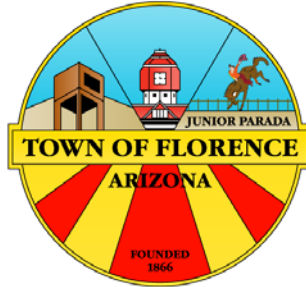


# TOWN OF FLORENCE REGULAR MEETING AGENDA

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, January 22, 2018**

**6:00 PM**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Town of Florence Council and to the general public that a Regular Meeting of the Florence Town Council will be held on Monday, January 22, 2018, 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. PRESENTATIONS**

- a. **Teen Council Update.** (David Lewis)
- b. **Presentation on upcoming** special events from February to July 2018. (Alison Feliz)
- c. **2017 Annual Report** from the Greater Florence Chamber of Commerce. (Jennifer Evans)

**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. Acceptance of Larry Putrick's resignation from the Planning and Zoning Commission. (Lisa Garcia)
- b. Authorization to advertise Peter Villa Verde's vacant seat on the Industrial Development Authority. (Lisa Garcia)
- c. Approval of entering into a Professional Services Agreement with the Greater Florence Chamber of Commerce for Calendar Year 2018, in an amount not to exceed \$45,000. (Jennifer Evans)
- d. Authorization to suspend the Town of Florence Special Event Vendor Permit rules for the Road to Country Thunder event to allow the Greater Florence Chamber of Commerce to coordinate vendors and collect vendor fees as a fundraiser during the Road to Country Thunder event on March 31, 2018. (Lisa Garcia)
- e. Approval of the December 4, 2017 Town Council Regular Meeting minutes.
- f. Receive and file the following board and commission minutes:
  - i. November 9, and December 7, 2017 Arts and Culture Commission meeting minutes.

## **8. NEW BUSINESS**

- a. Appointment of Board/Commission members. (Lisa Garcia)
  - i. Re-appointment of Ann Rankin and Ed Curran to the Arts and Culture Commission with terms to expire December 31, 2020.
  - ii. Re-appointment of Cathy Adam, Victoria Knight, and Debbie Novotny to the Historic District Advisory Commission with terms to expire December 31, 2020.
  - iii. Re-appointment of Tom Smith to the Parks and Recreation Advisory Board with term to expire December 31, 2020.
  - iv. Re-appointment of Lonnie Frost and Robert Smidt to the Planning and Zoning Commission with terms to expire December 31, 2020.
  - v. Appointment of Mike Shoppel to the remainder of Larry Putrick's vacated seat on the Planning a Zoning Commission, with term to expire December 31, 2018.

## **9. MANAGER'S REPORT**

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


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

## **12. 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 JANUARY 18, 2018, 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> 6a.</b>
<b>MEETING DATE:</b> January 22, 2018  <b>DEPARTMENT:</b> Community Services  <b>STAFF PRESENTER:</b> David Lewis, Recreation Leader  <b>SUBJECT:</b> Florence Teen Council Update		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Other
<b>STRATEGIC PLAN REFERENCE:</b> <input type="checkbox"/> Community Vitality <input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnership and Relationships <input type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Statutory <input type="checkbox"/> None		

**RECOMMENDED MOTION/ACTION:**

Presentation by the Florence Teen Council and highlights of their activities.

**BACKGROUND/DISCUSSION:**

The Florence Teen Council (FTC), led by Kim “Koko” Hunter and David Lewis, just wrapped up the first half of the school-year and the FTC members would like to share their experiences with the Town Council.

**A VOTE OF NO WOULD MEAN:**

Not Applicable

**A VOTE OF YES WOULD MEAN:**

Not Applicable

**FINANCIAL IMPACT:**

Not Applicable

**ATTACHMENTS:**

None



## TOWN OF FLORENCE COUNCIL ACTION FORM

### AGENDA ITEM 6b.

**MEETING DATE:** January 22, 2018

**DEPARTMENT:** Community Services

**STAFF PRESENTER:** Alison Feliz, Recreation Coordinator

**SUBJECT:** Presentation on Upcoming Special Events

- ☐ Action
- ☒ Information Only
- ☐ Public Hearing
- ☐ Resolution
- ☐ Ordinance
  - ☐ Regulatory
  - ☐ 1<sup>st</sup> Reading
  - ☐ 2<sup>nd</sup> Reading
- ☐ Other

#### **STRATEGIC PLAN REFERENCE:**

- ☒ Community Vitality    ☐ Economic Prosperity    ☐ Leadership and Governance
- ☐ Partnership and Relationships    ☐ Transportation and Infrastructure
- ☐ Statutory    ☐ None

#### **RECOMMENDED MOTION/ACTION:**

Presentation by Alison Feliz, Recreation Coordinator, on upcoming special events from February to July 2018.

#### **BACKGROUND/DISCUSSION:**

There are several special events planned from February to July 2018. Staff will provide a brief overview of both internal and external special events to promote and provide information to residents and visitors, so they can attend or volunteer.

#### **A VOTE OF NO WOULD MEAN:**

Not Applicable

#### **A VOTE OF YES WOULD MEAN:**


Not Applicable

#### **FINANCIAL IMPACT:**

Not Applicable

#### **ATTACHMENTS:**

None

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u> 6c.</b>
<b>MEETING DATE:</b> January 22, 2018  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Jennifer Evans, Management Analyst  <b>SUBJECT:</b> 2017 Annual Report from the Greater Florence Chamber of Commerce		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Other
<b>STRATEGIC PLAN REFERENCE:</b> <input type="checkbox"/> Community Vitality <input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnership and Relationships <input type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Statutory <input type="checkbox"/> None		

**RECOMMENDED MOTION/ACTION:**

None; for information only.

**BACKGROUND/DISCUSSION:**

The Greater Florence Chamber of Commerce will provide a written annual report and present it to the Town Council to fulfill part of the terms outlined in the Professional Services Agreement with the Town of Florence. The agreement identifies services the Greater Florence Chamber of Commerce provides to the Town of Florence to operate the Florence Visitors Center and McFarland State Historic Park. The services include, but are not limited to, operating the visitors center and park six days per week; providing visitor information; working with regional media outlets to encourage positive coverage of Florence; and coordinating six cultural programs, special events, or activities at the park. The annual report includes the outcomes of projects listed in the scope of work, complete financial reports, goals and objectives for the following year, and other noteworthy events.

**A VOTE OF NO WOULD MEAN:**

Not applicable

**A VOTE OF YES WOULD MEAN:**

Not applicable

**FINANCIAL IMPACT:**

The Greater Florence Chamber of Commerce received \$45,000 from the Town of Florence as compensation for the services provided in the Professional Services Agreement.

**ATTACHMENTS:**

2017 Annual Report from the Greater Florence Chamber of Commerce

# Greater Florence Chamber of Commerce

## 2017 ANNUAL REPORT

January 1, 2017 through December 31, 2017

### Operations

The Florence Visitor Center and McFarland State Historic Park operated from October 1 through May 31, Monday through Saturday, 9:00AM to 5:00PM. It operated on a summer hours schedule from June 1 through September 30, Monday through Saturday, 9:00AM to 2:00PM. Plans have been made to extend summer hours to 3:00PM in 2018.

The Visitor Center provided access to a public telephone (local calls only), drinking water, and general information about the Town of Florence, the region, and the State. The Center has been rearranged to better display information, and State Parks added two new brochure racks. New brochures have been added. The outside racks have been kept stocked with brochures that are available to visitors after hours. An annual Florence special events calendar was compiled and updated quarterly.

### VISITATION

<u>PARK VISITORS</u>	<u>2016</u>	<u>2017</u>	<u>+/- PERCENTAGE</u>
1 <sup>ST</sup> QUARTER	4204	3378	-19.7%
2 <sup>ND</sup> QUARTER	923	791	-14.3%
3 <sup>RD</sup> QUARTER	331	427	+29%
4 <sup>TH</sup> QUARTER	<u>1070</u>	<u>1493</u>	<u>+39.5%</u>
TOTAL FOR YEAR	<b>6528</b>	<b>6089</b>	<b>-6.7%</b>

<u>VISITOR CENTER VISITORS</u>	<u>2016</u>	<u>2017</u>	<u>+/- PERCENTAGE</u>
1 <sup>ST</sup> QUARTER	871	1236	+41.9%
2 <sup>ND</sup> QUARTER	234	321	+.4%
3 <sup>RD</sup> QUARTER	178	180	+/-0%
4 <sup>TH</sup> QUARTER	<u>400</u>	<u>371</u>	<u>-7.25%</u>
TOTAL FOR YEAR	<b>1683</b>	<b>2108</b>	<b>+25.3</b>

The first half of 2017 saw fewer Park visitors than the previous year, but picked up very well in the second half. The Visitor Center had a significantly increased number of visitors at the beginning of the year, but visitation tapered off at the end of the year. Visitor Center counts are those visitors who come in for information only and do not tour the remainder of the park.

**Donations** for **2017** totaled **\$1971.25**, down **4.7%** from **\$2068.59** for **2016**. They did pick up considerably toward the end of the year.



The gift shop obtained five new vendors. An inventory list was compiled, and inventory tracked daily. State Parks rearranged the shop and brought in two new sets of shelves. The gift shop was re-organized in 2017 in an effort that included new merchandising by State Parks staff, the installation of new shelving, and improved procedures for inventory control.


Arizona State Parks and Trails made a number of improvements to the Park. A new sign was installed, the outside of the building was painted, and a new roof added. Potted plants were added to the courtyard, and the outside of the restrooms was painted. A plastered block wall was installed on the north side of the courtyard. The parking lot was re-surfaced and re-stripped.

### **Marketing**

Twelve groups toured McFarland State Park. Promotional letters were sent to regional RV Parks and 55+ communities. An ad for the Visitor Center/McFarland Park was purchased in the Chamber's upcoming Florence tourism map, and improvements were made on the McFarland Facebook page. Bunting has been displayed on the building to increase visibility. Visitor comments have been very favorable, and many bring back family and friends. Plans have been discussed for more advertising opportunities.

Six cultural/educational programs were provided for the public. All were attended. They were promoted on the Chamber website, the Chamber newsletter, the Chamber and McFarland Facebook pages, the town newspaper, a neighborhood website, and flyers. A new schedule of programs are confirmed for January 20, February 1, and April 14, 2018, and proposed for the months of March, May, and November. McFarland State Park was selected to host the Smithsonian Water/Ways exhibition from November 17 to December 30, 2018.

McFarland State Park/Florence Visitor Center participated in Relay for Life's Amazing Race and the Florence Annual Historic Home Tour. The courtroom was used by the Town to host the entertainment from Road to Country Thunder. Arizona State Parks and Trails hosted a 60<sup>th</sup> anniversary celebration. We have two new volunteers who assist with greeting guests, providing information and guiding tours as needed.

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>7a.</b>
<b>MEETING DATE:</b> January 22, 2018  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Lisa Garcia, Deputy Town Manager/ Town Clerk  <b>SUBJECT:</b> Larry Putrick Resignation from the Planning and Zoning Commission and to fill vacancy		<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>
<b>STRATEGIC PLAN REFERENCE:</b> <input type="checkbox"/> Community Vitality <input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnerships and Relationships <input type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Statutory <input type="checkbox"/> None		

**RECOMMENDED MOTION/ACTION:**

Authorization to accept Larry Putrick's resignation and seek applicants to fill the one remaining term on the Planning and Zoning Commission with a term to expire December 31, 2018.

**BACKGROUND/DISCUSSION:**

Mr. Larry Putrick submitted an oral resignation to the Town as he no longer resides within the Town of Florence.

The Planning and Zoning Commission currently has four members. Per Town Code, the Planning and Zoning Commission may have up to five members appointed by the Town Council.

**A VOTE OF NO WOULD MEAN:**

The Planning and Zoning Commission will continue to have one vacancy.

**A VOTE OF YES WOULD MEAN:**

The Planning and Zoning Commission would have five members but continue to take applications for alternate members.

