

TOWN OF FLORENCE SPECIAL MEETING AGENDA

Mayor Tara Walter
Vice-Mayor John Anderson
Councilmember Bill Hawkins
Councilmember Kristen Larsen
Councilmember Karen Wall
Councilmember Michelle Cordes
Councilmember Judy Hughes



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

Monday, October 21, 2019

5:00 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 Special Meeting of the Florence Town Council will be held on Monday, October 21, 2019, at 5:00 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: Tara Walter, John Anderson, Bill Hawkins, Karen Wall, Kristen Larsen, Michelle Cordes, Judy Hughes

3. WORK SESSION

a. Discussion on the North-South Corridor. (Brent Billingsley)

4. MOMENT OF SILENCE

5. PLEDGE OF ALLEGIANCE

6. 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.

7. PRESENTATIONS

a. Resolution Copper Update. (Hesston Klenk, Communities and Communications Manager)

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

- a. Approval of the **September 3** and **September 16, 2019** Town Council Meeting minutes.
- b. Receive and file the following board and commission minutes:
 1. **September 12, 2019** Arts and Culture Commission Meeting minutes.
 2. **August 28, 2019** Historic District Advisory Commission Meeting minutes.
 3. **September 5** and **September 19, 2019** Planning and Zoning Meeting minutes.

9. NEW BUSINESS

- a. **Ordinance No. 683-19:** First reading of AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE CODE OF THE TOWN OF FLORENCE, CHAPTER 34, PERSONNEL SYSTEM BY ADDING 34.16 (C) RESIDENCY REQUIRED. (Vice-Mayor Anderson)
- b. **Discussion/Approval/Disapproval** of the Professional Services Agreement with Michael Baker Engineering, Inc., to update the Town of Florence 2020 General Plan in an amount not to exceed \$258,716. (Larry Harmer)
- c. **Resolution No. 1719-19:** Discussion/Approval/Disapproval of A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING REVISIONS TO THE TOWN OF FLORENCE PERSONNEL POLICY. (Lisa Garcia)
- d. **Resolution No. 1720-19:** Discussion/Approval/Disapproval of A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE ADOPTION AUTHORITY POLICY SPECIFYING THAT LEGISLATIVE POLICIES SHALL BE ADOPTED BY THE TOWN COUNCIL AND ADMINISTRATIVE POLICIES SHALL BE ADOPTED BY THE TOWN MANAGER. (Lisa Garcia)

10. MANAGER'S REPORT

11. CALL TO THE PUBLIC

12. CALL TO THE COUNCIL – CURRENT EVENTS ONLY

13. ADJOURNMENT TO EXECUTIVE SESSION

For the purposes of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections 38-431.03 (A)(3), (A)(4) and (A)(7) to consider its position and instruct its representatives and/or attorneys regarding:

- a. Town's position and instruct its attorneys regarding pending litigation in Maricopa County Superior Court: Town of Florence v. Florence Copper, Inc. CV2015-000325, including counterclaims.
- b. Town's position and instruct its attorneys regarding Arizona Department of Environmental Quality proceedings, related to Water Quality Appeals Board Case No. 16-002, including appellate proceedings to reviewing courts.
- c. Town's position on potential land purchase.

14. ADJOURNMENT FROM EXECUTIVE SESSION

15.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). One or more members of Council may appear for part or all of the meeting including Executive Session telephonically.

POSTED ON OCTOBER 16, 2019 BY LISA GARCIA, TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

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

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 3a.
MEETING DATE: October 21, 2019 DEPARTMENT: Administration STAFF PRESENTER: Brent Billingsley, Town Manager SUBJECT: North-South Corridor Draft Tier 1 Environmental Impact Statement (DEIS)		<input type="checkbox"/> Action <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <ul style="list-style-type: none"> <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other
STRATEGIC PLAN REFERENCE: <input checked="" type="checkbox"/> Community Vitality <input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnership and Relationships <input checked="" type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Statutory <input type="checkbox"/> None		

RECOMMENDED MOTION/ACTION:

This item is agenzized as a Council Work Session discussion. It is staff’s request that following discussion of the North South Corridor DEIS “Preferred Alternative”, Council provides direction regarding the Town’s position.

BACKGROUND/DISCUSSION:

On September 6, 2019, the Arizona Department of Transportation (ADOT) released the Draft Tier 1 Environmental Impact Statement (Draft Tier 1 EIS) for the North-South Corridor Study. The Draft Tier 1 EIS has been made available for public review on the ADOT DEIS page and at several locations within the study area.

The public hearings were held at the locations, dates, and times listed below. The same information was provided, and comments were taken at each public hearing.

Tuesday, October 1, 2019
Florence High School
1000 S. Main St., Florence, AZ 85132

Thursday, October 10, 2019
Eloy City Hall
595 N. C St., Eloy, AZ 85131

Tuesday, October 15, 2019
Poston Butte High School
32375 N. Gantzel Rd, San Tan Valley, AZ 85143

All comments are due on October 29, 2019.

The North-South Corridor Study was initiated to evaluate alternatives to improve regional connectivity, provide an additional way traveling in a growing area of the Sun Corridor, and address current and future transportation needs is underway in Pinal County. The North-South Corridor Study spans about 55 miles between U.S. 60 in Apache Junction and I-10 in Eloy, passing through the city of Coolidge, town of Florence and portions of unincorporated Pinal County along the way. The study also incorporates the extension of State Route 24 from Ironwood Drive to the North-South Corridor.

Currently, there is no funding identified to build the proposed North-South Corridor. The Federal Highway Administration and the Arizona Department of Transportation have transitioned the North-South Corridor Study to be conducted as a Tier 1 Environmental Impact Statement (EIS). This Tier 1 process is prescribed by the National Environmental Policy Act (NEPA) and will conclude with a Record of Decision that selects a preferred alternative (a build corridor alternative or the no-build alternative).

This transition to a Tier 1 process allows the timing of final NEPA approval to be more closely correlated with actual timing of project funding and construction, as Tier 2 studies can be completed individually over time as construction funding becomes available. There is currently no funding for Tier 2 studies.

The project will:

- address lack of capacity.
- improve the efficiency of existing freeway and arterial street networks.
- improve access to future activity centers.
- enhance transportation system linkages.
- create a more direct connection to the eastern portion of the Phoenix metropolitan area.
- perform functions and provide services identified in local, regional and statewide plans.
- evaluate potential multimodal facility (rail and utility) opportunities in the area.

A VOTE OF NO WOULD MEAN:

Not applicable

A VOTE OF YES WOULD MEAN:

Not Applicable

FINANCIAL IMPACT:

None at this time.

ATTACHMENTS:

North-South Corridor DEIS PowerPoint
Draft Technical Comments
Council Resolution No. 1490-14
Council Resolution No. 1698-19
Pinal RTA Map

North-South Corridor Study

Tier 1 Draft Environmental Impact Statement

- Released for public and stakeholder review
September 6, 2019
 - Published in Federal Register
 - Advertised in *Arizona Republic*; *Gila River Indian News*; *Prensa Arizona*; and *Tri-Valley Dispatch*
 - Email blast to subscribers
 - Press release (September 6, 2019)

EIS No. 20190214, Draft, AZDOT, AZ,
North-South Corridor Study Tier 1
Draft Environmental Impact
Statement, Comment Period Ends: 10/
29/2019, Contact: Katie Rodriguez
602-712-8858

Federal Register September 6, 2019

North-South Corridor Study

Tier 1 Draft Environmental Impact Statement

- Available at
 - <https://azdot.gov/planning/transportation-studies/north-south-corridor-study/documents-north-south-corridor-study>
 - Repositories:
 - Eloy Santa Cruz Library, Eloy, AZ 85131
 - Coolidge Public Library, Coolidge, AZ 85128
 - Florence Community Library, Florence, AZ 85132
 - Apache Junction Public Library, Apache Junction, AZ 85119
 - Queen Creek Library, Queen Creek, AZ 85142

North-South Corridor Study

Tier 1 Draft Environmental Impact Statement

- Comments due by October 29, 2019
- Comment methods:
 - Public hearings
 - Phone: (855) 712-8530 (bilingüe)
 - Email: northsouth@azdot.gov
 - Mail:
c/o ADOT Communications, 1655 W. Jackson St.,
MD 126F Phoenix, AZ 85007

North-South Corridor Study

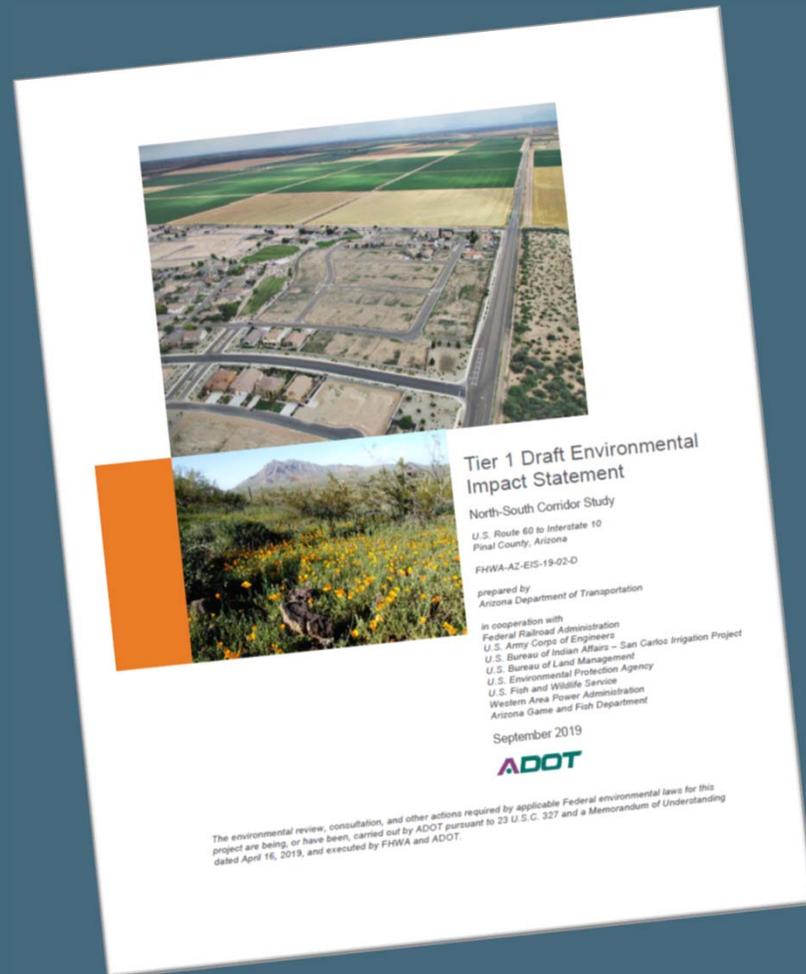
Tier 1 Draft Environmental Impact Statement

- Public hearings
 - Tuesday, October 1, 2019
 - Florence High School,
1000 S. Main St., Florence, AZ 85132
 - Thursday, October 10, 2019
 - Eloy City Hall,
595 N. C St., Eloy, AZ 85132
 - Tuesday, October 15, 2019
 - Poston Butte High School,
32375 N. Gantzel Rd, San Tan Valley, AZ 85143

North-South Corridor Study

Tier 1 Draft Environmental Impact Statement

- Overview
 - Document
 - Web map



North-South Corridor Study

Tier 1 Draft Environmental Impact Statement

Draft Environmental Impact Statement - North South Corridor Study

Overview Study Process Meeting Information and Notices Documents **DEIS** Contact Us

[Tier 1 DEIS North South Corridor Study](#)

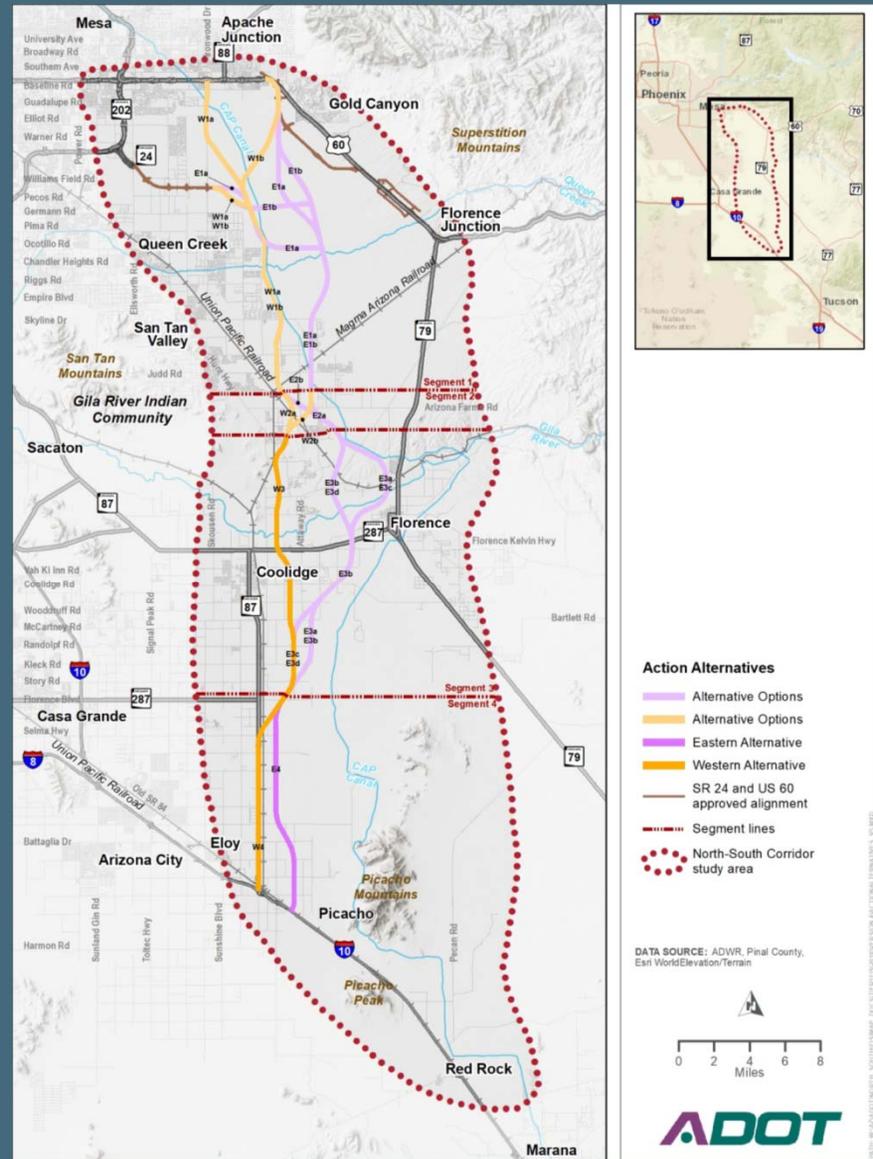
- [Cover and Table of Contents](#)
- [Summary Chapter](#)
- [Chapter 1: Purpose and Need](#)
- [Chapter 2: Alternatives](#)
- Chapter 3: Affected Environment and Environmental Consequences [Part 1](#) | [Part 2](#)
- [Chapter 4: Indirect and Cumulative Impacts](#)
- [Chapter 5: Comments, Coordination and Public Involvement](#)
- [Chapter 6: Evaluation of Alternatives](#)
- [Chapter 7: References](#)
- [Chapter 8: Preparers](#)
- [Appendix A: Agency Coordination](#)
- [Appendix B: Traffic Information](#)
- [Appendix C: Alternatives Screening](#)
- [Appendix D: Summary of Mitigation](#)
- [Appendix E: Socioeconomic Information](#)
- [Appendix F: Air Quality Information](#)
- [Appendix G: Noise Information](#)
- [Appendix H: Geotechnical Information](#)
- [Appendix I: Biological Resources Information](#)
- Appendix J: Section 106 Consultation [Part 1](#) | [Part 2](#)
- [Appendix K: Hazardous Materials Information](#)
- [Appendix L: Utility Information](#)
- [Appendix M: Public Involvement](#)
- [Appendix N: Public hearing](#)

The alternatives may be viewed within the [Mapping and Comment Tool](#).

[North-South Corridor Study Tier 1 DEIS](#)

Tier 1 Action Corridor Alternatives

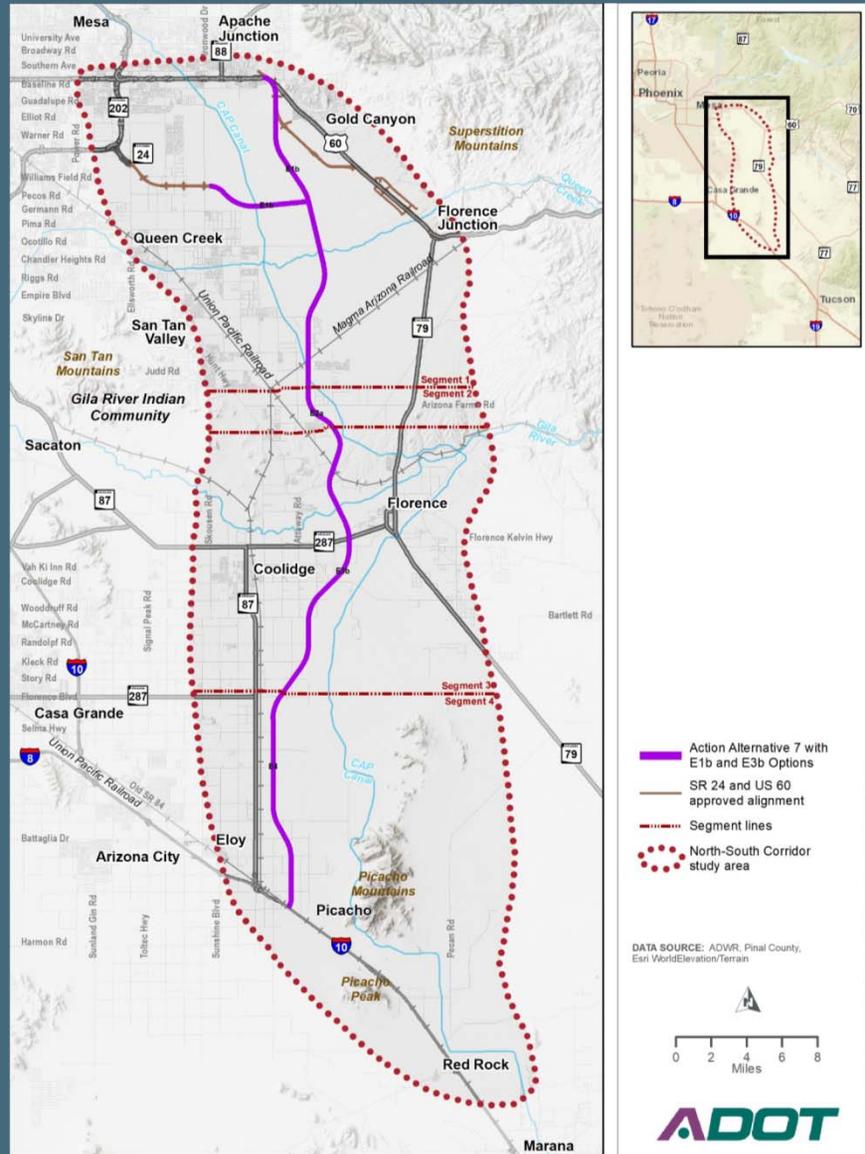
- Alternatives for consideration in the Tier I Draft EIS (page S-13, 2-22)



Preferred Corridor

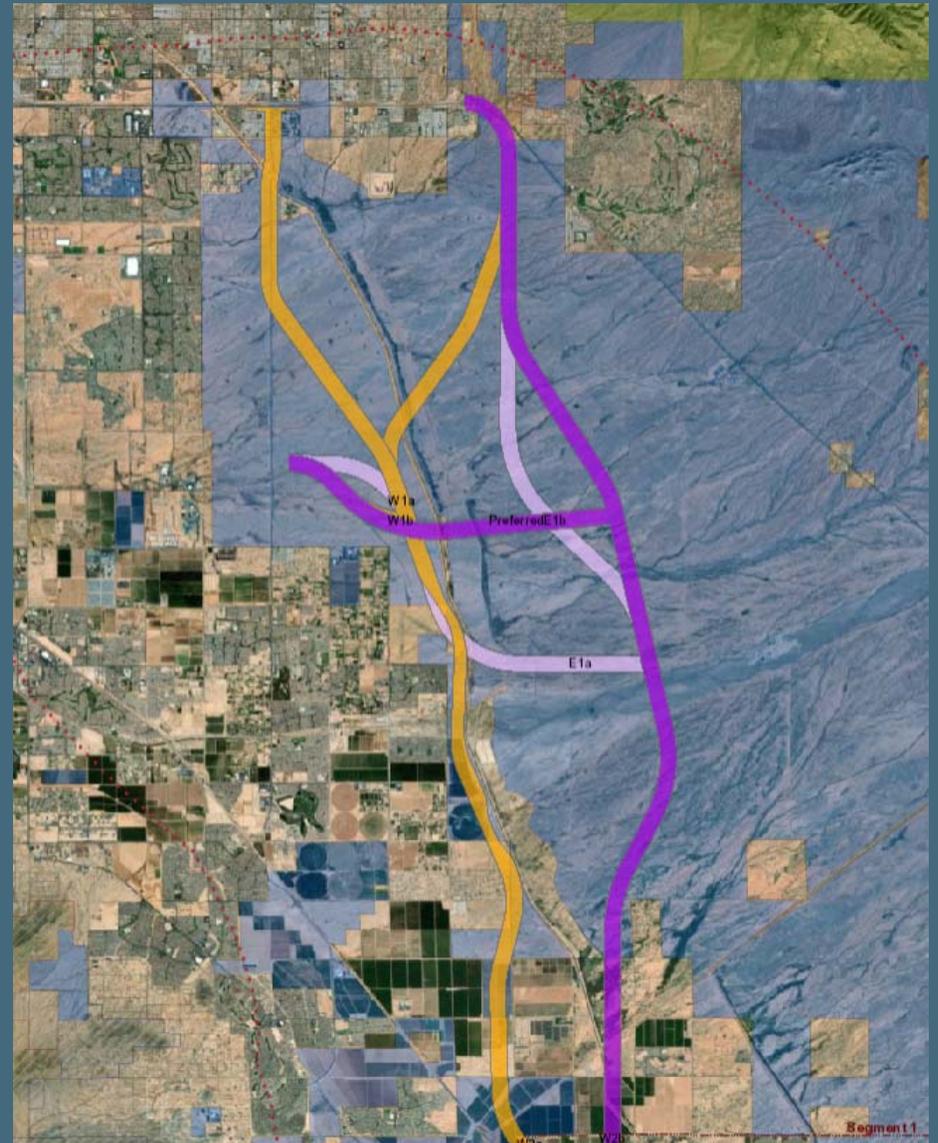
- Alternative 7 with the E1b; E2a; E3b; and E4. (page S-30, 6-28)

