence is very proud of them.

Councilmember Woolridge stated that she is very proud of each of them and will be praying for their success, safety and protection.

Mayor Rankin congratulated the parents for raising fine, young individuals.

Proclamation declaring May 20, 2016 as Advocates for Individuals with Disabilities Day in Florence, Arizona.

Mr. Brent Billingsley, Town Manager, read the proclamation for the record.

Mayor Rankin proclaimed May 20, 2016 as Advocates for Individuals with Disabilities Day in Florence, Arizona.

Presentation by the Greater Florence Chamber of Commerce recognizing Old Pueblo Restaurant, as the Business of the Month.

Ms. Jessica Moore, Executive Director, Greater Florence Chamber of Commerce, recognized Old Pueblo Restaurant as the business of the month. She stated that Old Pueblo has been serving authentic Mexican cuisine for over 30 years. They are active supporters of the Rotary Club, Lions Club and the Greater Florence Chamber of Commerce. She stated that they recently celebrated their 30 Year Anniversary and that they are grateful for their participation and assistance they have provided to the Chamber and to the community.

Mayor Rankin congratulated Old Pueblo Restaurant.

CONSENT: All items on the consent agenda 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.

Authorization to enter into a three-year Revocable License/Lease and Professional Service Agreement with the Greater Florence Chamber of Commerce for McFarland State Historic Park.

Acknowledgement of Interlocking Concrete Pavement Institute Southwest Chapter's top award for the paver design and installation work at the Phase One Territory Square project in Florence.

Adoption of Resolution No. 1584-16

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, read Resolution No. 1584-16 by title only.

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING THE TOWN OF FLORENCE RECOMMENDED FISCAL YEAR 2016-2017 EMPLOYEE COMPENSATION AND CLASSIFICATION PLANS.

Adoption of Resolution No. 1585-16:

Ms. Lisa Garcia read Resolution No. 1585-16 by title only.

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, APPROVING THE MAP OF DEDICATION FOR DIVERSION DAM ROAD AND AUTHORIZING EXECUTION BY THE TOWN MANAGER OF SUPPORTING DOCUMENTS.

Approval of entering into a one-year extension of the Emergency Ambulance Transportation Agreement between Southwest Ambulance of Casa Grande, Inc. (CON#85) (now American Medical Response) and the Town of Florence.

Approval of entering into an amended contract with Arizona Academy of Emergency Services (now Arizona Partnership for Paramedic Training) for paramedic training.

Approval of accepting the register of demands ending March 31, 2016, in the amount of \$1,859,057.11.

Approval of the April 4, April 11, and April 18, 2016 Council minutes.

Receive and file the following board and commission minutes:

March 10, 2016 Arts and Culture Commission minutes.

March 30, 2016 Historic District Advisory Commission minutes.

February 17, 2016 Library Advisory Board minutes.

March 17 and April 21, 2016 Planning and Zoning Commission minutes.

On motion of Councilmember Anderson, seconded by Councilmember Hawkins, and carried to approve the Consent Agenda, as written with the exception of Item 11c.

Adoption of Resolution No. 1584-16

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING THE TOWN OF FLORENCE RECOMMENDED FISCAL YEAR 2016-2017 EMPLOYEE COMPENSATION AND CLASSIFICATION PLANS.

Councilmember Guilin stated that it is her understanding that all employees would receive a 3% stipend; however, it reads that it is based on performance. She inquired if everyone will receive the 3% stipend or will it be between 1% and 3%.

Mr. Billingsley stated that it is a 3% stipend. The compensation study is the same that was approved in the current fiscal year.

On motion of Councilmember Guilin, seconded by Councilmember Woolridge, and carried to adopt Resolution No. 1584-16.

UNFINISHED BUSINESS

Ordinance No. 650-16:

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, read Ordinance No. 650-16 by title only.

AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, APPROVING THE DOWNTOWN COMMERCIAL ZONE CHANGE LOCATED IN AN AREA GENERALLY BOUND BY RUGGLES STREET TO THE NORTH, BUTTE AVENUE TO THE SOUTH, QUARTZ STREET TO THE WEST AND PINAL STREET TO THE EAST (PZ-15-52 ZC).

Mr. Mark Eckhoff, Community Development Director, stated that the first reading and public hearing were conducted on May 2, 2016.

Mayor Rankin inquired if there are additional property taxes imposed on those in the Historical District.

Mr. Eckhoff stated that the Pinal County Assessor decides how to assess a property based on how the property is being used and the types of improvements that are on the property. He stated that if you are in the Historic District there is a way to go through Pinal County and the State to have incentives for being in the Historical District.

On motion of Councilmember Guilin, seconded by Councilmember Woolridge, and carried to adopt Ordinance No. 650-16.

NEW BUSINESS

Resolution No. 1583-16:

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, read Resolution No. 1583-16 by title only.

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, APPROVING A TOWN CORE INCENTIVE PLAN REQUEST FOR PINAL COUNTY ASSESSOR PARCEL NUMBER 200-44-0750 (CASE PZ 16-29 INF).

Mr. Eckhoff stated that Mr. Travis Armstrong, owns property with two potentially historic nonconforming homes on a single lot located at the intersection of 11th Street and Central. He stated that it is likely that one home was once an accessory structure to the larger home and built sometime in the 1970s. He stated that they researched the property and found that it is zoned single family residential. Based on the criteria for the zoning and size of the lot, only one home could be on the lot.

Mr. Eckhoff stated that staff did inspect the second home and it is a well-built home with all the necessary features. He stated that the zoning would allow it to be an accessory building or

mother-in-law type quarters. The second home has a kitchen, bedroom and dining facilities and cannot be allowed under the current zoning.

Mr. Eckhoff stated that it would be a good opportunity to apply the Infill Incentive Tool to allow them to have the two structures on the lot and have each home hooked up with their own utilities and their own address. This will allow Mr. Armstrong to have the second home occupied.

Mr. Eckhoff stated that this item went before the Planning and Zoning Commission and they are forwarding their support.

Councilmember Hawkins stated that this is a good example of utilizing the Infill Incentive Tool to help solve some of the problems in the Town core.

On motion of Councilmember Guilin, seconded by Vice-Mayor Walter, and carried to adopt Resolution No. 1583-16.

Discussion regarding potential treatments at intersections on north Main Street and adjoining crosswalks, to properly accommodate equestrian traffic.

Mr. Billingsley stated that Council asked staff to check on a number of things pertaining to potential treatments for the intersections on north Main Street and adjoining crosswalks, which included:

- Sealants
- Sandblasting so the concrete treatments would not turn black with traffic
- To contact other communities that have parades with equestrian entries
- Reach out to vendors to see what potential treatments the Town could do to beautify the intersections while protecting pedestrian and equestrian safety

Mr. Billingsley stated a number of entities were contacted, specifically the vendors who do the treatments in Scottsdale. He stated one of vendors, Decorative Paving Solutions, is present and has displayed samples for Council to review. He stated that with regards to treatments, the Town could do:

- Sandblasting with no sealant
- Sandblasting or grinding and providing a sealant
 - Two different types were tested
- Grinding, priming and adding a polymer coating with sand for those specific intersections that can be colored

Mr. Billingsley stated that there are a number of options available, including:

- Leave status quo
- Selection of one of the above-mentioned alternatives
- Modification of the parade route so they do not go across the decorative intersections

Vice-Mayor Walter stated that there have been incidents in which pedestrians fell and inquired if the Town has any documentation on the incidents of anyone being hurt.

Mr. Billingsley stated that he did not believe any claims were submitted.

Mayor Rankin stated to the best of his knowledge, two horses had issues, but no claims were submitted.

Councilmember Hawkins expressed his opinion that the Town should do the sandblasting and leave the color status quo. He does not believe that it will turn black; however, if it does turn black, staff can power wash the road. He stated that normally rubber boots are put on animals when they are on any hard surfaces such as pavement and concrete. He stated that this would be the most cost efficient method.

Vice-Mayor Walter stated that she agrees with Councilmember Hawkins that the horses can wear rubber boots for the parades. She stated that it was confirmed that there are no known incidents that have occurred. The Town paid \$240,000 in 2013 to have it installed and cannot see the rush to sandblast it and spend an additional \$17,000 to \$40,000.

Councilmember Hawkins stated that they are not only worried about the horses; they are also concerned about slippage when it rains as this could pose a liability for the Town. He stated that he was surprised that epoxy was installed. He has seen sealant placed on stamped concrete but has never seen epoxy added before. He noted that Main Street is concrete and does not have a coating on it.

Vice-Mayor Walter stated that it has remained the same for three years and there have been no incidents.

Councilmember Hawkins stated that claims may not have been submitted; however, he has heard reports where people have slipped on it.

Councilmember Anderson stated that he has slipped on it and have seen other people slide as well, as the surface is very slick. He stated the epoxy coating was added to make the intersections more recognizable so people would see the crosswalks when they were driving. He stated that he does not have a problem with the sandblasting but feels that the intersections should be striped.

Councilmember Hawkins stated that the concrete is a different color and is visible. He stated that the color is in the concrete and goes down six inches. His understanding is that they are only sandblasting the clear coat off and the sandblasting will not remove the color.

Mr. Billingsley stated that the concrete is colored. The only part that is not colored is the grey concrete strips where the striping is for the crosswalks. He stated that the grey areas could be striped with glass beads.

Councilmember Hawkins stated that you could stain the grey concrete strips. He stated that the beads will wear off and then they are back to the slickness again.

Mayor Rankin inquired what the life expectancy is for the beads.

A representative from Decorative Paving Solutions stated that they use the same system in the City of Scottsdale for non-slip pedestrian and horse crossing. This product is made for heavy

traffic. It has been installed on Scottsdale Road, which takes approximately 45,000 + cars per day and they have not had to do any touch ups in seven years. The coating is a much different product than sealant on concrete. He stated that the life expectancy is approximately seven years before you need to recoat and believes the life expectancy will be longer in Florence because of the use.

Councilmember Wall inquired if any of the samples provided includes glass beads.

Mr. Billingsley stated that none of the samples provided have the glass beads. The glass bead method will be a hybrid of all three samples. This would entail sandblasting with no sealant and the coating for the crosswalks will be done in white with glass beads.

Councilmember Wall inquired what the cost will be.

Mr. Billingsley stated the estimated cost is between \$22,000 -\$30,000.

Mayor Rankin stated that the liability on people is more than the liability of horses. He inquired if the concrete will deteriorate faster without the seal coat.

Mr. Billingsley stated that the concrete installed is 4,000 psi. He stated that it will expose some of the aggregate, but it will not make a huge difference. He stated that the proposed coating is better than what is currently applied. The main difference is not the roughness; it is a deeper color because it impregnates the concrete in a different way, and has sheen.

Mayor Rankin stated that he would prefer not to have the sheen as horses back away from the shine. He would like Council to authorize \$30,000 for this project and have Council review the samples and collectively decide which option to pursue.

Councilmember Hawkins stated that he would prefer that this item be tabled and for Council to have a work session between now and Jr. Parada to further discuss this issue.

Vice-Mayor Walter would prefer to have a work session as well.

Mayor Rankin stated that the Town is considering having a parade in October for the 150th Celebration.

On motion of Councilmember Hawkins, seconded by Vice-Mayor Walter, and carried to table choosing potential treatments at intersections on north Main Street to a work session.

Discussion/Approval/Disapproval of authorizing the Town's membership to East Valley Partnership.

Mayor Rankin introduced Mr. John Lewis, Mayor of Gilbert and Director of East Valley Partnership. He stated that the East Valley Partnership is an organization that he believes the Town should be a member of. There are several things coming the Town's way such as the North South Corridor. He stated the residents want more job opportunities and the Town needs the contacts with various entities such as East Valley Partnership.

Mr. John Lewis, Mayor of Gilbert and Director of East Valley Partnership, stated that East Valley Partnership started in 1982 and is comprised of businesses, education, government and community leaders. He stated that there are 120 organizations that are part of the East Valley Partnership.

Mr. Lewis explained the value Gilbert has received by being part of the East Valley Partnership. He explained what has transpired in the last 30 years for Gilbert, including size, growth and population. He stated that it is expected that approximately one million more people will be added to the population and the population will continue to spread north and into the Superstition Vistas. He stated that the Partnership puts a lot of emphasis on education, transportation planning, and advocacy with other governmental and community leaders and economic development. He provided a packet for Council to review.