**FINANCIAL IMPACT:**

Not Applicable

**ATTACHMENTS:**

Member List

**Planning and Zoning Commission  
(3 Year Term)**

**Meets the First and Third Thursday of the Month at 6:00 p.m. at Florence  
Town Hall, 775 N. Main Street, Florence, AZ  
5 MEMBERS**

**Chairman**

**Gary J. Pranzo**

420 N. Quartz St.  
P O Box 577  
Florence, AZ 85132  
Home: (520) 868-0591  
Cell: (520) 709-0707  
[Pranzo3@hotmail.com](mailto:Pranzo3@hotmail.com)  
Appointed: 2/1/2016  
Expires: 12/31/2018

**Lonnie Frost**

5724 W. Victoria Way  
Florence, AZ 85132  
Home: (480) 625-2030  
Work: (520) 866-6293  
Cell: (480)-440-9052  
[Lonnie.frost@pinlacountyaz.gov](mailto:Lonnie.frost@pinlacountyaz.gov)  
Appointed: 2/06/2017  
Expires: 12/31/2017

**Vacant**

Appointed: 2/1/2016  
Expires: 12/31/2018

**Council Liaison**

Council Member Bill Hawkins  
130 Campbell Road  
P O Box 1378  
Florence, Arizona 85132  
Cell: (520) 705-1601

**Carl Bell**


565 S. Central  
P O Box 2021  
Florence, Arizona 85132  
Home: (520) 560-4614  
[deadbugs@centurylink.net](mailto:deadbugs@centurylink.net)  
Appointed: 2/1/2016  
Expires: 12/31/2018

**Staff Liaisons**

Development Services  
P O Box 2670  
Florence, Arizona 85132  
Phone: (520) 868-7540

**Robert Smidt**

P O Box 1191  
590 N. King Street  
Florence, AZ 85132  
Work: (520) 868-7250  
Home: (520) 868-9554  
[bobnterismidt@msn.com](mailto:bobnterismidt@msn.com)  
Appointed: 12/19/2016  
Expires: 12/31/2017

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>7b.</b>
<b>MEETING DATE:</b> January 22, 2018  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Lisa Garcia, Deputy Town Manager/ Town Clerk  <b>SUBJECT:</b> Florence Industrial Development Authority Vacancy		<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>
<b>STRATEGIC PLAN REFERENCE:</b> <input type="checkbox"/> Community Vitality <input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnerships and Relationships <input type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Statutory <input type="checkbox"/> None		

**RECOMMENDED MOTION/ACTION:**

Authorization to seek applicants to fill the one remaining term on the Industrial Development Authority with a term to expire December 31, 2020.

**BACKGROUND/DISCUSSION:**

It is with great sadness that the Town is seeking applicants to fill the vacancy left by the passing of Mr. Peter VillaVerde on January 1, 2018.

The Florence Industrial Development Authority (IDA) currently has six members. Per Town Code, the IDA may have up to seven members appointed by the Town Council.

**A VOTE OF NO WOULD MEAN:**

The IDA will continue to have one vacancy on the IDA.

**A VOTE OF YES WOULD MEAN:**

Staff would advertise for applicants through social media, Channel 11, Town website and in the Florence Reminder to fill the vacancy.

**FINANCIAL IMPACT:**

Nominal cost for advertising in the local newspaper.

**ATTACHMENTS:**

Member List

# Industrial Development Authority

(6 Year Term)

Meetings are held as needed at 270 N. Pinal Street, Florence Arizona  
7 members

## **Barbara Kelly – President**

P O Box 550  
593 W. 11<sup>th</sup> Street  
Florence, AZ 85132  
(520) 868-4291 Home  
(520) 560-5610 Cell  
[aunt.brat@hotmail.com](mailto:aunt.brat@hotmail.com)  
Appointed: 2/18/2014  
Expires: 12/31/2019

## **Alfred “Fred” Celaya – Vice-President**

P O Box 748  
515 Willow Street  
Florence, AZ 85132  
(520) 868-4262 Home  
Appointed: 1/5/2015  
Expires: 12/31/2020

## **Louis Henry Padilla – Secretary/Treasurer**

P.O. Box 262  
180 S. San Carlos St.  
Florence, AZ 85132  
(520) 705-2541 Cell  
[lhpadilla@cox.net](mailto:lhpadilla@cox.net)  
Appointed: 1/5/2015  
Expires: 12/31/2020

## **John “Mick” McLaughlin**

4389 N. Petersburg Drive  
Florence AZ 85132  
(480) 329-7924  
[mick.mclaughlin@cox.net](mailto:mick.mclaughlin@cox.net)  
Appointed: 5/1/2017  
Expires: 12/31/2019

## **Kenneth Wallace**

2691 N. Presidential Dr.  
Florence AZ 85132  
(928) 201-3779  
[Kendr1965@gmail.com](mailto:Kendr1965@gmail.com)  
Appointed: 3/16/2015  
Expires: 12/31/2020

## **Vacant**

Appointed: 1/5/2015  
Expires: 12/31/2020

## **Ty Schraufnagel**

6077 W Montebello Way  
Florence AZ 85132  
(480) 440-5641 Home  
(520) 723-9400 Work  
[tschrauf@amfam.com](mailto:tschrauf@amfam.com)  
Appointed: 2/18/2014  
Expires: 12/31/2019


## **Council Liaison**

### **Councilmember John Anderson**

2631 N. Presidential Dr.  
Florence, AZ 85132  
Home: (520) 233-6066  
Town Cell: (520) 840-1573

## **Staff Liaison:**

Jennifer Evans  
P o Box 2670  
Florence AZ 85132  
Phone: (520) 868-7549  
Email: [jennifer.evans@florenceaz.gov](mailto:jennifer.evans@florenceaz.gov)

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>7c.</b>
<b>MEETING DATE:</b> January 22, 2018  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Jennifer Evans, Management Analyst  <b>SUBJECT:</b> 2018 Greater Florence Chamber of Commerce Professional Services Agreement		<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>
<b>STRATEGIC PLAN REFERENCE:</b> <input type="checkbox"/> Community Vitality <input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Leadership and Governance <input checked="" type="checkbox"/> Partnership and Relationships <input type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Statutory <input type="checkbox"/> None		

**RECOMMENDED MOTION/ACTION:**

A motion to approve entering into a Professional Services Agreement with the Greater Florence Chamber of Commerce for Calendar Year 2018, in an amount not to exceed \$45,000.

**BACKGROUND/DISCUSSION:**

Town staff and the Greater Florence Chamber of Commerce Board of Directors have agreed to the terms of the Professional Services Agreement as presented to the Town Council. The agreement identifies the services the Greater Florence Chamber of Commerce will provide to the Town of Florence to operate the Florence Visitors Center and McFarland State Historic Park. The Chamber has also agreed to participate in a process that will result in a strategic plan for their organization. The contract includes the following scope of service:

**Florence Visitor Center**

*General Operations*

- a) Operate the Florence Visitor Center during normal hours from October 1 through May 31, Monday through Saturday, 9:00 a.m. to 5:00 p.m. The Visitor Center will operate on a summer hours schedule June 1 through September 30, Monday through Saturday, 9:00 a.m. to 3:00 p.m. The Visitor Center will be open during the days and times listed above with the exception of Thanksgiving



Day and Christmas Day.

- b) Provide access to public telephones (local calls only), drinking water, and provision of general information about the Town of Florence, the region, and the State. An information rack will be maintained outside of the Visitor Center to provide information when the Visitor Center is closed.

### *Marketing*

- a) Work with local and regional media outlets to encourage positive coverage and attention to Florence. Results will be reported in each quarterly report.
- b) Maintain a comprehensive, up-to-date Annual Florence Special Events calendar that is available at the Visitor Center and on a designated page on the Chamber's website. Highlight Chamber of Commerce, Town of Florence, and other community wide events.
- c) Work with the Town of Florence and local business community to develop a strategy to attract visitors to the Town of Florence. Provide written recommendations for visitor attraction to the Town by the end of the second quarter.

## **McFarland State Historic Park**

### *General Operations*

- a) Operate McFarland State Historic Park consistent with the Florence Visitor Center operation hours.
- b) Provide information to the public on the park and exhibits located within McFarland State Historic Park.
- c) Notify the Town prior to or during any visits to McFarland State Historic Park that are made by Arizona State Parks personnel.

### *Marketing*

- a) Actively coordinate and promote at least six cultural programs, special events, or activities at McFarland State Historic Park. A minimum of one program will be conducted each quarter.
- b) Actively advertise the location of the Greater Florence Chamber of Commerce and the Town of Florence Visitor Center at McFarland State Historic Park on print media and the Chamber's website.

## **Florence Chamber of Commerce Strategic Plan**

- a) Provide all requested Chamber of Commerce governing documents to the Town for desk review by the end of the first quarter.
- b) Board and staff will actively participate in stakeholder meetings and interviews as necessary during the planning process. Progress will be reported in the second quarter report.
- c) Board and staff will participate in at least one consultant facilitated meeting with stakeholders to prioritize elements of the strategic plan and conduct board training. Progress will be reported in the second quarter report.
- d) Review the draft strategic plan and provide input to the consultant. Progress will be reported in the third quarter report.
- e) Board formally approves and implements the strategic plan. Progress will be reported in the third quarter report.

### **A VOTE OF NO WOULD MEAN:**

The Florence Chamber of Commerce would no longer operate the Florence Visitors Center and McFarland State Historic Park.

### **A VOTE OF YES WOULD MEAN:**

The Town will continue to contract with the Greater Florence Chamber of Commerce to operate the Florence Visitors Center and McFarland State Historic Park.

### **FINANCIAL IMPACT:**

The fiscal impact of the Professional Services Agreement is \$45,000 for Calendar Year 2018.

### **ATTACHMENTS:**

Professional Services Agreement for operational services of the Florence Visitors Center and McFarland State Historic Park.

**PROFESSIONAL SERVICES AGREEMENT  
FOR OPERATIONAL SERVICES OF THE FLORENCE VISITORS CENTER AND  
McFARLAND STATE HISTORIC PARK WITH THE  
GREATER FLORENCE CHAMBER OF COMMERCE**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2018, by and between the **TOWN OF FLORENCE**, an Arizona municipal corporation ("Town"), and the **GREATER FLORENCE CHAMBER OF COMMERCE**, an Arizona non-profit corporation ("Consultant"), for operational services of the Florence Visitors Center and McFarland State Historic Park ("Services"). The Town and Consultant may be referred to in this Agreement collectively as the "Parties" and each individually as a "Party".

**WHEREAS**, pursuant to Arizona Revised Statutes Annotated ("A.R.S.") § 9-493 and 9-500.11, Town is authorized to appropriate monies from its general fund for the purposes of improving or enhancing the economic welfare of the inhabitants of the Town, encouraging immigration, new industries and investment in the Town, and to print and distribute books, pamphlets and maps advertising the advantages of the Town; and

**WHEREAS**, Town desires to retain a consultant to provide operational services for the Florence Visitors Center and McFarland State Historic Park and to make payment for the same in accordance with the terms and conditions set forth in this Agreement, including all attachments; and

**WHEREAS**, Consultant has specialized resources, facilities and skills to perform such work; and

**NOW, THEREFORE**, Town agrees to retain and does hereby retain Consultant and Consultant agrees to provide the services required according to the terms and conditions and consideration set forth below:

1. **TERM:** The term of this Agreement shall commence on **January 23, 2018** and shall continue through **December 31, 2018**. The Town has the option, in the Town's sole discretion, to renew the Agreement for two (2) additional one year periods ("Term"). If the Agreement is renewed, the total length of the Agreement shall not exceed three (3) years. Any of the one (1) year contracts may be unilaterally extended by the Town for a period of thirty-one (31) days.
2. **CONSULTANT'S DUTIES:** Consultant agrees to perform Services as outlined in **Exhibit A** (the "Services") attached hereto and incorporated herein, all to be performed in accordance with all Town codes, ordinances, regulations, policies and procedures.
3. **COMPENSATION AND REPORTING:** In accordance with the terms and conditions of this Agreement, Town shall compensate Consultant for its operational services as

follows:

- a. An aggregate sum not to exceed **forty-five thousand dollars (\$45,000)** for Calendar Year 2018, provided Consultant meets the tasks identified and the reporting requirements as outlined in this Agreement and the insurance and indemnification requirements described in Sections 8 and 9 of this Agreement.
- b. The Town will provide at no cost to Consultant, office space valued at \$3,000 per year and telephone service valued at \$1260.00. Consultant will pay \$478.00 per month for electric and water utility charges and the Town will pay any charges exceeding that amount.
- c. The Consultant will report to the Town four (4) times throughout each year. The four (4) written performance ("Reports") shall be submitted no later than the following dates:
  - i. April 15, 2018 for the first report
  - ii. July 15, 2018 for the second report
  - iii. October 15, 2018 for the third report
  - iv. January 15, 2019 for the fourth report and "Annual Report"
- d. For each written performance Report deemed satisfactory, the Consultant is to be paid **Eleven thousand two hundred fifty dollars (\$11,250)**. The following items must be included:
  - i. Steps taken to achieve the goals and projects during the quarter as outlined in **Exhibit A**
  - ii. Income Statement and Balance Sheet for the quarter
  - iii. Other noteworthy events related to the Services
- e. The written Annual Report shall be completed by the Consultant and submitted to the Town Manager, or designee, before the filing deadline of the second Town Council meeting in January. The annual report shall be orally presented to the Town Council at the second Town Council meeting in January. The document must include at least the following items:
  - i. Outcomes of the Services as outlined in **Exhibit A**
  - ii. Complete financial report including balance sheet, income statement and narrative of the current financial situation of the Consultant
  - iii. Goals and objectives for the upcoming year
  - iv. Other noteworthy events related to the Services
- f. If the Consultant is unable to complete the Service by the date identified in Section 3(c), then the Consultant may provide written recommendations for an extension of time to the Town Manager or designee, to request additional time to

complete those Services. The recommendations shall be received by the Town Manager or designee prior to the completion date. Scheduling of Services shall be done by mutual agreement between the Consultant and the Town Manager or designee. In the written request for a time extension, the Consultant shall provide the basis as to why the Services cannot be completed and identify a specific date when the project shall be completed.

