

**MINUTES OF THE TOWN OF FLORENCE COUNCIL MEETING HELD ON MONDAY, OCTOBER 17, 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 6:00 pm.

**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.

**PRESENTATIONS**

**Introduction of the 2016/2017 Town of Florence Information Technology Interns.**

Mr. Trenton Shaffer, Interim IT Manager, stated that many municipalities provide some form of internship and volunteer opportunities for teenagers. This is a great way to develop their skills, help them find a solid career path and create interest in local government. The Town partnered with Florence High School (FHS) to utilize student interns that are currently participating in the FHS Multimedia Broadcasting Class. Students enrolled in this class are under the supervision and direction of Mr. Jim Nephew. He stated that in class, the students record, edit, and broadcast their Gopher News, which can be viewed on the FHS website. He stated that the students have the skill set necessary for public broadcasting, which includes, camera and microphone setup, teleprompter programming, audio and video editing and broadcasting, multimedia content creation, and much more.

Mr. Shaffer stated that the student internship is mutually beneficial to both the FHS and the Town. The Town will be granted full access to the FHS media studio. The students will benefit from the opportunity to directly apply their training by providing professional programming for town audio and video and town website content. They will assist with recording, editing and broadcasting the Town Council and other meetings.

Mr. Shaffer stated that the program is in its infancy and will continue to grow. The Town aims to provide relevant and better overall quality content to its citizens through the government access channel and Town website. He stated that they will learn and grow from citizen feedback regarding this content, provide additional training for students, and help develop a solid career path for the students' future, and get the youth more involved in local government.

Mr. Shaffer introduced Austin Rodriguez, FHS Senior, who is in his fourth year of multimedia broadcasting and has a wealth of broadcasting experience.

Mr. Rodriguez stated that he also competes in Future Business Leaders of America (FBLA), business video production. He placed 4<sup>th</sup> in State and 72<sup>nd</sup> in Nationals. He thanked the Council and staff for the opportunity to improve his video production skills.

Mayor Rankin inquired if his time working for the Town goes towards his 40 hours of required community service.

Mr. Rodriguez stated that he has already completed his community service hours.

Mr. Shaffer introduced Ankhwa Nguyen, FHS Senior, who is also in his fourth year of multimedia broadcasting. He exhibits an expertise in audio/video programming as well as multimedia content creation.

Mr. Nguyen stated that ASU has given him a four year scholarship for video games. He will need to take computer engineering, which he is excited about. He stated that this opportunity will help him in his career choice which is computer programming. He competes nationwide and internationally in video game tournaments. He thanked the Council for the opportunity to improve himself and his editing and programming skills.

Councilmember Anderson inquired if the FHS website is linked to the Town website.

Mr. Shaffer stated that the sites are not linked, but they could do so if Council chooses.

Councilmember Woolridge stated that this is an exceptional opportunity. She thanked staff for this idea.

Mr. Brent Billingsley, Town Manager, thanked the Budget Committee for the idea and the Council for funding the ability to have FHS interns.

### **Proclamation declaring October 16 – 22, 2016 as National Friends of Libraries Week.**

Mr. Billingsley read the proclamation for the record.

Mayor Rankin declared October 16 – 22, 2016 as National Friends of Libraries Week.

Mayor Rankin presented the proclamation to Ms. Emily Webster, Friends of the Library President. He thanked her for her service and appreciates all that she and the members do.

### **Presentation from the 150<sup>th</sup> Anniversary Ad Hoc Committee.**

Mr. Bryan Hughes, Parks and Recreation Director, stated that they have met throughout the year on ways to celebrate and raise awareness of the Town's 150<sup>th</sup> anniversary. He stated that they met a few weeks ago and are wrapping up the events.