Councilmember Wall stated that she has not had an opportunity to review the packet. She would prefer to review the packet before a motion is made to join.

Mr. Lewis stated that there are monthly board meetings as well as quarterly meetings which are larger gatherings that include breakfast with the Governor, a Statesman Lunch which includes the Congress leaders from Washington DC, Salt River Project, Arizona Public Service and Cox.

Mayor Rankin stated that Florence is the most eastern community of the east valley. Growth is coming towards Florence which is why Florence is doing annexations. He stated that he believes Florence should join this organization and the budget will allow for the membership fee. He stated that the benefits include the economic driver as well as the political support with regards to the North South Corridor. He stated that communication with Pinal County sometimes breaks down and referenced an article that appeared in the Casa Grande Dispatch which referenced foreign investors looking for a place for their business and Pinal County showcased San Tan Valley and Casa Grande.

Mayor Rankin stated that what is offered in the membership outweighs the cost and reiterated the benefits of joining the East Valley Partnership.

Councilmember Hawkins stated that he is in agreement with Councilmember Wall and would prefer to have an opportunity to review the material before making a decision. He does see that it would be beneficial to join; however he would still prefer to do his due diligence first.

Councilmember Anderson asked what benefits has the City of Gilbert received as a result of being a member.

Mr. Lewis stated the benefit they receive is a team effort with representation and benefits with growth. They were also a strong advocate for transportation.

Councilmember Woolridge stated that she sees where it will be a benefit for Florence but would like to see this on the next agenda. This would provide an opportunity for the Council to review the material.

Vice-Mayor Walter stated that she would like this item tabled until the next meeting.

On motion of Vice-Mayor Walter, seconded by Councilmember Wall, and carried to table the Town's membership to East Valley Partnership to the June 6, 2016 Town Council meeting.

Discussion/Approval/Disapproval of directing staff to commence Pre-Annexation and Development negotiations with all applicable parties seeking annexation into the Town of Florence, per the proposed 2016 Arizona Farms annexation application.

Mr. Eckhoff stated that the Town has received an application from El Dorado, Arizona Farms, LLC, on behalf of several parties. Staff has been working with El Dorado since 2013 and worked with the Town on the Arizona Farms and Magic Ranch annexations. They have now filed an application to annex in the northern area of the Town's planning boundary and northern area of the corporate limits. He stated that the land is undeveloped or farm land.

Mr. Eckhoff stated that the subject site was previously included within both the Magic Ranch and Arizona Farms annexation areas. Though those annexations were not successful, all of the above entities remain interested in the opportunity to develop their properties within the Town, subject to the successful negotiations of PADAs and zone changes. This revised annexation area, which its descriptive name is expected to be changed to the 'El Dorado Langley Annexation', runs along the south side of Arizona Farms Road, generally bounded by the Quail Run Lane alignment to the west, Felix Road to the east and the Heritage Road alignment to the south. The site consists of farm land with no structures. A portion of the Copper Basin Railroad is located within the annexation area (Copper Basin retains a neutral position on annexation).

Mr. Eckhoff stated that there is a land use map that was provided with the application in 2014 with the assumption that the land use map would be similar going forward. Some smaller properties would be added to the plan.

Mr. Eckhoff stated that approximately one year ago, Council and staff had discussions regarding annexations and fiscal impacts associated with annexations and the necessity to obtain Council direction prior to filing for annexations. Staff is presenting El Dorado's application for Council's direction to pursue the PADAs and to consider the fiscal implications with regards to the annexation of this magnitude.

Mr. Eckhoff stated items to be included in the PADAs include:

- Infrastructure
- Phasing
- Parks
- Services provided by the Town of Florence
- How services would provided
- Impacts to the community
- Importance of the North South Corridor
 - How the Town would work with the property owners and guarantee that the Town could reserve that alignment and work towards getting that right-of-way permit reserved.

Mr. Eckhoff stated that there is much more certainty on the corridor and the alignment that when they first started the application process. He explained the alignment of the North South Corridor and the delicacy of where the freeway would have to thread through due to various infrastructure and sub-stations. He stated that another potential that has evolved is working with

Central Arizona Association of Governments and Pinal County to develop a parkway system within the corridor in advance of Arizona Department of Transportation having the funds and the capacity to build the actual freeway infrastructure within the corridor.

Mr. Eckhoff stated that the project is very strategic and there are benefits to annexing them into the Town. He stated that because growth will not be here in the near future, the Town must consider how the Town will provide services adequately to the development and how the Town will be able to do that in a way that is fiscally responsible.

Mr. Eckhoff stated that if Council authorized staff to move forward, the plan would be to present to Council a variety of scenarios. The two most likely scenarios are:

- The negotiated PADAs are approved, or approved with changes, and staff is directed to proceed with the filing of the proposed Arizona Farms annexation.
- The PADAs are not approved (or negotiations cease to occur or to be productive) and staff is directed to not file the proposed Arizona Farms annexation.

Mr. Eckhoff explained the risks should Council elects to postpone the process until a later date, which includes:

- Developer chooses to develop the property in the unincorporated area of Pinal County
- Possible annexation in the San Tan Valley area

Mr. Eckhoff stated that the recommendation is for Council to authorize staff to commence discussions and negotiations on the PADAs with all applicable parties.

Councilmember Hawkins stated that due to the upcoming Council seat elections, it would be best if all annexations are postponed until after the new Council is seated and let them make the decision.

Councilmember Anderson stated that he does not see an issue with staff to start the study and negotiations but would rather wait for the new Council to vote on the annexation.

Councilmember Hawkins stated he does not see the purpose of having staff expend time and resources on an issue that the Council has not decided if they want to move forward on.

Mayor Rankin stated that he agrees with Councilmember Anderson as the negotiations take time. He stated that this is an opportunity for the Town if they want the Town to continue to grow and does not agree that they should postpone this. He would prefer that staff move forward and bring back their findings to the Council.

Vice-Mayor Walter stated that at the call to the public Mr. Henton stated that the Council had previously approved the PADA. She stated that he is correct, but the Council did not have all of the information at that time and there have been changes with staff and Council. She stated that the annexations are valuable and the community that they want to bring is also valuable for the Town.

Councilmember Hawkins stated that he does not think that the economy is going to boom next year. He does not understand why Council wants to spend time and resources on something that the new Council may not want to do. He would prefer that the new Council make that decision.

Vice-Mayor Walter inquired if there are costs incurred for negotiations.

Mr. Eckhoff responded that there would be costs associated with the annexation and development agreement discussions in the fact that they would be spending staff time and resources. If supplemental information is needed, the applicant would be asked to provide it at their cost.

Mayor Rankin inquired if staff time would be the bulk of the expense.

Mr. Eckhoff stated that staff time would be the bulk of the expense.

Mr. Billingsley stated aside from staff time, the other costs that the Town may occur include costs for a fiscal analysis if the applicant was unwilling to provide for it. There may be costs associated with this if Council asks staff to hire an outside specialist in land use law to assist in the development agreement.

Mayor Rankin asked if the costs could be negotiated with the developers.

Mr. Billingsley stated that they could ask the developers to contribute to the cost; however, there is nothing that requires them to do so.

Councilmember Wall stated that she was not on the Council in 2013 when the annexation efforts took place. It was her understanding that the development agreements were all cancelled as a result of the failure of those annexations. She stated that her concern would be that the Town has two elections coming up where the future of the Town's budgetary limitations are at stake. Even though staff time seems to be the most significant cost in this phase, the Town does not know what the financial situation will be until after tomorrow's election and the August election.

Vice-Mayor Walter stated that if the Town moved forward they would only be utilizing the current staff time. There would be nothing to lose. The Town has the ability to grow because they are not land locked and they have an opportunity to work with someone who wants to come into Florence and stimulate economic development. She stated that she does not see any issues with moving forward with negotiations.

Councilmember Guilin stated that it is most important that you have an independent financial analysis by an outside consultant as well as specialized counsel for this. She stated that she does not feel comfortable going forward without those two items set in place and that would be a significant expense.

Vice-Mayor Walter stated that they could always come back to Council if they needed to expend funds for those items.

Councilmember Hawkins stated outside research will cost money.

On motion of Councilmember Hawkins, seconded by Councilmember Wall, to table this annexation and all further annexations, including negotiations, until after the November 2016 election.

Vice-Mayor Walter asked for clarification if the motion put everything on hold or if it excludes negotiations.

Councilmember Hawkins stated that his motion puts everything on hold as everything will cost money.

Councilmember Anderson stated that the Town should not be in negotiations at this time. He asked for staff to provide some type of study as to what the requirements would be for an annexation.

Councilmember Hawkins calls for the question and ends the debate.

Ms. Garcia explained that a "Yes" vote means that the discussion should be ended. A "No" vote means that discussion continues.

Roll Call Vote on the Call to the Question:

Councilmember Hawkins: Yes
Councilmember Wall: Yes
Councilmember Anderson: Yes
Councilmember Guilin: Yes
Councilmember Woolridge: Yes
Vice-Mayor Walter: Yes
Mayor Rankin: No

Motion Passed: Yes: 6; No: 1

On motion of Councilmember Hawkins, seconded by Councilmember Wall, to table this annexation and all further annexations, including negotiations, until after the November 2016 election.

Roll Call Vote:

Councilmember Hawkins: Yes
Councilmember Wall: Yes
Councilmember Anderson: Yes
Councilmember Guilin: Yes
Councilmember Woolridge: Yes
Vice-Mayor Walter: Yes
Mayor Rankin: No

Motion Passed: Yes: 6; No: 1

TOWN MANAGER'S REPORT

Mr. Billingsley reminded the public that the election is tomorrow. The tentative results can be found online at the Pinal County website. The results that will be shown tomorrow will be unofficial until all ballots have been processed.

Mr. Billingsley presented to the Florence Police Department's Citizens Academy Class 1. He thanked Police Chief Hughes, police officers and those who participated in the Academy. He stated that the class lasted eight weeks and had 13 participants who ranged in age from 20 to 93. He stated that the academy covered a variety of topics. Graduation was done on May 11, 2016.

Mr. Billingsley read a letter received by one of the graduates, which read:

"Brent,

I just wanted to pass along to you how terrific this experience was. Before I went, I had a lot of ideas about what was or was not happening but there is nothing like experiencing policing from their own mouths to make you understand even just a piece of what they do and put up with and risk every day. Every single officer presented well and thoroughly and really made me proud of our force and much more comfortable of who is keeping us safe.

I would like to especially thank Chief Hughes for this program and Sergeant Campbell who led the program throughout. I know Sergeant Campbell went the extra mile to get us involved and able to participate especially in the firearms session. Every single sergeant and officer was just terrific.

My hope is that this will be offered again and I will do my best to spread the word to get more citizen participation."

Mr. Billingsley read a second note that was received which read:

We would like to thank Meghan Cetta and her staff from the Town of Florence Parks and Recreation Department for an amazing, affordable, functional and beautiful venue and their unbelievably amazing customer service. We couldn't have been happier. Thank you."

Mr. Billingsley stated that the Police Department is still issuing notice for parking violations. One of the things that he found interesting is that he has four weeks of data and what he sees occurring is the number of total warnings is significantly reducing over time. He stated that warnings were issued as follows:

Week 1	42 warnings
Week 2	23 warnings
Week 3	8 warnings
Week 4	9 warnings

Mr. Billingsley thanked the Police Officers and the volunteers for their efforts. Warnings are taking affect and drivers are heeding those warnings and are changing their behavior.

Mr. Billingsley stated that the Arizona Department of Environmental Control (ADEQ) will be conducting a public hearing regarding Florence Copper on Thursday, May 19, 2016, at 6:00 pm, at the Florence High School Gym.

Florence Town Council Meeting Minutes

May 16, 2016

Page 16 of 18

DEPARTMENT REPORTS

Community Development

Courts

Finance

Fire

Library

Parks and Recreation

Police

Public Works

Councilmember Anderson stated that there are three individuals who are enrolled in the Fire Marshall's course. He thanked the Fire Department and the Building Inspector for enrolling.

The Department Reports were received and filed.

CALL TO THE PUBLIC

There were no public comments.

CALL TO THE COUNCIL – CURRENT EVENTS ONLY

Councilmember Hawkins encouraged everyone to come out and vote tomorrow. He also encouraged everyone to attend the ADEQ Public Hearing to voice their opinion or to have their questions answered.