North-South Corridor Study



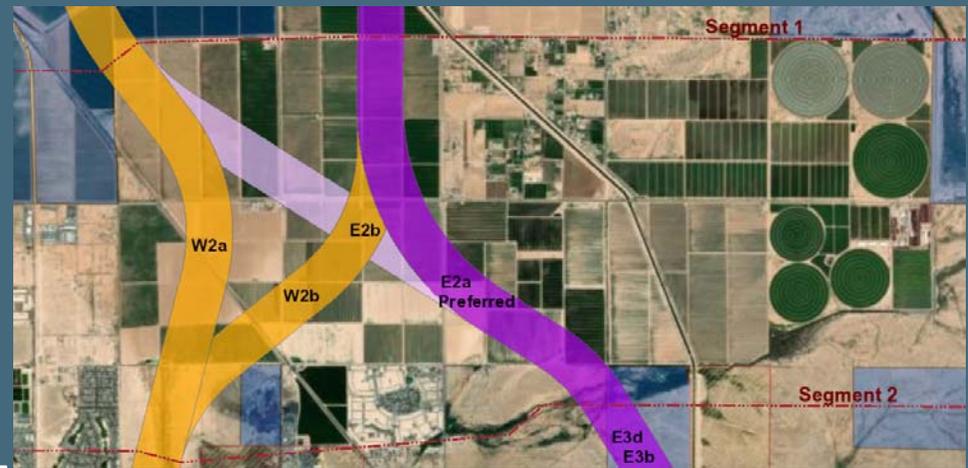
Preferred Corridor – Segment 1

- Transportation and traffic
- Land use planning
- Human environment
- Built environment
- Natural environment
- Stakeholder input



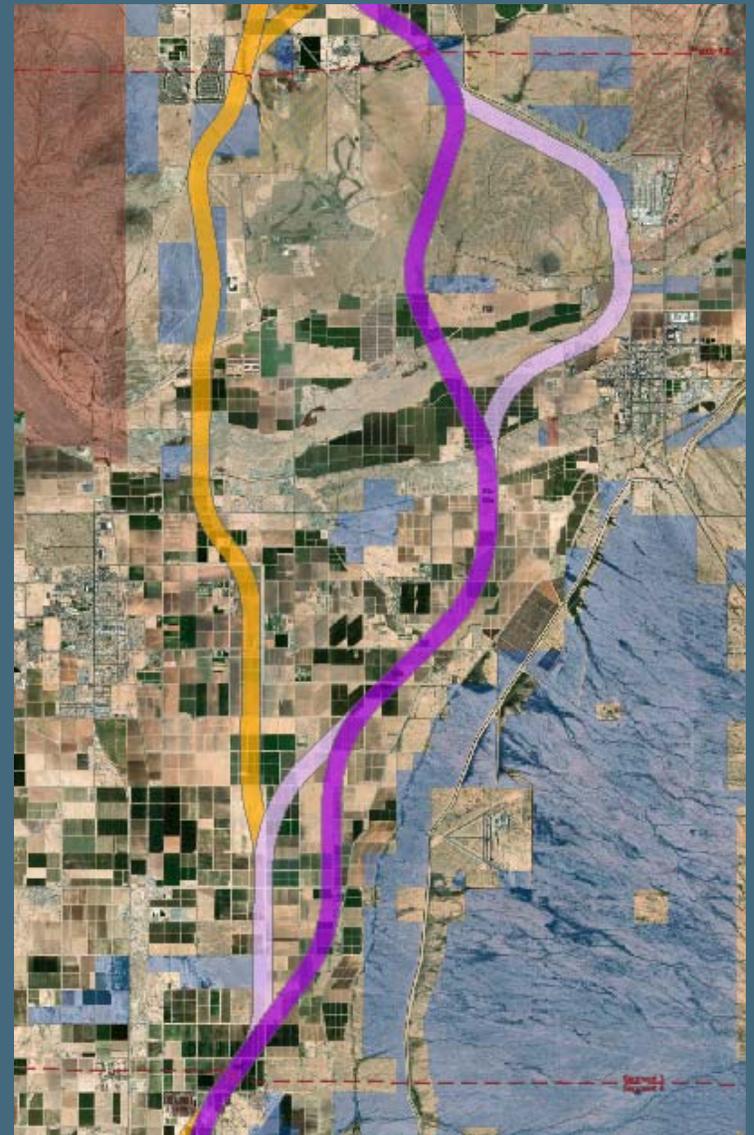
Preferred Corridor – Segment 2

- Transportation and traffic
- Land use planning
- Human environment
- Built environment
- Natural environment
- Stakeholder input



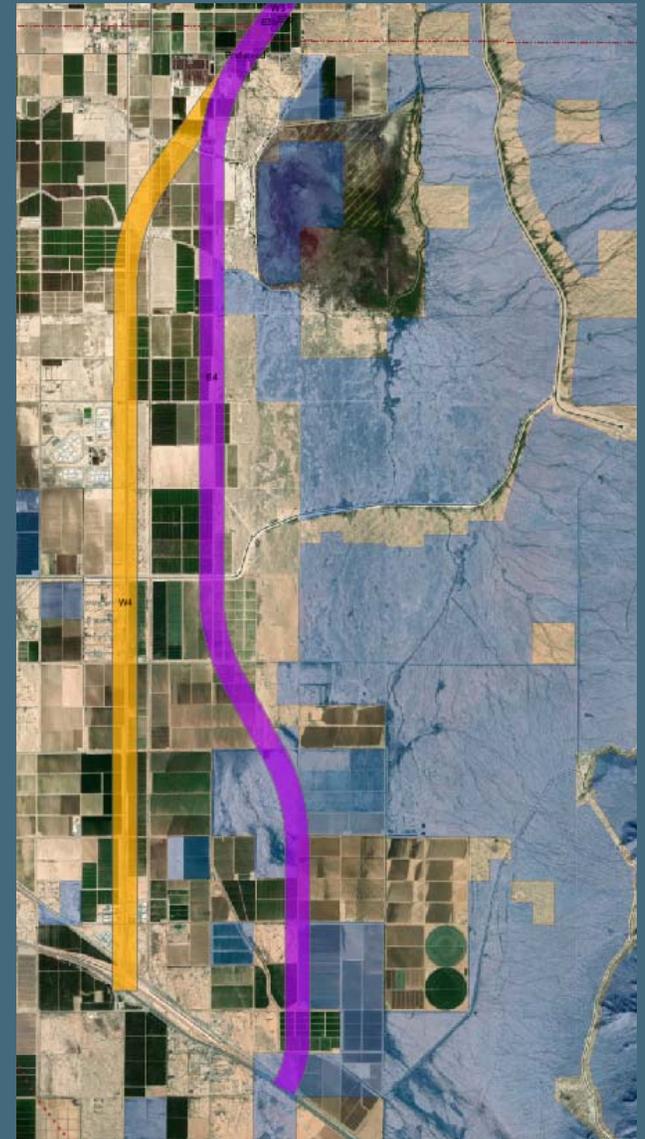
Preferred Corridor – Segment 3

- Transportation and traffic
- Land use planning
- Human environment
- Built environment
- Natural environment
- Stakeholder input



Preferred Corridor – Segment 4

- Transportation and traffic
- Land use planning
- Human environment
- Built environment
- Natural environment
- Stakeholder input



Schedule and Next Steps

- Public and stakeholder review of the Draft Tier 1 DEIS (through October 29, 2019)
- Public Hearings

Tuesday, Oct. 1 5:30 to 7:30 p.m. Florence High School 1000 S. Main St. Florence	Thursday, Oct. 10 5:30 to 7:30 p.m. Eloy City Hall 595 N. C St. Eloy	Tuesday, Oct. 15 5:30 to 7:30 p.m. Poston Butte High School 32375 N. Gantzel Road San Tan Valley
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- Study team reviews and responds to comments
- Preparation of the FEIS/ROD (anticipated completion late 2020)

Questions



North-South Corridor Study

North/South Corridor Tier 1 Draft Environmental Impact Statement

Staff Review October 2019

General comments / exclusions that need to be addressed:

1. The Florence Anthem Hospital is now open and should be acknowledged.
2. The potential Casa Grande Ruins National Monument expansion should be included and addressed.
3. The Central Arizona Regional Transit (CART) system should be addressed in more detail.
4. The Town of Florence and Pinal County worked with the regional development community to identify a preferred alignment that would support and enhance potentially impacted properties. That preferred alignment became the Transportation District (public approved excise tax) alignment. Were the developers' concessions/plans considered in alternative development?
5. Pinal County's Excise Tax should be addressed in more detail including the proposed alignment and plans to locally fund the initial phases of the North/South Corridor project.
6. The alignment specified in the Pinal County ½ excise tax election and the resolutions described above were not included as one of the 8 alternatives studied in the DEIS.
7. The 2019 North/South Corridor Resolutions from Florence, Eloy, Coolidge, Queen Creek, Apache Junction, Central Arizona Governments, and Pinal County should be acknowledged and discussed.
8. Florence should be included as a "Participating Agency" we have contributed and commented throughout.
9. The MAG Commuter Rail Study should be included and considered. Florence is the planned "End of Line" station.
10. The Town has updated traffic counts in the area that may be useful to the study team and has recently completed updated modeling with MAG for our Regional Transportation Plan.
11. The study team should contact Pinal County for the most recent Regionally Significant Routes Study. I believe that the information provided is outdated.
12. The Town would like the study to include a "future" interchange consideration that would have the potential to provide access to Historic Florence. The Butte Road alignment or future "River Road" alignment would be potential alignments.
13. After discussing the intersection locations included as part of the Preferred Alternative with local landowners, there is support for moving the proposed Hunt Highway Intersection north to the Merrill Ranch Parkway alignment. The landowners feel that the MRP location would improve access and stimulate economic development better than the Hunt Highway location. Moving the intersection north would also eliminate impacts to the Copper Basin Railroad.
14. The Town of Florence has a permitted Underground Storage Facility that was not included in the report. The USF is located at the South Wastewater Treatment Plant.
15. A discussion should be included regarding the SR79/Gila River Bridge Replacement Project.

16. Multiple times in the report it is stated that the Four Southern Arizona Tribes (Ak-Chin Indian Community, Gila River Indian Community, Salt River Pima-Maricopa Indian Community, and Tohono O'odham Nation) support the West Alternative. Since none of the four tribes would be directly affected by any of the North/South Corridor alignments, the Town assumes that this preference relates to potential for cultural/archeological resource impacts. This statement is made almost exclusively in the land use and transportation planning sections of the report, which falls in the Towns' of Florence and Coolidge's jurisdiction.

Specific comments:

1. (Page S-6) It would be useful to discuss the Pinal County ½ cent Excise Tax and the intent of the County and local government to leverage local funds to fund the initial phases of the North/South Corridor project.
2. (Page S-11) The Western Alternative, as defined, is not included in any local government plan and furthermore is not supported by any the local governments' participating in this effort.
3. (Page 2-18) The 2019 North/South Corridor Resolutions from Florence, Eloy, Coolidge, Queen Creek, Apache Junction, Central Arizona Governments, and Pinal County should be acknowledged and discussed.
4. (Page S-19) The Town of Florence would like further clarification on the "Stakeholder Input" section. Multiple Resolutions have been provided to the project team from the local governments in the project area.
5. (Page S-28) The Town of Florence should be added to Table S-6.
6. (Page 1-6) The Town of Florence should be added to Table 1.1-1.
7. (Page 1-8) The Central Arizona Regional Transit (CART) should be discussed in more detail.
8. (Page 1-10) The MAG Commuter Rail Study should be discussed, including the End-of Line Station in Florence.
9. (Page 1-8) Figure 1.4-1 is a representation of Pinal County's Planned Growth Area within the 2008 County Comprehensive Plan. This graphic is dated and isn't a great representation of where growth has occurred in the last 8 years.
10. (Page 2-2) What isn't the Pinal Regional Transportation Authority's alignment, that was approved by the voters, shown in the document?
11. (Page 2-3) Please get with Pinal County to verify that the Regionally Significant Routes information is current (Figure 2.1-1).
12. (Page 2-7) The Town of Florence conducts an annual traffic count program. We would be glad to provide updated counts in our area.
13. (Page 2-7) The Town of Florence is currently completing our 2019 Regional Transportation Plan. This plan, conducted by Michael Baker, is working with MAG to update the transportation modeling in the region. That information can be shared with the Phase 1 DEIS team.
14. (Page 2-8) More detailed information should be provided on the CART system.
15. (Page 2-12) ADOT has funded and is currently designing a new bridge across the Gila River on State Route 79. This project should probably be discussed.
16. (Page 2-35) The Town supports the interchange locations proposed by the study team but is concerned with lack of access to Historic Florence. The Town requests that a future interchange location be identified in the DEIS that would be in closer proximity to downtown. The Butte Road Alignment or future River Road alignment would be potential locations. The Town understands the 2-mile spacing that is desired in a rural area. This spacing should be able to be accommodated.
17. (Page 2-36) It is known that the "Preferred Alternative", once identified, will likely change land use assumptions that existed previously. This should be discussed.

18. (Page 2-48) As stated previously, it is highly likely that the local governments participating in this study will invest in the future North/South Corridor in advance of the state or federal government. That investment will be in land use planning, zoning, utilities, right-of-way purchases, and even phased corridor construction. The ½ cent Excise Tax will be a primary funder of these improvements. The study should probably address how this phasing may occur, as well as, how access control should be addressed.
19. (Page 3-14) The Town of Florence is currently updating our 2010 “voter approved” General Plan.
20. (Page 3-28) The Town of Florence is currently updating our 2010 “voter approved” General Plan.
21. (Page 3-142) ADOT has funded and is currently designing a new bridge across the Gila River on State Route 79. This project should probably be discussed.
22. (Page 3-145) The Town of Florence has a permitted Underground Storage Facility that was not included in the report. The USF is located at the South Wastewater Treatment Plant.
23. (Page 3-147) The Town of Florence has a permitted Underground Storage Facility that was not included in the report. The USF is located at the South Wastewater Treatment Plant.
24. (Page 3-172) Congressman O’Halloran has proposed a potential Casa Grande Ruins expansion. The City of Coolidge has supported the legislation to expand the Casa Grande Ruins to protect these properties and their native American cultural resources and significance. This effort should be addressed.
25. (Page 6-3) The 2019 North/South Corridor Resolutions from Florence, Eloy, Coolidge, Queen Creek, Apache Junction, Central Arizona Governments, and Pinal County should be acknowledged and discussed.

RESOLUTION NO. 1490-14

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AFFIRMING THE TOWN OF FLORENCE'S PREFERENCES REGARDING THE PROPOSED ADOT NORTH-SOUTH FREEWAY CORRIDOR.

WHEREAS, the Town of Florence has proactively worked to identify and support the short, mid and long-term transportation needs and goals for the Town; and

WHEREAS, the Town of Florence has been actively engaged with the ADOT North-South Freeway and Passenger Rail Corridor Studies to protect the long term transportation needs of the Town; and

WHEREAS, the proper alignment and future development of the proposed ADOT Freeway is critical to the long-term prosperity and sustainability of the Town of Florence; and

WHEREAS, the Town of Florence 2020 General Plan Future Land Use Map contained within the Land Use Element indicates the Town's conceptual alignment of the proposed North-South ADOT Freeway Corridor, as well as the proposed conceptual alignment of the ADOT Passenger Rail Corridor; and

WHEREAS, an ongoing public participation process, including the holding of a public hearings of the Town of Florence Planning and Zoning Commission, public hearings of the Council of the Town of Florence, and public outreach to impacted stakeholders has occurred to establish the Town's preferences for the future ADOT North-south Freeway Corridor on the Town's Future Land Use Map; and

WHEREAS, the current ADOT North-South Freeway Study alternatives do not precisely match the preferences of the Town via the approved Future Land Use Map, the Town affirms its support of the Future Land Use Map, but expresses its corridor segment preferences within the Town's Planning Area to be: O3, V, X and AO; and

WHEREAS, the Town must take a stance against alternatives that vary substantially from the Town's preferences and that would be damaging to the Town's future prosperity and sustainability, particularly referring to objectionable segments G, Q and AB; and

WHEREAS, the Town must support alternatives that are in support of the Town's position as the County Seat of Pinal County and a major employer for the Town of Florence; and

WHEREAS, the positions stated via this Resolution have been found to: be

appropriate; be consistent with the goals, objectives and strategies of the Florence 2020 General Plan; Specifically, the Amendment is consistent with Goals One and Two of the Circulation Element that support a safe, efficient, balanced and comprehensive transportation system and Goal One of the Economic Development Element that states "Develop a sustainable economy in order to maintain a vibrant and healthy community". Thus, a determination has been made that this Resolution should be approved.

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

The Mayor and Council of the Town of Florence hereby adopt this resolution affirming the Town's preferences regarding the ADOT North-South Freeway Corridor.

PASSED AND ADOPTED by the Mayor and Council of the Town of Florence, Arizona, this 8th day of December, 2014.



Tom J. Rankin, Mayor

ATTEST:



Lisa Garcia, Town Clerk

APPROVED AS TO FORM:



James E. Mannato, Town Attorney

RESOLUTION NO. 1698-19

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, FURTHER CLARIFYING AND AFFIRMING THE TOWN'S SUPPORT FOR THE ROUTING OF THE NORTH-SOUTH CORRIDOR, AS DETAILED IN THE PINAL REGIONAL TRANSPORTATION PLAN, ADOPTED BY THE VOTERS OF PINAL COUNTY, ARIZONA.

WHEREAS, on November 7, 2017, the voters of Pinal County, Arizona approved Proposition 416, with 57% of voters in favor and 43% opposed; and

WHEREAS, voters within the Town of Florence approved the same Proposition, with 64% of voters in favor and 36% opposed; and

WHEREAS, Proposition 416 established the Pinal Regional Transportation Plan, ("the Plan"), laying out various projects of key importance to the future growth and development of Pinal County; and

WHEREAS, one of the key projects within the Plan is the North-South Corridor; and

WHEREAS, on November 7, 2017, Pinal County residents also approved Proposition 417, agreeing to pay an additional 1% sales tax on goods purchased in Pinal County, and which provides the funding mechanism for the North-South Corridor and other projects within the Plan; and

WHEREAS, the North-South Corridor is planned to serve as a major commercial highway, relieving commercial traffic from frequent delays on Interstate 10, and providing a more direct route to the East Valley of Phoenix, including to the Phoenix-Mesa Gateway Airport; and

WHEREAS, the North-South Corridor will serve as a major route for the future economic development of Pinal County; and

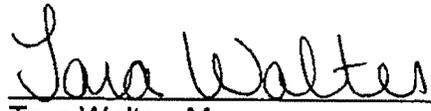
WHEREAS, ensuring the route is determined in a way that considers the extensive work the Town has already undertaken with land developers, and considers the future land use patterns of the Town, while also providing a means for employees to reach the major employment and government centers that are already existing with Town limits.

NOW, THEREFORE, BE IT RESOLVED that the Town Council reaffirms its support for the Pinal Regional Transportation Plan and the North-South Corridor;

FURTHER BE IT RESOLVED THAT that the Town Council are supportive of the routing of the North-South Corridor detailed in the Plan that was generally adopted by the voters of Pinal County, as reiterated and further clarified in the attached Exhibit A (highlighted route). That is, to wit, Segments W1b, W1a/b, E1a, E2b, E3a/c, E3a/b, and E4 or W4.

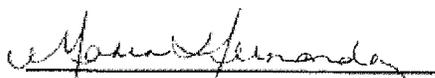
FURTHER BE IT RESOLVED THAT that the Town Manager and Town Attorney are directed to file a copy of this Resolution with each member of the State Transportation Board, the Director of the Arizona Department of Transportation, the Governor's Office, the Commissioner of the State Land Department, the Federal Highway Administration, members of the state legislature, and any other bodies that may impact the routing of the North-South Corridor, be they legislative or administrative, and advocate for the preferred alignment adopted by the voters of Proposition 416 and reiterated in the attached Exhibit A.

PASSED AND ADOPTED by the Mayor and Council of the Town of Florence, Arizona on this 20th day of May 2019.



