

# TOWN OF FLORENCE REGULAR MEETING AGENDA

Mayor Tara Walter  
Vice-Mayor Vallarie Woolridge  
Councilmember Bill Hawkins  
Councilmember Becki Guilin  
Councilmember John Anderson  
Councilmember Karen Wall  
Councilmember Kristen Larsen



Florence Town Hall  
775 N. Main Street  
Florence, AZ 85132  
(520) 868-7500  
[www.florenceaz.gov](http://www.florenceaz.gov)  
Meet 1<sup>st</sup> and 3<sup>rd</sup> Mondays

**Monday, April 3, 2017**

**6:00 PM**

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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, April 3, 2017, 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:** Walter \_\_, Woolridge \_\_, Hawkins \_\_, Guilin \_\_, Anderson \_\_,  
Wall \_\_\_\_, Larsen \_\_.

**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. PRESENTATION**

- a. Presentation by Mr. Mark Taylor on the Central Arizona Project. (Councilmember Anderson)
- b. Presentation by Christina Sheperd, Advisor for the Student Leadership Organization of Central Arizona College, regarding the Exemplary Leadership at Central Arizona College and Pinal County and in celebration of Women's HERstory 2017. (Tara Walter)

**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. **Proclamation declaring** April 2017 as Fair Housing Month in the Town of Florence. (Jennifer Evans)
- b. **Approval of an addendum** to the Lease Agreement dated October 1, 2016, by and between the Town of Florence, and Bucks 4 Style, LLC, for Silver King Marketplace, Suite 102, to use the east section of the adjacent Carriage House for storage. (Jennifer Evans)
- c. **Approval of an addendum** to the Lease Agreement dated October 1, 2016, by and between the Town of Florence, and Seconds Please...On Main, LLC, for Silver King Marketplace, Suite 202, to use the west section of the adjacent Carriage House for storage. (Jennifer Evans)
- d. **Appointment of Duane** Noack to the Arts and Culture Commission with a term to expire December 19, 2019. (Lisa Garcia)
- e. **Appointment of Scott** Goodballet to the Board of Appeals, with a term to expire December 31, 2021, and to accept the resignation of Charles Goodballet from the Board of Appeals, effective March 30, 2017. (Lisa Garcia)

## **8. NEW BUSINESS**

- a. **Ordinance No. 653-17:** First reading of AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING CHAPTER 30 TOWN COUNCIL, GENERAL PROVISIONS SECTION, EFFECTIVE MAY 17, 2017. (Lisa Garcia)
- b. **Ordinance No. 654-17:** First reading of AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING CHAPTER 30 TOWN COUNCIL, RULES OF ORDER AND PROCEDURE SECTION 30.21, REGULAR MEETINGS, EFFECTIVE MAY 17, 2017. (Lisa Garcia)
- c. **Resolution No. 1621-17:** Discussion/Approval/Disapproval of A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE FLORENCE TOWN COUNCIL RULES OF PROCEDURE, EFFECTIVE MAY 3, 2017. (Lisa Garcia)
- d. **Discussion and direction** for staff to proceed or not to proceed with the proposed Attaway Crossing annexation. (Mark Eckhoff)
- e. **Discussion/Approval/Disapproval** of the acceptance of the improvements for the Anthem at Merrill Ranch Subdivision Unit 17C prior to the start of the warranty period which shall be retroactive to September 13, 2016. (Chris Salas)

## **9. LEGISLATIVE REPORT**

## **10. TOWN MANAGER'S REPORT**

## **11. DEPARTMENT REPORTS**

- a. **Community Development**
- b. **Courts**

- c. Finance
- d. Fire
- e. Library
- f. Parks and Recreation
- g. Police
- h. Public Works

## **12. CALL TO THE PUBLIC**

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

## **14. ADJOURN TO EXECUTIVE SESSION**

An Executive Session will be held during the Council Meeting for the purposes 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) to consider its position and instruct its representatives and/or attorneys regarding:

- a. Enforcement of International Building and Fire Codes for property located at 374 N Main St, Florence, AZ 85132 including Order of Notice of Unsafe Structure, Suspension of Certificate of Occupancy.
- b. Fire Certificate of Need (district): Fire Joint Powers Authority.


## **15. ADJOURN FROM EXECUTIVE SESSION**

## **16. 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 MARCH 31, 2017, BY LISA GARCIA, TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT [WWW.FLORENCEAZ.GOV](http://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.\*\*\***

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>7a.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Jennifer Evans, Management Analyst  <b>SUBJECT:</b> 2017 Fair Housing Proclamation		<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Regulatory</b> <input type="checkbox"/> <b>1<sup>st</sup> Reading</b> <input type="checkbox"/> <b>2<sup>nd</sup> Reading</b> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

Proclamation declaring April 2017 as Fair Housing Month.

**BACKGROUND/DISCUSSION:**

All recipients of Community Development Block Grant (CDBG) funds must certify they affirmatively further fair housing. Declaration of this proclamation is required each year for the Town to continue to receive CDBG funds.

The Town of Florence plans to use \$278,483 in CDBG funds to complete water line improvements.

**FINANCIAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Proclaim April 2017 as Fair Housing Month.

**ATTACHMENTS:**

Proclamation

# Proclamation

## FAIR HOUSING PROCLAMATION

**WHEREAS**, the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act and the Fair Housing Amendments Act of 1988, prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage service on the basis of: race, color, religion, sex, disability, familial status or national origin; and

**WHEREAS**, the 1986 and 1988 Federal Fair Housing Acts declare that it is a national policy to ensure equal opportunities in housing; and

**WHEREAS**, April has traditionally been designated as Fair Housing Month in the United States.

**NOW, THEREFORE**, I, Tara Walter, Mayor of the Town of Florence, Arizona, do hereby proclaim April as Fair Housing Month in the Town of Florence, and do hereby urge all residents of this community to comply with and show their support for the letter and spirit of the Fair Housing Acts.

Issued this 3rd day of April, 2017.


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Tara Walter, Mayor

**ATTEST:**

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Lisa Garcia, Town Clerk

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>7b.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Jennifer Evans, Management Analyst  <b>SUBJECT:</b> Addendum to Bucks 4 Style, LLC Lease Agreement for the use of the Carriage House at the Silver King Marketplace		<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Regulatory</b> <input type="checkbox"/> <b>1<sup>st</sup> Reading</b> <input type="checkbox"/> <b>2<sup>nd</sup> Reading</b> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

A motion to approve an addendum to the Lease Agreement dated October 1, 2016, by and between the Town of Florence, and Bucks 4 Style, LLC, for Silver King Marketplace, Suite 102, to use the east section of the adjacent Carriage House for storage.

**BACKGROUND/DISCUSSION:**

Ms. Ehlebracht, owner of Bucks 4 Style, LLC, has requested to use a portion of the Carriage House for storage of goods she uses in the operation of her respective business. These goods include merchandising supplies and some inventory that requires storage.

The central section of the Carriage House is being used for storage by the tenant in Suite 101. The tenant in Suite 102 has requested the space in the east section of the Carriage House and the tenant in Suite 202 uses space in the west section of the building.

The tenant agrees to use space in the Carriage House in an as-is condition and the Town will not be responsible for any interior improvements or maintenance services. The tenant will purchase and maintain property insurance on the space. The tenant will also agree that utilities will not be provided to the Carriage House and the space has occupancy of "U" (Utility), which prohibits electrical service supplied with generators, extension cords, or other generating or transmission systems. The tenant will also agree to not store any flammable substances in the Carriage House.

**FINANCIAL IMPACT:**

There is no fiscal impact for this addendum.

**STAFF RECOMMENDATION:**

Staff recommends approval of the lease addendum for Bucks 4 Style, LLC.

**ATTACHMENT:**

Addendum to Contract – Silver King Market Place, Suite 102

Addendum to Lease Agreement Dated October 1, 2016

This Addendum is made and entered into as of April 3, 2017 to Lease Agreement dated October 1, 2016, by and between the Town of Florence, Arizona "Landlord" and Bucks 4 Style, LLC "Tenant".

This Addendum is intended to and shall modify Paragraph 1. Leased Premises of said Lease Agreement, by adding to and further defining the parties' understanding and agreement as to the Leased Premises.

Any term or provision of the Lease Agreement which applies to Paragraph 1. Leased Premises shall also apply to this Addendum. This Addendum shall be attached to and incorporated into the Lease Agreement as though fully set forth therein.

Paragraph 1. Leased Premises

Tenant shall also have access to the east unit of the "Carriage House", adjacent to the Premises. The Carriage House is leased to Tenant in as-is condition. Tenant understands and agrees that the Landlord will not provide any interior improvements or maintenance services for the Carriage House. Further, the Landlord will provide only such exterior maintenance on the general structure of the Carriage House as to maintain the integrity of the overall structure. Tenant may only use the east unit of the Carriage House for storage. Any other use of the Carriage House must be approved by Landlord.

Tenant understands and agrees that utilities shall not be provided to the Carriage House under the current allowable occupancy of "U" (Utility). Further, electrical service shall not be supplied with generators, extension cords or other generating or transmission systems. Tenant shall not store flammable substances in the Carriage House.

[BALANCE OF THIS PAGE LEFT BLANK INTENTIONALLY; SIGNATURES AND  
ACKNOWLEDGEMENTS APPEAR ON FOLLOWING PAGE]



**IN WITNESS WHEREOF**, Landlord and Tenant have executed this Addendum to Lease Agreement as of the day and year first written above.

LANDLORD:

TOWN OF FLORENCE, an Arizona municipal corporation

\_\_\_\_\_  
Tara Walter, Mayor

\_\_\_\_\_  
Date

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Clifford L. Mattice, Town Attorney


LESSEE:

Bucks 4 Style, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>7c.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Jennifer Evans, Management Analyst  <b>SUBJECT:</b> Addendum to Seconds Please...On Main, LLC, Lease Agreement for the use of the Carriage House at the Silver King Marketplace		<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regulatory</li> <li><input type="checkbox"/> 1<sup>st</sup> Reading</li> <li><input type="checkbox"/> 2<sup>nd</sup> Reading</li> </ul> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

A motion to approve an addendum to the Lease Agreement dated October 1, 2016, by and between the Town of Florence and Seconds Please...On Main, LLC, for Silver King Marketplace, Suite 202, to use the west section of the adjacent Carriage House for storage.

**BACKGROUND/DISCUSSION:**

Ms. Judy Hughes, owner of Seconds Please...On Main, LLC, has requested to use a portion of the Carriage House for storage of goods she uses in the operation of her business. These goods include merchandising supplies and some inventory that requires storage.

The central section of the Carriage House is being used for storage by the tenant in Suite 101. The tenant in Suite 102 has requested the space in the east section of the Carriage House and the tenant in Suite 202 uses space in the west section of the building.

Tenant agrees to use space in the Carriage House in an as-is condition and the Town will not be responsible for any interior improvements or maintenance services. Tenant will purchase and maintain property insurance on the space. Tenant will also agree that utilities will not be provided to the Carriage House and the space has occupancy of "U" (Utility), which prohibits electrical service supplied with generators, extension cords, or other generating or transmission systems. The Tenant will also agree to not store any flammable substances in the Carriage House.

**FINANCIAL IMPACT:**

There is no fiscal impact for this addendum.

**STAFF RECOMMENDATION:**

Staff recommends approval of the lease addendum for Seconds Please...On Main, LLC.

**ATTACHMENTS:**

Addendum to Contract – Silver King Market Place, Suite 202

Addendum to Lease Agreement Dated October 1, 2016

This Addendum is made and entered into as of April 3, 2017 to Lease Agreement dated October 1, 2016, by and between the Town of Florence, Arizona "Landlord" and Seconds Please...On Main, LLC "Tenant".

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**IN WITNESS WHEREOF**, Landlord and Tenant have executed this Addendum to Lease Agreement as of the day and year first written above.

LANDLORD:

TOWN OF FLORENCE, an Arizona municipal corporation

\_\_\_\_\_  
Tara Walter, Mayor

\_\_\_\_\_  
Date

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Clifford L. Mattice, Town Attorney


LESSEE:

Seconds Please...On Main, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u> 7d.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Lisa Garcia Deputy Town Manager/Town Clerk  <b>SUBJECT:</b> Appointments of Duane Noack to the Arts and Culture Commission		<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Regulatory</b> <input type="checkbox"/> <b>1<sup>st</sup> Reading</b> <input type="checkbox"/> <b>2<sup>nd</sup> Reading</b> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

Appointment of Duane Noack to the Arts and Culture Commission with a term to expire December 19, 2019.

**BACKGROUND/DISCUSSION:**

Advertisements were placed on the Town website, on Channel 11, and in the Florence Reminder noticing the availability of board and commission seats. The Town has had ongoing advertising for vacancies and will continue to collect applications until all vacancies are filled. There is currently one vacancy on the Arts and Culture Commission and one vacancy on the Industrial Development Authority.

The following is an excerpt for the Florence Town Code regarding Board and Commission:

**32.002 MEMBERSHIP.**

- A. All boards, commissions and committees of the municipality shall have five members unless a motion, resolution or ordinance creating the board, commission or committee specifies a different number of members.
- B. Each board, commission or committee shall as nearly as possible have an integrated or balanced membership with representatives of each race, sex and geographical area of the municipality.
- C. The Council shall, in making the appointment, take into consideration each person's knowledge, background, interest, experience and availability to perform the work and duties of the board, commission or committee. The applicant's political affiliation shall also be considered in making the appointment.
- D. A member of any board, commission or committee may concurrently serve on any other board, commission or committee of the municipality provided that there is no conflict created by the concurrent service, or unless a motion,

resolution or ordinance creating the board, commission or committee specifies otherwise.

- E. All members shall be bona fide residents of the municipality and a registered voter, if 18 years of age or older, unless a motion, resolution or ordinance creating a board, commission or committee specifies otherwise, and shall serve without pay or compensation, except that a member shall be reimbursed for his or her actual and necessary expenses incurred in the performance of his or her official duties, provided that the expenses are approved by the Council prior to being incurred. Town employees or appointed officers shall not be eligible for appointment to any board, commission and committee, but may be requested to provide staff support thereto.

Mr. Bryan Hughes, Arts and Culture Commission Liaison has reviewed the application and is forwarding his recommendation to Council.

**FINANCIAL IMPACT:**

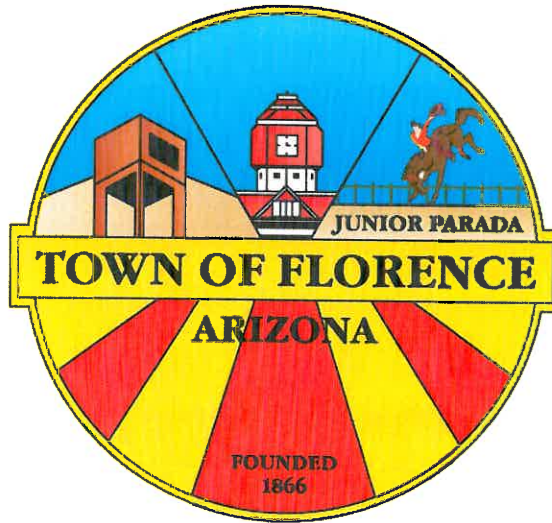
None

**STAFF RECOMMENDATION:**

Appoint Duane Noack to the Arts and Culture Commission with a term to expire December 19, 2019.

**ATTACHMENTS:**

Application  
Boardmember List



# Board and Commission Application

NAME DUANE NOACK

DATE 3-17-17

Date Received: \_\_\_\_\_

Appointed on: \_\_\_\_\_ to \_\_\_\_\_ Board/Commission

Term Expires: \_\_\_\_\_



## Board and Commission Application

Name: DUANE NOACK	Date: 3-17-17
E-Mail Address: DUANO@GMAIL (ALL LOW CASE.)	
Street Address: 7355 W STONY QUAIL WAY	Mailing Address: SAME
Home Telephone: N/A CELL 480-710-6082	Work Telephone: N/A
Occupation: DISABLED	Best Time to Call: AFTERNOON
Do you own commercial property or operate a business in Florence? NO	
Work/Business Name:	
Work/Business Address: N/A	
Length of Residency in Florence: JULY 2015 Are you a Registered Voter <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you now, or have you ever served on a board, commission or committee for the Town of Florence? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, please give name of board, commission and/or committee and dates served:	
N/A	

BOARD OR COMMISSION PREFERENCE(S): Refer to last page for list of boards and commissions (Please list no more than two boards, commissions in order of preference)			
1	ARTS & CULTURE	2	

If appointed, how much time would you be able to devote to the board or commission?	
Hours per week? 5	Hours per month? 20

Employment History		
Employment Period	Employer's Name and Address	Title
2002 - 2013	COLUMBIA MACHINE 107 GRAND BLVD VAN, WA. 98101	FABRICATOR

Education		
Name of School, College or University you attended	Degree	Year
COMPUTER TRAINING COURSE CLARK COLLEGE VANCOUVER, WASHINGTON		2007

Civic Activities – Service Organizations
UNBOUND CHILDREN & AGING SPONSORSHIP

What personal and professional experience or background can you contribute to the board or commission? ART SKILLS & CREATIVITY, LEADERSHIP SKILLS WORK WELL WITH OTHERS, ORGANIZATIONAL SKILLS WITH BS AND LEAN TRAINING, FIRST RESPONDER TRAINED.

What is the most significant contribution you can make as a member of the board or commission for which you are applying? (I'M VERY DEPENDABLE) AND I HAVE GOOD COMMUNICATION SKILLS. FAST LEARNER, EAGER TO LEARN. ON TOP OF ALL THE SKILLS IN THE FIRST QUESTION.

Please state in what ways you have been involved in the Florence community and what prompted you to apply for appointment to the Town's boards and commissions. I WAS INVOLVED IN THE FLORENCE QUICK DRAW EVENT THIS YEAR. ALSO JO COCHRAN ASKED ME IF I WOULD BE INTERESTED IN JOINING THE ARTS & CULTURE BOARD.

I understand that if a subject is presented for discussion to a board or commission where you have a conflict of interest, I will excuse myself from the discussion and abstain from voting. (For more information on conflict of interest, please contact the Town Attorney).

I understand that boards and commissions shall have no administrative authority unless specifically required by Federal or State Law, or Intergovernmental Agreement. Members of boards and commissions shall serve without compensation.

I further understand that to be considered for appointment to a board or commission I must be at least eighteen (18) years of age (except youth representatives), a qualified elector, and a resident of Florence unless a motion, resolution, or ordinance creating a board or commission specifics otherwise.

I further understand that my attendance at all regularly scheduled meetings is critical even if I am an alternate member and that the Town Council may appoint a replacement for members who are chronically absent from regular meetings. If a member is absent without an excuse from three (3) or more consecutive meetings, the Town Council may remove this member from the board or commission and appoint another (subject to Town Council approval) to serve the remainder of the term. I also understand that this application is considered a public record.

Applicant's Signature:  \_\_\_\_\_

All applications are kept on file for one year. During that time, your application will be considered when there is an opening for the board or Commission for which you have applied.

- Please notify the Town Clerk's Office at 520-868-7552 if you move or no longer wish to be considered for appointment.
- Please feel free to attach a resume and/or copies of any certificates pertinent to the appointment you are seeking.
- Mail or deliver your completed application to: Town of Florence, Town Clerk's Office, 775 North Main Street, P.O. Box 2670, Florence, AZ 85132

**\* Application must be completely filled out in order to be considered \***  
**THANK YOU FOR YOUR INTEREST IN THE TOWN OF FLORENCE**

# CITIZEN'S GUIDE.....Florence's Boards and Commissions

## Arts and Culture Commission

*Duties:* Advises the Town Council on policies and plans pertaining to public art and the humanities in Florence.

*Membership:* Five members and one alternate appointed by the Town Council for three year terms. Members must be Florence residents or business owner.

*Meetings:* Meetings are held the 3<sup>rd</sup> Tuesday of the month at 6 pm at Florence Town Hall, 775 North Main Street

## Board of Adjustment

*Duties:* Serves as a quasi-judiciary board that hears variances, appeals and ordinance interpretations relating to regulations contained in the Zoning Ordinance.

*Membership:* The seven members of Council serve as the Board of Adjustments.

*Meetings:* As needed during regular Council Meetings

## Downtown Redevelopment Commission

*Duties:* Agent for exercise of powers prescribed in A.R.S. Section 36-1476- Downtown Redevelopment Commission.

*Membership:* Five members appointed by the Town Council for a term of four years. The Mayor designates both the chair and vice-chair of the commission. Commissioners may or may not be residents of the municipality and may or may not be serving concurrently on other Town boards or commissions.

*Meetings:* Meetings are held the 4<sup>th</sup> Tuesday of the month at 6 pm at Florence Town Hall, 775 North Main Street

## Historic District Advisory Commission

*Duties:* Maintains the historical integrity of the buildings within the district.

*Membership:* Seven members appointed by the Mayor and Council for a three year term, 4 of which shall be property owners within the district. Three or fewer shall have qualifications in one of the following areas historic preservation, architecture, planning, history, archeology, or related field. Three or fewer may also be filled by elected or appointed representatives of the municipality and its various commissions and authorities. Three or fewer places may be filled by at large residents of the municipality.

*Meetings:* Meetings are held the last Wednesday of the month at 7 pm at Florence Town Hall, 775 North Main St

## Industrial Development Authority

*Duties:* In addition to the powers granted to an industrial development authority bylaw, the authority has the powers to acquire, whether by purchase, exchange, gift, and lease or otherwise establish, construct, improve, maintain equip and furnish one or more projects. The authority has the power to lease, sell, exchange, or donate any or all of its projects. The authority as all other powers as defined by ARS 35-706.

*Membership:* Seven regular members appointed by the Town Council for Six-year terms.

*Meetings:* The authority meetings are posted 24 in advance with time, date, and location of meeting

## Library Advisory Board

*Duties:* To promote the interests of the Florence Public Library.

*Membership:* Five regular members appointed by the Town Council for two-year terms. Member must reside within the Florence Unified School District.

*Meetings:* Meetings are held the 3<sup>rd</sup> Wednesday of the month at 6 pm at Florence Community Library, 1000 South Willow Street

## Parks & Recreation Board

*Duties:* Advises Town Council and staff on issues pertaining to parks, open space, trails and recreation.

*Membership:* Five members appointed by the Town Council for a three-year terms.

*Meetings:* Meetings are held the 4<sup>th</sup> Thursday of the quarter at 6 pm at Florence Town Hall, 775 North Main Street

## Planning & Zoning Commission

*Duties:* Analyze, review and make recommendations to the Council regarding land use and development related issues.

*Membership:* Five members and one alternate\* appointed by the Town Council for three-year terms.

*Meetings:* Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month at 6:30 pm at Florence Town Hall, 775 North Main Street

\* Alternates are not selected to fill in for board, commission or committee members that do not attend meetings. Alternates may attend meetings and are encouraged to do so as their attendance will enhance their overall knowledge and abilities and help them prepare for future appointment. However, alternates may not formally participate in the board, committee or commission decisions unless and until there is a vacancy, at which time they are automatically appointed to the open position.

# Arts and Culture Commission

(3 Year Term)

Meets the Second Thursday of the month at 6:00 pm at Florence  
Community Center, Ruggles #1 Room  
5 members

## Chairman

### Jorganne Cochran

*Chair Term expires 12/31/15*

3742 N. Monument Drive

Florence AZ 85132

Home: (520) 723-4715

Cell: (719) 322-1003

[jnrcochran@msn.com](mailto:jnrcochran@msn.com)

Re-appointed: 12/19/2016

Expires: 12/31/2019

### Doris Hagemann

3607 N. North Dakota Ave.

Florence AZ 85132

Home: 520-868-8758

[hagemann@centurylink.net](mailto:hagemann@centurylink.net)

Appointed 1/18/17

Expires: 12/31/2019

### Ann Rankin

P O Box 1471

351 W. Poston Butte Loop

Florence AZ 85132

Home: (520) 868-9528

Cell: 520-705-2469

[strawpad@cox.net](mailto:strawpad@cox.net)

Appointed: 1/5/2015

Expires: 12/31/2017

## Vacant

Expires: 12/31/2016

## Ed Curran

P O Box 1734

495 N. Warner

Florence AZ 85132

Home: 520-483-6694

Appointed: 12/7/2015

Email: [motodepowick@yahoo.com](mailto:motodepowick@yahoo.com)

Expires: 12/31/2017

## Council Liaison:

### Councilmember Bill Hawkins

130 Campbell Road

P O Box 1378

Florence, AZ 85132

Cell: 520-705-1601

## Staff Liaison:


Bryan Hughes

P o Box 2670

Florence AZ 85132

Phone: (520) 868-7582

Email: [bryan.hughes@florenceaz.gov](mailto:bryan.hughes@florenceaz.gov)

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>7e.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Lisa Garcia Deputy Town Manager/Town Clerk  <b>SUBJECT:</b> Appointment of Scott Goodballet to the Board of Appeals, and to accept the resignation of Charles Goodballet from the Board of Appeals		<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Regulatory</b> <input type="checkbox"/> <b>1<sup>st</sup> Reading</b> <input type="checkbox"/> <b>2<sup>nd</sup> Reading</b> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

Appointment of Scott Goodballet to the Board of Appeals, with a term to expire December 31, 2021, and to accept the resignation of Charles Goodballet from the Board of Appeals, effective March 30, 2017.

**BACKGROUND/DISCUSSION:**

Mr. Charles Goodballet has submitted his resignation from the Board of Appeals, effective March 30, 2017 due to scheduling conflicts.

Mr. Scott Goodballet has agreed to fill the vacancy and serve on the Board of Appeals, with a term to expire December 31, 2021. He is the co-owner of G&G Specialty Contractors, and has over 35 years construction experience, including work with the State Historical Preservation Office, (SHPO).

**FINANCIAL IMPACT:**


None

**STAFF RECOMMENDATION:**

Appoint Scott Goodballet to the Board of Appeals, with a term to expire December 31, 2021, and to accept the resignation of Charles Goodballet from the Board of Appeals, effective March 30, 2017.

**ATTACHMENTS:**

None

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<u><b>AGENDA ITEM</b></u> <b>8a.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Lisa Garcia, Deputy Town Manager/Town Clerk  <b>SUBJECT:</b> Ordinance No. 653-17		<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input type="checkbox"/> <b>Resolution</b> <input checked="" type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Regulatory</b> <input checked="" type="checkbox"/> <b>1<sup>st</sup> Reading</b> <input type="checkbox"/> <b>2<sup>nd</sup> Reading</b> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

First reading of Ordinance No. 653-17: AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING CHAPTER 30 TOWN COUNCIL, GENERAL PROVISIONS SECTION, EFFECTIVE MAY 17, 2017.

**BACKGROUND/DISCUSSION:**

Councilmember Anderson has approached staff with a request to receive reimbursement for travel related to liaison duties. Staff was unable to process the request based on restrictions in the Town Code. Two members of the Town Council have requested this item be placed on the agenda for consideration. Staff provided the following options for consideration.

Option 1. Leave the Ordinance in place as-is. Town vehicle are available for Council to check out for in-county and out-of-county travel. Gas cards are provided when a Town vehicle is used. Consideration should be made that many monthly meetings allow for members to attend telephonically and may not require travel. The original intent of the monthly payment is to reimburse all expenses related to costs associated with the duties of the position of Mayor or Council. This includes, but is not limited to travel within Pinal County.

Option 2. Amend the Ordinance with the sample language below.  
 (30.04 (B) In addition to monthly compensation, each Councilmember shall, ~~without prior approval of the Council,~~ be reimbursed on the same basis as town employees for necessary expenses incurred in the attendance of ~~up to three, in-state but out-of-county meetings each fiscal year.~~ Each Councilmember may also, by prior Council approval, ~~attend and be reimbursed for such out-of-state or excess in-state meetings and/or out-of-pocket expenses~~ of liaison duties, trainings and conferences as are deemed beneficial to the Town and as allowed by the annual budget.

Council directed staff to proceed with option B. Staff has written the Chapter 30 General Provisions section, recorded the items to be more reader friendly and created a new section for reimbursement.

Vice-Mayor section was amended pursuant to the amended Rules of Procedure.

**FINANCIAL IMPACT:**

Council's 2017-2018 budget will increase by \$800 for potential travel reimbursement.

**RECOMMENDATION:**

Adopt Ordinance No. 653-17.

**ATTACHMENTS:**

Ordinance No. 653-17  
General Provisions Section of Code

## ORDINANCE NO. 653-17

### AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING CHAPTER 30 TOWN COUNCIL, GENERAL PROVISIONS SECTION, EFFECTIVE MAY 17, 2017.

**WHEREAS**, the Mayor and Town Council reviewed the Chapter 30, General Provisions Section of the Town Code and determined that revisions were necessary.

**NOW, THEREFORE, BE IT ORDAINED**, that Chapter 30 of the Town Code shall be amended by removing the chapter and inserting the following chapter in its place:

#### **Sec. 30.01 COMPOSITION**

The Town Council consists of a Mayor and six Council members

#### **Sec. 30.02 TERMS.**

Council members hold office for staggered terms of four years each and until their successors are elected and qualified.

#### **Sec. 30.03 ELECTION OF MAYOR.**

(A) *Direct election of the Mayor.* Beginning with the election to be held on March 26, 1996, the Mayor of the Town of Florence shall be directly elected by the qualified electors of the town.

(B) *Term of office.* The term of office of the Mayor shall be four years.

#### **Sec. 30.04 POWERS, DUTIES OF MAYOR.**

The powers and duties of the Mayor shall include the following:

- (A) He or she shall be the Chairperson of the Council and preside over its meetings. He or she may make and second motions and shall have a voice and vote in all its proceedings.
- (B) He or she shall execute and authenticate, by his or her signature, the instruments as the Council, or any statutes, ordinances or this code shall require.
- (C) He or she shall make the recommendations and suggestions to the Council as he or she may consider proper.
- (D) He or she shall perform the other duties required by state statute and this code as well as those duties required as chief executive officer of the municipality.

#### **Sec. 30.05 SELECTION OF VICE MAYOR.**

**At the same meeting at which Council is seated, the Council shall designate one of its members as Vice Mayor, who shall serve at the pleasure of the Council. The Vice Mayor shall perform the duties of the Mayor during his or her absence or disability.**



**Sec. 30.06 TEMPORARY PRESIDING OFFICER.**

(A) In the absence or disability of both the Mayor and Vice Mayor, the Council meeting shall be called to order by the Town Clerk, whereupon, the Town Clerk shall immediately call for the selection of a temporary presiding officer. The Council members present shall, by majority vote, select a temporary presiding officer for that meeting, who shall have all the powers, duties and responsibilities of the Mayor during his or her the absence or disability.

(B) Upon arrival of the Mayor or Vice Mayor, the Vice Mayor or temporary presiding officer shall immediately relinquish the chair upon the conclusion of the business immediately before the Town Council.

**Sec. 30.07. COMPENSATION OF MAYOR AND COUNCIL**

The Mayor and each Council Member shall receive the following compensation on a monthly basis:

1. The Mayor shall receive six hundred and fifty dollars (\$650) for each month of service.
2. Each Council Member shall receive four hundred and fifty dollars (\$450) for each month of service.

**SEC. 30.08. TRAVEL REIMBURSEMENT**

In addition to monthly compensation, each Councilmember shall be reimbursed on the same basis as town employees for necessary expenses incurred in the attendance of liaison duties, trainings and conferences as are deemed beneficial to the town and as allowed by the annual budget.

**PASSED AND ADOPTED** this 3rd day of April 2017.

\_\_\_\_\_  
Tara Walter, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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

\_\_\_\_\_  
Clifford L. Mattice, Town Attorney

## GENERAL PROVISIONS

### § 30.01 COMPOSITION.

The Town Council consists of a Mayor and six Council members.

(Prior Code, Ch. 2, Art. II, § 2-26) (Ord. 16, passed 11-15-1979)

***Statutory reference:***

*Size of Town Council, see A.R.S. § 9-231*

### § 30.02 TERMS.

Council members hold office for staggered terms of four years each and until their successors are elected and qualified.

(Prior Code, Ch. 2, Art. II, § 2-27) (Res. 78, passed 11-15-1979)

***Statutory reference:***

*Authority to so provide, see A.R.S. § 9-232.02*

### § 30.03 POWERS, DUTIES OF MAYOR.

The powers and duties of the Mayor shall include the following:

(A) He or she shall be the Chairperson of the Council and preside over its meetings. He or she may make and second motions and shall have a voice and vote in all its proceedings.

(B) He or she shall execute and authenticate, by his or her signature, the instruments as the Council, or any statutes, ordinances or this code shall require.

(C) He or she shall make the recommendations and suggestions to the Council as he or she may consider proper.

(D) He or she shall perform the other duties required by state statute and this code as well as those duties required as chief executive officer of the municipality.

(Prior Code, Ch. 2, Art. II, § 2-30)

***Statutory reference:***

*Duties of Mayor, see A.R.S. § 9-236*

### § 30.04 COMPENSATION OF MAYOR AND COUNCIL.

(A) The Mayor and each Council member shall receive the following compensation on a monthly basis:

(1) The Mayor shall receive \$650 for each month of service.

(2) Each Council member shall receive \$450 for each month of service.

(B) In addition to monthly compensation, each Council member shall, without prior approval of the Council, be reimbursed on the same basis as town employees for necessary expenses incurred in the attendance of up to three, in-state but out-of-county meetings each fiscal year. Each Council member may also, by prior Council approval, attend and be reimbursed for such out-of-state or excess in-state meetings and/or out-of-pocket expenses as are deemed beneficial to the town and as allowed by the annual budget.

(Prior Code, Ch. 2, Art. II, § 2-31) (Res. 181, passed 7-2-1984; Ord. 178-94, passed 4-4-1994; Ord. 395-05, passed 7-19-2005; Ord. 560-11, passed 6-6-2011; Ord. passed 3-5-2012)

### § 30.05 ELECTION OF MAYOR.

(A) *Direct election of the Mayor.* Beginning with the election to be held on March 26, 1996, the Mayor of the Town of Florence shall be directly elected by the qualified electors of the town.

(B) *Term of office.* The term of office of the Mayor shall be four years.

(Prior Code, Ch. 2, Art. II, § 2-32) (Ord. 175-94, passed 2-7-1994)

#### ***Statutory reference:***

*Similar provisions, see A.R.S. § 9-232.03*

### § 30.06 VICE MAYOR.

At the same meeting at which the Mayor is seated, the Council shall designate one of its members as Vice Mayor, who shall serve at the pleasure of the Council. The Vice Mayor shall perform the duties of the Mayor during his or her absence or disability.

(Prior Code, Ch. 2, Art. II, § 2-28)

### § 30.07 TEMPORARY PRESIDING OFFICER.


(A) In the absence or disability of both the Mayor and Vice Mayor, the Council meeting shall be called to order by the Town Clerk, whereupon, the Town Clerk shall immediately call for the selection of a temporary presiding officer. The Council members present shall, by majority vote, select a temporary presiding officer for that meeting, who shall have all the powers, duties and responsibilities of the Mayor during his or her the absence or disability.

(B) Upon arrival of the Mayor or Vice Mayor, the Vice Mayor or temporary presiding officer shall immediately relinquish the chair upon the conclusion of the business immediately before the Town Council.

(Prior Code, Ch. 2, Art. II, § 2-29) (Ord. 381-05, passed 5-16-2005)

#### ***Statutory reference:***

*Town Council generally see A.R.S. §§ 9-232.039-231et seq.*

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u> 8b.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Lisa Garcia, Deputy Town Manager/Town Clerk  <b>SUBJECT:</b> Ordinance No. 654-17 Regular Meetings	<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input type="checkbox"/> <b>Resolution</b> <input checked="" type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Regulatory</b> <input checked="" type="checkbox"/> <b>1<sup>st</sup> Reading</b> <input type="checkbox"/> <b>2<sup>nd</sup> Reading</b> <input type="checkbox"/> <b>Other</b>	

**RECOMMENDED MOTION/ACTION:**

First reading of Ordinance No. 654-17: AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING CHAPTER 30 TOWN COUNCIL, RULES OF ORDER AND PROCEDURE SECTION 30.21, REGULAR MEETINGS, EFFECTIVE MAY 17, 2017.

**BACKGROUND/DISCUSSION:**

In December 2016, staff provided the Mayor and Town Council copies of the Town Council Rules of Procedure. Members of Council have provided written comments to the Clerk's Office. All comments have been included and incorporated in the 2017 version of the Town Council Rules of Procedure. On March 20, 2017, the Council reviewed Rules of procedure and requested to not hold regular meetings the second Monday in December nor the first Monday in July. If a meeting is required, the meeting will be held as a Special Meeting. In order to accomplish this change the Town Code of Ordinances must be modified. The sentences unlined will be added to the Code.

**30.21 REGULAR MEETINGS.**

The Council shall hold regular meetings on the first and third Monday of each month at 6:00 p.m., provided that when the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal holiday, the meeting shall be held at the same hour on the next succeeding day not a holiday. The Council will not hold Regular Meetings on the first Monday in July nor the third Monday in December. If Town business requires the Town to hold a meeting on either of these dates, the meeting will be a Special Meeting.

The second reading and adoption of this ordinance will take place on April 17, 2017.

**FINANCIAL IMPACT:**

There is not a fiscal impact associated with the changes listed.

**RECOMMENDATION:**

First reading of Ordinance No. 654-17: AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING CHAPTER 30 TOWN COUNCIL, RULES OF ORDER AND PROCEDURE SECTION 30.21, REGULAR MEETINGS, EFFECTIVE MAY 17, 2017.

**ATTACHMENTS:**

Ordinance No. 654-17

**ORDINANCE NO. 654-17**

**AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING CHAPTER 30 TOWN COUNCIL, RULES OF ORDER AND PROCEDURE SECTION 30.21, REGULAR MEETINGS, EFFECTIVE MAY 17, 2017.**

**WHEREAS**, the Mayor and Town Council reviewed Chapter 30, Rules of Order and Procedure Section 30.21. Regular Meetings Section of the Town Code and determined that revisions were necessary.

**NOW, THEREFORE, BE IT ORDAINED**, that Chapter 30.21 of the Town Code shall be amended by as follows:

**30.21 REGULAR MEETINGS.**

The Council shall hold regular meetings on the first and third Monday of each month at 6:00 p.m., provided that when the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal holiday, the meeting shall be held at the same hour on the next succeeding day not a holiday. The Council will not hold Regular Meetings on the first Monday in July nor the third Monday in December. If Town business requires the Town to hold a meeting on either of these dates, the meeting will be a Special Meeting.

**PASSED AND ADOPTED** this 17th day of April 2017.


\_\_\_\_\_  
Tara Walter, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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

\_\_\_\_\_  
Clifford L. Mattice, Town Attorney

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<u><b>AGENDA ITEM</b></u> <b>8c.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Lisa Garcia, Deputy Town Manager/Town Clerk  <b>SUBJECT:</b> Resolution No. 1621-17 adopting the 2017 Town Council Rules of Procedure		<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regulatory</li> <li><input type="checkbox"/> 1<sup>st</sup> Reading</li> <li><input type="checkbox"/> 2<sup>nd</sup> Reading</li> </ul> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

Motion to adopt Resolution No. 1621-17: A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE FLORENCE TOWN COUNCIL RULES OF PROCEDURE, EFFECTIVE MAY 3, 2017.

**BACKGROUND/DISCUSSION:**

In December 2016, staff provided the Mayor and Town Council copies of the Town Council Rules of Procedure. Members of Council have provided written comments to the Clerk’s Office. All comments have been included and incorporated in the 2017 version of the Town Council Rules of Procedure. On March 20, 2017 the Council reviewed Rules of Procedure and requested the following changes:

- Speaker form will be with Call to the Public.
- The Vice-Mayor will be appointed after each election with candidates, or every two years.
- No regular meeting will be held the first Monday in July nor the second Monday in December. If a meeting is required the meeting will be held as a Special Meeting.

Council asked for the forms to be changed to include a section that states what a vote of “yes” or a vote of “no” means. Staff will be presenting new forms in association with the strategic planning process to include measurable to the plan.

**FINANCIAL IMPACT:**

There is not a fiscal impact associated with the changes listed.

**RECOMMENDATION:**

Adoption of Resolution No. 1621-17: A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE FLORENCE TOWN COUNCIL RULES OF PROCEDURE, EFFECTIVE MAY 3, 2017.

**ATTACHMENTS:**

Resolution No. 1621-17  
Council Rules of Procedure



**RESOLUTION NO. 1621-17**

**A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE FLORENCE TOWN COUNCIL RULES OF PROCEDURE, EFFECTIVE MAY 3, 2017.**

**WHEREAS**, the Florence Town Council desires to amend the policies and procedures for conducting business; and

**WHEREAS**, the Florence Town Council desires the policy to be consistent with the Town Code.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Florence, Arizona, that the Florence Town Council Rules of Procedures are hereby amended effective May 3, 2017.

**PASSED AND ADOPTED** this 3<sup>rd</sup> day of April 2017.

\_\_\_\_\_  
Tara Walter, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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

\_\_\_\_\_  
Clifford L. Mattice, Town Attorney

**Town of Florence  
Town Council  
Rules of Procedure  
2017**

**SECTION 1. RULES OF PROCEDURE/AUTHORITY**

**1.1 PROCEDURES**

The following are the basis for and are used in conjunction with these Rules of Procedure for meetings of the Town Council:

- A. Arizona Open Meeting Law (ARIZ. REV. STAT. § 38-431 *et seq.*, as amended)
- B. Town Code
- C. Town of Florence Parliamentary Procedures Simplified
- D. Roberts Rules of Order, as amended

**1.2 PARLIAMENTARIAN**

Town Council Meetings: The Town Attorney shall serve as Parliamentarian for all Town Council Meetings. The Town Clerk shall act as Parliamentarian in the absence of the Town Attorney.

Boards/Commissions/Committees: The Council Liaison shall serve as Parliamentarian for each respective board, commission, or committee.

**SECTION 2. DEFINITIONS**

**2.1 AGENDA**

As set forth in Section 6 below, an Agenda is the formal description of items to be considered by the Town Council at a noticed meeting of the Town Council. The final Agenda must be posted at least 24 hours prior to the Town Council's meeting.

**2.2 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 Council members 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. This disclaimer will appear on the first Call to the Public listing on the agenda. The Mayor will read the disclaimer into the record at each meeting.

**2.3 COUNCIL PACKET**

The Town Council packet is comprised of documents supporting the items listed on the Agenda and requiring Council Action, which may be used by Town Council, staff, and the public for more in-depth information than may be presented in an oral report. The

packet is organized as set forth in Section 7 below and is provided to the Town Council and made available to the public upon request.

## **2.4 MEETINGS**

A meeting is the gathering, in person or by technological devices, of a quorum of members, at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. If a quorum is not present, those in attendance will be named for the record and in the absence of the Presiding Officer, the Town Clerk or departmental liaison will adjourn the meeting.

## **2.5 NEWSPAPER**

Typically, a daily or weekly publication of general circulation within the Town of Florence containing recent news, feature articles, editorials, and general advertisements.

## **2.6 NOTICE**

A formal announcement to the public that sets forth the name of the Town Council, date, time and place for which a meeting of the Town Council will be held. Giving formal notice of meetings is done as provided by Statute, Town Code, or other rules or regulations of the Town.

## **2.7 ORDINANCE**

An ordinance is a Town Council action setting forth a rule of public conduct that is considered long-term and may prescribe a penalty for violations thereof. Long-term rules include, but are not limited to, zoning issues, annexations, abandonments and Town laws. The ordinance, in addition to being referenced by number in the minutes, will be recorded and maintained in numerical sequence as a permanent record of the Town in a separate set of books. Effective dates of ordinances shall be as provided by law.

## **2.8 PUBLIC BODY**

Town Council, all boards, committees, and commissions of the Town, and any specially seated board, commission, committee, or sub-committee of the Town whose members are appointed by the Mayor with the approval of the Town Council.

## **2.9 QUORUM**

A quorum is the minimum number of members of the Town Council that must be present in order for business to be legally transacted. With a seven-member body, a quorum (by State Statute) is four members.

A quorum for a board/commission/committee with five members is three.

## **2.10 RESOLUTION**

A resolution is a more formal type of motion normally utilized to set forth policy of the Town. The resolution, in addition to being referenced by number and brief title in the minutes, will be recorded as provided by law and maintained in numerical sequence as a permanent record of the Town in a separate set of books. Resolutions are used for

various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future references back to its contents warrants a separate document to facilitate such future reference and research. Effective dates of resolutions shall be as provided by law.

### **SECTION 3. PRESIDING OFFICER**

#### **3.1 PRESIDING OFFICER**

As provided by the Town Code, the Mayor, or in the Mayor's absence, the Vice-Mayor is the Presiding Officer of all meetings of the Town Council.

In the absence or disability of both the Mayor and the Vice-Mayor, the meeting shall be called to order by the Town Clerk, whereupon, the Town Clerk shall immediately call for the selection of a temporary Presiding Officer. The Council members present shall, by majority vote, select a Presiding Officer for that meeting.

Upon the arrival of the Mayor or the Vice Mayor, the Vice Mayor or the temporary Presiding Officer shall immediately relinquish the chair upon the conclusion of the business immediately before the Town Council.

#### **3.2 ROBERT'S RULES OF ORDER**

The Presiding Officer, or Town Council, may suspend strict observance of these Rules of Procedure, other policies and procedures, and any applicable provision of Robert's Rules for the timely and orderly progression of the meeting. In the event of a conflict between these rules and Robert's Rules of Order, these rules shall govern.

### **SECTION 4. MEETINGS**

#### **4.1 REGULAR MEETINGS**

The Florence Town Council shall hold Regular Meetings at 6:00 p.m. on the first and third Monday of each month, in the Council Chambers, located at 775 N. Main Street, or another place, date or time as determined by the Town Council. The Council will hold one meeting per month during the month of July and December. Council will hold a meeting the last Monday in July and the first Monday in December. Meetings are held for the purpose of discussion or action of the Town Council on various issues deemed necessary to further the business of the Town. These meetings may provide for "Citizen Comments/Call to the Public."

- A. When the Regular Meeting of the Town Council falls on a legal holiday, no meeting shall be held on such holiday, but said meeting may be held at the same time and the same location on the next succeeding business day thereafter that is not a holiday or at such other time as designated by the Town Council. The Town Council will take appropriate action to publicly announce such a change and will instruct the Town Clerk to publish the agenda in accordance with state law.

## **4.2 ADJOURNED MEETINGS**

Any meeting may be adjourned to a time, place and date certain, but not beyond the next Regular Town Council Meeting. Once adjourned, the meeting may not be reconvened except at the time, date, and place provided for in the motion. A motion to continue an item on the Council Agenda shall not be considered a motion to adjourn.

## **4.3 SPECIAL MEETINGS**

- A. A special meeting of the Town Council may be called by the Mayor or Town Manager or at the request of two Council members, for a time not earlier than 24 hours after the later of (i) the notice being given to all Council members or (ii) the Agenda being posted, except in the case of an actual emergency. In the case of an actual emergency, such notice as is practicable under the circumstances shall be given. Notice of all such Town Council meetings must be made pursuant to state law.
  
- B. Special Meetings are held for the purpose of presentations, discussion, citizen comment or formal action of the Town Council on various issues as deemed necessary to further the business of the Town.

## **4.4 WORK SESSIONS**

Work Sessions are held for the purpose of presentations and discussions on issues that require more in-depth consideration of the Town Council than may be possible at a Regular Meeting. No formal action of the Town Council may be taken at such meetings, other than general consensus or conveying direction to staff for further action. These meetings shall not provide for "Public Comment". Work Sessions shall be held on Mondays when necessary.

## **4.5 EXECUTIVE SESSIONS**

The Town Council may hold an Executive Session pursuant to Arizona Revised Statute § 38-431.01 *et seq.*

## **4.6 EMERGENCY MEETINGS**

As provided for in State Statutes, the Mayor, the Town Manager or two members of Town Council may call an Emergency Meeting to discuss or take action on an unforeseen issue where time is of the essence and there is not sufficient time for posting of a meeting notice 24-hours or more before the meeting. Notice of an Emergency Meeting will be posted within 24-hours following the holding of an Emergency Meeting. The notice will include the agenda and a brief but complete description of the nature of the emergency. Emergency Meetings shall not provide for a "Public Comment."

## **4.7 MEETINGS TO BE OPEN TO THE PUBLIC**

- A. With exception of Council Executive Sessions, all Regular Meetings, Special Meetings, Work Sessions and Emergency Meetings of the Town Council shall be open to the public.

- B. All Public Meetings may be recorded or photographed by means of audio, video or photographic equipment provided; however, that there is no interference in the orderly conduct of the meeting and that said equipment is placed in non-hazardous locations as designated by the Town's Staff.
- C. Public comment is not provided for at Work Sessions or Emergency Meetings.

#### **4.8 MINUTES OF COUNCIL MEETINGS**

- A. The Town Clerk's office shall provide staff support at all Regular, Special, Work Session and Emergency Meetings of the Town Council for the purpose of taking notes and/or audio recordation of the Meeting.
- B. Written action minutes, instead of verbatim minutes, shall be taken so that a brief accounting of the issues discussed and actions taken is compiled and entered into the permanent minute book of the Town and kept on file and of record in the Office of the Town Clerk. The minutes shall reflect Council member attendance for the entire meeting (if a Council member arrives late or leaves early, then the minutes should reflect when the Council member arrived/left).

Open Meetings may be recorded by means of audio or video technology. Audio or video recordings of meetings will be retained in accordance with the current State of Arizona approved Records Retention and Disposition Schedules.

- C. All minutes of the Town Council are deemed to be public records, with the exception of Executive Session minutes which, while they fall under the definition of and are considered public records by State Statute, are deemed confidential and are only available under limited conditions or by court order. Transcribed minutes, or the audio or video recording of all Open Meetings of the Town Council, must be on file in the Office of the Town Clerk and available for public review by 5:00 p.m. on the third working day following each meeting or as provided by Arizona Revised Statutes, whichever is sooner.
- D. Minutes of Executive Sessions shall be confidential, are maintained and secured by the Town Clerk and may be accessed only as provided by Arizona Revised Statutes.

### **SECTION 5. NOTICES AND AGENDAS**

#### **5.1 PREPARATION AND POSTING NOTICES**

- A. The Town Clerk shall prepare all Public Meeting Notices of the Town Council, and shall ensure posting of the meeting notices in accordance with Arizona Revised Statute. § 38-431.02.C.
- B. Formal notices, such as notices of public hearings, notice of bid, or other formal notices shall be posted on the town's website, <http://www.florenceaz.gov>.