Mr. Hughes and Ms. Alison Feliz, Recreation Programmer, provided the following presentation:

- Upcoming Events

- Florence Carnival on October 27- 31, 2016
  - The five-day carnival would lead up to the annual Halloween Fright Fest held on Halloween night.
  - Carnival is smaller than last year.
    - Six rides, game booths, and food booth
    - Different vendor than last year
- Halloween Fright Fest on October 31, 2016
  - The Halloween Fright Fest is a fun, safe, alternative to trick or treating. Local businesses and organizations create and operate game booths for the kids in the community to participate in.
  - 28 games in the outfield
  - Corn maze
  - Everyone is a winner at this event.
  - The Pinal County Federal Credit Union is organizing the costume contest.
  - Florence Women's Club is organizing the pumpkin carving contest.
  - Food and merchandise vendors will be onsite.
- Jr. Parada Parade on November 26, 2016
  - The Jr. Parada Parade and rodeo is a long time Florence tradition and is held Thanksgiving weekend.
  - This year marks the 84<sup>th</sup> Annual Rodeo and Parade.
  - The parade will start off the fun on Main Street at 10:00 a.m.
  - The rodeo at the Charles Whitlow Rodeo grounds begins at 12:30 p.m.
  - Staff reached out to 80 new participants plus those who have participated in the past
  - Goal is to get a minimum of 50 parade entries.
- Christmas on Main on December 2, 2016
  - Main Street turns in to a winter wonderland.
  - Various vendors line Main Street, and local businesses open their doors to the Florence Community spreading the holiday cheer.
  - Santa is available for pictures
  - Holiday Light parade ends the night.
- New Year's Eve Block Party on December 31, 2016
  - Similar to Road to Country Thunder. This street festival will close out 2016 in style featuring live entertainment, food vendors, and more!
  - Two beer gardens with live entertainment
    - Partnerships with Kokopelli Moon Saloon and American Legion
  - Kids games, activities and food vendors along Main Street
  - Fireworks at midnight

- Other upcoming events

- Florence High School Homecoming Parade on Friday, October 21, 2016
- Pony Express on Saturday, November 5, 2016
- Anthem Celebrates the Arts on Saturday, November 12, 2016

- Financial Summary
  - Revenues (Sponsorships) - \$23,135
  - Expenditures (Year to date)
    - Banners - \$4,404
    - Merchandise - \$1,176
    - Marketing - \$950
  - Future Events
    - Carnival - \$500
    - New Year's Eve Block Party - \$16,000+
  - Thanked multiple sponsors
    - Events are made possible by the sponsorships received

Mayor Rankin stated that he has been promoting the New Year's Eve Block Party, which is a family friendly event. He inquired if fire pits will be placed throughout Main Street and where the bounce houses will be located.

Mr. Hughes stated that they are still in the planning stages with regards to the layout. The bounce houses will be located in Jacques Square or within close proximity to Jacques Square.

Mr. Hughes stated that their last meeting will be in November.

**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. **Approval of the purchase of traffic signal equipment from Sierra Transportation and Technologies, in an amount not to exceed \$69,416.43.**
- b. **Approval of the Coolidge-Florence Elks Lodge Special Event Liquor License application to the Arizona Department of Liquor Licenses and Control, for a Sun City Anthem private event, to be held on October 21, 2016.**
- c. **Authorization to enter into a contract with Creative Paving Solutions, LLC, for sandblasting and sealing improvement on Main Street, between Ruggles and 12<sup>th</sup> Street, in an amount not to exceed \$40,000.**
- d. **Authorization to enter into a Lease Agreement between the Town of Florence, and Weagant Law Offices, PLC, for the Brunenkant Building.**
- e. **Proclamation declaring October 2016 as National Community Planning Month.**
- f. **Approval of the September 6 and September 19, 2016 Council minutes.**
- g. **Receive and file the following board and commission minutes:**
  - i. **June 29, 2016 and August 31, 2016 Historic District Advisory Commission minutes.**
  - ii. **June 15, 2016 Library Advisory Board minutes.**

**iii. July 7, 2016 Planning and Zoning Commission minutes.**

On motion of Councilmember Anderson, seconded by Vice-Mayor Walter, and carried to approve the Consent Agenda as written, with the exception of Item 7g i.