Councilmember Woolridge stated that ADEQ has not issued a permit for Florence Copper. The permit will be issued after the hearing so they really need everyone to come out and give comments regarding the process that they want to do in our town that could possibly contaminate our water source. She asked that the public be present.

Councilmember Guilin complimented the Town Administration, Town Manager and Town staff for the improvements done on Butte Avenue and Adamsville Road. She stated that the pavement looks great and it is a real compliment to the Town to see that improvements are being made on our streets.

Vice-Mayor Walter stated that tomorrow is the last day to vote.

Mayor Rankin stated that the election and the ADEQ hearing are very important to the future of Florence. He stated that he was at the Aquatic Center on Saturday and there were approximately 250 to 300 people in attendance and not all of them were from the Florence core. He commended the Parks and Recreation staff for their work.

Mayor Rankin stated that he voted on no on two items and he votes for what he thinks is best for the Town of Florence. Each Councilmember does the same thing. He respects the decision given by the Council.

ADJOURNMENT

On motion of Vice-Mayor Walter, seconded by Councilmember Hawkins, and carried to adjourn the meeting at 7:55 pm.

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 May 16, 2016, and that the meeting was duly called to order and that a quorum was present.

Lisa Garcia, Town Clerk

**MINUTES OF THE TOWN OF FLORENCE ARTS AND CULTURE COMMISSION
SPECIAL MEETING HELD ON THURSDAY, APRIL 14, 2016, AT 6:00 PM, AT THE
FLORENCE COMMUNITY CENTER, LOCATED AT 778 NORTH MAIN STREET,
FLORENCE, ARIZONA.**

CALL TO ORDER:

Chairman Cochran called the meeting to order at 6:00 pm.

ROLL CALL:

Present: Rankin, Cochran, Curran, Hansen, Duncan

PLEDGE OF ALLEGIANCE

NEW BUSINESS

Discussion/Approval/Disapproval of Minutes from the March 10, 2016 Regular Meeting

On motion of Vice Chairman Hansen, seconded by Commissioner Duncan, and carried to approve the March 10, 2016 Regular Meeting minutes.

Discussion of the Annual Project Plan

Chairman Cochran said that some items have been achieved and others may not be necessary. She asked the commission to revisit the plan, delete some of the items and in their place, come up with some doable activities. She suggested coming up with activities that really include town people and encourage them to be a part of the arts here. She wants all communities of the town to become part of it.

The Arts and Cultural Asset Inventory is ongoing and will remain on the plan. Ms. Evans suggested reviewing the inventory annually or quarterly. Chairman Cochran suggested fall and spring, bi-annually.

Educational Programs should be on-going but has fallen by the wayside because there has been no funding. Councilman Anderson said there is funding in the next budget for the Arts Commission pending approval of the budget. Chairman Cochran said a proposal to the IDA for use of the Suter House could include classes at the building. We could have musical events at the house, poetry slams and other things.

Councilman Anderson asked about using the Community Center for kid's activities. Chairman Cochran mentioned having space for hanging art. There was a discussion of the recent bookmark contest at the library.

Chairman Cochran said the International Baccalaureate Art teacher is open to having her students be part of future arts activities. Vice Chairman Hansen said we could hang a show at the community center. Ms. Evans said we would have to research how to hang a show in the building.

Commissioner Curran arrived at 6:15.

Commissioner Duncan said the quick draw event went well and should be done again. She is concerned about having a venue for music. Her daughter wants to do a performance here but no one called her to set it up. Her daughter will go to Coolidge to do master classes for opera. Commissioner Duncan said this is a missed opportunity. Chairman Cochran said we need a venue. Commissioner Duncan said the class could be held at a church. Her daughter wanted her flight to be paid from Hawaii and it was suggested that two or three communities could share the costs. Ms. Evans suggested if the commission would like to pursue this in the future then it should be in the annual plan if there are costs associated with it.

Chairman Cochran said we should be specific about activities if we submit a proposal to the IDA. It was suggested to include having an opera master class in the plan. Ms. Evans said she will add the development of a proposal for public outreach and education programs to the project plan. Vice Chairman Hansen asked if this will be an ongoing agenda item reviewed monthly until it is completed. It was agreed to work on it over the summer and complete the proposal by September 15, 2016.

Chairman Cochran said the arts newsletter and logo do not seem as important now. Commissioner Rankin wants to have a logo and newsletter. Vice Chairman Hansen said there are things that could be put in a newsletter. Chairman Cochran suggested moving it to mid-term strategies. Commissioner Curran asked if the newsletter will be on paper or electronic. There was agreement to send the newsletter electronically.

The Town's new website will not be up and running until June. Ms. Evans suggested moving the item to mid-term strategies. Chairman Cochran mentioned having a Facebook page to communicate with the public.

The public art community forum could be part of the proposal. The forum should be open and informal rather than making it part of the commission's meeting. Chairman Cochran suggested having a forum twice a year. There was agreement to hold a forum in the spring and fall. The first forum will be the end of September or first of October.

It was agreed the visual arts exhibit during Home Tour item should be changed to the quick draw art event.

It was suggested the youth talent show item should be incorporated into the proposal. The temporary public art exhibition was deleted from the plan. There was more discussion of hanging art in the community center.

All items remain in the long-term strategies category.

Staff will make the changes to the annual project plan and distribute it to the commission.

Discussion of Holding an Arts Forum

Discussed under the Annual Project Plan agenda item.

Discussion of an Arts Event at the 2016 Junior Parada

Chairman Cochran suggested coming up with a fun activity for residents to do during the Junior Parada such as a sidewalk chalk drawing event. Commissioner Curran said that as soon as the parade is over the crowd goes away. Chairman Cochran suggested getting more people involved in the parade. It was suggested to work with Parks and Recreation to find out the best way to fit into the event.

Discussion of a Suter House Proposal

Discussed under the Annual Project Plan agenda item.

CALL TO THE PUBLIC/COMMISSION RESPONSE

Call to the Public for Comment is limited to issues within the jurisdiction of the Town of Florence Arts and Culture Commission. Individual commission members may respond to criticism made by those commenting, may ask the staff liaison to review a matter raised, or may ask that a matter be placed on a future agenda.

Ruth Harrison suggested doing something to get the attention of people for the arts forum. She said there was a community survey that is sent out each year and that could be a good source of input from people. McFarland State Park is a great place for music because of its acoustics and Ruth would like to see more performances there. She asked if we can have the CAC Wind Ensemble and the CAC Jazz band here. She thinks we should take advantage of having a performance through the Piatigorsky Foundation.

Councilman Anderson suggested having a talent show.

CALL TO THE COMMISSION

Commissioner Curran said he checked on the Piatigorsky Foundation. He said we have good musicians here that could play instead of bringing in people from outside the community. The foundation charges \$250 per performance. Chairman Cochran suggested we keep our minds open to both local talent and outside talent to provide the town with a well-balanced cultural experience.

ADJOURNMENT

On motion of Commissioner Rankin, seconded by Commissioner Curran, and carried to adjourn the meeting at 7:19 pm.

Approved:


Chairman Jorganne Cochran, Chairman

**MINUTES OF THE TOWN OF FLORENCE ARTS AND CULTURE COMMISSION
SPECIAL MEETING HELD ON THURSDAY, MAY 19, 2016, AT 6:00 PM, AT THE
FLORENCE COMMUNITY CENTER, LOCATED AT 778 NORTH MAIN STREET,
FLORENCE, ARIZONA.**

CALL TO ORDER:

Chairman Cochran called the meeting to order at 6:00 pm.

ROLL CALL:

Present: Rankin, Cochran, Curran
Absent: Hansen, Duncan

PLEDGE OF ALLEGIANCE

NEW BUSINESS

Discussion/Approval/Disapproval of Minutes from the April 14, 2016 Regular Meeting

Chairman Cochran corrected the minutes by including both outside and local talent to provide the town with a well-balanced cultural experience.

On motion of Commissioner Rankin, seconded by Commissioner Curran, and carried to approve the April 14, 2016 Regular Meeting minutes with one correction.

Discussion/Approval/Disapproval of the 2016 Annual Project Plan

Chairman Cochran asked if the arts and culture inventory is part of the annual project plan. The inventory is a separate document so it can be updated throughout the year. Commissioner Curran asked to include the Arizona Cowboys in the inventory. Chairman Cochran suggested removing the Ranger Museum from the inventory since they are closed.

On motion of Commissioner Curran, seconded by Commissioner Rankin, and carried to approve the 2016 Annual Project Plan.

Chairman Cochran presented a template she made for commissioners to use to submit projects for the work plan. The form includes the date, event, class, purpose, event lead, partners, location, cost, and expenses. Commissioner Rankin said it is a good place to start. Staff Liaison Evans suggested asking commissioners to prioritize projects. Commissioners should complete all of the boxes on the template to submit ideas for new projects. Chairman Cochran submitted a draft list of activities that have already been discussed. There was discussion about participation in the Junior Parada,

and possibly having an arts themed entry in the parade and a chalk art activity after the parade.

Staff Liaison Evans suggested having a deadline in the next month or so to stop adding projects to the list so the focus can change to implementing projects.

Discussion/Approval/Disapproval of a Summer Meeting Schedule

Staff Liaison Evans said that two commissioners will be gone this summer and she is concerned about having a quorum at meetings. The remaining commissioners indicated they will be in town. Staff Liaison Evans will communicate with everyone via email to keep everyone informed.

CALL TO THE PUBLIC/COMMISSION RESPONSE

Call to the Public for Comment is limited to issues within the jurisdiction of the Town of Florence Arts and Culture Commission. Individual commission members may respond to criticism made by those commenting, may ask the staff liaison to review a matter raised, or may ask that a matter be placed on a future agenda.

CALL TO THE COMMISSION

Commissioner Curran said Ruth Harrison asked him to bring up the idea of a Six-minute Film Festival. He said he attended the Bravo Awards banquet in Casa Grande that recognizes local artists for their contribution to the arts. He also said he attended the program by Commissioner Duncan's daughter who is an opera singer and complemented her talent and wants her to come back next year. Chairman Cochran said the template presented earlier should be used to include the project on the schedule next year. Commissioner Curran presented a sketch created by Hermalene Wick that can be used for the commission's logo.

ADJOURNMENT

On motion of Commissioner Rankin, seconded by Commissioner Curran, and carried to adjourn the meeting at 6:41 pm.

Approved:


for Jorganne Cochran, Chairman

**TOWN OF FLORENCE
HISTORIC DISTRICT ADVISORY COMMISSION
REGULAR MEETING MINUTES**

REGULAR MEETING OF THE HISTORIC DISTRICT ADVISORY COMMISSION OF THE TOWN OF FLORENCE HELD WEDNESDAY, APRIL 27, 2016 AT 6:00 PM, IN THE CHAMBERS OF TOWN HALL, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

CALL TO ORDER

Chairman Wheeler called the meeting to order at 6:00 pm.

ROLL CALL

Present: Chairman Wheeler, Commissioner Reid, Commissioner Smith, Commissioner Schmidt, Commissioner Novotny and Commissioner Feliz

Absent: Vice-Chairman Adam

PLEDGE OF ALLEGIANCE

Chairman Wheeler led the Pledge of Allegiance.

DISCUSSION/APPROVAL/DISAPPROVAL of the minutes for the regular meeting conducted March 30, 2016.

On motion of Commissioner Feliz, seconded by Commissioner Reid and carried to approve the regular meeting minutes of March 30, 2016 with conditions.

WORK SESSION

SIGN CODE DRAFT

Gilbert Olgin, Senior Town Planner, explained the sign code is in the process of being redone and staff is trying to make it easy to understand and user friendly. Mr. Olgin also explained that the new sign code will focus more on signs themselves versus content and the new code will also address digital signage.

Commissioners had various clarification questions, which staff answered sufficiently.

Commissioner Feliz brought up points of conflict/discrepancy within the draft, which staff noted.

STAFF REPORT

Downtown Commercial Zone Change (PZ-15-52 ZC)

Will Randolph, Town Planner, stated the General Plan envisions that the Downtown Commercial (DC) Zoning District ultimately encompasses a land area that is generally bounded by Ruggles Street to the north, Butte Avenue to the south, Quartz Street to the west and Pinal Street to the east. The purpose of the DC Zoning District is to provide a legal zoning category that helps to maintain and enhance the character of the downtown historic core. The intent of the district is to promote a pedestrian-oriented specialty retail district by encouraging the improvement of the pedestrian environment, delineating the appropriate land uses within the district and ensuring that new buildings are designed to be compatible with the historic fabric of the area and development continues to occur at the appropriate scale.