## **5.2 PREPARATION AND POSTING OF AGENDAS**

- A. The Town Clerk shall prepare all Public Meeting Notices of the Town Council, and, except for permitted statutory exceptions, shall ensure posting of the meeting notices not less than 24 hours before the date and time set for said meetings, in accordance with Arizona Revised Statute. § 38-431.02.C.
- B. Town Council, Town Board and Commission agendas shall, at a minimum, be posted in the following locations:
  - 1. Town Hall, 775 N. Main Street, Florence, Arizona, 85132
  - 2. <http://www.florenceaz.gov>

## **5.3 POSTING OF ORDINANCES WITH A PENALTY CLAUSE:**

- A. Penalty Clause shall be posted in the following locations:
  - 1. Town Hall, 775 N. Main Street, Florence, Arizona 85132
  - 2. Florence Police Department, 425 N. Pinal Street, Florence, Arizona 85132
  - 3. Florence Fire Station No. 2, 2035 N. Hunt Highway, Florence, Arizona 85132

## **5.4 AGENDAS**

- A. The Town Clerk shall prepare the Agendas for all meetings of the Town Council as set forth in Section 6 below or as directed by the Mayor through the Town Manager. Agendas of all meetings of the Town Council shall be available to the public no later than 24 hours prior to said meetings, except for permitted statutory exceptions.
- B. Agendas are made available through the Town's web site as a convenience and, upon request, will be provided at no charge to political subdivisions or educational institutions.

## **5.5 DISTRIBUTION OF NOTICES AND AGENDAS**

- A. The Town Clerk shall ensure that the Mayor and Town Council receive copies of all Town Council Meeting Notices and Agendas, and any documentation provided for said meeting, not less than 24 hours prior to the meeting, except for permitted statutory exceptions.
- B. The Town Clerk shall provide the Town Council meeting notices, agendas and documentation, as deemed necessary, to the Town Manager and the Town Attorney. Courtesy copies will be available to the press, public subdivisions and educational institutions, and others upon request, not less than 24 hours prior to said meeting.
- C. The Town Clerk may amend a published agenda, but not less than 24 hours prior to the designated meeting and only upon receipt of direction from (i) the Mayor or two members of the Town Council acting through the Town Manager or (ii) the

Town Manager, or to correct minor errors. Amended agendas will indicate the date amended.

## **SECTION 6. ORDER OF BUSINESS**

### **6.1 ORDER OF BUSINESS**

The Order of Business of each meeting shall be as contained in the agenda as prepared by the Town Clerk. The Agenda shall be a sequentially numbered listing by topic and a brief description of business agenda items, including a dollar amount where appropriate, that shall be taken up for consideration.

### **6.2 REGULAR MEETINGS**

The typical form of the agenda shall be as follows and may be changed as necessary:

**CALL TO ORDER**

**ROLL CALL**

**EXECUTIVE SESSION**

**COMMUNITY FACILITIES DISTRICT OR BOARD OF ADJUSTMENTS**

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**CALL TO THE PUBLIC** - Topics are limited to items on the Town Council Agenda (speaker must fill out a form and give to Town Clerk prior to meeting)  
Form (See Section 6.8)

**PUBLIC HEARINGS**

**RECOGNITION ITEMS/PRESENTATIONS**

**CONSENT AGENDA** ((See Section 6.9)

**UNFINISHED BUSINESS**

**NEW BUSINESS** (action or information items)

**ITEMS SUBMITTED BY PUBLIC/APPLICANTS**

**COUNCIL SUBMITTED ITEMS**

**MANAGER SUBMITTED ITEMS**

**MANAGER REPORT/DEPARTMENT REPORTS\***

**CALL TO THE PUBLIC** Topics are limited to items under the jurisdiction of the Florence Town Council (speaker must fill out a form and give to Town Clerk prior to Call to the Public)

**CALL TO THE COUNCIL- CURRENT EVENTS ONLY**

**EXECUTIVE SESSION**

**ADJOURNMENT**

\* Provided at the second meeting of the month

All agendas will have the following statement placed at the bottom of the agenda:  
DATE/TIME POSTED:



Any individual with a qualified disability may request a reasonable accommodation by contacting the ADA Coordinator at 520-868-7574 at least 72-hours prior to the Town Council meeting.

### **6.3 SPECIAL MEETINGS**

- A. If a Special Meeting is being held in place of a Regular Meeting, the agenda shall be as set forth for a Regular Meeting.
- B. For all other Special Meetings, the Agenda will typically be prepared in the following order:

**CALL TO ORDER**

**ROLL CALL**

**EXECUTIVE SESSION**

**PLEDGE OF ALLEGIANCE**

**CALL TO THE PUBLIC** (form required for speaking - See Section 6.8)

**PUBLIC HEARINGS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**CALL TO THE PUBLIC** (form required for speaking – See Section 6.8)

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

**EXECUTIVE SESSION**

**ADJOURNMENT**

### **6.4 WORK SESSION MEETINGS**

Work Sessions provide the Town Council an opportunity to discuss items in a study session. No action may be taken at a Work Session. The meeting is open to the public but the public is not provided a platform to speak unless input is requested by the Presiding Officer. A Work Session agenda is prepared in the following order.

**CALL TO ORDER**

**ROLL CALL**

**AGENDA ITEMS FOR DISCUSSION:** No Action/Discussion only.

**ADJOURNMENT**

### **6.5 ITEMS TO BE TAKEN IN ORDER**

- A. The Presiding Officer, or the members by consensus, may consider items out of sequence from the printed Agenda for the meeting.
- B. Action may be taken on all items listed for action on the Agenda. In the event of an emergency, action may be taken on items not listed on the Agenda; however, the action must subsequently be noticed in accordance with Arizona Revised Statute § 38-431.02, as amended.

### **6.6 ROLL CALL ATTENDANCE**

The Presiding Officer shall direct the Town Clerk to call the Roll, and the names of Council members both present and absent shall be entered into the minutes.

Roll Call shall be taken at the following times during a meeting:

- A. Calling the Meeting to Order.
- B. Entering into Executive Session.
- C. Adjourning to the Board of Adjustments.
- D. Adjourning to a Special Districts Board.

## **6.7 CITIZEN SCHEDULED PUBLIC APPEARANCES**

**Scheduled Public Appearances** allow citizens to speak on a specific item before the Town Council, including presentation of petitions, according to the following process:

- A. A written request shall be submitted to the Town Clerk for review by the Town Manager not less than five days prior to the Town Council meeting at which the person desires the item to be heard.
- B. The Town Manager or designee shall research the issue to determine if it may be handled administratively or will require Town Council discussion. If it is determined that the matter should be placed before the Town Council, the Town Manager shall ensure that documentation, if any, is compiled and the material forwarded to the Town Clerk in the same manner as other issues presented to the Town Council.
- C. If the Town Manager determines that the subject should not be placed on a Council Agenda, the Town Clerk shall notify the citizen that their request for action/input will not be placed on the agenda but forwarded to the appropriate department.
- D. The Mayor, two members of the Town Council or the Town Manager may request that an item be placed on the Council's Agenda; the Town Clerk shall place the item on the next Regular Meeting Agenda and advise the citizen of the meeting date and time.

## **6.8 NON-SCHEDULED APPEARANCES/CALL TO THE PUBLIC**

- A. 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 Council members 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. This disclaimer will appear on the first Call to the

Public listing on the agenda. The Mayor will read the disclaimer into the record at each meeting.

- B. Call to the Public: Presentation of petitions, or public comments on agenda issues are heard under the first “Call to the Public”. All citizens and interested parties will be limited to a maximum of three minutes to address the Town Council; however, the time limit may be waived by the Mayor or by consensus of the Town Council.
- C. Call to the Public/Non-Agenda Items: The second “Call to the Public” is for items under the jurisdiction of the Town of Florence that are Non-Agenda issues. All citizens and interested parties will be limited to a maximum of three minutes to address the Town Council on a Non-Agenda item; however, the time limit may be waived by the Mayor or by consensus of the Town Council. Items not listed on the agenda may not be discussed at the meeting. The Council may ask staff to schedule a future meeting on the topic.
- D. All citizens and interested parties wishing to speak before the Town Council at “Call to the Public” shall complete a speaker form located at the back of the Town Council chambers and submit the form to the Town Clerk, or designee.
- E. By policy, the Town Council will refrain from commenting on the remarks given during “Call to the Public”. At the conclusion of all public comment sections of the meeting, the Mayor or any Council member may take any or all of the following actions:
  - 1. Respond to Criticism.
  - 2. Ask Staff to review the matter.
  - 3. Ask that the matter be put on a future Agenda.
  - 4. Thank the citizens for their comments.
- F. **Limitations regarding Call to the Public:**
  - 1. The Presiding Officer may limit the number of speakers heard on Non-Agenda topics at any single meeting to allow the meeting to proceed and end in a timely manner.
  - 2. Oral communications during the Town Council Meeting may not be used to lodge charges or complaints against any employee of the Town, regardless of whether such employee is identified in the presentation by name or by any other reference that tends to identify him/her. Any such charges or complaints against employees shall be submitted during normal business hours to the Town Manager for appropriate action.

## **6.9 CONSENT AGENDA**

- A. The Consent Agenda includes items that (i) are of such a nature that discussion may not be required or (ii) are included in the annual budget (iii) have been

previously studied by the Town Council. These items are adopted by a single motion and affirmative vote of a majority of the Town Council.

- B. There is no discussion on items listed under the Consent Agenda; however, a member of the Town Council or a member of the public may request that an item or items be removed for discussion.
- C. Items removed from the Consent Agenda are considered in their normal sequence as listed on the Agenda, unless called out of sequence as provided in Section 6.5 above.

#### **6.10 PUBLIC HEARINGS**

- A. Generally, Public Hearings, other than those of a quasi-judicial nature, shall be conducted in the following Order:
  - 1. The Presiding Officer will announce the matter that is set forth for a Public Hearing and, if appropriate, ask the staff to provide a short summary of the matter.
  - 2. The Presiding Officer will then ask the applicant, if appropriate, to speak.
  - 3. At the conclusion of the Staff Report and/or presentation by the applicant, the Presiding Officer will open the Public Hearing for comments from the public.
  - 4. After all public comments are heard; the Presiding Officer will close the Public Hearing and may ask staff or the applicant to respond to the comments.
  - 5. The Presiding Officer may then call for a motion and second, if applicable, and/or ask if Town Council wishes to discuss the motion/item. Town Council may then proceed to discuss the matter.
  - 6. Upon the conclusion of discussion, the Presiding Officer will call for action on the motion.
  - 7. Exhibits, letters, petitions and other documentary items presented or shown to the Town Council during a Public Hearing shall become part of the record of the Public Hearing and a copy thereof shall be submitted to the Town Clerk.
- B. Questions or comments from the public shall be limited to the subject under consideration. Depending upon the extent of the Agenda, and the number of persons desiring to speak on an Issue, the Presiding Officer may, upon consensus of the Town Council at the beginning of the hearing, limit testimony. Upon approval of the Town Council, persons may be allowed to speak longer

than three minutes. Council members may ask the individual speaker questions, and the speaker may respond.

- C. Quasi-judicial hearings shall be conducted in accordance with the principles of due process, and the Town Attorney shall advise the Town Council in this regard.

#### **6.11 BUSINESS ITEMS/ACTION ITEMS**

- A. At the time each Business Item is presented to Town Council, the staff will give a brief summary of the item, and the applicant, if applicable, may speak. The Mayor will then provide for citizen input and comments as requested prior to the meeting.
- B. Those speaking before the Town Council will be allowed three minutes to address the Council; time limits may be waived upon consensus of the Town Council. Such three-minute limit shall not apply to the applicant's presentation.
- C. The purpose of all public comments is to provide information and the speaker's views for Town Council consideration. It is not appropriate for the speakers to question directly or debate the matter under consideration with staff, other speakers, the audience or members of the Town Council. All comments shall be addressed through the Presiding Officer. After being recognized by the Presiding Officer, Council members may question the speakers, any applicant's representatives or Town staff. Except when answering a direct question from a Council member, all remarks shall be addressed to the Town Council as a whole, and not to individual members; provided; however, that all responses shall be directed through the Presiding Officer.
- D. Proper decorum must be observed by Council members, by speakers providing testimony and remarks and by the audience. In order to conduct an orderly business meeting, the Presiding Officer shall keep control of the meeting and shall require the speakers and audience to refrain from abusive or profane remarks, disruptive outbursts, applause, protests or other conduct that disrupts or interferes with the orderly conduct of the business of the meeting. Personal attacks on Council members, Town Staff or members of the public are not allowed. It is inappropriate to utilize the Public Hearing or other Agenda item for the purpose of making political speeches, including threats of political action. Engaging in such conduct and failing to cease such conduct upon request of the Presiding Officer will be grounds for ending a speaker's time at the podium or, at the direction of the Presiding Officer, for removal of any disruptive person from the Council Chambers.

#### **6.12 INFORMATION ITEMS**

Mayor and Council members may present or discuss information items only if the specific matter is listed on the posted Agenda.

### **6.13 ADJOURNMENT**

The meeting is adjourned by a motion to adjourn, a second and an affirmative vote of the majority.

### **6.14 RECESS/BREAK**

The Presiding Officer or a member of Council may call a recess/break if necessary during the course of a public meeting.

## **SECTION 7. AGENDA PREPARATION**

### **7.1 AGENDA ITEM SUBMITTALS: REGULAR/SPECIAL/WORK SESSION**

Items may be placed on the Agenda for Town Council discussion and possible action by (i) the Mayor acting through the Town Manager, (ii) two Members of Council acting through the Town Manager or (iii) the Town Manager.

### **7.2 AGENDA ITEM SUBMITTALS FOR TOWN COUNCIL EXECUTIVE SESSIONS**

Items may be placed on the Agenda for Council Executive Session discussion if in compliance with the Town Code and applicable State Statutes by the following process:

- A. Items may be placed on an Agenda for Executive Session discussion by (i) the Mayor acting through the Town Manager, (ii) two Council members acting through the Town Manager or (iii) the Town Manager.
- B. The Town Attorney shall review all items submitted for Executive Session discussion, prior to placement on the Agenda, to ensure that the item is legally permissible to be discussed in Executive Session, pursuant to Arizona Revised Statute § 38-431.03. If permissible, the Town Clerk shall place notice of such Executive Session discussion on the Agenda.

### **7.3 COUNCIL PACKETS**

Town Council packets contain the Agenda, unapproved Minutes of previous Town Council Meetings, Town Council communications and any ordinances, agreements or resolutions to be acted upon including documentation that may be attached to support items contained on an Agenda for all noticed meetings of the Town Council.

Agenda packets for ALL noticed Town Council Meetings (except Executive Session documentation) are made available to Council members by the Town Clerk's Office. Every effort will be made to distribute complete packets by the Thursday prior to each Regular Town Council Meeting and not less than 24 hours prior to any Special Town Council Meeting.

## **SECTION 8. PROCEDURES FOR CONDUCTING THE MEETING**

### **8.1 CALL TO ORDER**

All meetings of the Town Council shall be called to order by the Presiding Officer, (the Mayor or, in his/her absence, the Vice-Mayor).

## **8.2 PARTICIPATION OF PRESIDING OFFICER**

The Presiding Officer may move, second, debate and vote from the Chair, subject only to such limitations of debate as are imposed on all Council members, and he/she shall not be deprived of any of the rights and privileges of a Council member by reason of his/her acting as Presiding Officer; however, the Presiding Officer is primarily responsible for the conduct of the meeting.

## **8.3 QUESTION TO BE STATED**

The Presiding Officer shall verbally restate each question immediately prior to calling for discussion and/or the vote. Following the vote, the Presiding Officer shall verbally announce whether the question was carried or was defeated. The Presiding Officer may also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

## **8.4 MAINTENANCE OF ORDER**

The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak unless they have first been recognized by the Presiding Officer. All questions and remarks shall be addressed to the Presiding Officer.

## **SECTION 9. RULES/DECORUM/ORDER**

### **9.1 POINTS OF ORDER**

The Presiding Officer shall, after consultation with the Parliamentarian, determine all Points of Order, subject to the right of any Council member to appeal to the entire Town Council. If any appeal is taken, the question (motion) shall be: "Shall the decision of the Presiding Officer be sustained?" In which event, following a second, a majority vote shall govern, and conclusively determine such question of order.

### **9.2 ORDER AND DECORUM**

#### **A. Council Members:**

1. Any Council member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, may speak. The Presiding Officer shall not unreasonably withhold such recognition; however, the Presiding Officer may choose to not recognize similar or repetitive discussions or motions which would delay the meeting.
2. When two or more Council members wish to speak, the Presiding Officer shall determine the order of speaking and recognize the first speaker.
3. While a Council member is speaking, no other Council member shall interrupt except to make a point of order or point of personal privilege.
4. When a motion is made and seconded, the Presiding Officer shall ensure that the debate is confined to the motion.

5. The Town Council may agree to limit debate on any matter before it. A limit may be formalized by a majority vote of the Town Council or the Presiding Officer may announce time limits on any Agenda item with the consensus of a majority of the Town Council,.
  6. Any Council member may call for a previous question on any issues under debate. The call for previous question must receive a second and then receive at least a two-thirds vote. Passage of a motion to address the previous question terminates all debate on the original motion. The Town Council shall immediately vote on such motion.
  7. The Town Council will not tolerate harassment, personal attacks or discrimination against each other or by members of appointed boards, commissions or committees. No one shall be subject to unwelcome verbal or physical conduct that shows hostility based upon gender, race, ethnicity, sexual orientation, religion, age, disability or national origin. Any Town Council member or appointee who violates this provision will be subject to removal from the meeting. Any Council member or appointee acting in violation of this policy will be subject to censure or other punishments prescribed in the Town Code.
  8. If a Council member acts in violation of these rules, the Presiding Officer shall, or any Council member may, call that Council member to order. The Council member so called shall immediately cease speaking, but may appeal to the Town Council. The Town Council shall decide the appeal without debate. If the appeal is granted, such Council member may continue speaking on the matter. If the appeal is denied, such Council member shall remain silent on the matter. Any Council member acting in violation of these rules is subject to censure or other punishment as the Town Council, by a three quarters vote of the other Council members present, deems just and proper under the law.
- B. Employees: Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applied to members of the Town Council. The Town Manager shall ensure that all Town employees observe such decorum. Any staff members, including the Town Manager, desiring to address the Town Council or members of the public shall first be recognized by the Presiding Officer.
- C. Public: Members of the public attending the Town Council Meetings shall observe the same rules of order and decorum applicable to the Town Council. Unauthorized remarks or demonstrations from the audience, such as applause, stamping of feet, whistles, boos, yells, and/or other demonstrations shall not be permitted. The Presiding Officer may, after issuing a verbal warning to persons causing such disturbances, direct a police officer to remove such offender/s from the meeting.



### **9.3 ENFORCEMENT OF DECORUM**

Proper decorum is to be maintained during all meetings by the Town Council, staff and guests. It is the responsibility of the Mayor or other person acting as Presiding Officer of the meeting to ensure compliance with this Policy. A police officer may be directed by the Mayor or Presiding Officer to remove from the meeting, after a verbal warning, any person whose conduct is disorderly or disruptive.

### **9.4 PROCEDURES IN ABSENCE OF RULES**

In the absence of a rule herein to govern a point or procedure, Robert's Rules of Order, Newly Revised, shall be used as a guide.

### **9.5 RULINGS OF PRESIDING OFFICER ARE FINAL, UNLESS OVERRULED**

In presiding over Town Council Meetings, the Presiding Officer shall decide all questions of interpretation of these rules, points of order, or other questions of procedure requiring rulings. In making such determinations, the Presiding Officer may solicit the opinion of the Town Attorney, or other such person serving as the Parliamentarian of the Town Council.

### **9.6 APPEAL THE RULING OF THE PRESIDING OFFICER**

Any procedural decision or ruling of the Presiding Officer shall be final; however, immediately following the Presiding Officer's ruling, a motion and second to appeal the ruling can be made and the ruling can be overridden or suspended by a majority vote of the Council members present and voting. If not appealed, the Presiding Officer's ruling shall be binding and legally effective for purposes of the matter under consideration.

## **SECTION 10. ADDRESSING THE COUNCIL**

### **10.1 PERSONS AUTHORIZED TO APPROACH COUNCIL DAIS AREA**

During a Town Council Meeting, no person except Town Officials shall be permitted within the area in front of the Town Council dais without the invitation or consent of the Presiding Officer.

### **10.2 MANNER OF ADDRESSING THE COUNCIL**

- A. Any member of the public desiring to address the Town Council shall proceed to the podium after having been recognized by the Presiding Officer. There shall be no loud vocalization (shouting or calling out) from the seating area of the Council Chamber. At the podium, he/she shall clearly state his//her name for the record.
- B. Within 72-hours advance notice, special assistance can be provided for any individual with a qualified disability. Please call the ADA Coordinator at 520-868-7574 to request an accommodation to participate in a Public Meeting.

### **10.3 ADDRESSING THE COUNCIL AFTER MOTION IS MADE**

After the motion has been made, or after a Public Hearing has been closed, public comment shall not be allowed without a request from a Council member or the Presiding Officer.

## **SECTION 11. MOTIONS**

### **11.1 PROCESSING OF MOTIONS**

- A. When a motion is made and seconded, it shall be stated by the Presiding Officer before debate.
- B. The maker has the right to modify his/her motion as he/she pleases, or to withdraw it entirely. If the motion is modified, the member who has seconded it has the right to withdraw his/her second.
- C. If a modification to a motion made by another Council member is accepted by the maker of the motion, then the Council member who seconded the unmodified motion shall be requested to reaffirm his/her second after modification. If the Council member refuses to reaffirm his/her second, the second is presumed made by the suggestor of the modification.
- D. In the case of a tie in votes on any motion, the motion shall be considered lost.

### **11.2 DIVISION OF QUESTION**

If the question contains two or more propositions that could be divided, the Presiding Officer may, upon the request of a Council member, divide the propositions into separate questions.

### **11.3 MOTION TO POSTPONE INDEFINITELY**

A motion to postpone indefinitely is used to dismiss an item on the Agenda. This motion is debatable, and because it can be applied only to the main question, it can, therefore, only be made while the main question is immediately pending (a motion and second is on the floor). This motion is commonly used to postpone an item until a more appropriate time.

### **11.4 MOTION TO TABLE**

A motion to table enables the Town Council to lay the pending question aside temporarily when something else of immediate urgency has arisen, in such a way that there is no set time for taking the matter up again. A motion to table shall be used to temporarily by-pass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next Regular Meeting; provided, however, that such item is included on the duly posted Agenda of the Town Council.

### **11.5 MOTION TO CLOSE, LIMIT OR EXTEND DISCUSSION**

Such a motion shall be used to limit or close debate on, or further amend the main motion. This is referred to as "Call for the Question" and is the motion used to cut off debate and to bring the group to an immediate vote on the pending motion. It requires a two-thirds vote. The vote on a motion to call for the question to terminate discussion

shall be by roll call. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

### **11.6 MOTION TO AMEND**

- A. A Motion to Amend shall be debatable only as to the amendment. A Motion to Amend an amendment shall be in order, but a Motion to Amend an amendment to the amendment shall not be in order.
- B. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.
- C. A substitute motion on the same subject shall be acceptable and shall be voted on before a vote on the amendment.
- D. Amendments shall be voted on first, then the main motion as amended.

### **11.7 MOTION TO CONTINUE**

Motions to continue to a definite time shall be amendable and debatable only as to propriety of postponement and the time set.

## **SECTION 12. VOTING PROCEDURE**

### **12.1 CASTING A VOTE**

- A. In acting upon every motion, the vote shall be taken by casting an aye/nay vote by voice, roll call or any other method as determined by the Presiding Officer from which the vote of each Council member can be clearly ascertained.
- B. If a Council member has declared a Conflict of Interest, he/she must abstain during the vote.
- C. If the roll call method of voting is used, the Town Clerk shall call the names of all members with the Presiding Officer called last. Council members shall respond "Aye" or "Nay". It shall be out of order for members to explain their vote during the roll call. Comments should be made during the discussion. There shall be no additional debate or speaking on the subject after the vote is taken.

### **12.2 FAILURE TO VOTE**

All members of the Town Council in attendance at a duly called meeting that requires formal Town Council action are required to vote, unless the issue involves the conduct of that Council member or a matter upon which that Council member has declared a conflict of interest. In all other cases, a failure to vote shall be entered in the Minutes as an affirmative vote.

### **12.3 RECONSIDERATION**

Any Council member who voted with the majority may move for reconsideration of any action at the same or the next available Town Council Meeting. Motions must be

seconded. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without the unanimous consent of the Town Council.

#### **12.4 TIE VOTES**

On a tie vote, a motion requiring a majority vote for adoption is a lost motion. A tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless Town Council takes other action to further consider the matter.

### **SECTION 13. CONFLICT OF INTEREST**

#### **13.1 INTRODUCTION**

Occasionally, a Council member may find himself/herself in a situation which requires that Council member to abstain from participating and voting on a matter before the Town Council. This situation exists when the Council member has a “conflict of interest” as defined by the Arizona Conflict of Interest Law. This law establishes minimum standards for the conduct of public officers and employees who, in their official capacity, are, or may become, involved with a decision which might unduly affect their personal interests or those of their close relatives.

#### **13.2 PURPOSE OF CONFLICT OF INTEREST LAWS**

The purpose of Arizona’s Conflict of Interest Law is to prevent self-dealing by public officials and to remove or limit any improper influence, direct or indirect, which might bear on an official’s decision, as well as to discourage deliberate dishonesty.

#### **13.3 APPLICABILITY OF THE ARIZONA CONFLICT OF INTEREST LAW**

The Arizona Conflict of Interest Law, as now set forth or as amended in the future, applies to all actions taken by Council members.

#### **13.4 DISCLOSURE OF INTEREST**

Any Council member who may have a conflict of interest may seek the opinion of the Town Attorney as to whether a conflict exists under the State law and final opinions shall be filed with the Town Clerk. Any Council member who has a conflict of interest in any decision must disclose that interest and declare the existence of the conflict. Minutes containing conflict of interest disclosures will be on file in the Clerk’s Office. The Town Clerk shall maintain for public inspection all documents necessary to memorialize all disclosures of a conflict of interest by a Council member.

#### **13.5 RULE OF IMPOSSIBILITY**

In the unlikely situation that a majority of Council members have a conflict of interest and the Town Council is unable to act in its official capacity, members may participate in the Town Council’s decision after making known their conflicts of interest in the official records.

#### **13.6 IMPROPER USE OF OFFICE FOR PERSONAL GAIN**

Public officers and employees are prohibited from using or attempting to use their official positions to secure valuable things or benefits for themselves, unless such benefits are part of the compensation they would normally be entitled to for performing their duties.

### **13.7 SANCTIONS FOR VIOLATIONS**

Violations of the conflict of interest provisions set forth herein shall be punished as provided for in state law.

### **13.8 NON-STATUTORY CONFLICTS OF INTEREST**

Occasionally, a Council member may feel that he/she should ethically refrain from participation in a decision even though the circumstances may not amount to a conflict of interest under the state law described above. It is the policy of the Town Council to encourage Council members to adhere to strongly held ethical values which are exercised in good faith; however, Council encourages participation in the decision making process unless the matter involves the Council member's personal conduct or a conflict of interest set forth by Statute. Therefore, failure to vote on a matter for any reason other than a conflict of interest under state law shall be considered a vote in favor of such matter.

## **SECTION 14. ELECTION OF VICE MAYOR**

The Town Council shall designate one of its members as Vice-Mayor who shall serve in such capacity for a two-year term at the pleasure of the Town Council. The Vice-Mayor shall perform the duties of the Mayor during the absence or disability of the Mayor.

Nomination and selection process for Vice-Mayor is as follows:

- A. The Mayor will open the floor for nominations.
- B. Any member may offer a nomination for the position of Vice-Mayor, in accordance with prior Council practice, with no second required.
- C. The member must accept the nomination.
- D. Votes for Vice-Mayor shall then be cast and recorded, in the order that the nomination occurred.
- E. If at least four affirmative votes are cast for a candidate, the candidate assumes the position and duties of Vice-Mayor for a four-year term.

## **SECTION 15. BOARDS, COMMISSIONS AND COMMITTEES**

The Town Council may create such boards, commissions and committees as it deems necessary to assist in the conduct of the operation of Town government.

### **15.1 REGULARLY SCHEDULED OR UNSCHEDULED BOARDS, COMMISSIONS AND COMMITTEES**

- A. All boards, commissions and committees of the Town shall be classified as regularly scheduled or unscheduled boards, commissions and committees. Regularly scheduled boards, commissions and committees are those that meet on a regularly scheduled basis or may be quasi-judicial in nature. Unscheduled boards, commissions and committees meet on an as called basis.
- B. Regularly scheduled boards, commissions and committees include:
  - 1. Art and Culture Commission
  - 2. Historic District Advisory Commission
  - 3. Library Advisory Board
  - 4. Parks and Recreation Advisory Board
  - 5. Planning and Zoning Commission
- C. Unscheduled boards, commissions and committees:
  - 1. Board of Adjustment
- D. Other separate legal entities that also address the needs of the Town, including:
  - 1. Industrial Development Authority
  - 2. Community Facilities District Boards
- E. Any board, commission or committee created shall cease to exist (i) upon the accomplishment of the special purpose for which it was created (ii) when abolished by a majority vote of the Town Council, (iii) as dictated by the Town Code, (iv) when disbanded or dissolved through legal authority.

## **15.2 RECOMMENDATIONS FOR APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**

- A. The Mayor may designate an appointing committee. This appointing committee shall be made up of three members (from members of the Council or appropriate board/commission). The Mayor may appoint himself/herself to this committee. If no such committee is appointed, the entire Town Council shall conduct interviews and appoint citizens to the various boards, commissions and committees.
- B. The purpose of this appointing committee is to interview applicants and recommend to the Town Council possible candidates as described in Section 15.3.

## **15.3 SELECTION OF BOARD, COMMISSION OR COMMITTEE MEMBERS**

- A. A call for applications to fill vacant seats to boards, commissions and committees shall be duly published for at least one week via newspaper advertising, website (<http://www.florenceaz.gov>) and other means as available to the Town.

- B. Individuals applying for boards, commissions or committees must fill out and submit the Town application form to the Town Clerk by the published deadline. The Town Clerk will forward the applications to the appropriate staff liaison.
- C. The Town Clerk will review the applications and prepare support materials for the Appointing Committee. Staff will schedule an appropriate time for an open meeting in order that the committee may interview in person, or via telephone, applicants for the open seat(s) to any Town board, commission or committee.
- D. After review and consideration, the appointing committee members shall announce a recommendation and prepare a memorandum recommending candidates to fill the vacancies. This memorandum shall include copies of all the applications received.
- E. The Town Clerk shall prepare an agenda item for the next appropriate Town Council meeting after the appointing committee has communicated its recommendation(s) to fill open board, commission or committee seat(s).
- F. The Town Clerk will notify the appointee(s) in writing as to their appointment and the next meeting date of the new member's board, commission or committee scheduled meeting. Any official literature, agendas, minutes or other materials specific to the committee, board, or commission appointment will be included in the notification.
- G. Unsuccessful applicants will be notified that they have not been selected.

**15.4 QUALIFICATIONS FOR APPOINTMENTS; EMPLOYEES OR APPOINTED OFFICERS AS MEMBERS**

- A. All members of boards, commissions and committees shall meet the following minimum qualifications upon their appointment to any board, commission or committee. Each member must be:
  - 1. Eighteen years of age or older, except for members appointed to any board, commission or committee seats designated by Town Council for youth representation.
  - 2. A registered voter, except those under 18 years of age.
- B. Town employees or appointed officers shall not be eligible for appointment to any boards, commissions, and committees but may be requested to provide staff support thereto.

**15.5 TERMS, VACANCIES, REMOVAL**

- A. All members of boards, commissions and committees shall serve a term of up to three years, or until the board, commission or committee is dissolved, unless terms are specifically designated by Town Council action, Town Code or Arizona Revised Statutes.

- B. For boards, commissions and committees having five members or less, the terms of office shall be staggered so that no more than three terms shall expire in any single year when possible; provided, however, that no staggering of terms shall be required for any board, commission or committee that will be in existence for a single term.
- C. For those boards, commissions and committees having more than five members but less than eight members, the terms of office shall be staggered so that no more than four terms shall expire in any single year when possible; provided, however, that no staggering of terms shall be required for any board, commission or committee that will be in existence for a single term.
- D. A vacancy on a board, commission or committee shall be deemed to have occurred upon the following:
  - 1. Death or resignation of a member of a board, commission or committee.
  - 2. A member ceasing to be a Florence resident unless the Town Council has provided that such member may be a non-resident.
  - 3. Three consecutive unexcused absences by a member from board, commission or committee meetings.
  - 4. Convictions of a felony or an offense involving a violation of his official duties.
- E. Whenever a vacancy has occurred on one board, commission or committee, the Subcommittee for Board, Commission and Committee Appointments shall meet to recommend a candidate to complete the remainder of the term. Procedures described in 15.3 above will be used to generate applicants, interview applicants, and make a recommendation.
- F. An incumbent member of a board, commission or committee seeking reappointment shall submit a new application under the provisions set forth in Section 15.3 above and shall be considered for appointment by the Town Council in the same manner as all other applicants for such position.

## **15.6 ALTERNATES**

The Town Council may appoint alternates to serve on boards, commissions and committees in the event of vacancy. Such alternates may attend meetings of the board, commission or committee but shall not participate until such time as a vacancy has occurred and the alternate has filled such vacancy. If the Town Council appoints more than one alternate for a particular board, commission or committee, the Town Council shall designate the alternates as first alternate, second alternate and so on such that immediately upon a vacancy occurring in a board, commission or committee, the first alternate shall fill such vacancy without the need for further Town Council action.



## **15.7 APPLICABILITY OF THE ARIZONA OPEN MEETING LAW**

All boards, commissions and committees are subject to the Arizona Open Meeting Law.

## **15.8 RESIDENCY REQUIREMENTS**

Members shall be residents of the Town of Florence. All members shall be bona fide residents of the municipality, unless a motion, resolution or ordinance creating a board, commission or committee specifies otherwise, and shall serve without pay or compensation, except that a member shall be reimbursed for his/her actual and necessary expenses incurred in the performance of their official duties, provided that such expenses are approved by the Council or Town Manager, within budgetary limitations, prior to being incurred.

## **SECTION 16. COUNCIL BUDGET, EXPENSES AND TRAVEL**

- A. Council members shall adhere to the adopted Town of Florence travel policy except as otherwise set forth herein.
  
- B. The Town Council shall adopt, as part of the annual budget, specific travel budget amounts for each Council member. The Town Council may also establish a fund from which an individual member may draw additional travel funds upon approval of the Town Council acting upon an item listed upon a duly published agenda and taking place during an Open Public Meeting

## **SECTION 17. CODE OF ETHICS**

Council/Board/Commission/Committee members shall conduct themselves so as to bring credit upon the Town as a whole, and to set an example of good ethical conduct for all citizens of the community. Council members should constantly bear in mind these responsibilities to the entire electorate and refrain from actions benefiting any individual or special interest group at the expense of the Town as a whole.

Council members should likewise do everything in their power to ensure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, religion, national origin, sex, social standing or economic position. This Code assures public confidence in the integrity of local government and its effective and fair operations, and therefore the members will:

- A. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern. Members will work for the common good of the people of the Town of Florence and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Town Council, commissions, boards and committees.
  
- B. Comply with the Law. Members will comply with the laws of the nation, the State of Arizona and the Town of Florence in the performance of their public duties. These laws include, but are not limited to, the United States and Arizona Constitutions, the Florence Town Code and Policies, laws pertaining to conflicts of interest, election campaigns, financial disclosure and the Public Open Meeting Law.

- C. Conduct of Members. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members will refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Council, commissions, boards, committees, staff and the public.
- D. Respect for Process. Members will perform their duties in accordance with the processes and rules of order established by the Town Council and commissions, boards and committees governing the deliberation of public policy issues, meaningful involvement of the public in public hearings, and implementation of policy decisions of the Town Council by Town staff.
- E. Conduct of Public Meetings. Members will prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They will refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of business.
- F. Decisions Based on Merit. Members will base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- G. Communication. Members will publicly share substantive information that is relevant to a matter under consideration by the Council, commissions, boards or committees, which they may have received from sources outside of the public decision-making body.
- H. Conflict of Interest. In order to assure their independence and impartiality on behalf of the common good, members will not use their official positions to influence government decisions in which they have a material financial interest or a relationship that may give the appearance of a conflict of interest.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts..

Members will abstain from participating in deliberations and decision-making where conflicts may exist as defined under Arizona Statutes. **Members should discuss any issues of conflict of interest with the Town Attorney.**

- I. Gifts and Favors. Members will not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which is not available to the public in general. They will refrain from accepting any gifts, favors or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.
- J. Confidential Information. Members will respect the confidentiality of information concerning the property, personnel or affairs of the Town. They will not disclose confidential information without proper legal authorization or Council majority

approval. They will not use such information to advance their personal, financial or other private interests.

- K. Use of Public Resources. Members will not use public resources unavailable to the public in general, such as Town staff time, equipment, supplies or facilities for private gain or personal purposes.
- L. Representation of Private Interests. In keeping with their role as stewards of the public interest, Council members will not appear on behalf of private interests of third parties before the Council or any commission, board or committee or proceeding of the Town, nor will members of commissions, boards and committees appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
- M. Advocacy. Members will represent the official policies or positions of the Town Council, commissions, boards or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members will explicitly state they do not represent the Town, nor will they infer that they do.
- N. Policy Role of Members. Members will respect and adhere to the Council-Manager structure of government as outlined in the Town Code. In this structure, the Town Council determines the policies of the Town with the advice, information and analysis provided by the public, commissions, boards, committees and staff. Except as provided by the Town Code, members therefore will not interfere with the administrative functions of the Town or the professional duties of Town staff, nor will they impair the ability of staff to implement Council policy decisions.
- O. Independence of Commission, Boards and Committees. Because of the value of the independent advice of commissions, boards, and committees to the public decision-making process, Council members will refrain from using their position to unduly influence the deliberations or outcomes of commission, board and committee proceedings.
- P. Positive Work Place Environment. Members will support the maintenance of a positive and constructive work place environment for Town employees and for citizens and businesses dealing with the Town. Members will recognize that their special role dealing with Town employees is not to create the perception of inappropriate direction to staff.
- Q. Public Speaking. Members of Council shall declare they are speaking as a Council member, but it is their individual opinion, and may or may not be the opinion of the majority of Council members.

- R. Implementation. As an expression of the standards of conduct for members expected by the Town, the Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

Members entering office shall sign a statement affirming they read and understood the Code of Ethics. In addition, the Code of Ethics shall be regularly reviewed by the Town Council, boards, commissions and committees, and the Town Council shall consider recommendations from boards, commissions and committees and update as necessary.

- S. The Code of Ethics will be included in the regular orientations for candidates for Town Council, applicants to boards, commissions and committees, and newly elected and appointed officials.

### **17.1 COMPLIANCE AND ENFORCEMENT**

Compliance with this Code of Ethics is expected for members of the Town Council, commissions, boards, and committees. Members themselves have the primary responsibility to assure that standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of commissions, boards, and committees and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. They are responsible to gather more information about the alleged Code of Ethics violation and present the Town Council with a memo detailing the findings. Any Town Council member may then ask that the item be placed on the Council agenda.

The Town Council may impose sanctions on members of the Council, boards, commission, or committee whose conduct does not comply with the Town's standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restrictions.

A violation of the Code of Ethics will not be considered a basis for challenging the validity of Council, commission, board, committee decisions, or removal.



## Model of Excellence Member Statement

As a member of the Florence Town Council or of a Florence board, commission, or committee, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the Town and conduct myself by the following model of excellence. I will:

Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;

Help create an atmosphere of respect and civility where individual members, Town staff and the public are free to express their ideas and work to their full potential;

Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;

Respect the dignity and privacy of individuals and organizations;

Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;

Avoid and discourage conduct which is divisive or harmful to the best interest of Florence;

Treat all people with whom I come in contact in the way I wish to be treated;

I affirm that I have read and understood the Town of Florence Code of Ethics.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Speakers Request Form  
For  
Public Comment  
Call to the Public**

Meeting Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Please Print)

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I am a spokesperson for: \_\_\_\_\_  
(self, business, religious group, non-profit, govt. agency)

TITLE: \_\_\_\_\_

I am representing (Number of people) \_\_\_\_\_

I wish to address the Council:  Elected Official  
 In Favor of the Topic  
 Opposed to the Topic


-----  
(Tear here: keep information below for reference)

**Please give this form to the Town Clerk. Forms may be submitted at any time before or during the meeting.**

How to address the Council:

- Must speak directly about an item on the agenda.
- The Mayor or Presiding Officer will call your name when it is your turn to speak.
- Citizens must limit comments to three minutes\*.
- Groups wishing to speak should elect a spokesperson to represent the views of the group.
- The Mayor may limit the number of speakers heard on non-agenda topics at any single meeting to allow the meeting to proceed and end in a timely manner.

**\* Prior approval is required for presentations longer than three minutes.**

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>8d.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Community Development  <b>STAFF PRESENTER:</b> Mark Eckhoff, AICP Community Development Director  <b>SUBJECT:</b> Direction on the Proposed Attaway Crossing Annexation.		<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Regulatory</b> <input type="checkbox"/> <b>1<sup>st</sup> Reading</b> <input type="checkbox"/> <b>2<sup>nd</sup> Reading</b> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

Direct staff to proceed or not to proceed with the proposed Attaway Crossing annexation.

**BACKGROUND/DISCUSSION:**

Staff is seeking the Council's direction on a proposed annexation application that has been filed with the Town. Staff has received an application from The WLB Group on behalf of PGTL Attaway Crossing, LP and the Magma Flood Control District requesting that the Town of Florence consider the annexation of approximately 57.13 acres. The subject site contains three (3) parcels owned by the following entities:

<b>Parcel</b>	<b>Acreage</b>	<b>Property Owner</b>
200-24-009H	37 +/- acres	PGTL Attaway Crossing, LP
200-24-009G	0.13 +/- acres	Magma Flood Control District
200-24-0360	20 +/- acres	Magma Flood Control District

The subject site is located along the Hunt Highway curve in the Anthem at Merrill Ranch (AMR) area, with the larger portion of the subject site being north of Hunt Highway and a smaller portion located south of Hunt Highway.

At this time, the applicant has only filed an annexation application, but staff is anticipating additional applications will be filed if the Town Council provides direction to proceed with this annexation.

Other steps that have been verbally discussed, but yet to be formalized in any applications include:

- A Pre-Annexation and Development Agreement (PADA) covering the subject area that would consider matters such as future land uses, zoning, right-of-way dedications, etc. Staff notes that any consideration of an annexation for this site will need to evaluate how the Town and property owners could improve the configuration of the current Hunt Highway alignment/design along this curve.
- A General Plan Amendment on the subject site that would propose to change the land use designation on the property from Community Commercial to Low Density Residential. A commercial zone change would follow. Staff contends that it would be difficult to support the entire parcel being zoned commercial without a comprehensive evaluation of the fiscal impacts. Such would also be evaluated alongside the benefits of improving the configuration of this portion of Hunt Highway.

Additional complexity occurs with the potential tie-in of an adjacent parcel of land within the Merrill Ranch (MR) PUD that is now designated in the Town's General Plan as Master Planned Community (MPC) and zoned Commercial/Employment Mixed Use (CE-M). The applicant may seek a PUD Amendment on this site that allows this area to be zoned and developed with single-family homes. While Southwest Value Partners and Pulte Homes amended the MR Plan a few years ago that replaced some of the planned commercial land uses with residential zoning, the factors surrounding that case were substantially different than those with this case.

Thus, consideration of the single application at hand today likely cannot be fully evaluated without understanding: what might be negotiated on the annexation site within a PADA; what land uses and zoning the applicant and Town might consider on the site; how the District infrastructure on the site might impact development plans; and how ample right-of-way dedications could occur to improve the configuration of the Hunt Highway curve.

Furthermore, if consideration of this annexation is done with the anticipation of also incorporating the subject MR parcel into a plan for this site, the Town should be prepared to consider the fiscal impact of the majority of the total 147 acre site being designated and ultimately developed for nearly 600 dwelling units (4 DU/AC) versus the possibility of the site being developed with commercial and employment land uses that would generate far more in beneficial revenues (sales taxes, construction sales taxes, development impact fees, etc.), as well as job creation. Additionally, there would be an expectation that beyond the consideration of the PADA for the annexation site, the property owner may also wish to consider a discussion of the Merrill Ranch Development Agreement (something that could occur even without this annexation as the owner already owns this MR property).

### **FINANCIAL IMPACT:**

Commercial Market Opportunity and Residential Market Opportunity reports were provided with this application. Because of the site's proximity to AMR, it is likely that the market would support residential development on the site in the short-term horizon. However, over the long-term, the subject site has substantial potential for commercial and employment land uses due to the Hunt Highway frontage. It is important that the Town looks at both the short and long term impacts of decisions and maintains an



adequate inventory of land available for non-residential land uses. A more comprehensive Fiscal Impact Analysis will be necessary to fully appreciate the impacts of the subject annexation on the Town of Florence over the short, mid and long-term. There is an expectation that the parties seeking annexation will cover the cost of this report.

For this current phase of this process, the main fiscal impact to the Town will be the utilization of Town resources (mostly staff time) to proceed with this annexation, if directed to do so. If a Development Agreement (PADA) application is filed and Council directs staff to proceed with that application, additional staff resources will be utilized. Outside legal assistance may also be necessary.

**RECOMMENDATION:**

Direct staff to proceed or not to proceed with the proposed Attaway Crossing annexation.

**ATTACHMENTS:**

Annexation Application

Maps of Annexation Area (Legal Description)

Annexation report: *Request for Town Council Consideration of Proposed Annexation*

*Assessment of Commercial Market Opportunity*

*Assessment of Residential Market Opportunity*

# APPLICATION FOR ANNEXATION

**PROJECT NAME:** Attaway Crossing

1. Property Owner: Name: PGTL Attaway Crossing Limited Partnership  
Address: #120 -13575 Commerce Parkway  
Richmond, British Columbia V6V 2L1  
Phone: 604-276-8823 Ext. 248 Fax: 604-270-0854  
Email: ron.marr@townline.ca

2. Applicant/Developer: Name: The WLB Group, Inc. Robert Longaker  
Address: 4444 East Broadway Boulevard  
Tucson, AZ 85711  
Phone: 520-881-7480 Fax: 520-881-7492  
Email: rlongaker@wlbgroup.com

3. Address or Location of Property: See attached legal description.  
\_\_\_\_\_  
\_\_\_\_\_

4. Legal Description of Property: If applicable, include Lot(s), Block(s), and Subdivision Name:  
See attached legal description. Note: This proposed annexation intends to include the adjacent  
property to the west owned by the Magma Flood Control District. As such, the 20+/- acre  
Magma Flood Control District property is included in the legal description.

Tax Parcel Numbers: 200-24-009H

Gross Acres: 37+/- Ac. Net Acres: \_\_\_\_\_

5. Request Details: To request that Town Council allow the applicant to proceed with the processing  
of an annexation application for this property.

6. Number of existing dwelling unit and address: N.A.

7. Number of residents occupying existing dwelling units: N.A.

**SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE**

**DATE**

**FOR STAFF USE ONLY:**

CASE NO. _____	APPLICATION DATE AND TIME _____
PERMIT NO. _____	FEE \$ _____
TC HEARING DATE _____	REVIEWED BY: _____

# OWNER'S PERMISSION FORM

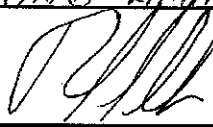
This sheet must be completed if the applicant is not the owner of the property.

I/we, the Undersigned, do hereby grant permission to: The WLB Group, Inc.

to act on my/our behalf for the purpose of obtaining one or more of the following: Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review, Preliminary/Final Plat and/or other below-noted request on the following described property:

PGTK ATTAWAY CROSSING LIMITED PARTNESHIP

Owner(s)



Signature

RICK ILICH

Print or Type Name

Address

#120-13575 COMMERCE PARKWAY  
RICHMOND, BC, V6V 2L1

Telephone

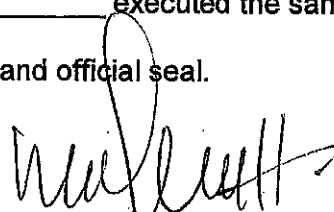
604-276-8823

PROVINCE OF  
~~STATE OF ARIZONA~~ )  
BRITISH COLUMBIA ) ss  
County of Vancouver )

On this 2<sup>nd</sup> day of February, 20 17, before me, the undersigned Notary Public, personally appeared Rick Illich, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that RICK ILICH executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires: N/A



Notary Public

MAURICE E.J. LAMBERT

Barrister and Solicitor

#215-8171 Cook Road

Richmond, BC V6Y 3T8

Phone: 604-273-7575

▲ Notary Public in and for the Province of British Columbia

# MAGMA FLOOD CONTROL DISTRICT

221 North Florence Street ▪ Casa Grande, AZ 85122 ▪ [www.azmfcd.org](http://www.azmfcd.org)

February 28, 2017

Rick Jellies (via e-mail [rjellies@citytocitycre.com](mailto:rjellies@citytocitycre.com))  
Agent for Attaway Crossing

Mark Eckhoff (via e-mail [Mark.Eckhoff@florenceaz.gov](mailto:Mark.Eckhoff@florenceaz.gov))  
Director of Community Development Department  
Town of Florence

RE: Attaway Crossing proposed annexation into Florence

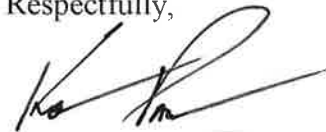
Rick & Mark,

The purpose of this letter is to indicate Magma Flood Control District's (MFCD) willingness to allow Pinal County Assessor parcel #'s 200-24-009H and 200-24-009E to be included within Attaway Crossing's proposed annexation into the town of Florence.

MFCD is authorizing Attaway Crossing to include the referenced parcels within its annexation submittal to the town of Florence. Please understand that Attaway Crossings does not represent MFCD and is not authorized to act on behalf of MFCD in any way other than to represent that MFCD is willing allows the referenced parcels to be annexed by the town of Florence. Should the Town of Florence desire certain conditions or agreements to be established prior to finalizing the annexation, any such discussion and approvals would need to come directly from MFCD.

Please contact me with any questions and/or concerns.