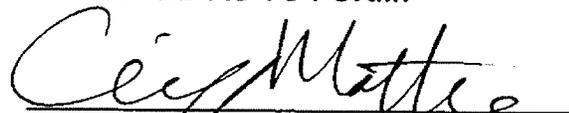
Tara Walter, Mayor

ATTEST:

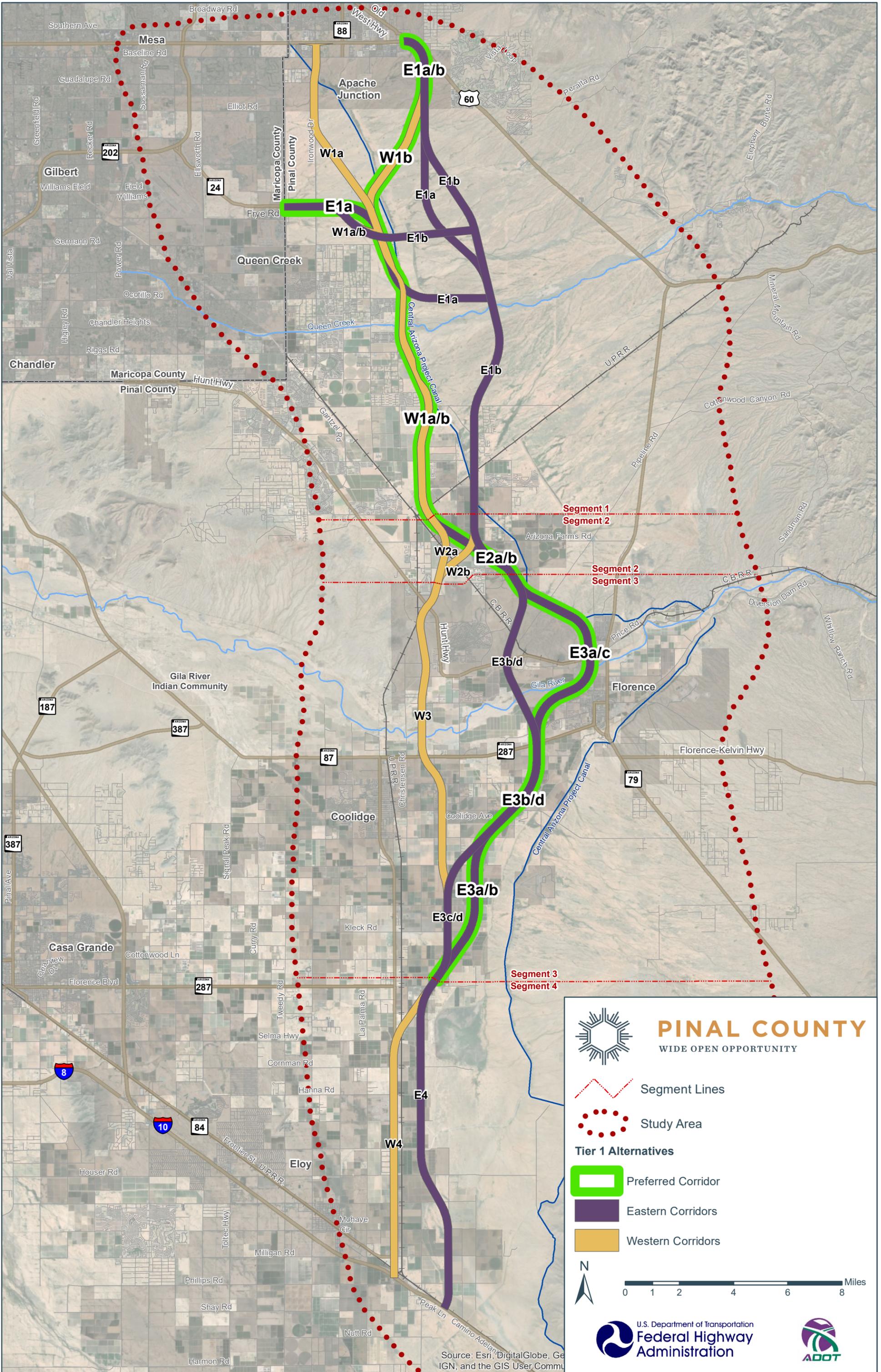


Maria Hernandez, Deputy Town Clerk

APPROVED AS TO FORM:



Clifford L. Mattice, Town Attorney



PINAL COUNTY
WIDE OPEN OPPORTUNITY

-  Segment Lines
-  Study Area
- Tier 1 Alternatives**
-  Preferred Corridor
-  Eastern Corridors
-  Western Corridors



Source: Esri, DigitalGlobe, Geo IGN, and the GIS User Commu



Pinal Regional Transportation Plan

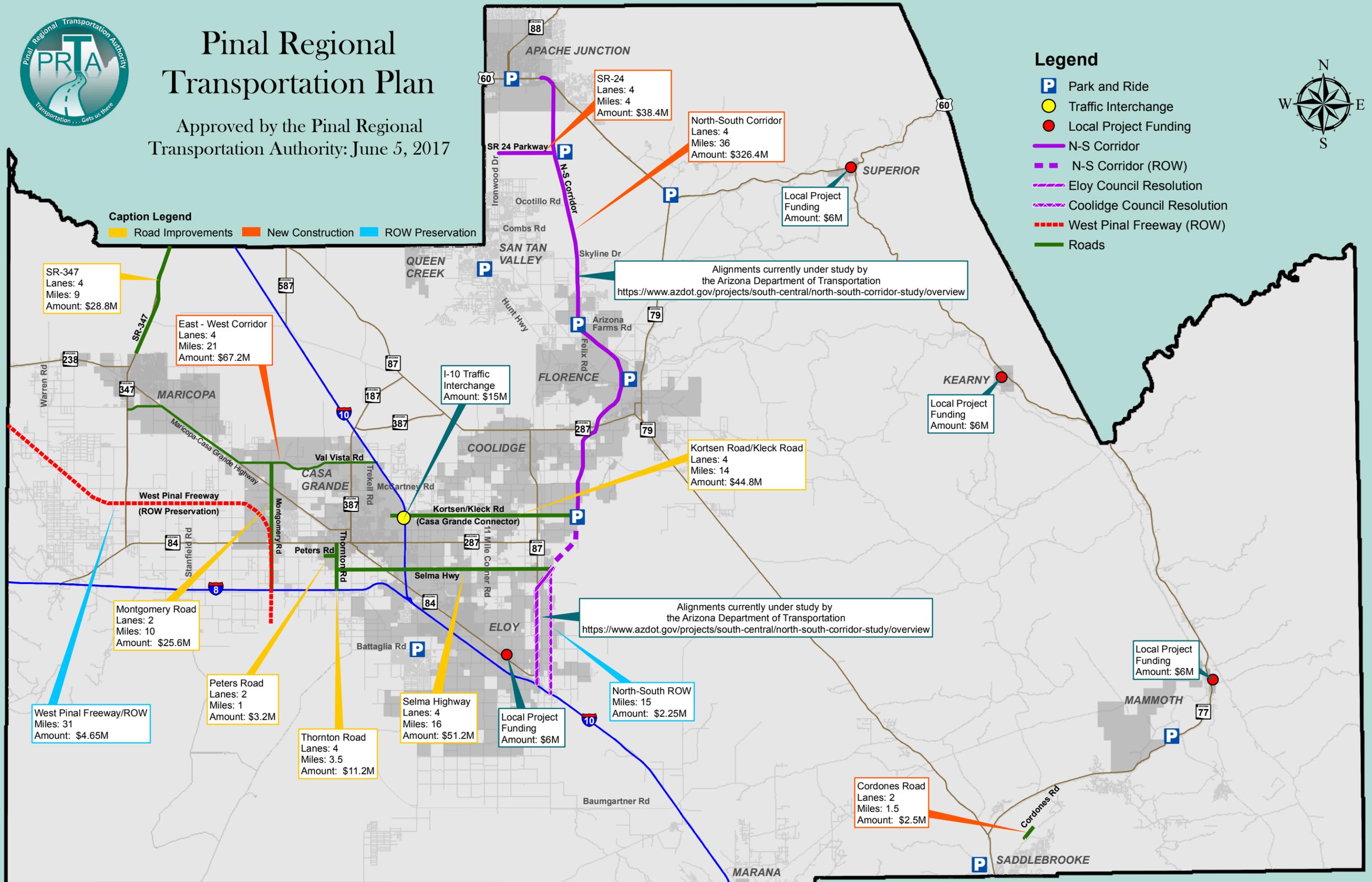
Approved by the Pinal Regional Transportation Authority: June 5, 2017

Caption Legend

- Road Improvements
- New Construction
- ROW Preservation

Legend

- Park and Ride
- Traffic Interchange
- Local Project Funding
- N-S Corridor
- N-S Corridor (ROW)
- Eloy Council Resolution
- Coolidge Council Resolution
- West Pinal Freeway (ROW)
- Roads



SR-347
Lanes: 4
Miles: 9
Amount: \$28.8M

East - West Corridor
Lanes: 4
Miles: 21
Amount: \$67.2M

I-10 Traffic Interchange
Amount: \$15M

Kortsen Road/Kleck Road
Lanes: 4
Miles: 14
Amount: \$44.8M

Montgomery Road
Lanes: 2
Miles: 10
Amount: \$25.6M

Peters Road
Lanes: 2
Miles: 1
Amount: \$3.2M

Thornton Road
Lanes: 4
Miles: 3.5
Amount: \$11.2M

Selma Highway
Lanes: 4
Miles: 16
Amount: \$51.2M

Local Project Funding
Amount: \$6M

North-South ROW
Miles: 15
Amount: \$2.25M

Cordones Road
Lanes: 2
Miles: 1.5
Amount: \$2.5M

West Pinal Freeway/ROW
Miles: 31
Amount: \$4.65M

Alignments currently under study by the Arizona Department of Transportation
<https://www.azdot.gov/projects/south-central/north-south-corridor-study/overview>

Alignments currently under study by the Arizona Department of Transportation
<https://www.azdot.gov/projects/south-central/north-south-corridor-study/overview>

Local Project Funding
Amount: \$6M

Local Project Funding
Amount: \$6M



For additional information please visit http://bit.ly/pinalcountyPRTA_info or <http://www.cagaz.org/rta.html>

Disclaimer: This map does not represent a legal survey. It is intended for general purposes only. Map Date: June 7, 2017

MINUTES OF THE TOWN OF FLORENCE COUNCIL REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 3, 2019, 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 pm.

ROLL CALL:

Present: Tara Walter, John Anderson, Karen Wall, Kristen Larsen, Michelle Cordes, Judy Hughes

Absent: Bill Hawkins (appeared telephonically for Executive Session only)

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.

There were no public comments.

PRESENTATIONS

Presentation of the 2019 Outstanding Program Award – Cultural Awareness Program from the Arizona Parks and Recreation Association for the Annual Historic Home Tour.

Mr. Bryan Hughes, Community Services Director, presented the 2019 Outstanding Cultural Awareness Program that was awarded to the Town at the 2019 Parks and Recreation Annual Conference. He shared the video program that was presented at the conference as well.

Mr. John Nixon, Recreation Superintendent, stated that the Town is very pleased that Florence received the award. He, along with Ms. Alison Feliz, Recreation Coordinator, chaired the Committee. He stated that the Home Tour Committee is comprised of the following members: Chris Reid, Maricella Benitez, Sandra Walker, and Larry Johnson.

Mr. Nixon thanked the people who agreed to allow their homes to be shown.

Ms. Allison Feliz, Recreation Coordinator, thanked the Council for being part of the event.

Presentation of the Poston Butte Preserve as the formal name of the existing and soon to be expanded open space and trails.

Mr. Hughes stated that Poston Butte is referred to by many different names. He stated that with the new improvements that are coming, they would like to formally name the park. The park will be a preserve and an educational resource for the area. The Parks and Recreation Advisory Board is recommending Poston Butte Preserve as the official name of the park. He stated that understanding what is available at the park will be part of the marketing.

Vice-Mayor Anderson inquired about the parking.

Mr. Hughes explained that the original parking design was not practical. They are currently working on access points. They will need to have a lease in place before they can move dirt.

Councilmember Wall inquired about the classroom.

Mr. Hughes explained that the classroom would be for field trips. It could also be available for as meeting room for trail stewards.

Councilmember Wall stated that she can see hiking clubs taking advantage of the space.

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.

Proclamation declaring September 2019 as Prostate Cancer Awareness Month in the Town of Florence. (Lisa Garcia)

Proclamation declaring September 2019 as Suicide Prevention Month in the Town of Florence. (Jennifer Evans)

Authorization to purchase two 2020 Chevy Silverado's, from Midway Chevrolet, in an amount not to exceed \$82,347.64. (Chris Salas)

Authorization to contract with Home Depot USA Inc., to provide maintenance, repair, operating supplies, industrial supplies, and related products and services, in an amount not to exceed \$51,000. (Chris Salas)

Authorization to contract with Amazon Services LLC, for the purchases of products and services through the on-line marketplace, in an amount not to exceed \$64,600. (Chris Salas)

Authorization to contract with Senergy Petroleum LLC, to provide vehicle lubricants, diesel and food grade oil, in an amount not to exceed \$65,000. (Chris Salas)

Authorization to contract with Terracon Consultants Inc., for quality assurance needs, in an amount not to exceed \$75,000. (Chris Salas)

Authorization to contract with HD Supply Facilities Maintenance LTD., dba USABlueBook, to provide Schedule 56 Buildings and Building Materials/Industrial Service and Supplies, in an amount not to exceed \$80,000. (Chris Salas)

Authorization to contract with APD Power Center Inc., to provide maintenance, repair, operating supplies, in an amount not to exceed \$55,000. (Chris Salas)

Approval of accepting the register of demands ending July 31, 2019, in the amount of \$3,987,733.34. (Rey Sanchez)

On motion of Vice-Mayor Anderson, seconded by Councilmember Larsen, and carried (6-0) to approve the Consent Agenda, as written.

NEW BUSINESS

Discussion/Approval/Disapproval to purchase 17 PX8000XE handhelds radios, chargers, and associated equipment for the Fire Department, in an amount not to exceed \$163,584.77.

Mr. David Strayer, Fire Chief, stated that this is Phase I of a two phase project to purchase radios. The Fire Department uses both mobile and handheld radios. The handhelds go into the vehicles. The Department is waiting to hear if they received a grant for the mobile radios.

Chief Strayer stated that the handheld radios were approved in this year's Capital budget. These radios will do all the frequencies and are compatible with the Town of Florence Dispatch Center as well as all of the Town's mutual partners that they respond to calls with along with Pinal County and other systems in the valley.

Chief Strayer stated that the handheld radios have met their life expectancies and need to be replaced.

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (6-0) to approve the purchase of 17 PX8000XE handhelds radios, chargers, and associated equipment for the Fire Department, in an amount not to exceed \$163,584.77.

Discussion/Approval/Disapproval to contract with Talis Construction Corporation, for construction of the Fire Station 2 turn lane, in an amount not to exceed \$300,000.

Mr. Chris Salas, Public Works Director, stated that the project is to construct an east bound deceleration lane at the signalized intersection for the development west of the intersection as well as a south bound left-hand turn lane for Fire Station 2. The improvements will include new curb and gutter, median modifications, signage, striping, paving, demolition work and new ADA ramps.

Mr. Salas stated that three different contractors with existing Job Order Contracts were notified of the project and bids were received, with Talis Construction Corporation being recommended.

Vice-Mayor Anderson inquired what the time frame will be for completing the project.

Mr. Salas stated that there has been difficulty in locating some of the long-lead items, so it may take 22 – 24 weeks before construction can start. He stated that they will need to evaluate the project to see if they can obtain the items from a different entity.

Vice-Mayor Anderson inquired if they can work on other components of the project while they are waiting for the long lead items. He would like to see the turn lanes installed.

Mr. Salas stated that the contractors may not be able to honor the pricing if the Town sub-phases the project.

On motion of Vice-Mayor Anderson, seconded by Councilmember Wall, and carried (6-0) to approve the contract with Talis Construction Corporation, for construction of the Fire Station 2 turn lane, in an amount not to exceed \$300,000.

Discussion/Approval/Disapproval to purchase three 2019 Police Chevy Tahoes, from Midway Chevrolet, for the Police Department, in an amount not to exceed \$108,361.11.

Mr. Salas stated that the Town believes in standardizing the fleet, but this year Tahoes came in less than the Ford Explorers. He stated that the body on frame is easier to complete on the Tahoes and is more fuel efficient. The Town was able to purchase three 2019 Tahoes and saved approximately \$2,000 per vehicle. This lot was selected because the inventory is less expensive and available immediately. He stated that the older vehicles will be phased out of the fleet program. He noted that the cost does not include upfitting the vehicles.

Councilmember Wall inquired if the total cost includes the cost to upfit the vehicles.

Mr. Salas stated the upfitting will cost approximately \$20,000 more per vehicle to upfit the vehicles.

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (6-0) to approve the purchase three 2019 Police Chevy Tahoes, from Midway Chevrolet, for the Police Department, in an amount not to exceed \$108,361.11.

Discussion/Approval/Disapproval to contract with Ellison Mills Contracting LLC, for on-call maintenance and repair services, in the amount not to exceed \$800,000, and voiding the existing Professional Services Contract that was entered into with Ellison Mills Contracting LLC, on August 5, 2019.

Mr. Salas stated that on August 5, 2019 the Council authorized a contract with Ellison Mills Contracting, LLC, but since that time there was an issue with equipment that requires an increase in the dollar amount for the contract. The contractor was challenged to supply staff with the information and they provided prices for parts and subcontractors. Staff was able to obtain prices based on direct billing and now have the lowest possible price at nine percent. He stated that this

will be the best standard price and it will be transparent. This is an open book style of procurement that allows for anyone to review the concepts.

On motion of Councilmember Cordes, seconded by Vice-Mayor Anderson, and carried (6-0) to approve the contract with Ellison Mills Contracting LLC, for on-call maintenance and repair services, in the amount not to exceed \$800,000, and voiding the existing Professional Services Contract that was entered into with Ellison Mills Contracting LLC, on August 5, 2019.

MANAGER'S REPORT

Mr. Brent Billingsley, Town Manager, stated that the Town applied for a youth field grant with the Diamondbacks for up to \$275,000, to replace field lighting, bleachers, benches, shade structures and make field improvements. The Town hopes to hear something back within two months. The Produce on Wheels without Waste (POW WOW) Program is ran by the Borderlands Produce Rescue in southern Arizona. The first distribution is planned for November 23, 2019. Many people have attended training and are still looking for volunteers. He noted that this is a very labor-intensive program.

Mr. Billingsley stated that the Town will host the CAV101 (Connected and Autonomous Vehicles) Workshop on September 26, 2019, from 9:00 a.m. to 2:00 pm at the library.

Mr. Billingsley congratulated Mike Lopez and Elijah White in earning their designation of Arizona Certified Landscape Professionals from the Arizona Landscape Contractors Association.

Mr. Billingsley stated that the Fire Department has a stair climb on September 11, 2019, in honor of those who lost their lives on 9/11 at the Pinal County Courthouse. This is the first time that this event is being held.

Mr. Billingsley stated that the attendance was 257 for the final weekend at the aquatics center.

DEPARTMENT REPORTS

Community Development
Community Services
Courts
Finance
Fire
Police
Public Works

Councilmember Hughes inquired as to what the 20 verbal and 41 written July code compliance issues were for that are referenced in the Community Development Report.

Mr. Larry Harmer, Community Development Director, stated that the compliance issues vary from weeds, abandoned vehicles to building violations. Each violation is in a different stage of the process and this is an ongoing process. He stated that they have an approximate 60% compliance with the first notice. Staff attempts a verbal contact and can provide swift mitigation. A written notification is sent if they are unable to make contact with the property owner.

Councilmember Hughes inquired about the employee membership package referenced in the fitness center section of the Community Services Report.

Mr. Hughes stated that the employee membership is part of the employee benefit package and employees are not charged a fee to utilize the fitness center.

Councilmember Hughes inquired as to what constitutes a lost meal in the Senior Center section of the Community Services Report.

Mr. Hughes stated that he will research this and follow up with a response.

Councilmember Hughes inquired how the wireless sessions are counted in the Library section of the Community Services Report.

Mr. Hughes stated that they count a wireless session as each time someone walks in and connects to the WiFi.

Councilmember Hughes inquired about the 133 people that attended the 16 programs presented at the library. She inquired what the return for investment is with advertising for these events.

Mr. Hughes stated that many programs are a “drop in” and do not require pre-registration. He stated that they can create a signature page to gather that type of information.

Councilmember Hughes inquired about the Playaway Launch Pads at the library. She inquired how many have been purchased or donated.

Mr. Hughes stated that the Playaway Launch Pads were purchased from a grant received from the Pinal County Library. That program is successful; however, more pads are needed. He stated that there are 30 pads on hand and staff had to limit the number of days a person can keep them.

Vice-Mayor Anderson inquired about the contract for the Veteran’s Memorial.

Mr. Hughes stated that the Town did not receive any bids and are researching other options.

Councilmember Hughes inquired about the \$7,427.85 spent from the Economic Development Line Item Budget for economic development.

Mr. Rey Sanchez, Finance Director, stated that it is derived from the employee’s salary and benefits.

Councilmember Hughes inquired who the employee is.

Mr. Sanchez stated that the employee is Mr. Benjamin Bitter.

Councilmember Hughes inquired about the two hazmat responses that were listed in the July Fire Report.

Chief Strayer stated that they are typically gas leaks; however, they may include spills.

Councilmember Hughes stated that there were 58 EMS calls to the prisons as well as arching and “other” calls. She inquired what the “other” calls are for.

Chief Strayer stated that the other calls can range from assistance to a number of other things. He will research each of the incidents and report back.

Councilmember Hughes inquired about the special assignment that he did pertaining to the existing building safety survey and asked that he share those findings.

Chief Strayer stated that they do annual inspections of all occupancies. They are categorized by hazard class. They have two divisions: operations and administrative. Battalion Chief/Fire Marshall John Kemp is responsible for the surveys and the inspections are ongoing. The findings will be shared with Council.

The Department Reports were received and filed.

CALL TO THE PUBLIC

There were no public comments.

CALL TO THE COUNCIL – CURRENT EVENTS ONLY

Councilmember Wall congratulated the Parks and Recreation Department for receiving the award. She asked that people wear yellow in recognition for Suicide Prevention Month. She noted the importance of recognizing that suicide is a major public health issue with more than 123 deaths per day and requires vigilant attention and preventative action. She recognized the importance of raising awareness to this issue.

Councilmember Hughes stated that she attended the Pinal Partnership Breakfast in which Mr. Billingsley was one of the speakers. She also attended the Arizona League of Cities and Town Conference and was reminded that the Council sets the policies and gives direction. She would like to set up an Economic Development Council workshop to review the policies and vetting process on September 23, 2019.

Mayor Walter stated that Council will need to discuss with staff possible dates for the workshop.

Mr. Billingsley stated that staff will forward dates for the Council’s consideration.

Councilmember Larson stated that she spent time with the Teen Council at the League Conference and is very proud of how they represented Florence and how they interacted with other teens from across the State. They took the opportunity to network with others throughout Arizona.

Vice-Mayor Anderson stated that he met with Ms. Plunkett, Director of Operation for the Florence Immigration and Refugee Project. Ms. Plunkett has offered to do a presentation to the Council to educate the public on what it is they do.

Vice-Mayor Anderson thanked John Nixon for the activity guide.

Vice-Mayor Anderson stated that Greg Stanley, Pinal County Manager is retiring. Mr. Louis Anderson will be the new Pinal County Manager.

Vice-Mayor Anderson stated that he is concerned with population sharing and the possibility of removing inmates from the Town's population figures. Representative T.J. Shope is opposing the legislation. He asked the residents to reach out to Representative Shope and express their concern.

Mayor Walter stated that a law maker is trying to make the funding go to the community in which the inmate was arrested. The place where the inmate is incarcerated provides the public resources such as roads, street, fire, police, water, and wastewater and contributes to their needs. She encouraged everyone to educate themselves on this subject.

Mayor Walter stated that she is proud of the Florence youth and how well they presented Florence.

MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 CALL TO ORDER

Chairman Walter called the meeting to order at 7:11 p.m.

ROLL CALL:

Present: Tara Walter, John Anderson, Bill Hawkins (appeared telephonically), Karen Wall, Kristen Larsen, Michelle Cordes, Judy Hughes.

MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 CALL TO ORDER

Chairman Walter called the meeting to order at 7:11 p.m.

ROLL CALL:

Present: Tara Walter, John Anderson, Bill Hawkins (appeared telephonically), Karen Wall, Kristen Larsen, Michelle Cordes, Judy Hughes.

MERRILL RANCH COMMUNITY FACILITY DISTRICT NO. 2 CALL TO ORDER

Chairman Walter called the meeting to order at 7:12 p.m.

ROLL CALL:

Present: Tara Walter, John Anderson, Bill Hawkins (appeared telephonically), Karen Wall, Kristen Larsen, Michelle Cordes, Judy Hughes.

ADJOURNMENT TO A JOINT EXECUTIVE SESSION WITH MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1, NO. 2 AND THE MAYOR AND TOWN COUNCIL OF THE TOWN OF FLORENCE.

For the purposes of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections 38-431.03 (A)(3), (A)(4) and (A)(7) to consider its position and instruct its representatives and/or attorneys regarding:

- a. Discussion or consultations regarding a Notice of Claim filed by Merrill Ranch Owner’s Agent, L.L.C., CMR/Casa Grande, L.L.C., Roadrunner Resorts, L.L.C. and Florence Copper, Inc. against Merrill Ranch Community Facilities Districts No. 1 and No. 2 and the Town of Florence.**
- b. Discussion or consultation potential and threatened claims against the Town and Districts.**

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (7-0) to adjourn to a Joint Executive Session with Merrill Ranch Community Facilities District No. 1, No. 2 and the Mayor and Town Council of the Town of Florence.