A range of uses are permitted in the DC Zoning District that are intended to encourage and promote its pedestrian, specialty retail and historic character. Residential uses are encouraged as part of mixed use developments, ideally by being vertically or horizontally integrated into commercial and office environments. The range of uses permitted in the DC Zoning District is intended to underscore the uniqueness of the area.

In 2013, the Mayor and Town Council of the Town of Florence approved multiple staff-initiated text changes to the DC Zoning District to improve reinvestment opportunities and enhance economic development in the District. These included: changes to allow hotels, bed and breakfast facilities, movie theaters and grocery stores as principally permitted uses in the DC Zone; providing consistency in setback requirements for commercial and residential uses; and eliminating most on-site parking requirements in the District.

Through Town Council and staff efforts, the boundaries of the DC District are being increased per the goals of the 2020 General Plan and Redevelopment Plan and to generally mirror the core of the Downtown Historic Business District.

Staff has been working with property owners to expand the DC District and the Town is sponsoring this application that includes five private property owners, four Pinal County owned properties and two Town owned properties.

PUBLIC PARTICIPATION:

Town Staff has complied with all applicable Town requirements and Arizona Revised Statutes regarding public participation. A notice for the Planning and Zoning Commission Public Hearing was mailed to all property owners within three hundred (300) feet of the site. Property posting for notice of public hearing for a Zone Change was posted on two sites per Town requirements. Advertisements in the local Town paper have been posted per Town requirements. Under Arizona Revised Statutes, Title 9, Section-462.04. In addition, Town of Florence Development Code; public hearings are required for a Zone Change.

The Town conducted a neighborhood meeting on March 9, 2016 at the Community Development Department building with three members of the public in attendance and no

HDAC Meeting Minutes

April 27, 2016

Page 2 of 7

written or verbal opposition have been submitted on this case. All verbal comments have been very supportive.

The tentative schedule for Planning and Zoning/Town Council Meetings on this case is as follows:

- *March 9, 2016 Neighborhood Meeting
- March 17, 2016 Planning and Zoning (public hearing)
- April 18, 2016 Town Council (public hearing and 1st reading)
- May 02, 2016 2nd Town Council (action)

Public hearings will be held at Town Hall Council Chambers - 775 North Main Street.
*Neighborhood meeting was held at the Community Development Department - 224 West 20th Street.

FINDINGS:

Staff presented the following findings for the consideration of the Planning and Zoning Commission and Town Council:

1. The proposed zoning is consistent with the Town of Florence 2020 General Plan.
2. The 2020 General Plan has the Downtown Mixed Use (DMU) designation on the site which supports the mix of land uses while respecting the value of the historic area.
3. The future development of the sites will be subject to all applicable Town codes.
4. The Zone Change to Downtown Commercial Zoning District (DC) will allow more pedestrian-oriented land uses and make the subject area more compatible with the Historic District.

STAFF RECOMMENDATION:

Staff found that the proposed Zone Change application as described in Exhibit A, is in compliance with the Town's General Plan and is in the interest of general welfare, health and safety of the public and therefore recommended that the Planning and Zoning Commission forward to the Town Council a favorable recommendation for this Zone Change, subject to the following conditions:

1. The development of the subject sites, as described in Exhibit A attached, shall be in conformance to any applicable Town Codes and Ordinances.

2. Property owners agree to waive claims for diminution in value pursuant to Proposition 207 [A.R.S. 12-1134].

The Planning and Zoning Commission forwarded a favorable recommendation to the Town Council on March 17, 2016 and the said zone change application will be presented as an action item on the May 2, 2016 Town Council Meeting.

Demolition request conclusion for the Celaya/Long/Sweeney Residence

Gilbert Olgin, Senior Town Planner, stated RossBow, LLC requested approval of a demolition application for the Celaya/Long/Sweeney Residence located at 170 East Ruggles Street in Florence, Arizona 85132. On October 2, 2015, the Historic District Advisory Commission (HDAC) voted to unanimously deny the demolition permit. This action began the 180 day waiting period as described in Town Land Development Code, § 150.066 OVERLAY DISTRICTS; HISTORIC DISTRICT:

If it is found that the structure can be preserved in terms of economic and physical feasibility, but the owner of the structure continues to want it demolished, the Historic District Advisory Commission shall have up to 180 days to attract a buyer for the property who will preserve it. At the end of the 180 days, if a buyer for the property has not been found, the Commission shall notify the Planning Director and a demolition permit shall be issued.

Staff and the HDAC Commission have not found a potential buyer for the property, however, staff has tried assisting the HDAC Commission in finding a new property owner the following ways:

- Contacted the State Historic Preservation Office (SHPO) of the potential loss the Town could be facing.
- Approached local real estate teams on options for the property.
- Set a meeting late last year with members of SHPO to show them the Historic property.
- Arranged with SHPO to display the property on SHPO's social media (Facebook).
- Worked with a few investors and developers on the potential of acquiring the property.
- Informed out of state residents who have shown interest with projects in the Florence area.

BACKGROUND:

As initially constructed, the 1876 Celaya/Long/Sweeney Residence was a single story detached dwelling, nearly square in design. The approximate building dimensions are 32 ft wide (E-W) by 48 ft deep (N-S). Exterior walls consist of stucco on adobe and the corrugated metal roof is on a wood-framed pyramidal design.

This dwelling, together with its neighbors, forms an essential part of a unique ensemble of historic structures within the Historic District along Ruggles Street between Willow and Florence Streets.

Last year's monsoon storms damaged several areas within the Town of Florence, unfortunately causing significant damage to this property and several other structures in the Town. The roof, which was attached to prevent water damage to the historic structure, detached from the subject building. A recent external and internal assessment of the facility with Town staff confirmed that prompt action needed to be taken to rehabilitate the Historic building in order to prevent any further damage.

The owners of the property requested the Town's Senior Building Inspector determine if the property posed an immediate threat to the public. As stated in a letter from the Senior Building Inspector, no immediate threat existed to the public, however, the owners asked staff to proceed with the proposed demolition of the subject property. The cost of the roof repair and the additional cost to rehabilitate the home had proven to be a great burden of which the owners no longer wished to bear.

Staff contended that rehabilitation of the subject property would be the best option for this historic property, however, not financially feasible at this time for the current owners.

FINDINGS:

- The demolition application request may be in the best interest of the general welfare, health and safety of the public.
- The Town of Florence Land Development Code, § 150.066 OVERLAY DISTRICTS; HISTORIC DISTRICT procedures were followed in the demolition application process.
- The Community, SHPO and staff have joined forces in an effort to help save this property.

STAFF RECOMMENDATION:

This item was voted on at the October 2, 2015. Therefore, a motion was not warranted. Staff noted that the end of the 180 days had passed and a new property owner for the said property had not been found. Staff may assist HDAC Commission Chair with a letter to notify the Planning Director that a new property owner was not found. Once the letter is received, the demolition permit can be issued.

Update on "Out of Business" signage-Town code Section 150.129 Signs Rendered Discontinued

Will Randolph, Town Planner, stated some of the businesses in Town have signs up when they are no longer in business. Staff researched the code and will see what can be done in regards to this topic with the new sign code.

Historic Property “Endangered” List Update

Gilbert Olgin, Senior Town Planner, explained after consulting with the Director it has been recommended if a list were to be done for the public, it would need to be done by a professional company, consultation with the Town attorney, permission from the property owners and permission from the Town Manager.

CALL TO THE PUBLIC/COMMISSION RESPONSE:

Call to the Public for public comment on issues within the jurisdiction of the Historic District Advisory Commission. Individual Commission members may respond to criticisms made, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Commission 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.

Ruth Harrison, Florence resident, stated she would like to see the Town offer incentives to property owners who keep their properties kept up.

Gilbert Olgin, Florence staff member, thanked Ruth Harrison for her efforts in attempting to help save the 170 E. Ruggles property.

CALL TO THE COMMISSION-CURRENT EVENTS ONLY.

Commissioner Schmidt stated in the future if there are other properties in the same predicament as the 170 E. Ruggles property she would like to see “For Sale” signs posted. She continued she never saw a “For Sale” sign on this property.

Commissioner Smith inquired if the Town has sufficient staff for Code Compliance because she is having a problem with her neighbor’s grass being too tall.

Commissioner Reid stated the paint on the upstairs of the Cosmopolitan Building is another example of a building not being kept up. The paint is peeling off and she is concerned the wood will decompose and dry out, becoming a hazard.

Commissioner Feliz stated he was asked by the County Manager to create wording for a plaque which would recognize a building the County recently demolished. Mr. Feliz wrote wording for the plaque that mimics language used by Commissioner Reid for various Historic signs in Town. This plaque would be placed in the gallery of the 1891 Courthouse. Commissioner Feliz gave thanks to the Florence community members for helping keep a historic feel to Florence, and continued that he is closing on a home next month in Casa Grande and may have to give up his Commission seat.

ADJOURNMENT

On motion of Commissioner Feliz, seconded by Commissioner Reid, Chairman Wheeler adjourned the meeting at 7:05 p.m.

X Betty Wheeler
Betty Wheeler

5/31/16
Date



TOWN OF FLORENCE COUNCIL ACTION FORM

AGENDA ITEM 8b.

MEETING DATE: June 20, 2016

DEPARTMENT: Human Resources

STAFF PRESENTER: Scott Barber, Human Resources Director

SUBJECT: Resolution No. 1587-16: Personnel Policy
Amendments

- Action
- Information Only
- Public Hearing
- Resolution
- Ordinance
 - Regulatory
 - 1st Reading
 - 2nd Reading
- Other

RECOMMENDED MOTION/ACTION:

Motion to adopt Resolution No. 1587-16: A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING AMENDMENTS TO THE TOWN OF FLORENCE PERSONNEL POLICY.

BACKGROUND/DISCUSSION:

The current Personnel Policy was first adopted in April, 2013, and was last amended in October, 2014. Several of our policies need clarification and updating, and only the change to how we deal with non-public safety employees who are injured on the job is significant (and that is explained in the attachment).

FINANCIAL IMPACT:

The amendments to Section 804 may have minimal fiscal impact in the sense that non-public safety employees who are injured on the job will not be charged for any accrued leave time for the first six days of an absence.

STAFF RECOMMENDATION:

Staff recommends adoption of Resolution No. 1587-16 approving amendments to the Town of Florence Personnel Policy as follows:

- Section 203 – Nepotism
- Section 609 – Overtime Policy
- Section 804 – Sick Leave In Relation To Workers' Compensation
- Section 809 – Leave Without Pay

ATTACHMENTS:

Supplemental To Request for Council Action – Personnel Policy Amendments
Resolution No. 1587-16.

RESOLUTION NO 1587-16

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING REVISIONS TO THE TOWN OF FLORENCE PERSONNEL POLICY.

WHEREAS, it has been brought to the attention of the Mayor and Council that the current Town of Florence Personnel Policy is in need of revision; and

WHEREAS, Section 14-33 of the Code of the Town of Florence and other applicable laws require that the Council take formal action by resolution to declare the relevant document to be public record, and to approve and adopt such amendments;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Florence, Arizona, to hereby adopt the recommended amendments to the Town of Florence Personnel Policy as follows:

- Article II, Section 203 – Nepotism
- Article VI, Section 609 – Overtime Policy
- Article VIII, Section 804 – Sick Leave In Relation To Workers' Compensation
- Article VIII, Section 809 – Leave Without Pay

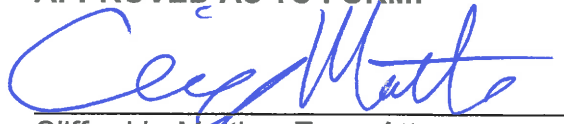
PASSED AND ADOPTED by the Mayor and Council of the Town of Florence, Arizona, this 20th day of June, 2016.

Tom J. Rankin, Mayor

ATTEST:

Lisa Garcia, Town Clerk

APPROVED AS TO FORM:



Clifford L. Mattice, Town Attorney

Supplement To Request for Council Action Personnel Policy Amendments

The following policy sections are recommended for amendment; an explanation of the purpose of the amendment follows each:

Section 203 - Nepotism

Appointment of relatives of Town employees to positions in the Town service shall be permitted, provided the relative shall not be employed in a position where one would be supervising the other, or a conflict of interest might arise concerning a question of internal control. An employee may not be promoted or transferred into a position involving supervision by or of a relative.