Respectfully,



Kent Pace, General Manager  
Magma Flood Control District  
3850 E. Baseline Rd. Ste. #114  
Mesa, AZ 85206  
Phone: 480-424-3438  
Fax: 480-424-3439  
e-mail: [kent@azmfcd.org](mailto:kent@azmfcd.org)

## PROPOSED ATTAWAY CROSSING ANNEXATION

57.11 +/- Acres

### LEGAL DESCRIPTION

August 20, 2015

Revised September 8, 2015

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Assessor Parcel Number 200-24-009H (PGTL Attaway Crossing LP)

A parcel of land located in a portion of the Southeast Quarter of Section 25, Township 4 South, Range 8 East, Gila and Salt River Meridian, Pinal County, Arizona, more particularly described as follows according to the Pinal County Assessor:

W1/2 W1/2 SE OF SEC 25-04S-08E LYING N OF HUNT HWY R/W (PER QCD & RESOL 1998-036545, 036546), EXCEPT THAT PORTION DESC. AS FOLLOWS: COM @ S/4 COR SEC 25-04S-08E TH N-800.00 TO POB TH CONT N-148.22 TH S21D E-215.24 TH N56D W-94.06 TO POB.

Said parcel containing 36.98 acres.

Assessor Parcel Number 200-24-009G (Magma Flood Control District)

A parcel of land located in a portion of the Southeast Quarter of Section 25, Township 4 South, Range 8 East, Gila and Salt River Meridian, Pinal County, Arizona, more particularly described as follows according to the Pinal County Assessor:

COM @ S/4 COR SEC 25-04S-08E TH N-800.00 TO POB TH CONT N-148.22 TH S21D E-215.24 TH N56D W-94.06 TO POB, 5,792.00 SQ FT, 0.133 AC

Said parcel containing 0.133 acre.

Assessor Parcel Number 200-24-0360 (Magma Flood Control District)

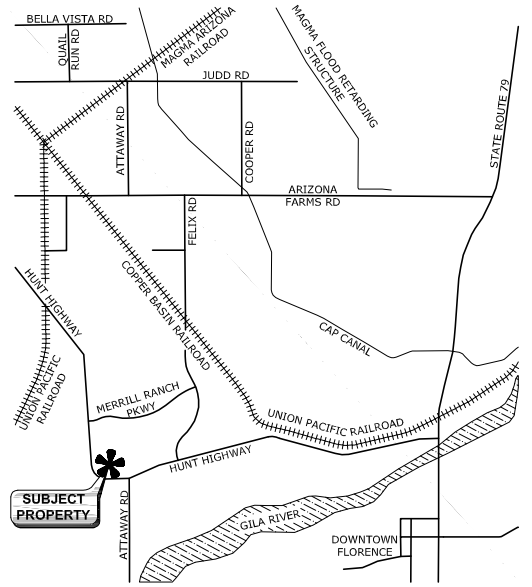
A parcel of land located in a portion of the Southwest Quarter of Section 25, Township 4 South, Range 8 East, Gila and Salt River Meridian, Pinal County, Arizona, more particularly described as follows according to the Pinal County Assessor:

The East Half of the Southeast Quarter of the Southwest Quarter of Section 25.

Said parcel containing 20 acres.

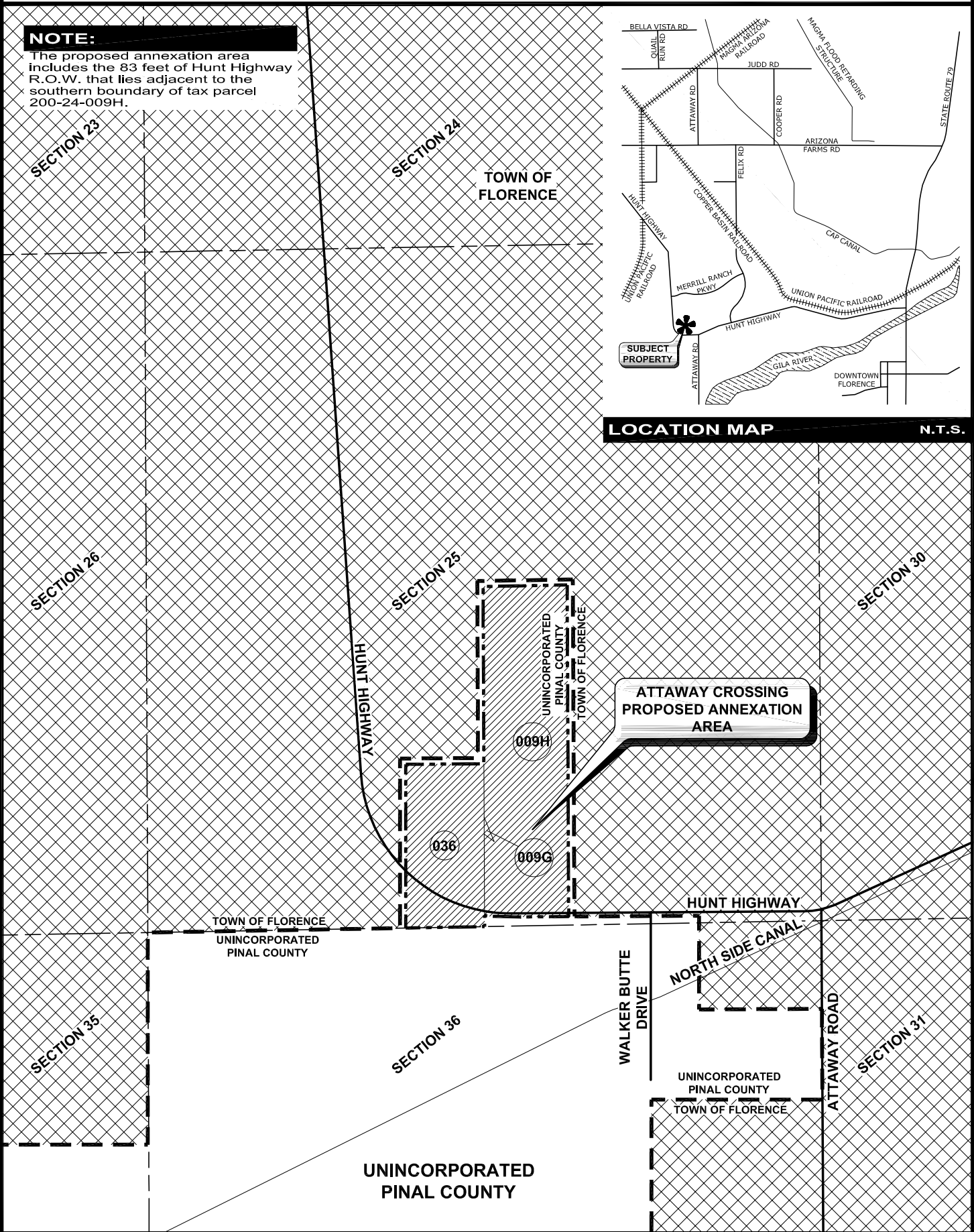
**NOTE:**

The proposed annexation area includes the 83 feet of Hunt Highway R.O.W. that lies adjacent to the southern boundary of tax parcel 200-24-009H.






**LOCATION MAP**

N.T.S.





# Exhibit A: Hunt Highway Annexation

-  Site Location
-  Parcel Lines
-  Town Limits



### Legal Description

Not Available

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2/17/2017 2017-17



 Approximate Annexation Boundary

 Town Limits

**Streets**


 County Highway

 Local


**General Plan Land Use**

**Residential**


 Rural Ranchette Residential (RRR)

 Low Density Residential (LDR)

**Commercial/Office/Industrial**

 Community Commercial (CC)

**Mixed-Use**

 Master Planned Community (MPC)

**Community/Public**

 Public/Governmental (P/G)

P/G

MPC

MPC

CC

MPC

CC

**Ranchview Rd** *Town of Florence*  
*Pinal County*

**Hunt Hwy**  
*Town of Florence*  
*Pinal County*

LDR

RRR

**Walker Butte Rd**



Date Created: 2/15/2017 Date Modified: 2/17/2017

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# Hunt Highway Annexation: General Plan

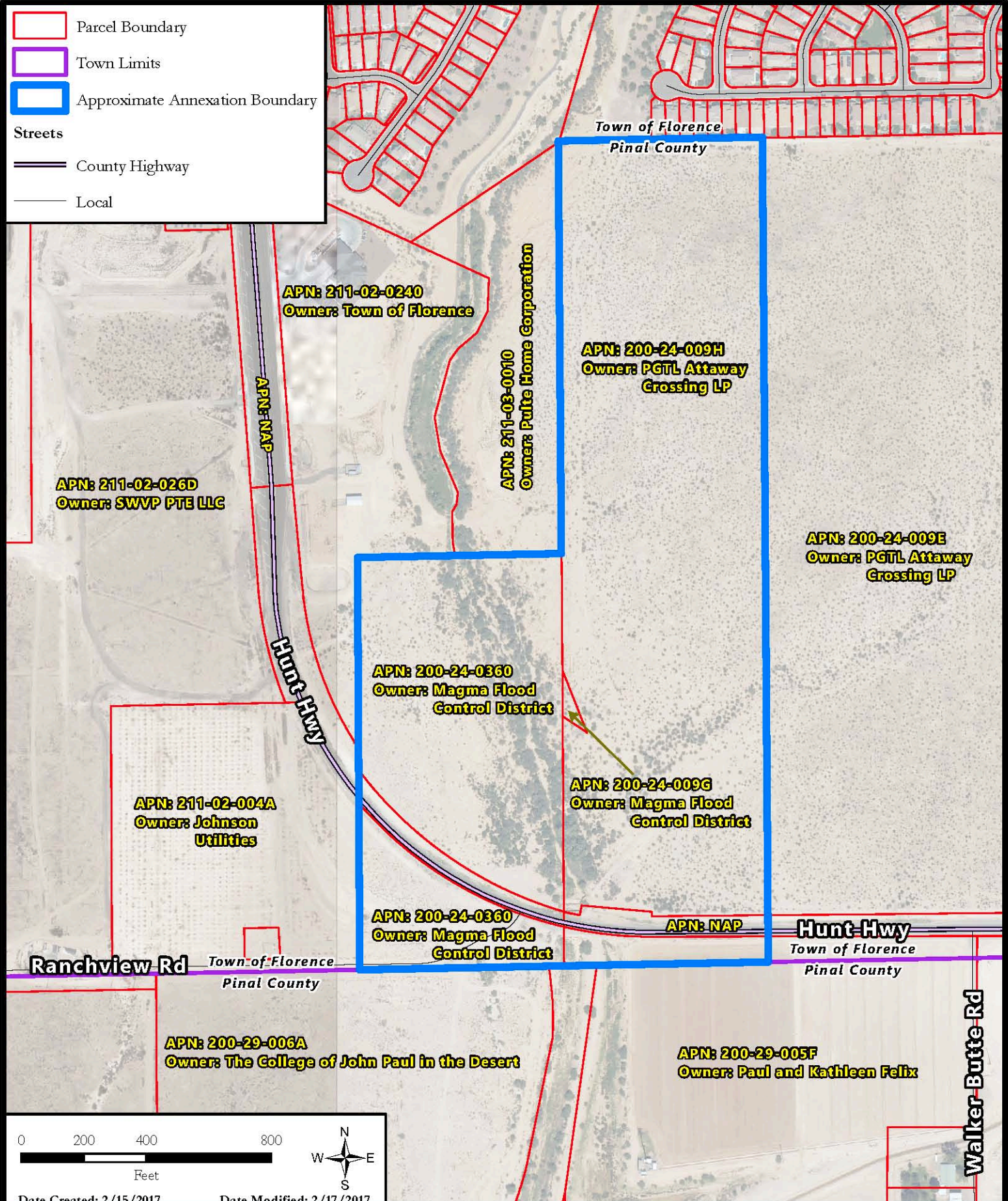


**Town of Florence**



Parcel Boundary  
 Town Limits  
 Approximate Annexation Boundary

**Streets**  
 County Highway  
 Local



0      200      400      800  
 Feet

N  
 W —+— E  
 S


Date Created: 2/15/2017      Date Modified: 2/17/2017


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# Hunt Highway Annexation: Land Ownership





Town of Florence


 Approximate Annexation Boundary

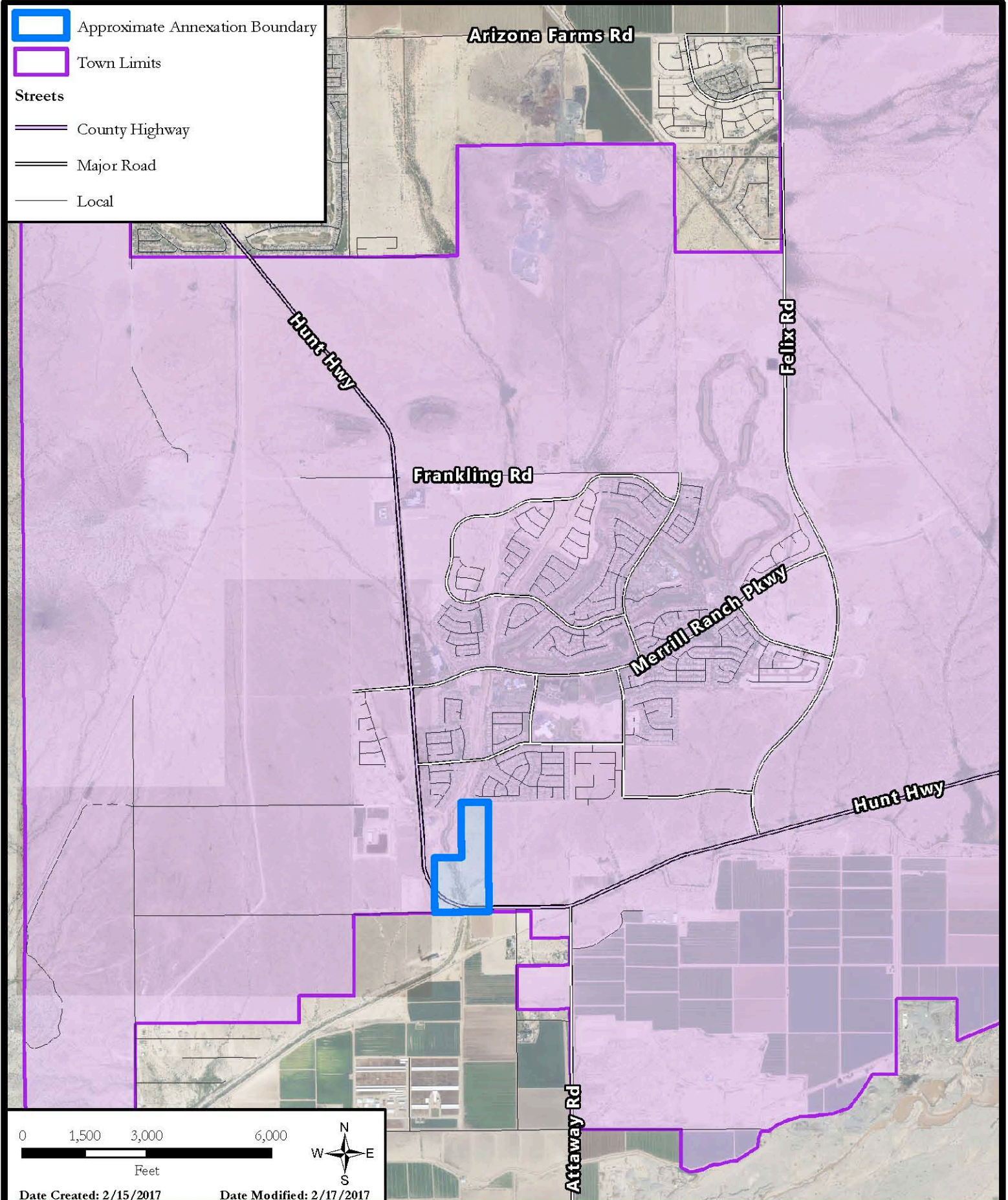
 Town Limits

**Streets**

 County Highway

 Major Road

 Local



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# Hunt Highway Annexation: Site Location






Town of Florence




# Town of Florence

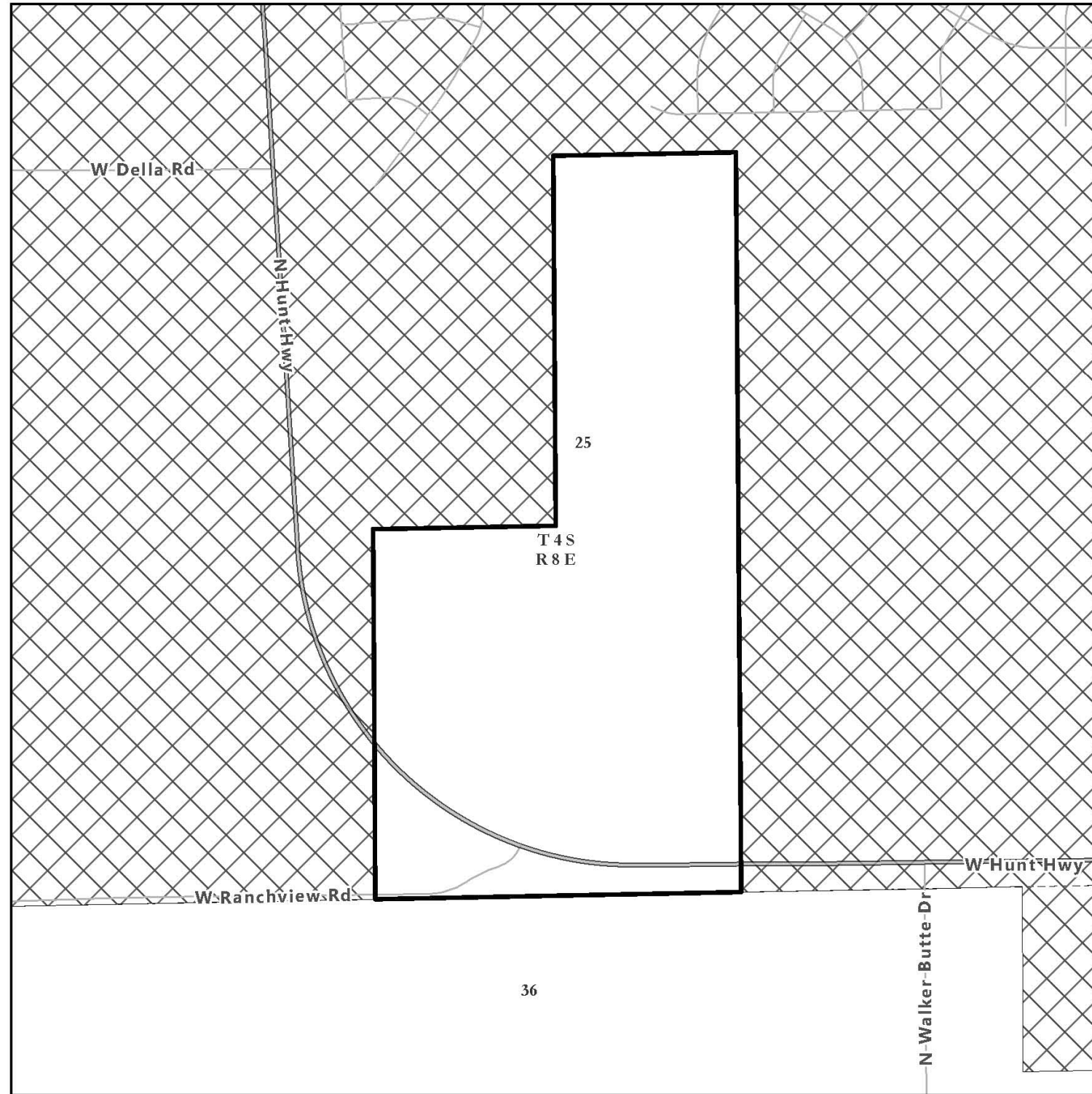
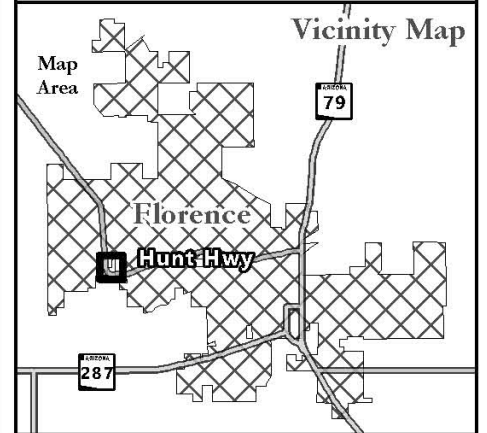
## Exhibit A

### Map of Proposed Hunt Highway Annexation Comparable/Initial Zoning

-  Annexation Area
-  Town of Florence
- Proposed Zoning**
-  R1-R: Single Residential Ranchette

Date: 2/17/2017  0 125 250 500 Feet

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# Attaway Crossing

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## Request for Town Council Consideration of Proposed Annexation

January 4, 2017

**Prepared By**

**The WLB Group, Inc.  
4444 East Broadway Boulevard  
Tucson, Arizona 85711  
(520) 881-7480**

**Contact Persons:**

**Robert G. Longaker III, RLA, AICP  
Brian Sabri**

**WLB No. 215009-A-001**

**The  
WLB  
Group** **WLB**

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5. Commercial and Employment Land Uses ..... 4  
6. Reasons for Annexation ..... 5  
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**B. Exhibits**

- Exhibit A: Tax Assessor Parcel Map
- Exhibit B: Proposed Annexation Area
- Exhibit C: Proposed Annexation Area – Focus Area
- Exhibit D: Merrill Ranch PUD
- Exhibit E: North-South Freeway Corridor

**C. Appendix**

- Proposed Annexation Area Legal Description

## **A. Request for Town Council Consideration of Annexation Request**

### **1. Introduction**

This report is specific to a 147+/- acre property owned by PGTL Attaway Crossing Limited Partnership. The property is comprised of two tax parcels, listed as follows:

- Tax Parcel 200-24-009H consisting of 37+/- acres
- Tax Parcel 200-24-009E consisting of 110+/- acres

The location of the subject property is as shown on Exhibits A and B in this report.

The 37+/- acres is located in the western portion of the subject property and lies within the jurisdiction of Pinal County, outside of the incorporated limits of the Town of Florence. The eastern portion of the site consists of 110+/- acres and lies within the Town of Florence and is included in the Merrill Ranch PUD.

The property owner wishes to annex this 37+/- acres into the Town of Florence, thereby allowing the property in its entirety to ultimately be developed within the jurisdiction of the Town of Florence.

Please refer to Exhibit C which shows that this property represents a small notch adjacent to the incorporated limits of the Town of Florence.

This report has been prepared for the following two primary reasons:

- (1) To request that this annexation be scheduled for a meeting with the Town Council to discuss its merits and to request that Town Council allow the annexation process related to this property to begin.
- (2) To outline the reasons for the annexation of this property, including a preliminary economic and financial analysis that identifies the fiscal benefits of annexation.

### **2. Project Description**

As previously mentioned, this annexation proposal is specific to 37+/- acres of land located in a portion of Section 25, Township 4 South, Range 8 East as described in the attached legal description. The 37+/- acres is characterized by a long, linear shape with

little frontage on Hunt Highway. While developing it on its own is possible, it would be much better developed in conjunction with the 110+/- acres, thus necessitating this proposed annexation.

The following is a description of the zoning, Comprehensive Plan and General Plan land use designations on the parcels. Both parcels are vacant and have never been developed.

37+/- Acre Property

Zoning: General Rural (GR) and located within unincorporated Pinal County. This zoning is a low density single family residential zoning district.

Pinal County Comprehensive Plan Designation: Moderate Low Density Residential (1 – 3.5 du/ac).

110+/- Acre Property

Zoning: Commercial/Employment Mixed Use Zone (CE-M) in the Merrill Ranch PUD.

Town of Florence General Plan Designation: Community Commercial (CC).

As a result of the above changes the owner wishes to obtain entitlements on this property in order to position it for future residential development. If Town Council approves moving forward with this annexation, then the owner intends to do the following:

- File an application to officially request annexation of the 37+/- acres.
- File an application to amend the Town of Florence General Plan land use designation on the property from Community Commercial (CC) to Low Density Residential (LDR 1.0 – 4.0 du/ac).
- File a concurrent application requesting a rezoning on the 37+/- acre property. The requested zoning would potentially be the same as the R-1 Single Family Residential Zone in the Merrill Ranch PUD. This zoning would allow for single family residential development with a density of 1.0 – 4.0 du/ac. and with potentially the same development regulations and standards of the Merrill Ranch PUD.
- File a concurrent application requesting an amendment to the Merrill Ranch PUD zoning on the 110+/- acre parcel. This property is zoned within the Merrill Ranch

PUD as Commercial/Employment Mixed Use Zone. This zone is intended to provide a mixture of general business, professional office, commercial and multi-family residential uses. The requested zoning would potentially be the same as the R-1 Single Family Residential Zone in the Merrill Ranch PUD.

### **3. Compatibility of Land Uses**

As part of this request, we understand that it is logical to consider surrounding land uses, both existing and proposed, in order to determine if the plans for this property make sense. In doing so, we find that the proposed single family residential land use for the subject property is more compatible with both existing and planned land uses, particularly to the north and east.

- The property to the north of the subject property is developed with single family residential uses and located within Anthem at Merrill Ranch. The lot sizes proposed for the subject property would be comparable to these lot sizes.
- The property to the east is located within the Merrill Ranch PUD and is zoned for single family residential uses. It should be noted that this property had previously been zoned as Commercial/Employment Mixed Use Zone (CE-M); however, the zoning was amended in 2013 to residential to allow Pulte Homes to expand future phases of the Parkside community into this area. The lot sizes proposed for the subject property would also be comparable to these lot sizes.

Please refer to *Exhibit D: Merrill Ranch PUD* for an illustration of this PUD Amendment.

### **4. Recent Changes in Plans that Impact Property**

Since the Merrill Ranch PUD and Florence General Plan were initially created, several significant changes have occurred in road patterns and adjacent land uses that collectively placed the commercial demand and viability of the 147 acres in serious question. These change are as follows:

1. Over the last several years, ADOT has been studying corridor alignments for the proposed north-south freeway corridor. As recently as February of 2016, maps available from ADOT continue to indicate that the freeway alignment will be located several miles to the east of the subject property.
2. In 2013, the adjacent land uses were changed in the Merrill Ranch PUD from Commercial/Employment/Mixed Use Zone and Commercial/Employment/Retail Zone to Single Family Residential Zone.



3. In 2013, the planned road pattern for the lands to the east of the subject property were changed to eliminate the primary connection to Hunt Highway from Attaway Road to solely Felix Road. This was done as part of the Merrill Ranch PUD amendment mentioned in item 2 above.

## 5. Commercial and Employment Land Uses

We appreciate and understand that any municipality must carefully consider land entitlements and the subsequent impact on the generation of revenue for that municipality. We acknowledge that the vision for this property as a residential community means that the property would no longer be zoned to accept commercial and employment land uses. The end result is that commercial/mixed use/employment lands have not been lost but will be shifted east to center primarily around the planned freeway and to a lesser extent around the Felix Road and Hunt Highway intersection. In addition, the loss of interconnection between the subject lands and the residential lands to the north and east, has isolated the subject lands from adjacent residential land, forcing any employment/commercial uses on the subject land to be entirely dependent upon the limited population within the proposed development

This does not mean, however, that the town would lose out on the opportunity for such future commercial and employment land uses. It simply means that they would be located elsewhere, in areas that are more suitable for such uses.

We offer the following information that supports this relocation of commercial and employment land uses:

- There are over 150 acres of Commercial/Employment Retail Zone (CE-R) within the Merrill Ranch PUD and located at the intersection of Hunt Highway and Felix Road. Both of these roads are categorized as Major Roads in the Coolidge-Florence Regional Transportation Plan, setting the stage for a significant roadway intersection suitable for commercial and employment uses. This acreage also has substantial frontage on Hunt Highway which will facilitate access to and from the property.

Please refer to *Exhibit D: Merrill Ranch PUD* for an illustration of this commercial/employment zone.

- When the area of the Merrill Ranch PUD that lies immediately east of the subject property was amended, the extension of Attaway Road north of Hunt Highway was removed from the PUD. This effectively diminishes the significance of this intersection and makes it less viable for commercial and employment land uses. This also effectively shifted the intersection of

significance in the area to the east to the intersection of Felix Road and Hunt Highway.

Please refer to *Exhibit D: Merrill Ranch PUD* for an illustration of the road changes planned for the area.

- The North-South ADOT Freeway Corridor and associated traffic interchanges are planned for an area that lies several miles to the east of the subject property. It is logical to assume that commercial and employment uses will be located in close proximity to the freeway and that this dynamic will attract some of the commercial typically associated with arterial road intersections. These uses are compatible with the freeway and act as buffers between the freeway and residential and other land uses. Occupants of commercial and employment related facilities would also prefer locations near a freeway where travelers can reach such sites easily and conveniently.

Please refer to *Exhibit E: North-South Freeway Corridor* for an illustration of the interchange locations.

## **6. Reasons for Annexation**

Please note that this annexation would conform to the requirements and procedures as outlined in Arizona Revised Statutes Section 9-471. The proposed annexation area adjoins the exterior boundary of the Town of Florence for a minimum of 300 feet, and is, at all points, at least 200 feet in width. The distance from the existing boundary of the Town of Florence where it adjoins the proposed annexation area to the furthest point of the proposed annexation area from such boundary is no more than twice the maximum width of the proposed annexation area.

We offer the following reasons that favor the proposed annexation:

- It will allow the Town of Florence to plan and zone this property and allow it to develop under the rules and regulations of the town.
- The property exists within the Town of Florence 2020 General Plan Planning Area.
- It will allow the town to own and control the “Hunt Highway curve” located just to the west of this site. Currently, there is an odd dynamic where part of the road is under the jurisdiction of Pinal County and part in Florence. This annexation would eliminate this situation and place the road in this area under the control of the Town of Florence. The property owner is willing to discuss with the town

the potential need to dedicate additional right-of-way that may be required to make improvements to the Hunt Highway curve and the intersection of Hunt Highway and Attaway Road.

- The streets to be constructed within the project would be built to Town of Florence standards at the cost of the builder/developer.
- Typical improvements required to Hunt Highway associated with facilitating access to this proposed residential subdivision, such as turn lane(s) or standard widening (if necessary) would also be made to Town of Florence standards and at the cost of the builder/developer.
- The property sits in a small notch that is surrounded by town boundaries on two sides. Annexation would allow the town boundary to be squared off and made orderly and logical. It should be noted that this proposed annexation intends to include the adjacent property to the west owned by the Magma Flood Control District. Preliminary discussions with a representative from the District indicates that they may be favorable to annexation.
- It provides for a unified community and can prevent the fragmentation of its local governmental authority by having another governing jurisdiction (Pinal County) involved.
- After annexation political boundaries will more accurately reflect the true and existing sociological, economic, cultural, and physical boundaries of the town.
- This annexation would increase the town's size and eventually its population. This would provide an expanded customer base in the Anthem area, and assist in increasing the commercial development that has begun along the Hunt Highway corridor near the front door of the Anthem development.
- It will protect or enhance the town's tax base. The increased valuation of the town may result in a greater bonding capacity.
- Public safety facilities and infrastructure exist in the area and would be capable of serving the proposed development. The new Florence Fire Station (the location of which is identified on Exhibit B) is located just to the west of the site and can provide required fire services and likely without the need for capital expenditures for new trucks, equipment or employees. A police sub-station is

located in the Florence firestation (2035 N. Hunt Highway) mentioned above and can provide police protection services, also likely without the need for capital expenditures.

- There is utility infrastructure present in the area capable of serving this proposed development. Costly extensions of utilities from large distances will not be required. There are existing sewer and water lines, owned and operated by Johnson Utilities Company, located in the area that can serve the proposed development. The property is located in the service area of JU. There is electric power available to the site.
- The project will provide employment benefits for the Town of Florence. The separately prepared report from the Meyers Group estimates that construction of the homes would generate 260 jobs, not including the ongoing maintenance jobs.

## **7. Financial Benefits of Annexation**

We understand that the town has changed their approach to annexations, and now will send requests for annexation to Town Council for review and direction. In an effort to demonstrate that this annexation would be fiscally beneficial to the Town of Florence, we have prepared a preliminary fiscal and economic analysis identifying the financial benefits of this annexation.

The approach to this analysis involved making the following assumptions related to the future development of this property in its entirety (the entire 149.3+/- acres):

1. The projected number houses on the property is 597, based on 4 dwelling units per acre.
2. An assessed value of \$150,000 was used in this analysis. This is based on an analysis of the valuation of houses in the nearby Anthem development.
3. We assumed that a single builder would develop the site and used a buildout period of 8 years. This assumes that 75+/- houses would be constructed per year.
4. Years 1-8 (the build out period) of the project will provide the most measureable financial benefit due to the initial building permit fees and the impact fees.
5. Each year after build-out the project will generate revenues at a lower amount than the construction years through property taxes that are assessed in perpetuity.

The information on the following pages outlines the financial benefits that would be realized by the town with this annexation during construction and then after build-out.

**a. Development Impact Fees**

The Town of Florence charges development impact fees totaling \$5,230 on new development projects in order to help fund and pay for the construction or necessary expansion of infrastructure that is needed to serve the new development. Assuming the annexation is completed at the end of this year (2016), the development period of 8 years will go from 2017 through 2024.

These development impact fees for single-family housing units consist of the following:

- Transportation \$2,086
- Fire/Emergency Medical Services \$917
- Police \$607
- Parks and Open Space \$1,417
- Library \$203

The following information describes the development impact fees that would be paid with the development of the property in the proposed annexation area.

**Non-Utility Development Impact Fees for Single-Family Housing Units:**

Each of the 597 single family residential housing units will be charged a total of \$5,230 for non-utility development impact fees. As such, in total and via this payment, the construction of the houses will produce \$3,122,310 for the Town of Florence. This fee estimate is for all units constructed over the life of the project.

The following tables identify the development impact fees that would be paid on an annual basis based on the assumptions made in this report.

**Table 6-1: Development Impact Fees Paid by Single-Family Residential Units Located within Attaway Crossing:**

<b>Year</b>	<b>Number of Units Constructed</b>	<b>Development Impact Fee Paid Per Unit</b>	<b>Total Revenue Per Year</b>
2017	75	\$5,230	\$392,250
2018	75	\$5,230	\$392,250
2019	75	\$5,230	\$392,250
2020	75	\$5,230	\$392,250
2021	75	\$5,230	\$392,250
2022	75	\$5,230	\$392,250
2023	75	\$5,230	\$392,250
2024	72	\$5,230	\$376,560
<b>Total</b>	<b>597</b>		<b>\$3,122,310</b>

**b. Building Permit Fees**

Each of the single family residential units in Attaway Crossing will be charged a building permit fee by the Town of Florence. The amount of the fee is based on the square footage of the house and then a valuation is assigned to the house based on the construction cost per square foot of \$112.65. Once the total valuation for a home has been determined, the Building Permit Fee Schedule for the Town of Florence is used to calculate the cost of the building permit fee. Based on a typical 2,500 square foot house, the building permit fee would be as follows:

- \$100,000 to \$500,000 valuation: \$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000.
- Average Home Valuation \$150,000:  $\$993.75 + (\$5.60 \times 50) = \$1,274$  per building permit.

Based on the above assumptions and calculations, the 597 single family residential homes to be constructed in Attaway Crossing would generate a total of \$760,578 in building permit fees for the Town of Florence.

The following tables identify the building permit fees that would be paid on an annual basis based on the assumptions made in this report.

**Table 6-2: Building Permit Fees Paid by Single-Family Residential Units Located within Attaway Crossing:**

<b>Year</b>	<b>Number of Units Constructed</b>	<b>Building Permit Fee Paid Per Unit</b>	<b>Total Revenue Per Year</b>
2017	75	\$1,274	\$95,550
2018	75	\$1,274	\$95,550
2019	75	\$1,274	\$95,550
2020	75	\$1,274	\$95,550
2021	75	\$1,274	\$95,550
2022	75	\$1,274	\$95,550
2023	75	\$1,274	\$95,550
2024	72	\$1,274	\$91,728
<b>Total</b>	<b>597</b>		<b>\$760,578</b>

**c. Property Taxes:**

The Town of Florence receives a portion of the residential primary property taxes paid to the Pinal County Assessor. In 2015, the portion paid to the Town of Florence was at a rate of 1.1182% of the Net Assessed Limited Assessment (which is determined to be 10% of the Limited Assessment) of the property. This report uses a typical Limited Assessment of \$150,000 per single family residential dwelling unit for the purposes of estimating the financial impacts of the annexation associated with the payment of property taxes. Based on this assumption, the Town of Florence would receive \$167.73 per single family residential dwelling unit per year.

- We based our calculations a \$150,000 real estate valuation for the proposed development on the subject property:  $\$150,000 \times .11182\% = \$168$ .

The following tables identify the property taxes that would be paid to the Town of Florence on an annual basis based on the assumptions made in this report.

**Table 6-3: Property Taxes Paid by Single-Family Residential Units Located within Attaway Crossing to the Town of Florence:**

<b>Year</b>	<b>Number of Units Paying Property Tax</b>	<b>Property Taxes Paid Per Unit</b>	<b>Total Revenue Per Year</b>
2017	75	\$168	\$12,600
2018	150	\$168	\$25,200
2019	225	\$168	\$37,800
2020	300	\$168	\$50,400
2021	375	\$168	\$63,000
2022	450	\$168	\$75,600
2023	525	\$168	\$88,200
2024*	597	\$168	\$100,296
<b>Total</b>	<b>597</b>		<b>\$453,096</b>

\*This amount of property tax paid in 2024 represents the amount that would be paid to the Town of Florence per year once Attaway Crossing reached its anticipated buildout of 597 units. This amount would be paid on an annual basis to the Town of Florence in perpetuity, assuming that the number of units remains 597.

**d. Property Taxes Paid to the Florence Unified School District**

Other beneficial revenue from property taxes goes into the Florence Unified School District. The following calculations were based off of information gathered from property tax receipts and the real estate valuation for the proposed development. The tax amount is approximately \$425 for each house.



**Table 6-4: Property Taxes Generated from Single-Family Residential Units Located within Attaway Crossing Paid to the Florence Unified School District:**

<b>Year</b>	<b>Number of Units Paying Property Tax to FUSD</b>	<b>Property Taxes Paid Per Unit</b>	<b>Total Revenue Per Year</b>
2017	75	\$425	\$31,875
2018	150	\$425	\$63,750
2019	225	\$425	\$95,625
2020	300	\$425	\$127,500
2021	375	\$425	\$159,375
2022	450	\$425	\$191,250
2023	525	\$425	\$223,125
2024*	597	\$425	\$253,725
<b>Total</b>	<b>597</b>		<b>\$1,146,225</b>

\*This amount of property tax paid to FUSD in 2024 represents the amount that would be paid to FUSD per year once Attaway Crossing reached its anticipated buildout of 597 units. This amount would be paid on an annual basis to FUSD in perpetuity, assuming that the number of units remains 597. This figure will fluctuate over the years with the changes in assessed value of properties.

**e. Trash & Recycling Fees**

The Town of Florence also receives fees for its trash and recycling services that it provides for residents. The amount was determined through looking at revenues of solid waste services contracted through Right Away Disposal.

- Homeowners pay \$17 per month and 5% stays in the Town of Florence.
- 5% of \$17 = 0.85 x 12 = \$10.20

**Table 6-5: Trash and Recycling Fees Generated from Single-Family Residential Units Located within Attaway Crossing:**

<b>Year</b>	<b>Number of Units Paying Trash and Recycling Fees</b>	<b>Trash and Recycling Fee Paid Per Unit</b>	<b>Total Revenue Per Year</b>
2017	75	\$10	\$750
2018	150	\$10	\$1,500
2019	225	\$10	\$2,250
2020	300	\$10	\$3,000
2021	375	\$10	\$3,750
2022	450	\$10	\$4,500
2023	525	\$10	\$5,250
2024*	597	\$10	\$5,970
<b>Total</b>	<b>597</b>		<b>\$26,970</b>

\*This amount represents the amount that would be paid to the Town of Florence per year once Attaway Crossing reached its anticipated buildout of 597 units. This amount would be paid on an annual basis to the Town of Florence in perpetuity, assuming that the number of units remains 597.

**f. General Plan Amendment and PUD Submittal Fees**

This project would pay fees to the Town of Florence for the processing of a General Plan amendment and PUD. The fees are estimated as follows:

General Plan Amendment: \$1,832

PUD: \$3,057

**g. Summary of Total Fiscal Benefits of the Attaway Crossing Annexation at Full Buildout**

**Table 6-6: Summary of Total Fiscal Benefits of the Attaway Crossing Annexation at Full Buildout:**

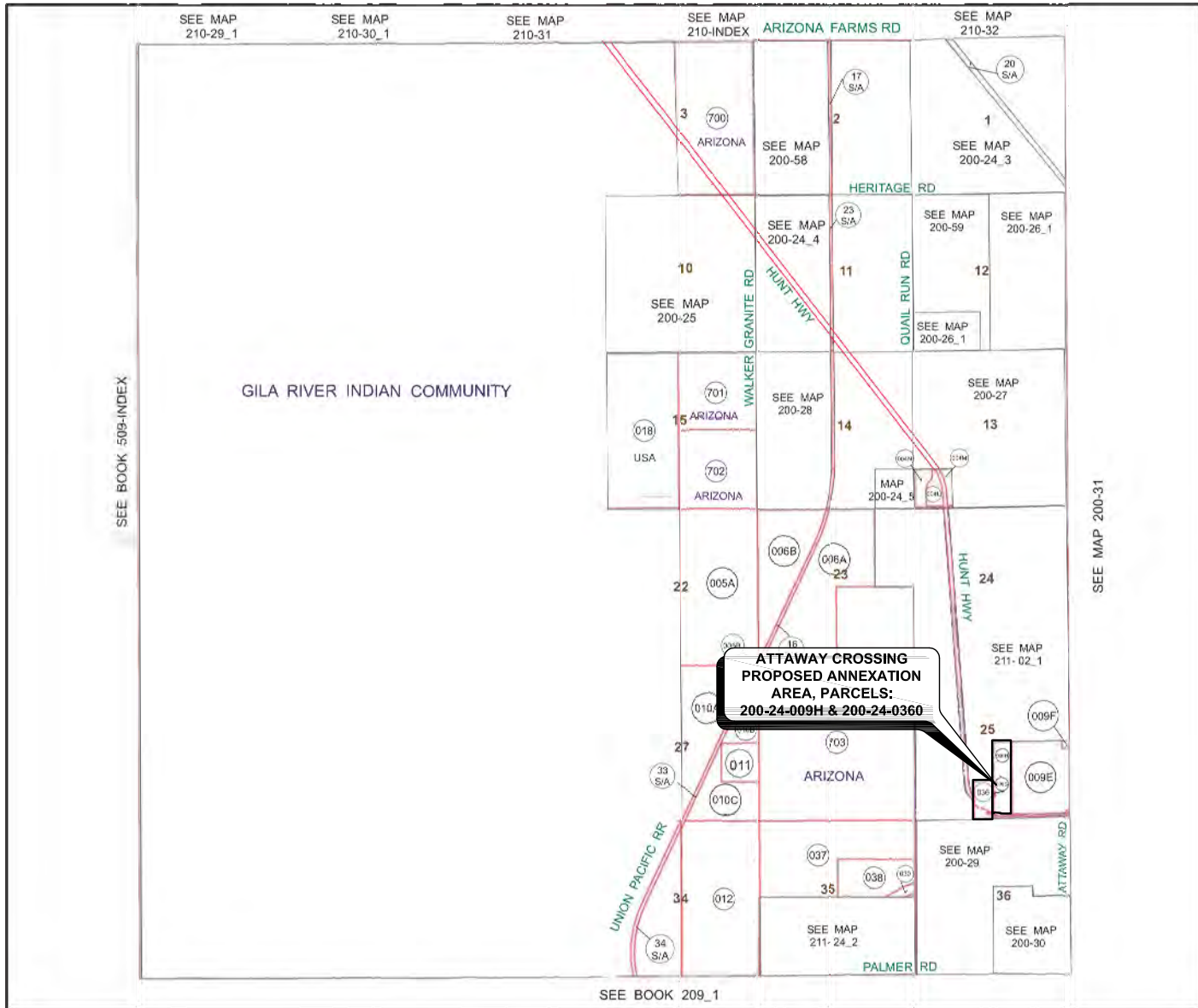
<b>Revenue Source</b>	<b>Total Fiscal Benefits</b>
Development Impact Fees	\$3,122,310
Building Permit Fees	\$760,578
Property Taxes Paid to the Town of Florence	\$453,096
Property Taxes Paid to Florence Unified School District	\$1,146,225
Trash & Recycling Fees	\$26,970
General Plan and PUD Submittal Fees	\$4,889
<b>Total</b>	<b>\$5,514,068</b>

**h. Ongoing Benefits after Buildout (year 9 and beyond)**

After build-out (assumed to be year 9 after the development of the property begins), the amount of revenue generated for the Town of Florence by the project in its entirety for the Town of Florence is estimated at **\$106,376**. The amount of revenue generated per year by only the proposed annexation area is estimated at **\$26,522**.

Thank you for your consideration of this request. Please contact us if you have questions regarding the information presented in this report. We look forward to discussing this request with you further and look forward to the opportunity to present and discuss this request with Town Council.

## B. EXHIBITS



BOOK - MAP  
**200-24\_1**  
T.04S. R.08E.

LOCATION MAP

TOWN

6	9	12	15	18	21
7	10	13	16	19	22
8	11	14	17	20	23
10	13	16	19	22	25
11	14	17	20	23	26
12	15	18	21	24	27
13	16	19	22	25	28
14	17	20	23	26	29
15	18	21	24	27	30
16	19	22	25	28	31

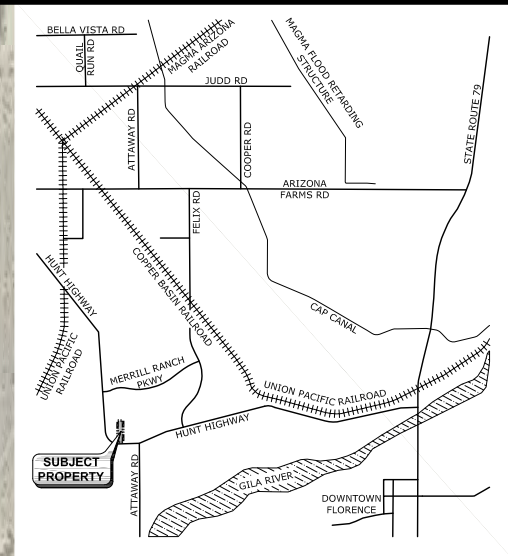
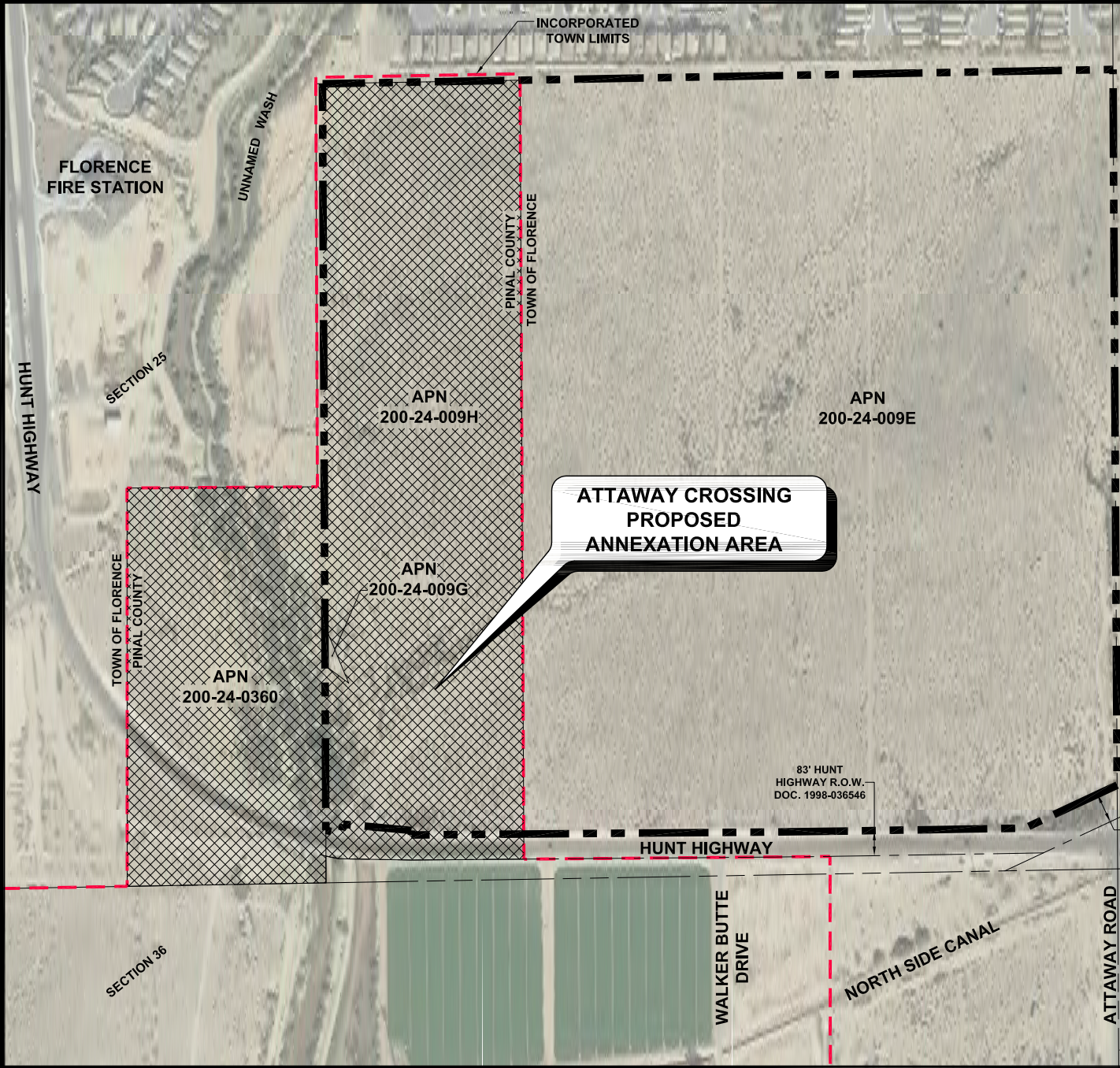
SECTION

Revised: 7/1/2016  
By: TH

**Final County**  
sells open opportunity

**Final County Assessor**

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DESIGNATED HEREIN. OTHER EXPRESSED OR IMPLIED BY FINAL COUNTY OR ITS EMPLOYEES. THIS MAP IS COPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDS GROUPS AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR THE FINAL COUNTY ASSESSOR'S OFFICE PURPOSES.