The Town shall not compensate the Consultant if the Consultant does not complete the Services during the Calendar Year by **December 31<sup>st</sup> of each year**, or the Consultant does not provide a request for an extension of time to the Town Manager or designee prior to the completion date identified in this Agreement or other date if determined by the Consultant and the Town Manager or designee.

- g. The Town Manager or designee may refuse to grant a time extension to complete the Service, or dispute the quality of Service provided by the Consultant, if written notice of refusal is provided within ten (10) days of the Consultant's request for a time extension or when an activity is completed. The written notice shall specify the grounds for refusal, and the Consultant is permitted ten (10) days from the written notice of refusal to redress the grounds for refusal. Should the Town Manager or designee disagree that the ground for refusal are properly addressed, the dispute may be brought by the Consultant before an Arbitrator recognized by the Pinal County Superior Court for binding arbitration of the dispute. The prevailing party in such arbitration shall recover all costs including: all arbitration expenses, collection expenses, reasonable attorneys' fees and other costs to be determined by the Arbitrator in such action.
  - h. Consultant will monitor and actively seek other sources of public or private funding that becomes available to Consultant and will advise the Town Manager or designee of these opportunities.
  - i. Exhausting the total amount payable pursuant to Section 3(a) shall not relieve Consultant of its obligations to perform services. Should Town request additional services beyond those specified in Section 2, Consultant shall charge, and Town shall pay for, a rate as negotiated between Town and Consultant and executed in writing.
4. **CONSULTANT BILLING:** Consultant shall submit invoices to the Town for payment upon completion of each phase of work outlined in **Exhibit A**. Payment shall be made to Consultant within thirty (30) calendar days of the date of receipt. The Town's payment shall be made only in the name of the Consultant appearing on this Agreement. For additional services as negotiated per Section 3(i), Consultant shall charge Town on a time and expense basis in a total amount not to exceed the negotiated amount. Town shall pay such billings within thirty (30) calendar days of

the date of receipt or as otherwise negotiated.

5. CONSULTANT'S STANDARD OF PERFORMANCE: While performing the Services, Consultant shall exercise the reasonable professional care and skill customarily exercised by reputable members of Consultant's profession and shall use reasonable diligence and best judgment while exercising its professional skill and expertise. Consultant shall be responsible for all errors and omissions Consultant commits in the performance of this Agreement.
6. NOTICES: All notices and requests to the other party required under this Agreement shall be in writing and sent by first class certified mail, postage prepaid, return receipt requested, addressed to the following personnel:

Town of Florence	Greater Florence Chamber of Commerce
Town Manager	Executive Director
P.O. Box 2670	P.O. Box 929
775 North Main Street	Florence, AZ 85132
Florence, AZ 85132	

7. TERMINATION: This Agreement may be terminated by either party upon thirty (30) working days written notice. If this Agreement is terminated, Consultant shall be paid for Services performed to the date of receipt of such termination notice. In the event of such termination, Consultant shall deliver to Town all work in any state of completion at the date of effective termination. The Town has the right to terminate this Agreement for cause or convenience, or to terminate any portion of the Services which have not been performed by Consultant.
8. INSURANCE REQUIREMENTS: The Consultant, at Consultant's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. rating of "A", or approved and licensed to do business in the State of Arizona with policies and forms satisfactory to the Consultant/Town of Florence.

All insurance required herein shall be maintained in full force and effect during any term of this Agreement; failure to do so may, at the sole discretion of the Town of Florence, constitute a material breach of this Agreement.

The Consultant's insurance shall be primary insurance, and any insurance or self-insurance maintained by the Town of Florence shall not contribute to it. Any failure to comply with the claim reporting provisions of the policies or any breach of an insurance policy warranty shall not affect coverage afforded under the policy to protect the Town of Florence.

The insurance policies required by this Agreement shall name the Town of Florence,

its agents, officers, officials, and employees as Additional Insured. Additionally, the State of Arizona must be named as additional insured. The policy shall be endorsed to include the following additional insured language: "The State of Arizona and Arizona State Parks officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the contractor".

**General Liability:** Consultant shall, at Consultant's expense, maintain a policy of comprehensive public liability insurance with a limit of not less than \$1,000,000 for each occurrence and with a \$2,000,000 General Aggregate Limit.

The policy shall include coverage for bodily injury, broad form property damage, personal injury, and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Agreement.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision, which would serve to limit third party action over claims.

**Certificates of Insurance:** In the event any insurance policy(ies) required by this Agreement is (are) written on a "claims made" basis, coverage shall extend for two years past the expiration of any term of this Agreement as evidenced by annual Certificates of Insurance.

If a policy does expire during any term of this Agreement, a renewal certificate must be sent to the Town of Florence no later than fifteen (15) days prior to the expiration date.

9. **INDEMNIFICATION:** To the fullest extent permitted by law, Consultant shall defend, indemnify and hold harmless the Town of Florence, its agents, officers, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted either wholly or in part from the acts, errors, mistakes, omissions, work or Services of the Consultant, its agents, employees, contractors or subcontractors in the performance of this Agreement.

Consultant's duty to defend, hold harmless and indemnify the Town of Florence, its agents, officers, officials and employees shall arise in connection with any claims, damages, losses or expenses that are attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting there from, caused either wholly or in part by Consultant's acts, errors, mistakes, omissions, work or services in the performance of this Agreement including any employee of the Consultant or any other person for whose acts, errors, mistakes, omissions, work or Services the Consultant may be legally liable

The Consultant will be responsible for primary loss investigation and defense and judgment costs where this indemnification applies. The Consultant's obligations under this section shall survive the expiration or earlier termination of this Agreement.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this Section.

10. INDEPENDENT CONTRACTOR: Consultant shall at all times during Consultant's performance of the services retain Consultant's status as independent contractor. Consultant's employees shall under no circumstances be considered or held to be employees or agents of Town. Town shall have no obligation to pay or withhold state or federal taxes or provide workers' compensation or unemployment insurance for or on behalf of them or Consultant.
11. GOVERNING LAW AND VENUE: This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Arizona without reference to conflicts of laws and principles. Any action at law or in equity brought by either party for the purpose of enforcing a right or rights provided for in this Agreement shall be tried in a court of competent jurisdiction in Pinal County, State of Arizona. The parties hereby waive all provisions of law providing for a change of venue in such proceeding to any other county. In the event either party shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition in this Agreement, it is mutually agreed that the prevailing party in such action shall recover all costs including: all litigation and appeal expenses, collection expenses, reasonable attorneys' fees, necessary witness fees and court costs to be determined by the court in such action.
12. OWNERSHIP OF RECORDS AND REPORTS: All of the files, reports, documents, information and data prepared or assembled pursuant to the Agreement are to be and remain the property of the Town and are to be delivered to Town before final payment under the Agreement is made to Consultant, or upon termination of the Agreement for any reason.
13. NONASSIGNMENT: This Agreement has been entered into based upon the personal reputation, expertise and qualifications of Consultant. Neither party to this Agreement shall assign its interest in the Agreement, either in whole or in part. Consultant shall not assign any monies due or to become due to it hereunder without the prior written consent of Town.
14. ENTIRE AGREEMENT: This Agreement and any attachments represent the entire agreement between Town and Consultant and supersede all prior negotiations, representations or agreements, express or implied, written or oral. It is mutually



understood and agreed that no alteration or variation of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the parties hereto.

15. FUNDS APPROPRIATION. If the term of this agreement or provision of any Services hereunder extends beyond the current fiscal period of the Town and the Town Council does not appropriate funds to continue this Agreement and pay for charges hereunder, the Town may terminate this Agreement at the end of the current fiscal period. The Town agrees, to the extent reasonably practical, to give written notice of such termination pursuant to Section 6 of the Agreement at least 30 days prior to the end of the current fiscal period and will pay to the Consultant approved charges incurred through the end of such period.
16. CONFLICTS OF INTEREST: The provisions of A.R.S. § 38-511 relating to cancellation of contracts due to conflicts of interest shall apply to this Agreement.
17. PROHIBITED BOYCOTT. Pursuant to A.R.S. 35-393.01, the Consultant, by execution of this Agreement, certifies that it is not currently engaged in, and agrees for the duration of the Agreement to not engage in, a boycott of Israel.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be signed by their duly authorized representatives as of the day and year first above written.

**TOWN OF FLORENCE:**

**GREATER FLORENCE CHAMBER OF  
COMMERCE:**

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

\_\_\_\_\_  
Wendy Yu, Chairman

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

## **EXHIBIT A**

### **3. Florence Visitor Center**

#### *General Operations*

- a) Operate the Florence Visitor Center during normal hours from October 1 through May 31, Monday through Saturday, 9:00 a.m. to 5:00 p.m. The Visitor Center will operate on a summer hours schedule June 1 through September 30, Monday through Saturday, 9:00 a.m. to 3:00 p.m. The Visitor Center will be open during the days and times listed above with the exception of Thanksgiving Day and Christmas Day.
- b) Provide access to public telephones (local calls only), drinking water, and provision of general information about the Town of Florence, the region, and the State. An information rack will be maintained outside of the Visitor Center to provide information when the Visitor Center is closed.

#### *Marketing*

- a) Work with local and regional media outlets to encourage positive coverage and attention to Florence. Results will be reported in each quarterly report.
- b) Maintain a comprehensive, up-to-date Annual Florence Special Events calendar that is available at the Visitor Center and on a designated page on the Chamber's website. Highlight Chamber of Commerce, Town of Florence, and other community wide events.
- c) Work with the Town of Florence and local business community to develop a strategy to attract visitors to the Town of Florence. Provide written recommendations for visitor attraction to the Town by the end of the second quarter.

### **4. McFarland State Historic Park**

#### *General Operations*


- a) Operate McFarland State Historic Park consistent with the Florence Visitor Center operation hours.
- b) Provide information to the public on the park and exhibits located within McFarland State Historic Park.
- c) Notify the Town prior to or during any visits to McFarland State Historic Park that are made by Arizona State Parks personnel.

## *Marketing*

- a) Actively coordinate and promote at least six (6) cultural programs, special events, or activities at McFarland State Historic Park. A minimum of one program will be conducted each quarter.
- b) Actively advertise the location of the Greater Florence Chamber of Commerce and the Town of Florence Visitor Center at McFarland State Historic Park on print media and the Chamber's website.

## **Florence Chamber of Commerce Strategic Plan**

- a) Provide all requested Chamber of Commerce governing documents to the Town for desk review by the end of the first quarter.
- b) Board and staff will actively participate in stakeholder meetings and interviews as necessary during the planning process. Progress will be reported in the second quarter report.
- c) Board and staff will participate in at least one consultant facilitated meeting with stakeholders to prioritize elements of the strategic plan and conduct board training. Progress will be reported in the second quarter report.
- d) Review the draft strategic plan and provide input to the consultant. Progress will be reported in the third quarter report.
- e) Board formally approves and implements the strategic plan. Progress will be reported in the third quarter report.