ADJOURNMENT FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 EXECUTIVE SESSION.

On motion of Boardmember Wall, seconded by Boardmember Larsen, and carried (7-0) to adjourn from Merrill Ranch Community Facilities District No. 1 Executive Session.

ADJOURNMENT FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 MEETING.

On motion of Boardmember Wall, seconded by Boardmember Larsen, and carried (7-0) to adjourn from Merrill Ranch Community Facilities District No. 1 Meeting.

ADJOURNMENT FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 EXECUTIVE SESSION.

On motion of Boardmember Wall, seconded by Boardmember Larsen, and carried (7-0) to adjourn from Merrill Ranch Community Facilities District No. 2 Executive Session.

ADJOURNMENT FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 MEETING.

On motion of Boardmember Wall, seconded by Boardmember Larsen, and carried (7-0) to adjourn from Merrill Ranch Community Facilities District No. 2 Meeting.

FLORENCE TOWN COUNCIL MOTION TO RESUME

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (7-0) to resume Town Council meeting.

EXECUTIVE SESSION

For the purposes of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections 38-431.03 (A)(3), (A)(4) and (A)(7) to consider its position and instruct its representatives and/or attorneys regarding:

- a. **Town's position and instruct its attorneys regarding pending litigation in Maricopa County Superior Court: Town of Florence v. Florence Copper, Inc. CV2015-000325, including counterclaims.**
- b. **Town's position and instruct its attorneys regarding Arizona Department of Environmental Quality proceedings, related to Water Quality Appeals Board Case No. 16-002, including appellate proceedings to reviewing courts.**
- c. **Possible discussions with government agencies/entities and private entities involving the acquisition, purchase, sale or lease of real property and other property related to the Town of Florence's water and wastewater systems, including upgrades, expansions, contracts, and/or settlement discussions related thereto.**
- d. **Town's position and instruct its attorneys regarding pending litigation in Pinal County Superior Court: George H. Johnson and Johnson Utilities, LLC v. Town of Florence, Brent Billingsley and Lisa Garcia (No. S-1100-CV-201900383).**
- e. **Town's position on potential land purchase.**

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (7-0) to adjourn to Executive Session.

ADJOURNMENT FROM EXECUTIVE SESSION

On motion of Councilmember Wall, seconded by Councilmember Hughes, and carried (7-0) to adjourn from Executive Session.

ADJOURNMENT

On motion of Councilmember Wall, seconded by Vice-Mayor Anderson, and carried (6-0) to adjourn the meeting at 10:12 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 September 3, 2019, and that the meeting was duly called to order and that a quorum was present.

Lisa Garcia, Town Clerk

MINUTES OF THE TOWN OF FLORENCE COUNCIL REGULAR MEETING HELD ON MONDAY, SEPTEMBER 16, 2019, 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 6:02 pm.

ROLL CALL:

Present: Tara Walter, John Anderson, Bill Hawkins, Karen Wall, Michelle Cordes

Absent: Kristen Larsen, Judy Hughes

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.

Ms. Cathy Adam, Pinal County Historical Museum Representative, stated that they are open for the season, from Wednesday through Sunday, 11:00 am – 4:00 pm. They are showcasing an exhibit on the Junior Parada. They have received several grants and are excited to showcase the changes they have made.

Ms. Adam thanked everyone who has assisted with the restoration of the fire trucks, especially Fire Chief Dave Strayer. The museum also has an extensive bullet collection along with the guns. She thanked Police Chief Dan Hughes and Mr. Larry Harmer for their assistance with this collection.

Ms. Adam expressed her appreciation to Councilmember Wall and Ms. Garcia for their discussion with regards to a potential intern. She stated that they need to review the logs to determine where their visitors are from to collect data points. She also thanked Mr. Bryan Hughes, Community Services Director.

PRESENTATIONS

Recognition of Florence Police Officer Jeff Palmer and Pinal County Sheriff Deputy Sergeant Roderick “RJ” Harrison.

Florence Town Council Meeting Minutes

September 16, 2019

Page 1 of 25

Florence Police Lieutenant Terry Tryon recognized Police Officer Jeff Palmer for his 13 years of service. He has served as the Community Relations Liaison Officer and his duties include security surveys for citizens and businesses and reviews plans for new development in Florence for safety and security as part of the Crime Prevention Through Environmental Design Program.

Lt. Tryon stated that Officer Palmer also works for the safety of the youngest citizens by remaining trained and certified through the Governor's Office of Highway Safety to inspect and install car seats. He also participates in local events and visits Florence High School to educate drivers on the use of car seats, seat belts, and other safe-driving practices. He visits the K-8 schools to educate students through the GREAT (Gang Resistance Education and Training) Program. He truly stands out for his dedication to the safety of our community members and to uphold his oath to serve as well as protect our citizens.

Congressman Gosar stated that his department works closely with law enforcement. He stated that around the country, we have not shown the respect to the men and women in law enforcement. They go to work every day and put their best foot forward watching out for us, so we just want to take the time to acknowledge the people right under our nose for a job well done.

Pinal County Sheriff's Chief Deputy Matt Thomas stated that Pinal County Sheriff Deputy Sergeant Roderick "RJ" Harrison exemplifies hard work, passion and pride. He is in charge of the Pinal County Sheriff's Office Community Relations Unit.

Chief Deputy Thomas stated that Sergeant Harrison started his career with Arizona Department of Corrections (ADOC) as a COTA graduate in 1995. He worked for ADOC as part of the Community Supervision Bureau. In 2000, he attended the Mesa Community College Police Academy to become certified as a Special Investigator for ADOC. He also became a Reserve Deputy Marshall for the Fountain Hills Marshall's Office. In 2003, he became a reserve deputy for Pinal County and within the year became a full-time deputy.

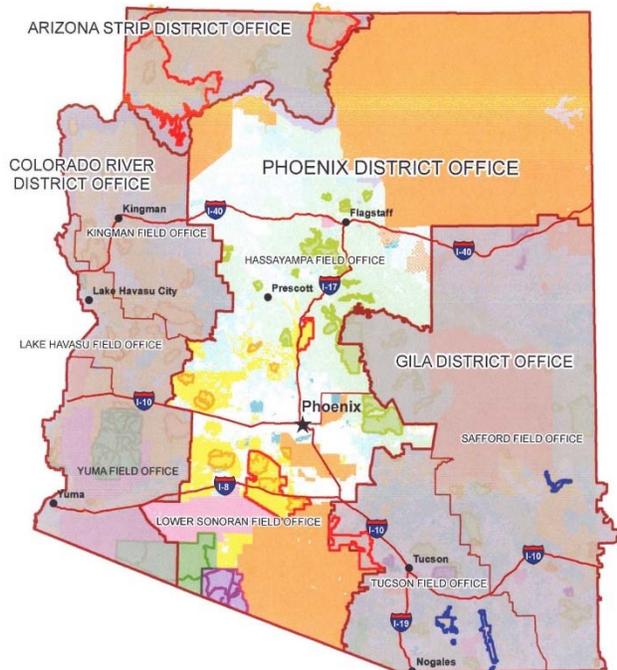
Chief Deputy Thomas stated that Sergeant Harrison has worked in the Pinal County Sheriff's Commercial Vehicle Enforcement Unit, Traffic Enforcement Unit and Criminal Investigations Bureau, and is now head of the department's new Community Relations Bureau. This new department directly ties the Pinal County Sheriff's Office to the community members with the events that he participates in and runs logistics for. He also manages the Sheriff's schedule, which is a huge job in itself.

Congressman Gosar acknowledged Officer Palmer's and Deputy Harrison's dedication to the community and expressed his appreciation to both and thanked them both for their service.

Presentation by Bureau of Land Management on upcoming projects.

Ms. Ed Kender, Lower Sonoran Field Manager for the Bureau of Land Management (BLM) Phoenix District, introduced Brandon Colvin, LSFO Assistant Field Manager and Sonoran Desert National Monument Manager. He provided the following presentation:

- BLM Phoenix District Profile



Mr. Kender stated that the Phoenix District manages nearly 2.4 million acres of public lands within seven Arizona counties and administers mineral estate in an additional two counties on the Navajo Indian Reservation. Visitor use has especially increased within the 14 units of the National Conservation Lands that include two national monuments, one national historic trail, 11 wilderness areas, as well as a national recreation trail used for solitary hikes, bike rides, horseback trips, to competitive motorized events and people who seek diverse recreational opportunities on public lands. While there is a soaring demand for recreational opportunities, the District also manages a high volume of major realty actions to accommodate renewable energy and electric transmission projects, natural gas, telecommunications, and mineral processing. Traditional resource management programs in livestock grazing and wild burro herd management continue.

Mr. Kender stated in order to better serve the public the Phoenix District is organized into two field offices – the Hassayampa Field Office, which includes the Agua Fria National Monument, serves population northwest of Phoenix. The Lower Sonoran Field Office, which includes the Sonoran Desert National Monument, manages lands southwest of the city. Additionally, the District manages two wildland fire stations and a regional federal law enforcement communications center for BLM, the National Park Service, U.S. Fish and Wildlife Service, US Forest Service, and Bureau of Indian Affairs.

Mr. Kender stated that BLM Lower Sonoran Field Office manages 1.4 million acres of public land in south-central Arizona, including the Sonoran Desert National Monument. The lands are managed for multiple use and provide diverse recreational opportunities, mining, wildlife habitat, grazing, and wilderness, all overlaying a rich cultural past.

Mr. Kender stated that they oversee six wilderness areas, four Areas of Critical Environmental Concern, the congressionally designated Juan Bautista de Anza National Historic Trail and Painted Rock which is listed on the National Register of Historic Places.

Poston Butte R&PP Application

Mr. Kender stated that in November 2017, the Lower Sonoran Field Office received an application under the R&PP Act from the Town of Florence to lease approximately 200 acres of public land for recreational facilities. The selected parcels are adjacent to the existing patented land of the Poston Butte Preserve which is under the management of the Town of Florence. The two parcels flank the original R&PP.

Mr. Kender stated that the Poston Butte Environmental Assessment Application was submitted in 2017, and they expect to have lease approval in the Spring 2020. They are currently working on the project design, baseline studies and biological and cultural surveys. They are currently doing the Notice of Realty action that must be published in the federal registry notice and is expected to be approved in the near future. Once published, it will start the environmental process. The Environmental Assessment will be ready for public review in the Winter 2019. The final step will be the lease approval.

Mayor Walter inquired if he had received any questions. She stated that this ties into the Town's Strategic Plan.

Mr. Kender stated that he has not received any questions, and this is in part due to the great outreach that the Town has done.

Mr. Bryan Hughes, Community Services Director, stated that they did a kickoff of the Environmental Assessment last Thursday. They discussed the project and did a site visit. It has been an educational experience. He stated that it has been a learning experience for all and thanked BLM.

Presentation and acceptance of donations from Avangrid Renewables, and McClellan-Parsons American Legion Post 9, for the Veterans Memorial Project.

Mr. Hughes, Community Services Director, stated that the American Legion Post 9 donated \$15,000 that they raised in donations this year. Avangrid Renewables has donated \$1,500 as well. They will have a dedication on November 11, 2019. They are excited for this project.

Mr. Jose Maldonado, American Legion Post 9 Commander, stated that he is very excited for Florence to have a Veterans' Park. He thanked the local businesses who donated, it is much appreciated. He stated that Ms. Kathy Sichling, Vice-Commander, has been instrumental in the fundraising effort.

On motion of Councilmember Wall, seconded by Councilmember Cordes and carried (5-0) to accept donations from Avangrid Renewables (\$1,500), and McClellan-Parsons American Legion Post 9 (\$15,000), for the Veterans Memorial Project.

Mayor Walter thanked everyone for the donations.

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Vice-Mayor Anderson stated that this project started from a conversation that he had with veterans in the Sun City community. A group was formed and they worked with the American Legion. They have spearheaded the project and the project is near completion. He thanked everyone for their support.

Presentation to promote the Fire Prevention Week Open House scheduled at Fire Station 542, on October 5, 2019.

Mr. Dave Strayer, Fire Chief, stated that this is their second annual event. Ms. Rumdoul In was instrumental in having a successful event last year and will be spearheading this year's event as well.

Ms. Rumdoul In, Firefighter/Paramedic, invited everyone to their Second Annual Open House at Fire Station 542 on October 5, 2019. They will have a variety of activities including a tour of the facility. The ladder truck will also be on display. Partnering agencies will also be in attendance to provide information about the services they offer. They will provide information on the Town's fire safety and prevention programs and will be doing an extrication demo to show what happens during a live extrication.

Vice-Mayor Anderson asked Chief Strayer why the fire station is called Station 542 rather than Station 2.

Chief Strayer stated that there is a statewide numbering system for the statewide mutual aid which numbers the stations, so that Station is No. 542, but it is also known as Fire Station 2 locally.

Mayor Walter liked that they alter the stations each year. This event is very informational and an overall fun event.

Presentation on the Florence Police Department Five Year Strategic Plan.

This item has been postponed to the October 7, 2019 Regular Meeting.

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

Authorization to enter into an Intergovernmental Agreement between Pinal County, and the Town of Florence, to remediate the State Route 79 drainage issue at the Pinal County Superior Courthouse. The amount to be paid to Pinal County shall not exceed \$1,225.

Authorization to contract with Florence True Value Hardware, to provide maintenance, repair, operating supplies, industrial supplies, and related products and services, in an amount not to exceed \$28,000.

Approval of Resolution No. 1717-19:

Mayor Walter read Resolution No. 1717-19 by title only.

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, DESIGNATING REY SANCHEZ, FINANCE DIRECTOR OF THE TOWN OF FLORENCE, ARIZONA, AS CHIEF FINANCIAL OFFICER, DESIGNATED TO OFFICIALLY SUBMIT THE EXPENDITURE LIMITATION REPORT FOR THE TOWN OF FLORENCE, ARIZONA.

For the Town of Florence, motion to approve and ratify a legal services Engagement and Retention Agreement with Sims Mackin, LTD. and Cathy Bowman for legal representation of the Town of Florence, Merrill Ranch Community Facilities District No. 1 and Merrill Ranch Community Facilities District No. 2 for the purpose of defending claims and litigation, including alternative dispute resolution, discovery, trial, post-trial motions, appeals and authorization to enter into related common interest agreements.

Approval of the August 5 and August 19, 2019 Town Council Meeting minutes.

Receive and file the following board and commission minutes:

May 9, 2019 Arts and Culture Commission Meeting minutes.

June 26 and July 31, 2019 Historic District Advisory Commission Meeting minutes.

July 25, 2019 Parks and Recreation Advisory Board minutes.

July 18, 2019 Planning and Zoning Meeting minutes.

On motion of Councilmember Cordes, seconded by Councilmember Wall, and carried (5-0) to approve the Consent Agenda, as written except for item d.

For the Town of Florence, motion to approve and ratify a legal services Engagement and Retention Agreement with Sims Mackin, LTD. and Cathy Bowman for legal representation of the Town of Florence, Merrill Ranch Community Facilities District No. 1 and Merrill Ranch Community Facilities District No. 2 for the purpose of defending claims and litigation, including alternative dispute resolution, discovery, trial, post-trial motions, appeals and authorization to enter into related common interest agreements.

Vice-Mayor Anderson inquired why the Town is paying for this fee rather than the Merrill Ranch Facilities Maintenance Districts.

Mr. Clifford L. Mattice, Town Attorney, stated that the Town and each of the Districts are contributing to the overall fee. There have been a series of letters written by the Merrill entities to the Districts and the Town that necessitate a more in depth specialized legal analysis and potential litigation defense. It is for the expense or the cost of defending the Town and each of the Districts. It is likely that there could be reimbursement or payment from the Town's and Districts' insurance carrier but those decisions are not finalized. He stated that this a precautionary matter that is on the agenda for each entity to retain counsel including working through some of the coverage issues.

On motion of Vice-Mayor Anderson, seconded by Councilmember Wall and carried (5-0) to approve and ratify a legal services Engagement and Retention Agreement with Sims Mackin, LTD. and Cathy Bowman for legal representation of the Town of Florence, Merrill Ranch Community Facilities District No. 1 and Merrill Ranch Community Facilities District No. 2 for the

purpose of defending claims and litigation, including alternative dispute resolution, discovery, trial, post-trial motions, appeals and authorization to enter into related common interest agreements.

NEW BUSINESS

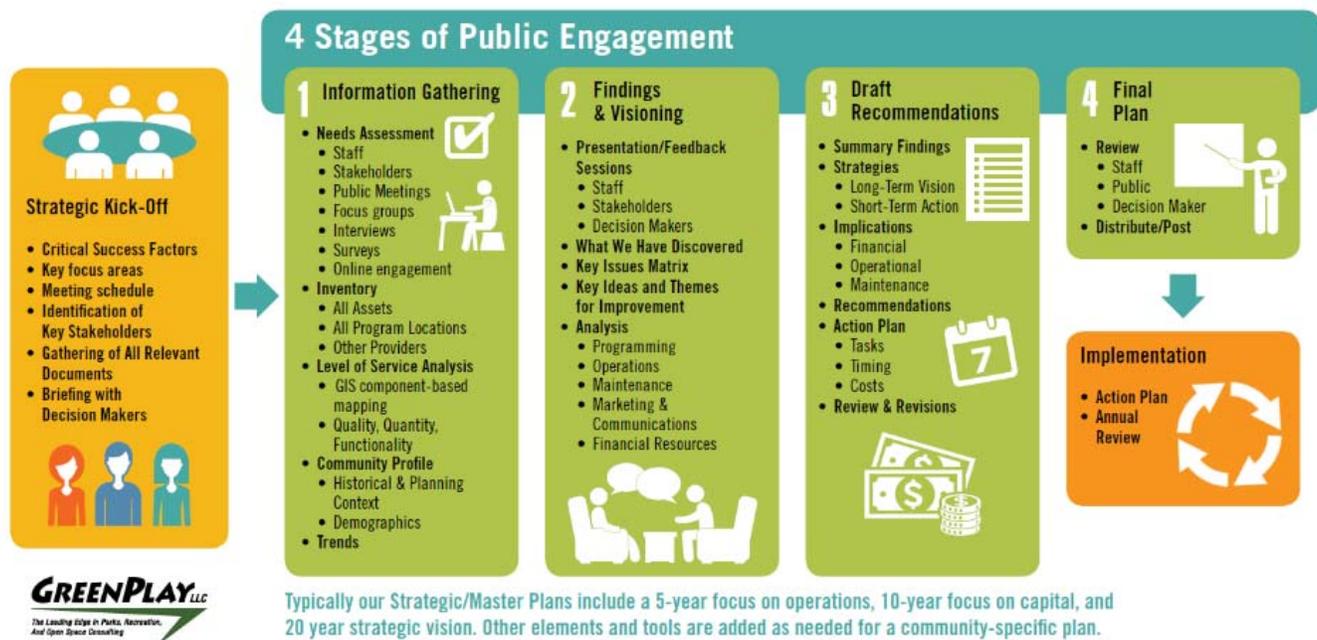
Discussion on the Parks and Recreation Comprehensive Plan.

Mr. Bryan Hughes, Community Services Director, stated that the kickoff began in January 2019. They met with stakeholders and had public meetings. They followed up with a survey that was sent to a direct group along with an open survey, in which approximately 400 surveys were returned. They also did a public presentation in June 2019.

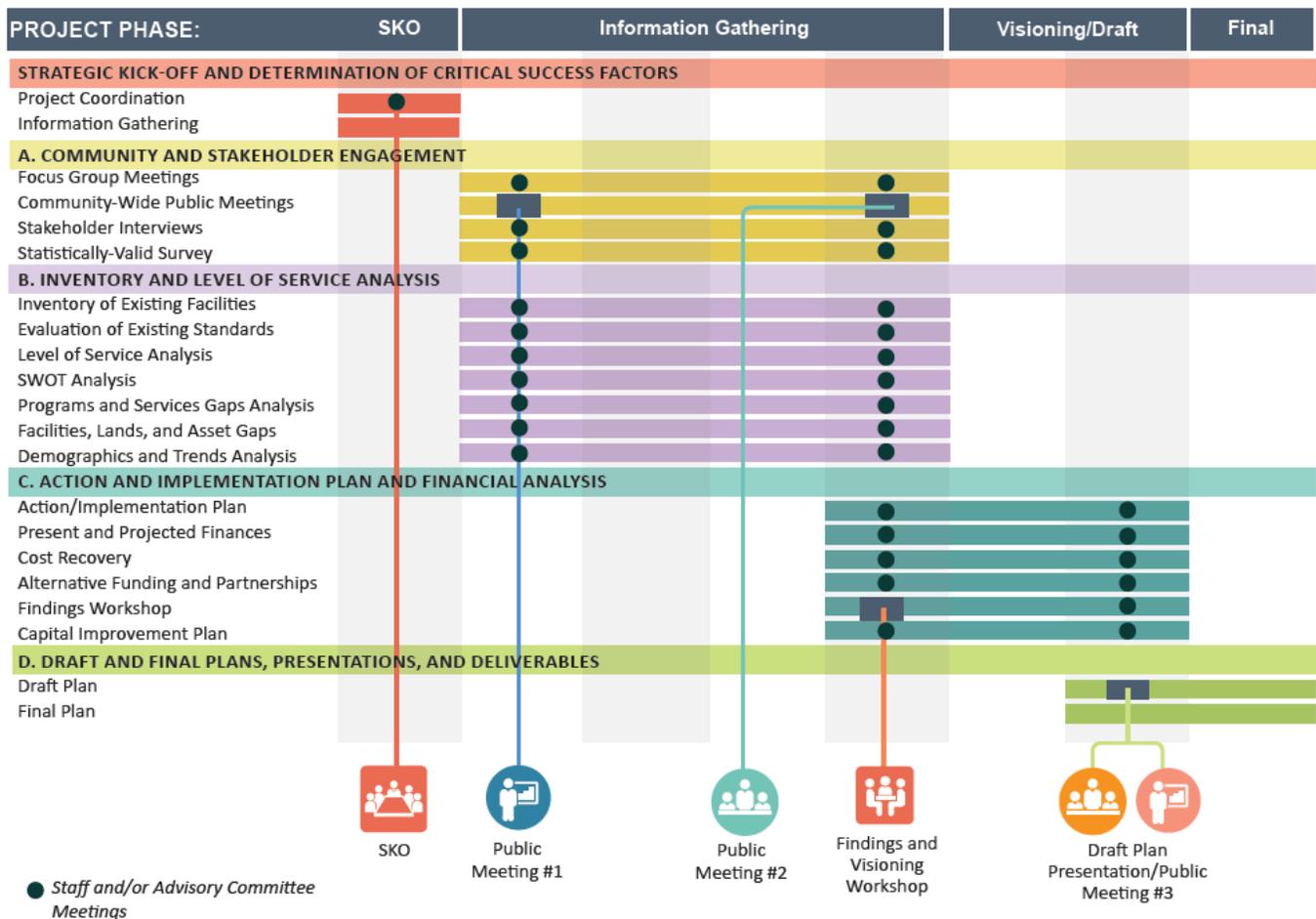
Mr. Hughes stated that the last comprehensive plan that was completed was done in 2008. Several things have changed (such as population projections, park usage, etc.) and this update will encompass those changes. They have previously presented the draft plan to the Parks and Recreation Advisory Board and are presenting it tonight to the Council and public. He requested that comments be submitted no later than October 7, 2019. The comments will be incorporated into the plan and the final version will be presented to Council later this year.