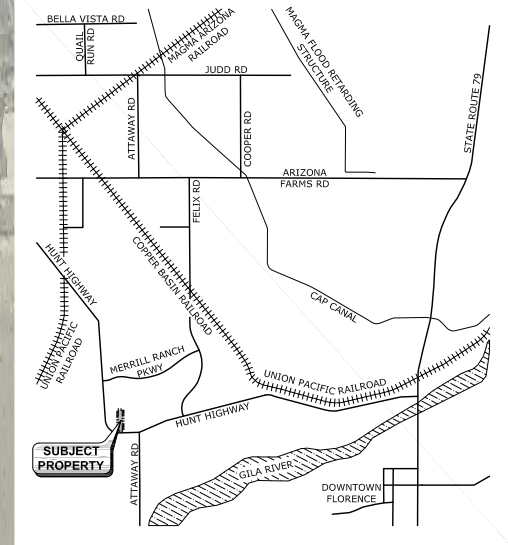
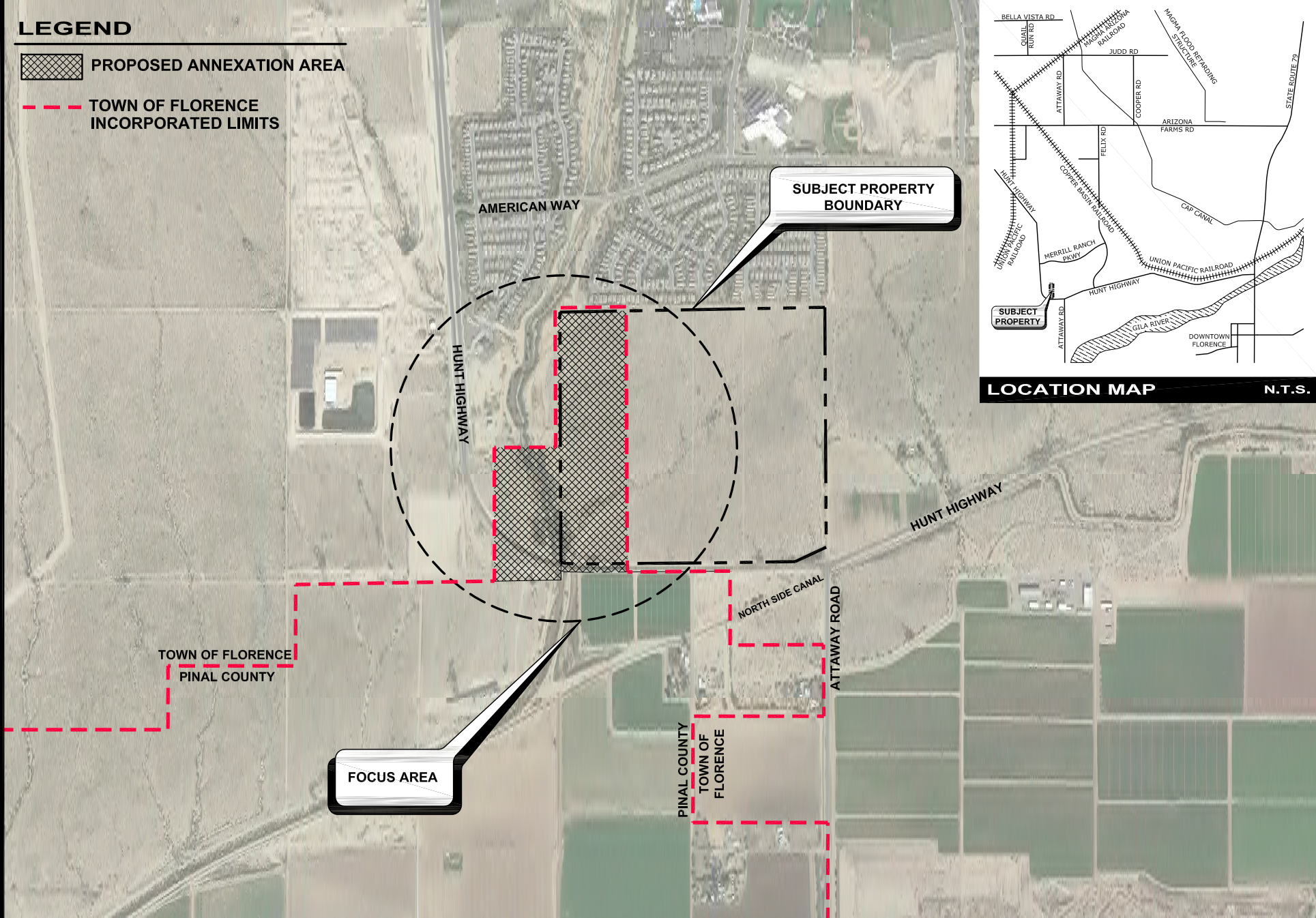


**LOCATION MAP** N.T.S.

**ATTAWAY CROSSING  
PROPOSED  
ANNEXATION AREA**

**LEGEND**

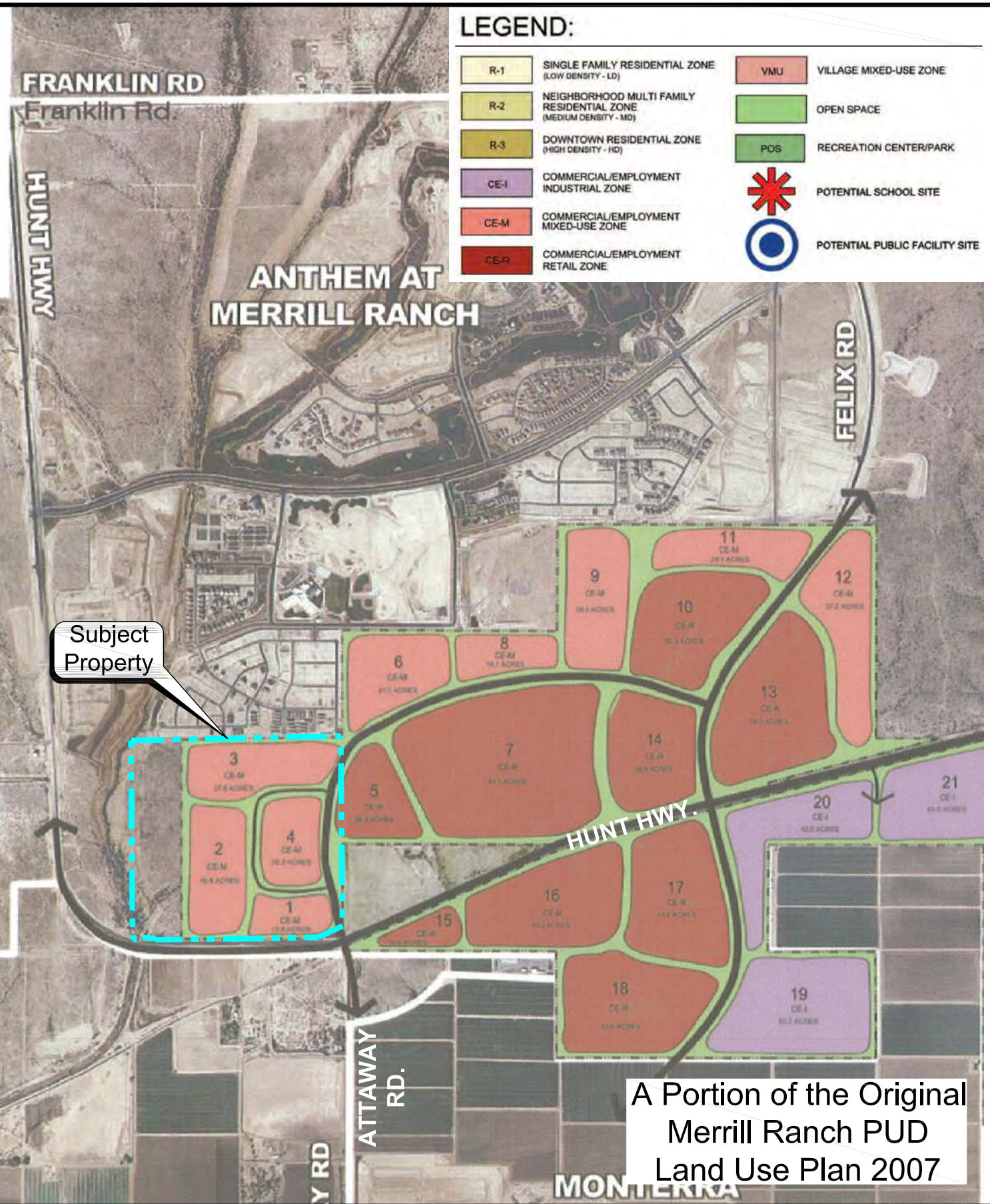
-  PROPOSED ANNEXATION AREA
-  TOWN OF FLORENCE INCORPORATED LIMITS



**LOCATION MAP** N.T.S.

**LEGEND:**

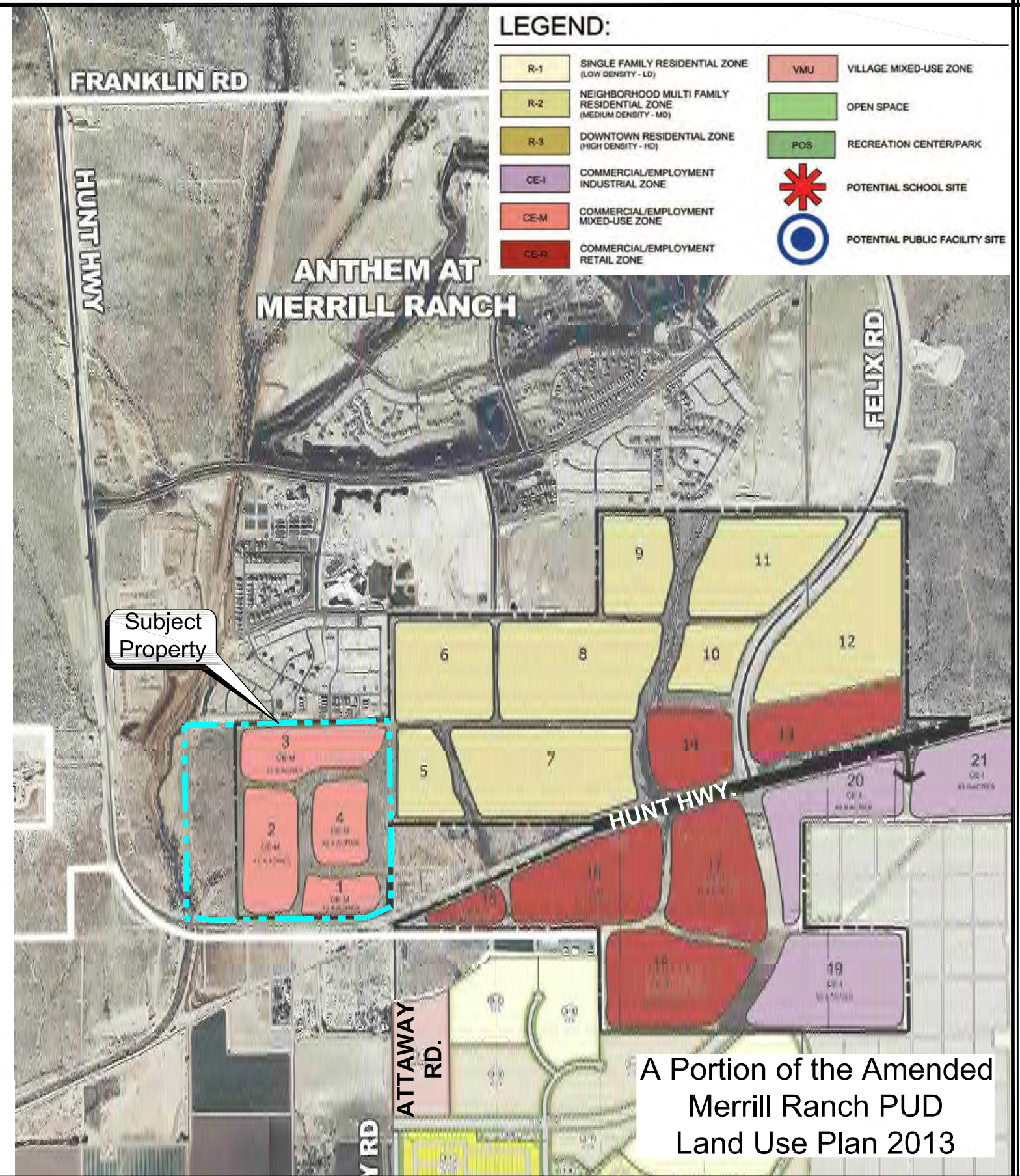
R-1	SINGLE FAMILY RESIDENTIAL ZONE (LOW DENSITY - LD)	VMU	VILLAGE MIXED-USE ZONE
R-2	NEIGHBORHOOD MULTI FAMILY RESIDENTIAL ZONE (MEDIUM DENSITY - MD)	OS	OPEN SPACE
R-3	DOWNTOWN RESIDENTIAL ZONE (HIGH DENSITY - HD)	POS	RECREATION CENTER/PARK
CE-1	COMMERCIAL/EMPLOYMENT INDUSTRIAL ZONE	PS	POTENTIAL SCHOOL SITE
CE-M	COMMERCIAL/EMPLOYMENT MIXED-USE ZONE	PF	POTENTIAL PUBLIC FACILITY SITE
CE-R	COMMERCIAL/EMPLOYMENT RETAIL ZONE		



A Portion of the Original Merrill Ranch PUD Land Use Plan 2007

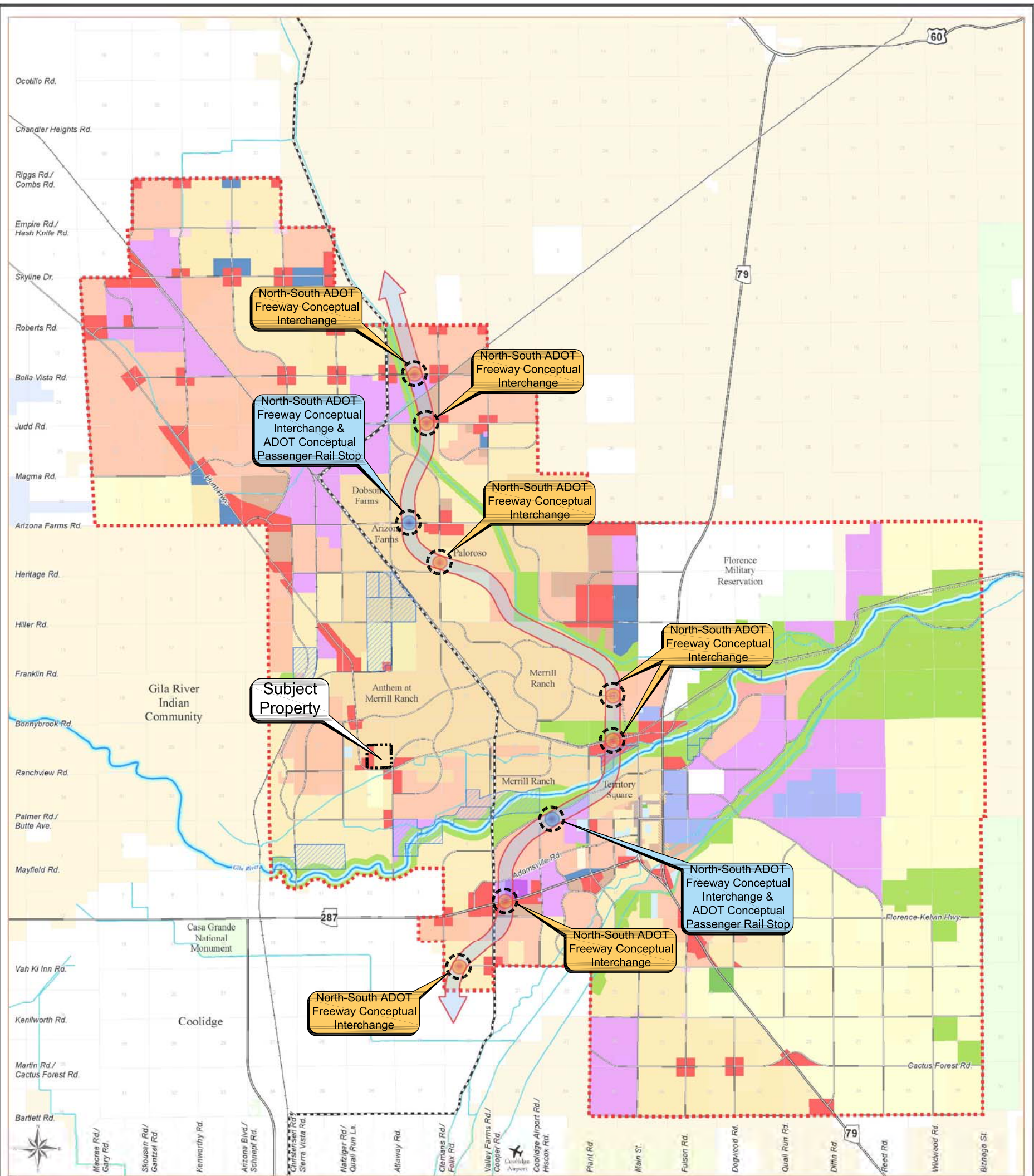
**LEGEND:**

R-1	SINGLE FAMILY RESIDENTIAL ZONE (LOW DENSITY - LD)	VMU	VILLAGE MIXED-USE ZONE
R-2	NEIGHBORHOOD MULTI FAMILY RESIDENTIAL ZONE (MEDIUM DENSITY - MD)	OS	OPEN SPACE
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CE-M	COMMERCIAL/EMPLOYMENT MIXED-USE ZONE	PF	POTENTIAL PUBLIC FACILITY SITE
CE-R	COMMERCIAL/EMPLOYMENT RETAIL ZONE		



A Portion of the Amended Merrill Ranch PUD Land Use Plan 2013





## Town of Florence 2020 General Plan Future Land Use Map

### Legend

<ul style="list-style-type: none"> <li> Canals</li> <li> CAP Canal</li> <li> Railroads</li> <li> Roads</li> <li> Highways</li> <li> Potential Utility/ Multi-Use Corridor</li> <li> Aggregate Resources Overlay</li> <li> Planning Area</li> <li> North-South ADOT Freeway Conceptual Corridor and ADOT Passenger Rail Conceptual Corridor</li> <li> North-South ADOT Freeway Conceptual Interchanges</li> <li> North-South ADOT Freeway Conceptual Interchanges and ADOT Passenger Rail Conceptual Passenger Rail Stops</li> </ul>	<h4>Residential</h4> <ul style="list-style-type: none"> <li> Rural Ranchette Residential (RRR) (0.10 - 3.0 DU/AC)</li> <li> Low Density Residential (LDR) (1.0 - 4.0 DU/AC)</li> <li> Medium Density Residential 1 (MDR1) (4.0 - 8.0 DU/AC)</li> <li> Medium Density Residential 2 (MDR2) (8.0 - 12.0 DU/AC)</li> <li> High Density Residential 1 (HDR1) (12.0 - 16.0 DU/AC)</li> <li> High Density Residential 2 (HDR2) (16.0 - 24.0 DU/AC)</li> </ul> <h4>Commercial/Office/Industrial</h4> <ul style="list-style-type: none"> <li> Neighborhood Commercial (NC)</li> <li> Community Commercial (CC)</li> <li> Professional Office (PO)</li> <li> Employment/Light Industrial (E/LI)</li> <li> Heavy Industrial (HI)</li> </ul>	<h4>Mixed-Use</h4> <ul style="list-style-type: none"> <li> Master Planned Community (MPC)</li> <li> Downtown Mixed Use (DMU)</li> <li> Highway Mixed Use (HMU)</li> <li> Prison/Employee/Light Industrial (P/E/LI)</li> </ul> <h4>Community/Public</h4> <ul style="list-style-type: none"> <li> Public/Governmental (P/G)</li> <li> Prison (P)</li> <li> Military Reservation (MR)</li> <li> Parks and Recreation (P/R)</li> <li> Open Space (OS)</li> </ul>	<h4>Land Ownership</h4> <ul style="list-style-type: none"> <li> Bureau of Land Management</li> <li> Indian Community</li> <li> National Forest</li> <li> National Monument</li> <li> State Trust Land</li> </ul>
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This map is created for reference purposes only and is to be used at your own risk. The Town of Florence makes no warranty as to the accuracy or completeness of the information contained in this map and assumes no liability for any errors or omissions contained therein, nor for any direct, indirect, or consequential damages which may be caused by its use. It is the user's responsibility to verify all information contained herein.

\* Amended July 25, 2014 to reflect an updated North-South ADOT Freeway Conceptual Corridor.

7/25/2014 MM-2014



## C. APPENDIX

**PROPOSED ATTAWAY CROSSING ANNEXATION  
LEGAL DESCRIPTION**

**58.44 +/- Acres**

August 20, 2015  
Revised September 15, 2015

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Assessor Parcel Number 200-24-009H (PGTL Attaway Crossing LP)

A parcel of land located in a portion of the Southeast Quarter of Section 25, Township 4 South, Range 8 East, Gila and Salt River Meridian, Pinal County, Arizona, more particularly described as follows according to the Pinal County Assessor:

W1/2 W1/2 SE OF SEC 25-04S-08E LYING N OF HUNT HWY R/W (PER QCD & RESOL 1998-036545, 036546), EXCEPT THAT PORTION DESC. AS FOLLOWS: COM @ S/4 COR SEC 25-04S-08E TH N-800.00 TO POB TH CONT N-148.22 TH S21D E-215.24 TH N56D W-94.06 TO POB.

Said parcel containing 36.98 acres.

And the right-of-way of Hunt Highway adjacent to this parcel, described as follows:

A portion of land located in a portion of the Southeast Quarter of Section 25, Township 4 South, Range 8 East, Gila and Salt River Meridian, Pinal County, Arizona, more particularly described as follows:

Commencing at an Aluminum Cap marked LS 21065 at the South Quarter Corner of said Section 25, from which a Found 1" Iron Bar w/ Tag marked RLS 43021 at the Center Quarter Corner of said Section 25 bears North 00 degrees 14 minutes 51 seconds West, a distance of 2642.15 feet;

Thence North 00 degrees 14 minutes 51 seconds West, along the West line of the Southwest Quarter of said Section 25, a distance of 105.77 feet, to the **POINT OF BEGINNING**;

Thence continuing North 00 degrees 14 minutes 51 seconds West, along the said West line, a distance of 67.84 feet to a point on a non-tangent curve, the center of which bears North 13 degrees 28 minutes 43 seconds East, and having a Radius of 1173.21 feet, said point also being a point on the Northerly Right-of-Way line of Hunt Highway;

Thence Southeasterly, along said curve, through a Central Angle of 02 degrees 33 minutes 32 seconds, and an Arc Length of 52.40 feet;

Thence North 10 degrees 55 minutes 13 seconds East, a distance of 32.00 feet;

Thence South 84 degrees 46 minutes 35 seconds East, a distance of 226.56 feet;

Thence South 00 degrees 28 minutes 23 seconds East, a distance of 15.00 feet;

Thence North 89 degrees 31 minutes 38 seconds East, a distance of 371.37 feet;

Thence South 00 degrees 16 minutes 32 seconds East, a distance of 83.01 feet;

Thence South 89 degrees 31 minutes 38 seconds West, a distance of 371.08 feet to a curve to the right, having a Radius of 1239.23 feet;

Thence Northwesterly, along said curve, through a Central Angle of 13 degrees 12 minutes 28 seconds, and an Arc Length of 285.67 feet, to a point on the West line of the Southwest Quarter of said Section 25, said point also being the **POINT OF BEGINNING.**

Said parcel containing 1.33 acres.

Assessor Parcel Number 200-24-009G (Magma Flood Control District)

A parcel of land located in a portion of the Southeast Quarter of Section 25, Township 4 South, Range 8 East, Gila and Salt River Meridian, Pinal County, Arizona, more particularly described as follows according to the Pinal County Assessor:

COM @ S/4 COR SEC 25-04S-08E TH N-800.00 TO POB TH CONT N-148.22 TH S21D E-215.24 TH N56D W-94.06 TO POB, 5,792.00 SQ FT, 0.133 AC

Said parcel containing 0.133 acre.

Assessor Parcel Number 200-24-0360 (Magma Flood Control District)

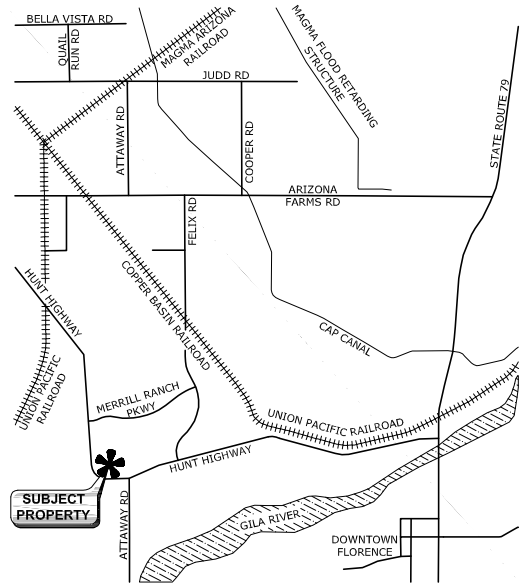
A parcel of land located in a portion of the Southwest Quarter of Section 25, Township 4 South, Range 8 East, Gila and Salt River Meridian, Pinal County, Arizona, more particularly described as follows according to the Pinal County Assessor:

The East Half of the Southeast Quarter of the Southwest Quarter of Section 25.

Said parcel containing 20 acres.

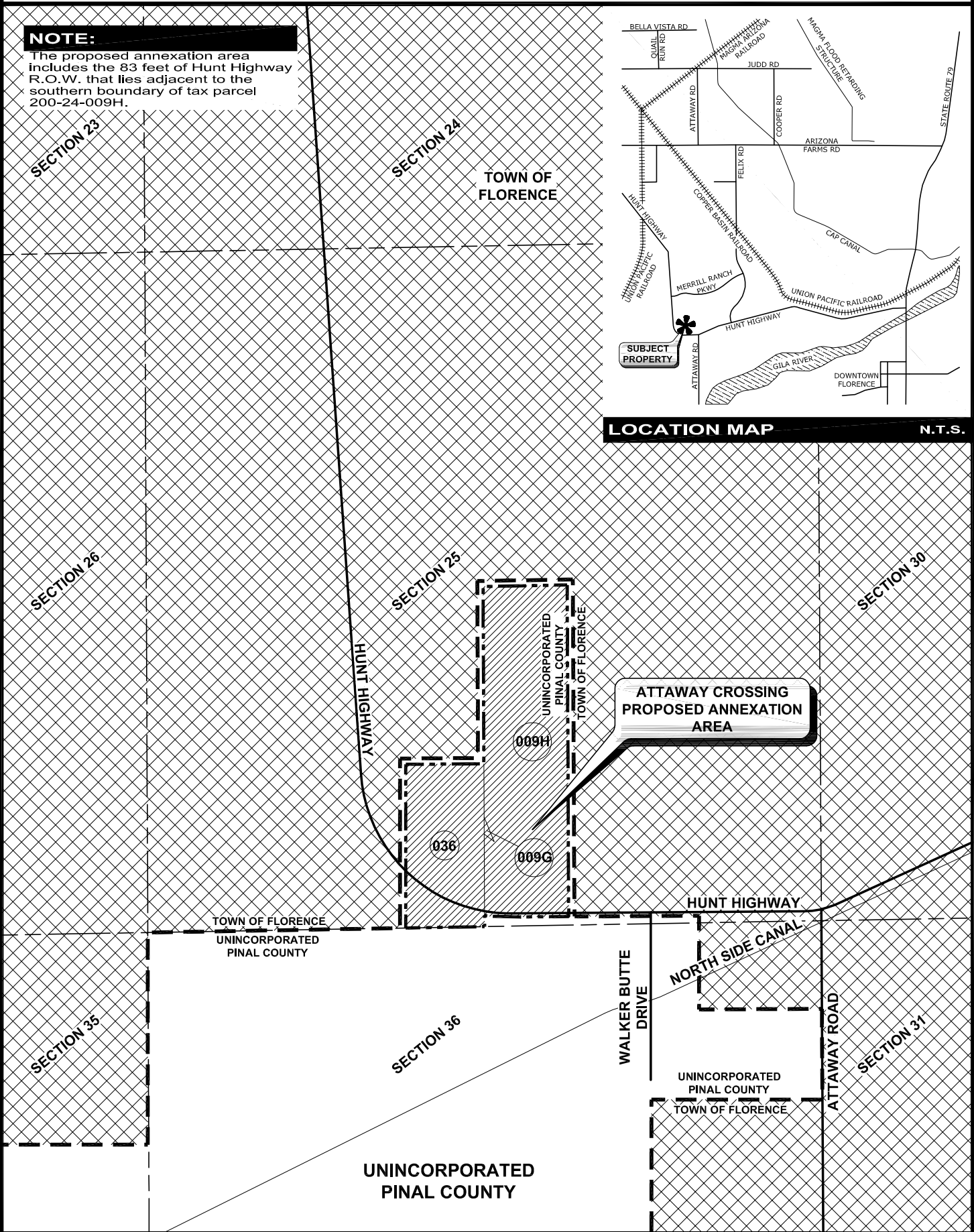
**NOTE:**

The proposed annexation area includes the 83 feet of Hunt Highway R.O.W. that lies adjacent to the southern boundary of tax parcel 200-24-009H.



**LOCATION MAP**

N.T.S.





# ASSESSMENT OF COMMERCIAL MARKET OPPORTUNITY

*Attaway Crossing, 144 Acres, Town of Florence, Arizona*

# Objective

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The objective of this analysis is to determine the need and economic viability for commercial/ employment uses on the 144 acre Attaway Crossing development, located at the northwest corner of Attaway Road and Hunt Highway in the Town of Florence, Arizona.

# TABLE OF CONTENTS

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Key Findings	4
Retail Demand Analysis	8
Appendix	20



# Key Findings

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*Attaway Crossing, 144 Acres, Florence, Arizona*

# Key Findings Summary

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Our research indicates that a commercial development at Attaway Crossing would **not** be viable for the following reasons:

- At best, Attaway Crossing would present a marginal opportunity for a small neighborhood shopping center;
- However, the superior location of competing retail centers within the trade area (existing centers to the north, and planned centers to the east) mean that Attaway Crossing will be a secondary location at best;
- Given the superior locations of competing retail centers, and the lack of road connection to adjacent residential areas, any commercial users at Attaway Crossing would have to be supported by only the population within Attaway Crossing;
- Since Attaway Crossing will not support the typical 35,000 to 45,000 square feet needed for a grocery store, any retail at Attaway Crossing would lack the critical grocery store anchor;
- Unanchored neighborhood centers are risky ventures at the best of times, let alone in a secondary location; and,
- The planned +/-500 homes in Attaway Crossing are not enough to support an unanchored neighborhood center.

We believe that the commercial / employment needs of the residents of Attaway Crossing and the surrounding areas, will be adequately served by the expansion of existing centers along Hunt Highway to the north and the planned commercial / employment lands planned to the east. We believe that any commercial / employment uses located at Attaway Crossing will be marginal and as such will either remain undeveloped and underutilized, or if developed, it will be at risk of being closed/ vacant prematurely.

# Method of Analysis

In order to analyze the commercial opportunities within Attaway Crossing, we have:

1. Defined the various levels of commercial centers and their population requirements;
2. Determined the trading area for different levels of retail centers;
3. Identified existing and planned commercial centers within the various levels of trading areas;
4. Reviewed the existing competitive advantages / disadvantages of the Attaway Crossing location;
5. Reviewed the impact of changes to land use plans and traffic corridors in the area on the competitive advantage of Attaway Crossing;
6. Determined commercial demand by:
  - a) population within various radial distances from Attaway Crossing;
  - b) population within various drive time distances from Attaway Crossing; and
  - c) unsatisfied opportunities in different segments of retail categories;
7. Determined existing supply of commercial / employment space; and
8. Determined proposed supply of commercial / employment space

# Attaway Crossing Is Challenged by Current Retail Market Drivers and By Significant Traffic Pattern Shifts From Attaway to Felix Road

Attaway Crossing consists of approximately 144 acres of undeveloped land that is zoned for commercial and mixed use within the Merrill Ranch PAD off of the northwest corner of Hunt Highway and Attaway Road in Florence, Arizona. Meyers Research staff conducted site visits and market research in August 2015 to assess the market opportunity for Attaway Crossing as contemplated in the 2014 General Plan update and as zoned, with recommendations in changing the zoning to eliminate the commercial use and to change the mixed use acreage to single family residential. The following paragraphs summarize the key conclusions from our analysis at Attaway Crossing:

- **A number of existing retail centers exist north of Attaway Crossing that service the current population with additional commercial pads available for sale in all existing centers. In addition, there are additional plans to entitle commercial/ employment land less than a mile east of Attaway Crossing.** Significant amendments to the original Merrill Ranch Plan in 2013 have re-aligned Felix Road and altered land uses adjacent to the Site making currently planned employment and commercial uses on the Subject site incompatible with the surrounding residential development. Furthermore, the realignment of Felix Road has effectively moved the epicenter of potential commercial and employment development away from the Subject property and towards the intersection of Felix Road and Hunt Highway. There are retail pads currently available for sale to the north of the site that would satiate any future demand approximately a mile north of the site within an existing commercial center. Current plans in place for the 222 acres to the east of Attaway Crossing will add to future demand, but will be served by planned commercial located off of Hunt and Felix Road just east of Attaway Crossing. The current owner of the acreage located off of Hunt Highway and Felix Road will leverage the commuting routes of Merrill Ranch residents who work in the Town of Florence, while commuters to Phoenix will continue to use the existing retail centers along Hunt Highway. Additionally, the Town of Florence's adopted Freeway Corridor will further shift commercial, mixed-use and employment areas to the east of the Subject site.
- **After considering the competitive environment of existing retail centers and locational attributes of the Site, we conclude that there is a slightly more favorable opportunity for neighborhood oriented retail uses in the mid-term (2025), but on better located sites.** The current and future demographics do not support large retail centers, with the current demographics marginally supporting smaller neighborhood commercial centers, but on sites better able to capitalize on traffic patterns created by the realignment of Felix Road. Ultimately, we do not recommend commercial uses for this site based on these factors.
- **Based on current and future market demand conditions for commercial and residential, we recommend rezoning the land to single family residential uses.** We recommend that the Site be developed into medium density single family residential, with a total of three product lines of (186) 45' x 120', (163) 55' x 120', and (116) 65' x 120' lots at an average density of 3.5 dwelling units per acre for approximately +/-500 single family residential lots. We would recommend phasing the site to accommodate future demand and to account for the pricing and pace of production homebuilders outside of the Merrill Ranch master planned community such as Pulte Homes, DR Horton, DR Horton's Express Series, and LGI Homes, who are successfully selling in the immediate area.

# Retail Demand Analysis

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*Attaway Crossing, 144 Acres, Florence, Arizona*

# Retail Center Definitions And Types

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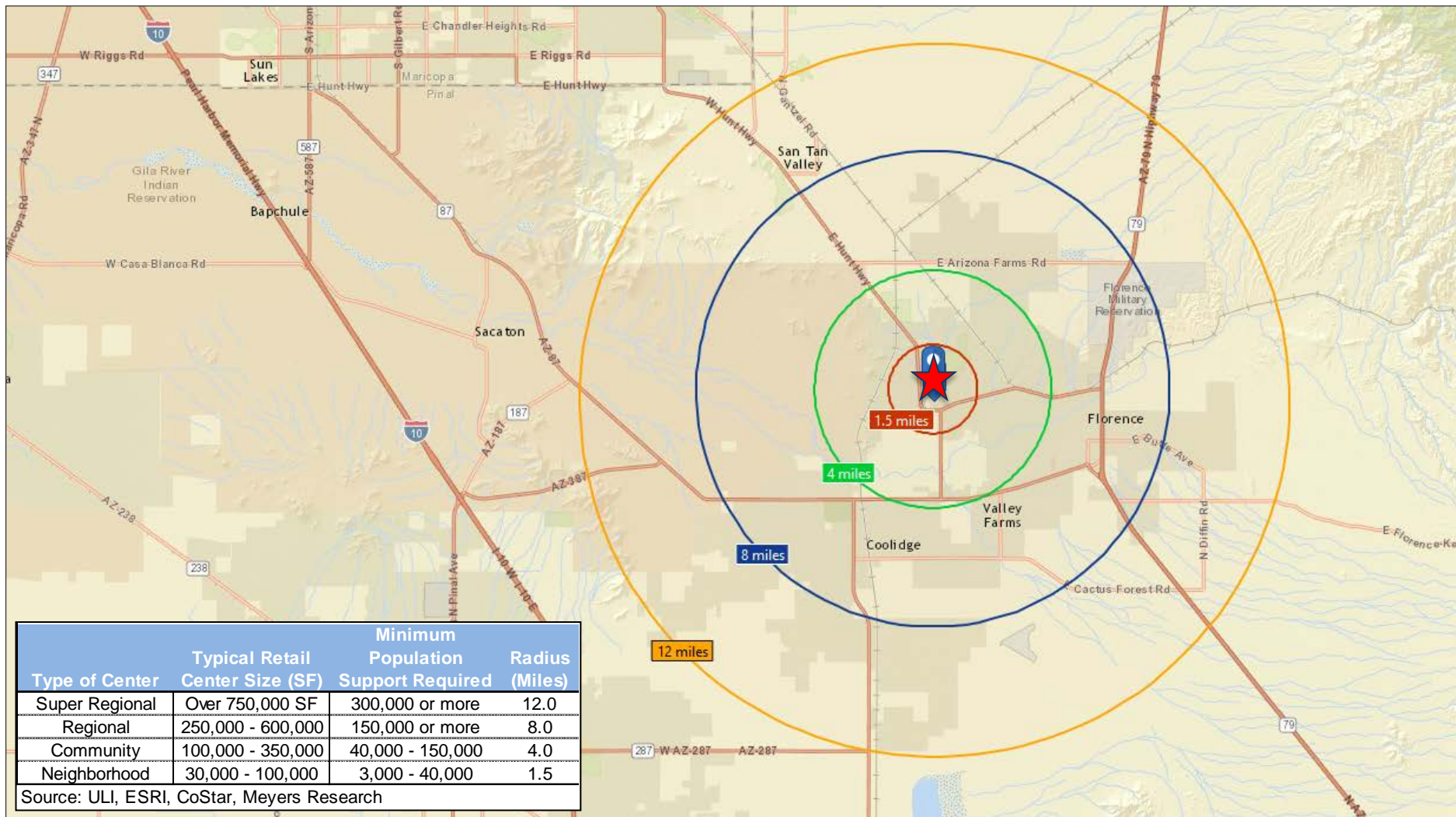
The following describes major retail category types and sizes:

- Super regional center has typically over 750,000 square feet of retail space and requires a population of over 300,000 within a 30 minute drive;
- Regional centers typically have 250,000 to 600,000 square feet of retail space and require a population of over 150,000 within a 20 minute drive;
- Community centers typically have 100,000 to 350,000 square feet of retail space and require a population of over 40,000 to 150,000 within a 15 minute drive;
- Neighborhood centers typically have 30,000 to 100,000 square feet of retail space and require a population of over 3,000 to 40,000 within a 7.5 minute drive.

Source: CoStar

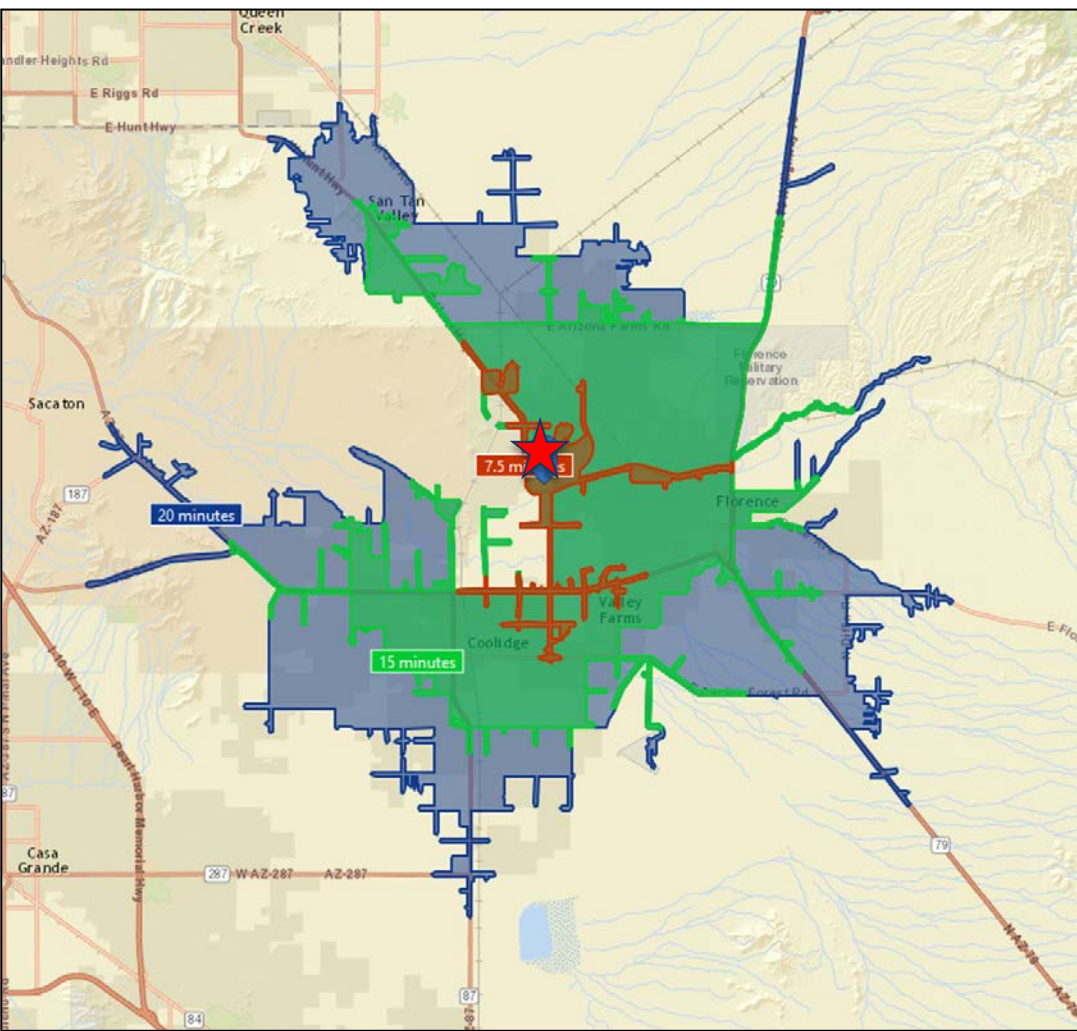
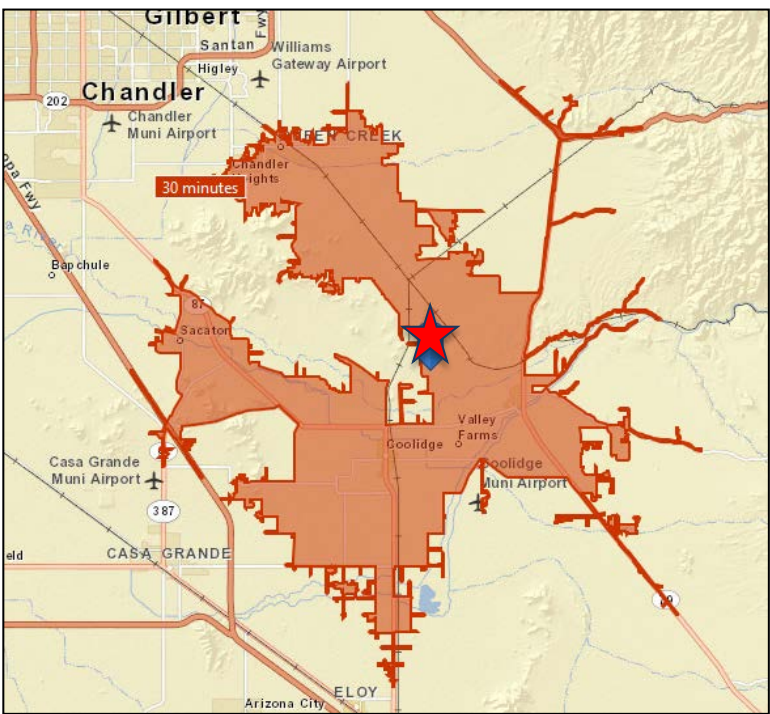
# Conceptual Types of Retail Centers – Radii Map

The following maps indicate the various trade areas for different levels of retail centers at Attaway Crossing based on radial distance and driving distance from the Site.



# Conceptual Types of Retail Centers – Drive Time Map

The following maps indicate the various trade areas for different levels of retail centers at Attaway Crossing based on driving distance from the Site.



Type of Center	Typical Retail Center Size (SF)	Minimum Population Support Required	Drive Time (Minutes)
Super Regional	Over 750,000 SF	300,000 or more	30.0
Regional	250,000 - 600,000	150,000 or more	20.0
Community	100,000 - 350,000	40,000 - 150,000	15.0
Neighborhood	30,000 - 100,000	3,000 - 40,000	7.5

Source: ULI, ESRI, CoStar, Meyers Research

Source: MapPoint; ESRI



# Retail Centers Service Existing Master Plans Along Hunt Highway

A number of existing retail centers exist north of Attaway Crossing that service the current population with additional commercial pads available for sale in all existing centers. In addition, there are plans to entitle commercial / employment and industrial land less than a mile to the east of Attaway Crossing.



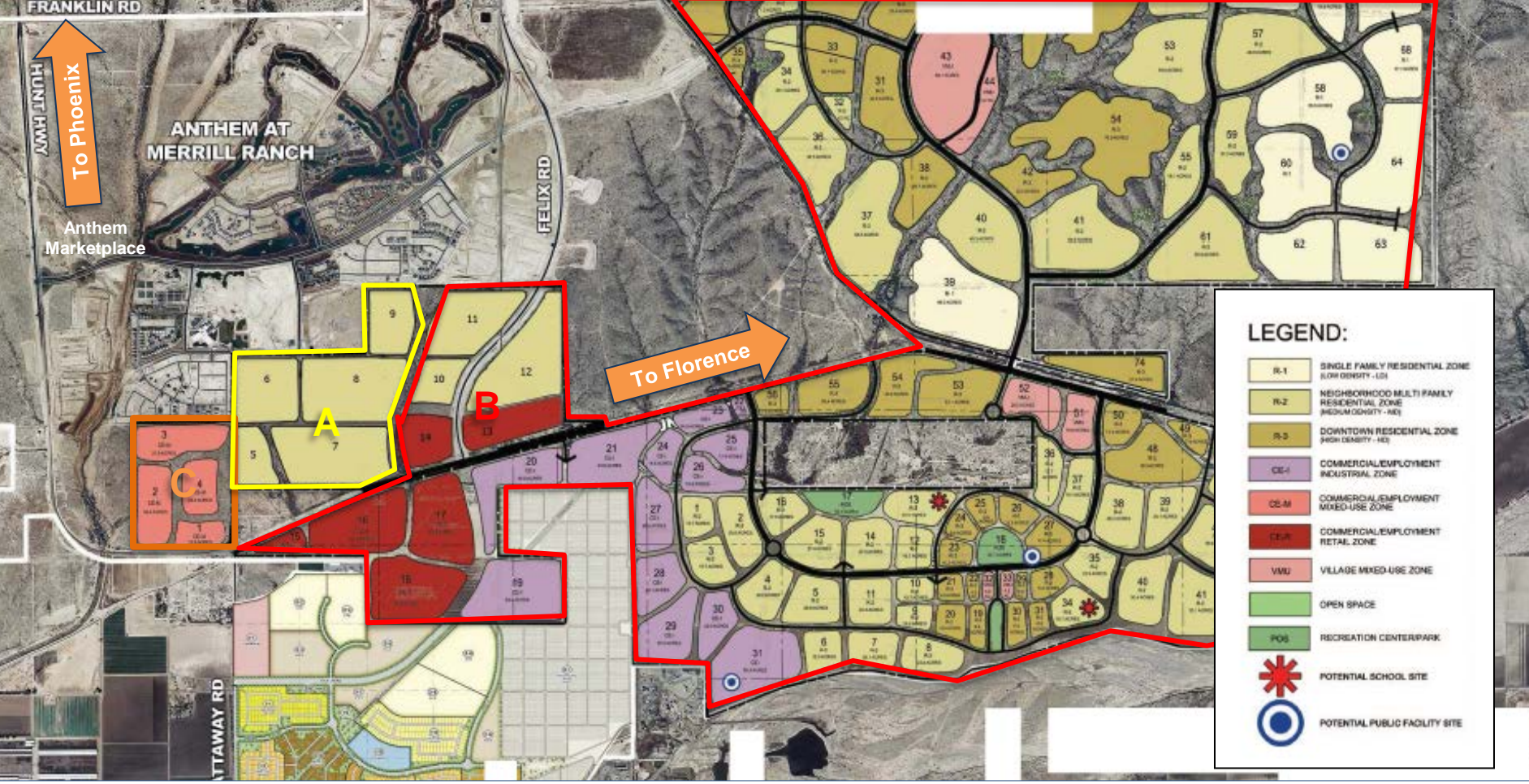
# Anthem Marketplace at Merrill Ranch Serves Local Residents and Offers Additional Pads for Sale

Anthem at Merrill Ranch is located approximately one mile north of Attaway Crossing. Of the built out units, they are almost 90% leased, with pre-leasing for medical offices in Building C on Pad 7. In addition, there are four additional pads of approximately 7.98 acres total available for sale which would support approximately +/-87,000 square feet of commercial/medical office space total (based on a coverage of 25%). The listing brokers are offering incentives for renting the built out units of no rent due until 2016.