**i. June 29, 2016 and August 31, 2016 Historic District Advisory Commission minutes.**

Councilmember Woolridge stated that she would like the June 29, 2016 Historic District Advisory Commission minutes to be amended to contain specific and more detailed information with regards to the plaque that was placed at the American Legion.

Ms. Garcia stated that the title of the plaque along with the exact wording on the plaque will be added to the minutes.

On motion of Councilmember Woolridge, seconded by Councilmember Anderson, and carried to approve the amended June 29, 2016 Historic District Advisory Commission minutes and the August 31, 2016 Historic District Advisory Commission minutes.

**NEW BUSINESS**

**Discussion/Approval/Disapproval of a contract to AJP Electric Inc., for the construction of the future traffic signal, to be located at the intersection of Hunt Highway and Attaway Road, in an amount not to exceed \$101,520.90.**

Mr. Chris Salas, Public Works Director, stated that the contract is for labor for the intersection improvements at Hunt Highway and Attaway Road, inclusive of construction of the underground foundation for the poles, setting of the poles, mast arms, running of the wires and installation of the conduit. He stated that the procurement is done through a Job Order Contracting (JOC) approved through Maricopa County and was reviewed by the Town Attorney.

Mr. Billingsley defined that a JOC is a special procurement under the State of Arizona law as alternate project deliver. This is also known as "piggybacking on another city's contract for similar work. This method will save the Town money.

Mr. Salas stated that the Town was initially going to purchase the temporary traffic signal trailers from Pinal County; however, Pinal County was not willing to sell the traffic signal due to the financial loss because of their existing value versus what they paid for them.

Mr. Salas stated that he considered the difference in cost between purchasing new traffic signal trailers and installing traffic lights at the intersection. The decision is to install a permanent traffic signal that will allow a right turn lane to be installed in the future.

Mr. Salas stated that the improvements to the intersection will include vehicular detection, which will improve the level of service. Staff will also be able to program the traffic signal for different times of the day, depending on traffic patterns.

Mr. Salas stated that the staff will come before Council in the future for approval on an Intergovernmental Agreement with Pinal County to allow for maintenance of the traffic signal. He stated the Town is using the same controller and poles that Pinal County uses so that they are able to maintain the traffic signal. They will also use standardized hardware. This is the first phase of the approved CIP Project. He stated that the initial traffic signal will not include any roadway improvements. A guardrail will need to be installed to provide a clear zone for pole protection. Staff will work with San Carlos Irrigation District (SCID) on the widening of Attaway Road to provide a northbound right turn lane.

Mr. Billingsley stated that the traffic signal has been programmed in the CIP for quite some time and was held up due to some challenges regarding right of ways in the area. The Town is up against a severe deadline in terms of construction of a brand new traffic signal because Pinal County has authorized the Town to use their temporary traffic signal through December 31, 2016. Mr. Salas has come up with a way to not only procure a design and construct in an incredibly tight timeframe but also a way to very efficiently and effectively construct a traffic signal without an absorbent cost and still allow for the ability to do future improvements in the vicinity. Mr. Salas has come up with a design concept that does not impact the right of ways where they were challenged before.

Mr. Billingsley stated that the traffic signal will look different than what a traditional traffic signal looks like, but will function quite well for the three legs of the intersection.

Mr. Salas stated that they started with an aggressive timeline on the design and he has worked with the construction company in advance of the approval to ensure that they have enough time once the project was approved. The company was chosen based on their qualifications and their ability to meet the deadline. They will be turning dirt in late November and will get the signal done in approximately 30 days if all of the hardware is available.

Mr. Salas explained the importance of ensuring that the entire product is onsite in order to get the project completed on schedule. He has been working with the company to ensure that the company has the product stocked in anticipation of the order being approved.

Councilmember Anderson thanked Mr. Salas for his diligence in getting this accomplished in such a short period of time.

Councilmember Guilin complimented Mr. Salas for the way the contract was bid out. She appreciates his conservative financial approach and his ability to save the taxpayers' dollars.