Mr. Pat O'Toole, GreenPlay Consultant, and Mr. Aaron Allen, J2 Design Landscape Architect provided a presentation in which he outlined the following:

- Masterplan Process



- Schedule



- Goals and Objectives

- Organizational and Administrative
 - Improve level of communication and awareness of the Department with all residents of Florence
 - Enhance and improve marketing and branding with residents and visitors
 - Address and identify opportunities for sustainability
- Program and Service Delivery
 - Enhance programming for teens
 - Increase opportunities for special events/community gatherings
 - Increase opportunities for special interest and non-traditional programming
 - Enhance opportunities for Outdoor Recreation and Fitness programming
 - Address opportunity for therapeutic recreation and program accommodations
 - Reevaluate program delivery/hours/locations
 - Improve program evaluation process
- Facilities/Amenities/Level of Service
 - Improve trail and path connectivity
 - Address opportunities for recreation center improvements
 - Build upon demand and success for pickleball
 - Plan and strategize for additional community parks

- Address accessibility in facilities and parks
- Plan for existing and future park amenity improvements
- Improve partnerships and relationships to increase level of service
- Financial
 - Consider the following:
 - Financing opportunities for capital funding
 - Future growth
 - Improvement projects
 - Reevaluate current budget policies and consider establishing new policies that address future growth and development
- Site-Specific Goals and Objectives
 - Main Street Park
 - Consider plans and improvements to address:
 - Ramadas
 - Site furnishings
 - Restrooms
 - Circulation
 - Accessibility
 - Shade structures
 - Little League Park
 - Consider plans and improvements to address:
 - Field and dugout fence need to be replaced
 - Dog park amenities
 - Ball park amenities
 - Shade structures
 - Heritage Park
 - Consider plans and improvements to address:
 - Restrooms/concessions
 - Park amenities
 - Irrigation system
 - Parking lot
 - Accessibility
 - Shade structures

- Action Plan
 - Organizational and Administrative

Objective 1.1: Improve level of communication and awareness of the Department with all residents of Florence			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
1.1.a Enhance awareness of programs and facilities to the Town of Florence, Anthem, Sun City, and Florence Gardens.	N/A	Staff Time	Short-Term
1.1.b Continue to serve core of Florence while reaching out to non-core areas.	N/A	Staff Time	Short-Term
1.1.c Consider innovative solutions to bridge awareness gaps.	N/A	Staff Time	Mid-Term
Objective 1.2: Enhance and improve marketing and branding with residents and visitors			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
1.2.a Develop strategic marketing and branding plan to establish identity of Community Services, staying consistent with the standards of the Town of Florence.	N/A	Staff Time or \$25,000 if contracted	Short-Term
1.2.b Update signage standards.	\$20,000	Staff Time	Mid-Term
1.2.c Budget additional funds for event promotions.	N/A	\$2,500 per event	Short-Term

- Organizational and Administrative

Objective 1.3: Address and identify opportunities for sustainability			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
1.3.a Research and develop conservation measures that are ecologically beneficial.	N/A	Staff Time	Mid-Term
1.3.b Develop best practices for sustainability throughout community services department, including water conservation and open space preservation.	N/A	Staff Time	Mid-Term

- Program and Service Delivery

Objective 2.1: Enhance programming for teens			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.1.a Build upon teen advisory council, engaging them to understand and adopt generations' desires.	N/A	Staff Time	Short-Term
2.1.b Consider teen classes such as fitness/health programs, beginner gymnastics, community volunteerism, video game tournaments, kids theater, and technology classes.	N/A	Staff Time	Short-Term
Objective 2.2: Increase opportunities for special events/community gatherings			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.2.a Continue to provide high-quality special events for the entire community.	N/A	Staff Time Volunteers	Short-Term
2.2.b Provide opportunities for produce and artisanal offerings through a variation of a local market (Farmers Market).	N/A	Staff Time Volunteers	Mid-Term
Objective 2.3: Increase opportunities for special interest and non-traditional programming			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.3.a Continue to offer more special interest programs that offer non-traditional programs such as cooking, theater, STEM programs, and tech/vocational training.	N/A	Staff Time \$25 per hour instructors	Mid-Term
Objective 2.4: Enhance opportunities for Outdoor Recreation and Fitness programming			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.4.a Develop outdoor recreation programs, or partner with other organizations, to offer experiences in nature. Examples include Hiking, Biking, Disc Golf, Geocaching, Archeology, ASU (partner).	N/A	Staff Time Volunteers	Mid-Term
2.4.b Capitalize on natural resources such as Poston Butte, River Corridors, and the trails mentioned in the Active Transportation Plan.	N/A	Staff Time Volunteers	Short-Term
2.4.c Continue expanding on fitness offerings and offer classes such as yoga, Zumba, barbell, HIIT, etc.	N/A		Short-Term

Objective 2.5: Address opportunity for therapeutic recreation and program accommodations			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.5.a Develop accommodations for people with disabilities.	N/A	Staff Time \$25 per hour instructors	Short Term- Ongoing
2.5.b Consider therapeutic recreation programs for the 12 - 18% of population that requires accessibility.	N/A	Staff Time \$25 per hour instructors	Short-Term

Objective 2.6: Reevaluate program delivery/hours/locations			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.6.a Consider extending hours of operations to address earlier morning and later evening availability to accommodate participants in fitness and aquatics programs.	N/A	\$10,000	Short-Term

Objective 2.7: Improve program evaluation process			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.7.a Implement standardized feedback system, such as an online survey that is sent to all participants after the program.	N/A	Staff Time	Short-Term

- Facilities/Amenities/Level of Service

Objective 3.1: Improve trail and path connectivity			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.1.a Acquire acreage for multi-use trails for activities such as hiking, mountain biking, ATV, and equestrian.	TBD Per Acreage Cost Range	Staff Time	Long-Term
3.1.b Improve Poston Butte Hiking trails and walking paths by working collaboratively with County.	TBD Capital Cost Range	Staff Time	Mid-Term
3.1.c Ensure new development is connected with trails and greenways based on current plans, esp. with Active Transportation Plan.	TBD Per Mile Cost	Staff Time	Long-Term
3.1.d Connect Florence with Anthem/Sun City area via trail.	TBD Per Mile Cost	\$5,000	Long-Term
3.1.e Expand and improve existing pedestrian paths and bikeways to promote health, recreation and connectivity among neighborhoods.	TBD Per Mile Cost	\$1,000 per mile	Long-Term

Objective 3.2: Address opportunities for recreation center improvements			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.2.a Pursue feasibility study for multi-generational recreation center.	\$57,000	Staff Time	Short-Term
3.2.b Provide space for classes, fitness/health, kitchen, gymnasium, senior programs, etc.	Feasibility will determine		Mid-Term
3.2.c Develop modern, ADA accessible fitness gym.	Feasibility will determine	Staff Time	Long-Term
3.2.d Sell or repurpose current fitness and senior facility, both of which need extensive repairs.	Capital Gains TBD	TBD	Long-Term
Objective 3.3: Build upon demand and success for pickleball			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.3.a Consider building additional pickleball courts to accommodate demand.	Cost per Court	\$1,500 per court	Mid-Term
Objective 3.4: Plan and strategize for additional community parks			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.4.a Identify land and acquire space for community/pocket parks in North Florence.	TBD \$30K-\$40K/a.c.	Staff Time	Long-Term
3.4.b Develop strategy for utilization of Development Impact Fees.	N/A	Staff Time	Long-Term
Objective 3.5: Address accessibility			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.5.a Develop ADA transition plan for parks and facilities to accommodate the 12 - 18% of population who require ADA accessibility.	TBD	Staff Time	Short-Term

Objective 3.6: Plan for existing and future park amenity improvements			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.6.a Plan and provide shade structures in facilities and parks.	Cost per Ramada	Staff Time	Short-Term
3.6.b Develop a replacement program for amenities in need of repair/replacement (Examples: benches, trash cans, etc.)	Cost per amenity (bench, trash cans, etc.)	Staff Time	Mid-Term
3.6.c Establish Town standards for all amenities to ensure consistent styles, brands, etc. are at used throughout the facilities	N/A	Staff Time	Mid-Term
Objective 3.7: Improve partnerships and relationships to increase level of service			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.7.a Create strong partnerships with alternative providers through public private partnerships to increase service and provide specialized programs, as well as increase quality and quantity of youth sports.	N/A	Staff Time	Mid-Term
3.7.b Create opportunities to better utilize existing resources to offer inclusive programs and events.	N/A	Staff Time Volunteers	Mid-Term

- Financial

Objective 4.1: Consider financing opportunities for capital funding, future growth, and improvement projects			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
4.1.a Consider bond referendum for future capital projects.	TBD	Staff Time	Long-Term
4.1.b Increase resources towards grants and/or philanthropic efforts.	N/A	Staff Time Or \$30,000 new position	Mid-Term
4.1.c Ensure staff, utility, and supply budgets increases with new development and improvements.	N/A	3% per year minimally	Mid-Term
Objective 4.2: Reevaluate current budget policies and consider establishing new policies that address future growth and development			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
4.2.a Establish fund or funds to ensure deferred maintenance, repair, replacements and capital projects are addressed and funded properly.	N/A	Staff Time	Long-Term
4.2.b Ensure cost recovery policy consistently guides pricing for programs, special events, rentals, and public private partnerships.	N/A	Staff Time Or \$40,000 if contracted	Mid-Term

- Action Plan – Site Specific Parks
 - Main Street Park

Objective 1.1: Consider Plans and Improvements to address Main Street Park			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
1.1.a Ramadas- poor condition	\$230,000	N/A	
1.1.b Site Furnishings- poor condition	\$25,000	N/A	
1.1.c Restrooms- need for a facility to enhance the park	\$150,000	Staff Time	
1.1.d Circulation- improve circulation/walkways to amenities, improve ADA accessibility throughout the park and provide site lighting	\$145,000	N/A	

- Little League Park

Objective 2.1: Consider Plans and Improvements to address Little League Park			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
2.1.a Field and Dugout - Updated for irrigation, field layout, fencing, and dugouts. Existing conditions do vary from good condition to poor such as the home side dugout which has extensive termite damage. Replace lighting.	\$510,000	Staff Time	
2.1.b Dog Park Amenities- Replacement plan for equipment. Repair/replace water fountain. Add Lighting to dog park.	\$128,000	Staff Time	
2.1.c Ball Park Amenities- Restroom has plumbing issues, access issues, and vandalism. Add Shade structures. Replace Concession Stand.	\$518,000	Staff Time	

- Heritage Park *Capital Estimates TBD

Objective 3.1: Consider Plans and Improvements to address Heritage Park			
Actions	Capital Cost Estimate	Operational Budget Impact	Timeframe to Complete
3.1.a Restrooms/Concessions- Restroom has plumbing issues, access issues, and vandalism. Replace Concession Stand.		Staff Time	
3.1.b Park Amenities- Ball field fencing and gates have areas of wear and gates that are not functioning properly. Ramadas are dated, some minor structural damage, need lighting. Overall lighting could be added and updated throughout the park to enhance user experience and safety. Amenities are in a fair condition but could definitely be refreshed and updated to current park standards and trends. Add Shade structures.		Staff Time	

3.1.c Irrigation System- Nearing end of life cycle and should be replaced.		Staff Time	
3.1.d Parking Lot- Areas of cracking and deterioration, no shade, no real definition of circulation and vehicle containment.		Staff Time	
3.1.e Accessibility- There is not ADA accessible access to all park amenities. Walking pathways (loops) could be added to enhance user experience.		Staff Time	

- Next Steps

- September 23, 2019
 - Town of Florence to provide GreenPlay final edits of the Draft
- November/December 2019
 - Schedule Final Presentation/Plan Delivery

Vice-Mayor Anderson expressed his concern with regards to the cost to implement the Plan. He would prefer that the Town look at the Strategic Plan and see where the plans align and what priorities need to be made.

Councilmember Hughes stated that this is the first draft and they have time to review the Strategic Plan and prioritize accordingly. She stated that they have started on some of the objectives and action plans. The presentation and some of the project pages will be uploaded to the website.

Mayor Walter stated that there is a lot of momentum and positive feedback regarding this plan. She asked that the public provide their feedback no later than October 7, 2019.

Presentation proposing the Florence Veterans Memorial Plaza as the formal name of the new memorial located south of the Library and Community Center.

Mr. Hughes stated that the project committee suggested that the plaza be named so that it was a destination for individuals. The plan is to install a plaque which will recognize the donors and the official name. The Parks and Recreation Advisory Board agree with the committee's suggestion. If approved, the name would be Florence Veterans Memorial Plaza.

Vice-Mayor Anderson thanked Mr. Hughes for his work and determination in getting the project completed. There has been some difficulty in getting contractors to bid on the project, since it is a small project.

Mayor Walter inquired if they have contracted with anyone to pour the concrete as of yet.

Mr. Hughes stated that they are meeting with ACI for inmate labor.

Councilmember Cordes stated that Arizona Homescapes/Landscapes may be able to assist with the project. He works in the Anthem area. He has volunteered his time and supplies to the Anthem K-8 School.

On motion of Vice-Mayor Anderson, seconded by Councilmember Cordes, and carried (5-0) to name the veterans memorial the "Florence Veterans Memorial Plaza" as the formal name.

Discussion and possible action on setting Work Sessions on the fourth Monday of the month from October 28, 2019 to March 27, 2020.

Mayor Walter stated that this is pertaining to the Strategic Plan.

Ms. Lisa Garcia, Deputy Town Manager, Town Clerk, stated that they would prefer the work sessions to be on the last Monday of the month. The policy outlines it as the second Monday of the month and after reviewing the calendar, there are multiple dates that fell on an actual holiday. She stated the meeting dates will be October 28, 2019, November 25, 2019, December 30, 2019, January 27, 2020, February 24, 2020, and March 30, 2020.

Councilmember Wall stated that there is normally no meeting on the second Monday in December. She asked if they could have the work session on December 16, 2019.

Ms. Garcia stated that they could meet on December 16, 2019. The meeting would be approximately two hours per each meeting. The meeting start time will be at 6:00 pm.

On motion of Councilmember Cordes, seconded by Councilmember Wall, and carried (5-0) to set the work sessions for the last Monday of the month except for December.

Discussion and possible action on the Town of Florence participating in the Center for the Future of Arizona, Beat the Odds Leadership Academy in partnership with the National Institute for School Leadership/Criterion Education, LLC.

Mayor Walter stated that Florence, along with other municipalities partnered with the Progress Meters Arizona Achieves 360. She stated that education is a vital component for every child and it ties into government and our community. Florence grows its future leaders through the Teen Council and Florence Youth Commission. Through various studies and accumulated data, it was determined that only 11% of the community will reach out to an elected official.

Mayor Walter stated that she along with Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, attended an educational component training at the League Conference. They provided information on a variety of topics such as economic prosperity, quality of life, civic health, percentage of Arizonians without health insurance, cost of insurance, obesity, access to primary care practitioners, air quality, physical activity and infant mortality.

Mayor Walter stated that infrastructure was a large topic discussed and noted that Florence has invested in its infrastructure. She stated that they went through all of the data at this training and had discussions on the various topic and how it all ties together. It was determined that the foundational piece is the educational component.

Mayor Walter explained how the Town was invited to participate in a program at a reduced cost.

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, stated that part of the main focus of the League Conference was how will they create a future for Arizona, and it ties back to having

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students that are ready for the workforce. She stated that one of the levels discussed is having a Leadership Academy Program and are looking for industry partners that are outside of the school system to bring back real-world experiences and expose them in an educational program. She stated that every progress meter is tied together. In order to move the needle and create economic development, growth and viability for the future it all starts and ends with education and ensuring we have a viable workforce for the future.

Ms. Garcia stated that once she goes through the program, they would like to do a Pinal County Town Hall to be able to express the importance to all of the communities. They would also like to work with "Arizona We Want" to be able to develop progress meters for Pinal County as well as each community within Pinal County. She stated Pinal County would take a leadership role and this is something that will take time. This will change the future and may take as much as 15 to 20 years for real change to occur.

Ms. Garcia stated that the Town was invited to participate should the Council wish.

Councilmember Wall inquired if the Florence Unified School District (FUSD) will contribute to the cost of the program. She inquired if Mayor Walter will bring what she learns to the Town and FUSD, as she is an educator for the FUSD.

Mayor Walter stated that the FUSD will have someone participate as well. She stated that they will be bringing back a variety of trainings that are open to the Council and the community. The data will be used to create different commissions or committees. She would like to tie in education to the various components that affect the Town. It will be an investment in the community as a whole.

Councilmember Cordes inquired if the Council budget would cover the expenses for the two members at a cost of \$6,000 each to attend the National Cities and Towns conference. This would eliminate the Mayor's opportunity to go to Washington.

Councilmember Cordes stated that the course consists of 12 two-day units over the course of a 12 to 15 months. She inquired if the Mayor will delegate some of the committees that she is on to other Councilmembers so as not to overwhelm her schedule.

Mayor Walter stated that she hadn't thought of delegating some of the committees to someone else but will consider this.

Councilmember Hawkins inquired who will be do the teaching.

Ms. Garcia stated that Florence will partner with other entities to provide training opportunities. She explained that one program is inviting 7th graders to tour the wastewater treatment plant and explain to them what a wastewater operator does and how much they make. This may spark an interest in the student if they are interested in science. Another component is letting students know about certification programs that they may be interested in rather than seeking a college degree.

Ms. Garcia stated that are two units that focus on education and the remainder is leadership development. She will attend the “Best in Class” component in which she will be provided an additional six facilitation classes so she can facilitate for them when they come to Pinal County.

Ms. Garcia stated that they have forwarded a contract to the Town for a three-year commitment for herself. Mr. Billingsley has reviewed the contract.

Ms. Garcia stated that the kickoff will be held in Florence along with one of the sessions. The Town has also offered its facilities for future sessions.

Mayor Walter stated that Ms. Evelyn Casuga, Central Arizona College, is also part of the program and they are partnering with APS as well.

Councilmember Wall stated that the terms of many of the Council end in 2020 and she inquired what happens to the knowledge that Mayor Walter has gained if she is not re-elected.

Mayor Walter stated that she will still contribute as part of one of the committees that she is proposing.

On motion of Councilmember Cordes, seconded by Councilmember Wall, and carried (5-0) approving the Town of Florence to participate in the Center for the Future of Arizona, Beat the Odds Leadership Academy in partnership with the National Institute for School Leadership/Criterion Education, LLC.

MANAGER’S REPORT

Mr. Billingsley stated that the Town hosted the Inaugural Patriot’s Day Lunch for first responders, which was held on September 11, 2019. The sponsors include EJ & C Heating and Cooling, Baca Studios, Total Concepts, Pinal County Mounted Posse, Mount Athos, Florence Café, American Legion Post 9, Old Pueblo and McDonalds. There were two 9/11 responders from New York City who attended the luncheon. He thanked Mayor Walter for her attendance.

Mr. Billingsley stated that the Town hosted a series of meetings with the Lincoln Institute of Land Use Law, The Babbitt Center of Water, and the U of A Water Research Center. He thanked Councilmember Anderson for his contribution in assisting to set up and participate in the meetings.

Mr. Billingsley stated that he attended a luncheon with the Industrial Commission of Arizona. He thanked Councilmember Hughes for her attendance.

Mr. Billingsley stated that the first Produce on Wheels Without Waste (P.O.W.W.O.W) will be held on November 23, 2019, at Heritage Park. The P.O.W.W.O.W will bring fresh fruits and vegetables to Florence. He thanked Mayor Walter for her assistance.

Mayor Walter stated the Florence Mosaic Church has offered to do the training for the Pow Wow. She inquired who should the public reach out to for more information so that they can become a volunteer.

Mr. Billingsley stated that there will be two to three lead staff members who will attend a P.O.W.W.O.W event to see how it works and to receive training. Training will be provided at the

first event by P.O.W.W.O.W Representatives and those who have received the training previously.

Mr. Bryan Hughes, Community Services Director, stated that Mr. John Nixon, Recreation Superintendent, is the point of contact for the Town. He will be responsible to the training and recruitment.

CALL TO THE PUBLIC

There are no public comments.

CALL TO THE COUNCIL – CURRENT EVENTS ONLY

Councilmember Cordes stated that she is excited to see that there will be improvements to the parks. She is excited to see what Mayor Walter and Ms. Garcia will bring to Florence through their training. She invited the public to the Spirit Fashion Show hosted by the Florence Teen Council and the Florence Women's Club on September 21, 2019.

Councilmember Cordes invited the public to the 20 Amateur Bout hosted by Robles Boxing on September 21, 2019.

Councilmember Wall thanked everyone who contributed to the Veteran's Memorial Plaza donations. She was impressed with the total donation amount. She is looking forward to the P.O.W.W.O.W events along with all of the other planned events. She also attended the pre-opening of the Florence Hospital and it will be wonderful having the hospital in Florence. They will grow as the needs develop. They will also have a surgical center and various types of imaging along with a full lab.

Vice-Mayor Anderson is very proud of the progress of the Veteran's Memorial. He stated that the water meeting with the Babbitt Center was a great meeting in which many people attended. He also attended the stair climb at the Pinal County Superior Court. He was impressed with those first responders who walked up four flights of stairs in full gear 16 times in memory of their fellow firefighters for 9/11.

Mayor Walter stated that Florence is very active and is continually planning events for its residents. She thanked everyone who participated in the events and invited everyone to attend any future events.

Mayor Walter stated that there are openings on the Town's boards and commissions and invited anyone interested to submit an application.

MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 CALL TO ORDER

Chairman Walter called the meeting to order at 7:45 p.m.

ROLL CALL:

Present: Tara Walter, John Anderson, Bill Hawkins, Karen Wall, Michelle Cordes

Florence Town Council Meeting Minutes

September 16, 2019

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Absent: Kristen Larsen, Judy Hughes.

Discussion and possible action to approve Merrill Ranch Community Facilities District No.1 July 1, July 15, and September 3, 2019 Special Meeting minutes.

On motion of District Board Member Anderson, seconded by District Board Member Hawkins, and carried (5-0) to approve the July 1, July 15, and September 3, 2019 Special Meeting minutes.

Discussion and possible action to approve and ratify a legal services Engagement and Retention Agreement with Sims Mackin, LTD. and Cathy Bowman for legal representation of the Town of Florence, Merrill Ranch Community Facilities District No. 1 and Merrill Ranch Community Facilities District No. 2 for the purpose of defending claims and litigation, including alternative dispute resolution, discovery, trial, post-trial motions, appeals and authorization to enter into related common interest agreements.