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>7d.</b>
<b>MEETING DATE:</b> January 22, 2018  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Lisa Garcia, Deputy Town Manager/Town Clerk  <b>SUBJECT:</b> Suspension of the Special Event Vendor Permit rules on March 31, 2018, for the Road to Country Thunder Event.		<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> <div style="margin-left: 20px;"> <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> </div> <input type="checkbox"/> <b>Other</b>

**RECOMMENDED MOTION/ACTION:**

A motion to suspend the Town of Florence Special Event Vendor Permit rules for the Road to Country Thunder event to allow the Greater Florence Chamber of Commerce to coordinate vendors and collect vendor fees as a fundraiser during the Road to Country Thunder event on March 31, 2018.

**BACKGROUND/DISCUSSION:**

The Town of Florence is partnering with Country Thunder to bring a one-day concert event to downtown the weekend prior to the country music festival. The purpose of the event is to promote Country Thunder and Florence to local residents as well as to the larger populations in Phoenix and Tucson. Much of the event marketing will be accomplished through Country Thunder's partner radio stations in the metro areas.

The Road to Country Thunder is local street festival featuring country bands helping to promote Florence leading up to the Country Thunder Music Festival April 5-8, 2018. The event will take place from 5:00 p.m. until 10:00 p.m. in on Main Street in Historic Downtown Florence.

In addition to musical entertainment, the event will have food and merchandise vendors that will be coordinated by the Greater Florence Chamber of Commerce. The non-profit organization will charge vendor fees as a fundraiser to further their mission of making Florence a great place to live, work, and do business! In addition, this will give the Chamber an opportunity to work closely with Town Staff on a major special event so they can gain knowledge and experience necessary to potentially host similar events in the future.

**FINANCIAL IMPACT:**

The financial impact will be the loss of \$10.00 per vendor during the special event. The potential gain will be the Transaction Privilege Tax generated from the vendors.

**STAFF RECOMMENDATION:**

Staff recommends approval to suspend the Town of Florence Special Event Vendor Permit rules for the Road to Country Thunder event and allow the Greater Florence Chamber of Commerce to coordinate the vendors for a fundraiser on March 31, 2018.

**ATTACHMENTS:**

None

**MINUTES OF THE TOWN OF FLORENCE COUNCIL MEETING HELD ON MONDAY  
DECEMBER 4, 2017, AT 6:00 P.M., IN THE FLORENCE TOWN COUNCIL  
CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.**

**CALL TO ORDER**

Mayor Walter called the meeting to order at 6:00 p.m.

**ROLL CALL:**

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

**MOMENT OF SILENCE**

Mayor Walter called for a moment of silence.

**PLEDGE OF ALLEGIANCE**

Mayor Walter led the Pledge of Allegiance.

**CALL TO THE PUBLIC**

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

Mr. Robert Kremer, Florence Resident, addressed his concerns with regards to how he was treated by a Development Services Department staff member. He stated that he has been a Florence resident for four years and lives in the Caliente Casa De Sol subdivision. He submitted plans for an addition to his home, similar to what other residents in the subdivision have done, to the Development Services Department in August 2017. He stated that he has not received an approval on his plans. The drawing was done in two sections: foundation and the structure itself.

Mr. Kremer stated that he met with a Development Services staff member on Friday, December 1, 2017, at their office regarding the issue, and was told that he would be arrested if he did not leave the premises. He was very shocked by the employee's demeanor.

Mr. Kremer stated that he filed a complaint with the Town Clerk's Office and has met with Ms. Lisa Garcia, Deputy Town Manager/Town Clerk. It is his understanding that Mr. Chris Salas, Development Services Director is aware of the situation.

Mr. Kremer stated that he would like to move forward with his project and is appalled at the employee's behavior and would prefer to deal with someone else.

Mayor Walter asked Mr. Salas to meet with Mr. Kremer.

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

**Authorization to contract with Legend Technical Services of Arizona Inc., using the Cooperative Purchase Agreement from the City of Tempe, Contract # WUD15-113-04, for potable water quality, wastewater and soil testing services to ensure the Town is compliant with current regulations.**

**Approval of accepting the register of demands ending October 21, 2017, in the amount of \$2,927,759.85.**

**Approval of the November 6 and November 20, 2017 Town Council Regular Meeting minutes.**

On motion of Councilmember Anderson, seconded by Councilmember Hawkins, and carried to approve the Consent Agenda, as written.

## **NEW BUSINESS**

### **Resolution No. 1651-17:**

Mayor Walter read Resolution No. 1651-17 by title only.

**A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, APPROVING THE FINAL PLAT FOR ANTHEM AT MERRILL RANCH UNIT 34; AND AUTHORIZING EXECUTION BY THE TOWN MANAGER OF SUPPORTING DOCUMENTS.**

Mr. Chris Salas, Development Services Director, stated that Unit 34 is located within the Sun City Community of Anthem at Merrill Ranch. There are 87 single-family residential lots proposed for this 21.98-acre subdivision. The resultant density will be 3.957 dwelling units per acre with the overall resultant density of 3.085 dwelling units per acre. The PUD zoning permits for the overall single-family residential density is 3.5 dwelling units per acre for Anthem at Merrill Ranch (AMR).

Mr. Salas stated that the neighborhood streets in this unit are designed and constructed with a 42-foot-wide right-of-way (ROW). The 42-foot ROW will be utilized for this subdivision to ensure ADA compliance.

Mr. Salas stated that the Preliminary Plat for AMR Unit 34 was approved by the Planning and Zoning Commission on October 11, 2017. The Town of Florence Public Works, Police and Fire Department staff have reviewed the proposed subdivision and support the approval of this final plat.

On motion of Councilmember Guilin, seconded by Councilmember Larsen, and carried to adopt Resolution No. 1651-17.

**Discussion/Approval/Disapproval to enter into a contract with Centimark, for roof replacement at the South Wastewater Treatment Plant - canopy roof; North Wastewater Treatment Plant - lower office roof; North Wastewater Treatment Plant - chemical building roof and the Development Services building roof, using the Mohave Contract #13XCTMK-0417, in an amount of \$62,014.65 plus a 15% contingency, for a total not to exceed amount of \$71,320.**

Mr. Salas stated that the roofs are in poor condition and need to be replaced. Staff is using a Mohave contact to allow for cooperative purchasing. The request meets the Town's purchasing requirements as well as it has been approved by the Town Attorney.

On motion of Councilmember Wall, seconded by Councilmember Hawkins, and carried to enter into a contract with Centimark, for roof replacement at the South Wastewater Treatment Plant - canopy roof; North Wastewater Treatment Plant - lower office roof; North Wastewater Treatment Plant - chemical building roof and the Development Services building roof, using the Mohave Contract #13XCTMK-0417, in an amount of \$62,014.65 plus a 15% contingency, for a total not to exceed amount of \$71,320.

**Discussion/Approval/Disapproval to enter into a contract with Sunland Asphalt & Construction Inc., for 1<sup>st</sup> Street Paving and Improvements, in an amount not to exceed \$674,447.50.**

Mr. Salas stated that the condition of pavement on 1<sup>st</sup> Street, between Main Street and State Route 79 (SR79) (Pinal Parkway) has deteriorated to a point where it has become necessary to repave the entire street. Most of this deterioration is due to age but also due to poor drainage characteristics which create standing water in some areas, while inundating other properties during the wet monsoon season.

Mr. Salas stated that the engineering portion of the project was awarded to Wilson Engineers, through an on-call engineering competitive process, who submitted a proposal and cost estimate. He stated that proposals are evaluated based on schedule, cost, and quality of submittal.

Mr. Salas stated that the first round of improvements was for mitigating the drainage. The storm drains were evaluated and it was determined that a storm drain could not be implemented because of the shallowness of the existing sewer and sewer service. They have implemented six-inch curb and five-foot sidewalks to meet federal guidelines for areas that the sidewalk needs to be replaced.

Mr. Salas stated that they have re-profiled the entire road to eliminate any low spots. They have worked with the First Baptist Church with regards to improvements in their area as well as their parking lot, which is a Town-owned right-of-way and a conveyance corridor for the drainage.

Mr. Salas stated that the Town will do continual public outreach once the project starts.



Mr. Salas stated that during the design of the project, a geotechnical investigation was done on the project and one soil boring was slightly lower than the rest. He stated that they will evaluate the entire area once the pavement is removed and mitigate the one area that is lower rather than add a thicker layer of asphalt across the entire area. He stated that three bid alternatives were added to have options to hold the contractor accountable on a per-unit cost. He stated that a \$100,000 contingency should suffice.

Councilmember Anderson inquired if the project area is for 1<sup>st</sup> Street, from State Highway 79 to Main Street, inclusive of sidewalks.

Mr. Salas stated that the area is correct; however, it does not include new sidewalks throughout the area. He stated that they will retain the curb and gutter along the way and have added additional six-inch curb and gutter where there are drainage issues where it overflowed on the four-inch roll curb, and a five-foot sidewalk where these modifications are met.

Councilmember Guilin inquired if 1<sup>st</sup> Street will be straightened or if it will remain status quo. She is concerned about safety in that area.

Mr. Salas stated that it is cost prohibitive to remove the curve and straighten the road in front of the fire department.

On motion of Councilmember Hawkins, seconded by Councilmember Anderson, and carried to enter into a contract with Sunland Asphalt & Construction Inc., for 1<sup>st</sup> Street Paving and improvements, in an amount not to exceed \$674,447.50.

**Discussion/Approval/Disapproval of scheduling a Joint Work Session with the Town Council, Historic District Advisory Commission, and the Planning & Zoning Commission on Monday, January 8, 2018, to discuss the Town of Florence Code Enforcement Manual and 2012 International Codes.**

Mr. Salas stated that staff has worked to create a Code Enforcement Manual as well as update the 2012 International Codes. He is requesting a joint meeting with the Town Council, Historic District Advisory Commission, and the Planning & Zoning Commission so that all parties can provide input.

Mr. Salas stated that the Code Enforcement Manual is written for the lay person. The manual will provide the ordinances and an understanding of how they work as well as priority levels. The manual will not change any of the ordinances.

Mr. Salas stated that the worksession will also be an opportunity for staff to get feedback from the Council regarding their expectations regarding code enforcement and what their priorities are.

Mr. Salas stated that since the merging of departments on July 1, 2017, the Development Services Department has been more active with regards to code enforcement. Staff is working towards the adoption of the 2012 International Codes.

Mayor Walter invited everyone who is interested on serving on the Historic District Advisory Commission, and the Planning & Zoning Commission, to attend the worksession to gain a better understanding of the commissions and how they operate.

Councilmember Anderson requested documentation beforehand on what will be discussed at the worksession.

Mr. Salas stated that draft documents will be provided in advance of the meeting.

Councilmember Wall inquired about the start time for the worksession.

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, stated that the worksession will begin at 6:00 pm.

On motion of Councilmember Anderson, seconded by Councilmember Guilin, and carried to have a Joint Work Session with the Town Council, Historic District Advisory Commission, and the Planning & Zoning Commission on Monday, January 8, 2018, at 6:00 pm, to discuss the Town of Florence Code Enforcement Manual and 2012 International Codes.

## **MANAGER'S REPORT**

Ms. Garcia thanked staff and everyone involved in making the Jr. Parada Parade and Christmas on Main Street successful events. She stated that the Town is seeking applicants for the vacancies on the boards and commissions. The Town is advertising on the Town's website, Channel 11, social media sites and in the local newspaper.

Ms. Garcia stated that there will not be a second regular meeting in December. She stated that Mr. Jess Knudson, Assistant Town Manager has accepted the City Manager position with Lake Havasu City, Arizona. She stated that Mr. Knudson is the voice and face of Florence as he is the Town's Public Information Officer, and he will be greatly missed.

Mr. Jess Knudson, Assistant Town Manager, thanked the Council for the opportunities that he has had with the Town. He stated that a lot of memories have been created as well as a lot of friends have been made over the last 13 years. He stated that there have also been a lot of successes for the Town during that time.

Mayor Walter thanked Mr. Knudson for his service and stated that he will be deeply missed.