Councilmember Wall inquired if the traffic signal will be solar powered, and if not, where will the power come from.

Mr. Salas stated that the power is north of the intersection. He stated there is a guide wire that comes down on the last pole. The meter pedestal battery backup unit will be deployed in that vicinity. The Town already has an agreement that has been signed by ED2 on the design and the construction of the service.

Mr. Billingsley stated that one of the challenges with the traditional design was how to get power to all four legs of the intersection and not only the right of way concerns. Mr. Salas' design utilizes the ability to get the power from the same side where it is provided (i.e. ED2 line).

Councilmember Woolridge stated that current aesthetics at that intersection is not attractive and she is glad to see this project move forward. She thanked Mr. Salas for being financially conservative.

Vice-Mayor Walter stated that she appreciates his cost saving methods and for addressing the timing of the lights.

Mayor Rankin inquired if the total project cost will not exceed \$150,000.

Mr. Salas stated that the project is two part. The traffic signal equipment will cost no more than \$69,416.43 and the labor will be no more than \$101,520.90. He stated that both figures have a large contingency built in the cost in case the design changes. The design is not complete as of today. He stated they have specked out all of the equipment with the understanding that the pole could be moved which is why a cushion was built in for variables.

Mr. Billingsley stated that the traffic signal will cost more than \$200,000 in total and is very inexpensive compared to a traditional signal that can cost between \$250,000 and \$400,000. He stated that the traffic signal on State Highway 79 and Diversion Dam Road is expected to cost approximately \$350,000.

Mayor Rankin inquired about the traffic count at the intersection of Hunt Highway and Attaway Road.

Mr. Salas stated that in the mid-morning there are over 100 left hand turns off of Attaway Road. For approximately four hours straight, there are approximately 300 left hand turns off of Hunt Highway. The left hand turns are impeding traffic movement. The traffic count met two traffic warrants.

On motion of Councilmember Anderson, seconded by Councilmember Guilin, and carried to approve a contract to AJP Electric Inc., for the construction of the future traffic signal, to be located at the intersection of Hunt Highway and Attaway Road, in an amount not to exceed \$101,520.90.

**Resolution No. 1602-16:**

Mr. Billingsley read Resolution No. 1602-16 by title only.

**A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE TOWN OF FLORENCE FY 2016-2017 EMPLOYEE CLASSIFICATION PLAN.**

Mr. Scott Barber, Human Resources Director, stated that the US Department of Labor announced changes to the rules regarding the Fair Labor Standards Act (FLSA). He stated that the FLSA governs several things, including the issue of overtime compensation. He provided a brief overview of the history of FLSA and how it pertains to government entities. He stated that

in terms of overtime, the particular law allows for certain tests to be performed to determine if someone could be exempt from the overtime provisions and one test is the salary test. The salary test has to be met before any further tests can be performed.

Mr. Barber stated that the Department of Labor issued a new ruling changing the minimum salary from \$23,660 to \$47,476 effective December 1, 2016. There have been 21 states that have filed legal action to stay the decision; however, employers are moving ahead with the idea that the new rule will take effect December 1<sup>st</sup>.

Mr. Barber stated that they have looked at the classification entry levels of the Town's positions and, as a result, they are asking for a change in five classifications. One classification is not in use and the others affect four employees. The employees will now qualify for overtime compensation. He stated that the Town Manager expects to operate within the realm of tools that are available to management and mitigate the possibility of overtime.