Mr. Clifford L. Mattice, District Counsel, stated the request is to retain the services of Sims Mackin, Ltd., and Cathy Bowman, to assist with specialized legal representation with regards to a lawsuit filed by the Merrill entities against Merrill Ranch Community Facilities District No. 1.

On motion of District Board Member Wall, seconded by District Board Member Anderson, and carried (5-0) to approve and ratify a legal services Engagement and Retention Agreement with Sims Mackin, LTD. and Cathy Bowman for legal representation of the Town of Florence, Merrill Ranch Community Facilities District No. 1 and Merrill Ranch Community Facilities District No. 2 for the purpose of defending claims and litigation, including alternative dispute resolution, discovery, trial, post-trial motions, appeals and authorization to enter into related common interest agreements.

MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 ADJOURNMENT TO EXECUTIVE SESSION

For the purposes of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections 38-431.03 (A)(3), (A)(4) to consider its position and instruct its representatives and/or attorneys regarding a lawsuit filed against Merrill Ranch Community Facilities District No. 1. C20419-012347 dated September 6, 2019

On motion of District Board Member Cordes, seconded by District Board Member Hawkins, and carried (5-0) to adjourn to Executive Session.

ADJOURNMENT FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 EXECUTIVE SESSION

On motion of District Board Member Anderson, seconded by District Board Member Wall, and carried (5-0) to adjourn from Executive Session.

ADJOURNMENT FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 1 MEETING

On motion of District Board Member Wall, seconded by District Board Member Anderson, and carried (5-0) to adjourn from the meeting.

MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 CALL TO ORDER

Chairman Walter called the meeting to order at 7:45 p.m.

ROLL CALL:

Present: Tara Walter, John Anderson, Bill Hawkins, Karen Wall, Michelle Cordes

Absent: Kristen Larsen, Judy Hughes

Discussion and possible action to approve and ratify a legal services Engagement and Retention Agreement with Sims Mackin, LTD. and Cathy Bowman for legal representation of the Town of Florence, Merrill Ranch Community Facilities District No. 1 and Merrill Ranch Community Facilities District No. 2 for the purpose of defending claims and litigation, including alternative dispute resolution, discovery, trial, post-trial motions, appeals and authorization to enter into related common interest agreements.

Mr. Mattice stated the request is to retain the services of Sims Mackin, Ltd., and Cathy Bowman, to assist with specialized legal representation with regards to a lawsuit filed by the Merrill entities against Merrill Ranch Community Facilities District No. 1 but there are additional claims that have been asserted by correspondence against the Town of Florence and Merrill Ranch Community Facilities District No. 2.

On motion of B District Board Member Wall, seconded by District Board Member Hawkins, and carried (5-0) to approve and ratify a legal services Engagement and Retention Agreement with Sims Mackin, LTD. and Cathy Bowman for legal representation of the Town of Florence, Merrill Ranch Community Facilities District No. 1 and Merrill Ranch Community Facilities District No. 2 for the purpose of defending claims and litigation, including alternative dispute resolution, discovery, trial, post-trial motions, appeals and authorization to enter into related common interest agreements.

MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 ADJOURNMENT TO EXECUTIVE SESSION

For the purposes of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections 38-431.03 (A)(3), (A)(4) to consider its position and instruct its representatives and/or attorneys regarding MRCFD2.

On motion of District Board Member Wall, seconded by District Board Member Hawkins, and carried (5-0) to adjourn to Executive Session.

ADJOURNMENT FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 EXECUTIVE SESSION

On motion of District Board Member Wall, seconded by District Board Member Anderson, and carried (5-0) to adjourn from Executive Session.

ADJOURNMENT FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO. 2 MEETING

On motion of District Board Member Wall, seconded by District Board Member Cordes, and carried (5-0) to adjourn from the meeting.

ADJOURNMENT TO EXECUTIVE SESSION.

For the purposes of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections 38-431.03 (A)(3), (A)(4) and (A)(7) to consider its position and instruct its representatives and/or attorneys regarding:

Town’s position and instruct its attorneys regarding pending litigation in Maricopa County Superior Court: Town of Florence v. Florence Copper, Inc. CV2015-000325, including counterclaims.

Town’s position and instruct its attorneys regarding Arizona Department of Environmental Quality proceedings, related to Water Quality Appeals Board Case No. 16-002, including appellate proceedings to reviewing courts.

Town’s position on potential land purchase.

On motion of Councilmember Wall, seconded by Vice-Mayor Anderson, and carried (5-0) to adjourn to Executive Session.

ADJOURNMENT FROM EXECUTIVE SESSION

On motion of Councilmember Wall, seconded by Vice-Mayor Anderson, and carried (5-0) to adjourn from Executive Session.

ADJOURNMENT

On motion of Councilmember Wall, seconded by Vice-Mayor Anderson, and carried (5-0) to adjourn the meeting at 10:05 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 September 16, 2019, 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, SEPTEMBER 12, 2019 AT 2:30 P.M. IN
RUGGLES ROOM 1, LOCATED AT 778 N. MAIN STREET, FLORENCE, AZ.**

1. CALL TO ORDER

Chair Ann Rankin called the meeting to order at 2:31 p.m.

2. ROLL CALL:

Present: Neola Bye-Beza, Ed Curran, Doris Hagemann, Ann Rankin

Absent:

3. PLEDGE OF ALLEGIANCE

**4. DISCUSSION/APPROVAL/DISAPPROVAL of Minutes from the May 9, 2019
Regular Meeting.**

On motion by Commissioner Ed Curran, seconded by Commissioner Neola Bye-Beza, and carried (4-0) to approve the Minutes from the May 9, 2019 Regular Meeting.

5. NEW BUSINESS

a. Update on 2019 Arts and Culture Programming

Commissioner Hagemann suggested the words "fourth Saturday of every month" to be in bold in the Activity Guide for the Drum Circle program. Commissioner Hagemann stated the Activity Guide suggests Drum Circle is every Saturday of each month.

Commissioner Ed Curran pointed out that the upcoming Strings of the Sonoran concerts are not in the Activity Guide.

Community Services Director, Bryan Hughes, informed the Commission that Recreation Coordinator, Megan Cetta, will be helping more on special interest programs for the Arts and Culture Commission.

Chair Rankin mentioned Open Studio will be held on Wednesdays from now on.

Director Hughes asked if the Suter House needed any housekeeping or repairs.

Commissioner Doris Hagemann said the Suter House can use some cleaning up.

b. Update on the Flo-Art event at McFarland State Historic Park

Chair Rankin working with Commissioner Neola Bye-Beza and Sherri from the McFarland State Park.

Commissioner Bye-Beza stated that they currently have 40 exhibits from 19 artist. Commissioner Bye-Beza described the exhibits as very eclectic and all the pieces pertain to Arizona.

Council Liaison, Karen Wall, stated that at a Chamber Board meeting Executive Director, Larry Johnson, had mentioned that there will be artwork from school Children displayed.

Commissioner Bye-Beza replied that the school children's artwork is a different exhibit but will be displayed the same time.

Commissioner Curran asked if there was going to be an opening night for the McFarland Art exhibit?

Commissioner Bye-Beza and Chair Rankin both stated that there will not be an opening night.

c. Discussion of future art displays at the Florence Library and Community Center.

Director Hughes stated that the hanging systems were placed at the Community Center last year but were lightly used but he is eager to get school artwork to display. Liaison Hughes would like to display artwork for four to six weeks at a time.

Commissioner Bye-Beza stated that she is working with the head of the whole art programs to also get the Colleges involved. Commissioner Bye-Beza also mentioned that there will be ribbons for awards for "People's Choice".

d. Discussion of possible beautification projects related to the arts in Historic Downtown.

Chair Rankin asked the Commission if anyone is interested in participating in projects to beautify Main Street. Chair Rankin mentioned working with property owners to work on store fronts.

Director Hughes suggested the Commissioners reach out to Recreation Coordinator, Alison Feliz and/or Florence Chamber Executive Director, Larry Johnson, for a list of property owner's contact information.

Chair Rankin asked the Commission to think of ideas/suggestions for beautification projects.

6. 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.

Ms. Ruth Harrison mentioned she read somewhere that there are some music performances that money has been allocated for but was wondering if there is any further information on the subject.

Karen Wall mentioned the Florence Music Festival that is being planned by the band 10th & Main.

Ms. Harrison mentioned she thought or was hoping it was concerts with College groups/bands.

Ms. Harrison suggested the Police Department remove graffiti on buildings in Town to help on the beautification project. Ms. Harrison conveyed that she would like to see beautification of vacant buildings on Main Street.

7. CALL TO THE COMMISSION- CURRENT EVENTS ONLY

8. ADJOURNMENT

On motion by Commissioner Ed Curran, seconded by Commissioner Doris Hagemann, and carried (4-0) to adjourn the meeting at 2:51 P.M.

Approved:



Ann Rankin, Chair

REGULAR MEETING OF THE HISTORIC DISTRICT ADVISORY COMMISSION OF THE TOWN OF FLORENCE HELD WEDNESDAY, AUGUST 28, 2019, AT 6:00 PM, AT THE FLORENCE TOWN COUNCIL CHAMBERS, 775 N. MAIN STREET, FLORENCE, ARIZONA

CALL TO ORDER

Vice-Chair Adam called the meeting to order at 6:00 pm

ROLL CALL

**Present: Adam, Smith, Reid, Novotny, Knight, Michael and Council Liaison Cordes.
Absent: Wheeler**

PLEDGE OF ALLEGIANCE

DISCUSSION/APPROVAL/DISAPPROVAL of the meeting minutes for the regular meeting conducted on July 31, 2019.

On motion by Commissioner Michael, seconded by Commissioner Reid, and carried 6-0, to approve the regular meeting minutes of July 31, 2019.

OLD BUSINESS

A. Motion to recommend approval/approval with conditions or changes/denial regarding amendments to Development Code § 150.066 Overlay Districts; Historic District

Staff reviewed the changes made in the code section on the Historic District Overlay. Mr. Harmer discussed the insertion of Mid-Century Modern and how it became popular and where they can be found. He showed examples of early and later designs and defining aesthetics of the Mid-Century Modern style. Commissioner Reid suggested a look at Cactus Forest. Mr. Harmer noted that they are outside the current Town limits but are within the Planning boundaries.

Mr. Harmer showed other additions and removals. He said the most significant changes were the recognition of the guidelines within the code and the responsibility of marketing a home up for demolition. Vice-Chair Adam asked about page five, item L, the demolition of structures. She asked for clarification on the demolition appeal process for homeowners to make sure that owners come to HDAC first before appealing to the Council. On page six, she asked about posting requirements for demolition sale. Mr. Harmer said Staff can require posting information for buildings up for demolition.

On motion by Commissioner Smith, seconded by Commissioner Novotny, and carried 6-0, to recommend approval regarding amendments to Development Code § 150.066 Overlay Districts: Historic District.

B. Discussion lead by Council Liaison Cordes regarding future HDAC presentation to Town Council

Kimber Lanning will be willing to speak but first submit a proposal for a one or two day event. Her team will conduct a focus group, gather information on the historic district, and present the findings. Liaison Cordes and Staff are working together a presentation for HDAC endorsement to present to Council a package that describes the economic importance of the redevelopment of the Downtown. The plan is to piggyback off of Kimber's presentation and provide direct recommendations on potential projects. Vice-Chair Adam stated each Town needs their own realistic standards and Kimber working closely with Staff will help translate the needs of the Town. Commissioner Reid agreed and asked about the timeline. Mr. Harmer noted the timeline would be based on Kimber Lanning's schedule and Staff would contact her about possible dates.

COMMUNITY DEVELOPMENT REPORT

A. Code Compliance Update

Staff is staying proactive with code enforcement. The Town is averaging about 40 to 50 citations a month and a majority are in old town because Anthem has the HOA system for compliance. Staff is seeing a 50 to 60 percent compliance on the first notice. The Kokopelli lien has been filed against the property and is just short of 75,000 dollars. One of the current owners of two properties on Main Street wants to deed the property over to the Town, but the Title is clouded. Staff is looking to real estate legal help to find a way through the situation.

B. CLG Grant 2019

Staff has applied for a CLG Grant through SHPO. Staff noted that some of the properties in Florence needed to be surveyed and recorded. Staff put in for \$10,000 dollars and the Town can match that amount with in-kind support as well as funding. Commissioner Reid helped start a list of homes, and should the Town be awarded the grant, the Commission will decide which homes should be prioritized. The Grant will be awarded after the first of October. The Town would have 12 months to complete the project, and a timeline has been posted with the grant. Commissioner Reid commented that the Town should still invest in recording properties even if they do not receive the grant.

C. Future Agendas

The 19th of September or the 25th of September HDAC may have a joint session with the PZ Commission on the Redevelopment Plan focus group information. Staff is waiting for the final product. The discussion will include ideas on the main corridor and comments on development possibilities.

There are no active applications at this time.

CALL TO THE PUBLIC/COMMISSION RESPONSE

None

CALL TO THE COMMISSION-CURRENT EVENTS ONLY

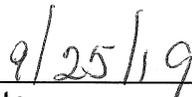
Commissioner Reid stated the Florence Home Tour was awarded the Outstanding Cultural Program for the State. Vice-Chair Adam thanked Staff for getting the grant together and Commissioner Reid for helping with a list for future surveyed properties. She suggested the Historic District Guidelines be updated and the Town form possible work sessions for realtors to help them understand the guidelines. Vice-Chair Adam asked about Opportunity Zones and how they could get further information on the subject. Liaison Cordes asked the Commission how they could create a program that could help realtors understand historic homes because most of the work is inside or structural based on inspections. She said something helpful would be to have someone who knew costs and the process. Vice-Chair Adam asked for this discussion to be placed on the next agenda.

ADJOURNMENT

Vice-Chair Adam adjourned the meeting at 6:46 PM.



Betty Wheeler
Chairman



Date

**TOWN OF FLORENCE
PLANNING AND ZONING COMMISSION**

REGULAR MEETING MINUTES

**MINUTES OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FLORENCE
REGULAR MEETING HELD ON THURSDAY, SEPTEMBER 5, 2019, AT 6:00 P.M., IN THE
TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.**

1. CALL TO ORDER

Vice-Chair Frost called the meeting to order at 6:02 pm

2. ROLL CALL:

Chairman Pranzo	Absent
Vice-Chair Frost	Present
Commissioner Smidt	Absent
Commissioner Simmonds	Present
Commissioner Proulx	Present

3. PLEDGE OF ALLEGIANCE

**4. DISCUSSION/APPROVAL/DISAPPROVAL of the minutes of the regular meetings
conducted on July 18, 2019.**

**On a motion by Commissioner Simmonds, seconded by Commissioner Proulx, and
carried by a 3-0 vote, to approve the regular meeting minutes from July 18, 2019.**

5. OLD BUSINESS

- A. Reintroduction and Discussion of the Development Code Reorganization and
Schedule and Draft Temporary Use Permit Code.

Mr. Dana Burkhardt, Planning Consultant, gave an update on the Development Code Reorganization process and discussed the need for language on Temporary Use Permits. He stated the sections in the Commissioner's packets showed the first module for editing and a tentative outline of dates for meetings. September 19th will be when the edits come back for review. There will be a neighborhood meeting and possibly a joint Planning and Zoning and Town Council review before a second draft is formalized. Mr. Harmer said HDAC has added a couple of modifications that will need review, also. Another edit is to the subdivision code to clarify approval expirations for Preliminary and Final Plats. Vice-Chair Frost asked if the Commissioner's homework is to make comments on the code pages provided in the packet. Staff said yes.

6. PRESENTATIONS

A. Redevelopment Plan

Council awarded a contract to a consultant team for the Redevelopment Plan. Recently, focus groups were held in the Community Center where a number of people participated. A first draft of the redevelopment district map will take into account important land uses and landmarks. On October 17th, there will be a joint meeting with HDAC since most of the redevelopment area includes the historic district. There will be an informal public work session from 4:30 until 6:30 PM at the Community Center. The Commission is more than welcome to come to the meeting, but the Planning and Zoning Commission will begin at its regular time.

B. General Plan Update

Staff sent out a Request for Qualifications and received four submittals. Staff selected a group and is currently reviewing their Scope of Work. Staff will take the contract to Council in October. Vice-Chair Frost asked about the timeline for the General Plan. Mr. Harmer replied that the current General Plan will expire in 2020. If we do not adopt one by 2020, there is no repercussion. Staff anticipated the General Plan will be finished by the end of 2020 or the beginning of 2021. The document then would go to a general election for ratification by the community. The planning area is going to be reduced and there will be modifications to the implementation strategy and the reduction of land use classifications.

C. Future Agenda Items/Information Only

- i. Design Review for new Pinal County Attorney Building
- ii. Design Review for new Pinal County Community Development Building
- iii. Conditional Use Permit for Desert Rock Church
- iv. Preliminary Plats for Merrill Ranch
- v. Preliminary Plat for Mesquite Trails

A Design Review application came in for a new County Attorney building out on Jason Lopez Circle. It will be coming forward on the next agenda. The County will also replace Building F with a new Community Development Building. The Town is processing an abandonment of a piece of street to accommodate the building and help connect it to the existing complex. On west Franklin Road, just north of the hospital, the Desert Rock Church has purchased land, and they are interested in a new sanctuary building, paved parking, and other improvements. They applied for a Conditional Use Permit and the application will come to the Commission for review.

Six Preliminary Plats for Anthem at Merrill Ranch will be coming to Commission. A Preliminary Plat from Mesquite Trails will also be coming before the Commission. Five plats in Mesquite Trails have already been reviewed and recorded. The sixth plat is currently in second review and may come in October. Another future agenda item is a review for the Windmill Winery Hotel. The location moved to the north side of Butte and to the east of the Winery. The hotel elevations will look the same, but the site plan is different. Vice-Chair Frost was concerned about Mesquite Trails' water and wastewater services. Mr. Harmer stated the Final Plat must show all engineering and utility services before it is approved. The developers are already in discussions with EPCOR on future services.

7. CALL TO THE PUBLIC/COMMISSION RESPONSE:

Councilmember Anderson stated that Council Liaison Hawkins will return when the weather cools down and looks forward to future meetings. The Commission wished him well.

8. CALL TO THE COMMISSION- CURRENT EVENTS ONLY.

Vice-Chair Frost asked for a possible presentation from the municipal water services on water resources. He stated it would be good for the Commission and the public to have an idea of what water and wastewater services and resources are available to the Town. Staff agreed to pass on the request.

9. ADJOURNMENT

On motion by Commissioner Proulx, seconded by Commissioner Simmonds, and carried by a 3-0 vote, to adjourn the meeting at 6:30 pm.



Gary Pranzo, Chairman



Date

**TOWN OF FLORENCE
PLANNING AND ZONING COMMISSION**

REGULAR MEETING MINUTES

**MINUTES OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FLORENCE
REGULAR MEETING HELD ON THURSDAY, SEPTEMBER 19, 2019, AT 6:00 P.M., IN THE
TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.**

1. CALL TO ORDER

Chairman Pranzo called the meeting to order at 6:00 pm

2. ROLL CALL:

Chairman Pranzo	Present
Vice-Chair Frost	Present
/Commissioner Smidt	Present
Commissioner Simmonds	Present
Commissioner Proulx	Present

3. PLEDGE OF ALLEGIANCE

**4. DISCUSSION/APPROVAL/DISAPPROVAL of the minutes of the regular meetings
conducted on September 5, 2019.**

**On a motion by Vice-Chair Frost, seconded by Commissioner Schmidt, and carried by a
5-0 vote, to approve the regular meeting minutes from September 5, 2019.**

Chairman Pranzo stated that the agenda will be switched tonight, starting with New Business,
and then moving on to Old Business.

5. NEW BUSINESS

**A. Design Review for new Pinal County Attorney's Building located at 971 Jason
Lopez Circle, APN 200-46-005R.**

Vice-Chair Frost recused himself from the hearing because he is an employee of the County. Mr. Harmer gave a summary of the Staff report and a representative of the architect firm DLR Group, Hans Papke, started his presentation. The new County Attorney building is five stories high and about 60,000 square feet. The building will be located in the Court Complex on Jason Lopez Circle, just east of Highway 79. The structure was built on three guiding principles: cost, sustainability, and aesthetics. Chairman Pranzo asked if the building would be visible to motors on highway 79. Mr. Papke said a motorist can see the courthouse from about a mile away.

Some of the major principals were designed due to a strict budget. They did their best to minimize the building and the cost to the taxpayers. Chairman Pranzo was concerned the building would

become obsolete in the near future. Mr. Papke stated the building was envisioned to fulfill hiring requirements for the next 20 years. Chairman Pranzo was concerned the County would experience unprecedented growth and stated the building should have a 50-year life instead of 20 years. Mr. Papke said the building can be added on to or it can be reused. Chairman Pranzo asked if the architects designed to full build out and scaled back or created what they could with the amount of money given for the project. Mr. Papke said they were hired to complete a 60,000 square foot building with a given budget. Archie Carreon, director of Facilities Management in Pinal County, noted the County may not be centralized but have satellite offices, and the County made the decision based the County Plan.

Mr. Papke noted they designed the building to reflect the desert environment, including self-shading while maximizing natural sunlight penetration. The new plaza behind the building has a fire access lane that it to code compliant and is part of a pedestrian plaza. Chairman Pranzo asked if they believe the landscape will survive the budget. Mr. Papke said the landscaping was taken into consideration in the cost estimate and will make the budget. Chairman Pranzo asked how this building will set the precedence for new buildings in the community of Florence.

Architect David Lyon came to the podium and discussed how they used materials and designs that complement and blend with the natural landscape but are modern in function. Chairman Pranzo stated the building is in stark contrast to the other buildings. David Lyon agreed, but they were asked to build a separate entity to the courthouse. He asked the architects, in their professional opinion, will the building have a positive or negative impact on the Town of Florence. Archie Carreon discussed reasons why the building was necessary. The architects agreed that it would have a positive impact on the Town of Florence because it would draw good economic assets and help with the future growth of the complex. Chairman Pranzo asked if their company will own the project management when it comes time for construction. Hans Papke said he would be the project manager.

Council Liaison Anderson asked about the security of the building and the bridge inside the buildings. Mr. Harmer stated multiple representatives of the Sheriff, Fire, and County Offices went over the building to makes sure safety and security were covered. Commissioner Smidt asked if there will be any sun glare reflecting on drivers. Mr. Lyon stated there would be no harmful glare. Commissioner Proulx asked for the budget of the project. Mr. Carreon said the budget for the entire project is 20 million dollars.

On a motion by Commissioner Schmidt, seconded by Commissioner Proulx, and carried by a 4-0 vote (Vice-Chair Frost abstained), to approve with conditions the Design Review for the new Pinal County Attorney's Building.

B. Design Review for new Pinal County Development Services Building and Remodel of a portion of the existing Building "F" located at 85 North Florence Street, APN 200-49-029A, 047A, 048 and 049.