## **DEPARTMENT REPORTS**

**Community Services**

**Courts**

**Development Services**

**Finance**

**Fire**

Town of Florence Council Meeting Minutes

December 4, 2017

Page 5 of 8

## **Police**

Councilmember Larsen inquired about the expired permits for the Mosaic Church listed in the Development Services Report.

Mr. Salas stated that the plan review was completed by all departments and it was agreed that staff would reinstate the permit. He stated that when the church reinitiated the project, the permits had expired. The Town has the ability to request a resubmittal as well as the fees; however, the Town reviewed the plan free of charge and are willing to reinstate the permit. The Town is waiting for the church to submit contractor information so that staff can complete the permit. Mr. John Kemp, Fire Marshall was on-site today and some of the construction (specifically the underground fire lines that serve the sprinklers, hydrants and riser room) was never inspected by the Town. Mr. Kemp is requiring that testing be completed. The design review is still underway and there are comments still pending. He will send an email to the applicant advising them of the status and what is still pending.

Mayor Walter inquired if any progress has been made on the Cuen building.

Mr. Salas stated that that there has been no progress on the Cuen building. He has spoken with Mr. Smallidge and reminded him of the timeline that he agreed to.

Mr. Salas stated that it is his office's protocol to continually check in on projects to ensure that they know that Development Services Department are there to assist them in the process.

Councilmember Hawkins stated that staff needs to ensure that conversations are documented.

Mr. Salas stated that it is his policy to reach out by a phone call or to visit. He always follows up with an email reiterating the conversation.

Mr. Salas explained the permit process and how permits expire. He stated that their process is to ensure that people be provided excellent customer service and to make people and projects successful.

Councilmember Anderson inquired about the Florence Gardens project.

Mayor Walter stated that the project is out to bid and will close on December 19, 2017. The goal is to forward the recommended bidder to Council for approval at the January 2, 2018 Town Council meeting.

Mr. Salas stated that the pre-bid meeting for the project was held earlier in the day and they had 12 contractors attend. Those 12 contractors are eligible to submit bids.

The Department Reports were received and filed.

## **CALL TO THE PUBLIC**

Mr. Kremer stated that his project is considered a small project and his hope was to have it completed by Christmas. He has invested a lot of money into the project. It took approximately two and a half months for the first portion of the project to be approved. He stated the second portion still has not been approved and that he has been waiting approximately two months for the second approval. He would like to order his windows, doors and sheetrock. He does not want to sue the Town, but if he does not get resolution soon, he feels that he has no other recourse. He has lumber stacked next to his carport and has had approximately 25 pieces stolen.

Mr. Kremer stated that he has asked that his plans be reviewed and approved several times and is continually being delayed.

Mayor Walter asked that Mr. Kremer speak with Mr. Salas.

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

Councilmember Hawkins thanked the staff for the great events that they put on. The attendance at the events was great as well as the weather and everyone had a good time. He congratulated the Florence Future Farmers of America (FFA) for coming in 2<sup>nd</sup> Place in the Food Science team ranking at the event on November 27, 2017, that was held at Central Arizona College in which 12 schools competed. They also came in 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> in the Wildlife Individual ranking and 1<sup>st</sup> and 2<sup>nd</sup> in the Team Wildlife ranking. He stated that the FFA is a wonderful organization that teaches the youth valuable skills.

Councilmember Guilin wished everyone a Happy Holiday and thanked Mayor Walter for leading the songs in the Christmas parade.

Councilmember Anderson complimented the Parks and Recreation Department for all of their work in organizing the events. He stated that there were no incidents at either event. It is nice that the Town has safe and fun events.

Councilmember Anderson thanked Mr. Knudson for all that he has done for the Town. He appreciates the guidance that Mr. Knudson has provided him over the years.

Councilmember Wall stated that she is going to miss Mr. Knudson and thanked him for everything that he has done for the community and the citizens. She wished him the best. She stated that she rode the float in the Jr. Parada Parade and the Christmas Parade and had a lot of fun. She stated that she would like to have a tree lighting ceremony next year. She stated that it would be a great way to get the community involved. She apologized for not being able to attend the Employee Appreciation Luncheon on December 7, 2017 as she will be in Colorado with Mayor Walter visiting Innovation Pavilion. She expressed her appreciation for all staff members and the citizens.

Councilmember Larsen thanked Mr. Knudson for his pleasant demeanor and that he will be missed. She stated that they need to have more candy for the parades. She invited everyone to attend the 3D printer demonstration at the library.

Vice-Mayor Woolridge stated that she values her friendship with Mr. Knudson and wished him well on his future endeavors. She stated that an option for the tree lighting ceremony may be to partner with Pinal County. She wished everyone a blessed Merry Christmas and Happy New Year.

Mayor Walter stated that she hopes everyone takes time to be with their loved ones during the holiday season. She thanked the staff for everything that they do.

## **ADJOURNMENT**

On motion of Councilmember Anderson, seconded by Vice-Mayor Woolridge, and carried to adjourn the meeting at 6:54 p.m.

---

Tara Walter, Mayor

ATTEST:

---

Lisa Garcia, Town Clerk

I certify that the following is a true and correct copy of the minutes of the Florence Town Council meeting held on December 4, 2017, and that the meeting was duly called to order and that a quorum was present.

---

Lisa Garcia, Town Clerk

**MINUTES OF THE TOWN OF FLORENCE ARTS AND CULTURE COMMISSION  
REGULAR MEETING HELD ON THURSDAY, NOVEMBER 09, 2017 AT 3:00 P.M. IN  
RUGGLES ROOM 1, LOCATED AT 778 N. MAIN STREET, FLORENCE, AZ.**

**1. CALL TO ORDER**

Chair Cochran called the meeting to order at 3:00 p.m.

**2. ROLL CALL:**

Present: Cochran, Curran, Hagemann, Noack, Rankin

Absent:

**3. PLEDGE OF ALLEGIANCE**

**4. NEW BUSINESS**

**a. Discussion/Approval/Disapproval of Minutes from the October 12, 2017 Regular Meeting.**

On motion by Commissioner Noack, seconded by Commissioner Hagemann, and carried to approve the minutes from the October 12, 2017 Regular Meeting.

**b. Discussion/Approval/Disapproval of Arts and Culture Programming – Fall 2017 and Spring 2018.**

Liaison Bryan Hughes informed the Commission that the next kite Festival may be on March 10, 2018. Commissioner Hagemann suggested to find a simpler pattern on the kites for the kids to color.

Commissioner Curran informed the Commission of the Strings of the Sonoran Concert. Commissioner Curran stated the fee to have the concert will be \$250. Vice-Chair Rankin asked if ticket sales will cover for the fee. Commissioner Curran responded that the Concert is free to the public. Commissioner Curran asked for a motion for the Strings of the Sonoran Concert.

On motion by Vice-Chair Rankin, seconded by Commissioner Noack, and carried to approve to move forward with the Strings of the Sonoran Concert for Saturday, March 3, 2018.

**c. Discussion/Approval/Disapproval of infrastructure improvements to the Suter House for art exhibits.**

Commissioner Hagemann suggested to the Commission and Staff Liaison Hughes that the deck at the Suter House be checked on as there is a board that may need to be repaired.

Liaison Hughes informed the Commission that he researched for art display ideas for the Suter House. Liaison Hughes suggested the Commission approve the expenditure of \$215 for the supplies needed for art displays.

On motion by Commissioner Hagemann, seconded by Commissioner Curran, and carried to approve the expenditure for art display supplies for the Suter House.

**d. Discussion/Approval/Disapproval of Pedro Guerrero Exhibit at the Suter House.**

Vice-Chair Rankin mentioned that she was approached by a citizen to have a Pedro Guerrero art display at the Suter House during Home Tour. Commissioner Curran expressed that Home Tour would not be a good event to host the Pedro Guerrero Art Exhibit.

The Commission will consider hosting this event in the Fall of 2018.

**e. Discussion/Approval/Disapproval of Mural Project Work Session.**

Mural Work Session scheduled for December 7, 2017 at 1:00 p.m.

**f. Discussion of Board and Commission Expiring Terms.**

Liaison Hughes urged to the Commissioners, who's terms will be expiring this year to re-apply for the Arts and Culture Commission.

**5. CALL TO THE PUBLIC/BOARD RESPONSE**

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

**6. CALL TO THE COMMISSION- CURRENT EVENTS ONLY**

**7. ADJOURNMENT**

On motion by Commissioner Hagemann, seconded by Commissioner Noack, and carried to adjourn the meeting at 4:02 P.M.

Approved:

  
Jorganne Cochran, Chairman

Posted 15th day of December, 2017, by Maria Hernandez, Deputy Town Clerk, at 775 North Main Street and 1000 South Willow Street, Florence, Arizona 85132 and at [www.florenceaz.gov](http://www.florenceaz.gov).



**MINUTES OF THE TOWN OF FLORENCE ARTS AND CULTURE COMMISSION  
WORK SESSION HELD ON THURSDAY, DECEMBER 07, 2017 AT 1:00 P.M. IN  
RUGGLES ROOM 1, LOCATED AT 778 N. MAIN STREET, FLORENCE, AZ.**

**1. CALL TO ORDER**

Chair Cochran called the meeting to order at 1:02 p.m.

**2. ROLL CALL:**

Present: Cochran, Curran, Hagemann, Noack, Rankin

Absent:

**3. WORK SESSION**

**a. Downtown Public Art Projects**

Vice-Chair Rankin presented her ideas for the Downtown Public Art Project.

Commissioner Hagemann presented her idea for the Downtown Public Art Project.

Commissioner Noack presented his idea for the Downtown Public Art Project.

Chair Cochran presented her idea for the Downtown Public Art Project.

The Commission then gave ideas for materials for the Downtown Public Art Project.

Chair Cochran will write up a draft for the Arizona Commission of the Arts Grant application.

Commissioner Noack will be researching material costs for the project.

Commissioner Hagemann and Vice-Chair Rankin will work on a design concept for the project.

**4. CALL TO THE PUBLIC/BOARD RESPONSE**

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

Ruth Harrison expressed that the current mural on Main St. should be restored instead of being replaced. Ms. Harrison mentioned that she has

spoken to other citizens and they agree with her on restoring the current mural.

#### **5. CALL TO THE COMMISSION- CURRENT EVENTS ONLY**

Commissioner Noack asked if he still needed to look for overhead solar lighting for the Downtown Art Project.

Liaison Bryan Hughes stated that yes, the Downtown Art Project will need overheard lighting.


#### **6. ADJOURNMENT**

On motion by Commissioner Noack, seconded by Commissioner Curran, and carried to adjourn the work session at 2:22 P.M.

Approved:

  
Jorganne Cochran, Chairman

Posted 15th day of December, 2017, by Maria Hernandez, Deputy Town Clerk, at 775 North Main Street and 1000 South Willow Street, Florence, Arizona 85132 and at [www.florenceaz.gov](http://www.florenceaz.gov).

	<b>TOWN OF FLORENCE COUNCIL ACTION FORM</b>	<b><u>AGENDA ITEM</u></b> <b>8a.</b>
<b>MEETING DATE:</b> January 22, 2018  <b>DEPARTMENT:</b> Administration  <b>STAFF PRESENTER:</b> Lisa Garcia, Deputy Town Manager/ Town Clerk  <b>SUBJECT:</b> Board and Commission Appointment		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <div style="margin-left: 20px;"> <input type="checkbox"/> Regulatory  <input type="checkbox"/> 1<sup>st</sup> Reading  <input type="checkbox"/> 2<sup>nd</sup> Reading </div> <input type="checkbox"/> Other
<b>STRATEGIC PLAN REFERENCE:</b> <input type="checkbox"/> Community Vitality <input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnership and Relationships <input type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Statutory <input type="checkbox"/> None		

### **RECOMMENDED MOTION/ACTION:**

Recommendations for appointment are as follows:

- i. Re-appointment of Ann Rankin and Ed Curran to the Arts and Culture Commission, with terms to expire December 31, 2020.
- ii. Re-appointment of Cathy Adam, Victoria Knight, and Debbie Novotny to the Historic District Advisory Commission, with terms to expire December 31, 2020.
- iii. Re-appointment of Tom Smith to the Parks and Recreation Advisory Board, with term to expire December 31, 2020.
- iv. Re-appointment of Lonnie Frost and Robert Smidt to the Planning and Zoning Commission, with terms to expire December 31, 2020.
- v. Appointment of Mike Shoppel to the remainder of Larry Putrick's vacated seat on the Planning a Zoning Commission, with term to expire December 31, 2018.