- Town classifications from "exempt" to "non-exempt" to comply with change
  - Associate Engineer
  - Parks Maintenance Superintendent
  - Planner
  - Court Administrator
  - Senior Building Inspector
  - Facilities Manager

Mr. Barber stated that he has worked with Mr. Salas regarding things that were done prior to his arrival and some adjustments that he has made since he began his employment with the Town. He stated they have been working on alignment issues and moving positions around in the organization. The changes include:

- Public Works Department Changes
  - Utility Superintendent will change to Water Superintendent
    - No change in salary
  - Senior Wastewater Treatment Plant Operator will change to Wastewater Superintendent
    - No change in salary
  - Public Works Operations Technician (Public Works Administration) will change to Facilities Maintenance Specialist (Facilities)
    - Internal recruitment
    - Position will be reclassified
    - Public Works Operations Technician position is currently vacant
  - Maintenance Worker I (Streets) will change to Fleet Services Supervisor (Fleet Maintenance)
    - Promotion = +\$2,119

Mr. Barber stated that the changes in the Public Works Department are supported by the parameters of the Public Works budget. He stated that after the changes are made, there will be several vacancies in the Public Works Department and many will represent promotional opportunities in the Streets Division.

Councilmember Anderson inquired about the financial impact because it appears that several of the positions have a probability of having overtime.

Mr. Barber stated that overtime is always a focus and management has emphasized the necessity to utilize flex time to mitigate overtime expense. He stated that when overtime has to be paid; it will be expensed to the departmental budget.

Mr. Billingsley stated that staff is not asking for more positions nor is staff asking for more money. Rather the re-allocation of positions is to better align staff which allows for more effective and efficient services within the means of the current budget.

Mr. Billingsley stated that Mr. Barber and Mr. Salas have done a substantial amount of research regarding monies that were being spent on outside consultants to do work, particularly in the Facilities Maintenance Department. He stated that there is a staff person who has been able to serve in an interim role. The individual is HVAC certified and has done similar type of work that the Town was hiring consultants to perform on a weekly basis. The Town is able to utilize its resources more efficiently and is able to realign personnel to that effect based on a vacancy that already exists within the department.

On motion of Councilmember Guilin, seconded by Councilmember Wall, and carried to adopt Resolution No. 1602-16.

## **TOWN MANAGER'S REPORT**

Mr. Billingsley stated that the Florence Police Department is very involved in supporting the Special Olympics. They are starting the "Movember Program" in which Police Officers grow facial hair during the month of November to provide charitable donations to Special Olympics. The Police Officers thanked him for allowing the Police Department to participate in the event and the importance of supporting the Special Olympics.

Mr. Billingsley stated that there will be a GAIN event (Getting Arizona Involved in Neighborhoods) on October 22, 2016 at Anthem Community Park Amphitheater. The event is to make the community aware of the benefits that the Town of Florence and the Florence Police Department offer to the community. There will be informational booths covering a variety of topics. Several law enforcement agencies and businesses will be participating in the event as well.

Mr. Billingsley stated that American City and County Magazine announced, via their website, on September 26, 2016, the winners of Igniting the Flames Award for Young Professionals. Alison Feliz was nominated for the award and finished in the top five out of 30 entities. He stated that you can visit their website for more information and to view her biography.

Mr. Billingsley read a letter from the Bureau of Justice Assistance, which read

*"The Bureau of Justice Assistance is pleased to inform you that your agency will receive an award under Fiscal Year 2016 Bulletproof Vests Partnerships Solicitation. These funds have been posted to your account in the BVT system. A complete list of Fiscal Year 2016 BVT awards is available at [www.ojp.usdoj.gov](http://www.ojp.usdoj.gov)."*

Mr. Billingsley thanked the grants team as well as the Police Department for applying and receiving the grant.

Mr. Daniel Hughes, Police Chief, stated that the grant will allow for the purchase of four vests. He stated the vests cost approximately \$1,000 each. The vests are worn daily by the officers and they have a five year life span.

Mr. Billingsley stated that he received an email in which he read:

*“Dear Mr. Billingsley,*

*I’d like to take a minute of your day to thank you and to compliment your Public Works employees that work downtown on the streets and at the parks. I am a Florence resident and every morning I go for walks throughout the community with my newborn baby. Every time I see a city employee I am greeted with a hello and a good morning.*

*Being the mom of three young children, a simple greeting of hello and their presence gives me piece of mind that my children and I are safe in our outings and within our community.*

*Your employees have a great presence in our community. They are always seen working hard, paying attention, and looking out for the community.*

*Thank you for your time and please pass this on to the appropriate personnel.”*

## **CALL TO THE PUBLIC**

There were no public comments.