Mr. Harmer stated the Town negotiated a street abandonment with the County on Florence Street. Frank Slingerland from BWS Architects and other representatives were present. He showed a map of where current buildings are and where the new one will be constructed. He went over their demolition, construction and landscaping plans. He then jumped to a photo of

the new Development Services Building. The building has strategic openings for incoming sunlight but helps keep the building cooler. Their goal was to have materials and systems that complement the historical surroundings but have a contemporary design. Mr. Harmer mentioned the plaza can handle a fire truck and the project went through a full security review.

Commissioner Proulx asked why solar panels were not being installed in the project. Mr. said the first cost and the negotiations with the electric company were the main reasons. The addition of solar panels could come later. Chairman Pranzo asked the architect how he felt about the compatibility with the existing architecture. They wanted to develop something that was respectful and complementary to the Town but does not copy surrounding buildings. He noted it is not a very loud building, but it is a contemporary design. Chairman asked if the panels on the side of the building are hanging off of it. The architect stated the panels are suspended by trusses and they are pulled off of the building by 18 inches. Chairman Pranzo asked if they were at an angle and the architect stated they were straight, but the photo distorts it. Chairman Pranzo asked if the owner was happy with the new building. The architect stated they were ecstatic.

Commissioner Simmonds asked if the Emergency Response Building was going to be following similar aesthetics and if they were cleaning up the exterior of the building. They will add an entrance canopy and the placement of exterior windows will change. Mr. Harmer noted the drawings in the packet showed a similar theme to the new building. Commissioner Proulx asked for the budget of this project. The whole budget is 16 million dollars.

On a motion by Commissioner Simmonds, seconded by Commissioner Proulx, and carried by a 4-0 vote (Vice-Chair Frost abstained), to approve with conditions the Design Review for the new Pinal County Development Services Building and Remodel of a portion of the existing Building "F."

Commissioner Schmidt left the Commission meeting at 7:25 PM.

6. OLD BUSINESS

A. Discussion Table of Contents Proposed Restructure-Version 1, Module 1 – Administration and Procedures-Version 1, and Temporary Use Permit Process-Version 1

Town Consultant Dana Burkhardt discussed proposed changes in the first module. He noted all definition and terms will be capitalized going forward. The Commission began with the Table of Contents but agreed titles will change as the document evolved. Commissioner Frost made note of his comments as Mr. Burkhardt followed page by page with the Commission. Comments from the Commission were based on clarification of wording such as when an appeal can be taken to the Board of Adjustment, the submittal of variance applications, the staffing of the Board of Adjustment, the reason for the limitation of four or more dwelling units in a commercial/industrial area, the wording used for certain civil projects, and the required size of paper or scale for drawings. Some other clarifications of material included the requirement of spot elevations, clarification on the use of administrative approvals, the inclusion of HDAC, and the clarification of the 50 percent damage rule on structures only.

Mr. Harmer stated the Temporary Use Permit section was added because the Code does not discuss requirements. Commissioner Frost asked for clarification on how applicants will deal with solid waste. Commissioner Simmonds asked for clarification of the time frames for appeals as this says five business days while others give fifteen days. Chairman Pranzo asked about work-days vs calendar days. Mr. Harmer said going off business days would be best, but Staff would need to ask the Town Clerk what is most appropriate.

7. PRESENTATIONS

A. Redevelopment Plan Update

There will be a Public Open House on October 17th from 4:30 PM to 6:30 PM in the Community Center. The open house will go over current information from the Town and discuss possible ideas for the Redevelopment area. The Historic District Advisory Commission will be invited to join, but the Planning and Zoning Commission Meeting will continue that night as scheduled.

B. General Plan Update

Staff received four submittals from the Town's Request for Qualifications. Staff chose one applicant for the plan, and Staff is currently negotiating through the Scope of Work. The approval of the consultant team and the Scope of Work will then be taken to the Council for approval either on October 7th or the 21st. Once approved, the Commission, the Public, HDAC, and the Council will be intimately involved in forming the document. The main goals are to reduce land use categories and fine tune the general categories to make the document succinct and user friendly.

C. Future Agenda Items/Information Only

i. Conditional Use Permit for Desert Rock Church

The application has been submitted, but the process has been put on hold by the applicant.

ii. Preliminary Plats for Merrill Ranch

The next agenda will include six preliminary plats for Anthem at Merrill Ranch. Five are for Pulte Homes and one is for DR Horton.

iii. Preliminary Plat for Mesquite Trails

Staff is currently waiting for engineer approvals, but the plans may come to the Commission as early as the October 3rd meeting. More likely, they will be on the October 17th agenda.

8. CALL TO THE PUBLIC/COMMISSION RESPONSE

9. CALL TO THE COMMISSION- CURRENT EVENTS ONLY

10. ADJOURNMENT

On motion by Commissioner Proulx, seconded by Commissioner Simmonds, and carried by a 4-0 vote, to adjourn the meeting at 7:57 pm.



Gary Pranzo



Date

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 9a.
MEETING DATE: October 21, 2019 DEPARTMENT: Town Council STAFF PRESENTER: Vice-Mayor John Anderson SUBJECT: Ordinance No. 683-19		<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input checked="" type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other
STRATEGIC PLAN REFERENCE: <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:

First reading of Ordinance No. 683-419: AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE CODE OF THE TOWN OF FLORENCE, CHAPTER 34, PERSONNEL SYSTEM BY ADDING 34.16 (C) RESIDENCY REQUIRED.

No recommendation is provided by staff. Vice-Mayor Anderson requested the items with support of two Councilmembers for discussion on the floor.

BACKGROUND/DISCUSSION:

Town department heads appointed as permanent full employees of the Town shall establish their residency and domicile in the Town within six months of their appointment and shall maintain such residency and domicile in the Town during the tenure of their office or employment. A six-month extension can be granted for hardship. Failure to comply with this section shall constitute cause for termination of employment.

This would not apply to (i) any person employed in any capacity by the Town prior to December 4, 2019, or (ii) contract service providers who are not permanent full or part-time employees of the Town.

Research provided by staff:

<p>APPROVED BY THE GOVERNOR APRIL 16, 2019.</p>	<p><u>9-500.46. Firefighter; peace officer; residency requirement; prohibition; exemption; definitions</u></p> <p>A. A CITY OR TOWN SHALL NOT IMPOSE ANY RESIDENCY REQUIREMENT ON ANY FIREFIGHTER OR PEACE OFFICER AS A CONDITION OF EMPLOYMENT.</p> <p>B. THIS SECTION DOES NOT APPLY TO ANY OF THE FOLLOWING:</p> <ol style="list-style-type: none">1. EXECUTIVE-LEVEL FIREFIGHTERS AND EXECUTIVE-LEVEL PEACE OFFICERS.2. PEACE OFFICERS EMPLOYED BY A CITY OR TOWN WITH A POPULATION OF FIVE THOUSAND PERSONS OR LESS. <p>C. FOR THE PURPOSES OF THIS SECTION:</p> <ol style="list-style-type: none">1. "FIREFIGHTER" MEANS A PROFESSIONAL FIREFIGHTER WHO IS A MEMBER OF A CITY, TOWN, COUNTY OR FIRE DISTRICT FIRE DEPARTMENT.2. "PEACE OFFICER" MEANS A MARSHAL, POLICE OFFICER AND ANY OTHER CITY OR TOWN OFFICER VESTED BY LAW WITH A DUTY TO MAINTAIN PUBLIC ORDER AND MAKE ARRESTS. <p>Sec. 2. Title 48, chapter 5, article 1, Arizona Revised Statutes, is amended by adding section 48-824, to read:</p> <p><u>48-824. Firefighter; residency requirement; prohibition; exemption; definition</u></p> <p>A. A FIRE DISTRICT SHALL NOT IMPOSE ANY RESIDENCY REQUIREMENT ON ANY FIREFIGHTER AS A CONDITION OF EMPLOYMENT.</p> <p>B. THIS SECTION DOES NOT APPLY TO EXECUTIVE-LEVEL FIREFIGHTERS.</p> <p>C. FOR THE PURPOSES OF THIS SECTION, "FIREFIGHTER" MEANS A PROFESSIONAL FIREFIGHTER WHO IS A MEMBER OF A CITY, TOWN, COUNTY OR FIRE DISTRICT FIRE DEPARTMENT.</p>
	<p>"2.2. Residency Requirements</p> <p>All personnel must agree to reside within Navajo County and within thirty (30) miles of the Town boundaries within 60 days of appointment to a position with the Town. Emergency response personnel must</p>

	have residency that enables a response time of thirty (30) minutes to the Town Hall. The Town Manager, Police Chief, Fire Chief, Public Works Director and all other department heads must reside within the Town boundaries. The Town Council may grant exceptions to this rule on a case-by-case basis.”
	No Residency Requirement
Chino Valley	No Residency Requirement
Carefree	No Residency Requirement
	<p>City Charter requires our City Manager to reside within the city and his employment agreement outlined the allowances he received pertaining to moving into the city. (\$15,000 for moving expenses and \$1,000 a month for six months for temporary housing).</p> <ul style="list-style-type: none"> • Charter - Article III - Section 2 - The city manager; qualifications. <p>The city manager shall be chosen by the council solely on the basis of his executive and administrative qualifications with special reference to his actual experience in, or his knowledge of, accepted practice in respect to the duties of his office as hereinafter set forth. At the time of his appointment, he need not be a resident of the city or state but shall become a resident within six (6) months of appointment and shall thereafter, during his entire tenure of office, reside within the city. (As amended Ord. No. 801-01, § 4, 7-23-01)</p>
 	No Residency Requirements
Wickenburg	All employees of the Town are required to establish and maintain residence in accordance with departmental policies as approved by the Town Council within three (3) months after the completion of their probationary period, except for the Town Manager, Police Chief, Fire Chief and Public Works Director, all of whom shall be required to maintain residence within a five (5) mile radius of the Town Limits.
Glendale	There is a Charter requirement in Glendale for the City

	<p>Manager only: "At the time of his appointment, he need not be a resident of the city or state, but during his tenure of office he shall reside within the city."</p>
City of Sierra Vista	<p>Employees in the following positions: City Manager, Assistant City Manager and Department Heads are highly encouraged to reside within fifteen (15) miles of the corporate city limits in order to remain sensitive to the needs of the City but they must reside within thirty (30) miles of the corporate city limits within one (1) year of their hire date in the position. Employees who take home a city vehicle to meet departmental response requirements must reside within fifteen (15) miles of the corporate city limits.</p> <p>Sworn police officers must reside within fifty (50) miles of the corporate city limits. Sworn police officers who live beyond fifteen (15) miles of the corporate city limits will not be allowed to take home a city vehicle. Sworn police officers who reside within fifteen (15) miles of the corporate city limits will be required to take a city vehicle home to meet department response requirements, unless otherwise approved by the Chief of Police.</p>
Springerville	No Residency Requirement
Scottsdale	<p>The Scottsdale City Charter has a residency requirement (must be a resident within six months of appointment) for the City Manager, City Attorney, City Treasurer, City Clerk, and City Auditor. There is a Charter provision that the "Council may be ordinance provide residency requirements for all City employees". However, no ordinance has been adopted.</p>
	<p>Section 601 – RESIDENCY REQUIREMENTS</p> <p>A. All emergency employees shall maintain their principal residence within a distance which allows them to respond when necessary and report to their work station for duty within thirty (30) minutes traveling at legal and safe speeds by motor vehicle. Emergency employees shall be those designated by the City Manager and shall include the following:</p> <ul style="list-style-type: none"> All Street Personnel All Equipment Shop Personnel All Building Inspectors and Plan Examiners All Public Works Administrative Personnel <p>B. All police department employees shall maintain their principal residence within a distance of 30 miles from the intersection of State Route 179 and State Route 89-A ("The Y").</p>

	<p>C. The City Manager and all department heads and officers of the City shall reside within the city limits. The City Manager may grant an exemption to the residency requirements for certain department heads when deemed necessary and not detrimental to the City</p>
Buckeye	<p>The Town Manager, Assistant Town Managers and Department Heads appointed as permanent full or part-time employees of the Town shall establish their residency and domicile in the Town within six months of their appointment, and shall maintain such residency and domicile in the Town during the tenure of their office or employment. The Mayor and Town Council may extend such six-month period for the appointment of the town manager, and the town manager may extend such six-month period for the appointment of assistant town managers and department heads. Failure to comply with this section shall constitute cause for termination of employment.</p> <p>This section shall not apply to (i) any person employed in any capacity by the town prior to April 1, 2008, or (ii) contract service providers who are not permanent full or part-time employees of the town.</p>
Peoria	No Residency Required
Camp Verde	<p>Residency within Town limits for Department Heads or other personnel may be required for certain positions as reflected in the advertising for the position. To satisfy the residency requirements, persons are required to establish residency within the Town of Camp Verde Town limits or the 86322 zip code area within 120 days of the date of hire. There are no exceptions to this requirement. The residency requirements for the Town Manager is set forth in Section 3-2-1 of the Town Code, and residency requirement for the Town Marshal is set forth in Section 3-2-4 of the Town Code.</p> <p>Section 3-2-1 Town Manager.</p> <p>A. Appointment of Town Manager. The Town Manager shall be appointed by majority vote of the Council on the basis of executive and administrative ability and shall hold office at the pleasure of the Council.</p> <p>B. Eligibility. No member of the Council, their spouse or relatives to the first degree shall be eligible for appointment as Town Manager until one year has</p>

	<p>elapsed after such Council member shall have ceased to be a member of the Council. Prior to January 2014, the Town Manager shall be a resident of the Town, unless such requirement is waived by the Council. After January 2014, The Town Manager is required to establish residency within the Town limits of the Town of Camp Verde or the 86322 Zip Code area within 120 days of the date of hire. There are no exceptions to this requirement.</p> <p>Section 3-2-4 Town Marshal (2013-A392)</p> <p>A. Office Established. The office of the Town Marshal is hereby established. The Town Marshal shall be appointed by the Town Manager on the basis of ability, and shall hold office pursuant to Section 3-1-3.A of this code. Prior to January 2014, the Town Marshal shall be a resident of the Town, unless such requirement is waived by the Council. After January 2014, the Town Marshal is required to establish residency within the Town of Camp Verde Town limits or the 86322 Zip Code area within 120 days of the date of hire. There are no exceptions to this requirement.</p>
Tuscon	<p>Sec. 2-4. Residency requirement for specified city officers and employees.</p> <p>(a) Except as provided in subsection (c), any person hired or appointed on or after May 13, 2008 as an officer or employee specified in subsection (b) shall, as a condition of employment, establish residency in the city limits within six (6) months of appointment to that position, and shall maintain residency in the city limits while serving in that position. All notices of recruitment for the hiring of any of the officers or employees specified in subsection (b) shall include notice of this requirement.</p> <p>(b) Except as provided in subsection (c), the officers and employees subject to the requirements of subsection (a) are: city manager, deputy and assistant city manager, city attorney, city clerk, chief of the Tucson police department, chief of the Tucson fire department, presiding city magistrate, public defender, and the directors of the following departments: housing and community development, planning and development services, environmental services, finance,</p>

	<p>general services, human resources, information technology, parks and recreation, procurement, transportation, Tucson convention center, and water; and any director whose position is hereafter created by ordinance of the mayor and council pursuant to chapter V, section 2(14) of the Charter.</p> <p>(c) The residency requirements of this section shall not apply to any persons who were employed by the city, either in the positions listed in subsection (b) or in another position, on May 13, 2008, even in the event that such persons subsequently become employed in a position listed in subsection (b).</p>
Clarkdale	<p>Town Code Section 3-2-1 (B): “Residence in the Town at the time of appointment shall not be required as a condition of appointment, but within ninety days after reporting for work, the Town Manager must become a resident of the Town, unless residency is specifically exempted through an employment contract.”</p>
Casa Grande	<p>There is an unwritten understanding that Department Heads live in the City Limits. It is not written in policy. Sometimes they maintain their home outside the City and just have an apartment in the city.</p> <p>Here is the Residency Policy out of the Personnel Policy:</p> <p>Section 201 - Residency Requirements</p> <ol style="list-style-type: none"> 1. Except as provided in the City Charter, all employees of the City of Casa Grande shall reside within a 30-mile radius of the City limits within six months after the end of the employee’s initial probationary period. Under unusual circumstances, the City Manager may grant a compliance extension to an employee for a period not to exceed six months. 2. Employees which are deemed by a City Manager’s Administrative Policy, if any, to be required to respond to work duties within a designated period of time shall comply with such policy(ies).

Gilbert	Only the Town Manager is required to live in the Town. It is in the Town Code. There are no incentives for living in the Town limits.
	No Residency Requirements

A VOTE OF NO WOULD MEAN:

Would not require future department heads to reside within the Town limits.

A VOTE OF YES WOULD MEAN:

Future department heads would be required to reside within the Town limits.

FINANCIAL IMPACT:

The way that the current ordinance is written it does not create a financial impact. Council could amend to allow for a moving stipend when future department heads are hired.

ATTACHMENTS:

Ordinance No. 683-19

ORDINANCE NO. 683-19

AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE CODE OF THE TOWN OF FLORENCE, CHAPTER 34, PERSONNEL SYSTEM BY ADDING 34.16 (C) RESIDENCY REQUIRED.

WHEREAS, the Florence Town Council desires all department directors to reside within the Town Limits.

NOW, THEREFORE, BE IT ORDAINED that Chapter 34.16(c) Residency Required shall read as follows:

Town department heads appointed as permanent full employees of the Town shall establish their residency and domicile in the Town within six months of their appointment and shall maintain such residency and domicile in the Town during the tenure of their office or employment. A six-month extension can be granted for hardship. Failure to comply with this section shall constitute cause for termination of employment.

This section shall not apply to (i) any person employed in any capacity by the Town prior to December 4, 2019, or (ii) contract service providers who are not permanent full or part-time employees of the Town.

PASSED AND ADOPTED by the Mayor and Council of the Town of Florence, Arizona, on this 4th day of November 2019.

Tara Walter, Mayor

ATTEST:

Lisa Garcia, Town Clerk

Clifford L. Mattice, Town Attorney

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 9b.
MEETING DATE: DEPARTMENT: STAFF PRESENTER: SUBJECT:	October 21, 2019 Community Development Larry Harmer Community Development Florence General Plan Update	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other
STRATEGIC PLAN REFERENCE: <input checked="" type="checkbox"/> Community Vitality <input checked="" 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:

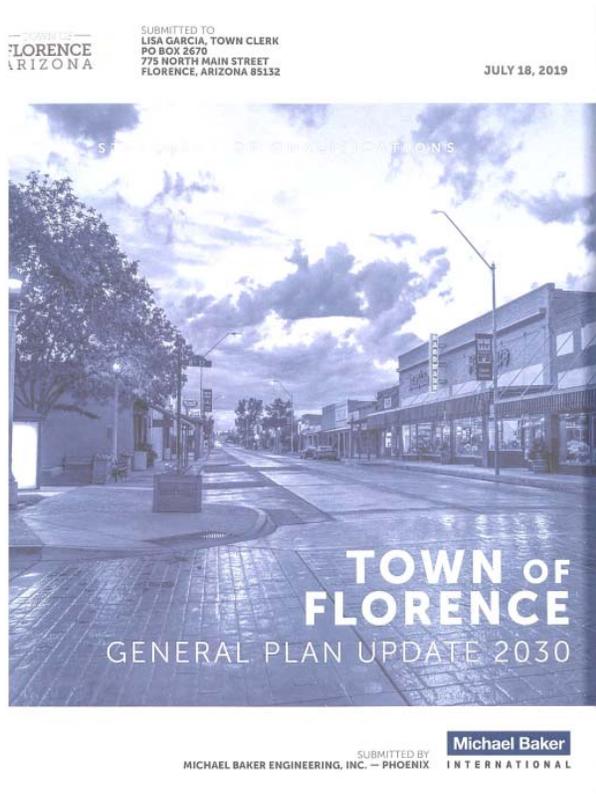
Approval of the Professional Services Agreement with Michael Baker Engineering, Inc., to update the Town of Florence 2020 General Plan, in an amount not to exceed \$258,716.

BACKGROUND/DISCUSSION:

In May 2019, the Town issued a Request for Qualifications (RFQ) for consulting services for an update to the 2020 General Plan as prescribed by State Legislation that requires an update every 10 years (§9-461.06). A mandatory pre-submittal meeting was held on June 20, 2019. At that meeting, emphasis was placed on reducing the overall volume of the Plan and developing realistic implementation strategies relatable to the Town as opposed to generic or overly generalized ideas. Responses were received on July 18, 2019.

As noted in the 2020 General Plan: *“Florence stands at the crossroads between its past and its future. With extensive development projected in coming years, the community seeks a sustainable future that honors its past. This General Plan communicates the community’s intentions regarding its future development and physical form. It will serve to guide and inspire future elected officials as they deliberate proposed developments and public infrastructure projects.”* The update to that plan is intended to extend, compliment and improve upon that focused effort.

The Town received four Statements of Qualifications (SOQ) and interviewed all teams. Michael Baker Engineering, Inc., a branch of Michael Baker International, emerged as the most qualified for this project and was asked to submit a detailed Scope of Work and accompanying Fee Proposal for the plan update. Their project team consists of Micheal Baker (project lead, planning, engineering, GIS and land use), Northwind Resource Consulting (historic preservation), ESI (Economics), and Earl, Curley & Lagarde (legal if required).



The basic Scope of Work for the update to the 2020 General Plan project will include:

- ❖ Phase I – Recognize
 - Task 1.1 Scoping
 - Task 1.2 Project Immersion
 - Task 1.3 Document Library
 - Task 1.4 Existing Conditions Assessment
 - 1.4a Economic Base Assessment
 - 1.4b Historic Preservation Assessment
- ❖ Phase II – Engage
 - Task 2.1 Community Participation Plan
 - Task 2.2 Visual Identity
 - Task 2.3a General Plan Advisory Committee (Elected/Appointed/Staff)
 - Task 2.3b Focus Group Meetings
 - Task 2.4 Project Website
 - Task 2.5 Community Workshop

- Task 2.6 Youth Workshop
- Task 2.7 Digital Engagement
- Task 2.8 Social Media
- Task 2.9 Vision Report
- ❖ Phase III – Enrich
 - Task 3.1 General Plan Organizational Structure
 - Task 3.2 Land Use and Growth Area Planning
 - Task 3.3 Preferred Land Use and Growth Area Plan
 - Task 3.4 Administrative General Plan Draft
 - Task 3.5 60 Day Public Review
- ❖ Phase IV – Achieve
 - Task 4.1 Final General Plan Development
 - Task 4.2 Planning and Zoning Commission Required Meetings
 - Task 4.3 Town Council Adoption
 - Task 4.4 General Plan Ratification Support (if required)

The proposal includes a complete scope of work, budget and timeline. Town staff is recommending moving forward with the complete scope of work outlined in the attached, in an amount not to exceed \$258,716. In additional, a few minor deviations to the Town’s standard contract language were requested. The Town Attorney has reviewed the request and has concurred with those deviations.