### **BACKGROUND/DISCUSSION:**

Advertisements were placed on the Town website, social media, 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. The positions advertised are as follows:

- Arts and Culture Commission (2 openings);
- Historic District Advisory Commission (3 openings);
- Library Advisory Board (2 openings);
- Parks and Recreation Advisory Board (2 openings);
- Planning and Zoning Commission (2 openings);

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.

The liaisons have reviewed the applications and are forwarding the following recommendations to Council. Recommendations are based on each applicant's first choice and no member serving on more than one board at a time.

Staff will advertise for remaining vacant seats as follows:

- Industrial Development Authority (1 opening)
- Library Advisory Board (2 openings)
- Parks and Recreation Advisory Board (1 opening)

**A VOTE OF NO WOULD MEAN:**

Not Applicable

**A VOTE OF YES WOULD MEAN:**

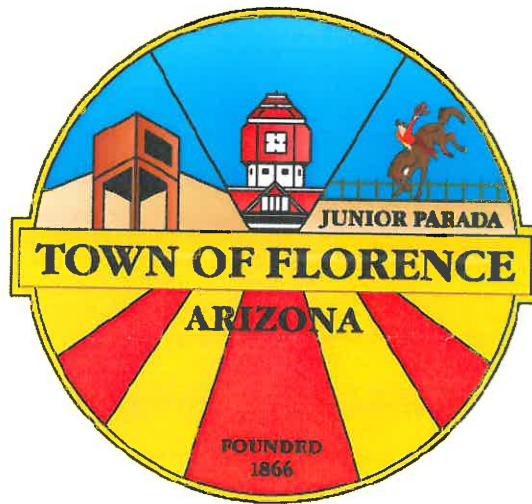
Not Applicable

**FINANCIAL IMPACT:**

None

**ATTACHMENTS:**

Applications  
Boardmember List



# Board and Commission Application

NAME: Ann E. Rankin DATE: \_\_\_\_\_

Date Received: 11/9/17 (SH)

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

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

## Board and Commission Application

Name: <u>Ann E. Rankin</u>		Date: <u>11/7/17</u>	
E-Mail Address: <u>strawpad@cox.net</u>			
Street Address: <u>351 W. Poston Butte Lp, Florence</u>		Mailing Address: <u>Po Box 1471, Florence</u>	
Home Telephone: <u>520-868-9528</u>		Work Telephone: <sup>Cell</sup> <u>520-705-2469</u>	
Occupation: <u>Farmer</u>		Best Time to Call: <u>8am-5pm</u>	
Do you own commercial property or operate a business in Florence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide: Work/Business Name: <u>Rankin Family Farm LLC</u> Work/Business Address: <u>924 W. Butte Ave, Florence - Po Box 1471, Florence</u>			
Length of Residency in Florence: <u>34</u> Years Are you a Registered Voter? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you live within the Town's incorporated limits? <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of board, commission and/or committee and dates served:			
1. <u>Arts &amp; Culture Comm</u>		Dates: <u>Jan 2015</u> thru <u>12/31/17</u>	
2. _____		Dates: _____ thru _____	
3. _____		Dates: _____ thru _____	
4. _____		Dates: _____ thru _____	

<b>BOARD OR COMMISSION PREFERENCE(S):</b> Refer to last page for list of boards and commissions (Please list no more than two boards, commissions in order of preference)			
1	<u>Arts &amp; Culture Comm</u>	2	
If appointed, how much time would you be able to devote to the board or commission? Hours per week? <u>8</u> Hours per month? <u>40</u>			

Employment History		
Employment Period	Employer's Name and Address	Title
<u>5/15 to present</u>	<u>Rankin Family Farm LLC</u> <u>Box 1471 / 924 W. Butte Ave, Florence</u>	<u>owner/Farmer</u>
<u>1982 to present</u>	<u>Rankin Farms</u> <u>po Box 1471, Florence</u>	<u>Bookkeeper/Farmer</u>
Civic Activities – Service Organizations		
<u>Florence</u> <u>Arts &amp; Culture Commission</u>		
<u>AZ Game &amp; Fish - Hunter Education Instructor</u>		
<u>Central AZ Bowhunters- Secretary/treasurer</u>		



What personal and professional experience or background can you contribute to the board or commission? I have had varied work and life experiences. I am dedicated & dependable and want to offer my services for the betterment of the Town.

What is the most significant contribution you can make as a member of the board or commission for which you are applying? Having served on the Arts & Culture Comm. since it began three years ago, I am eager to see more of the events planned by the commission actually take place.

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 have lived and worked in Florence for 34 years and since "Art" is very important to me I enjoy being involved in the process that encourages Art & Culture in my community.  
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 specifies 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: Andrew E. Lushin

Date: 11/7/17

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 2<sup>nd</sup> Thursday of the month at 6:00 pm, at Florence Community Center, Ruggles #1, 778 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

## **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 6:00 pm, at Florence Town Hall, 775 North Main Street

## **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 6:00 pm, at Florence Community Center, 778 North Main 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 month at 6:00 pm at Florence Community Center, 778 North Main Street

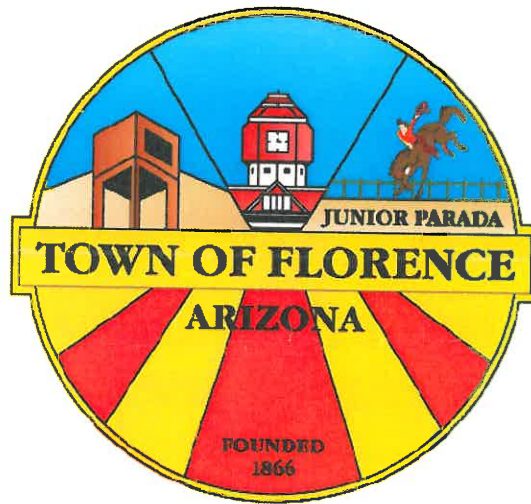
## **Planning & Zoning Commission**

**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 6:00 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.



# Board and Commission Application

NAME: ED CURRAN DATE: 12-1-17  
Date Received: \_\_\_\_\_  
Appointed on: \_\_\_\_\_ to \_\_\_\_\_ Board/Commission  
Term Expires: \_\_\_\_\_



## Board and Commission Application

<b>Name:</b> ED CURRAN	<b>Date:</b> 12-1-17
<b>E-Mail Address:</b>	
<b>Street Address:</b> 495 N. WARNER Florence, AZ	<b>Mailing Address:</b> P.O. Box 1734 Florence, AZ 85132
<b>Home Telephone:</b> 520-483-6694	<b>Work Telephone:</b>
<b>Occupation:</b> Retired	<b>Best Time to Call:</b> PM
<b>Do you own commercial property or operate a business in Florence?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide: <b>Work/Business Name:</b> <b>Work/Business Address:</b>	
<b>Length of Residency in Florence:</b> 8 Years <b>Are you a Registered Voter?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Do you live within the Town's incorporated limits?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you now, or have you ever served on a board, commission or committee for the Town of Florence?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of board, commission and/or committee and dates served:	
1. ARTS & CULTURE Dates: ? thru 12-31-17	
2. _____ Dates: _____ thru _____	
3. _____ Dates: _____ thru _____	
4. _____ Dates: _____ thru _____	

<b>BOARD OR COMMISSION PREFERENCE(S):</b> Refer to last page for list of boards and commissions (Please list <u>no more than two</u> 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? 2 Hours per month? 8	

Employment History		
Employment Period	Employer's Name and Address	Title
1960-2000	Various Banks	V.P.
Civic Activities – Service Organizations		

What personal and professional experience or background can you contribute to the board or commission? 60 years - Musician - Poet - Actor

What is the most significant contribution you can make as a member of the board or commission for which you are applying? Logic

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. PAST APPOINTMENT ON Commission

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 specifies 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: [Signature] Date: 12-1-17

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 2<sup>nd</sup> Thursday of the month at 6:00 pm, at Florence Community Center, Ruggles #1, 778 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

## **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 6:00 pm, at Florence Town Hall, 775 North Main Street

## **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 6:00 pm, at Florence Community Center, 778 North Main 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 month at 6:00 pm at Florence Community Center, 778 North Main Street

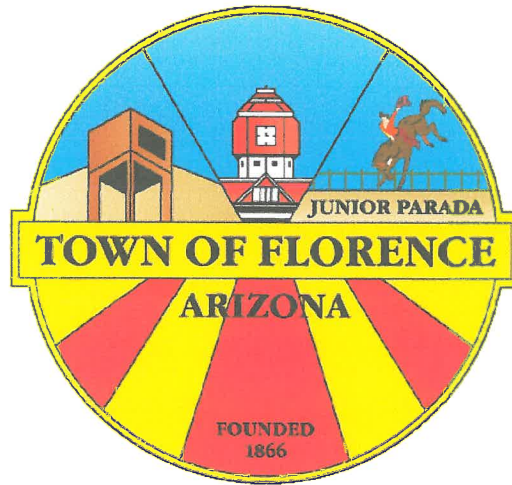
## **Planning & Zoning Commission**

**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 6:00 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.



# Board and Commission Application

NAME Cathy Adam

DATE 11/30/17

Date Received: 11/3/17

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

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

## Board and Commission Application

Name: <u>Cathy Adam</u>	Date: <u>11/30/17</u>
E-Mail Address: <u>CADAM240@GMAIL.COM</u>	
Street Address: <u>240 E Ruggles</u>	Mailing Address: <u>PO Box 1825</u>
Home Telephone: <u>520.858.2033</u>	Work Telephone:
Occupation: <u>RETIRED</u>	Best Time to Call:
Do you own commercial property or operate a business in Florence? <u>NO</u>	
Work/Business Name:	
Work/Business Address:	
Length of Residency in Florence: <u>9 yrs</u>	Are you a Registered Voter <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give name of board, commission and/or committee and dates served:	
<u>HDAC</u>	

BOARD OR COMMISSION PREFERENCE(S): Refer to last page for list of boards and commissions (Please list <u>no more</u> than two boards, commissions in order of preference)	
1 <u>HDAC</u>	2

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

Employment History		
Employment Period	Employer's Name and Address	Title
<u>1974-2007</u>	<u>IBM CORP Armonk, NY</u>	<u>Marketing</u>
Education		
Name of School, College or University you attended	Degree	Year
<u>Syracuse</u>		
Civic Activities – Service Organizations		
<u>PCHS Museum</u>		
<u>Women's Club</u>		
<u>Home Tour Committee</u>		

What personal and professional experience or background can you contribute to the board or commission?

① HDAC EXPERIENCE - VICE CHAIR - ACTIVE IN STREETSCAPE ISSUE  
② COMPLETE REHAB OF CARMEN MICHEA ADOBE - AS OWNER ACQUIRING DESIGN REVIEW  
& PERMITS ACCORDING TO SECTY INT. GNLNS. ③ 5 YR PARTICIPANT IN STATE PRES. CONF.

What is the most significant contribution you can make as a member of the board or commission for which you are applying? I'VE BEEN THROUGH DESIGN REV. PROCESS AS PROPERTY OWNER AND BOARD MEMBER I HAVE ACTIVE RELATIONSHIP W/ ALL KEY STAFF. I AM ACTIVE IN THE DISTRICT THRU PCHS MUSEUM, HOME TOUR AND I LIVE IN THE DISTRICT.

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. ALL THE ABOVE PLUS I ATTEND MOST RELEVANT COUNCIL + PZ MTGS AS WELL AS CONVERSE WITH THE IDA, FLORENCE HERITAGE & FLORENCE PRES. FOUNDATION.