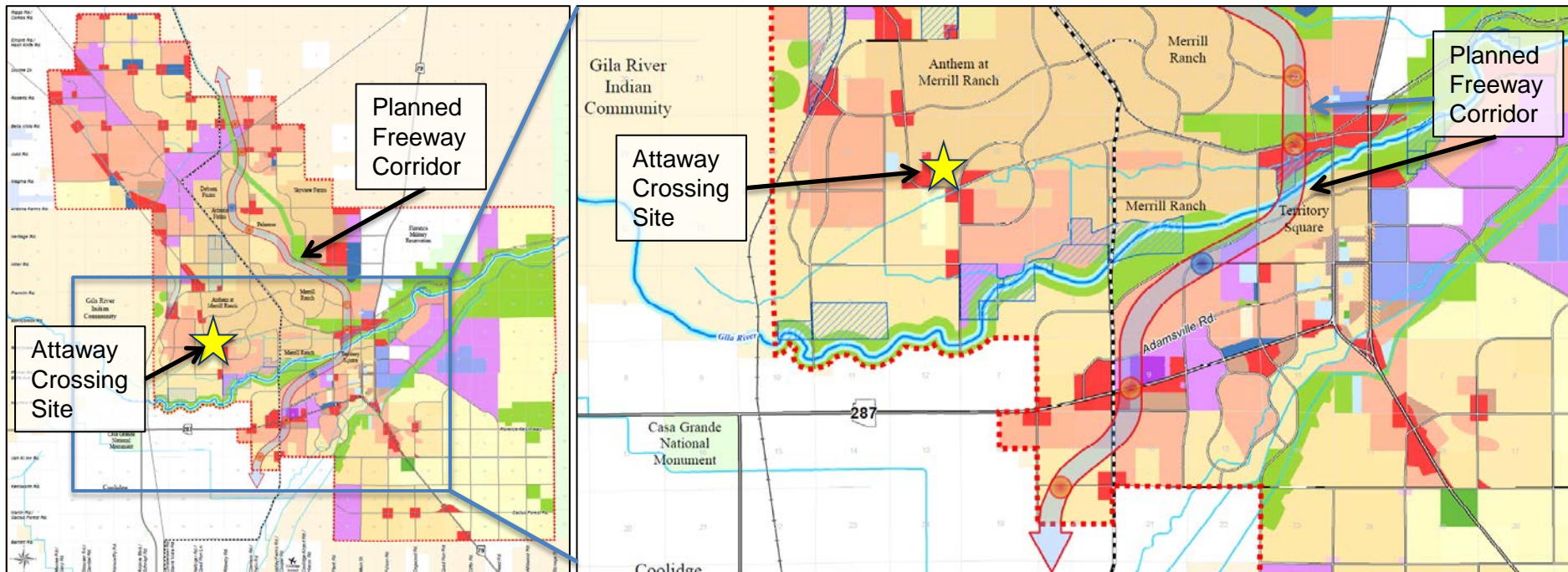


# Future Demand Will Be Satisfied By Other Commercial Land Uses to the East, And by Significant New Mixed Use Land Shown on the Town's 2020 General Plan Along the 24 Freeway Corridor

Anthem at Merrill Ranch has recently undergone some amendments to their PUD within the past two years changing approximately 401 acres from Commercial/Mixed Uses to Residential (A) as well as a swap of land between Pulte Homes and Southwest Value Partners for land and lots. Pulte recently traded 269 partially improved lots on the west side of Hunt Highway for approximately 220 acres of land just east of Attaway Crossing. Further, Southwest Value Partners intends to entitle the land on the corner of Felix Road and Hunt Highway for commercial/employment/ industrial uses (B), which essentially reduces need for commercial employment/ industrial uses at Attaway Crossing (C) as the new homes that Pulte will construct on the 220 acres will likely use Felix Road as their commute into the Town of Florence.



# Town of Florence 2020 General Plan Reveals Planned Freeway Corridor East of Site



## Legend

- Canals
- CAP Canal
- Railroads
- Roads
- Highways
- Potential Utility/ Multi-Use Corridor
- Aggregate Resources Overlay
- Planning Area
- North-South ADOT Freeway Conceptual Corridor and ADOT Passenger Rail Conceptual Corridor
- North-South ADOT Freeway Conceptual Interchanges
- North-South ADOT Freeway Conceptual Interchanges and ADOT Passenger Rail Conceptual Passenger Rail Stops

- Residential**
- Rural Ranchette Residential (RRR) (0.10 - 1.0 DU/AC)
  - Low Density Residential (LDR) (1.0 - 4.0 DU/AC)
  - Medium Density Residential 1 (MDR1) (4.0 - 8.0 DU/AC)
  - Medium Density Residential 2 (MDR2) (8.0 - 12.0 DU/AC)
  - High Density Residential 1 (HDR1) (12.0 - 18.0 DU/AC)
  - High Density Residential 2 (HDR2) (18.0 - 24.0 DU/AC)
- Commercial/Office/Industrial**
- Neighborhood Commercial (NC)
  - Community Commercial (CC)
  - Professional Office (PO)
  - Employment/Light Industrial (E/LI)
  - Heavy Industrial (HI)

- Mixed-Use**
- Master Planned Community (MPC)
  - Downtown Mixed Use (DMU)
  - Highway Mixed Use (HMU)
  - Prison/Employment/Light Industrial (P/E/LI)
- Community/Public**
- Public/Governmental (P/G)
  - Prison (P)
  - Military Reservation (MR)
  - Parks and Recreation (P/R)
  - Open Space (OS)

- Land Ownership**
- Bureau of Land Management
  - Indian Community
  - National Forest
  - National Monument
  - State Trust Land

# Near Term Population Marginally Supports Neighborhood Commercial Use, But on Other, Better Located Properties

The following table sets out the following:

- The population in 2015 and 2020 that falls within various mileage distances and drive time distances from Attaway Crossing that are needed to support the different levels of retail centers;
- The anticipated level of competition from surrounding retail centers at each level of retail center;
- Our opinion of the Attaway Crossing location ability to compete with surrounding centers of the various levels of retail; and
- Our opinion of the economic viability (opportunity) for each level of retail center at the Attaway Crossing location.

Type of Center	Typical Retail Center Size (SF)	Minimum Population Support Required	Radius (Miles)	Attaway Crossing Population (2015)	Does Attaway Crossing Qualify?	Minimum Population Support Required	Drive Time (Minutes)	Attaway Crossing Population (2015)	Does Attaway Crossing Qualify?	Competition Level	Location/ Site Attributes	MEYERS Opportunity for Subject
Super Regional	Over 750,000 SF	300,000 or more	12.0	105,981	No	300,000 or more	30.0	172,975	No	Heavy	Weak	Weak
Regional	250,000 - 600,000	150,000 or more	8.0	53,553	No	150,000 or more	20.0	73,995	No	Heavy	Weak	Weak
Community	100,000 - 350,000	40,000 - 150,000	4.0	9,217	No	40,000 - 150,000	15.0	36,018	No	Medium	Weak	Weak
Neighborhood	30,000 - 100,000	3,000 - 40,000	1.5	3,175	No	3,000 - 40,000	7.5	3,822	Yes	Medium	Weak	Weak

Source: ULI, ESRI, CoStar, Meyers Research

General Guidelines for a Retail Primary Trade Area & MEYERS Conclusions (2020)												
Type of Center	Typical Retail Center Size (SF)	Minimum Population Support Required	Radius (Miles)	Attaway Crossing Population (2020)	Does Attaway Crossing Qualify?	Minimum Population Support Required	Drive Time (Minutes)	Attaway Crossing Population (2020)	Does Attaway Crossing Qualify?	Competition Level	Location/ Site Attributes	MEYERS Opportunity for Subject
Super Regional	Over 750,000 SF	300,000 or more	12.0	114,914	No	300,000 or more	30.0	194,188	No	Heavy	Weak	Weak
Regional	250,000 - 600,000	150,000 or more	8.0	56,761	No	150,000 or more	20.0	78,729	No	Heavy	Weak	Weak
Community	100,000 - 350,000	40,000 - 150,000	4.0	10,527	No	40,000 - 150,000	15.0	38,052	No	Heavy	Weak	Weak
Neighborhood	30,000 - 100,000	3,000 - 40,000	1.5	3,985	Yes	3,000 - 40,000	7.5	8,123	Yes	Heavy	Marginal	Marginal

Source: ULI, ESRI, CoStar, Meyers Research

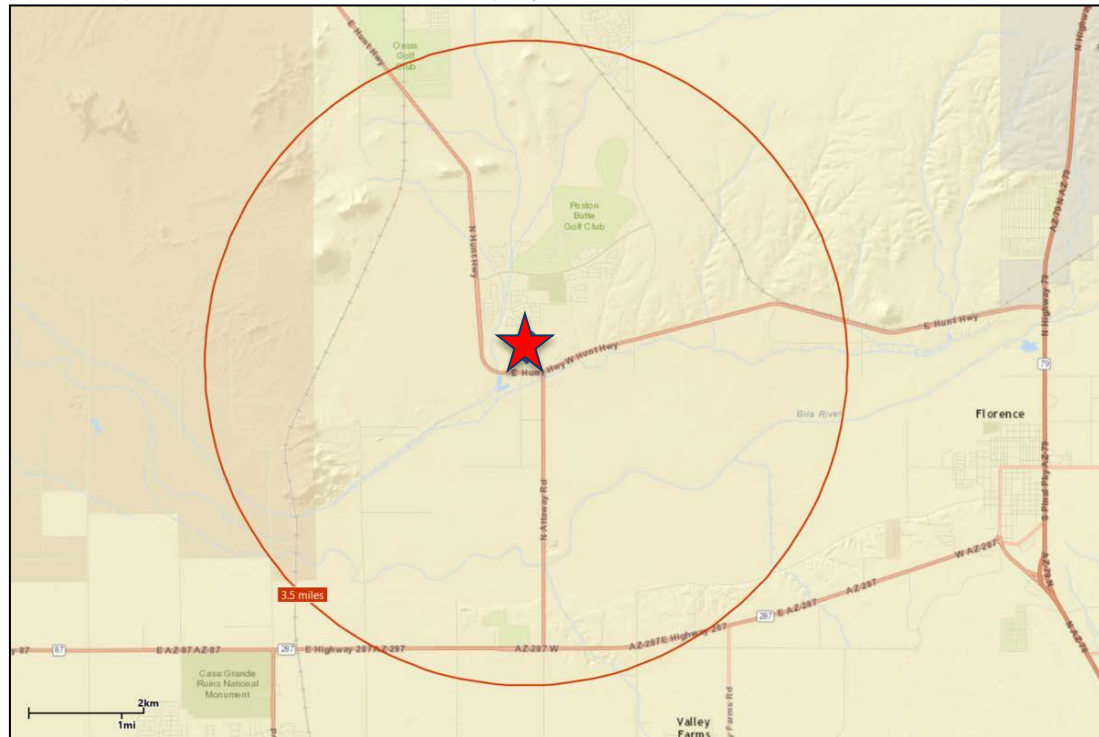
The following table concludes the following:

- The population within the specified distances and drive times of Attaway Crossing in 2015 and 2020 is inadequate to support a super regional, regional or community center;
- The population within the 1.5 mile radius or 7.5 minute drive time from the Attaway Crossing location will be at the bare minimum for a neighborhood center;
- The competition from other neighborhood centers will be medium in 2015 and heavy in 2020;
- The locational site attributes of the Attaway Crossing location for a neighbourhood center will weak in 2015 dropping to marginal in 2020;
- The conclusion of Meyers as to the economic viability (opportunity) for a retail center at the Attaway Crossing location will be weak for all levels of retail centers, dropping to marginal for a neighborhood center in 2020.

# Demand Potential For Commercial Development

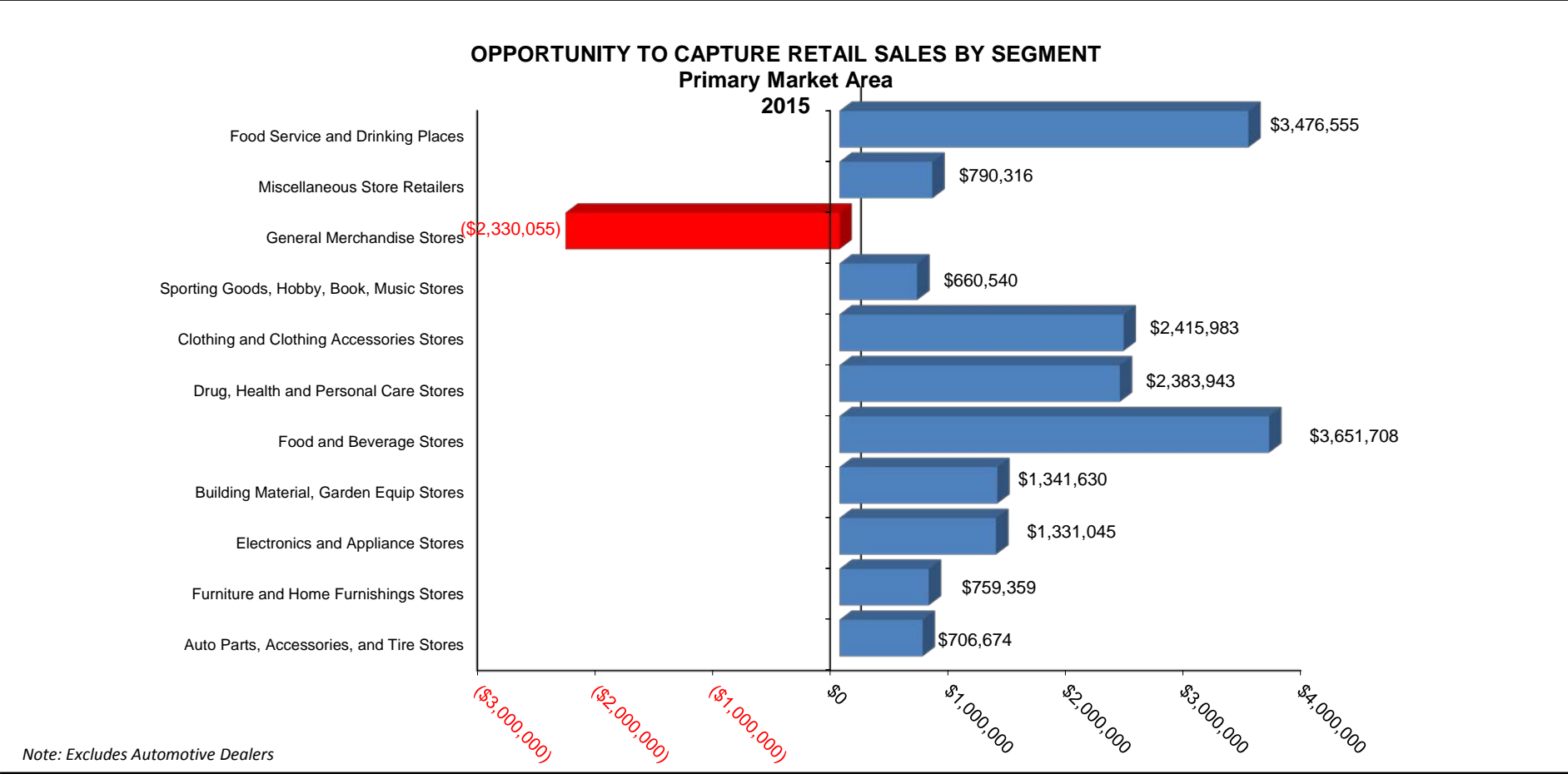
In order to analyze retail supply and demand at a “granular” level for the Attaway Crossing’s specific location, we have analyzed a Retail MarketPlace Profile reports by STDB Online, copies of which are included in the Appendix. These reports compare supply (estimated retail sales to consumers) with demand (retail potential) estimated by the expected amount spent by consumers at retail businesses. The “Retail Gap,” value ranking from -100 to +100 represents the difference between retail potential and retail sales – a positive “gap” value represents “leakage” of retail opportunity exists – consumers are leaving the defined trade area for specific retail needs. The gap is measured for businesses in 26 retail industry groups plus four groups within the Food Services and Drinking Establishments subsector.

We used a 3.5 mile radius around Attaway Crossing, a reasonable distance local residents would likely drive from to support a retail center. If we look at the gap in the aggregate number there is a positive gap for the industries (Retail Trade and Food & Drink). We also see demand for a grocery store and some smaller businesses. The 3.5 mile radius gap analysis shows demand for a neighborhood center. While there is leakage in almost every sector, the demand will be met by the neighborhood centers to the north that currently have available built out storefronts and/or pads available for sale today or on the planned commercial and employment centers east of Felix Road.



# Opportunity to Capture Retail Sales by Segment

The following table sets out the opportunity to capture the estimated dollar amount of potential retail sales by market segment generated by the primary trade area (defined as a 3.5 mile radius from Attaway Crossing), that are not being satisfied by the retail space within the trade area. A positive number (blue) indicates the estimated amount of retail spending that is going outside the trade area. A negative number (red) suggests an excess supply of retail space for the typical demand for that market segment created within the trade area. As can be seen in the following table, the general merchandise segment has an excess amount of retail space within the trade area while the other market segments currently have a limited under supply of retail space within the trade area.







# Appendix

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*Attaway Crossing, 144 Acres, Florence, Arizona*

## CONTACT INFORMATION

This market analysis was prepared by Meyers Research, a market research and consulting firm specializing in the real estate industry. It has been commissioned by PGTL Attaway Crossing L.P.

Tim Sullivan served as Project Director and oversaw all aspects of this assignment. Shaun McCutcheon and Ryan Arp managed the engagement on a day-to-day basis. Follow-up questions should be directed to Shaun McCutcheon at (858)381-4388 or [smccutcheon@meyersllc.com](mailto:smccutcheon@meyersllc.com).

## LIMITING CONDITIONS

PGTL Attaway Crossing L.P. is responsible for representations about its development plans, marketing expectations and for disclosure of any significant information that might affect the ultimate realization of the projected results.

There will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected, and the differences may be material.

We have no responsibility to update our report for events and circumstances occurring after the date of our report.

Payment of any and all of our fees and expenses is not in any way contingent upon any factor other than our providing services related to this report.



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# ASSESSMENT OF RESIDENTIAL MARKET OPPORTUNITY

*Attaway Crossing, 144 Acres, Town of Florence, Arizona*

# Objective

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The objective of this analysis is to determine the need and economic viability for residential uses on the 144 acre Attaway Crossing development, located at the northwest corner of Attaway Road and Hunt Highway in the Town of Florence, Arizona.

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# Key Findings

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*Attaway Crossing, 144 Acres, Florence, Arizona*

# Attaway Crossing Will Provide Inventory For Future First Time Homebuyers And Offer Alternatives To Master Planned Communities

The following paragraphs outline the key findings of our research, based on a plan to rezone the property for +/-500 single family lots on 144 acres:

- **Our market research and analysis indicate an opportunity for the market success of Attaway Crossing if developed as a 465-lot community with three distinct product lines of 45' x 120', 55' x 120' and 65' x 120' single family lots in two phases.** This is based on a number of factors, including:
  - ✓ Proven demand for current and future housing nearby.
  - ✓ Price point of Attaway Crossing (\$80 per square foot) relative to resale homes in the San Tan Valley and Florence north of Attaway Crossing on similarly sized lots (\$93 per square foot).
  - ✓ Low price point relative to resales in San Tan Valley for new homes (\$96 per square foot) and resale homes (\$88 per square foot).
  - ✓ Improving regional and local economic and housing conditions.
- **Based on the characteristics of the three distinct product lines at Attaway Crossing, we recommend an average base price of \$167,518, or \$74 per square foot (August 2015 dollars).** Once elements such as options and premiums have been factored in, however, the selling prices are expected to average \$179,244, or \$80 per square foot (initial estimates only – ultimate prices will vary based on premiums and option expenditures. This positions Attaway Crossing:
  - ✓ Below new home sales on similar lots within the competitive submarket.
  - ✓ Below new and resale product in the San Tan Valley submarket.
  - ✓ Logically within the comparable communities within the 85132 submarket.
- **We estimate that all 465 units can sell in just under four years if product lines are released concurrently.** This assumes new home sales rate of 2.5 to 4 units per month, which is consistent with the competitive market. It also assumes three distinct series of homes, differentiated by home size and product feature level and that each targets a slightly different buyer segment. In addition, a regional marketing program with full-time, on-site sales staff with printed brochures and a comprehensive web site should be in place, with no major/significant shift in market activity occurring while open. We recommend introducing the web site and physical signs near the property off Hunt Highway to the north as soon as possible to build interest.
- **We expect the buyer profile at Attaway Crossing will include a mix of first time homebuyer families and empty nesters that are attracted to the attainability of single family detached housing in the area.** Some buyers will be attracted to the proximity of Attaway Crossing to employment within the Town of Florence (Merrill Ranch reports approximately 25% of their buyers work in the Florence area). The majority of the buyers will be first time buyers with families that desire to own their own home within a reasonable commute to major employment corridors in the Southeast Valley.
- **Attaway Crossing is at the southern boundary of current new homebuilding activity in North Pinal County.** Proposed new home pricing at Attaway Crossing represents a value to potential homebuyers that may buy further north, we think the pricing differential is attractive enough to lure potential buyers today and will also provide a more attainable alternative compared to Merrill Ranch and Copper Basin communities based on lower monthly payment.

# Residential Demand Analysis

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*Attaway Crossing, 144 Acres, Florence, Arizona*

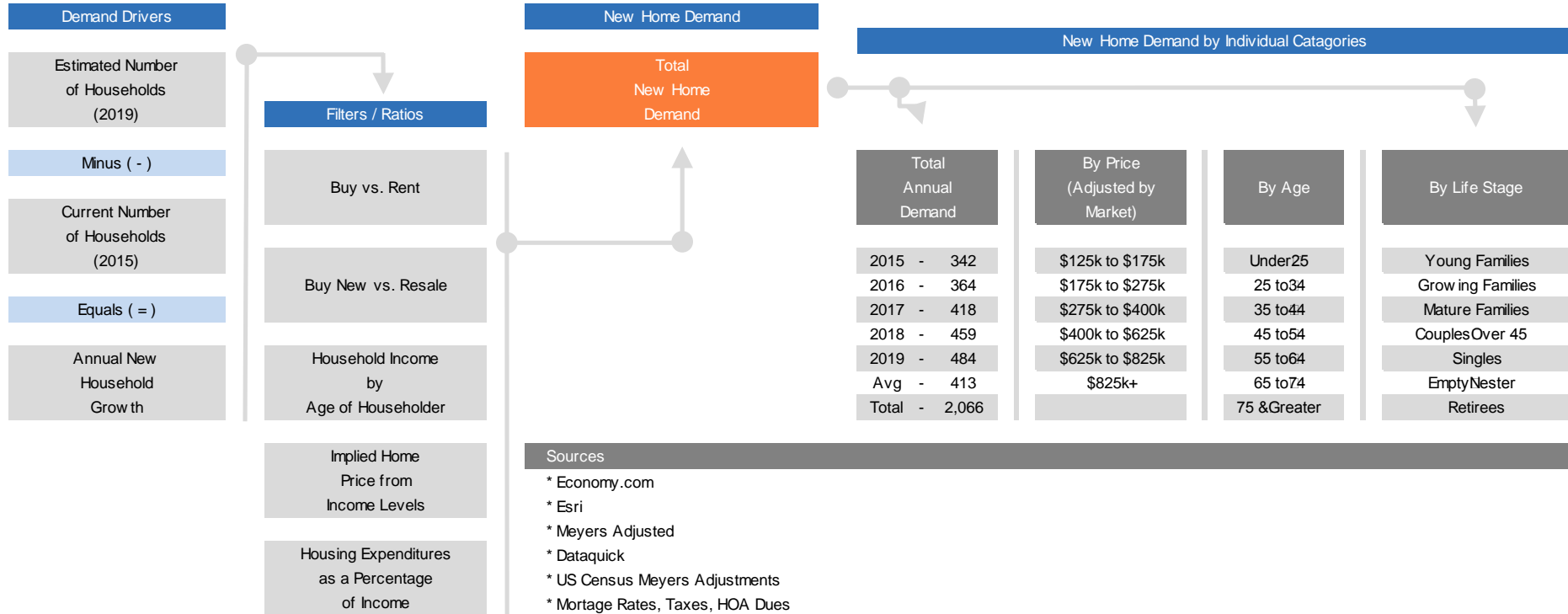


# Regional Demand Model

Our demand analysis projects total annual new home demand from 2015 to 2019. The model further filters the estimates by Home Price Range, Age and Income, as well as, Life Stage categories (including Families, Singles, Younger Couples, Empty Nesters and Retirees). This analysis provides insight into the household compositions of home buyers by price range and the results ultimately support PGTL's vision to offer homes that are targeted to entry level demographics.

## NEW HOME DEMAND MODEL FLOW CHART:

20 Minute Drive



# Residential Demand Analysis

Greater Phoenix demand for the next five years is just under 85,000 new single family homes. The Attaway Crossing immediate area has traditionally captured 2% of market demand, of which additional inventory that is well located in regards to transportation, retail and regional employment.

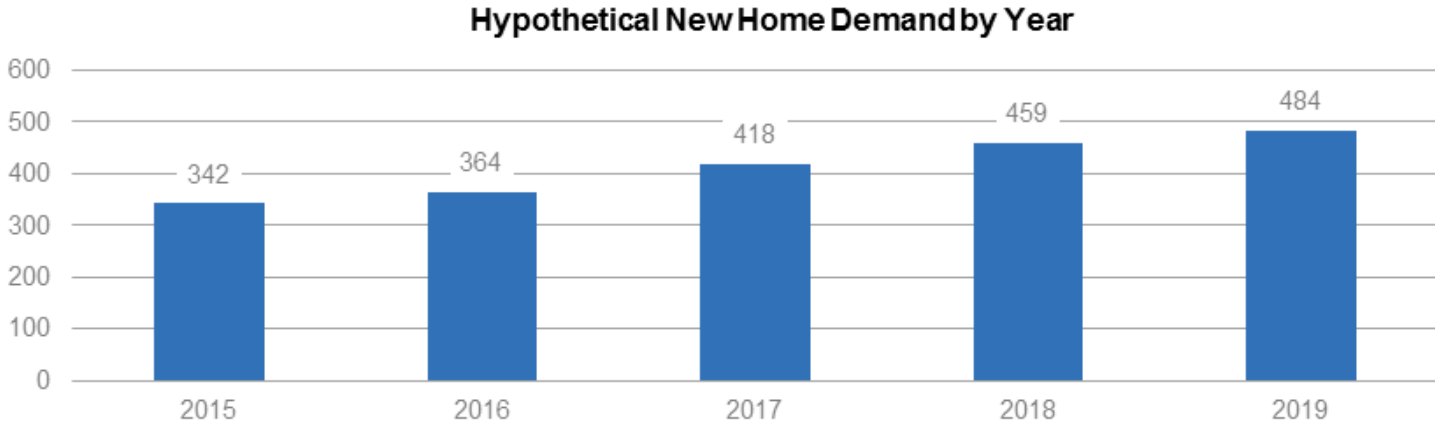
— 2015 to 2019 Total Demand by Home Price Range —				Demand		— Demand by Age and Income (Absolute Numbers) —							— Demand by LifeStage (Absolute Numbers) —						
Annual Household Income Range	HH by Income	% of Total HH	Home Price Purchase Range*	2015 to 2019	% of Annual Demand	Under 25	25 to 34	35 to 44	45 to 54	55 to 64	65 to 74	75 & Greater	Young Families	Growing Families	Mature Families	Couples Over 45	Singles	Empty Nester	Retirees
Income \$35,000 - \$49,999	253,252	14.3%	\$125,000 to \$200,000	12,423	15%	747	2,560	2,254	1,900	1,712	1,758	1,492	1,925	1,356	998	1,480	1,825	1,588	3,250
Income \$50,000 - \$74,999	338,012	19.1%	\$200,000 to \$275,000	19,432	23%	801	3,850	3,648	3,350	3,030	3,049	1,705	2,937	2,277	1,763	2,165	2,730	2,807	4,753
Income \$75,000 - \$99,999	264,831	14.9%	\$275,000 to \$425,000	16,847	20%	489	3,352	3,380	3,226	2,965	2,132	1,303	2,597	2,142	1,709	1,853	2,377	2,734	3,435
Income \$100,000 - \$149,999	274,176	15.4%	\$425,000 to \$650,000	19,962	24%	357	3,101	4,597	4,304	3,891	2,422	1,291	2,903	2,811	2,264	1,974	2,692	3,605	3,713
Income \$150,000 - \$199,999	111,435	6.3%	\$650,000 to \$850,000	8,780	10%	68	979	2,254	2,365	1,828	971	316	1,191	1,440	1,166	768	1,149	1,779	1,287
Income \$200,000 +	90,589	5.1%	\$850,000 or Greater	7,195	9%	22	489	1,630	2,034	1,941	872	206	770	1,144	1,096	481	857	1,770	1,078
<b>Total Demand (\$35K+)</b>	<b>1,332,294</b>	<b>75.1%</b>	<b>\$125,000 +</b>	<b>84,639</b>	<b>100%</b>	<b>2,483</b>	<b>14,331</b>	<b>17,762</b>	<b>17,178</b>	<b>15,367</b>	<b>11,205</b>	<b>6,312</b>	<b>12,322</b>	<b>11,169</b>	<b>8,995</b>	<b>8,721</b>	<b>11,631</b>	<b>14,283</b>	<b>17,518</b>

Based on our demand model calculations for the 20-minute drive time from Attaway Crossing, the overall five-year demand for new single family housing is just under 2,100 units, with the majority of the demand falling in the \$125,000 to \$275,000 home price range and household incomes falling below \$75,000. The proposed new housing product at Attaway Crossing will be priced with these potential buyers in mind.

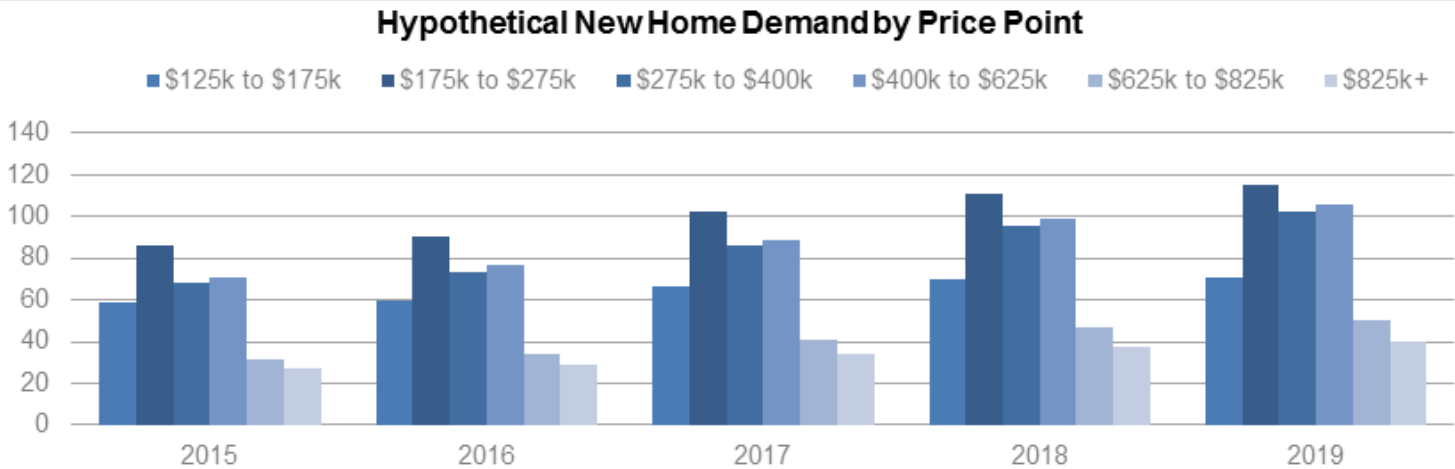
— 2015 to 2019 Total Demand by Home Price Range —				Demand		— Demand by Age and Income (Absolute Numbers) —							— Demand by LifeStage (Absolute Numbers) —						
Annual Household Income Range	HH by Income	% of Total HH	Home Price Purchase Range*	2015 to 2019	% of Annual Demand	Under 25	25 to 34	35 to 44	45 to 54	55 to 64	65 to 74	75 & Greater	Young Families	Growing Families	Mature Families	Couples Over 45	Singles	Empty Nester	Retirees
Income \$35,000 - \$49,999	4,119	14.3%	\$125,000 to \$175,000	326	16%	20	67	59	50	45	46	39	51	36	26	39	48	42	85
Income \$50,000 - \$74,999	5,498	19.1%	\$175,000 to \$275,000	505	24%	21	100	95	87	79	79	44	76	59	46	56	71	73	124
Income \$75,000 - \$99,999	4,307	14.9%	\$275,000 to \$400,000	425	21%	12	85	85	81	75	54	33	66	54	43	47	60	69	87
Income \$100,000 - \$149,999	4,459	15.4%	\$400,000 to \$625,000	440	21%	8	68	101	95	86	53	29	64	62	50	44	59	80	82
Income \$150,000 - \$199,999	1,812	6.3%	\$625,000 to \$825,000	204	10%	2	23	52	55	42	23	7	28	33	27	18	27	41	30
Income \$200,000 +	1,473	5.1%	\$825,000 or Greater	167	8%	1	11	38	47	45	20	5	18	26	25	11	20	41	25
<b>Total Demand (\$35K+)</b>	<b>21,669</b>	<b>75.1%</b>	<b>\$125,000 +</b>	<b>2,066</b>	<b>100%</b>	<b>63</b>	<b>354</b>	<b>431</b>	<b>415</b>	<b>372</b>	<b>275</b>	<b>157</b>	<b>302</b>	<b>271</b>	<b>217</b>	<b>214</b>	<b>285</b>	<b>345</b>	<b>432</b>

# Growing Demand at All Price Points

The charts below summarize the hypothetical new home demand by year for the immediate area, with a steady increased forecasted for all years within a 20-mile radius of Attaway Crossing.



We have used these forecasts to inform our recommendations on lot sizes for Attaway Crossing. Note that demand for all price points appear to grow over time, of which we have focused on the low \$100s to low \$200s price point for our recommendations based on the location of Attaway Crossing in relation to existing and future new housing inventory.

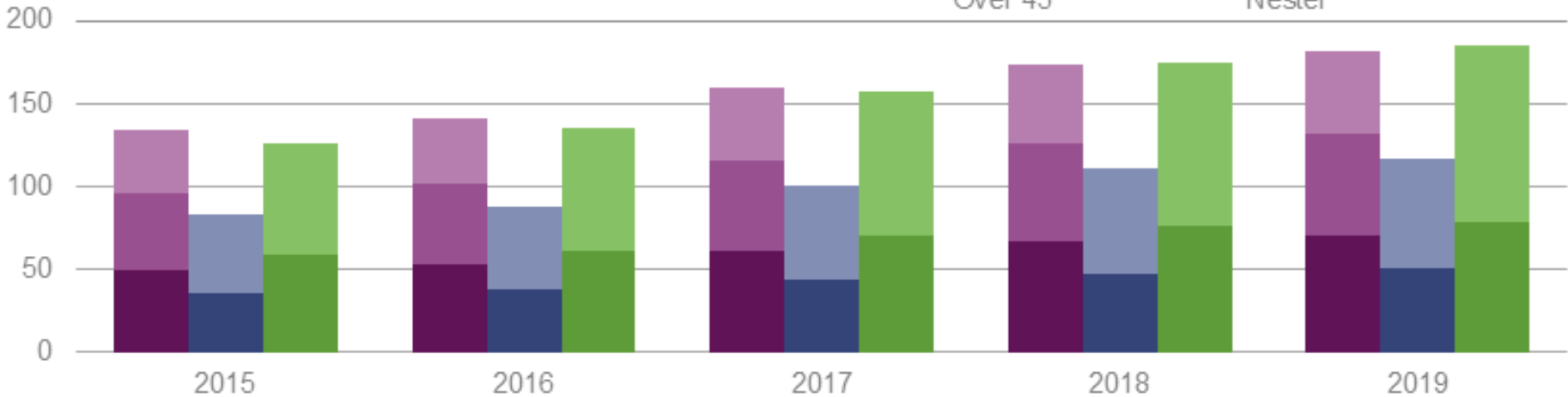


# Recommended Reasonable Product Matrix and Mix

The hypothetical new home demand by year and LifeStage is summarized below. The demand for retirees and empty nesters will likely be accommodated by existing age-targeted communities at Merrill Ranch and Encanterra to the north, with buyers with families and older couples being a likely target for the lots envisioned at Attaway Crossing.

**Hypothetical New Home Demand by Year and LifeStage**

■ Young Families 
 ■ Growing Families 
 ■ Mature Families 
 ■ Couples Over 45 
 ■ Singles 
 ■ Empty Nester 
 ■ Retirees



# Residential Development Opportunity

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*Attaway Crossing, 144 Acres, Florence, Arizona*

# Recommended Average Home Price of Just Under \$180,000

The table below outlines our recommended average home pricing for each of the three product lines at Attaway Crossing. Note that we assume that the product lines will be selling concurrently on the 45', 55', and 65' wide lots. Our average total pricing includes an average base price of \$167,518, with 2.5% in incentives (most commonly applied to options/upgrades), options of 10% and premiums of 2%. These incentive, option and premium percentages are consistent with the competitive market.

Project/Subdivision	Type	Configuration	# of Units	Est % of Total Units	Average Unit Size	BASE PRICE		Price Impacting Incentives	NET BASE PRICE		\$ ASSUMPTIONS		AVERAGE PRICE		Estimated Sales/Month
						Base Price	\$/SF		Net Base Price	\$/SF	Options	Premiums	Average Price	\$/SF	
Product Line 1	Single Family	45' x 120'	186	40%	1,850	\$148,513	\$80	\$0	\$148,513	\$80	\$14,851	\$2,970	\$158,908	\$86	4.00
Product Line 2	Single Family	55' x 120'	163	35%	2,352	\$170,926	\$73	\$0	\$170,926	\$73	\$17,093	\$3,419	\$182,891	\$78	3.50
Product Line 3	Single Family	65' x 120'	116	25%	2,850	\$193,203	\$68	\$0	\$193,203	\$68	\$19,320	\$3,864	\$206,727	\$73	2.50
COMMUNITY SUMMARY			465	100%	2,275	\$167,518	\$74	\$0	\$167,518	\$74	\$16,752	\$3,350	\$179,244	\$80	10.00

Given current market conditions, it appears reasonable to assume that some level of appreciation will occur at Attaway Crossing. The table below illustrates how this modest appreciation will impact our recommended pricing.

TOTAL PRICE APPRECIATION SCHEDULE					2015	2016	2017	2018	2019	2020	2021
Project/Subdivision	Type	Configuration	# of Units	Average Price	0.5%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Product Line 1	Single Family	45' x 120'	186	\$158,908	\$159,703	\$161,300	\$162,913	\$164,542	\$166,187	\$167,849	\$169,528
Product Line 2	Single Family	50' x 120'	163	\$182,891	\$183,805	\$185,643	\$187,500	\$189,375	\$191,269	\$193,181	\$195,113
Product Line 3	Single Family	55' x 120'	116	\$206,727	\$207,760	\$209,838	\$211,936	\$214,056	\$216,196	\$218,358	\$220,542
COMMUNITY SUMMARY			465	\$179,244	\$180,140	\$181,942	\$183,761	\$185,599	\$187,455	\$189,329	\$191,222

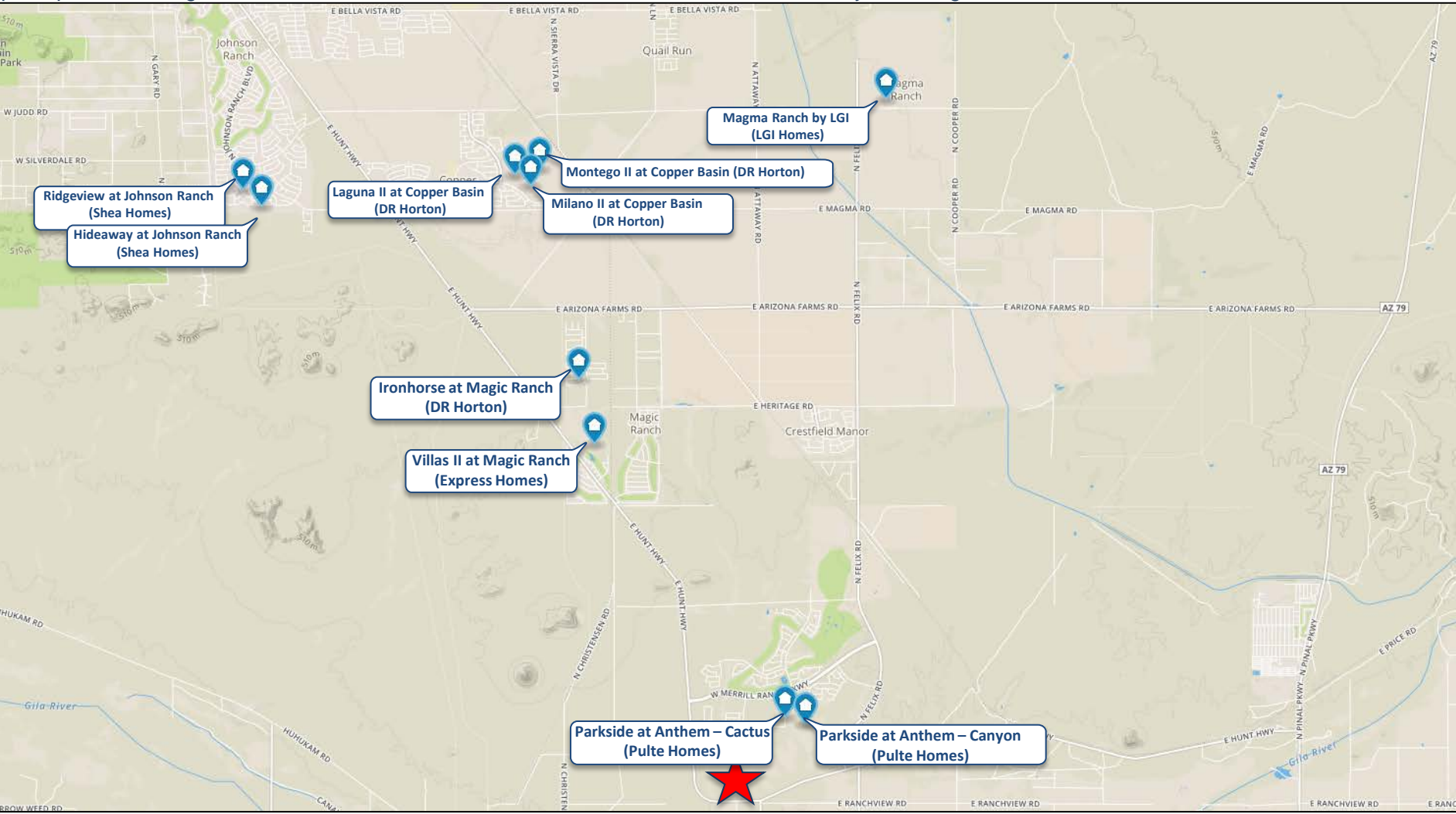
# Just Under Four Year Build Out Expected

Based on the Attaway Crossing's recommended price point, as well as absorption rates being achieved at competitive projects in the market today, we estimate that the Attaway Crossing units can sell out in just under four years based on a builder entering the market in Q4 2017.

HYPOTHETICAL COMMUNITY SELL OUT											
Project/Subdivision	Type	Configuration	# of Units	Avg Yr/Pace	2015	2016	2017	2018	2019	2020	2021
Product Line 1	Single Family	45' x 120'	186	37			16	48	48	48	26
Product Line 2	Single Family	50' x 120'	163	33			11	42	42	42	26
Product Line 3	Single Family	55' x 120'	116	23			9	30	30	30	17
COMMUNITY SUMMARY			465	93			36	120	120	120	69

# Area Dominated by Public Homebuilder Activity

For purposes of this analysis, we considered a number of actively selling and resale neighborhoods in Attaway Crossing's general area, as illustrated in the map below. The area is characterized by master planned communities that currently host public homebuilders selling at lower price points and higher velocities. Note that active communities exist south of Attaway Crossing.





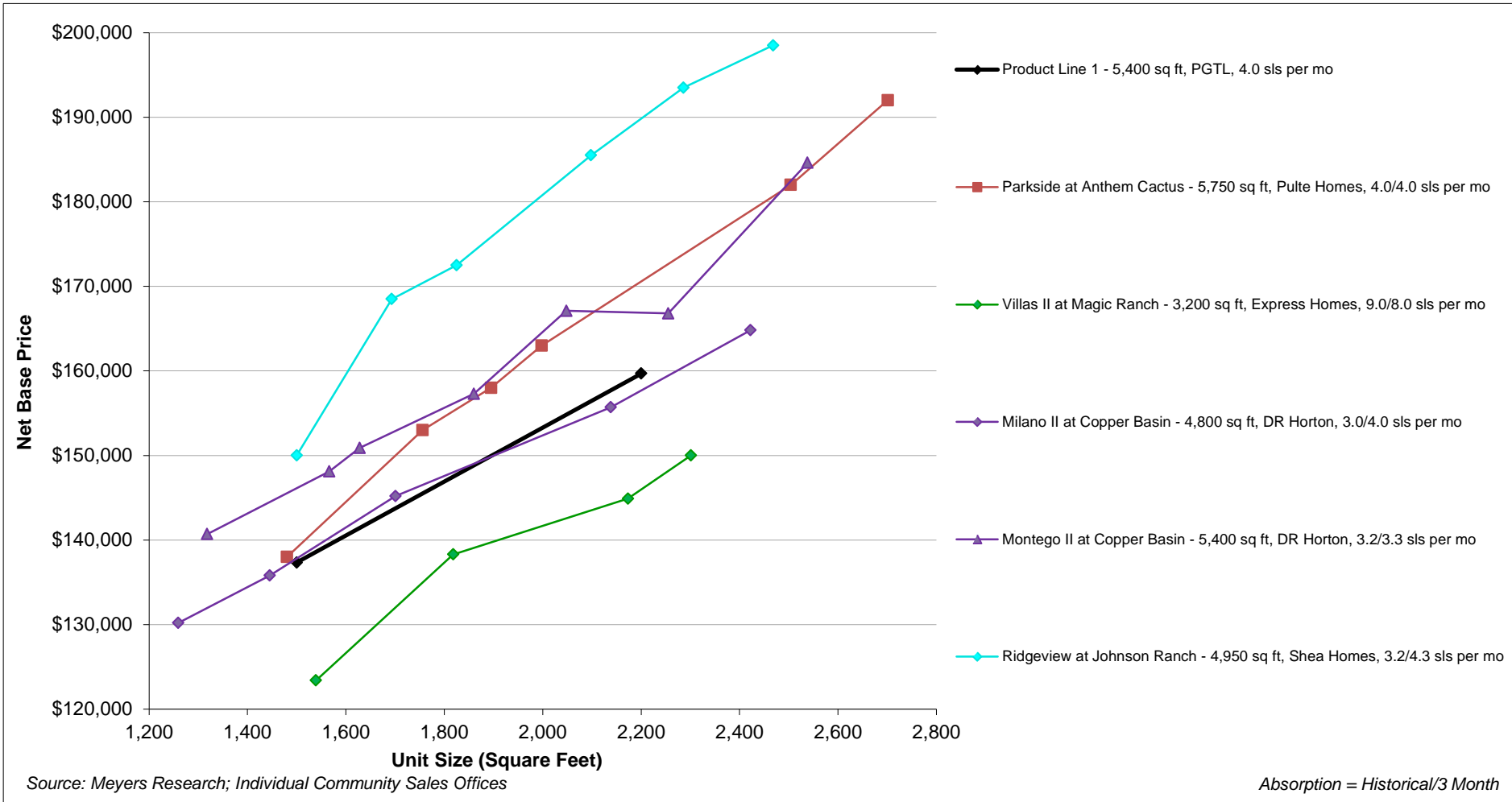
# New Area Product Averages Just Under \$200,000

The table below summarizes the new home communities considered in our analysis. It indicates that the typical new home in the competitive market area averages just over \$200,000 once all factors (incentives, premiums and options) are considered. Incentives are relatively common, and are usually applied to options, upgrades and/or closing costs, and average around 5%. Lot premiums were also fairly prevalent, averaging around 2%, and option expenditures generally fell in the 10% to 15% range. See the Appendix for additional detail on these comparable projects.