For the purposes of this section, relative is defined to include:

Spouse	Aunt
Parent (in-law & step)	Uncle
Brother (in-law, half & step)	Niece
Sister (in-law, half & step)	Nephew
Child (in-law & step)	Grandchild
	Grandparents (in-law)

Situations where an employee or a prospective employee is involved in a relationship which, though not spousal, is similarly close (such as what is sometimes referred to as a domestic relationship, domestic partnership, committed partnership, cohabitation, and such) ~~may~~ shall also be considered to fall under the definition of “relative” for the purposes of this Section.

Should a marriage between employees result in one having operational or supervisory control over the other, one employee must resign or transfer (if possible) in the Town service so as to eliminate the situation. No provision of this rule shall exclude relatives of the Town Council or Town appointed boards or commissions or committees from entering the Town service, provided no supervisory control of one over the other exists.

The proposed changes provide clarification on less-formal relationship situations which create much of the same concerns as legal relationships.

Section 609 - Overtime Policy

It is the policy of the Town of Florence to avoid the necessity for overtime whenever possible. Overtime work may sometimes be necessary to meet emergency situations, seasonal or peak workload requirements, or due to scheduling issues, and supervisory personnel are responsible for the advance planning required to minimize the need for overtime. Necessary overtime shall be authorized by the appropriate supervisor prior to being worked. Compensation for overtime worked, whether through cash payment or the use of compensatory time off in lieu of cash

payment, shall be made in accordance with applicable laws and regulations. Overtime shall be calculated to the nearest one-quarter hour of time worked. Refusal of an employee to work overtime when requested without good cause may be cause for disciplinary action.

It shall be the general policy of the Town to pay overtime compensation for all Town employees required to work overtime hours. Town department directors or their designees may at their discretion, however, decide to grant compensatory time to employees who work overtime provided there is a clear understanding between the supervisor and the employee that compensatory time is being granted instead of paid overtime, prior to the overtime being worked. In certain situations, a department director (with the approval of the Town Manager) may determine that all overtime worked by a specific employee or class of employees, or a specific type of overtime worked, will be compensated with compensatory time off instead of with paid overtime. In these cases, documentation shall be drafted indicating agreement to this arrangement by the department director and the employee, and all overtime worked by such employee, or in such specific type of situation, shall be compensated with compensatory time.

A non-exempt employee who works beyond the normally scheduled work day may be allowed or required to alter the hours worked in another work day in the same work period to compensate, hour for hour, as approved or directed by the employee's supervisor. This flex arrangement does not reduce or increase the number of hours worked in a given work period. This flex time cannot be banked and must be accomplished within the same work period, or it must revert to paid overtime and compensated as provided in this Section.

All non-worked hours, such as sick leave, vacation leave, holiday time, compensatory time taken, standby time, jury duty hours, and military leave hours, shall be deducted from the total hours worked in a designated work period prior to the overtime liability calculation, except as provided in Section 610 of this Policy, or as may be provided in a grant, an intergovernmental agreement, or other such agreement.

The proposed changes include explicit language to guide the use of flex time in lieu of paid overtime. The policy is also changed to reflect a decision made by the Town Manager in 2014 that since some of our (public safety) grant programs typically involve employee overtime rates in the grant award, any overtime worked by employees under such grants will be paid at time-and-a-half regardless of any non-worked hours recorded in the work period which normally are deducted prior to the overtime calculation.

Section 804 - Sick Leave In Relation To Workers' Compensation

Employees are insured by the Town under the provisions of the Arizona Workers' Compensation statutes, for on-the-job injuries and illnesses. It is mandatory that every job-related injury or illness, regardless of severity, be reported immediately to the employee's supervisor.

Under workers' compensation law, medical expenses are paid for a covered injury or illness. Compensation is paid for lost-time injury or illness if disability extends beyond a seven-day

period. If the absence extends beyond 13 days, compensation is made retroactive to the date of injury or illness. ~~An employee who is receiving workers' compensation benefits may use unused accrued sick leave to make up the difference between the workers' compensation payments and the current hourly rate of pay, except as otherwise provided in state law. If the employee has exhausted all available sick leave, available accrued vacation leave may be used. Except as provided by law, in no case is the employee to be compensated in such a way as to receive more than his/her normal rate of pay. When an employee is unable to work due to a covered injury or illness, the employee will continue to receive his/her normal compensation from the Town for up to 13 calendar days without being charged any leave time for the absence. Should the absence be for 14 or more calendar days, the employee may elect to use unused accrued leave in order to maintain his/her regular income for up to 90 additional days, except as otherwise provided by law. The employee's department director, Personnel Officer and Town Manager will review each case on an individual basis and determine if the circumstances of an individual claim justify extension of the time. The Town Manager at his/her sole discretion may approve additional extensions based on all factors deemed appropriate to consider, including the likelihood of the employee return to duty. Employees receiving compensation in lieu of temporary disability payments under workers' compensation coverage shall remit any funds received under workers' compensation to the Town. An employee receiving workers' compensation disability payments and supplementing their income with available leave shall not accrue sick or vacation leave or receive payment for holidays, for any period they do not actually perform their duties.~~


The proposed amendment alters the way we charge non-public safety employees for leave time when they miss work due to an on-the-job injury. Currently non-public safety employees are charged accrued sick and vacation time for absences when they are hurt at work. These changes would not begin charging leave time until the 7th day of any covered absence, and then will allow the employee to supplement the compensation received under workers' compensation insurance with available leave time. State law requires the Town to maintain compensation for a public safety employee injured on the job for a period of six months and prohibits us from charging the injured employee any available accrued leave time.

Section 809 - Leave Without Pay

Regular full-time ~~and regular part-time~~ Town employees may request a leave without pay in a situation where there is no paid leave time available to the employee. A department director may grant a leave without pay not to exceed five working days (or one 48-hour shift for Fire Department shift employees). For a leave without pay exceeding the department director granting authority, the ~~An~~ employee desiring leave without pay shall make a written request to the department director setting forth the request and the length of time requested. Such request must be approved by the Town Manager. Upon expiration of an approved leave, the employee shall be reinstated in the position held at the time the leave was granted. Failure on the part of an employee on leave without pay to report promptly upon expiration of the leave shall be considered to have abandoned his/her position and shall be separated from the Town service.

An employee on leave of absence without pay shall receive no compensation and shall accumulate no vacation or sick leave while on such leave, or shall receive no other benefits except as may be provided by law. The term of a leave of absence without pay shall not exceed 180 calendar days. The Town of Florence shall comply with the Family & Medical Leave Act of 1993 and its amendments.

The proposed change simplifies how employees may be granted leave without pay by empowering the department head to grant such leave for up to 5 working days. The situations we encounter typically involve much shorter periods of time and should not need Town Manager approval.

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 8c.
MEETING DATE: June 20, 2016 DEPARTMENT: Finance STAFF PRESENTER: Gabriel Garcia, Finance Director SUBJECT: Resolution No. 1589-16: Adoption of the Tentative Budget		<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <ul style="list-style-type: none"> <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other

RECOMMENDED MOTION/ACTION:

Adopt Resolution No. 1589-16: A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA ADOPTING THE TENTATIVE ESTIMATES OF THE AMOUNT REQUIRED FOR THE PUBLIC EXPENSE FOR THE TOWN OF FLORENCE FOR FISCAL YEAR 2016-2017; ADOPTING A TENTATIVE ANNUAL BUDGET; SETTING FORTH THE RECEIPTS, EXPENDITURES AND THE AMOUNT PROPOSED TO BE EXPENDED FOR VARIOUS PURPOSES; GIVING NOTICE OF THE TIME FOR PUBLIC HEARING FOR TAXPAYERS ON THE ADOPTION OF THE FINAL BUDGET; ADOPTING THE BUDGET IN ACCORDANCE WITH THE STATE-IMPOSED EXPENDITURE LIMITATION AND VOTER-APPROVED EXCESS AMOUNT; DECLARING AN EMERGENCY.

BACKGROUND/DISCUSSION:

State statutes require that the annual budget be prepared on forms developed by the Office of the Auditor General, Schedules A to E and G, and that a tentative budget be adopted by resolution.

As the budget was developed, staff and the Budget Committee met over the course of several months developing the budget. There was a special election in May 2016 asking the citizens to approve expending up to \$15,000,000 more than the state imposed limitation. The election was successful and the Town Manager presented the proposed budget to the Town Council during a work session. We are now bringing forth the tentative budget for approval.

The total budget for all funds is \$37,691,104, of which the Town estimates \$10,780,145 will be exclusions to the state imposed limitation; thus, the amount subject to the limitation is \$26,910,959.

The Town's state-imposed expenditure limitation for Fiscal Year 2016-2017 is \$17,341,325. With the voter-approved amount of an additional \$15 million, the Town's

budget cannot exceed \$32,341,325 (excluding expenditures exempt from the state-imposed expenditure limitation, as per the State Constitution).

A public hearing will be held of July 5, 2016 to receive public comments for the budget. After the public hearing, a special meeting will be held for adoption of the final budget, which can be no more than the tentative budget approved tonight.

This budget, minus allowed exclusions, is within the state-imposed expenditure limitation plus the voter-approved amount.

FINANCIAL IMPACT:

The total tentative budget for all funds is \$26,910,959.

STAFF RECOMMENDATION:

Staff recommends adoption of Resolution No. 1589-16, adopting a Tentative Budget for Fiscal Year 2016-2017.

ATTACHMENTS:

Resolution No. 1589-16
Auditor General Budget Schedules A to E and G

RESOLUTION NO. 1589-16

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING THE TENTATIVE ESTIMATES OF THE AMOUNT REQUIRED FOR THE PUBLIC EXPENSE FOR THE TOWN OF FLORENCE FOR FISCAL YEAR 2016-2017; ADOPTING A TENTATIVE ANNUAL BUDGET; SETTING FORTH THE RECEIPTS, EXPENDITURES AND THE AMOUNT PROPOSED TO BE EXPENDED FOR VARIOUS PURPOSES; GIVING NOTICE OF THE TIME FOR PUBLIC HEARING FOR TAXPAYERS ON THE ADOPTION OF THE FINAL BUDGET; ADOPTING THE BUDGET IN ACCORDANCE WITH THE STATE-IMPOSED EXPENDITURE LIMITATION AND VOTER-APPROVED EXCESS AMOUNT; DECLARING AN EMERGENCY.

BE IT RESOLVED by the Mayor and Council of the Town of Florence, Arizona, as follows:

Section 1. Authorization for Adoption

THAT the statement and schedules contained in Exhibit A-E, G are hereby adopted for the purpose as hereinafter set forth as the Tentative Annual Budget for the Town of Florence for the Fiscal Year 2016-2017.

Section 2. Authorization for Publication of Estimates and Notice

THAT the Town Clerk be and hereby is authorized and directed to publish in the manner prescribed by law, the estimates of expenditures, as set forth in Exhibit A-E, G together with a notice that the Council will meet for the purpose of the Final Hearing of Taxpayers' comments and for adoption of the 2016-2017 ANNUAL BUDGET for the Town of Florence on the 5th day of July, 2016, at the hour of 6:00 P.M. in the Council Chambers in the Town Hall of Florence.

Section 3. Authorization for Contingency Expenditures

UPON recommendation by the Town Manager and approval of the Mayor and Council, appropriations and expenditures may be made for contingencies.

Section 4. Authorization for Use of Funds

MONEY from any fund may be used for any of these specified appropriations, except money specifically restricted by the State or by Town Ordinance or Resolution.

Section 5. Statement and Schedules of the Annual Budget

The statements and schedules of the Annual Budget are attached hereto as Exhibit A-E, G and by reference made a part hereof.

Section 6. Emergency Clause

WHEREAS, as it is necessary for the preservation of the peace, health, and safety of the Town of Florence, Arizona, an emergency is declared to exist and this Resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Florence, Arizona, this 20th day of June 2016.