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 specifies 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: \_\_\_\_\_

*Carly Adams*

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**

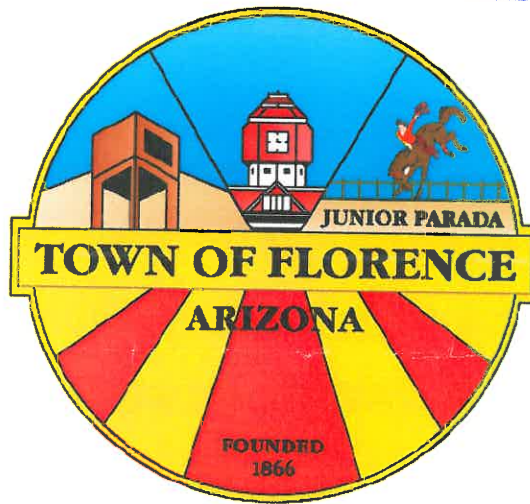


RECEIVED

NOV 7 2017

Florence  
Town Clerk's Office

*JB*



# Board and Commission Application

NAME: Victoria Knight DATE: 10/7/17  
Date Received: November 7, 2017  
Appointed on: \_\_\_\_\_ to \_\_\_\_\_ Board/Commission  
Term Expires: \_\_\_\_\_

## Board and Commission Application

Name: <u>Victoria Knight</u>		Date: <u>11/7/17</u>	
E-Mail Address: <u>umat03@gmail.com</u>			
Street Address: <u>1098 S. San Carlos St</u>		Mailing Address: <u>PO Box 1452</u>	
Home Telephone: <u>956.200.8250</u>		Work Telephone:	
Occupation: <u>Retail/Sales</u>		Best Time to Call: <u>Mornings/Evenings</u>	
Do you own commercial property or operate a business in Florence? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide: Work/Business Name: Work/Business Address:			
Length of Residency in Florence: <u>1</u> Years Are you a Registered Voter? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you live within the Town's incorporated limits? <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of board, commission and/or committee and dates served:			
1. <u>Historic District Advisory Commission</u> Dates: <u>02/17</u> thru <u>present</u>			
2. _____ Dates: _____ thru _____			
3. _____ Dates: _____ thru _____			
4. _____ Dates: _____ thru _____			

<b>BOARD OR COMMISSION PREFERENCE(S):</b> Refer to last page for list of boards and commissions (Please list <u>no more</u> than two boards, commissions in order of preference)	
1 <u>ADAC</u>	2 <u>Library</u>
If appointed, how much time would you be able to devote to the board or commission? Hours per week? <u>5</u> Hours per month? <u>20</u>	

Employment History		
Employment Period	Employer's Name and Address	Title
<u>04-10/06-17</u>	<u>Central Arizona College</u>	<u>Office Assistant</u>
Civic Activities – Service Organizations		

What personal and professional experience or background can you contribute to the board or commission? Masters in Public History / Archives and

Preservation (2015); HDAC member (11 months);  
Library Aid - 2yrs at Texas State Technical College (2011-2013)

What is the most significant contribution you can make as a member of the board or commission for which you are applying? Attributing knowledge of town;  
work in archives and research abilities.

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. \_\_\_\_\_

HDAC member; museum volunteer, APS Historical  
Studies Honor Society, (Volunteer work cleaning town markers)

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 specifies 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: \_\_\_\_\_

Date: 11/7/2017

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 2<sup>nd</sup> Thursday of the month at 6:00 pm, at Florence Community Center, Ruggles #1, 778 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

## **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 6:00 pm, at Florence Town Hall, 775 North Main Street

## **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 6:00 pm, at Florence Community Center, 778 North Main 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 month at 6:00 pm at Florence Community Center, 778 North Main Street

## **Planning & Zoning Commission**

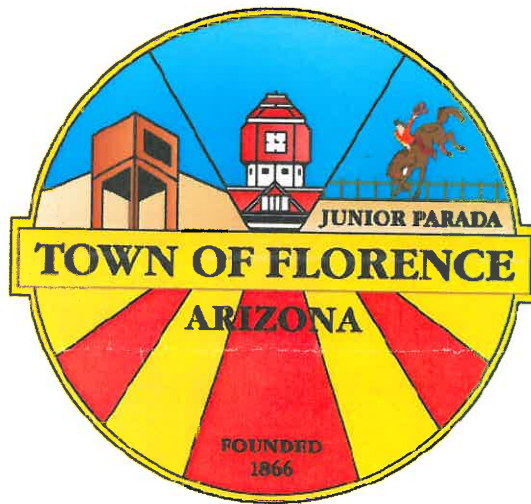
**Duties:** Analyze, review and make recommendations to the Council regarding land use and development related issues.

**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 6:00 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.





# Board and Commission Application

NAME: Debbie Novotny DATE: 11-08-2017  
Date Received: November 17, 2017  
Appointed on: \_\_\_\_\_ to \_\_\_\_\_ Board/Commission  
Term Expires: \_\_\_\_\_

## Board and Commission Application

Name: <u>Debbie Novotny</u>	Date: <u>11-08-2017</u>
E-Mail Address: <u>debbie.novo@gmail.com</u>	
Street Address: <u>188 S. Willow St</u> <u>Florence</u>	Mailing Address: <u>PO Box 661</u> <u>Florence</u>
Home Telephone: <u>520-705-0228</u>	Work Telephone:
Occupation: <u>Self employed</u>	Best Time to Call: <u>8-5 m-F</u>
Do you own commercial property or operate a business in Florence? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide: Work/Business Name: Work/Business Address:	
Length of Residency in Florence: <u>24</u> Years Are you a Registered Voter? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you live within the Town's incorporated limits? <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of board, commission and/or committee and dates served:	
1. <u>Historic District Advisory Comm.</u> Dates: <u>Jan 2015</u> thru <u>Present</u>	
2. _____ Dates: _____ thru _____	
3. _____ Dates: _____ thru _____	
4. _____ Dates: _____ thru _____	

<b>BOARD OR COMMISSION PREFERENCE(S):</b> Refer to last page for list of boards and commissions (Please list <u>no more than two</u> boards, commissions in order of preference)	
1 <u>Historic District Advisory Comm</u>	2 _____
If appointed, how much time would you be able to devote to the board or commission? Hours per week? <u>2</u> Hours per month? <u>8</u>	

Employment History		
Employment Period	Employer's Name and Address	Title
Apr 1992 - Jan 2016	Florence Clinic, PO Box 669 Florence, AZ 85132	Office Manager
Civic Activities – Service Organizations		
<u>Toastmasters</u>		
<u>Precinct Committee Person</u>		

What personal and professional experience or background can you contribute to the board or commission? Have taken real estate classes, currently on a

HOA Board, Live in the Historic District.

What is the most significant contribution you can make as a member of the board or commission for which you are applying? Live in Historic District. I am concerned

about the decay of Historic Florence.

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.

Currently on the HDAC and would like to continue.

Have lived in Historic District since 1994 and would like to see it  
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). got the right direction.

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 specifies 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: [Signature]

Date: 11-08-2017

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 2<sup>nd</sup> Thursday of the month at 6:00 pm, at Florence Community Center, Ruggles #1, 778 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

## **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 6:00 pm, at Florence Town Hall, 775 North Main Street

## **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 6:00 pm, at Florence Community Center, 778 North Main 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 month at 6:00 pm at Florence Community Center, 778 North Main Street

## **Planning & Zoning Commission**

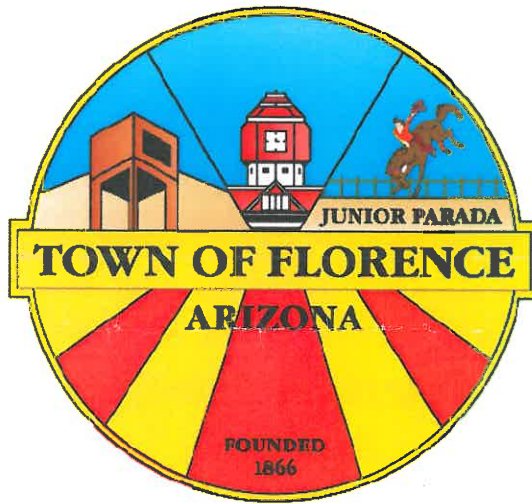
**Duties:** Analyze, review and make recommendations to the Council regarding land use and development related issues.

**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 6:00 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.





# Board and Commission Application

NAME: Tom Smith DATE: 11-13-17  
Date Received: \_\_\_\_\_  
Appointed on: \_\_\_\_\_ to \_\_\_\_\_ Board/Commission  
Term Expires: \_\_\_\_\_

RECEIVED

NOV 13 2017

Florence  
Town Clerk's Office

## Board and Commission Application

<b>Name:</b> Tom Smith	<b>Date:</b> 11-13-17
<b>E-Mail Address:</b> lynnsmith0562@gmail.com	
<b>Street Address:</b> 192 N. Bailey St.	<b>Mailing Address:</b> P.O. Box 1810
<b>Home Telephone:</b> 868-4473	<b>Work Telephone:</b> cell 705-1221
<b>Occupation:</b> retired	<b>Best Time to Call:</b> anytime
<b>Do you own commercial property or operate a business in Florence?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide: <b>Work/Business Name:</b> rental property <b>Work/Business Address:</b> 315 N. Main	
<b>Length of Residency in Florence:</b> 24 Years <b>Are you a Registered Voter?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Do you live within the Town's incorporated limits?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you now, or have you ever served on a board, commission or committee for the Town of Florence?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of board, commission and/or committee and dates served:	
1. <u>Parks and Recreation</u> Dates: <u>2016</u> thru <u>2017</u> 2. <u>Florence Town Council</u> Dates: <u>2003</u> thru <u>2015</u> 3. _____ Dates: _____ thru _____ 4. _____ Dates: _____ thru _____	

<b>BOARD OR COMMISSION PREFERENCE(S):</b> Refer to last page for list of boards and commissions (Please list <u>no more</u> than two boards, commissions in order of preference)	
1 <u>Parks and Recreation</u>	2 _____
If appointed, how much time would you be able to devote to the board or commission? Hours per week? <u>what is needed</u> Hours per month? <u>what is needed</u>	

Employment History		
Employment Period	Employer's Name and Address	Title
1968-96	Pacific Southwest Airlines	Supervisor
Civic Activities – Service Organizations		
Lions		
Posse		
Pinal County Historical museum		

What personal and professional experience or background can you contribute to the board or commission? Understand town policies, history of Florence

What is the most significant contribution you can make as a member of the board or commission for which you are applying? Time and knowledge, desire to help

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. \_\_\_\_\_


As vice Mayor was proud of town and want to continue to support it

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 specifies 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:  Date: 770012, 2017

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 2<sup>nd</sup> Thursday of the month at 6:00 pm, at Florence Community Center, Ruggles #1, 778 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

## **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 6:00 pm, at Florence Town Hall, 775 North Main Street

## **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 6:00 pm, at Florence Community Center, 778 North Main 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 month at 6:00 pm at Florence Community Center, 778 North Main Street

## **Planning & Zoning Commission**

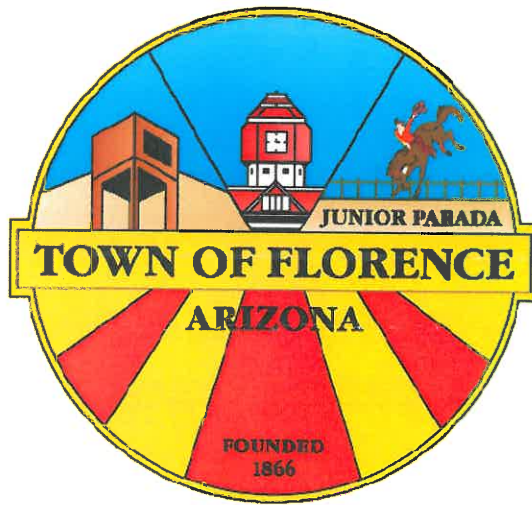
**Duties:** Analyze, review and make recommendations to the Council regarding land use and development related issues.