COMMUNITY	BUILDER	LOT SIZE	UNIT SIZE RANGE			BASE PRICE RANGE			BUYER INCENTIVES					NET BASE PRICE RANGE* (*AFTER PRICE REDUCING INCENTIVES)			AVERAGE OPTIONS	AVERAGE PREMIUMS	TOTAL PRICE RANGE (NET BASE + O/U + PREMIUMS)			
			MIN	MAX	AVG	MIN	MAX	AVG	PRICE REDUCTION	OPTIONS / UPGRADES	CLOSING \$ / OTHER	TOTAL	% OF BASE PRICE	MIN	MAX	AVG			MIN	MAX	AVG	
Product Line 1	PGTL	5,400	1,500	2,200	1,850	\$137,340	\$159,685	\$148,513	\$0		(\$7,426)	(\$7,426)	-5%	\$137,340	\$159,685	\$148,513	\$14,851	\$2,970	\$146,954	\$170,863	\$158,908	
Product Line 2	PGTL	6,600	2,000	2,700	2,352	\$159,685	\$182,030	\$170,926	\$0		(\$8,546)	(\$8,546)	-5%	\$159,685	\$182,030	\$170,926	\$17,093	\$3,419	\$170,863	\$194,772	\$182,891	
Product Line 3	PGTL	7,800	2,500	3,200	2,850	\$182,030	\$204,375	\$193,203	\$0		(\$9,660)	(\$9,660)	-5%	\$182,030	\$204,375	\$193,203	\$19,320	\$3,864	\$194,772	\$218,681	\$206,727	
LGI at Magma Ranch	LGI Homes	6,000	1,389	2,555	1,877	\$160,900	\$200,900	\$178,900	\$0	\$0	(\$3,578)	(\$3,578)	-2%	\$160,900	\$200,900	\$178,900	\$8,945	\$0	\$160,900	\$200,900	\$187,845	
Parkside at Anthem Canyon	Pulte Homes	6,900	1,933	2,569	2,251	\$166,990	\$188,990	\$178,240	\$0		(\$15,000)	\$0	-8%	\$166,990	\$188,990	\$178,240	\$44,560	\$10,500	\$177,490	\$199,490	\$218,300	
Parkside at Anthem Cactus	Pulte Homes	5,750	1,480	2,701	2,056	\$137,990	\$191,990	\$164,323	\$0		(\$10,000)	\$0	-6%	\$137,990	\$191,990	\$164,323	\$32,865	\$5,000	\$142,990	\$196,990	\$192,188	
Villas II at Magic Ranch	Express Homes	3,200	1,539	2,301	1,958	\$123,400	\$150,000	\$139,150	\$0	\$0	(\$5,566)	(\$5,566)	-4%	\$123,400	\$150,000	\$139,150	\$13,915	\$1,500	\$124,900	\$151,500	\$154,565	
Ironhorse at Magic Ranch	DR Horton	7,200	1,892	3,207	2,367	\$157,400	\$193,200	\$168,900	\$0	\$0	(\$6,756)	(\$6,756)	-4%	\$157,400	\$193,200	\$168,900	\$16,890	\$1,500	\$158,900	\$194,700	\$187,290	
Milano II at Copper Basin	DR Horton	4,800	1,259	2,422	1,793	\$130,200	\$164,800	\$146,340	\$0	\$0	(\$5,854)	(\$5,854)	-4%	\$130,200	\$164,800	\$146,340	\$17,561	\$1,500	\$131,700	\$166,300	\$165,401	
Laguna II at Copper Basin	DR Horton	6,000	1,838	3,207	2,463	\$167,500	\$226,300	\$192,733	\$0	\$0	(\$7,709)	(\$7,709)	-4%	\$167,500	\$226,300	\$192,733	\$23,128	\$1,500	\$169,000	\$227,800	\$217,361	
Montego II at Copper Basin	DR Horton	5,400	1,318	2,538	1,888	\$140,700	\$184,600	\$159,357	\$0	\$0	(\$6,374)	(\$6,374)	-4%	\$140,700	\$184,600	\$159,357	\$19,123	\$1,500	\$142,200	\$186,100	\$179,980	
Ridgeview at Johnson Ranch	Shea Homes	4,950	1,500	2,468	1,978	\$149,990	\$198,490	\$178,073	\$0		(\$10,000)	(\$2,000)	-7%	\$149,990	\$198,490	\$178,073	\$26,711	\$6,000	\$155,990	\$204,490	\$200,784	
Hideaway at Johnson Ranch	Shea Homes	6,000	1,831	2,690	2,179	\$180,990	\$209,990	\$194,561	\$0		(\$10,000)	(\$2,000)	-6%	\$180,990	\$209,990	\$194,561	\$29,184	\$6,000	\$186,990	\$215,990	\$219,746	
<b>AVERAGES:</b>			1,598	2,666	2,081	\$151,606	\$190,926	\$170,058	\$0		(\$4,500)	(\$3,984)	(\$8,484)	-5%	\$151,606	\$190,926	\$170,058	\$23,288	\$3,500	\$155,106	\$194,426	\$192,346
<b>MEDIANS:</b>			1,520	2,562	2,017	\$153,695	\$192,595	\$173,487	\$0		\$0	(\$4,572)	(\$7,233)	-4%	\$153,695	\$192,595	\$173,487	\$21,125	\$1,500	\$157,445	\$198,240	\$190,017

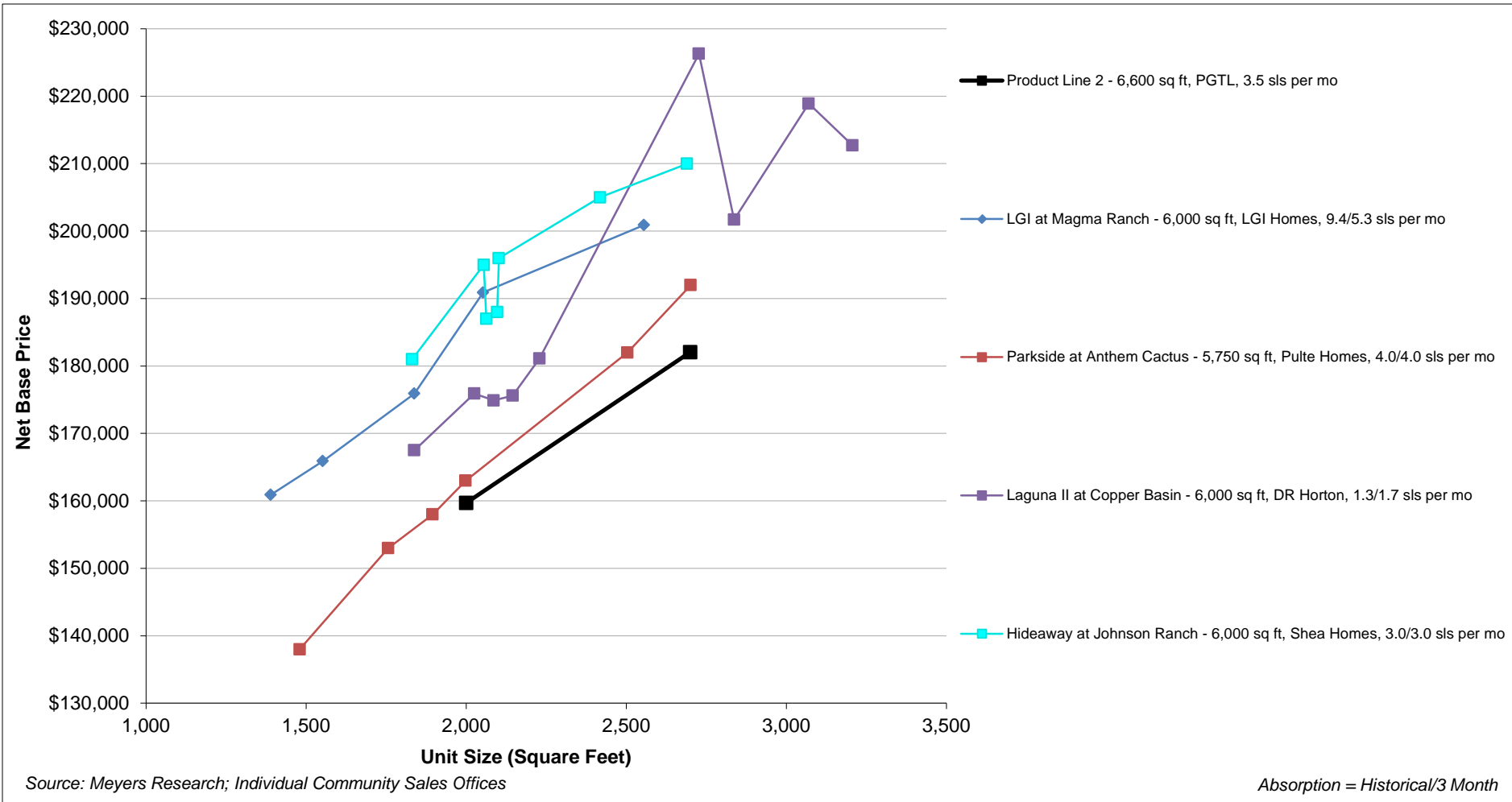
# Base Price Positioning (45's) is Logical Relative to Competition

The graph below illustrates how Attaway Crossing's 45' lot product line is positioned relative to other active communities in the competitive market area with a similar lot size. In general, the Attaway Crossing 45' product line is priced logically above product on smaller lots at Magic Ranch and Copper Basin, but below product at Parkside at Anthem, and Johnson Ranch.



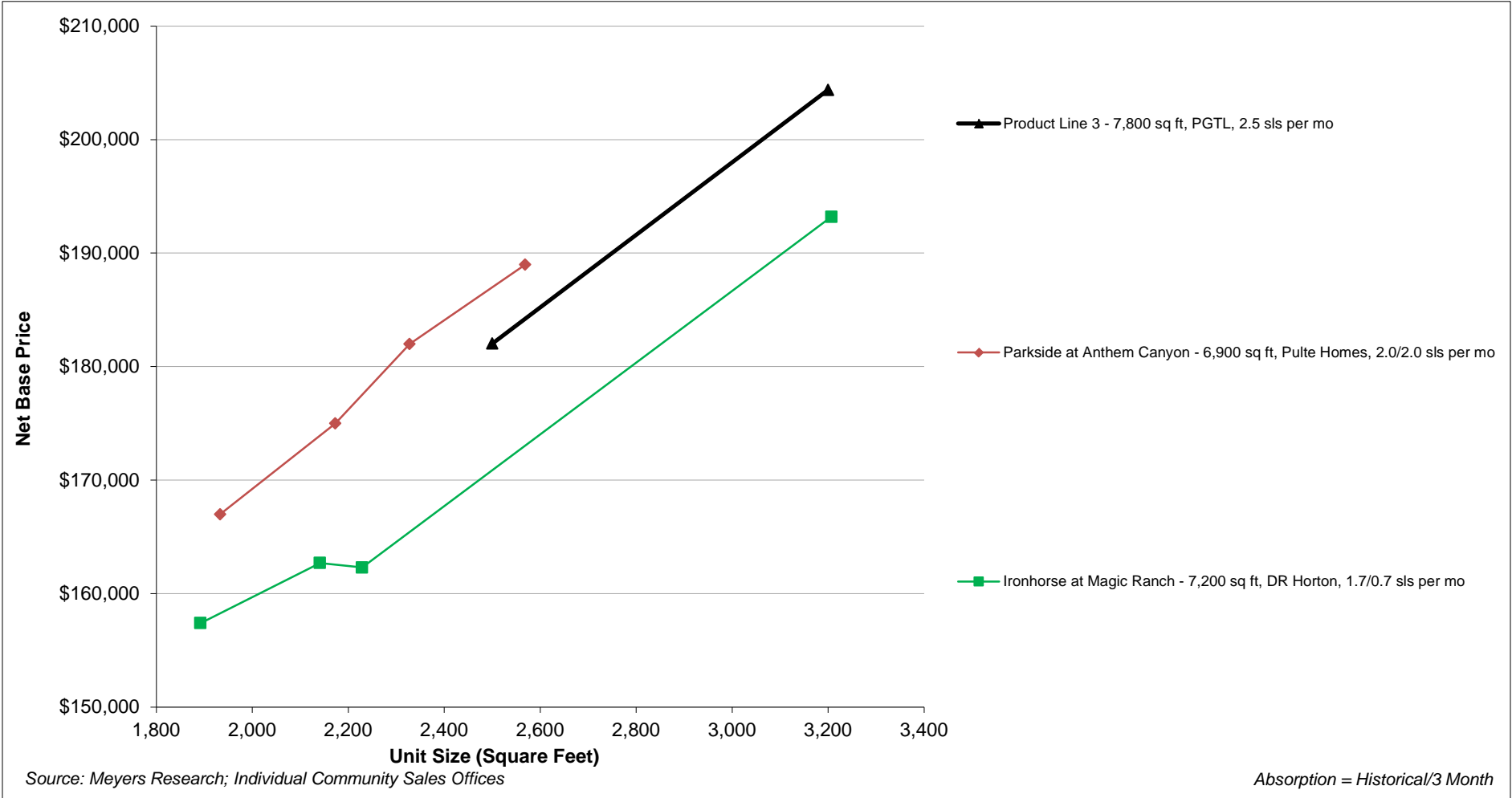
# Base Price Positioning (55's) is Also Logical

In general, the Attaway crossing 50' product line is priced slightly below the smaller lots at Parkside at Anthem (but with significantly lower HOA assessments), and below the 50' wide lots at Magma Ranch, Copper Basin, and Johnson Ranch.



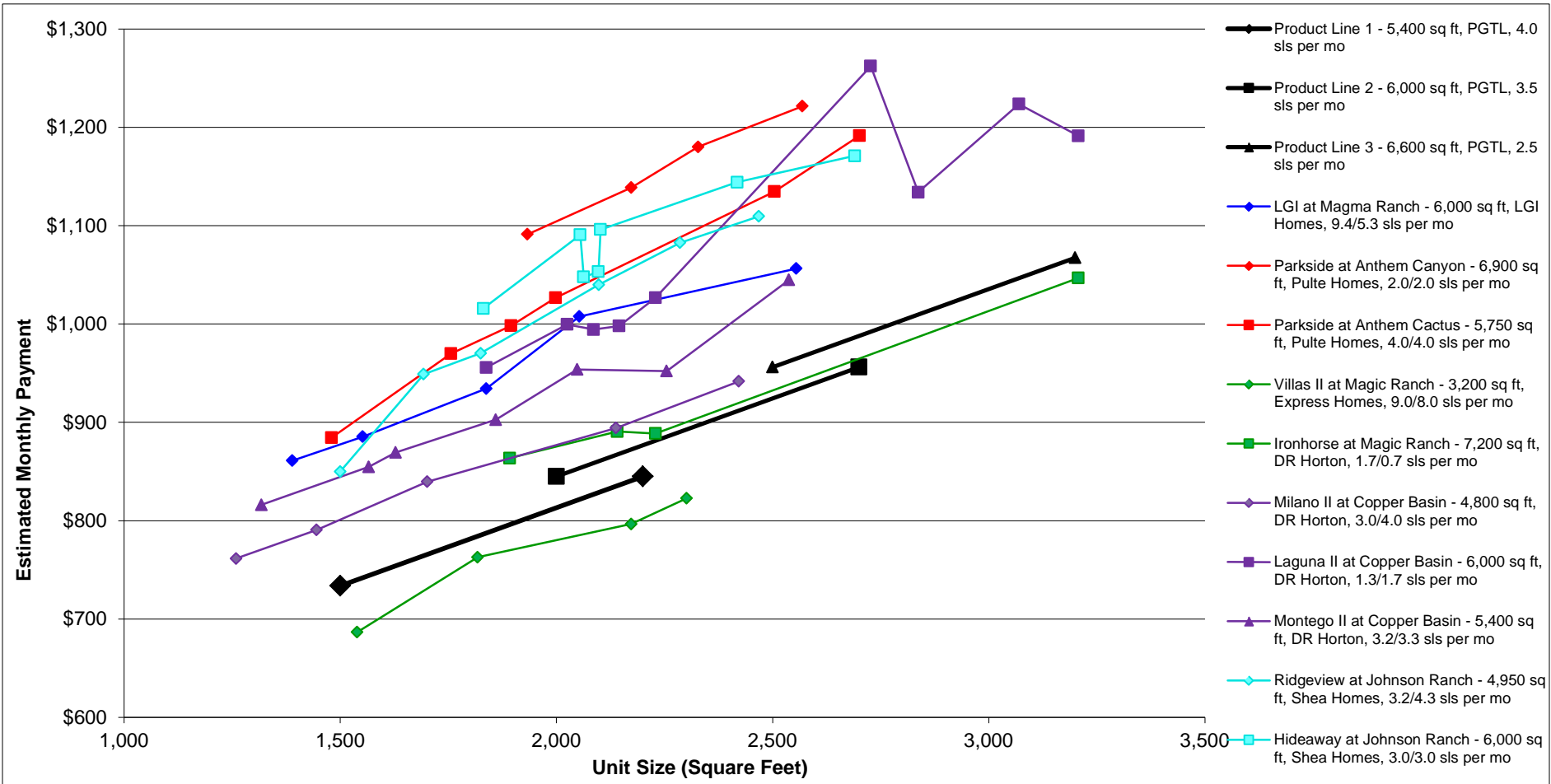
# Base Price Positioning (65's) Will Offer Larger New Home Product on Periphery

In general, the Attaway Crossing 55' product line is priced less than the slightly larger lots at Parkside at Anthem, which only offer single story floorplans and have higher taxes and HOA payments. Note that Ironhorse at Magic Ranch is in its final stages of selling out. We have adjusted the mix and sales pace to account for this pricing.



# Monthly Payment Positioning Represents a Value Relative to Competitors

We also considered Attaway Crossing's pricing on a monthly payment basis, which considers key factors such as options, premiums, HOA dues and property tax rate. The graph below illustrates how Attaway Crossing's product lines are reasonably priced toward the lower end of the competitive mix, given its challenging location relative to communities along Hunt Highway within established master planned communities.

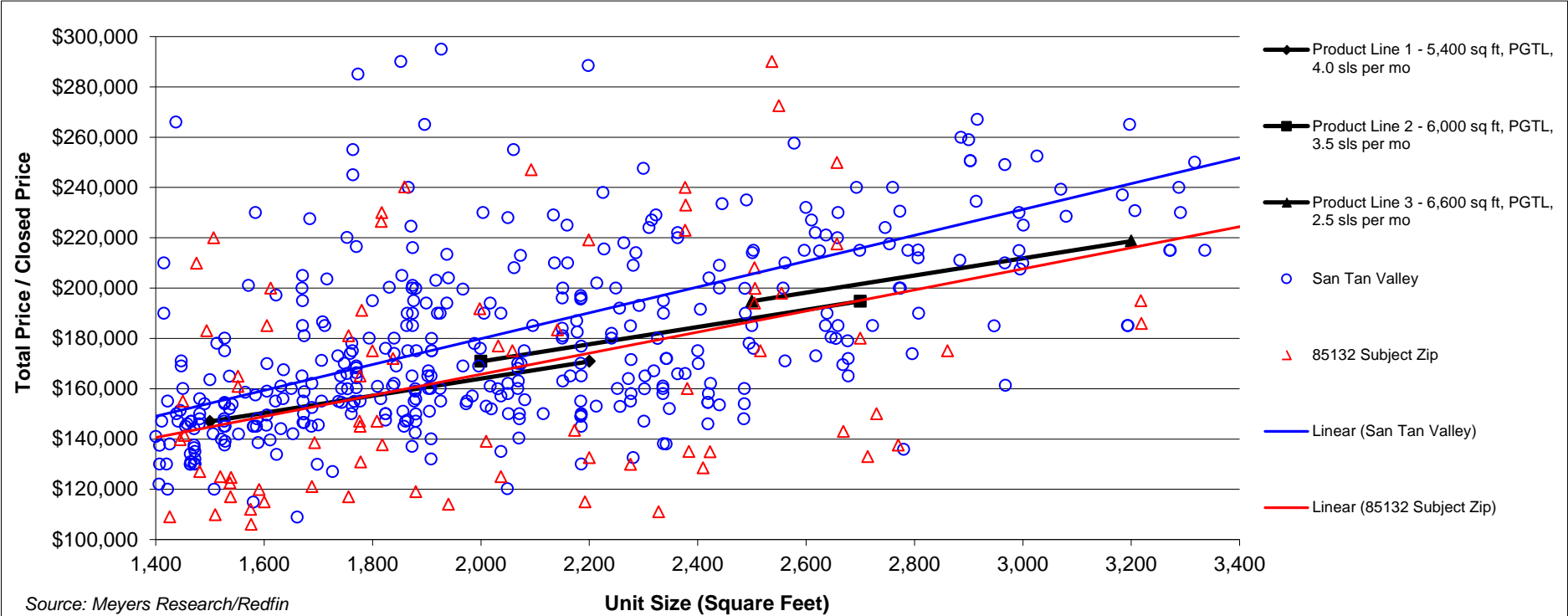


Source: Meyers Research; Individual Community Sales Offices

Absorption = Historical/3 Month

# Attaway Crossing Represents Value Over Master Plans to the North

The graph below illustrates how Attaway Crossing's units are positioned relative to a selection of closed resale homes that occurred in the local area over the past three months. Resales analyzed include detached home sales built after 2005 within: 1) San Tan Valley and 2) 8132 Attaway Crossing Zip Code. Our recommended pricing line for Attaway Crossing's larger new homes is below the trend for the San Tan Valley zip code and generally above the 8132 Zip code for the Product Line 2 and Product Line 3, but below the trend line for Product Line 1. See the Appendix for a map of these areas.

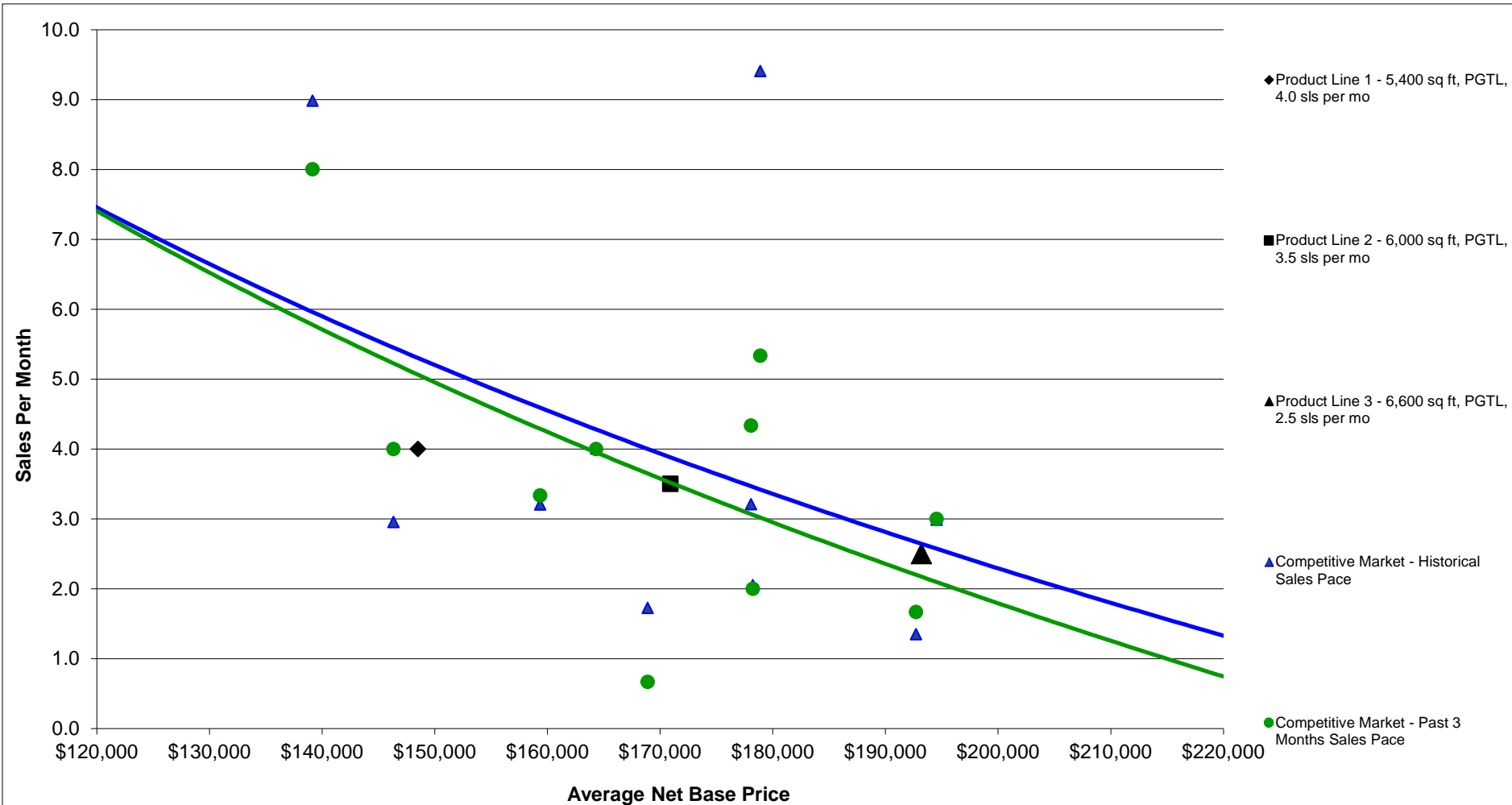


REFERENCE AREA	DATE RANGE	YEAR BUILT	LOT SIZE	SALES	SALES PACE		AVERAGE		
					ALL	3 MO.	SF	NET PRICE	\$/SF
San Tan Valley	May. '15 to Aug. '15	2007	6,898	452	159.9	148.3	2,097	\$184,901	\$88
85132 Subject Zip	May. '15 to Aug. '15	2008	8,796	101	35.7	32.7	2,122	\$170,823	\$80

RESALE MARKET AVERAGE:	277	97.8	90.5	2,109	\$177,862	\$84
RESALE MARKET MEDIAN:	277	97.8	90.5	2,109	\$177,862	\$84

# Local Market is Relatively Elastic

The graph below illustrates the relationship between price and absorption in the competitive market. It indicates that for the most part, the market is relatively *elastic* – that is, lower priced projects tend to sell at a faster pace than those that are higher priced. It also provides support for our estimated absorption rates for each of the Attaway Crossing product lines.



Source: Meyers Research; Individual Community Sales Offices

# Appendix

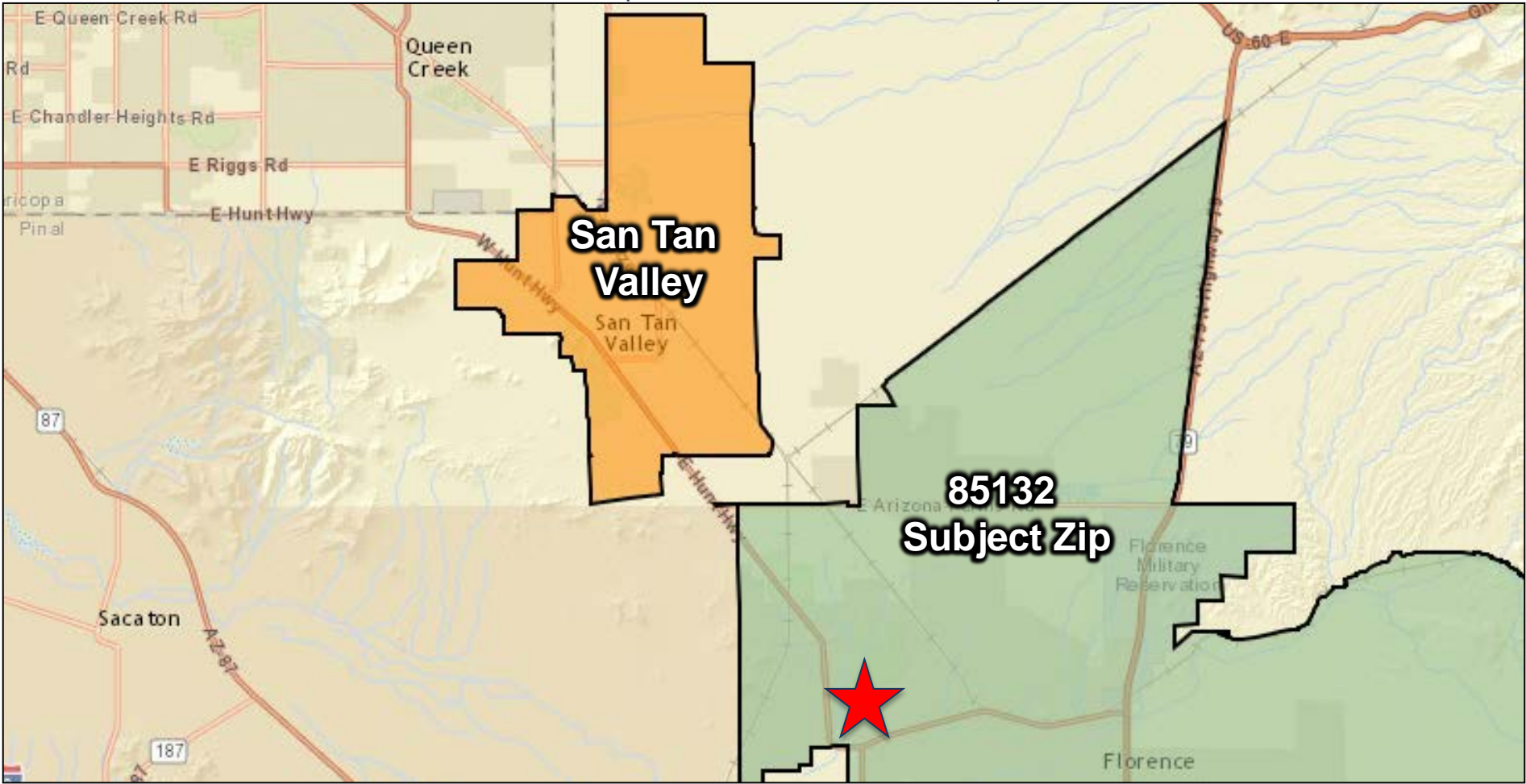
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*Attaway Crossing, 144 Acres, Florence, Arizona*









# Attaway Crossing is in the 85132 Zip Code

We used two levels of geography in our analysis for resales: the 85132 Zip Code and San Tan Valley, which are separated by approximately one mile of State Land that is currently undeveloped. The Attaway Crossing competitive market area includes the 85132 zip code and includes the Merrill Ranch, Magic Ranch, and Magma Ranch master plans. San Tan Valley includes Copper Basin, Johnson Ranch as well as a number of established master plans to the north (some of which have active new home sales communities, but were not included in the current competitive area for new home sales).



# Competitive Project Detail

COMMUNITY SPECIFICS AND SALES PACE			FLOORPLAN SUMMARY				COMPETITIVE MARKET PRICING SUMMARY										PROJECT NOTES												
Project Name	Builder Name		Size	Base Price	Base Price/Sq. Ft.	Current Incentives				Net Base Price (\$/Reduction)	Net Base Price/Sq. Ft.	Typical		Total Price/SF	Monthly Payment Inputs			80.0% Mo.Pmt.	Community observations, comments on incentives, recent price changes etc.										
Location	Master Plan	Sales Summary				Price	Options / Reduction	Upgrades	Closing \$ / Other			Options / Upgrades	Premiums		Total Price	Monthly HOA	Base Tax			Add Tax	4.0%								
<b>LGI at Magma Ranch</b>	<b>LGI Homes</b>		1,389	3	2.0	1	2	\$160,900	\$116	\$0	\$0	(\$3,218)	\$160,900	\$116	\$8,045	\$0	\$168,945	\$122	\$75	1.00%	0.00%	\$861							
<b>Florence</b>	<b>Magma Ranch</b>		1,552	3	2.0	1	2	\$165,900	\$107	\$0	\$0	(\$3,318)	\$165,900	\$107	\$8,295	\$0	\$174,195	\$112	\$75	1.00%	0.00%	\$885							
Product:	Single Family	Total Units:	1,000	1,838	3	2.0	1	2	\$175,900	\$96	\$0	\$0	(\$3,518)	\$175,900	\$96	\$8,795	\$0	\$184,695	\$110	\$75	1.00%	0.00%		\$934					
Configuration:	6,000	Units Sold:	372	2,053	4	2.5	2	2	\$190,900	\$93	\$0	\$0	(\$3,818)	\$190,900	\$93	\$9,545	\$0	\$200,445	\$98	\$75	1.00%	0.00%		\$1,008					
Lot Dimensions:	50' x 120'	3 Months Sold:	16	2,555	5	2.5	2	2	\$200,900	\$79	\$0	\$0	(\$4,018)	\$200,900	\$79	\$10,045	\$0	\$210,945	\$83	\$75	1.00%	0.00%		\$1,056					
Sales Open Date:	May-12	Units Remaining:	628																										
Overall Sales Rate:	9.4	% Remaining:	63%																										
3 Mon. Sales Rate:	5.3	Avg. Age of Buyer:	30																										
<b>Totals/Averages:</b>			1,877											\$178,900	\$95	\$0	\$0	(\$3,578)	\$178,900	\$95	\$8,945	\$0		\$187,845	\$100	\$75	1.00%	0.00%	\$949
<b>Parkside at Anthem Canyon</b>	<b>Pulte Homes</b>		1,933	2	2.0	1	2	\$166,990	\$86	\$0	\$0	(\$15,000)	\$166,990	\$86	\$41,748	\$10,500	\$204,238	\$106	\$124	1.10%	0.00%	\$1,091							
<b>Florence</b>	<b>Merrill Ranch</b>		2,173	3	2.0	1	2	\$174,990	\$81	\$0	\$0	(\$15,000)	\$174,990	\$81	\$43,748	\$10,500	\$214,238	\$99	\$124	1.10%	0.00%	\$1,139							
Product:	Single Family	Total Units:	1,333	2,328	3	2.0	1	2	\$181,990	\$78	\$0	\$0	(\$15,000)	\$181,990	\$78	\$45,498	\$10,500	\$222,988	\$96	\$124	1.10%	0.00%	\$1,180						
Configuration:	6,900	Units Sold:	90	2,569	4	2.0	1	3	\$188,990	\$74	\$0	\$0	(\$15,000)	\$188,990	\$74	\$47,248	\$10,500	\$231,738	\$90	\$124	1.10%	0.00%	\$1,222						
Lot Dimensions:	60' x 115'	3 Months Sold:	6																										
Sales Open Date:	Dec-11	Units Remaining:	1,243																										
Overall Sales Rate:	2.0	% Remaining:	93%																										
3 Mon. Sales Rate:	2.0	Avg. Age of Buyer:	35																										
<b>Totals/Averages:</b>			2,251											\$178,240	\$79	\$0	\$0	(\$15,000)	\$178,240	\$79	\$44,560	\$10,500	\$218,300		\$97	\$124	1.10%	0.00%	\$1,158
<b>Parkside at Anthem Cactus</b>	<b>Pulte Homes</b>		1,480	2	2.0	1	2	\$137,990	\$93	\$0	\$0	(\$10,000)	\$137,990	\$93	\$27,598	\$5,000	\$160,588	\$109	\$124	1.10%	0.00%	\$885							
<b>Florence</b>	<b>Merrill Ranch</b>		1,756	2	2.0	1	2	\$152,990	\$87	\$0	\$0	(\$10,000)	\$152,990	\$87	\$30,598	\$5,000	\$178,588	\$102	\$124	1.10%	0.00%	\$970							
Product:	Single Family	Total Units:	2,667	1,895	3	2.0	1	3	\$157,990	\$83	\$0	\$0	(\$10,000)	\$157,990	\$83	\$31,598	\$5,000	\$184,588	\$97	\$124	1.10%	0.00%		\$998					
Configuration:	5,750	Units Sold:	176	1,998	3	2.0	1	3	\$162,990	\$82	\$0	\$0	(\$10,000)	\$162,990	\$82	\$32,598	\$5,000	\$190,588	\$95	\$124	1.10%	0.00%		\$1,027					
Lot Dimensions:	50' x 115'	3 Months Sold:	12	2,504	4	2.5	2	3	\$181,990	\$73	\$0	\$0	(\$10,000)	\$181,990	\$73	\$36,398	\$5,000	\$213,388	\$85	\$124	1.10%	0.00%		\$1,135					
Sales Open Date:	Dec-11	Units Remaining:	2,491	2,701	5	3.5	2	3	\$191,990	\$71	\$0	\$0	(\$10,000)	\$191,990	\$71	\$38,398	\$5,000	\$225,388	\$83	\$124	1.10%	0.00%		\$1,191					
Overall Sales Rate:	4.0	% Remaining:	93%																										
3 Mon. Sales Rate:	4.0	Avg. Age of Buyer:	35																										
<b>Totals/Averages:</b>			2,056											\$164,323	\$80	\$0	\$0	(\$10,000)	\$164,323	\$80	\$32,865	\$5,000		\$192,188	\$93	\$124	1.10%	0.00%	\$1,034
<b>Villas II at Magic Ranch</b>	<b>Express Homes</b>		1,539	4	2.5	2	2	\$123,400	\$80	\$0	\$0	(\$4,936)	\$123,400	\$80	\$12,340	\$1,500	\$137,240	\$89	\$48	1.00%	0.00%	\$687							
<b>Florence</b>	<b>Magic Ranch</b>		1,818	4	2.5	2	2	\$138,300	\$76	\$0	\$0	(\$5,532)	\$138,300	\$76	\$13,830	\$1,500	\$153,630	\$85	\$48	1.00%	0.00%	\$763							
Product:	Single Family	Total Units:	150	2,173	4	2.5	2	2	\$144,900	\$67	\$0	\$0	(\$5,796)	\$144,900	\$67	\$14,490	\$1,500	\$160,890	\$74	\$48	1.00%	0.00%	\$797						
Configuration:	3,200	Units Sold:	43	2,301	4	2.5	2	2	\$150,000	\$65	\$0	\$0	(\$6,000)	\$150,000	\$65	\$15,000	\$1,500	\$166,500	\$72	\$48	1.00%	0.00%	\$823						
Lot Dimensions:	40' x 80'	3 Months Sold:	24																										
Sales Open Date:	Mar-15	Units Remaining:	107																										
Overall Sales Rate:	9.0	% Remaining:	71%																										
3 Mon. Sales Rate:	8.0	Avg. Age of Buyer:	30																										
<b>Totals/Averages:</b>			1,958											\$139,150	\$71	\$0	\$0	(\$5,566)	\$139,150	\$71	\$13,915	\$1,500	\$154,565		\$79	\$48	1.00%	0.00%	\$767
<b>Ironhorse at Magic Ranch</b>	<b>DR Horton</b>		1,892	4	2.0	2	1	\$157,400	\$83	\$0	\$0	(\$6,296)	\$157,400	\$83	\$15,740	\$1,500	\$174,640	\$92	\$51	1.00%	0.00%	\$864							
<b>Florence</b>	<b>Magic Ranch</b>		2,141	4	2.0	1	3	\$162,700	\$76	\$0	\$0	(\$6,508)	\$162,700	\$76	\$16,270	\$1,500	\$180,470	\$84	\$51	1.00%	0.00%	\$891							
Product:	Single Family	Total Units:	49	2,229	3	2.5	1	2	\$162,300	\$73	\$0	\$0	(\$6,492)	\$162,300	\$73	\$16,230	\$1,500	\$180,030	\$81	\$51	1.00%	0.00%		\$889					
Configuration:	7,200	Units Sold:	45	3,207	5	2.5	2	3	\$193,200	\$60	\$0	\$0	(\$7,728)	\$193,200	\$60	\$19,320	\$1,500	\$214,020	\$67	\$51	1.00%	0.00%		\$1,047					
Lot Dimensions:	60' x 120'	3 Months Sold:	2																										
Sales Open Date:	Jun-13	Units Remaining:	4																										
Overall Sales Rate:	1.7	% Remaining:	8%																										
3 Mon. Sales Rate:	0.7	Avg. Age of Buyer:	30																										
<b>Totals/Averages:</b>			2,367											\$168,900	\$71	\$0	\$0	(\$6,756)	\$168,900	\$71	\$16,890	\$1,500		\$187,290	\$79	\$51	1.00%	0.00%	\$922
<b>Milano II at Copper Basin</b>	<b>DR Horton</b>		1,259	3	2.0	1	2	\$130,200	\$103	\$0	\$0	(\$5,208)	\$130,200	\$103	\$15,624	\$1,500	\$147,324	\$117	\$76	1.00%	0.00%	\$761							
<b>San Tan Valley</b>	<b>Copper Basin</b>		1,445	3	2.0	1	2	\$135,800	\$94	\$0	\$0	(\$5,432)	\$135,800	\$94	\$16,296	\$1,500	\$153,596	\$106	\$76	1.00%	0.00%	\$791							
Product:	Single Family	Total Units:	66	1,701	3	2.6	2	2	\$145,200	\$85	\$0	\$0	(\$5,808)	\$145,200	\$85	\$17,424	\$1,500	\$164,124	\$96	\$76	1.00%	0.00%	\$840						
Configuration:	4,800	Units Sold:	46	2,138	3	2.5	2	2	\$155,700	\$73	\$0	\$0	(\$6,228)	\$155,700	\$73	\$18,684	\$1,500	\$175,884	\$82	\$76	1.00%	0.00%	\$894						
Lot Dimensions:	40' x 120'	3 Months Sold:	12	2,422	3	2.5	2	2	\$164,800	\$68	\$0	\$0	(\$6,592)	\$164,800	\$68	\$19,776	\$1,500	\$186,076	\$77	\$76	1.00%	0.00%	\$942						
Sales Open Date:	May-14	Units Remaining:	20																										
Overall Sales Rate:	3.0	% Remaining:	30%																										
3 Mon. Sales Rate:	4.0	Avg. Age of Buyer:	35																										
<b>Totals/Averages:</b>			1,793											\$146,340	\$82	\$0	\$0	(\$5,854)	\$146,340	\$82	\$17,561	\$1,500	\$165,401		\$92	\$76	1.00%	0.00%	\$846

# Competitive Project Detail (Cont'd)

COMMUNITY SPECIFICS AND SALES PACE		FLOORPLAN SUMMARY					COMPETITIVE MARKET PRICING SUMMARY										PROJECT NOTES				
Project Name	Builder Name	Size	Base	Base Price/Sq. Ft.	Current Incentives Price	Options / Upgrades	Closing \$ / Other	Net Base Price (\$)	Net Base Price/Sq. Ft.	Typical		Total Price/SF	Monthly Payment Inputs			80.0% 4.0% Mo.Pmt.	Community observations, comments on incentives, recent price changes etc.				
Location	Master Plan									Options / Upgrades	Premiums		Monthly HOA	Base Tax	Add Taxes						
Product Details	Sales Summary	SF	Bed	Bath	Level	Pkg	Price	Price/Sq. Ft.	Reduction	Price (\$)	Price/Sq. Ft.	Options / Upgrades	Premiums	Total Price	Monthly HOA	Base Tax	Add Taxes				
<b>Laguna II at Copper Basin</b>	<b>DR Horton</b>	1,838	3	2.0	1	2	\$167,500	\$91	\$0	\$0	(\$6,700)	\$167,500	\$91	\$20,100	\$1,500	\$189,100	\$103	\$76	1.00%	0.00%	\$956
<b>San Tan Valley</b>	<b>Copper Basin</b>	2,025	3	2.5	1	3	\$175,900	\$87	\$0	\$0	(\$7,036)	\$175,900	\$87	\$21,108	\$1,500	\$198,508	\$98	\$76	1.00%	0.00%	\$1,000
Product: Single Family	Total Units: 188	2,086	3	2.0	1	2	\$174,900	\$84	\$0	\$0	(\$6,996)	\$174,900	\$84	\$20,988	\$1,500	\$197,388	\$95	\$76	1.00%	0.00%	\$994
Configuration: 6,000	Units Sold: 21	2,145	3	2.0	1	2	\$175,600	\$82	\$0	\$0	(\$7,024)	\$175,600	\$82	\$21,072	\$1,500	\$198,172	\$92	\$76	1.00%	0.00%	\$998
Lot Dimensions: 50' x 120'	3 Months Sold: 5	2,229	3	2.5	1	2	\$181,100	\$81	\$0	\$0	(\$7,244)	\$181,100	\$81	\$21,732	\$1,500	\$204,332	\$92	\$76	1.00%	0.00%	\$1,027
Sales Open Date: May-14	Units Remaining: 167	2,727	4	3.5	2	3	\$226,300	\$83	\$0	\$0	(\$9,052)	\$226,300	\$83	\$27,156	\$1,500	\$254,956	\$93	\$76	1.00%	0.00%	\$1,262
Overall Sales Rate: 1.3	% Remaining: 89%	2,837	4	2.5	2	2	\$201,700	\$71	\$0	\$0	(\$8,068)	\$201,700	\$71	\$24,204	\$1,500	\$227,404	\$80	\$76	1.00%	0.00%	\$1,134
3 Mon. Sales Rate: 1.7	Avg. Age of Buyer: 35	3,070	4	2.5	2	3	\$218,900	\$71	\$0	\$0	(\$8,756)	\$218,900	\$71	\$26,268	\$1,500	\$246,668	\$80	\$76	1.00%	0.00%	\$1,224
		3,207	5	2.5	2	3	\$212,700	\$66	\$0	\$0	(\$8,508)	\$212,700	\$66	\$25,524	\$1,500	\$239,724	\$75	\$76	1.00%	0.00%	\$1,191
Totals/Averages:		2,463					\$192,733	\$78	\$0	\$0	(\$7,709)	\$192,733	\$78	\$23,128	\$1,500	\$217,361	\$88	\$76	1.00%	0.00%	\$1,087
<b>Montego II at Copper Basin</b>	<b>DR Horton</b>	1,318	3	2.0	1	2	\$140,700	\$107	\$0	\$0	(\$5,628)	\$140,700	\$107	\$16,884	\$1,500	\$159,084	\$121	\$76	1.00%	0.00%	\$816
<b>San Tan Valley</b>	<b>Copper Basin</b>	1,566	4	2.0	1	2	\$148,100	\$95	\$0	\$0	(\$5,924)	\$148,100	\$95	\$17,772	\$1,500	\$167,372	\$107	\$76	1.00%	0.00%	\$855
Product: Single Family	Total Units: 177	1,628	3	2.0	1	2	\$150,900	\$93	\$0	\$0	(\$6,036)	\$150,900	\$93	\$18,108	\$1,500	\$170,508	\$105	\$76	1.00%	0.00%	\$869
Configuration: 5,400	Units Sold: 50	1,860	4	2.5	1	2	\$157,300	\$85	\$0	\$0	(\$6,292)	\$157,300	\$85	\$18,876	\$1,500	\$177,676	\$96	\$76	1.00%	0.00%	\$903
Lot Dimensions: 45' x 120'	3 Months Sold: 10	2,048	4	2.5	2	2	\$167,100	\$82	\$0	\$0	(\$6,684)	\$167,100	\$82	\$20,052	\$1,500	\$188,652	\$92	\$76	1.00%	0.00%	\$954
Sales Open Date: May-06	Units Remaining: 127	2,255	4	2.5	2	2	\$166,800	\$74	\$0	\$0	(\$6,672)	\$166,800	\$74	\$20,016	\$1,500	\$188,316	\$84	\$76	1.00%	0.00%	\$952
Overall Sales Rate: 0.0	% Remaining: 72%	2,538	3	2.5	2	2	\$184,600	\$73	\$0	\$0	(\$7,384)	\$184,600	\$73	\$22,152	\$1,500	\$208,252	\$82	\$76	1.00%	0.00%	\$1,045
3 Mon. Sales Rate: 0.0	Avg. Age of Buyer: 35																				
Totals/Averages:		1,888					\$159,357	\$84	\$0	\$0	(\$6,374)	\$159,357	\$84	\$19,123	\$1,500	\$179,980	\$95	\$76	1.00%	0.00%	\$913
<b>Ridgeview at Johnson Ranch</b>	<b>Shea Homes</b>	1,500	3	2.0	1	2	\$149,990	\$100	\$0	\$0	(\$10,000)	\$149,990	\$100	\$22,499	\$6,000	\$168,489	\$112	\$66	1.00%	0.00%	\$850
<b>San Tan Valley</b>	<b>Johnson Ranch</b>	1,693	3	2.0	1	2	\$168,490	\$100	\$0	\$0	(\$10,000)	\$168,490	\$100	\$25,274	\$6,000	\$189,764	\$112	\$66	1.00%	0.00%	\$949
Product: Single Family	Total Units: 113	1,825	3	2.0	1	2	\$172,490	\$95	\$0	\$0	(\$10,000)	\$172,490	\$95	\$25,874	\$6,000	\$194,364	\$107	\$66	1.00%	0.00%	\$970
Configuration: 4,950	Units Sold: 100	2,098	3	2.5	2	2	\$185,490	\$88	\$0	\$0	(\$10,000)	\$185,490	\$88	\$27,824	\$6,000	\$209,314	\$100	\$66	1.00%	0.00%	\$1,040
Lot Dimensions: 45' x 115'	3 Months Sold: 13	2,286	4	3.0	2	3	\$193,490	\$85	\$0	\$0	(\$10,000)	\$193,490	\$85	\$29,024	\$6,000	\$218,514	\$96	\$66	1.00%	0.00%	\$1,083
Sales Open Date: Jan-13	Units Remaining: 13	2,468	4	3.0	2	3	\$198,490	\$80	\$0	\$0	(\$10,000)	\$198,490	\$80	\$29,774	\$6,000	\$224,264	\$91	\$66	1.00%	0.00%	\$1,109
Overall Sales Rate: 3.2	% Remaining: 12%																				
3 Mon. Sales Rate: 4.3	Avg. Age of Buyer: 55																				
Totals/Averages:		1,978					\$178,073	\$90	\$0	\$0	(\$10,000)	\$178,073	\$90	\$26,711	\$6,000	\$200,784	\$101	\$66	1.00%	0.00%	\$1,000
<b>Hideaway at Johnson Ranch</b>	<b>Shea Homes</b>	1,831	3	2.0	1	2	\$180,990	\$99	\$0	\$0	(\$10,000)	\$180,990	\$99	\$27,149	\$6,000	\$204,139	\$111	\$66	1.00%	0.00%	\$1,016
<b>San Tan Valley</b>	<b>Johnson Ranch</b>	2,055	3	3.0	1	3	\$194,990	\$95	\$0	\$0	(\$10,000)	\$194,990	\$95	\$29,249	\$6,000	\$220,239	\$107	\$66	1.00%	0.00%	\$1,091
Product: Single Family	Total Units: 135	2,063	4	2.0	1	2	\$186,990	\$91	\$0	\$0	(\$10,000)	\$186,990	\$91	\$28,049	\$6,000	\$211,039	\$102	\$66	1.00%	0.00%	\$1,048
Configuration: 6,000	Units Sold: 99	2,097	4	2.0	1	2	\$187,990	\$90	\$0	\$0	(\$10,000)	\$187,990	\$90	\$28,199	\$6,000	\$212,189	\$101	\$66	1.00%	0.00%	\$1,053
Lot Dimensions: 50' x 120'	3 Months Sold: 9	2,102	3	2.5	2	3	\$195,990	\$93	\$0	\$0	(\$10,000)	\$195,990	\$93	\$29,399	\$6,000	\$221,389	\$105	\$66	1.00%	0.00%	\$1,096
Sales Open Date: Nov-12	Units Remaining: 36	2,418	4	3.0	2	3	\$204,990	\$85	\$0	\$0	(\$10,000)	\$204,990	\$85	\$30,749	\$6,000	\$231,739	\$96	\$66	1.00%	0.00%	\$1,144
Overall Sales Rate: 3.0	% Remaining: 27%	2,690	3	2.0	2	3	\$209,990	\$78	\$0	\$0	(\$10,000)	\$209,990	\$78	\$31,499	\$6,000	\$237,489	\$88	\$66	1.00%	0.00%	\$1,171
3 Mon. Sales Rate: 3.0	Avg. Age of Buyer: 55																				
Totals/Averages:		2,179					\$194,561	\$89	\$0	\$0	(\$10,000)	\$194,561	\$89	\$29,184	\$6,000	\$219,746	\$101	\$66	1.00%	0.00%	\$1,088



## CONTACT INFORMATION

This market analysis was prepared by Meyers Research, a market research and consulting firm specializing in the real estate industry. It has been commissioned by PGTL Attaway Crossing L.P.

Tim Sullivan served as Project Director and oversaw all aspects of this assignment. Shaun McCutcheon and Ryan Arp managed the engagement on a day-to-day basis. Follow-up questions should be directed to Shaun McCutcheon at (858)381-4388 or [smccutcheon@meyersllc.com](mailto:smccutcheon@meyersllc.com).


## LIMITING CONDITIONS

PGTL Attaway Crossing L.P. is responsible for representations about its development plans, marketing expectations and for disclosure of any significant information that might affect the ultimate realization of the projected results.

There will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected, and the differences may be material.

We have no responsibility to update our report for events and circumstances occurring after the date of our report.

Payment of any and all of our fees and expenses is not in any way contingent upon any factor other than our providing services related to this report.

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>8e.</b>
<b>MEETING DATE:</b> April 3, 2017  <b>DEPARTMENT:</b> Public Works  <b>STAFF PRESENTER:</b> Christopher A. Salas Public Works Director/Town Engineer  <b>SUBJECT:</b> Acceptance of the Public Improvements for the Anthem at Merrill Ranch Subdivision Unit 17C		<input checked="" type="checkbox"/> <b>Action</b> <input type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Public Hearing</b> <input type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Regulatory</b> <input type="checkbox"/> <b>1<sup>st</sup> Reading</b> <input type="checkbox"/> <b>2<sup>nd</sup> Reading</b> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

Approve the acceptance of the improvements prior to the start of the warranty period which shall be retroactive to September 13, 2016.