Tom J. Rankin, Mayor

ATTEST:

Lisa Garcia, Town Clerk

APPROVED AS TO FORM:



Clifford L. Mattice, Town Attorney

OFFICIAL BUDGET FORMS

Town of Florence

Fiscal Year 2017

Town of Florence
TABLE OF CONTENTS
Fiscal Year 2017

Resolution for the Adoption of the Budget

Schedule A—Summary Schedule of Estimated Revenues and Expenditures/Expenses

Schedule B—Tax Levy and Tax Rate Information

Schedule C—Revenues Other Than Property Taxes

Schedule D—Other Financing Sources/<Uses> and Interfund Transfers

Schedule E—Expenditures/Expenses by Fund

Schedule F—Expenditures/Expenses by Department (as applicable)

Schedule G—Full-Time Employees and Personnel Compensation

RESOLUTION NO. 1589-16

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING THE TENTATIVE ESTIMATES OF THE AMOUNT REQUIRED FOR THE PUBLIC EXPENSE FOR THE TOWN OF FLORENCE FOR FISCAL YEAR 2016-2017; ADOPTING A TENTATIVE ANNUAL BUDGET; SETTING FORTH THE RECEIPTS, EXPENDITURES AND THE AMOUNT PROPOSED TO BE EXPENDED FOR VARIOUS PURPOSES; GIVING NOTICE OF THE TIME FOR PUBLIC HEARING FOR TAXPAYERS ON THE ADOPTION OF THE FINAL BUDGET; ADOPTING THE BUDGET IN ACCORDANCE WITH THE STATE-IMPOSED EXPENDITURE LIMITATION AND VOTER-APPROVED EXCESS AMOUNT; DECLARING AN EMERGENCY.

BE IT RESOLVED by the Mayor and Council of the Town of Florence, Arizona, as follows:

Section 1. Authorization for Adoption

THAT the statement and schedules contained in Exhibit A-E, G are hereby adopted for the purpose as hereinafter set forth as the Tentative Annual Budget for the Town of Florence for the fiscal year 2016-2017.

Section 2. Authorization for Publication of Estimates and Notice

THAT the Town Clerk be and hereby is authorized and directed to publish in the manner prescribed by law, the estimates of expenditures, as set forth in Exhibit A-E, G together with a notice that the Council will meet for the purpose of the Final Hearing of Taxpayers' comments and for adoption of the 2016-2017 ANNUAL BUDGET for the Town of Florence on the 5th day of July 2016 at the hour of 6:00 P.M. in the Council Chambers in the Town Hall of Florence.

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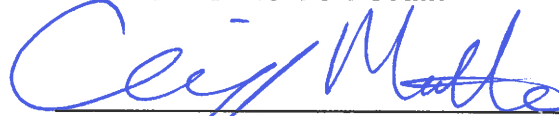
PASSED AND ADOPTED by the Mayor and Town Council of the Town of Florence, Arizona, this 20th day of June 2016.

Tom J. Rankin, Mayor

ATTEST:

Lisa Garcia, Town Clerk

APPROVED AS TO FORM:



Clifford L. Mattice, Town Attorney

Town of Florence
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2017

Fiscal Year	S c h	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2016	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	14,997,100	8,834,400	449,200	4,848,000	14,500	14,535,200	1,375,900	45,054,300
2016	Actual Expenditures/Expenses**	E	14,410,041	6,099,582	449,200	1,728,759	13,473	7,631,305	0	30,332,360
2017	Fund Balance/Net Position at July 1***		5,512,897	4,575,471	0	6,222,782	298,387	12,461,660		29,071,197
2017	Primary Property Tax Levy	B	898,846							898,846
2017	Secondary Property Tax Levy	B								0
2017	Estimated Revenues Other than Property Taxes	C	12,346,195	7,895,338	70,350	1,387,500	33,000	7,621,656	0	29,354,039
2017	Other Financing Sources	D	0	0	5,900,000	0	0	0	0	5,900,000
2017	Other Financing (Uses)	D	0	4,700,000	0	0	0	1,200,000	0	5,900,000
2017	Interfund Transfers In	D	1,588,453	18,900	359,800	0	0	0	0	1,967,153
2017	Interfund Transfers (Out)	D	0	547,936	9,000	359,800	0	1,050,417	0	1,967,153
2017	Reduction for Amounts Not Available:									
	LESS: Amounts for Future Debt Retirement:									0
										0
										0
										0
2017	Total Financial Resources Available		20,346,391	7,241,773	6,321,150	7,250,482	331,387	17,832,899	0	59,324,082
2017	Budgeted Expenditures/Expenses	E	14,717,584	10,865,662	443,771	1,225,000	14,500	10,424,587	0	37,691,104

EXPENDITURE LIMITATION COMPARISON

1. Budgeted expenditures/expenses
2. Add/subtract: estimated net reconciling items
3. Budgeted expenditures/expenses adjusted for reconciling items
4. Less: estimated exclusions
5. Amount subject to the expenditure limitation
6. EEC expenditure limitation

	2016	2017
1. Budgeted expenditures/expenses	\$ 45,054,300	\$ 37,691,104
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	45,054,300	37,691,104
4. Less: estimated exclusions	12,677,290	10,780,145
5. Amount subject to the expenditure limitation	\$ 32,377,010	\$ 26,910,959
6. EEC expenditure limitation	\$ 32,377,010	\$ 32,341,325

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

**Town of Florence
Revenues Other Than Property Taxes
Fiscal Year 2017**

SOURCE OF REVENUES	ESTIMATED REVENUES 2016	ACTUAL REVENUES* 2016	ESTIMATED REVENUES 2017
GENERAL FUND			
Local taxes			
City Sales Tax	\$ 2,565,600	\$ 2,615,800	\$ 2,650,000
State Reduction to Property Tax Estimate	(113,000)		
Licenses and permits			
Building Permits	471,200	488,100	475,000
Other	49,800	52,900	54,500
Intergovernmental			
State-Shared Sales Tax	2,439,500	2,439,500	2,683,450
State-Shared Income Tax	3,074,500	3,074,550	3,382,005
Vehicle License Tax	1,304,300	1,318,900	1,450,800
Salt River Lieu Tax	100	100	100
Charges for services			
Franchise Fees	592,600	592,700	584,100
Civil Engineering Fees	40,700	209,500	101,900
Planning and Zoning Fees	132,600	146,284	186,500
Cemetery Fees	23,500	20,300	12,500
Police Fees	61,900	22,900	26,800
Parks & Recreation Fees	158,400	157,100	137,810
Fire Safety Fees	97,800	55,300	52,850
Library Fees	6,700	5,100	5,100
Senior Center Fees	23,700	17,850	19,330
Other	217,200	238,320	234,600
Fines and forfeits			
Fines and Forfeitures	195,800	133,200	145,750
Interest on investments			
Interest Earnings	85,000	116,300	100,000
In-lieu property taxes			
Contributions			
Voluntary contributions			
Miscellaneous			
Other	43,400	61,100	43,100
Total General Fund	\$ 11,471,300	\$ 11,765,804	\$ 12,346,195

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Florence
Revenues Other Than Property Taxes
Fiscal Year 2017**

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2016</u>	<u>ACTUAL REVENUES* 2016</u>	<u>ESTIMATED REVENUES 2017</u>
SPECIAL REVENUE FUNDS			
Highway Users Revenue	\$ 1,850,000	\$ 1,775,021	\$ 2,258,146
Transportation Excise Tax	1,030,000	1,006,431	1,006,431
Interest Earnings	25,000	63,423	50,000
Other	15,300	41,134	16,500
TOTAL HIGHWAY USER REVENUE FUND	\$ 2,920,300	\$ 2,886,009	\$ 3,331,077
City Sales Tax (food for home consumption)	\$ 265,600	\$ 275,000	\$ 275,000
Interest Earnings	5,900	1,000	1,000
TOTAL FOOD TAX FUND	\$ 271,500	\$ 276,000	\$ 276,000
Grant Revenue	\$ 2,720,900	\$ 972,502	\$ 3,829,188
TOTAL GRANT FUND	\$ 2,720,900	\$ 972,502	\$ 3,829,188
Interest Earnings	\$ 4,400	\$ 5,100	\$ 4,400
TOTAL STREETLIGHT IMPR DIST FUNDS	\$ 4,400	\$ 5,100	\$ 4,400
Sanitation Impact Fee Fund	\$ 300	\$ 200	\$ 200
Transportation Impact Fee Fund	96,200	127,800	121,000
General Government Impact Fee Fund			
Police Services Impact Fee Fund	92,900	108,100	108,500
Fire Services Impact Fee Fund	94,100	95,100	95,100
Parks Services Impact Fee Fund	12,400	6,700	6,500
Library Services Impact Fee Fund	34,700	30,750	31,500
Water Utility Impact Fee Fund	900	10,820	10,820
Sewer Utility Impact Fee Fund	1,600	15,298	15,298
TOTAL IMPACT FEE FUNDS	\$ 333,100	\$ 394,768	\$ 388,918
Judicial Collections Enhancement Fund	\$ 3,100	\$ 3,700	\$ 3,200
Fill-the-Gap Fund	2,000	371	2,925
Southwest Gas Capital Expenditure Fund	48,700	45,804	46,000
Impound Fee Fund	8,300	13,630	13,630
TOTAL OTHER SPECIAL REVENUE FUNDS	\$ 62,100	\$ 63,505	\$ 65,755
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Special Revenue Funds	\$ 6,312,300	\$ 4,597,884	\$ 7,895,338

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Florence
Revenues Other Than Property Taxes
Fiscal Year 2017

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2016</u>	<u>ACTUAL REVENUES* 2016</u>	<u>ESTIMATED REVENUES 2017</u>
DEBT SERVICE FUNDS			
Utility Improvement District #1 Fund	\$ 69,400	\$ 67,050	\$ 70,350
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL UTILITY IMPROVEMENT DIST #1 FUND	\$ 69,400	\$ 67,050	\$ 70,350
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
Total Debt Service Funds	\$ 69,400	\$ 67,050	\$ 70,350
CAPITAL PROJECTS FUNDS			
City Sales Tax (private construction)	\$ 1,200,000	\$ 1,348,548	\$ 1,200,000
Interest Earnings	30,000	18,648	25,000
_____	_____	_____	_____
TOTAL CAPITAL PROJECTS FUND	\$ 1,230,000	\$ 1,367,196	\$ 1,225,000
City Sales Tax (government construction)	\$ 56,000	\$ 126,000	\$ 130,000
Interest Earnings	2,000	20,888	30,000
_____	_____	_____	_____
TOTAL CONSTRUCTION TAX FUND	\$ 58,000	\$ 146,888	\$ 160,000
Interest Earnings	\$ 2,400	\$ 3,500	\$ 2,500
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL ECONOMIC DEVELOPMENT FUND	\$ 2,400	\$ 3,500	\$ 2,500
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
Total Capital Projects Funds	\$ 1,290,400	\$ 1,517,584	\$ 1,387,500

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Florence
Revenues Other Than Property Taxes
Fiscal Year 2017**

SOURCE OF REVENUES	ESTIMATED REVENUES 2016	ACTUAL REVENUES* 2016	ESTIMATED REVENUES 2017
PERMANENT FUNDS			
Firefighters' Pension Fund (fiduciary fund)	\$ 30,000	\$ 30,000	\$ 33,000
TOTAL FIREFIGHTERS' PENSION FUND	\$ 30,000	\$ 30,000	\$ 33,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Permanent Funds	\$ 30,000	\$ 30,000	\$ 33,000
ENTERPRISE FUNDS			
Water Utility Fees	\$ 2,691,100	\$ 2,488,560	\$ 2,681,550
Interest Earnings	20,000	32,457	35,000
Other	141,300	168,944	1,000
TOTAL WATER UTILITY FUND	\$ 2,852,400	\$ 2,689,961	\$ 2,717,550
Sewer Utility Fees	\$ 3,955,000	\$ 3,902,469	\$ 3,931,856
Interest Earnings	35,000	43,860	50,000
Other		954	
TOTAL SEWER UTILITY FUND	\$ 3,990,000	\$ 3,947,283	\$ 3,981,856
Sanitation Services Fees	\$ 692,200	\$ 850,000	\$ 892,500
Interest Earnings	10,000	10,169	4,000
Other		9,120	25,750
TOTAL SANITATION UTILITY FUND	\$ 702,200	\$ 869,289	\$ 922,250
	\$	\$	\$
	\$	\$	\$
Total Enterprise Funds	\$ 7,544,600	\$ 7,506,533	\$ 7,621,656

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Florence
Revenues Other Than Property Taxes
Fiscal Year 2017**