**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 6:00 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.





# Board and Commission Application

NAME: LONNIE K. FROST DATE: 4 NOV 17  
Date Received: November 8, 2017  
Appointed on: \_\_\_\_\_ to \_\_\_\_\_ Board/Commission  
Term Expires: \_\_\_\_\_

## Board and Commission Application

<b>Name:</b> LONNIE K. FROST	<b>Date:</b> 4 NOV 17
<b>E-Mail Address:</b> lkfrost06@gmail.com	
<b>Street Address:</b> 5724 W. VICTORY WAY	<b>Mailing Address:</b> SAME
<b>Home Telephone:</b> (480) 625-2030	<b>Work Telephone:</b> (520) 866-6293
<b>Occupation:</b> PINAL COUNTY	<b>Best Time to Call:</b> 8 AM - 5 PM
<b>Do you own commercial property or operate a business in Florence?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide: Work/Business Name: Work/Business Address:	
<b>Length of Residency in Florence:</b> 1.5 Years <b>Are you a Registered Voter?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Do you live within the Town's incorporated limits?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you now, or have you ever served on a board, commission or committee for the Town of Florence?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of board, commission and/or committee and dates served:	
1. PLANNING & ZONING Dates: FEB. 17 thru DEC. 17 2. _____ Dates: _____ thru _____ 3. _____ Dates: _____ thru _____ 4. _____ Dates: _____ thru _____	

<b>BOARD OR COMMISSION PREFERENCE(S):</b> Refer to last page for list of boards and commissions (Please list no more than two boards, commissions in order of preference)	
1 PLANNING & ZONING	2 _____
If appointed, how much time would you be able to devote to the board or commission? Hours per week? 2 Hours per month? 8	

Employment History		
Employment Period	Employer's Name and Address	Title
JUNE 2015 - CURRENT	PINAL COUNTY 31 N. PINAL ST. FLORENCE	ENGINEER
Civic Activities - Service Organizations		
BOY SCOUTS OF AMERICA		
WILBERT JAYCEES		

What personal and professional experience or background can you contribute to the board or commission? THIRTY YEARS OF EXPERIENCE IN MUNICIPAL/COUNTY  
GOVERNMENT DEALING WITH INFRASTRUCTURE PLANNING  
AND MAINTENANCE.

What is the most significant contribution you can make as a member of the board or commission for which you are applying? APPLICATION OF MY BACKGROUND AND  
EXPERIENCE TO HELP FLORENCE HAVE QUALITY GROWTH IN  
CONFORMANCE TO ITS GENERAL PLAN.

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. PLANNING  
& ZONING COMMISSION — INTERESTING WORK AND THE  
OPPORTUNITY TO BE INVOLVED AND GIVE TO THE COMMUNITY

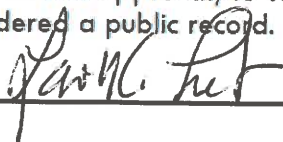
I understand that if a subject is presented for discussion to a board or commission where you have a conflict of interest, I will excuse myself from the discussion and abstain from voting. (For more information on conflict of interest, please contact the Town Attorney).

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 specifies 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: \_\_\_\_\_



Date: 7 NOV 17

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 2<sup>nd</sup> Thursday of the month at 6:00 pm, at Florence Community Center, Ruggles #1, 778 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

## **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 6:00 pm, at Florence Town Hall, 775 North Main Street

## **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 6:00 pm, at Florence Community Center, 778 North Main 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 month at 6:00 pm at Florence Community Center, 778 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 6:00 pm, at Florence Town Hall, 775 North Main Street

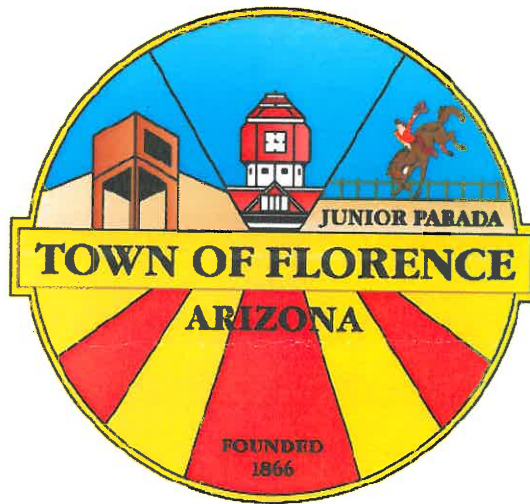
\* Alternates are not selected to fill in for board, commission or committee members that do not attend meetings. Alternates may attend meetings and are encouraged to do so as their attendance will enhance their overall knowledge and abilities and help them prepare for future appointment. However, alternates 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.



Received

NOV 06 2017

Florence  
Town Clerk's Office



# Board and Commission Application

NAME: Robert Smidt DATE: 11/06/17  
Date Received: Nov. 6, 2017  
Appointed on: \_\_\_\_\_ to \_\_\_\_\_ Board/Commission  
Term Expires: \_\_\_\_\_

## Board and Commission Application

Name: <u>Robert Smidt</u>		Date: <u>11/06/17</u>	
E-Mail Address: <u>ROBERTSMIDT@MSN.COM</u>			
Street Address: <u>590 N. KING ST</u> <u>FLORENCE, AZ</u>		Mailing Address: <u>PO Box 1191</u> <u>FLORENCE, AZ</u>	
Home Telephone: <u>520 868 9554</u>		Work Telephone: <u>520-868-7250</u>	
Occupation: <u>CORRECTIONS SUPERVISOR</u>		Best Time to Call: <u>NOON - 7 PM</u>	
Do you own commercial property or operate a business in Florence? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please provide: Work/Business Name: Work/Business Address:			
Length of Residency in Florence: <u>27</u> Years Are you a Registered Voter? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Do you live within the Town's incorporated limits? <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide name of board, commission and/or committee and dates served:			
1. <u>PLANNING + ZONING</u>		Dates: <u>JAN 17</u> thru <u>PRESENT</u>	
2. <u>PARKS AND RECREATION</u>		Dates: _____ thru <u>DEC 2016</u>	
3. _____		Dates: _____ thru _____	
4. _____		Dates: _____ thru _____	

<b>BOARD OR COMMISSION PREFERENCE(S):</b> Refer to last page for list of boards and commissions (Please list <u>no more than two</u> boards, commissions in order of preference)	
1 <u>PLANNING AND ZONING</u>	2 _____
If appointed, how much time would you be able to devote to the board or commission?	
Hours per week? <u>AS NEEDED</u>	Hours per month? <u>AS NEEDED</u>

Employment History		
Employment Period	Employer's Name and Address	Title
<u>CORE CIVIL (CCA)</u>	<u>CENTRAL AZ. FLORENCE CORRECTIONS COMPLEX 1100 N. BOWLING RD</u>	<u>LIEUTENANT</u>
Civic Activities – Service Organizations		
<u>American Legion</u>		

What personal and professional experience or background can you contribute to the board or commission? NONE

What is the most significant contribution you can make as a member of the board or commission for which you are applying? Willing to learn and PARTICIPATE

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. Interested in the future of Florence -

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 specifies 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: Robert Smith Date: 11/06/17

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 2<sup>nd</sup> Thursday of the month at 6:00 pm, at Florence Community Center, Ruggles #1, 778 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

## **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 6:00 pm, at Florence Town Hall, 775 North Main Street

## **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 6:00 pm, at Florence Community Center, 778 North Main 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 month at 6:00 pm at Florence Community Center, 778 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 6:00 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.**





# Board and Commission Application

NAME Robert M Stoppell

DATE 11/7/17

Date Received: November 8, 2017

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

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

## Board and Commission Application

Name: <u>Robert M Shoppe II</u>	Date: <u>11/7/17</u>
E-Mail Address: <u>MIKE SHOPPELLO@gmail.com</u>	
Street Address: <u>6665 W Stony Quail Way</u>	Mailing Address: <u>Florence AZ 85132</u>
Home Telephone: <u>520 836 0617</u>	Work Telephone: <u>610 223 1054</u> <u>Cell</u>
Occupation: <u>Retired</u>	Best Time to Call: <u>MORNINGS</u>
Do you own commercial property or operate a business in Florence? <u>NO</u>	
Work/Business Name:	
Work/Business Address:	
Length of Residency in Florence: <u>9/2008</u>	Are you a Registered Voter <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give name of board, commission and/or committee and dates served:	
<u>Citizens Advisory Committee / Strategic Plan development</u> <u>3/16/17 to 10/16/17</u>	

BOARD OR COMMISSION PREFERENCE(S): Refer to last page for list of boards and commissions (Please list <u>no more</u> than two boards, commissions in order of preference)			
1	PLANNING & Zoning COMMISSIONS	2	INDUSTRIAL Development Authority

If appointed, how much time would you be able to devote to the board or commission?	
Hours per week? <u>AS REQUIRED</u>	Hours per month? <u>AS REQUIRED</u>

Employment History		
Employment Period	Employer's Name and Address	Title
<u>7/1977 - 5/1997</u>	<u>owner of Rowley vending</u> <u>Quality Coffee</u> <u>Sinking Spring PA.</u>	<u>OWNER</u>

Education		
Name of School, College or University you attended	Degree	Year
<u>Dickinson College</u>	<u>Bachelor of Arts</u>	<u>1957</u>

Civic Activities – Service Organizations
<u>Citizens Advisory Group / FUSD</u>
<u>Florence Strategic Planning Committee</u>
<u>Resident Ambassador Fulte Homes</u>
<u>Design Review Committee Fulte Homes</u>
<u>Project Committeeman - Voting Dist. 7</u>

What personal and professional experience or background can you contribute to the board or commission? BUSINESS STARTUP AND OWNERSHIP

What is the most significant contribution you can make as a member of the board or commission for which you are applying? ABILITY TO LISTEN, WORK WITH OTHERS, ANALYZE, GATHER INFORMATION, SEEK SOLUTIONS AND COMPROMISE IF NEEDED

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. APPOINTED TO STRATEGIC PLANNING COMMITTEE by MAYOR. INTERESTED IN GROWTH & BUSINESS DEVELOPMENT FOR FLORENCE

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: Robert M. Shoppe

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**

last updated on 09/7/2017

			Appointed Last	Term Expires
<b>Arts and Culture Commission</b> (5 member Board)				
Meets Second Thursday of the Month at 3:00 pm				
Cochran	Jorganne		12/19/2016	12/31/2019
Curran	Ed		12/7/2015	12/31/2017
Hagemann	Doris		1/18/2017	12/31/2019
Noack	Duane		4/3/2017	12/31/2019
Rankin	Ann		1/5/2015	12/31/2017
<b>Board of Appeals</b> (5 member Board)				
Meets as needed				
Child S, P.E.	Geoffrey		3/27/2017	12/31/2021
Goodballet	Scott		4/3/2017	12/31/2021
Nevala	Steven		3/27/2017	12/31/2021
Pranzo	Gary J.		3/27/2017	12/31/2020
Wheeler	Betty		3/27/2017	12/31/2020
<b>HDAC</b> (7 member Board)				
Last Wednesday at 6:00 pm.				
Adam	Cathy		1/5/2015	12/31/2017
Knight	Victoria		2/6/2017	12/31/2017
Novotny	Debbie		1/5/2015	12/31/2017
Reid	Chris		2/1/2016	12/31/2018
Schmidt	K. Natasha		2/1/2016	12/31/2018
Smith	Lynn		2/1/2016	12/31/2018
Wheeler	Betty		2/1/2016	12/31/2018
<b>IDA</b> (7 member Board)				
Meetings are held as needed				
Celaya	Alfred		1/5/2015	12/31/2020
Kelly	Barbara		2/18/2014	12/31/2019
McLaughlin	John "Mick"		5/1/2017	12/31/2019
Padilla	Louis Henry		1/5/2015	12/31/2020
Schraufnagel	Ty		2/18/2014	12/31/2019
Villa Verde	Peter		1/5/2015	12/31/2020
Wallace	Kenneth		3/16/2015	12/31/2020
<b>Library</b> (5 member Board)				
Quarterly, the Third Wednesday at 6:00 pm.				
Berger	Sheree		12/19/2016	12/31/2018
Harmon	Talma		2/6/2017	12/31/2018
Harmon	Kamian E.		3/7/2016	12/31/2017
Horan	Eugene		1/17/2017	12/31/2018
Kollert	Denise		2/1/2016	12/31/2017
<b>Parks &amp; Recreation</b> (5 member Board)				
Fourth Thursday of the Month at 6:00 pm.				
Smith	Tom L.		9/19/2016	12/31/2017
Williams	Kelly		1/17/2017	12/31/2019



Pinson	Don		2/1/2016	12/31/2018
Woolridge	Donald		1/17/2017	12/31/2019
Fenstermaker	Linda		4/20/2015	12/31/2017
<b>Planning &amp; Zoning</b>				
(5 member Board)				
Bell	Carl		2/1/2016	12/31/2018
Frost	Lonnie		2/6/2017	12/31/2017
Pranzo	Gary J.		2/1/2016	12/31/2018
Putrick	Larry		2/1/2016	12/31/2018
Smidt	Robert		12/19/2016	12/31/2017