The Town Engineer has found that all of the pavements, utilities, storm sewer, grading/drainage improvements and all other required improvements within the right-of-way/easements have been constructed in accordance with the requirements of the Town Code and specified Engineering Standards.

The following documentation represents the prerequisite for approval including the delivery of required certification together with test results and as-built drawings.

**DOCUMENTATION**

- Final Grading and Drainage As-Builts
- Final Paving and Profile Plans
- Final Water and Sewer Plan As-Builts
- Water Pressure, Leak, Chlorine and Bacteria Testing
- Sewer Pressure, Mandrel, Camera, Vacuum, Insecticide Testing
- Material Testing Package
- Engineers Certificates of Construction for Water and Sewer
- ADEQ Approval of Construction for Water and Sewer
- Fire Department Acceptance Document
- Johnson Utilities Acceptance Document
- Dry Utility Drawings

**BACKGROUND/DISCUSSION:**

The property is located in the Anthem at Merrill Ranch Subdivision, owned by Pulte Homes, Inc. Pulte Homes, Inc. has completed the public improvements necessary for

the development of Unit 17C (consisting of Crestwood Ct. STA 10+00 thru 14+00 and Rushmore Way STA 10+40 thru 12+88.07) of the Anthem at Merrill Ranch subdivision and has requested the Town of Florence accept the completed improvements for ownership and maintenance. Due to internal processing adjustments, the start date for Unit 17C acceptance shall be retroactive to September 13, 2016.

All improvements in the public right-of-way or easements have been constructed under inspection and approval of the Town Engineer/Public Works Department and/or utility company having jurisdiction. The following improvements with regards to Unit 17C (consisting of Crestwood Ct. STA 10+00 thru 14+00 and Rushmore Way STA 10+40 thru 12+88.07) have been completed and are subject to a one year warranty period prior to acceptance for maintenance; grading, paving, concrete, water, sewer, signing, pavement markings, and storm drain. Street lighting has been completed and is subject to a two year warranty period prior to maintenance acceptance. Acceptance of maintenance of these improvements will be by separate document at the end of the warranty period.

The developer shall maintain the subdivision improvements, free from defects, for the warranty period and shall promptly correct any defect which they have noticed or which the Town discovers which occurs prior to the terminus of the warranty period from the date of the acceptance of all improvements.

#### **FINANCIAL IMPACT:**

Acquisition of infrastructure assets will be based upon acceptance of assets by the Town Council recorded as specified in the Capital Asset Policy and Procedure prior to acceptance for maintenance/replacement by the Town. A summary of quantities for each asset will be accepted into the Town's maintenance system, (excepting water/sewer utilities).

#### **STAFF RECOMMENDATION:**

Staff recommends approval of the action due to the potential social and economic impacts and affects of new subdivisions within Florence. The proposed acceptance of this development may change the lives of current and future residents by measurement of the potential socio-economic impacts such as:

- Change in demographics
- Resulting retail / service and housing benefits
- Change in employment and income levels
- Changes in quality of life in the community
- Satisfying current housing needs
- Specialty house meeting the needs of the groups considered

#### **ATTACHMENTS:**

Letter of Acceptance  
Map of Unit 17C

# Town of Florence

PO Box 2670  
775 North Main Street  
Florence, Arizona 85132

Phone (520) 868-7500  
Fax (520) 868-7501  
TDD (520) 868-7502

[www.florenceaz.gov](http://www.florenceaz.gov)

## TOWN SERVICES

Building Safety  
868-7556

Community Development  
868-7575

Finance  
868-7624

Fire  
868-7609

Grants  
868-7513

Human Resources  
868-7545

Library  
868-8311

Municipal Court  
868-7514

Parks and Recreation  
868-7589

Police  
868-7681

Public Works  
868-7620

Senior Center  
868-7622

Town Attorney  
868-7557

Utility Billing  
868-7680

Water/Wastewater  
868-7695

September 13, 2016

Mr. Randy Christman, Manager of Planning & Entitlements  
Pulte Homes, Inc.  
16767 North Perimeter Dr. - Ste. 100  
Scottsdale, AZ 85260

Re: Letter of Acceptance: Anthem at Merrill Ranch Unit 17C

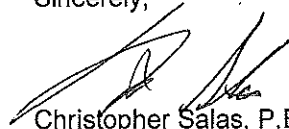
Dear Mr. Christman:

This letter is to indicate that the streets, street lights, sidewalks, curbs and gutters, storm drainage structures and appurtenances, and all other constructed infrastructure pertaining to Anthem at Merrill Ranch (AMR) Unit 17C (consisting of Crestwood Ct. STA 10+00 thru 14+00 and Rushmore Way STA 10+40 thru 12+88.07), is located within our dedicated rights-of-ways and/or platted easements. All traffic signs, pavement markings, and subdivision monuments have been placed. We have caused prudent onsite inspections, and other quality control measures at a frequency and of a number as required by the various sections of the Town of Florence standards to assure that among other things, dimensions have been met, correct materials have been used, and required densities of materials have been achieved. To the best of our knowledge (based upon my review of these investigations, tests, and inspections), all of the above improvements have been constructed in accordance with the approved plans, Town of Florence standards, and conform to the current Town Code of Florence.

It is understood that there is a 12-month minimum maintenance period that covers all of the public improvements and that said guarantee begins at the date of acceptance by Town Council. The developer understands that he is responsible for any discrepancies found in the subdivision improvements which are a result of defective design, workmanship, or materials for the maintenance period. Street lighting has a 24-month minimum maintenance period.

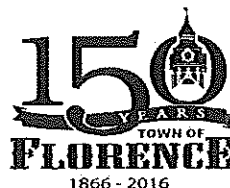
Prior to one (1) year, after appropriate inspection(s) and correction(s), the infrastructure will be accepted into the Town's maintenance system. Two (2) years for street lights.

Sincerely,



Christopher Salas, P.E.  
Director of Public Works/Town Engineer  
Town of Florence Arizona

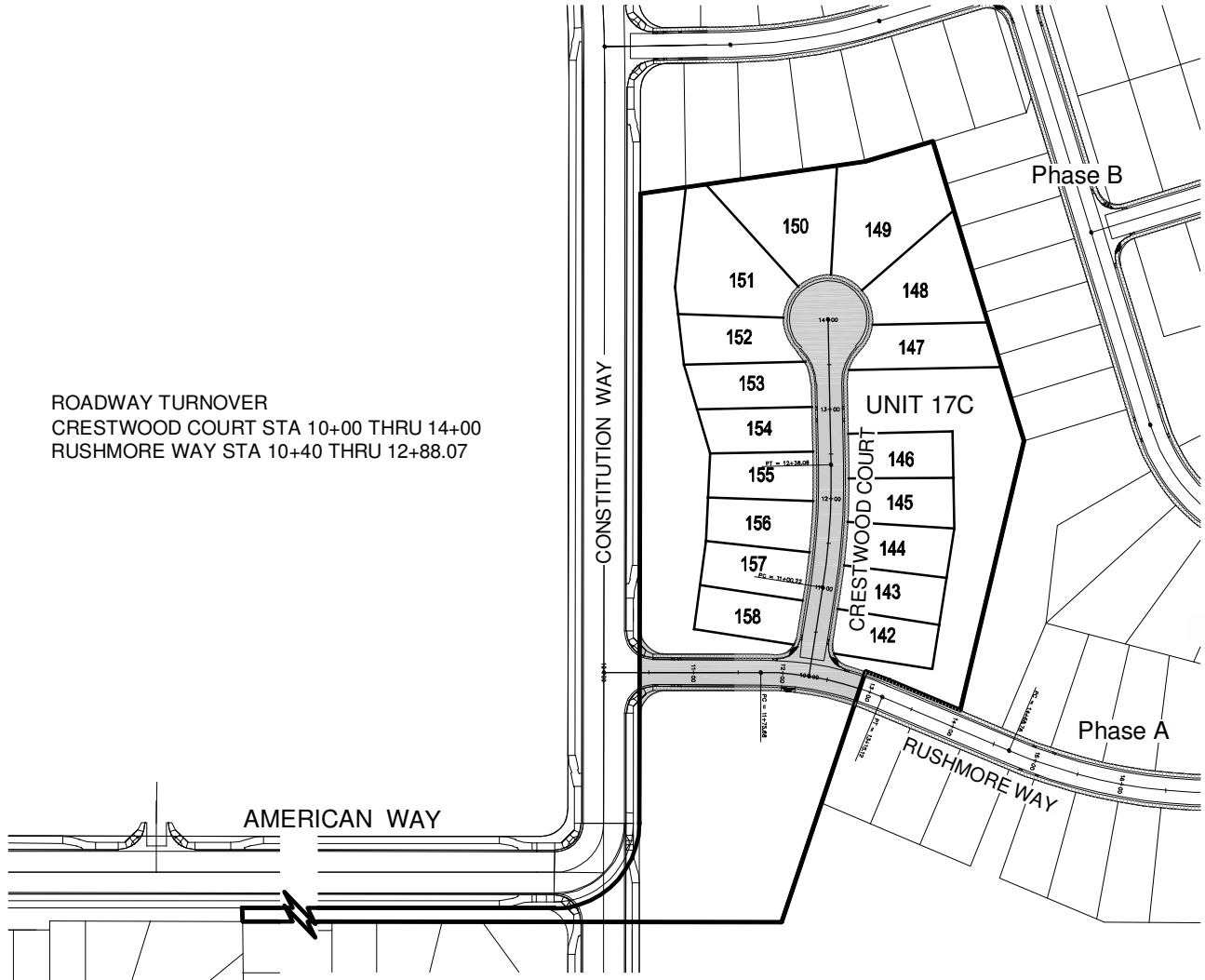
Cc: B. Billingsley, TOF  
M. Eckhoff, TOF  
J. Baxter, Baxter Design



*History Remembered; The Future Embraced; Celebrating 150 Years*

path: R:\742-AMR\UNITS\UNIT-17-AMR\09-EXHIBITS\Road Turnover 17C\ file name: UNIT-17C Road Turnover.dwg | plot date: September 14, 2016 | plotted by: ssanders

ROADWAY TURNOVER  
CRESTWOOD COURT STA 10+00 THRU 14+00  
RUSHMORE WAY STA 10+40 THRU 12+88.07



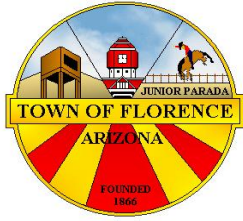
1"=200'

**BAXTER DESIGN GROUP**

7580 N. Dobson Rd.,  
Suite 200  
Scottsdale, AZ  
85256  
(480) 818-6001

ROADWAY TURNOVER  
**PULTE GROUP**  
 ANTHEM AT MERRILL RANCH  
 UNIT 17C  
 TOWN OF FLORENCE, AZ





## TOWN OF FLORENCE

### Community Development Department

The town of Florence will successfully capitalize on its favorable location, rich historical past, diverse neighborhoods family-friendly parks and natural Sonoran desert setting to create a community and economic environment that is truly sustainable, desirable and respected. Florence will carefully blend the old with the new to strive to maintain its position as the heart and core of Pinal County (Town of Florence 2020 General Plan).

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#### MEMO

To: Brent Billingsley  
Town Manager

Through: Mark Eckhoff  
Community Development Director

From: Michelle Orton  
Senior Planner

Date: April 3, 2017 Town Council Meeting

Re: Activity Report

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#### Ongoing projects and updates:

- The attached permit spreadsheet shows that the Town issued 12 single-family home permits for December 2016 and a total of 13 single-family home permits for the months of January and February of 2017 (please note that this report is written before the final March permit numbers were tallied).
- Staff is awaiting the submittal of a Development Agreement application and constructions plans for the downtown Circle K project. Staff is awaiting updates from Circle K on this project.
- The Development Agreement for the Medical Office Building has been approved and construction has begun.
- Staff had their last Strategic Planning Retreat with Town Council and the Citizen's Advisory Group (CAG) on February 24, 2017. The final plan should be completed by April 2017.
- Staff continues to have discussion with Southwest Value Partners (SWVP) about potential land swaps, plats, purchases, etc. Staff received a pre-plat extension letter from the engineer of record for pre-plats west of Hunt Highway.
- The Bailey Street historic home received approval from Historic District Advisory Committee and has an approved building permit. Construction has not started at this date.
- Mesquite Trails has resubmitted their final plat and are moving forward.

- Staff is currently reviewing three (3) preliminary subdivision plats and two (2) final plats for Anthem and are expecting more in the near future.
- A request to extend the Preliminary Plat approval for a phase of the Walker Butte development has been made, but the applicant has the project on hold pending further resolution of matters pertaining to this plat. The Plat should be presented to the Planning and Zoning Commission in the near future.
- Staff participated with the Parks and Recreation staff and had a successful 2017 Historic Home Tour. The timeline and schedule for 2018 is already underway.
- Sunbelt Holdings has reported that they have hired planners and engineers to update their plans for their proposed project along Arizona Farms Road. An update of the Development Agreement will likely be proposed as well.
- Florence Artisan Acres, LLC, is negotiating with the City Attorney and staff regarding the Development Agreement and Easement Agreement. The Design Review application for the first phase has been approved by the Planning and Zoning Commission.
- New property owners for 170 E Ruggles Street were not found and the demolition permit was issued. The historic home has been demolished.
- Staff continues to look forward to working with the new owners of the downtown hospital on their probable re-use plans.
- The Pinal County Superior Court building expansion construction project is well underway.
- The Sunpower solar farm project east of Florence is making great progress. The plant should go fully operation in the first quarter of 2017.
- The building permit for the Cuen building restoration was issued on November 13, 2015 and extended in November of 2016. The owner has made some progress on some structural and cosmetic issues on this building, the building remains far from complete and is not yet ready for occupancy. The owner has visited our Department a couple of times to report that he plans on getting more work done on this building in the near future.
- Staff is keeping in touch with ADOT on the North-South Corridor and Passenger Rail projects. A long-awaited agency meeting was held recently to provide agencies with a project update. ADOT is committed to completing a draft Tier One Environmental Impact Study on the project and presenting a 1,500 foot wide corridor for public review in 2017. Staff continues to advocate our preference for both corridors in our land planning activities.
- There is no activity to report on the Mosaic Church project in the Anthem at Merrill Ranch community.
- Staff completed a draft updated Town's sign Code along with the assistance of a project

committee. The draft code was presented at Planning and Zoning Commission and Historic District Advisory Commission meetings, as well as a Florence Chamber of Commerce forum. The document has been very favorably received thus far. Additional outreach, discussions and a formal adoption process are pending the review and direction of the Town Attorney. At this time, it may be the preference of the Town Attorney to defer this project a little more while we wait for other cities to approve their sign code updates. This direction was reinforced by Goldwater Institute's recent decision to challenge the City of Chandler's Sign Code.

- Staff has received and is reviewing a newly submitted application for the Attaway Crossing Annexation project. This annexation project is along Hunt Highway curve.
- After a long hiatus of the Superstition Vistas Committee, staff met with the committee on February 2017. Along with an update on the North/South and SR 24 Freeway Corridor Studies by ADOT the various issues/projects were discussed; Lost Dutchman Heights Project, State Trust Land Zoning Bank Concept, Progress on the Resolution Copper Project, Groundwater supply and recharge site investigation in the Southeast Valley, Arizona National Guard Joint Land Use Study and the Pinal County Regional Transportation Plan Sales Tax Proposal of ½ Cent.
- Staff attended a kick off meeting with Pinal County regarding their proposed planning project for the San Tan Valley area. No additional information has been shared on this project as of this date.
- As is expected during this time of year, we continue to receive permits for new dwelling units in Florence Gardens and Caliente.
- Staff is working with the State Parks Department at the McFarland Historic State Park. A new roof, painting and sign have already been constructed. The next step is to add a screening wall to the north side.
- Our Department has filled the Senior Planner position with Michelle Orton and the Building Inspector position with Adam Rynor. The Department is now without a Senior Building Inspector and the Administrative Assistant position has not been filled. Staff is working hard to ensure that our service and productivity standards remain high.
- Staff is working with other departments and our consultant from Nu-Trend to enhance our One-Stop Shop permitting process on the proposed upcoming adoption of the 2012 International Building Codes (on the 2006 services now).
- Staff continues to make contacts and prepares notices regarding code violations.
- The Town of Florence recently approved the International Agreement with the Arizona Department of Housing, Office of Manufactured Housing.
- Specific GIS Updates are as noted below:
  - Performed monthly county data update and SmartGov update.
  - Completed work on the Historic Properties web tool. Presenting to HDAC in March and then to council in April.

- Attended ASU's GIS career fest to help support the local community in the production of new GIS skilled workers.
- Supported Public Works and Town Management for the pavement preservation project
- Corrected the boundaries of the annexations around Anthem at Merrill Ranch as counties boundaries were skewed from their true alignment.
- Maintained address notification list to ensure proper individuals are being notified about any address changes and new addresses
- Updated CIP Web Tool for problems associated with an upgrade to the core software it is based on.
- Provided support for the potential Hunt Hwy Annexation
- Fulfilled six public records requests for GIS data
- Provided support to Baxter Design Group for two new units for Merrill Ranch PUD
- Provided information about hydrant coverage of the Town for the Fire Department
- Created a map for Parks and Recreation for the Poston Butte Access location on Hunt Hwy
- Researched information regarding the ROW for locations in Florence Gardens.
- Created maps for the South Waste Water Treatment Plant council item
- Supported Parks and Recreation with maps for the Road to Country Thunder Event
- Supported Administration with maps of the Arizona Movie Ranch

**TOWN OF FLORENCE**  
**Building Permits for 2005 Thru 2017**

Month	SFR 2005	SFR 2006	SFR 2007	SFR 2008	SFR 2009	SFR 2010	SFR 2011	SFR 2012	SFR 2013	SFR 2014	SFR 2015	SFR 2016	SFR 2017	M/F 2005 thru 2016	M/F 2017	M/H 2005	M/H 2006	M/H 2007	M/H 2008	M/H 2009	M/H 2010	M/H 2011	M/H 2012	M/H 2013	M/H 2014	M/H 2015	M/H 2016	M/H 2017	C/I 2005	C/I 2006	C/I 2007	C/I 2008	C/I 2009	C/I 2010	C/I 2011	C/I 2012	C/I 2013	C/I 2014	C/I 2015	C/I 2016	C/I 2017	Othe r 2005	Othe r 2006	Othe r 2007	Othe r 2008	Othe r 2009	Othe r 2010	Othe r 2011	Othe r 2012	Othe r 2013	Othe r 2014	
Jan.	1	6	29	51	1	20	4	7	20	16	10	22	3	0	0	1	3	4	3	1	2	1	1	0	1	1	1	0	0	0	0	1	5	0	0	1	0	0	0	1	2	0	30	13	28	23	42	33	32	32	35	61
Feb.	3	53	27	46	0	23	5	7	10	8	4	19	10	0	0	0	4	5	3	2	3	0	2	0	0	0	0	0	0	0	1	2	2	3	3	0	2	0	2	4	5	0	21	3	27	28	22	33	22	30	27	50
Mar.	13	51	58	48	3	29	5	8	20	14	21	15		0	0	3	6	6	4	2	1	2	0	2	1	0	0		0	4	3	3	5	1	2	1	1	4	0	2		16	20	32	29	44	12	34	30	48	35	
April	2	38	36	50	23	17	26	4	27	11	24	7		0	0	2	9	5	1	0	1	4	0	0	2	2	1		0	1	2	7	1	4	3	2	3	3	4	7		12	10	16	30	48	29	32	20	38	45	
May	1	50	53	53	33	24	16	20	14	15	18	18		0	0	3	13	1	0	1	1	1	1	1	0	2	1		0	3	3	9	1	0	2	1	1	3	3	1		12	10	26	14	14	28	31	33	41	24	
June	5	90	52	52	28	23	11	22	15	8	16	22		0	0	4	4	2	0	2	2	1	0	0	0	0	0		0	2	2	1	2	1	4	0	6	2	6	2		19	12	21	33	27	33	23	35	19	26	
July	3	32	54	57	35	15	5	12	11	20	24	13		0	0	2	5	1	0	0	1	0	0	0	1	0	0		0	2	3	2	1	0	6	6	1	6	3	3		9	16	22	36	26	14	17	24	24	18	
Aug.	0	19	32	38	16	6	13	12	19	9	12	12		0	0	1	1	3	0	0	0	1	0	0	0	1	0		0	0	0	9	3	1	1	1	4	4	1	0		5	10	28	27	28	15	19	23	39	14	
Sept.	35	6	1	31	10	6	7	14	8	12	11	15		0	0	2	2	1	0	1	0	0	0	0	0	2	1		1	1	3	2	1	0	6	0	1	8	3	2		11	16	9	38	23	20	17	18	28	35	
Oct.	2	16	21	23	11	5	7	12	14	13	10	13		0	0	4	6	2	2	0	0	0	2	2	0	0	0		5	4	2	2	2	1	1	0	4	4	3	1		17	16	30	56	21	20	18	40	56	28	
Nov.	2	20	17	18	24	5	8	8	11	7	16	15		0	0	4	2	2	1	0	3	1	0	0	1	0	1		9	1	3	4	2	0	0	1	1	6	3	4		19	35	16	30	33	37	41	33	41	33	
Dec.	33	26	31	0	17	0	5	12	13	11	10	12		0	0	2	7	4	1	3	0	1	0	1	0	0	0		2	2	1	1	1	2	2	0	0	10	2	0		57	27	18	20	25	23	31	42	34	29	
<b>Total</b>	<b>100</b>	<b>407</b>	<b>411</b>	<b>467</b>	<b>201</b>	<b>173</b>	<b>112</b>	<b>138</b>	<b>182</b>	<b>144</b>	<b>176</b>	<b>183</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>62</b>	<b>36</b>	<b>15</b>	<b>12</b>	<b>14</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>0</b>	<b>17</b>	<b>21</b>	<b>25</b>	<b>47</b>	<b>22</b>	<b>13</b>	<b>28</b>	<b>14</b>	<b>22</b>	<b>52</b>	<b>33</b>	<b>29</b>	<b>0</b>	<b>228</b>	<b>188</b>	<b>273</b>	<b>364</b>	<b>353</b>	<b>297</b>	<b>317</b>	<b>360</b>	<b>430</b>	<b>398</b>	

1. SFR = New Single Family Residential Homes

2. MF = New Multi-Family Residential (duplexes, triplexes, apartments, etc.)

3. MH = Manufactured Homes, Mobile Homes and Park Models

4. CI = Commercial/Industrial New/Tenant Improvements

5. Other = Pools, Sheds, Fences, Signs, etc.

For the month of February we were just under 15% decrease in comparison to last year. Our citation intake is also way down from last year. In review of the last four months, with the exception of January, our citation intake was low.

# COURT FINANCIAL REPORT

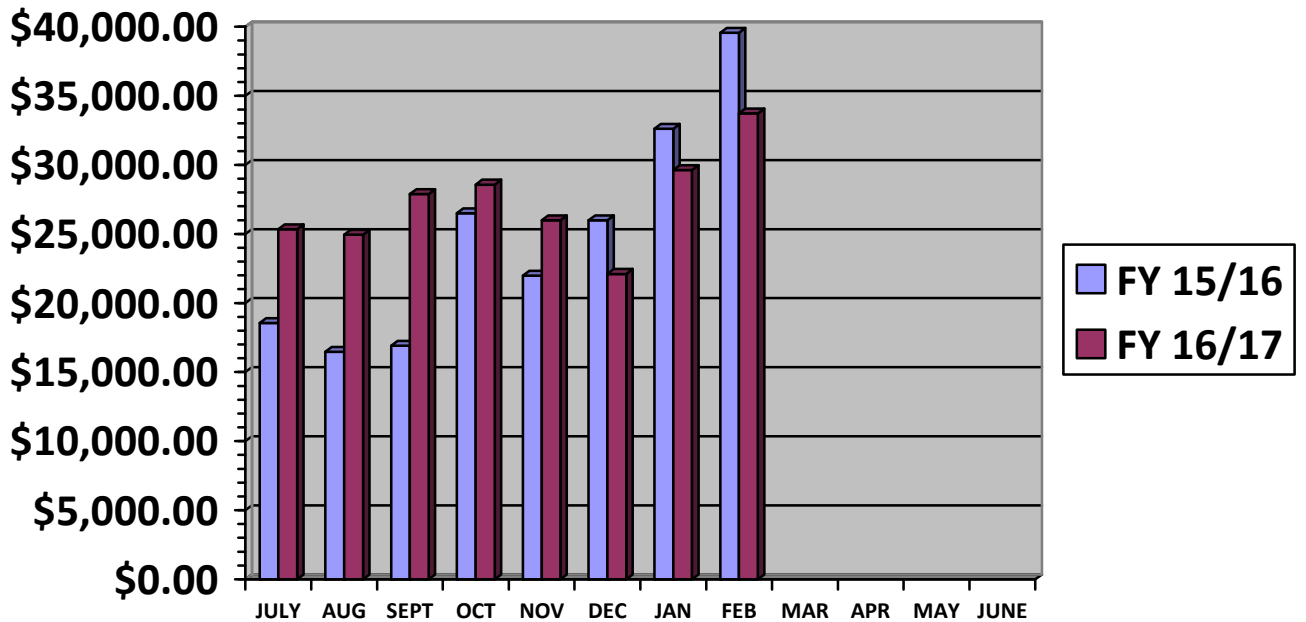
February 2017

IRENE ENRIQUEZ – Senior Court Clerk

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DISTRIBUTION TYPE	February 2017 (CURRENT)	February 2016 (LAST YEAR)
<b>FINE, FEES, &amp; TRAFFIC</b>	\$14,591.55	17,960.34
<b>STATE SURCHARGES</b>	9,177.40	12,591.84
<b>STATE JCEF</b>	510.67	620.24
<b>LOCAL JCEF</b>	205.30	333.97
<b>STATE FINES</b>	1,453.20	424.50
<b>FLORENCE POLICE FUND</b>	1,364.53	1,366.11
<b>RESTITUTION</b>	415.79	110.00
<b>BONDS</b>	1,719.00	1382.00
<b>PUBLIC DEFENDER FEE</b>	236.64	92.77
<b>JAIL HOUSING FEES</b>	1,120.45	1,496.37
<b>JUSTICE COURT FEES</b>	57.95	68.55
<b>GENERAL FUND</b>	638.00	7.98
<b>FARE SPECIAL COLLECTION FEE</b>	1614.12	2,259.73
<b>FARE DELINQUENCY FEE</b>	462.20	115.10
<b>VICTIMS RIGHTS ENFORC.</b>	98.16	0.00
<b>PCSO FUND</b>	0.03	0.00
<b>DOMESTIC VIOLENCE ASSESS</b>	0.00	0.00
<b>OVERPAYMENT REFUND</b>	0.00	0.00

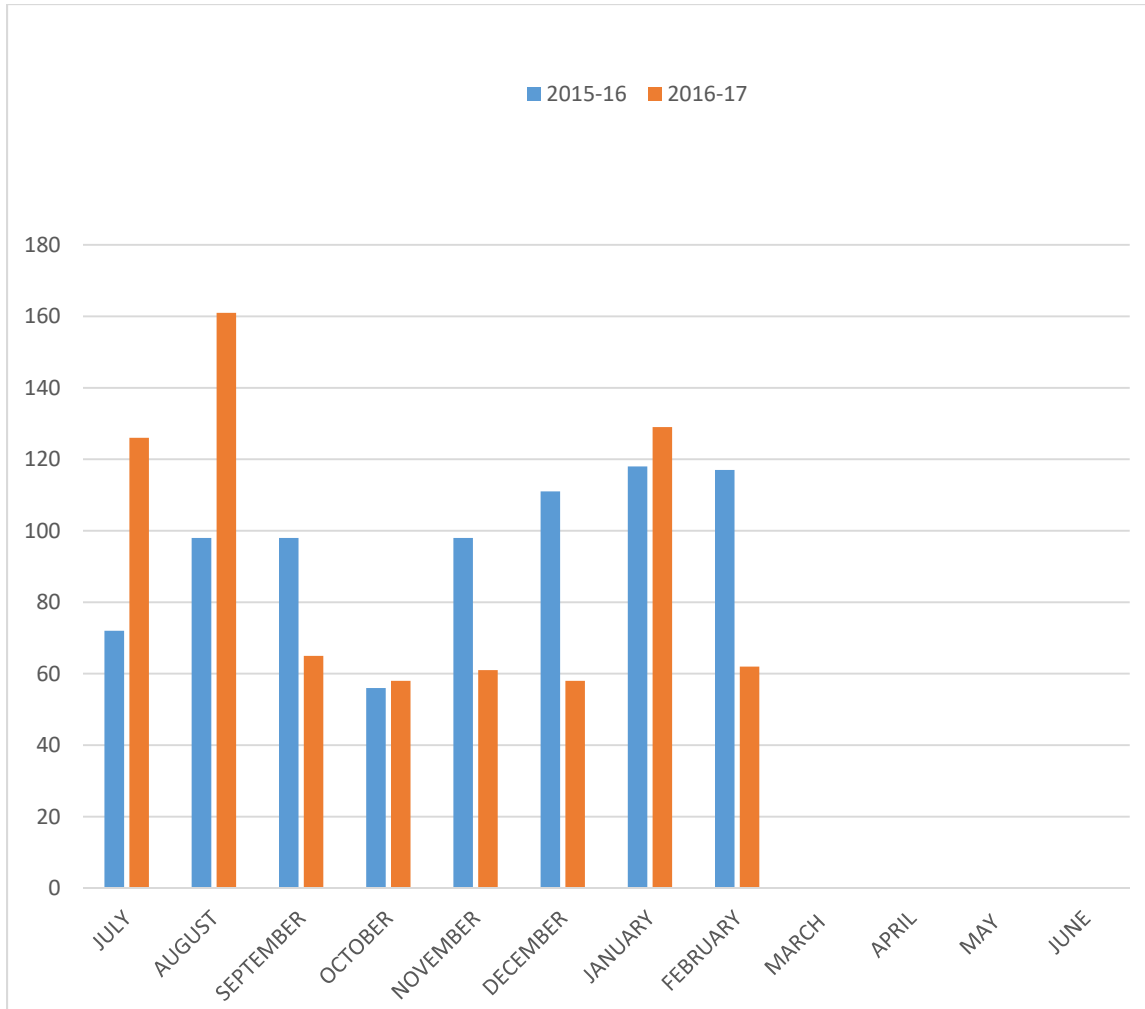
COUNTY REVENUE	57.95	68.55
STATE REVENUE	13,315.75	16,738.67
TOWN REVENUE	18,226.14	21,257.54
Overpayment Refund	0.00	0.00
RESTITUTION AND BONDS	<u>2,134.79</u>	<u>1,492.00</u>
<b>TOTAL MONTHLY REVENUE:</b>	<b><u>\$33,734.66</u></b>	<b><u>\$ 39,556.76</u></b>



**14.7% Decrease from 2016**



## COMPLAINTS AND CITATION FILED



	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2015 -	72	98	98	56	98	111	118	117				

2016 -	126	161	65	58	61	58	129	62				
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## CITATION BREAKDOWN

Below are the types of cases filed for the month of FEBRUARY 2017

CIVIL TRAFFIC VIOLATIONS	-	41
CRIMINAL TRAFFIC	-	9
CRIMINAL	-	11
DUI	-	0
DOMESTIC VIOLENCE	-	1



# Finance Department Memorandum

**To:** Brent Billingsley, Town Manager  
**From:** Joe Jarvis, Finance Director  
**Date:** March 24, 2017  
**Re:** Finance Department Report for February 2017

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67% of the Fiscal Year has elapsed



The following charts and graphs are for financial activity (cash basis) for February, 2017 (unaudited).

Comparison of General Fund Revenue and Expenditures Actual to Budget

<b>GENERAL FUND</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget to Actual</b>
<b><u>Revenue by Category</u></b>			
Taxes	\$ 3,500,000	\$ 1,999,251	57%
Licenses and Permits	529,500	334,344	63%
Franchise Fees and Taxes	584,100	315,393	54%
Intergovernmental	7,516,355	5,191,073	69%
CE Inspection Fees	61,900	1,960	3%
Civil Engineering Fees	40,000	46,400	116%
Community Development Fees	186,500	110,435	59%
Charges-General Government	225,700	48,173	21%
Cemetery Fees	12,500	8,310	66%
Public Safety-Police	26,800	17,115	64%
Parks and Recreation	137,810	78,005	57%
Fines and Forfeitures	145,750	113,850	78%
Interest Earnings	100,000	42,880	43%
Public Safety-Fire	52,850	34,640	66%
Library	5,100	4,060	80%
Miscellaneous	43,100	65,902	153%
Economic Development	-	380	0%
Downtown Redevelopment	1,000	2,806	281%
Government Access Channel	7,900	2,142	27%
Seniors Fees	19,330	15,813	82%
Operating Transfer	1,588,453	1,006,976	63%
<b>Total Revenue</b>	<b>\$ 14,784,648</b>	<b>\$ 9,439,908</b>	<b>64%</b>
<b><u>Expenditures by Department</u></b>			
Town Council	\$ 128,821	\$ 79,051	61%
Administration	666,059	381,650	57%
Courts	178,000	111,784	63%
Legal	621,596	289,452	47%
Finance & Grants	791,328	519,512	66%
Human Resources	252,836	150,279	59%
Community Development	654,982	395,463	60%
Police Services	3,837,512	2,251,493	59%
Fire Services	2,918,693	1,862,941	64%
Information Technology	521,011	262,942	50%
Parks & Recreation Services	1,921,410	1,151,405	60%
Library	384,278	226,184	59%
Facility Maintenance	477,648	249,287	52%
General Government	1,129,224	577,044	51%
Cemetery	8,400	5,222	62%
Town Engineer	80,225	59,403	74%
Economic Development	145,561	83,100	57%
<b>Total Expenditures</b>	<b>\$ 14,717,584</b>	<b>\$ 8,656,212</b>	<b>59%</b>

- Taxes, franchise fees and intergovernmental revenues reflect a one- to two- month lag in collections

Comparison of Revenue and Expenditures to Budget for the Town's Major Funds

Fund	Revenue			Expenditures		
	Budget	Actual	% Collected	Budget	Actual	% Expended
General	\$ 14,784,648	\$ 9,439,908	64%	\$ 14,717,584	\$ 8,657,665	59%
Capital Improvement	1,225,000	550,302	45%	1,225,000	113,342	9%
Highway User Revenue	8,049,977	2,035,441	25%	6,923,274	2,034,859	29%
Construction Tax - 4%	160,000	105,428	66%	-	-	0%
Food Tax - 2%	276,000	141,910	51%	-	-	0%
Town Water	2,717,550	1,958,111	72%	4,294,882	1,171,470	27%
Town Sewer	3,981,856	2,639,033	66%	5,229,218	1,970,745	38%
Sanitation	922,250	553,179	60%	900,487	614,650	68%
<b>Total</b>	<b>\$ 32,117,281</b>	<b>\$ 17,423,311</b>	<b>54%</b>	<b>\$ 33,290,445</b>	<b>\$ 14,562,731</b>	<b>44%</b>

- Reported on cash basis. Revenues reflect a one- to two- month lag in collections.

Development Impact Fee Collections and Expenditures

Fee Fund	Beg. Fund Balance	Fee Collected	Interest	Ending Fund Balance
501 Sanitation	\$ 47,038		\$ 227	\$ 47,265
505 Transportation	507,979	63,848	2,519	574,346
506 General Government	-			-
508 Police	424,593	57,945	2,128	484,666
509 Fire/EMS	-	58,621	170	58,790
510 Parks	-	3,038	10	3,048
511 Library	-	19,447	62	19,509
596 Florence Water	222	30	(67)	185
597 Florence Sewer	179,682	90	574	180,346
598 North Florence Water	10,158		31	10,189
599 North Florence Sewer	12,638		57	12,695
<b>Total</b>	<b>\$ 1,182,310</b>	<b>\$ 203,018</b>	<b>\$ 5,708</b>	<b>\$ 1,391,037</b>

Cash and Investments – Bank Balances and Monthly Yield

Account - cash balance	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
NB/AZ - General Checking	\$ 6,622,006	\$ 7,924,587	\$ 8,428,303	\$ 9,119,709	\$ 11,049,663	\$ 11,370,552	\$ 12,007,457	\$ 12,371,201
LGIP - 7256	8,912	8,915	8,918	8,921	8,923	8,926	8,929	8,932
LGIP - 5953	\$ 222,256	\$ 222,341	\$ 222,426	\$ 222,513	\$ 222,595	\$ 222,687	\$ 233,981	\$ 234,096
Stifel Nicolaus - Investments	\$ 38,948,688	\$ 38,906,069	\$ 38,948,802	\$ 38,979,490	\$ 39,016,467	\$ 39,015,751	\$ 38,972,941	\$ 38,948,941
NB/AZ - PD Evidence	4,443	4,617	4,791	4,872	4,872	5,179	5,179	5,006
<b>Total cash</b>	<b>\$ 45,806,305</b>	<b>\$ 47,066,529</b>	<b>\$ 47,613,240</b>	<b>\$ 48,335,505</b>	<b>\$ 50,302,519</b>	<b>\$ 50,623,096</b>	<b>\$ 51,228,487</b>	<b>\$ 51,568,176</b>
Account - monthly yield	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
National Bank Arizona	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%
LGIP - 7256	0.33%	0.33%	0.38%	0.38%	0.35%	0.38%	0.38%	0.46%
LGIP - 5953	0.39%	0.39%	0.47%	0.46%	0.45%	0.49%	0.49%	0.64%
Stifel Nicolaus - Investments	1.25%	1.25%	1.25%	1.20%	1.23%	1.33%	1.33%	1.40%

# Fire Department

## MEMORANDUM

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**DATE:** March 10, 2017

**TO:** Brent Billingsley, Town Manager

**FROM:** David Strayer, Fire Chief

**SUBJ:** Summary of February 2017 and Plans for March 2017

The fire responses for 2017-2015 are as follows:

February 2017	Location of Calls					
Type of Calls	<i>Florence Proper</i>	<i>Florence Gardens</i>	<i>Anthem</i>	<i>Prisons</i>	<i>Mutual Aid</i>	<i>Totals</i>
Brush Fires	0	0	0	0	0	0
Structure Fires	0	0	0	0	1	1
Vehicle Fires	0	0	0	0	0	0
Trash Fires	0	0	0	0	0	0
EMS	80	10	24	48	1	173
HazMat	5	0	1	1	0	7
Electrical Arching	0	0	0	0	0	0
Police Asst./Public Asst.	7	75	8	0	0	90
Unauthorized Burning	0	0	0	0	0	0
Good Intent	0	0	0	0	0	0
Controlled Burning	0	0	1	0	0	1
False Alarm/System Malfunction	2	1	3	0	0	6
Emergency Stand by (move up)	5	0	16	0	2	23
Other Calls	2	0	1	0	0	3
<b>TOTALS</b>	<b>101</b>	<b>96</b>	<b>54</b>	<b>49</b>	<b>4</b>	<b>304</b>

Three Year View	2017		2016		2015	
	Feb	YTD	Feb	YTD	Feb	YTD
EMS	173	345	173	384	153	312
Fire Calls	1	6	9	12	2	6
All other Calls	130	233	75	144	56	117
<b>TOTALS</b>	<b>304</b>	<b>584</b>	<b>257</b>	<b>550</b>	<b>211</b>	<b>435</b>

# Summary of February

## *Fire Chief Report*



Fire Safe Seniors Program	Year to date
Home Inspections	92
Smoke Detectors Installed	153
Vial for Life Participant	73



### **Florence elementary students exposed to tear gas**

54 Florence students were evaluated and 18 were treated by Florence Fire Department personnel after being exposed to tear gas that blew from a nearby prison into the air near their school on February 15, 2017. None of the students were transported by ambulance; all were picked up by parents.

- Provided a Fire Safe Seniors presentation to Florence Gardens residents February 11, 2017
- Attended the annual Florence Historic Home Tour on February 11.
- Station 542, C Shift, provided Fire Department safety training for the Anthem/Sun City Hiking Club February 24, 2017.
- Additional smoke detectors were donated to the Florence Fire Department. They were picked up in Tucson on February 14, 2017

Attended the following meetings during the month of February:

- Town Council Meetings
- Management Team Meetings
- Held Fire Staff meetings managing & coordinating department activities
- Development Agreement meetings on the Medical Officer Building
- Development Agreement meetings on Artisan Acres
- Development Agreements meetings with Circle K.
- Pulte/AMR Meetings
- Arranged a Certificate of Need (CON) Meeting
- Conducted quarterly crew meetings
- Attended the Local Emergency Planning Committee meeting at the Pinal County Emergency Operations Center February 9, 2017
- Staff attended the Country Thunder planning meeting February 14, 2017.
- Attended a regional training planning session February 22, 2017
- Attended a meeting on Protocol Review: Damage to Public Infrastructure
- Attended the Strategic Planning session February 24, 2017

## ***Division Report – Administration***

### **Inspections**

- Central Arizona Department of Corrections follow up compliance Inspection at on site warehouse

### **Plan Reviews**

- Windmill Project

### **Meetings**

- Fee Committee
- Country Thunder Planning Meeting



- Code Amendment meeting
- Artisan Acers Review
- Circle K Design follow up meeting

### **Training**

- 40 Hr Plans Review certification course
- 80 hr Hazardous Materials TtT certification course

### **Projects**

- Terrorism Liaison Officer (TLO) Updates
- Code Amendment Project
- Town Inspection Project
- Code review check list (Plan Reviewer)

### ***Division Report – Operations***

- Crews continuing Senior Life Safety Program, Vial for Life and Smoke Detectors in Caliente. On February 11<sup>th</sup> Chief Strayer initiated the program for Florence Gardens during morning presentation. If citizens are in need of smoke detectors please contact Fire station 1 520-868-7609.
- Engine 541 participated in Caliente Spring Fling Parade.
- Attended meeting in regards to Country Thunder planning for emergency services. The Pinal County Emergency Management is the coordinator for emergency services using the National Incident Management system.
- Preparing staffing algorithm for Country Thunder Fire services contract.
- Fire truck repairs and preventative maintenance continuing through Superstition Fire Medical Emergency Vehicle Technicians mechanic shop. Lists of repairs available on request.
- Extrication “Jaws of Life” repaired through manufacture on Ladder 542. “Loaner” equipment was provided. No out of service time incurred.
- Two sets of turnouts purchased for new reserve Firefighters.
- Nine helmets ordered for five Captains, three Engineers and one Firefighter to replace according to National Fire Protection Agency standard 1851.
- Coordinating Fire station maintenance with Facilities.
- Two sets of turnouts were cleaned and returned from flashover training.
- Batteries for tablets are being ordered. The tablets are used in conjunction with the ESO program that is for patient care reporting.
- The process of finding and utilizing adequate training facilities to meet ISO requirements is continuing.

## **Training**

- Two firefighters going through Hazardous Materials Technician instructor course.
- Captain Bruin Attended FEMA training course Emmitsburg Maryland.
- Captain Bruin and Captain Gameros attended Flashover instructor course.
- Engineer Kells continues to attend Paramedic training expected graduation July 2017.
- Engine 541 precepting two paramedic students from AAES.
- Two new reserve firefighters have completed their training shifts and will begin rotation on Engine 541.
- Assigned training trackers through Target Solutions for departmental personnel to record ISO required training.
- Four paramedics completed required annual training and received updated National Registry of Emergency Medical Technicians certifications.
- Working with Town Police Department for training with Fire Department for CPR and POST training.

## ***Plans for March***

- Certificate of Need/Ambulance Transportation meeting scheduled for March 1, 2017
- Develop recommended strategic partnership objectives for the TOF Strategic Plan by March 10, 2017
- Meet with Fire Captains on operational issues March 2, 2017
- Attend a Multi-Disciplinary Advisory Committee (MDAC) meeting and Training and Exercise Planning (TEP) Workshop on March 3, 2017.
- Crews are scheduled to participate in the Safety Day event at the American Leadership Academy March 11, 2017
- Attend a regularly-scheduled meeting with Queen Creek Fire March 13, 2017
- A meeting with Southwest Gas (Northern Pipeline) is scheduled for March 14, 2017.
- Attend the GEO quarterly meeting on March 23, 2017
- Attend the Florence Flood Retarding Structure (FRS) Rehabilitation Stakeholder Coordination Meeting March 23, 2017.
- Co- instruct a MAG 300 Intermediate Incident Command System class March 29-31 in Florence

# Florence Community Library

## February 2017

### February Statistics

- 12,033 total items were circulated in February
- 94 library cards were issued
- 1,361 patrons signed up for use of the computer lab computers
- 2,134 wireless sessions were held between 2/5/17 and 3/4/17
- 202 person(s) attended 16 program(s) presented by the library

### February Activities

2/01/17	Family Storytime
2/01/17	Early Release Day Craft
2/01/17	Book Club
2/02/17	AZ Humanities Program: The Return
2/08/17	Family Storytime
2/09/17	Craft
2/09/17	Tech Class: Digital Downloads
2/09/17	Adult Coloring
2/10/17	Early Release Day Family Movie
2/15/17	Family Storytime
2/16/17	Coffee Club, with a presentation by Trenton Shaffer, I.T. Director
2/16/17	AZ Humanities Program: <b><i>Before They Came to Phoenix</i></b>
2/17/17	Open Mic Night
2/18/17 –	
2/20/17	Library closed for Presidents' Day
2/21/17	Bricks 'n' Blocks
2/22/17	Family Storytime
2/25/17	February Movie: Girl on the Train

### Upcoming Events of Note

#### Monthly Film

Sat., April 15, 2017 at 1:00 pm

The library's April movie discussion will focus on the newest entry of a blockbuster film franchise. Come to the library for a short presentation, followed by a free showing of one of 2016's biggest and most successful films! Popcorn and water will be available free while supplies last, and public is welcome to bring their own snacks and soft drinks to the show. For title information, or to sign up, please contact the library at 520-868-8311.

#### Coffee Club –

Thurs., April 20, 2017 at 10 am

Enjoy coffee and snacks with Police Chief Hughes.

#### Creating a Personal Artifact from Junk

Sat., April 22, 2017 at 1:00 pm

Celebrate Earth Day at the library! In this workshop, participants will be presented with a box of all sorts of interesting found and discarded objects which they will assemble into a small "Personal Artifact" that can be used as a pendant, ornament or key fob. Space is limited. To sign up, please contact the library at 520-868-8311. This program is sponsored by the Friends of the Florence Community Library.

# Memorandum



**To:** Brent Billingsley, Town Manager  
**From:** Bryan C. Hughes, Parks and Recreation Director  
**Date:** March 20, 2017  
**Re:** March 2017 Department Report

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Staff met with a representative of the Bureau of Land Management (BLM) – Lower Sonoran Field Office on February 23<sup>rd</sup> to discuss options for possible expansion of Poston Butte for recreational trails.

The Parks and Recreation Advisory Board and Staff held a Community Forum on February 23<sup>rd</sup> at the Library and Community Center. Several ideas were presented with regard to future recreation programming, parks and facilities.

The Pooch Party was held at the Central Bark Park on February 25<sup>th</sup>. Over seventy (70) pets, and their people, showed up for vaccinations and fun. Thank you to Pinal County Animal Control for their support of this annual event.

The Arts and Culture Commission met on March 9<sup>th</sup>. The meeting focused on programming of the Suter House Enrichment Academy over the next few months.

The Florence Aero Modeler Club had an event, Warbirds over Florence, at the Aero Modeler Park on March 11<sup>th</sup>. The weather (wind) cooperated and they had a very good event. Approximately 100 pilots and spectators attend these monthly events during the season.

The local Gila Valley No. 9 F & AM Masonic Lodge hosted a group of out-of-town guests on March 14<sup>th</sup>. Recreation Staff helped out by taking 20+ people around to some of the major tourist destinations. They visited the Pinal County Museum, 1891 Pinal County Courthouse, Lynn and Tom Smith's residence, Bailey Street Bed and Breakfast, Silver King Market Place and McFarland State Historic Park. Mayor Walter welcomed the group at the Museum. The group was very appreciative of our efforts and most had no idea how much there was to Florence. It was good to see several groups come together to showcase town.



World Cup Soccer action on March 8<sup>th</sup>

The **World Cup Soccer** program wrapped up on Tuesday, March 15<sup>th</sup>. Seventy-seven (77) kids ranging from 3-14 years old participated in the program this spring.

Lil' Tykes T-Ball has sixty-seven (67) kids, 3-5 years old, and Lil' Tykes Coach Pitch has sixteen (16) kids, 6-7 years old, registered for the spring league. Practices begin April 12<sup>th</sup>.

**Pickleball** has been very popular this spring at the courts at the Aquatic Center. So popular that staff added four temporary courts on one of the tennis courts to accommodate play. The morning of March 20<sup>th</sup>, all six courts were being used for doubles play (24 players) with 16 more folks waiting to play. In addition, we had eighteen (18) participants in our introductory Pickleball course, led by volunteer Ferd Sobota, held in February.



Pickleball on March 20<sup>th</sup>

The Florence Teen Council (FTC) is led by Kim "Koko" Hunter and Recreation Staff.

- The FTC hosted the first **Teen Leadership Symposium** on March 1<sup>st</sup>. The symposium consisted of an opening and closing session, as well as some breakout sessions focusing on issues facing today's teens. A limited number of youth councils from other cities and towns were invited to attend and share what is going on in their respective communities.



Orlenda Roberts speaks to a group of teens



Group photo at the end of the Symposium

- Members of the FTC went to Amazing Jake's in Mesa during Spring Break. The teens meet twice a week after school on Monday and Wednesday at 3 p.m. The group is splitting their time between the H.S. and the Library and Community Center for their meetings.

Parks and Recreation Staff have been actively working with Florence Little League recently on their upcoming season. The player draft took place on March 9<sup>th</sup> and practices are beginning soon. Opening Day is scheduled for April 1<sup>st</sup> at Heritage Park.

The Road to Country Thunder event is scheduled for Saturday, April 1<sup>st</sup>. Staff has been working closely with Country Thunder Music Festivals again this year to bring the one-day music festival to Historic Downtown Florence. There will be some great local county artists and bands showcased at this year's event. The event is free to attend but everyone needs to bring money for food and beverages.