SOURCE OF REVENUES	ESTIMATED REVENUES 2016	ACTUAL REVENUES* 2016	ESTIMATED REVENUES 2017
INTERNAL SERVICE FUNDS			
Fleet Service Fees	\$ 782,900	\$	\$
TOTAL FLEET SERVICES FUND	\$ 782,900	\$	\$
Facility Services Fees	\$ 593,000	\$	\$
TOTAL FACILITY SERVICES FUND	\$ 593,000	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Internal Service Funds	\$ 1,375,900	\$	\$
TOTAL ALL FUNDS	\$ 28,093,900	\$ 25,484,855	\$ 29,354,039

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Florence
Tax Levy and Tax Rate Information
Fiscal Year 2017**

	2016	2017
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ <u>899,555</u>	\$ <u>944,986</u>
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	
3. Property tax levy amounts		
A. Primary property taxes	\$ <u>893,721</u>	\$ <u>898,846</u>
B. Secondary property taxes		
C. Total property tax levy amounts	\$ <u>893,721</u>	\$ <u>898,846</u>
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ <u>893,721</u>	
(2) Prior years' levies		
(3) Total primary property taxes	\$ <u>893,721</u>	
B. Secondary property taxes		
(1) Current year's levy	\$ _____	
(2) Prior years' levies	\$ _____	
(3) Total secondary property taxes	\$ _____	
C. Total property taxes collected	\$ <u>893,721</u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	<u>1.1182</u>	<u>1.1182</u>
(2) Secondary property tax rate	_____	_____
(3) Total city/town tax rate	<u>1.1182</u>	<u>1.1182</u>
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating <u>2</u> special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

Town of Florence
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2017

FUND	OTHER FINANCING 2017		INTERFUND TRANSFERS 2017	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
Highway User Revenue Fund	\$	\$	\$ 460,036	\$
Water Utility Fund			448,364	
Sewer Utility Fund			528,115	
Sanitation Fund			73,938	
Streetlight Improvement District Funds			9,900	
Utility Improvement District #1 Funds			68,100	
Southwest Gas Capital Expenditure Fund				
Total General Fund	\$	\$	\$ 1,588,453	\$
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund	\$	\$ 4,700,000	\$ 18,900	\$ 460,036
Streetlight Improvement District Funds				19,800
Transporation Impact Fee Funds				
Southwest Gas Capital Expenditure Fund				68,100
Total Special Revenue Funds	\$	\$ 4,700,000	\$ 18,900	\$ 547,936
DEBT SERVICE FUNDS				
Debt Service Fund	\$	\$	\$ 359,800	\$
Utility Improvement District #1 Fund				9,000
Pinal County Excise Tax Bond		4,700,000		
WIFA Proceeds		1,200,000		
Total Debt Service Funds	\$	\$ 5,900,000	\$ 359,800	\$ 9,000
CAPITAL PROJECTS FUNDS				
Debt Service Fund	\$	\$	\$	\$ 359,800
Total Capital Projects Funds	\$	\$	\$	\$ 359,800
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Water Utility Fund	\$	\$	\$	\$ 448,364
Sewer Utility Fund		1,200,000		528,115
Sanitation Fund				73,938
Total Enterprise Funds	\$	\$ 1,200,000	\$	\$ 1,050,417
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 5,900,000	\$ 5,900,000	\$ 1,967,153	\$ 1,967,153


**Town of Florence
Expenditures/Expenses by Fund
Fiscal Year 2017**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2016	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2016	ACTUAL EXPENDITURES/ EXPENSES* 2016	BUDGETED EXPENDITURES/ EXPENSES 2017
GENERAL FUND				
Town Council	\$ 145,100	\$	\$ 130,213	\$ 128,821
Administration/Gen Govt	1,632,300		1,399,294	1,295,283
Court	222,500		183,872	177,999
Legal	482,600		597,380	621,596
Finance	926,200		818,833	791,329
Human Resources	257,100		239,588	252,836
Community Development	709,900		601,786	654,982
Police	4,238,900		3,839,805	3,837,512
Fire	3,062,900		2,912,531	2,918,693
Information Technology	460,300		455,250	521,011
Parks and Recreation	1,869,700		1,716,001	1,674,243
Senior Center	281,700		248,578	247,167
Library	416,200		399,510	384,278
Engineering				
Town Engineer	60,100		137,360	80,225
Cemetery	17,300		17,800	8,400
Economic Development	164,300		148,922	145,561
Contingency	50,000		50,000	500,000
Facilities			513,318	477,648
Total General Fund	\$ 14,997,100	\$	\$ 14,410,041	\$ 14,717,584
SPECIAL REVENUE FUNDS				
Highway User Revenue	\$ 5,997,200	\$	\$ 3,265,278	\$ 6,922,874
Grants	2,720,900		2,720,900	3,829,188
Streetlight Impr Districts	58,700		58,700	58,700
Judicial Collections Enhancement	3,800		3,800	3,800
Fill-the-Gap	2,100		2,100	2,100
Southwest Gas Capital Exp	48,700		45,804	46,000
Impound	3,000		3,000	3,000
Total Special Revenue Funds	\$ 8,834,400	\$	\$ 6,099,582	\$ 10,865,662
DEBT SERVICE FUNDS				
Debt Service	\$ 359,800	\$	\$ 359,800	\$ 359,850
Utility Improvement District #1	89,400		89,400	83,921
Total Debt Service Funds	\$ 449,200	\$	\$ 449,200	\$ 443,771
CAPITAL PROJECTS FUNDS				
Capital Projects	\$ 4,848,000	\$	\$ 1,728,759	\$ 1,225,000
Econ Dev Capital Projects				
Total Capital Projects Funds	\$ 4,848,000	\$	\$ 1,728,759	\$ 1,225,000
PERMANENT FUNDS				
Firefighters' Pension (Fiduciary)	\$ 14,500	\$	\$ 13,473	\$ 14,500
Total Permanent Funds	\$ 14,500	\$	\$ 13,473	\$ 14,500
ENTERPRISE FUNDS				
Water Utility	\$ 4,630,800	\$	\$ 2,341,736	\$ 4,294,882
Sewer Utility	9,077,200		4,393,573	5,229,218
Sanitation	827,200		895,996	900,487
Total Enterprise Funds	\$ 14,535,200	\$	\$ 7,631,305	\$ 10,424,587
INTERNAL SERVICE FUNDS				
Fleet Services	\$ 782,900	\$	\$	\$
Facility Services	593,000			
Total Internal Service Funds	\$ 1,375,900	\$	\$	\$
TOTAL ALL FUNDS	\$ 45,054,300	\$	\$ 30,332,360	\$ 37,691,104

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

**Town of Florence
Full-Time Employees and Personnel Compensation
Fiscal Year 2017**

FUND	Full-Time Equivalent (FTE) 2017	Employee Salaries and Hourly Costs 2017	Retirement Costs 2017	Healthcare Costs 2017	Other Benefit Costs 2017	Total Estimated Personnel Compensation 2017
GENERAL FUND	139	\$ 7,350,852	\$ 882,169	\$ 1,524,744	\$ 840,158	\$ 10,597,923
SPECIAL REVENUE FUNDS						
Highway User Revenue	20	\$ 564,500	\$ 64,800	\$ 166,100	\$ 87,000	\$ 882,400
Total Special Revenue Funds	20	\$ 564,500	\$ 64,800	\$ 166,100	\$ 87,000	\$ 882,400
ENTERPRISE FUNDS						
Water Utility	5	\$ 259,700	\$ 29,800	\$ 54,100	\$ 29,300	\$ 372,900
Sewer Utility	8	377,300	43,300	86,000	45,300	551,900
Sanitation	2	85,400	9,800	19,800	11,000	126,000
Total Enterprise Funds	15	\$ 722,400	\$ 82,900	\$ 159,900	\$ 85,600	\$ 1,050,800
INTERNAL SERVICE FUND						
Fleet Services		\$	\$	\$	\$	\$
Facility Services						
Total Internal Service Fund		\$	\$	\$	\$	\$
TOTAL ALL FUNDS	175	\$ 8,637,752	\$ 1,029,869	\$ 1,850,744	\$ 1,012,758	\$ 12,531,123

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 8d.
MEETING DATE: June 20, 2016 DEPARTMENT: Legal/Administration STAFF PRESENTER: Cliff Mattice, Town Attorney SUBJECT: Policy Guidelines and Application Procedures for Changes in Ownership of Major Landowner of Community Facilities District (“Application Procedures for Changes in Ownership”)		<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other

RECOMMENDED MOTION/ACTION:

Motion to approve the Policy Guidelines and Application Procedures for Changes in Ownership of Major Landowner of Community Facilities District (attached hereto), with regard to the community facilities districts that are established by the Council to address requests by purchasers of property in such districts desiring the benefits of the district.

BACKGROUND/DISCUSSION:

In order to secure for the Town of Florence, Arizona (“Town”) the public benefits of the Community Facilities Act enacted by the Arizona Legislature in 1988 and to promote the best interests of the Town, on November 19, 2007, the Mayor and Council of the Town of Florence adopted the Policy Guidelines and Application Procedures for Establishment of Community Facilities Districts (the “Establishment Policies and Procedures”). Now that districts have been established by the Town Council, the attached Application Procedures for Changes in Ownership will assist with requests by a purchaser (“Applicant”) of property in such districts (the “Property”) who desire the benefits of the district and to be added as a party to, or to amend for its purposes, development agreements which affect the district and the Property.

Such Applicants will be required to pay a fee at the time of submission of the request (the “Application”). An Application must also be completed and all requested information must be provided to the Town. The Application must contain, in relevant part, information addressing the following: (1) a description of the Applicant; (2) the existing obligations the Applicant proposes to change; (3) Applicant’s experience with similar projects as development of the Property; (4) Applicant’s ability to undertake and complete a proposed development, payment of debt services on bonds and payment required for indemnification; (5) a description of the proposed public infrastructure and services along with a description of the community benefit or enhanced services derived from the community facility district (“CFD”) and consistency with the Town’s General

Plan; (6) identity of owners of the Property; (7) an operating plan for the Property; (8) plans for providing water service, sewer service, fire, and police to the Property; (9) a detailed description of the public infrastructure to be financed by the CFD accompanied by a schedule; (10) cost estimates for construction and acquisition of public infrastructure; (11) a detailed description of the capital financing plan for public infrastructure; (12) a 20-year financial feasibility study for development of the Property; (13) the impact on residents within the Property related to property tax levies, special assessments, fees, charges and other costs of the CFD; (14) an analysis of the value-to-lien ratios of the proposed public financing in the form of bonds; and (15) information regarding the disclosure form that will be used to describe to prospective buyers the potential tax assessment and fee implications. The Applicant is required to indemnify the Town and the CFD and to provide an insurance policy to cover actions by the CFD and Board.

If the requirements for the request are satisfied, the Application, along with any report and recommendation by Town staff, will be forwarded to the Town Council for consideration.

If the Mayor and Council believe it to be in the best interest of the residents of the Town of Florence, the Mayor and Council may approve the Application Procedures for Changes in Ownership.

FINANCIAL IMPACT:

At the time of submission of an Application, the Applicant must pay a non-refundable fee of \$15,000 and must deposit an additional \$10,000 to be applied by the Town in its sole discretion to the costs incurred in connection with processing and reviewing the Application. When such \$10,000 (and each subsequent amount) is spent, an additional \$10,000 will be requested and must be paid. All costs incurred by the Town and/or the community facilities districts in connection with such requests will be paid by the applicant/landowner/developer or successor ("Applicant") through a series of monetary deposits. Such deposits will be applied to pay amounts due for services rendered by the Town staff, CFD staff and outside consultants who may be retained by the Town and/or the CFD, including but not limited to bond counsel, financial advisors, engineers, appraisers and attorneys. Any amount remaining in deposit after consummation of development agreement amendments and other changes required for the Applicant, will be returned to the Applicant. All or part of such costs may be reimbursed to the Applicant from a CFD tax levy, CFD assessment, CFD revenues or CFD bond proceeds, provided such reimbursement is in conformance with federal law, State law, the adopted the Application Procedures for Changes in Ownership, and other applicable obligations, rules and policies.

STAFF RECOMMENDATION:

Staff recommends approval of this item to complement the existing Policy Guidelines and Application Procedures for Establishment of Community Facilities Districts previously adopted by the Council.