## **CALL TO THE COUNCIL – CURRENT EVENTS ONLY**

Councilmember Hawkins stated that the Streetlight Improvement Project is moving along quickly. The streetlights are being installed.

Councilmember Wall encouraged everyone to attend the Tip o’ Cop event on the evening of October 21, 2016 at the Anthem Grill. The police officers will be in uniform and will be the servers that evening. The tips will be donated to the Special Olympics.

Councilmember Guilin stated that she attended the Movie in the Park and the event was very well run. She stated that Koko was present and everyone had a great time. She thanked the Public Works staff for the quick response to an issue she had with regards to a water meter at her home and that of her neighbor.

Vice-Mayor Walter stated that she would like to see if there is a grant available for the Town to purchase their own big screen for movies. This will enable the Town to have the Movies in the Park event more often. The Movies in the Park event was very well attended. Koko and the students kept the crowds energized and the event was awesome.

Vice-Mayor Walter thanked Mr. Salas for visiting with the Florence Gardens residents this past Saturday to provide an update on the projects and to address their concerns.

Vice-Mayor Walter stated that she has worked with Mr. Billingsley on the update with regards to the potential flood zone discrepancies in Anthem discussed at the last Council meeting. The Town Manager and Town Engineer are diligently communicating with Baxter Design Group, Pinal County Flood Control and Pulte to confirm and address the concerns that were voiced. It is the Town's goal to resolve the issue working with Anthem's design engineer and Pulte. The Town has requested, and is currently awaiting confirmation from Pulte as to sponsoring an informational session to provide potentially affected residents and the Town with an update. The Town is taking this very seriously and moving forward in an expedited manner.

Mayor Rankin stated that there was a fund raiser for Gabby Lara on October 15, 2016 at the Elks Lodge. It was very well attended and far exceeded what they anticipated. The Posse cooked 300 steaks and was sold out within two hours. The patrons consumed almost all of the beer that the Elks Lodge had on hand. He stated that both Florence and Coolidge residents supported a great cause.

Mayor Rankin stated there was information disseminated that the Mayor should have written a letter regarding the flood zone discrepancy. He responded in the local paper to those comments. It is not the Town's responsibility to do so; it is between the homebuyer and the seller. The Town cannot be liable for information that it does not have any control over as far as the LOMR maps that were done.

Mayor Rankin invited everyone to attend the Homecoming Parade and all of the related events.

#### **ADJOURN TO EXECUTIVE SESSION**

**An Executive Session will be held during the Council Meeting for the purpose of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections 38-431.03 (A)(3), (A)(4), and (A)(7) and to consider its position and instruct its representatives and/or attorneys regarding:**

**Regarding Arizona Department of Environmental Quality proceedings.**

**Regarding potential agreements and pending or contemplated claims involving land use and easements in the Town.**

**Regarding condemnation case filed by Southwest Environmental Utilities LLC, Case No. CV2 01601374.**

**Regarding contract negotiations on the Town's allocation from Central Arizona Project.**

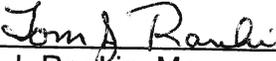
On motion of Councilmember Hawkins, seconded by Vice-Mayor Walter, and carried to adjourn to Executive Session.

#### **ADJOURN FROM EXECUTIVE SESSION**

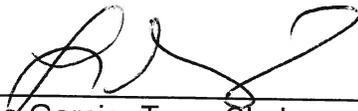
On motion of Councilmember Hawkins, seconded by Councilmember Guilin, and carried to adjourn from Executive Session.

#### **ADJOURNMENT**

On motion of Councilmember Woolridge, seconded by Vice-Mayor Walter, and carried to adjourn the meeting at 8:05 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 October 17, 2016, and that the meeting was duly called to order and that a quorum was present.

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