The Easter Eggstravaganza is scheduled for Saturday, April 8<sup>th</sup> at Heritage Park. The event is from 8 a.m. to 10 a.m., but folks can arrive as early as 7 a.m. to get a pancake breakfast from the Pinal County Mounted Posse. The event final will be at 10 a.m. when kids ages 12 and under will scramble to pick-up 12,000 stuffed, plastic eggs. There will also be other games and activities throughout the event. Thank you to the Mosaic Church of the Nazarene for partnering with the Town on this event for the community.

The first Movie of the Park of the season is scheduled for Saturday, April 15<sup>th</sup> at 7 p.m. at the Aquatic Center Multi-Purpose Fields. The movie will be the "Secret Life of Pets".

Eighteen (18) prospective Aquatic Center employees attended the **Lifeguard Certification** course held over Spring Break at the Florence Aquatic Center. In addition, four (4) prospective employees registered for the Water Safety Instructor (WSI) course to be able to teach Swim Lessons. All certifications are through the Red Cross. The Aquatic Center is scheduled to open on Saturday, May 6<sup>th</sup> with Water Safety Day and will remain open on weekends through June 4<sup>th</sup>. Daily operation, Tuesday through Sunday, will begin June 6<sup>th</sup>. Open Swim hours are 12-5 p.m. those days.



Lifeguard Certification Class at the Florence Aquatic Center on March 14<sup>th</sup>

The Senior Center took a group to a Spring Training Game in Mesa on March 14<sup>th</sup>. They also held a St. Patrick's Day luncheon on March 17<sup>th</sup>.

Alison Feliz and Megan Cetta, Recreation programmers, attended the workshop "You Got Class? The Do's and Don'ts of Leisure Classes" on March 9<sup>th</sup> sponsored by the Arizona Parks and Recreation Association.

Mike Lopez Jr., Park Maintenance worker, attended the Certified Playground Safety Inspector Course and Exam from March 14<sup>th</sup>-16<sup>th</sup> sponsored by the Arizona Parks and Recreation Association.

**Parks and Recreation Department  
Divisions Report  
February 2017**

**Recreation/Aquatics/Special Events Programs**

Recreation Programs	Participants	Revenue	Notes
Annual Ball N Chain Public Safety Softball Tournament	2	\$525	Cancelled; low registrations Issued refunds
Before & After the Bell - Anthem	16	\$560	
Before & After the Bell - Florence	16	\$568.75	
Cake Decorating Class		\$	Cancelled; lack of registrations
Drawing Class		\$	Cancelled; lack of registrations
Father Daughter Gala	150	\$1,716	
Historic Home Tour	184	\$1,800	Does not include POS Sales
Karate for Kids I (6-10)	1	\$50	Cancelled; low registrations
Karate for Kids (11-17)		\$	Cancelled; lack of registrations
Pickleball Lessons	18	\$	Free Program
Pooch Party	71	\$	Free Event
Quick Draw	7	\$	Free Event
Spring Adult Co-ed 8 vs 8 Soccer League	0	\$	Cancelled; lack of registrations
World Cup Youth Soccer	77	\$2,751	Ages 3-14

**Facility Use Permits**

Number of Facility Use Permits	Number of Bookings	Estimated Number of Participants	Revenue Generated
36	140	5,219	\$180

**Fitness Center – Membership Package**

Fitness Package Sales	Total	Revenue
Drop-In Fitness	10	\$50
Adult 6 Month	1	\$90
Adult Monthly	68	\$1,206
Adult Annual		
Sr. Annual		
Employee Pass	12	Free
Green Tree Inn	15	Billed thru A/R
Sr. 6 Month		
Sr. Monthly		
Youth Monthly		
<b>Total Memberships</b>	<b>106</b>	<b>\$1,346</b>

### Fitness Center – Classes

Program	Resident	Non-Resident	Revenue	Notes
Silver Sneakers Classic	14		\$160	
Silver Sneakers Classes			\$	
Zumba Class	6		\$120	
Circuit Training	6	1	\$10	
Stretch it Out	4	1	\$	

- Estimated member sign-ins throughout the month: 750
- Total membership packages sold: 96
- Fitness Center revenue for membership package sales: \$1,346
- Fitness Classes revenue: \$290
- Total Revenue: \$1,636

### Miscellaneous Revenue

Product	Total	Revenue	Notes
150 <sup>th</sup> Commemorative Mouse Pads	1	\$3	
150 <sup>th</sup> Commemorative Mugs	3	\$18	
150 <sup>th</sup> Commemorative T-Shirt	2	\$18	
150 <sup>th</sup> Commemorative Banners	0	\$	
Home Tour Tickets	321	\$3,210	POS- does not include Registrations
Home Tour Vendor	1	\$50	
HT ¼ Page AD		\$	
HT ½ Page AD		\$	
HT Full Page AD		\$	



## Dorothy Nolan Senior Center

Activity	Monthly Total
Anthem Pharmacy	03
Angel Care Discussion	0
Back Space 3, Yahtzee, Skip Bo, Dominoes, Cards, Cribbage, Phase 10, Wii Bowling, Bunco, Pool	223
Bingo	100
Birthday Cards	13
Bible Study	31
Breakfast	147
Blood Pressures-Gemini	0
Blood Pressures – Florence Fire	0
Building Use	884
CAHRA	07
Crafts	0
Coolidge Shopping	08
County Food Boxes	40
Diabetic Presentation by:	0
Dinner Club –Chris’s Diner	8
Dollar Store	13
Dental Clinic	15
Exercise with Rhoda	92
Extension Food Program – Isabelle	16
Fitness Center	09
Grief Support	06
Guardian Angel Installation	2
Hair Cuts By Tamara	01
Healthy Eating by Lou	06
Home Delivered meals – participants	266
Knit/Crochet Club	17
Lost Meals	30
Medicare Advocate Benefits	04
Movie & Popcorn	04
Music by Rudy	36
Senior Donation Account Meal Participants-The Vault	31
Senior Hot Topics	18
Staff Cooked meals & senior meal	128/31-159
Volunteer Hours	33@289/50
Wii bowling /Volleyball	09
Anthem Pharmacy	4
Angel Care Discussion	0

### Accomplishments:

The Center served 403 meals to 64 participants. We had 1 new senior participant this month. Rides were provided for 30 riders, 216 trips to the Center and 37 errands and 12 special events. We traveled 1,799 miles.

**Special Programming/Events:**

55 Alice Class-11  
NO TALENT SHOW -52  
Valentine Party- 29  
Computers -06,  
AARP Taxes-120  
Oasis Lunch/Bingo -08  
Spring Fling Parade -2  
TRIAD -10,  
Mesa Swap Meet -05  
Story Hour -02  
PGCSC -28  
Music with Hermalene -98  
Alzheimer Support- 3  
Art with Doris -05  
Bridge -04 55  
Alive Driving Class -11  
Highway Clean- Up -10

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# FLORENCE POLICE

*Monthly Report – February 2017*

**Daniel R. Hughes, Chief of Police**

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425 N. Pinal St. □ P.O. Box 988

Florence, AZ 85132

Phone: 520-868-7681 □ Fax: 520-868-0158



*“The men and women of the Florence Police Department stand firm in our pursuit for justice and public trust. We will stay true to our mission of providing service and safety to our community with honor, respect, and integrity. We are committed to providing fair and equal treatment to those we encounter.”*

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The information contained in this report outlines significant information and activity within the Florence Police Department (FPD) during the month of February 2017. The monthly report is prepared for the Town Council's review and furthermore for the use by FPD to examine the current activity within the department and community to identify short-term and long-term needs, and develop plans for improvement to provide the highest level of service.

## Personnel

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Employee	Position	Effective
<i>New Hire</i>		
None		
<i>Resignations/Terminations</i>		
Kayla Carpenter	Dispatcher Trainee	2/2017
Regina Quinones	Lead Dispatcher	2/25/2017
<i>Vacancies</i>		
2 full-time	Officer	1 held, 1 frozen
3 full-time	Public Safety Dispatcher	Open

Dispatcher applications are being accepted. Officer applications are being accepted for both, lateral and recruit. The Arizona Peace Officer Standards and Training (AZPOST) Board forms were updated on the Human Resources site.

A written test was conducted for lateral applicants. Two lateral applicants are in background investigations, completed polygraphs and oral board. The background investigation on a 3<sup>rd</sup> lateral applicant was started.

One recruit applicant is in background process, completed polygraph and oral board. A second recruit applicant has been received and beginning background process.

Two recruits in Southern Arizona Law Enforcement Training Center (SALETC) class 17-1. As of February 28<sup>th</sup>, both have qualified on the range and completed their 8<sup>th</sup> week. Both recruits received a good review from their class advisors and have been receiving above average grades on their written tests. Recruits will be completing several practical scenarios in the coming weeks. Graduation date is scheduled for May 4<sup>th</sup>, 2017.

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## Chief of Police

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Chief of Police, Daniel R. Hughes attended the following meetings during the month of February:

- Town Council Meetings
- Management Team Meetings
- Weekly FPD Administrative Meetings
- Purchasing Committee Meeting
- Fire and Police Communication Meeting
- Alliance to Combat Transnational Threat – Field Area 2 (ACTT FA-2) Planning Meeting
- Pinal County Law Enforcement Association (PCLEA) Meeting

## Administrative/Support Services

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The Support Services area includes the following: Communications Division, Evidence and Property, Crime Scene Investigator, Records Division, and Departmental Budget/Finances.

The Support Services Manager (Deanna Husk) had the following monthly activities:

- Pinal County Law Enforcement Association (PCLEA) meeting with Chief Hughes (President), she will be assisting as Secretary for 2017/18
- Administrative Budget Meeting
- On-going review of Policy/Procedures for Evidence/Property
- On-going update of Policy/Procedures for Volunteers
- Review of Communications Policy –Committee with Patrol Division
- Oral Boards for Officer Candidates
- Continued testing for dispatchers
- Volunteer meeting/Recruiting of volunteers

### Communications

- Communication Supervisor resigned February 25<sup>th</sup>. Interim Supervisor is Rita Francis.
  - Dispatchers worked with Pinal County Spillman Administrator to change the Law Incident record number format effective March 1<sup>st</sup>. The new format will allow the agency 9,999 incidents per month, rather than 99 incidents per day.
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### Calls for Service

Below is a table that depicts the total calls for service handled by FPD dispatchers during the month of February. The numbers are shown by the incident locations and how the incident was reported.

<b>How Calls Are Received, Totals by How Received</b>				
	Beat 1	Beat 2	Beat 3	TOTAL
911 Line	26	6	23	55
Crime Stop Line	0	0	0	0
Officer Report	156	54	119	329
In Person	45	0	2	47
Radio Transmission	1	2	0	3
State TT/NLETS	0	0	0	0
Telephone	194	49	85	328
<b>TOTAL</b>	<b>422</b>	<b>111</b>	<b>229</b>	<b>762</b>

### Average Response Time to Calls for Service

#### 6 Month Reporting Period: September 2016 to February 2017

	Sep	Oct	Nov	Dec	Jan	Feb
Priority 1	4:04	3:38	3:03	3:40	3:55	4:54
Priority 2	5:49	6:19	4:55	6:40	5:51	6:06
Priority 3	21:53	17:22	14:01	16:11	13:10	15:52
Priority 4	11:17	20:31	10:23	38:35	6:27	6:44

Definitions:

- Priority 1                      These priorities are those in which there is an imminent danger to life or major damage/loss to property or an in progress or just occurred major felony.
- Priority 2                      These priorities are those in which a crime in progress might result in a threat of injury to a person, or major loss of property or immediate apprehension of a suspect.
- Priority 3                      These priorities are those in which there is no threat of personal injury or major loss of property.
- Priority 4                      These priorities are those of a report nature only.
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## FEBRUARY 2017 – Offense Count Index

Classification of Offense	Offenses	Unfounded	Actual	Offenses	Juvenile
<b>CRIMINAL HOMICIDE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
a. Murder/Nonneg Manslaughter	0	0	0	0	0
b. Manslaughter by Negligence	0	0	0	0	0
<b>FORCIBLE RAPE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
a. Rape by Force	0	0	0	0	0
b. Attempt Forcible Rape	0	0	0	0	0
<b>ROBBERY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
a. Firearm	0	0	0	0	0
b. Knife or Cutting Instrument	0	0	0	0	0
c. Other Dangerous Weapon	0	0	0	0	0
d. Hands, Fist, Feet, etc.	0	0	0	0	0
<b>ASSAULT</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>
a. Firearm	0	0	0	0	0
b. Knife or Cutting Instrument	0	0	0	0	0
c. Other Dangerous Weapon	0	0	0	0	0
d. Hands, Fist, Feet, etc.	1	0	1	1	0
e. Other Assaults – Simple	2	0	2	3	0
<b>BURGLARY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
a. Forcible Entry	0	0	0	0	0
b. Unlawful Entry/No Force	0	0	0	0	0
c. Attempt Forcible Entry	0	0	0	0	0
<b>LARCENY – THEFT</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>1</b>	<b>0</b>
<b>MOTOR VEHICLE THEFT</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
a. Autos	1	0	1	0	0
b. Trucks	0	0	0	0	0
c. Other Vehicles	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>5</b>	<b>0</b>
Clearance(s) by Adult Arrest	2				
Clearance(s) by Juvenile Arrest	0				

\*\*All data presented in this report is tentative until monthly audit is complete

**Property & Evidence**

During the month of February 2017, there were 61 envelopes/packages involved in 31 incident cases submitted for processing by the Property and Evidence Section. Of the total, 61 envelopes/packages:

- 61 were evidence items of which 0 were sent to the lab, 0 await lab delivery and 61 were stored.
- 2 were for Safekeeping of which 2 was stored, and were 1 released
- 9 were Found Property of which, 3 were released and 6 were stored.
- 4 License Plates were destroyed/ traffic infractions

The items of evidence involved the following crimes are:

- 10 Drug Incidents, 8 arrested 2 long form complaints.
- 0 Drug Paraphernalia incidents are included in drug incidents/ arrests
- 2 DUI, Blood taken
- 0 Minor Consumption
- 1 Theft/Stolen vehicle
- 0 Aggravated Assault
- 0 Fraud
- 0 Misconduct with Weapon

<b>February 2017 – Property and Evidence Processing</b>							
TOTAL PACKAGES	EVIDENCE STORED	SAFE KEEPING	FOUND PROPERTY	DISPOSAL	RELEASED	OUT TO OFFICER	SENT TO LAB
61	61	2	9	4	3	0	0
<b>February 2017 – Submissions for Related Crimes</b>							
DRUGS	DUI	THEFT	FRAUD	AGGRAVATED ASSAULT	MISCONDUCT WEAPON	CHILD ABUSE	OTHER
38	2	1	0	0	0	0	1

**Other Considerations**

- The status of the Police Evidence Trust Fund bank account has seven pending items involving \$2,857.00. Two are for safekeeping and six items are pending Racketeer Influenced Corrupt Organizations (RICO) forfeiture.
- On 2/8/2017, Pinal County Attorney’s Office (PCAO) advised they were not seeking Forfeiture on \$664.00 (Case F16111909). U.S. Currency and weapon/Taurus .22 Cal to be returned. To date, this has not been returned pending contact with owner.



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## Operations/Patrol

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The Operations/Patrol Division is under the direction of Lt. Terry Tryon, and he has attended the following meetings during the month of February:

- Town Council Meetings
- FPD Management Team Meetings
- Weekly FPD Administrative Meetings
- Workflow Committee Meeting
- Alliance to Combat Transnational Threat – Field Area 2 (ACTT FA-2) Planning Meeting

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## Professional Standards

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There were 3 incidents involving Use of Force reported during the month of February 2017. The first was an officer utilizing his firearm to dispatch a wild animal that had been hit and severely injured by a vehicle. The second incident involved an arrest of a mentally unstable male. The officer utilized control holds to gain compliance and place restraints on the individual. The third incident involved officers conducting a high risk stop on a vehicle that left the scene of a theft. The victim reported that she was pushed down and the subject grabbed her money. This incident is still under review.

There were 2 citizen complaints filed in February. One complaint involved alleged harassment. The second was a complaint that witness statements in previous complaint were not attached to a criminal case.

### Criminal Investigations Unit

Number of new cases assigned in February:		4	
Observed Offense	Assigned Detective	Case Status	Notes:
Sexual Misconduct with a Child	L. Gaston	OPEN	One Juvenile arrested, 3 children in residence Forensically Interviewed, Parental Involvement under investigation. ** Another victim identified through forensic interview. New Charges filed- Charges Approved
Domestic Violence (x 2)	L. Gaston	Closed	DV-follow up Photographs of Victim
Missing Person Juvenile	L. Gaston	Closed	Missing juvenile runaway from FAH found by

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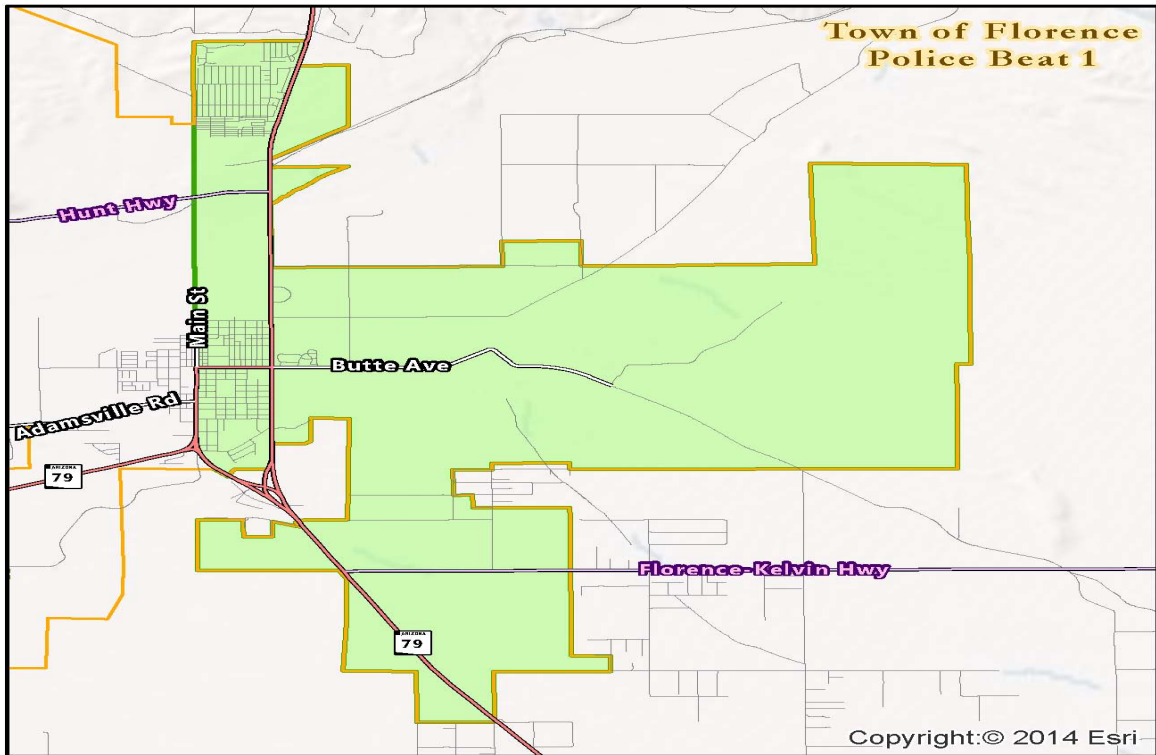
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			Coolidge PD
Sex Offense-Child ( x2)	L. Gaston	OPEN	Forensic Interviews completed
<b>Number of cases carried over into February:</b>		<b>9</b>	
<b>Observed Offense</b>	<b>Assigned Detective</b>	<b>Case Status</b>	<b>Notes:</b>
Information	L. Gaston	OPEN	Information about Juveniles with adult subjects at 401 E. Stewart
Fraud	D. Helsdingen	Closed	Credit Card/Identity theft victim advised to contact LifeLock
Death Investigation	D. Helsdingen	Closed	Natural Causes
Fraudulent Schemes	D. Helsdingen	OPEN	Attorney General Grand Jury Indictment-bench warrants both suspects Both subjects in-custody. One suspect currently in Dept. of Corrections another victim in Florence Garden was identified willing to assist in prosecution ongoing received cashed checks from victim
Aggravated Assault	D. Helsdingen	OPEN	Inmate assaulted another Inmate with weapon causing serious injury received witness statement from attorney
Hit & Run	D. Helsdingen	OPEN	Suspect arrested, vehicle located, search warrant on vehicle completed, interviews ongoing, search warrant on suspect cell phone completed waiting on results from DPS lab
Burglary	D. Helsdingen	OPEN	Juvenile Involved- Weapon involved school notified search of students backpack and locker
Vehicle Theft & Criminal Damage	D. Helsdingen	OPEN	Vehicle located and returned suspect identified charges filed
Aggravated Assault LE	D. Helsdingen	CLOSED	FBI reviewed reports decline prosecution
<b>Number of joint cases worked in February:</b>		<b>3</b>	
<b>Observed Offense</b>	<b>Assigned Detective Primary/Secondary</b>	<b>Case Status</b>	<b>Notes:</b>
Stolen Vehicle	D. Helsdingen/ L. Gaston	Open	Vehicle recovered, subpoena issued for security video from Wells Fargo. Subpoena returned missing correct video requested
Narcotics	D. Helsdingen/ J. Loche	Open	Inmate having drugs mailed into prison
Missing Person/Death Investigation	D. Helsdingen/L. Gaston	Closed	ATL for three weeks, Silver Alert/K-9/Helicopter/ ground searches/leads followed up, deceased subject located in desert.
<b>Other Activity:</b>			
D. Helsdingen	Field Area 2 Meeting		
D. Helsdingen	Multiple Gun Purchases		
D. Helsdingen/L. Gaston	Homicide Training		
D. Helsdingen	Suspicious Item found in desert-Non-Human skull fragment		
D. Helsdingen	Agency Assist - attempt to locate homicide subject in desert		
D. Helsdingen/L. Gaston	Hess Trial		
D. Helsdingen	Grand Jury		

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## Beat 1



### **Beat Statistics:**

Beat 1 Supervisor – Sgt. D. Peterson

There are 6 officers assigned to Beat 1

Total number of calls for service (including traffic): 402

Total number of traffic stops: 94

Total number of accident reports taken: 5, 3 of those were private property

Total number of citations issued: 21 for 28 violations

Total number of DUI: 1

### **Crimes against Persons**

Assault: 2

### **Property Crimes**

Burglary: 1

Criminal Damage: 2

Theft: 3

Vehicle Theft: 1

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### **Monthly Activities**

Total calls for service were down from last month (534). Person crimes were down from last month (3). Property crimes were also down from last month (9). Officers in Beat 1 conducted directed patrols in the areas of previous crimes. Officers also conducted field interviews of persons throughout Beat 1 and inquired if there was any knowledge of any crimes being committed. The directed patrols and field interviews were utilized to gather information/suspects and also to provide a presence in the community to help deter additional crimes. There were 27 total arrests in Beat 1 during the month.

In addition to normal patrol, officers also conducted 189 Directed Patrols of businesses, apartment complexes, Florence Gardens and Caliente communities and the prisons.

### **Community Involvement and Education**

Schools were open most of the month (closed for the holiday). Officers have been monitoring the school crossings on a regular basis and continue to perform directed patrols daily at the school buildings and grounds to prevent and/or detect criminal activity at these locations. Officers issued 2 citations for speeding in the school zones.

### **Special Events**

Florence had the annual Home Show Tour on February 11<sup>th</sup>. The Town reported good attendance and all went well. The Florence Prison Run took place on February 12<sup>th</sup>. The motorcycles followed the parade route and were viewed by spectators. There were no problems reported during the event.

### **Upcoming Special Events**

None

### **Significant Calls for Service**

Assault: FPD responded to San Carlos St., during a domestic argument, a mother punched her son about the facial area causing a bloody nose and breaking the son's glasses. The mother was arrested and booked into jail.

Assault: A female was assaulted by her boyfriend on W. Adamsville Road. The female suffered a laceration on top of her head and bruising on her face. The suspect fled town and surrounding agencies were notified. Charges were written up and submitted to court.

Burglary: A male reported a burglary from a vehicle on N. Main Street. The vehicle was parked in a business parking lot unlocked. The male initially left the location and noticed items missing as he arrived home. The male returned to the location and notified the police. The male reported that he had (\$2800.00) dollars on his visor which is missing as were a pair of Ray Ban sunglasses (\$200.00) and a written prescription. The officer was unable to retrieve any fingerprints due to the victim and his passenger going through the vehicle.

Vehicle Theft: A 2017 Chevy Silverado which was left unattended and running was stolen from in front of a convenience store on S. Main Street. The vehicle was recovered a short time later by the Pinal County Sheriff's Office (PCSO). OnStar advised of the vehicle's location and PCSO was notified. The suspect fled the scene on foot. The investigation revealed the suspect's identity and charges have been forwarded to the court.

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Vehicle Theft / Recovery on N. Pinal Parkway Avenue: An officer recovered a vehicle that had been stolen in Las Vegas when a person was trying to register the vehicle in Arizona. This incident is still being investigated.

Theft: A female reported that a light bulb was stolen from her porch light (\$5.00) on S. Park Street. There are no suspects in this crime.

Theft S. DeSoto Street: A female reported that she had been contacted by the Tempe Police Department. The female's grandson had been arrested and had her firearm in his possession. When the female checked her safe she noted that the firearm was missing. At the same time she noticed that several items of jewelry were also missing.

Theft: A female on E. Butte Avenue noticed that her vehicle's license plate was not on her vehicle. The female was positive that the license plate was on the vehicle when she arrived for work. There was no surveillance video for this incident. There are no suspects at this time.

Criminal Damage: A student had parked his bicycle outside during school on S. Park Street. When he returned at the end of the day he noticed his rear tire had been pulled off of the rim and the inner tube was wrapped around the spokes. There are no suspects at this time.

Criminal Damage: A male and his cousin were in a verbal argument at another location. The cousin responded to E. Stewart Street and threw a large rock through the back windshield. The rock travelled through the vehicle and also damaged the front windshield. The suspect was arrested a short time later and booked into jail.

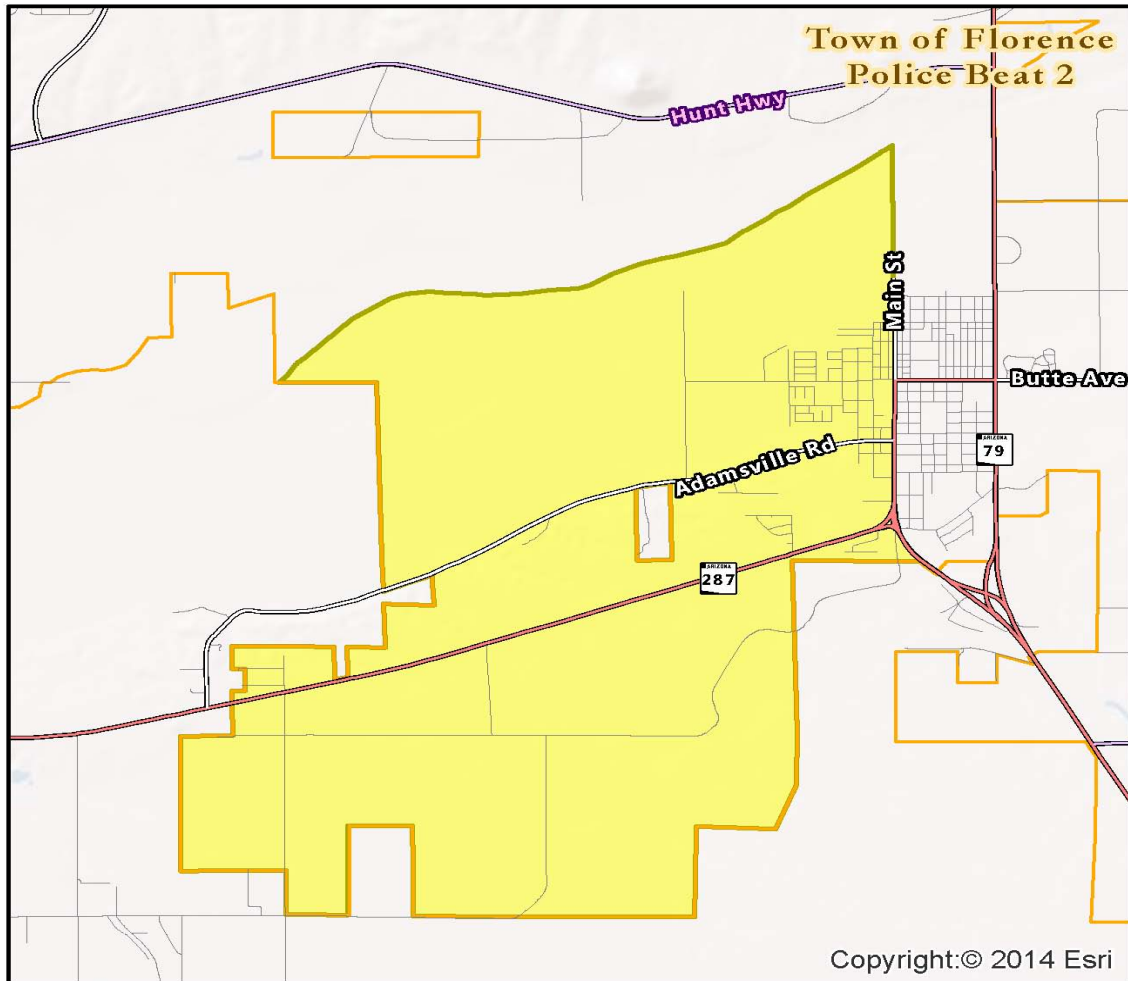
### **Training**

Officers received in-house training on department policies during shift briefings.

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## Beat 2



### **Beat Statistics**

Beat 2 Supervisor – Sgt. D. Campbell  
There are 6 officers assigned to Beat 2  
Total number of calls for service (including traffic): 101  
Total number of traffic stops: 28  
Total number of accident reports taken: 0  
Total number of citations issued: 8 for 11 violations  
Total number of DUI: 0

### **Crimes against Persons:**

Sexual Assault: 1

### **Property Crimes:**

Burglary: 1  
Theft: 1

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### **Monthly Activities**

During the month of February, the FPD conducted stationary surveillance on suspected drug houses.

### **Community Involvement and Education**

Officers conducted 32 directed patrols of the local business and issuing warning citations for parking violations to include field interviews.

Florence High School contacted FPD requesting assistance with students who were passing school buses after the stop signs were activated. FPD patrol conducted stationary enforcement in the area advising students not to pass as school bus lights are activated.

Citizen Academy: FPD Patrol Division contacted businesses and places of interest to disseminate the FPD Citizen Academy Flier. The academy is scheduled to start March 07, 2017.

### **Special Events**

None

### **Upcoming Special Events**

None

### **Significant Calls for Service**

Domestic: FPD responded to the 100 block of West Butte Avenue reference a domestic dispute. During the investigation a male subject was arrested, cited and released for false reporting. The domestic dispute was verbal in nature.

Field Interview: FPD conducted an interview in the area of 110 N. Central. During the contact, a male subject was arrested on three separate warrants issued out of Coolidge, Pinal County Sheriff's Office and Maricopa County Sheriff's Office.

Sex Offense: A behavioral therapist reported that a subject who resides in the area of West 9<sup>th</sup> Street could have been sexually abused. This case is currently being investigated by the FPD Detective Division.

### **Training**

K9 Officer Murphy attended a three day school specifically designed for narcotic detection. The course topic is provided by Desert Snow which is recognized throughout the United States.

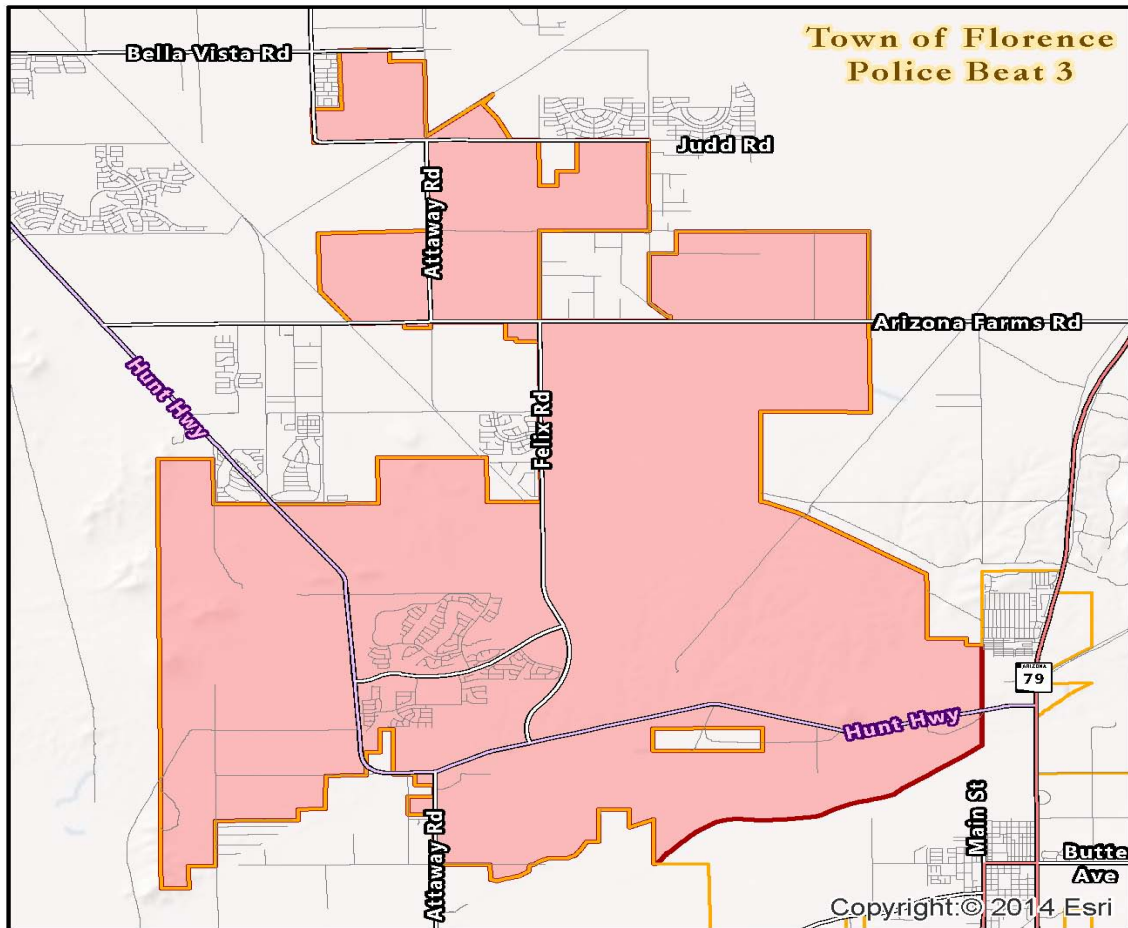
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### Beat 3



#### **Beat Statistics:**

Beat 3 Supervisor – Sgt. S. Morris  
There are 7 officers assigned to Beat 3  
Total number of calls for service (including traffic): 219  
Total number of traffic stops: 186  
Total number of accident reports taken: 2  
Total number of citations issued: 21 for 25 violations  
Total number of DUI: 0

#### **Crimes against Persons:**

Other: 1

#### **Property Crimes:**

Burglary: 1  
Criminal Damage: 2  
Theft: 1

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### **Monthly Activities**

The beat three officers continue to look for code enforcement violations and have started enforcing parking violations with 3 warnings issued.

For the month of February, the total calls for service was 219, compared to 326 in January. A 32.82 % decrease. This reflects the decrease in traffic details due to the past holiday season. No influx of major crime. A total of 71 directed patrols were conducted.

The Juvenile Detention Log was completed as required by state law. The Florence Police Department did not arrest any juveniles this month.

The speed signs on Hunt Hwy and Main Street were both removed and sent back to the factory for warranty work, they were returned with updated software. Updated stats will be provided on next month's report.

For the month of February, traffic enforcement in beat three consisted of 87 traffic offenses, with 19 citations, and 23 violations. A total of 6 accidents took place, with no injuries. Two of these involved livestock on the roadway.

### **Community Involvement and Education**

Contact has been made with the Association members, and they keep in contact bi-weekly via email and Officer Palmer. We work together to address all issues that the community may have. No issues for the month of February.

### **Special Events**

None

### **Upcoming Special Events**

Coffee with a Cop at Safeway- March 18<sup>th</sup>, 0800-1100

### **Significant Calls for Service**

Missing Person: Curtis Neal Sr. was listed as a missing person last month. His body was recovered this month in the desert. Autopsy results are pending.

Theft: Unknown persons removed a Glock .40 caliber pistol from victims 2013 Ram 1500 which was parked in his driveway on W. Admiral Way. Victim claims it was locked, but no signs of forced entry. No leads at this time. Gun valued at \$400.

Theft: A cell phone was taken from a cubby at the fitness center. No suspects. Value of phone is \$700.

Criminal Damage: Unknown persons cut the top of the victims live silk tree on N. Smithsonian Way. No witnesses.

Felix / Merrill Ranch Pkwy – An unknown person damaged a livestock gate valued at \$500.00. It was possibly done by a large truck.

### **Training**

Departmental training was conducted during briefings.

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### K-9 Unit

Number of officers assigned to K-9 unit: 1, K9 Murphy

Total number of vehicle stops: 28

Total number of K-9 Utilizations: 7

Total number of vehicle hand searches: 7

Total amount of narcotic seizures (weight): 0.4 grams

Type of Drug	Amount in Weight
Narcotics	0.4 grams
Prescription Drugs	0
Paraphernalia	2 individual items

### **K-9 Activity**

K9 Murphy attended weekly K9 detection along with the Pinal County Sheriff's Office K9 Unit. During the four hour block of detection, K9 Murphy's service dog detected marijuana, cocaine, methamphetamine and heroin without incident. K9 Murphy is certified through the National Canine Audit Tracking Systems (NCAT).

During the month of February 2016, K9 Murphy self-initiated (32) cases which included vehicle stops, field interviews and on-view criminal activity. K9 Murphy was responsible for (64) calls of service dispatched by Florence Police Department. Listed below is a synopsis of what transpired.

K9 Murphy conducted a traffic stop in the area of Highway 287. During contact, a male subject was arrested for possession of drug paraphernalia and driving on a suspended license.

K9 Murphy conducted a traffic stop in the area of 800 North Pinal Parkway. During the stop the driver was arrested and with the assistance of K9 Russ detected 0.4 grams of heroin. The driver was processed into Pinal County Sheriff's Office Adult Detention Center.

K9 Murphy issued 1 civil citation and 3 criminal citations to include charging 5 misdemeanor and 1 felony cases.

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## Volunteers

The Florence Volunteers put in a total of 280 hours for the month of February. There were a total of 15 volunteers that donated their time this month. They attend the monthly TRIAD meeting, which deals with the elderly, as well as the Guardian Angel program. The Victim Services Unit was not utilized this month. The volunteers continue to assist the police department with fingerprinting, front desk reporting, funeral escorts, and any special events hosted by the Town of Florence. The volunteer program is becoming more actively involved in house watches, school zones and business checks.

## Grants

There was no Governor's Office of Highway Safety (GOHS) task force activity this month. The application process and bids for the 2018 grant cycle have begun.

Officers and volunteers have been encouraged to utilize the Livescan for fingerprints versus ink.

Sergeant Riccomini continuing to obtain microphones for the radios purchased from the Gila River Grant.

Stonegarden activity for February 2017 is as follows:

- Overtime - \$8,884.46
- Mileage - \$1,696.36
- Stops/Contacts - 150
- Citations - 26
- Charging - Misdemeanors 6, Felonies 2
- Seized - 6 grams marijuana
- I/A to BP - 4
- Monthly total - \$10,580.82

Total citations for the month of February 2017: 77

Total traffic contacts for the month of February 2017: 469

Type of Citation	Total Number
Civil Speed	28
Criminal Speed	1
DUI	0
DUI Drugs	2
Other	46

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### **Training**

Efforts are continually made by the training staff to incorporate and provide quality training to all FPD (Florence Police Department) officers. FPD staff has worked diligently to reduce training costs by providing required internal training.

### **Traffic**

Total number of Citations issued for the department: 48 citations written for a total of 62 violations

### **Directed Patrols**

The Police Department conducted 298 Directed Patrols during February. Directed Patrols are a proactive, police-initiated, approach which focuses patrol resources on the places with highest risks of serious crime to increase crime prevention. Statistics have proven that an increased proactive patrol in high crime areas has decreased crimes.

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## ENGINEERING

### ***Diversion Dam Road:***

- Robert Sanders company will honor any/all warranty-related work. End of one-year warranty is 30 September 2017 according to final punchlist w/Willdan
- ADOT in preparation to install signal light at intersection. Bidding process in progress. Possible start in April/June 2017

### ***Community Development:***

- Windmill Winery continues design phase. Currently performing 4th review of Improvement Plans, Drainage etc. Considering signalized/controlled crosswalk between existing winery facility and new facility

### ***Medical Office Building:***

- Begun construction phase. At-risk grading permit issued. Site grading and drainage in progress.
- ADOT preparing to begin construction at SR79/SR79B/SR287 junction. Start date is unknown but presumed to be approx. May/June 2017.
- Met with ADOT 17 March to discuss initial effort to widen/rehab SR79 Gila Bridge crossing. Project is in early concept/design phase and is not expected to commence until 2020.

### ***Ongoing Engineering Activity:***

- Continue to research and develop general plan, paving, grading and drainage, water, sewer, etc. notes to serve as TOF baseline requirements for developers/designers.
- Review large-format paper plans stored at PW for validity/necessity of retention.
- Preparation for involvement in Florence Gardens Phases IV & V repaving efforts-comments have been supplied back to the Engineer

## FACILITIES MAINTENANCE

### ***Update:***

- Projected ending budget & FY 18 projections are submitted
- Facilities 1<sup>st</sup> quarterly survey has been sent out to designated service requestors. 9 out of 25 surveys have been returned. Results will follow complete
- Facilities' received & forwarded final quotes for Fire Safety equipment installation on the Brunenkant building
- Will be changing all paper towel & toilet paper dispensers to reduce; waste and inventory space, as well as provide a healthier and consistent appearance throughout town buildings
- Semiannual services for HVAC Preventive Maintenance have begun
- Semiannual services for overhead doors and gates have begun

## **Labor Report:**

	Closed	Open	Count
CLOSED INCOMPLETE	217	0	217
Emergency	30	0	30
General Maintenance	483	29	512
Major Repair	5	0	5
Not Assigned	16	1	17
Preventive Maintenance	518	14	532
Projects	12	2	14
Safety	70	15	85
Special Custodial	21	1	22
Special Needs	69	3	72
<b>Count</b>	1441	65	1506

Maintenance: - The current March 15th, 2017 Facilities Help Desk report shows 65 open work orders

## **Outstanding Tasks:**

- Working with PW Director & Finance on potential Utility Efficiency projects
- Working on signage for properly posted addresses on Town buildings as required for Police & Fire Departments
- Continue to schedule repairs identified by American Fire during the annual Preventive Maintenance Inspections
- Working with Low Mountain and its sub-contractors on minor punch-list/warranty items at the Library & Aquatic Center including:
  - Insulation debris inside of ductwork over the main library area: Pending
  - Hot water heater warranty at the Aquatic Center: Electricians and plumbers discovered a faulty connection in one of the water heaters. Materials are under warranty. Low Mountain has offered to pay for the labor
  - Minor leaks at the Library during heavy rains: Low Mountain sent a crew to seal exterior walls that are believed to be the cause of our leaks. There were no leaks from the last mild rain. We will monitor during the next major storm

## **Project inquiries:**

- Shelter to replace existing cover over Fire Station 1 Water Softener: Facilities has left over material from the Rodeo Grounds repairs. This will need to wait until we have available time to perform the work
- Replacement of back awning at Senior Center: Listed as possible CIP
- SWTTP request for conversion of the custodial mop sink area into an emergency shower at South Waste Water Treatment Plant: Budgetary quote provided (\$7,000)
- Brunenkant Fire Alarms (listed above)

## FLEET MAINTENANCE

Preventative Maintenance's (PM's): 10

Total Vehicles Serviced: 40

### ***Major Accomplishments:***

- Started Fleet Maintenance Survey
- Started Vehicle cleaning (with inmates)
- Started Vehicle Upholstery repairs (with Shaw's Int)
- Continue Vehicle body repairs

### ***Auction Update:***

- No current auctions

## SANITATION

Total amount of right-of-way violations to date = eleven (11)

Code compliance violations to date = none (0)

### ***RAD Service Orders:***

- TOWN had forty-three (43) pickups of bulk trash
- FLORENCE GARDENS had forty-four (44) pickups of bulk trash
- ANTHEM had fifty (50) pickups of bulk trash
- Monthly Cemetery Report for March 31, 2017

## CEMETERY

Status:

- Inquiries: 3
- Burials: 1
- Lots Sold: 1
- Spaces: 1

## STREETS

- Crack sealed in unit 11, 13, 10, and 12. Florence gardens. Sunrise Estates.
- Blade on East Butte, Christianson and Canal Road.
- Sprayed and mowed weeds in the town right of ways.
- Patched potholes on roads in the town limits.
- Installed new banners on Main Street and Anthem.
- Removed barricades from Hunt Hwy. and Attaway Rd
- Built awning for metal rack
- Replaced a 20' x 10' section of sidewalk in Anthem.
- Marked storm drains for blue stake requests

## UTILITIES – WATER

### **CIP Updates:**

**Rodeo Well Project:** COMPLETED

### **Standpipe Project:**

- PO received & parts ordered. New Card Reader System to replace the existing coin operated system. Standpipe frame & all pipe is being replaced. New Backflow Preventer will be installed. After construction is completed all portions of this project will be painted. Card Reader has been received. (ON GOING)

### **1<sup>st</sup> Street Water Line Project:**

- Project has restarted. New water main & service installation on Florence St. almost complete. Taps have been installed in the alleys of Warner & Silver St. Also installed the 12" valve on Phoenix St. Currently working on extending the 12" line to Ruggles St

**Well 3 B Noise Project:** COMPLETED

### **Well # 5 Booster Pump Project:**

- Changes made to this project. Not completing all the upgrades that were on the plans. Project went out for bid. Coolidge Engine & Pump has completed the installation of the new booster pump. Ripple has started work to complete the SCADA tie in. (ON GOING)

### **Well # 1 Chlorine Building and Booster Pump Project**

- The new RFP Enclosure for chlorine injection and storage has been received. We are currently trying to complete other projects. When these projects are completed we will work on getting the FRP installed

### **Daily Projects:**

- New fire hydrant maintenance project continues. Coordinating efforts with John Kemp from the Fire Department. Hydrant repairs will continue to be scheduled along with other projects (ON GOING)
- Monthly water meters readings have been completed. The town needs to look at going to a remote read system
- Monthly Drinking Water samples were pulled & sent to the lab. Results came back good
- Completion of work orders & blue stakes
- New actuator installed on Well #3B



## WASTEWATER

### **North WWRF Retrofit/Repair**

- Filter installation
- Influent pump installation
- RAS pump installation
- Sludge Pump installation (PO Ready)
- Ultra-Sonic Meters (PO Ready)
- 4" MAG –Meter to Replace Existing Recharge and Golf Course MAG Meters (PO 46263)
- Felix JOC's
  - Screen and Headworks rehab and replacement
  - Belt Filter Press (BFP) Relocation and Installation (Relocate and Rehab BFP from South Plant)
  - Electrical Upgrade to 480/3 phase for new equipment
  - Installation of Replacement Chlorination Building (Owner Provided)
  - Aeration Piping and Diffuser Installation
  - Blower Replacement
  - Basin Piping Reconfiguration and Concrete Repair
  - Concrete Rehab on Drying Bed Area Slabs and Curbing
  - Safety railing, walkway, and access rehab
  - Rehab bypass pump station
  - Installation of piping and rehab of recharge basins

### **Recharge Permitting & Design – SWWTP and NWWTP**

- Permitting Process/Status
- Work with Dobson on Potential Well
- Meeting with ADWR

### **SCADA – Wastewater**

- Status of Blueprints/Schematics
- Feed study

### **Bi-Sulfate Pump at SWWTP**

- Pump Skid Status
- Electrical/SCADA Integration; Effluent Pump Station PLC Tie-In

### **SWWTP**

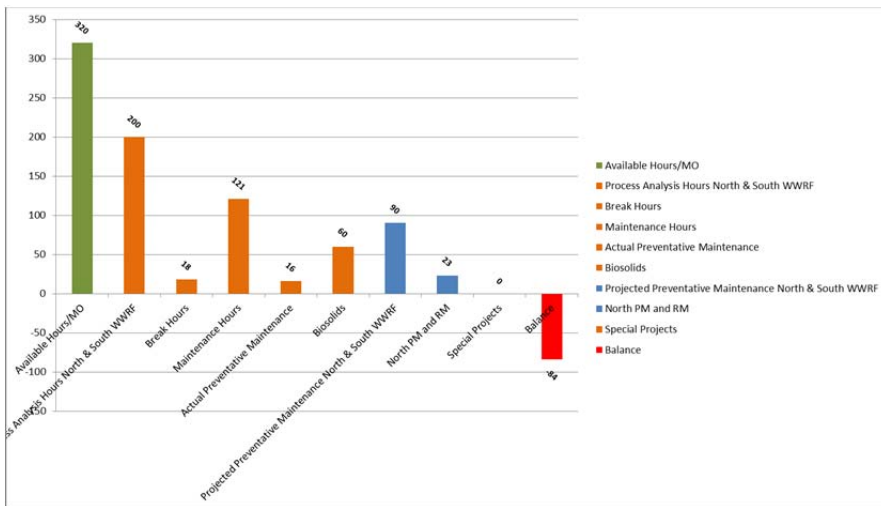
- Post Equalization Pump #1
- Felix JOC's
  - Belt Filter Press (BFP) Removal and Installation of New BFP
  - Old Influent Headworks Screen Rehab and Odor Control
  - Installation of Loop or Check Valve on Effluent Line to keep Mag meter full
  - Re-pipe clean water source to Filter Backwash Pump
  - Replace 6 decant butterfly valves and valve stems

- Installation of piping and rehab of recharge basins
- Reroute Filter backwash line to BFP filtrate line
- Mixed Liquor Transfer Pump and Piping
- Install irrigation pump, meter, and line to deliver effluent to frontage landscaping
- On-call services/headworks

**SBR'S**

- Decanter Evaluation
- SBR #1

**Wastewater Daily Projects/Status**



WWTP Operations are currently projected to average 14.8hrs of overtime each week to try to help with deficit caused by vacant positions, belt press operation as well as manually operating SBR valve.

**Wastewater Administration & Reports**

External/Internal Reporting:

1. South MOR/DMR complete-No Deficiencies
2. North MOR/DMR complete-No Deficiencies