ATTACHMENTS:

Application Procedures for Changes in Ownership

POLICY GUIDELINES AND APPLICATION PROCEDURES
FOR CHANGES IN OWNERSHIP OF MAJOR LANDOWNER
OF COMMUNITY FACILITIES DISTRICT

In order to secure for the Town of Florence, Arizona (the “Town”) the public benefits of the Community Facilities Act (the “Act”) originally enacted by the Arizona Legislature in 1988 and to promote the best interests of the Town, the Policy Guidelines and Application Procedures for Establishment of Community Facilities Districts were adopted by the Common Council on November 19, 2007 (the “Establishment Policies and Procedures”). Now that districts have been established by the Common Council, the following Policy Guidelines and Application Procedures are adopted by the Common Council to deal effectively with a request application by a purchaser of property in such a district (in each case, the “Property”) that wants the benefits of the district and to be added as a party to, or to amend for its purposes, development agreements which affect the district and the Property. (All terms used herein and not otherwise defined shall have the meaning given to them in the Establishment Policies and Procedures.)

ARTICLE 1

General Policies

- 1.1 All costs incurred by the Town and/or the community facilities district (“CFD”) in connection with such requests will be paid by the applicant/landowner/developer or successor thereto (such entity generically referred to herein as the “Applicant”) through a series of monetary deposits as provided herein. Such deposits will be applied to pay amounts due for services rendered by the Town staff, CFD staff and outside consultants who may be retained by the Town and/or the CFD, including but not limited to bond counsel, financial advisors, engineers, appraisers and attorneys. The Town may use outside consultants as “staff” to review or confirm any analyses prepared in conjunction with an application. If authorized by the district board of a CFD (the “Board”), exercising its sole discretion, all or part of such costs may be reimbursed to the Applicant from a CFD tax levy, CFD assessment, CFD revenues or CFD bond proceeds, provided such reimbursement is in conformance with federal law, State law and these guidelines.
- 1.2 These Policy Guidelines and Application Procedures (these “Policies and Procedures”) may be modified from time to time by the Town. An Applicant will be given the opportunity to propose alternative approaches to those provided herein, with the understanding that concerns of the Town must be adequately addressed before the staff of the Town will recommend approval.

ARTICLE 2

Contents of Applications

An “Application” for purposes of these Policies and Procedures must be completed which shall, at a minimum, contain the following information and be organized in the manner described below. If all requested information is not provided, the Application will be denied.

- 2.1 General Description. A general description of the Applicant, including the corporate and organizational structure of the entity or individual making the Application. This description should include the names of all officers and/or corporate directors directly related or associated with the proposed development of the Property and the proposed CFD.
- 2.2 Contact(s). The name, address, phone number and other relevant information of the primary contact for the Applicant. This information should list the names (and other relevant information) of any legal representatives, engineers, architects, financial consultants and/or other consultants significantly involved with the Applicant.
- 2.3 Property Transfer. From which of the owners did the Applicant purchase property in the CFD? To which of the rights of such owner does the Applicant propose to request changes? To which of the obligations of such owner does the Applicant propose to request changes?
- 2.4 Experience. A general description of the Applicant’s experience with similar types of projects as development of the Property.
- 2.5 Financial Capability. Evidence demonstrating the Applicant’s ability and capacity (including financial statements if necessary) to undertake proposed development and related matters. The fact that an Applicant may be a private corporation or other privately owned entity shall not be a basis for refusal to provide information requested by the Town staff or the Board which relates to Applicant’s financial capacity to (1) undertake and complete proposed development; (2) pay debt service on bonds while continuing to be a property owner and (3) pay amounts required for indemnification and expense subsidies in relevant development agreements. If the Applicant believes that adequate evidence of such ability and capacity cannot be provided, the Applicant is encouraged to provide alternative measures to address these issues.
- 2.6 General Description. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, a general description of the proposed public infrastructure and/or services to be provided, and a statement describing the overall community benefit or enhanced public services to be derived from the CFD. This description should include a statement of how the changes meet the existing development objectives of the Town, including the degree to which the changes are consistent with the goals of the Town’s General Plan for promoting orderly development, consistent with growth management policies and zoning requirements and the degree to which the land use plan for the CFD is consistent with the Town’s General Plan.

- 2.7 Ownership Interests. The identity and address of all persons or entities with any interest in the Property including lienholders and purchasers under pending sales contracts and the names and addresses of any qualified electors located within the Property. A certificate from the Pinal County Assessor or, if not accurate, a current title report and certificate from the Pinal County Elections Department shall be submitted as evidence of names or persons with any interest in the land and qualified electors, respectively.
- 2.8 Operating Plan. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, an operating plan for the Property describing the functions of the CFD and how the operation and maintenance of the public infrastructure will be provided.
- 2.9 Status of Entitlements and Sources of Water, Sewer Treatment and Other Utilities/Services. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, the plan for providing water, sewer treatment and other utilities and services (fire, police, education, etc.) to the Property. Also, the plan for providing services such as police, fire protection and education.

Proposed Improvements

- 2.10 Description of Public Infrastructure. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, a detailed description of the types of public infrastructure to be financed and/or acquired by the CFD with respect to the Property. This description should include a proposed project schedule for commencement and completion of (a) public infrastructure and (b) the private development.
- 2.11 Estimated Costs. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, an estimate of the construction and/or acquisition costs of the public infrastructure to be completed by the CFD with respect to the Property. This information shall include a detailed list of the estimated cost of each component of the public infrastructure.
- 2.12 Development Timetable. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, a detailed timetable describing the scheduling, timing or phasing of the public infrastructure. This schedule should include a timetable for constructing/acquiring both the public and private components of the overall development with respect to the Property. Each phase of the development should be shown separately.

Financing Plan

- 2.13 Description of Financial Plan. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, a detailed description of the capital financing plan for the public infrastructure and the private development with respect to the Property, including both public and private components of such development. This description should include the proposed types of tax-exempt/taxable

bonds to be issued for the public infrastructure as well as the financing plan of the Applicant for the private development and the sources of the proposed financing including any debt or equity.

- 2.14 Sources and Uses of Funds. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, a detailed sources and uses of funds for the public infrastructure with respect to the Property. This schedule should include the description of components of the public infrastructure that will be financed by the type of bonds to be issued.
- 2.15 Financial Feasibility. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, a 20-year financial feasibility study for development on the Property including both the public infrastructure and the private development. This feasibility study should include, if possible, a preliminary market absorption study for the private development.
- 2.16 Fiscal Impact. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, an analysis of the assessment and utilities fee impact on the users/residents within the Property, specifically, projected property tax levies, special assessments, fees, charges and any other costs to be borne by the CFD. A comparative analysis of such taxes, assessments and fees of similar or adjoining areas and/or CFDs should also be provided.
- 2.17 Value-to-Lien Ratio Analysis. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, based on the estimated value of the Property including after acquisition and/or construction of the public improvements, an analysis of the value-to-lien ratios of the proposed public financing if in the form of general obligation or assessment bonds. A value-to-lien ratio of less than 4 to 1 will generally be unacceptable.
- 2.18 Operation and Maintenance Costs. If different from that provided in the Application for the CFD under the Establishment Policies and Procedures, a detailed description and a financial pro-forma of the estimated annual operation and maintenance costs of the public infrastructure, including for replacement reserves, if appropriate. The Application must clearly detail the specific entities such as CFD, Homeowners Associations, Applicant, Town, etc. that will be responsible for funding the on-going operation and maintenance costs for all CFD improvements with respect to the Property, including for replacement reserves, if appropriate. This section should also provide a description of the revenue source of each.

Miscellaneous Information

- 2.19 Marketing Plan. A detailed description of the proposed marketing plan to be used by the Applicant to market property within the Property. This information may include comparisons of similar CFDs in the area.

- 2.20 Disclosure to Prospective Property Owners. Information regarding the proposed disclosure form that will be used to describe to prospective buyers the potential tax, assessment and fee implications of the Property. Such forms shall have provisions for the signed acknowledgement of receipt of such disclosure form. (Landowners/developers are required to describe in their promotional materials the financial and other relative impacts of the Property being in a CFD and should note that acknowledged disclosure forms will be required to be filed with the Clerk of the Town.)
- 2.21 Equity Contribution. Evidence of at least \$0.25 in infrastructure or community improvements benefiting the Property for each \$1.00 of debt to be issued by a CFD to finance public infrastructure purposes. If agreed to by the Board, in its sole and absolute discretion, prior infrastructure and community improvements constructed or acquired by the Applicant and benefiting the Property may be included in calculating the Applicant's compliance with this requirement.

ARTICLE 3

Application Procedures

- 3.1 Ten copies of the Application shall be submitted to the Manager of the Town who will coordinate an inter-departmental analysis of the Application.
- 3.2 At the time of submission of the Application, the Applicant shall pay a non-refundable Application fee of \$15,000 and shall deposit an additional \$10,000 as a deposit on account to be applied by the Town in its sole discretion to the costs incurred in connection with processing and reviewing the Application. When such \$10,000 (and each subsequent \$10,000 amount hereinafter described) is expended, an accounting will be made to the Applicant for all costs incurred by the Town and an additional \$10,000 will be requested and must be paid forthwith. Any amount remaining as deposit on account after consummation of development agreement amendment and other changes required for the Applicant will be returned to the Applicant.
- 3.3 After the Application fee and deposit are submitted, the Manager of the Town shall, within 30 days, arrange a pre-application conference with the appropriate Town staff, for the purpose of reviewing the Application for conformity with Town policies.
- 3.4 If, following the pre-application conference or at any other time during the application process Town staff requests additional information, the Applicant shall, within 14 business days, provide any and all supplemental information requested prior to proceeding to the next step of the review process.
- 3.5 The review, analysis and implementation of the Application will be generally conducted in three sequential phases.
- a. Phase 1 will consist of a preliminary review of the Application to identify missing or incomplete information and to identify and discuss any initial concerns prior to the Town undertaking a more complete review of the Application. Phase 1 will be

completed not less than 60 days after the latter of the pre-application conference or provision by the Applicant of any additional information requested as a result of such conference or during Phase 1. The Applicant shall provide information requested during Phase 1 within 14 business days of such request.

- b. Phase 2 will consist of a detailed review of the Application, as amended. This phase may include several iterations of review, comment and re-review. Under the direction of the Town, a report may be prepared including recommendations related to the Property and an analysis of the change in ownership and its effects on the Town. This report may provide a recommended disposition of the Application and any additional requirements that will be placed on the Applicant. Phase 2 will be completed not less than 90 days after the latter of completion of Phase 1 or provision by the Applicant of any additional information requested during Phase 2. The Applicant shall provide information requested during Phase 2 within 14 business days of such request.
 - c. Phase 3, if undertaken, will consist of the amendments to development agreements and related matters arising from the change in ownership.
- 3.6 If the requirements of 3.2 are then being satisfied and the Application meets the qualifications provided herein, the Application, along with any report and recommendations by Town staff, will be forwarded as soon as practicable to the Town Council.
- 3.7 If the Town Council approves the Application, the Applicant and the Town staff shall, within 30 days, coordinate a schedule of events for change in ownership that affects the CFD including development agreement amendments, incorporating the requirements of any report, recommendations of the Town staff, the requirements of these Policies and Procedures and any other restrictions, provisions and agreement required by the Town.
- 3.8 In such development agreement amendments, the Applicant (or such other third party acceptable to the CFD) shall indemnify the Town and the CFD and their agents, officers and employees and shall hold the Town and the CFD and their agents, officers and employees harmless for, from and against any and all liabilities, claims, costs and expenses, including attorneys' fees, incurred with respect to the formation, operation or administration of the CFD as it relates to the Property, the offer and sale of the CFD bonds as it relates to the Property, the levying by the CFD of any tax, assessment or charge as it relates to the Property and the operation and maintenance of public infrastructure financed or owned by the CFD as it relates to the Property.

In addition, if such insurance is not otherwise available from another source, the Applicant shall be responsible for the cost of a Director's and Officer's (D&O) insurance policy to cover all actions and activities taken by the Board as it relates to the Property and officers of the CFD relating to the CFD formation, financing, administrative actions and other related activities as it relates to the Property and for depositing the amount of any deductible in escrow with the CFD or for providing a plan for providing for such deductible. The amount of the D&O coverage will be determined by the Board.

Approved by the Mayor and Common Council on _____, 2016.

Acknowledged by Merrill Ranch Community Facilities District No. 1 and Merrill Ranch Community Facilities District No. 2 on _____, 2016.

Town of Florence

Tom J. Rankin, Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa Garcia, Town Clerk

Clifford L. Mattice, Town Attorney

Acknowledged:

Merrill Ranch CFD 1

Merrill Ranch CFD 2

Tom J. Rankin, Chair

Tom J. Rankin, Chair

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