The General Plan Update will be complimented by several other planning efforts that are either complete or underway, including the Redevelopment Plan update, the Parks and Recreation Comprehensive Plan, the Regional Transportation Plan and the Active Transportation Plan. Recommendations from each of the these, along with background information, will be incorporated in the General Plan Update. With the Town Council’s approval, the General Plan Update will move forward.

A VOTE OF NO WOULD MEAN:

The Town would not move forward with the Town of Florence General Plan Update.

A VOTE OF YES WOULD MEAN:

The Town would move forward with the Town of Florence General Plan Update.

FINANCIAL IMPACT:

The General Plan Update cost of \$258,716 will be funded through funds from the FY 2019-2020 Capital Improvement Budget, Project #GG-23. The \$500,000 included in this budget line-item is intended to cover the General Plan Update, the remainder of the Redevelopment Plan Update and the Parks and Recreation Comprehensive Plan.

ATTACHMENTS:

Detailed Project Scope

Town of Florence General Plan Update 2030

Project Scope

PHASE I: RECOGNIZE, PROJECT INITIATION

Task 1.1: Scoping Meeting & Project Coordination

Prior to beginning the planning process, key members of the Baker Team will facilitate a scoping meeting with the Town Project Manager and other Town staff as needed to finalize plan elements, public engagement efforts, and establish project procedures and expectations. Agenda items will include: final work plan review; outline of public participation plan elements; project schedule; points of contact; deliverables; responsibilities and communication protocols; confirmation of General Plan Advisory Committee (GPAC) and Focus Group(s) members, stakeholder groups, organizations, and individuals; and preliminary identification of existing reports and mapping data. This Task shall also include overall project coordination needs over the life of the project relative to project management and contract facilitation.

Meetings and Deliverables: Final work plan and budget (electronic)

Task 1.2: Project Kickoff and Immersion Summit

To begin the formal planning process from a complete and informed position regarding available resources and key issues facing the Town, Michael Baker will conduct a “Project Immersion Summit.” Specific components of the summit will include:

- (Morning) Michael Baker will conduct an engaging and participatory meeting with Town Staff (i.e. GPAC, see Task 2.3) to gain a detailed understanding of Town staffs’ issues, concerns and objectives relating to the technical considerations such as land use, transportation, infrastructure, environmental, and financial, that are key components of the General Plan.
- (Late Morning) Select members of the Michael Baker Team will participate in a staff-led tour of the community for the purpose of illustrating the issues discussed during the GPAC meeting with the consultant team.

- (Afternoon/Evening) Michael Baker will conduct a series of up to eight (8) one on one interviews with Town officials and other key stakeholders to hear and record their values, aspirations, and perspectives relative to the Town as well as their desired outcomes relative to the General Plan Update process itself.

Meetings and Deliverables: Project Immersion meetings, agendas, presentations, and summaries (electronic)

Town Support: Coordinate with MBI to secure necessary meeting rooms to support Immersion process as needed; identify invite and coordinate the scheduling of a maximum of eight (8) elected officials/stakeholder interviews; identify and distribute invitations to GPAC members to participate on the project and kick-off meeting; secure (if available) a Town vehicle that can be used to transport project team during Town Tour.

Task 1.3: Document Library & GIS Database Development

To manage the number of existing planning regulations and policies that could influence development of this General Plan Update, Michael Baker will develop a comprehensive document library. Michael Baker will also develop a dedicated geodatabase. Necessary GIS data will be collected from the Town or appropriate agency. Also, to provide the necessary input data for the analysis of socioeconomic conditions and land use scenarios, Michael Baker will access the most current updated census information as needed. Michael Baker will use the GIS database to prepare a base map for reports and display presentations, as well as establish a uniform legend and title block for use on all maps prepared as part of the General Plan Update.

Deliverable: Provide Data Collection Log and Uniform project base map (in an electronic format required by Town).

Town Support: Provide all available Town GIS data and electronic copies of relevant documents, plans, and reports. Provide one consolidated set of Town review comments on draft base map.

Task 1.4: Existing Conditions Assessment Report

This task describes the work effort associated with preparing a background report that will be used to inform the development of decisions, goals, policies, exhibits and maps throughout the life of the project. This step is meant to complete a desktop review and analysis of existing reports, plans, social, natural, environmental and built resources, systems, and assets and convey their value as potential opportunities, constraints, or challenges for the Town.

Primary topics of this Existing Conditions Report will focus on two key aspects “Assessment of the Community” and “Assessment of the current General Plan”. At a minimum, discussion of these key topics will be informed by the information collected in Task 1.3 and include analysis of the following sub-topics, supplemented by other subjects identified as important by Town staff, elected officials, GPAC members, and stakeholders during the Project Immersion Summit.

Assessment of the Community

- Regional Context
- Demographic Analysis and Socioeconomic Profile
- Land Use, Community Form & Housing
- Community Design, Community Character & Historic Context
- Growth and Build-Out Analysis
- Economic Development and Trends Analysis
- Transportation and Mobility
- Infrastructure and Public Services
- Water Sustainability
- Natural Resources and Environmental Characteristics
- Community Facilities & Services
- Healthy Systems
- Visitor-Serving Needs

Assessment of the General Plan

- Validate vision, themes, goals and policies
- Analyze the format and structure
- Assess existing and potential elements
- Review implementation measures (tracking and reporting methodology)

Subtask 1.4a: Economic Base Assessment

ESI will obtain MAG and ESRI data related to population, households and employment characteristics of the Town. These characteristics will be presented in graphic form with summary text including, but not limited to, industry sectors, employment by amount, type and sales tax generation, and trade leakage. ESI will prepare a land demand analysis and employment generation, which will provide information to help assess the necessary balance and mixture of land uses and preferred ratio of residents to jobs.

Subtask 1.4b: Historic Preservation Assessment

Review of historic preservation issues; assist with the development of processes for the collection of existing information, community surveys, public meetings and/or other methods; meeting organization; formulating project goals and objectives.

Deliverable: Existing Conditions Assessment Report, including Economic Base and Historic Preservation Assessments (in an electronic format required by the Town)

Town Support: Town PM to provide one consolidated set of Town review comments on the Draft Existing Conditions Assessment.

PHASE II: ENGAGE, COMMUNITY OUTREACH & INVOLVEMENT

Task 2.1: Community Outreach & Participation Plan

As part of the project scoping meeting (Task 1.1), our team will review and discuss the goals and objectives of the community involvement process with Town staff. We will then prepare a Draft Community Outreach & Participation Plan that will be tailored to Florence's specific needs and strategic requirements and meet Arizona Revised Statute requirements for Council adoption. The plan will identify goals and messages for engaging the community, the level at which each part of the community will be engaged, methods and strategies to ensure public engagement throughout the planning process, as well as specifically list tools and techniques to be used to engage the public and detail an implementation schedule.

Meetings and Deliverables: Community Outreach & Participation Plan (in an electronic format required by the Town).

Town Support: Town PM to provide one consolidated set of Town review comments on the Draft Community Outreach & Participation Plan. Town PM to coordinate and facilitate adoption of the Plan by Town Council.

Task 2.2: Visual Identity

Michael Baker's graphic designers, in coordination with Town staff, will create a unique graphic format and project branding to create a recognizable identity for the project and garner enthusiasm and unity. This brand will then be used for all project products, including the website, meeting materials, and planning documents.

Deliverables: Up to two visual identity concepts and one final visual identity project graphic (in an electronic format required by Town).

Town Support: Town PM to provide one consolidated set of Town review comments on the Draft visual identity concepts.

Task 2.3a: General Plan Advisory Committee (GPAC)

Woven throughout the project process, Michael Baker will organize a series of working meetings with the General Plan Advisory Committee (GPAC). The GPAC shall consist of up to ten (10) Town elected or appointed officials and Town staff. Michael Baker will meet with the GPAC at key project milestones and prior to select public events to seek guidance, review findings and/or plans, and to prepare for the public adoption process.

Meetings and Deliverables: Facilitate a total of 6 GPAC meetings. Shall include the preparation of meeting material, attendance and facilitation of meetings, and production of meeting summary reports (in an electronic format required by Town).

Task 2.3b: Focus Group Meetings

As an optional task, Michael Baker will conduct Focus Group meeting(s) to provide technical and policy input throughout the General Plan Update. Each Focus Group should consist of 6 to 10 members formed around a specific key General Plan topic. While exact topics shall be confirmed with the Town PM, we propose a total of three groups (and up to 2 meetings each) that focus on: Economic Development and Employment; Housing and Development and the Historic District Advisory Council.

Meetings and Deliverables: Focus Groups to be further defined with Town staff. Upon confirmation Michael Baker shall administer meetings and prepare meeting notes.

Town Support: Coordinate with Michael Baker to secure and setup necessary meeting room to support focus group meetings, manage all correspondence with focus group members.

Task 2.4 Project Website

An inviting, user-friendly website will be important to the project. Michael Baker will work with Town staff to identify content for a robust information portal for residents to learn, receive updates and notices, and stay involved with the project. The website will include responses to frequently asked questions and serve as a repository for project documents as well as a virtual notice board for upcoming meetings. Surveys, social media, and other participation tools can be embedded in or linked to from the main project webpage. Town staff shall approve website content prior to publication.

Deliverables: Develop and host website, provide ongoing site content material and script for FAQ responses, and complete technical maintenance review.

Town Support: Assist in design and promotion of website. Town Planning Staff shall oversee response to public inquiries.

Task 2.5: Community/Mobile Workshops

The Michael Baker Team will prepare for and facilitate three sets of public workshops associated with key milestones in the General Plan Update planning process. Similar to the approach undertaken for the Florence Transportation Plan and Active Transportation Plan process, Michael Baker proposes to conduct each set of meetings in three locations across the Town (i.e. Downtown, Five Parks and Anthem) so as to adequately reach these distinct areas of Florence. For each workshop, meeting announcements will be prepared in

coordination with Town staff for advertising and distribution. All draft materials will be carefully reviewed with Town Staff prior to their dissemination.

As an alternative format to the traditional community meetings defined below, Michael Baker may conduct mobile workshops at the direction of Town staff. Mobile workshops act like pop-up workshops in a booth and are held at popular community events and locations throughout the Town. The goal of the mobile workshop is to engage as many Florence residents and visitors as possible, educate people about the importance of the General Plan update, and collect community input on the project. The following is the framework for each set of workshops:

Community Workshop #1, 2 & 3 – Public Kick-off & Visioning

As one of the first steps in the planning process, Michael Baker will facilitate a project kick-off and community vision/goal setting workshop. The information gained as part of this workshop will help to refresh or amend the existing General Plan vision statement and primary themes expressed in the current General Plan. A multi-media presentation, interactive exercises (e.g. small group discussions) and hand-held polling devices will be used to obtain feedback from the community.

Community Workshop #4, 5, & 6 - Scenario Review

The Michael Baker Team will facilitate a second community open house and workshop to present and review the Existing Conditions Assessment Report findings as discovered in Phase I and solicit input on each scenario plan developed in Phase III. Targeted job types and composition, land uses, motorized and non-motorized circulation, policies and goal statements, and parks, trails and open spaces will be reviewed in detail. At this stage in the process, Michael Baker staff can also conduct a Town Council/Planning Commission joint work session to review the pro's and con's of each land use alternative, their impact analyses, and public input received on the alternatives.

Community Workshop #7, 8 & 9 – Administrative General Plan Draft Review

The Michael Baker Team will conduct an Open House style meeting for the public review and comment of the Draft General Plan Update. Presentation boards of select maps will be stationed across the meeting space and the Michael Baker Team will engage the community in open dialogue to seek their final concurrence on the plan and identify any remaining and/or necessary changes that must occur prior to finalizing the General Plan Update.

Meetings and Deliverables: Conduct three (3) Community Workshops and summary reports (in an electronic format required by Town). Michael Baker prepare an agenda, sign in sheets, presentation material and produce all handouts, display boards and comment sheets for each meeting. Michael Baker will also coordinate with Town staff to confirm notification tools/methods and provide content for the advertisement and promotion of each meeting.

Town Support: Coordinate with Michael Baker to secure necessary meeting rooms to support Community Workshops. Town staff to facilitate the dissemination of public meeting notifications and promotions with content assistance from Michael Baker.

Task 2.6: Youth Commission Workshop

Michael Baker will engage with local students to identify planning issues that are important to youth in the community and capture their vision for the future of the Town. The youth visioning workshop will focus on high school-aged students and engage them in visioning similar to the initial community workshop.

Meetings and Deliverables: One (1) Youth Workshop and summary report (in an electronic format required by Town). Michael Baker will facilitate and develop an agenda, sign in sheets, presentation material and produce all handouts and comment sheets for each meeting.

Town Support: Coordinate with Michael Baker to secure and setup necessary meeting date, location and room reservation to support the Youth Commission meeting, manage all correspondence with the Youth Commission liaison(s), and provide all required meeting notifications.

Task 2.7: Digital Engagement

Michael Baker will supplement traditional outreach techniques with the use of digital engagement platforms to ensure broad and diverse participation during the update process. Michael Baker will use Social Pinpoint, a new and highly effective service, to obtain 24/7 feedback on planning and mapping efforts through the most widely accessible device available ... our smartphones. Social Pinpoint allows the public to participate on their own time. This results in reaching a larger audience and in many cases obtaining richer, more useful feedback than you would receive in a traditional public workshop setting. Social Pinpoint will be used at up to two (2) major project milestones to ensure broad and diverse participation in the update process.

Meetings and Deliverables: Develop Social Pinpoint portal and up to two online project surveys at key project milestones.

Town Support: Town staff to assist in determining Social Pinpoint outreach content and assist in disseminating public notification on survey access through email and/or social media.

Task 2.8: Social Media

Michael Baker will collaborate with Town staff to draft a social media plan in association with Task 2.1, which will include a strategy of when and how key messages will be shared through existing social media channels (Facebook and Twitter) at up to four major project milestones and prior to each community workshop. Michael Baker will provide the

messages and images to staff who will push out the messages. Staff will monitor the channels and provide a report on the feedback received to Michael Baker.

Meetings and Deliverables: Develop a social media plan in association with Task 2.1.

Town Support: Town staff to facilitate message dissemination and provide comment and review as needed.

Task 2.9 Florence Vision Report

Following the community kick-off workshop, visioning outreach efforts (i.e. interviews, youth and mobile workshops, digital engagement) and meetings with the GPAC and Focus Groups, Michael Baker will create a report describing the outreach process. The report will include a summary and analysis of the input received — describing residents’ expressed hopes, preferences, and concerns, as well as their priorities for the future of Florence. This report will provide a framework for implementing the vision throughout the General Plan Update. At this stage in the process, Michael Baker may also conduct a Town Council/Planning Commission Joint Work Session to review the Vision Report.

Meetings and Deliverables: Community Vision Report (in an electronic format required by Town). Attend and assist in facilitation of one (1) Joint Council/Commission work session. Shall include the preparation of presentation and meeting handout material.

Town Support: Town PM to provide one consolidated set of Town review comments on the Draft Vision Report. Manage all correspondence necessary to establish Joint Council/Commission work session, secure and setup necessary meeting room to support Joint Council/Commission work session, and provide all required public meeting notifications and meeting minutes.

Phase III: ENRICH, PREPARATION OF THE GENERAL PLAN

Task 3.1: Determination of the General Plan Organizational Structure

The “Traditional” general plan structure that is organized around individual elements (i.e. land use, transportation, economic development) has served communities well over the past several decades. This element by element structure syncs closely with the General Plan requirements of the Arizona Revised Statutes and is the format that is used to organize the existing Florence General Plan 2010. However, today, new trends in the organization of general plans are utilizing a “Systems Approach”. This format utilizes overarching themes (i.e. Community Health, Livable Neighborhoods, Economic Vitality) to organize the general plan document and create stronger linkages between related topics. Using the knowledge gained in Phases I and II, Michael Baker will explore the benefits and disadvantages of these two General Plan organizational structures with Town staff and the GPAC to define a document format that best fits Florence’s near-term and long-term needs.

Meetings and Deliverables: Prepare General Plan Organizational Structure memo (in an electronic format required by Town).

Town Support: Town PM to provide one consolidated set of Town review comments on General Plan Organizational Structure memo.

Task 3.2: Preparation of Land Use & Growth Area Scenario Plans

Having received substantial input and direction from staff, project stakeholders, elected officials and the community at this point in the process, Michael Baker will develop up to three (3) scenario plans. These scenario plans will be developed in GIS, with the support of the Urban Footprint planning and urban design software and will illustrate different land use strategies to compare realistic growth conditions and weigh policy options. The scenarios will draw heavily from issues and opportunities identified during earlier phases in the process in combination with the results of technical work. They will also integrate and honor the policies of recent/ongoing extensive planning efforts by the Town.

Scenario conditions will model growth based on 1) existing land uses as well as a 2) low and 3) high density and intensity land use composition to estimate the performance (acreage, housing units, population, non-residential building square feet, and employment outputs) of each scenario under build-out conditions.

Meetings and Deliverables: Prepare socioeconomic assumptions, develop up to three (3) scenario plans and provide technical analysis of plan outputs (in an electronic format required by Town).

Town Support: Town PM to provide one consolidated set of Town review comments on socioeconomic assumptions and draft scenario plans.

Task 3.3: Selection of Preferred Land Use & Growth Area Alternative

A GPAC workshop will be conducted to review the land use and growth alternatives, their impact analyses, and public input from Community Workshops #4-6. Input will be solicited from the GPAC for a preferred land use strategy. The selected growth and land use plan will provide the basis for the subsequent revision of all updated General Plan sections. While Town Council and Planning Commission members will be invited to Community Workshops #4-6 (See Task 2.5) a study session/workshop will be conducted with the Town Council and Planning Commission to validate the preferred land use alternative.

Meetings and Deliverables: One Preferred Land Use and Growth Area Plan (in an electronic format required by Town). Attend and assist in facilitation of one (1) Joint Council/Commission work session. Shall include the preparation of presentation and meeting handout material.

Town Support: Town PM to provide one consolidated set of Town review comments on draft preferred plan. Manage all correspondence necessary to establish Joint Council/Commission work session, secure and setup necessary meeting room to support Joint Council/Commission work session and provide all required public meeting notifications and meeting minutes.

Task 3.4: Administrative General Plan Draft

Based on results of the Community Baseline Assessment, community engagement, input from the GPAC, and discussions with Town staff, the Michael Baker Team will develop an Administrative General Plan Draft that includes goals, policies, implementing actions, maps, and illustrations. The implementation section will summarize the implementing actions in a matrix in association with a time line, organizational roles, responsibilities for implementation, and possible funding sources applicable.

While the final format of the Plan will be determined as part of Task 3.1., the plan will at minimum address the elements as outlined in the Scope of Work section of the Town's Request for Qualifications. These elements include: : Land Use, Housing, Historic & Neighborhood Preservation, Parks, Trails and Open Space, Environmental Planning, Cost of Development, Water & Wastewater, Transportation/Circulation, Economic Development, Growth Areas and Implementation.

Whether structured as the “traditional” approach or “systems” approach (as determined in Task 3.1), the content for each element or topic will generally include the following:

Land Use - This element shall include the proposed distribution, location and extent of areas within the Planning Area Alternatives to be developed for housing, business, employment, agriculture, recreation, public facilities, open space and other categories of public and private land uses as may be appropriate. Additionally, analysis should be provided regarding the fiscal viability and/or effects of the various land uses on the Town of Florence’s ability to fully and completely implement the future land use plan. The analysis should also include developing a land use pattern that addresses common characteristics of individual neighborhoods or sub-area land development patterns. Future land use boundaries should be determined that adds unity to and strengthens or compliments existing patterns and characteristics of sub-areas.

The Land Use Element will also identify the appropriate application and impact of Pinal County land uses on areas outside of the Florence Town Limits, but within the Town’s Planning Area; impacts of Proposition 207 on the General Plan; balance and mixture of land uses; mixed-use areas; master planned communities; the designation of significant commercial core areas; and the designation of significant employment core areas; preservation of environmentally sensitive areas; and buffering/transitioning of uses for increased compatibility.

Housing - This element shall review and analyze the housing needs of the Town regarding housing affordability, housing quality and housing variety. Michael Baker will review the housing needs of all segments of the community. Items addressed in this element will include rental housing market; occupancy levels for current multi-family residential projects; affordability of homes; homelessness; prison worker housing; commuting trends; group home/special needs facilities; home ownership; infill development; and housing revitalization. Livability, sustainability, and environmental sensitivity of housing types and location. This element should also examine density bonus incentives for creative housing/density mixes and mixed-use development concepts such as 'live-work', 'tiny home' neighborhoods, density credits for open space set-asides, and others. Innovative housing solutions will be discussed with possible inclusion in the final plan.

Historic & Neighborhood Preservation – With over 150 recognized historic buildings and a registered downtown historic district, this element will overlap some with other elements. However, it is intended to focus on the importance of the rich history of the Town and the impacts of historic preservation. Michael Baker and Northwind Resource Consulting will gather secondary sources of information that can be assembled and analyzed to offer new vision, goals and objectives that will help enhance the historic core area. Historic and cultural tourism will also be addressed in this element.

Parks, Trails & Open Spaces – Michael Baker will work with the Town staff and the Town's existing consultant to incorporate the data and recommendations from the Town's ongoing Parks, Trails and Open Space Master Plan. This element will also incorporate information from the two Safe Routes to Schools studies and Active transportation Plan that were recently completed.

Environmental Planning – This element will include a generalized analysis and recommended policies and strategies to address anticipated impacts on local and regional air quality and natural resources in response to future development anticipated in the General Plan. Historical and cultural impacts related to growth will to be addressed.

Cost of Development - This element will recommend policies and strategies that Florence may use to require new developments to pay their fair share toward the cost of additional public service needs they generate, with appropriate exceptions when in the public interest. This element shall include: (a) A component that identifies various mechanisms allowed by law which can be used to fund and finance additional public services, such as bonding, special taxing districts, development fees, in lieu fees, facility construction, dedications, service privatization and the like; and (b) A component recommending policies to ensure any mechanisms adopted by the municipality under this element will result in beneficial use to the development, that the mechanisms are imposed according to law and that they bear a reasonable relationship to the cost to the municipality to provide the required public services to the development.

Water Resources - This element will incorporate the data being provided by a separate Consultant Team working on the Town's water sustainability issue that is intended to address adequacy of the current surface, groundwater and effluent supplies to meet the needs of the currently proposed community uses in the future. Michael Baker will conduct an analysis on the effect of the additional growth projected (three scenario plans) in the new General Plan

Planning Area. To perform this analysis, the separate consultant team shall provide Michael Baker with per capita/per household/per square foot user demand/consumption rates for each land use category/type. The separate Town consultant will evaluate the adequacy of the water supply legally and physically available to the community for each of the three scenario plans presented. The separate consultant team will also evaluate the preferred land use plan to identify the need or not to obtain additional water supplies in the future.

Transportation & Circulation – This element will extensively incorporate the data and recommendations from the Florence Transportation Planning Study and the Active Transportation Plan, both of which were prepared by Michael Baker.

Economic Development - Based on the preferred plan, this element shall recommend goals and policies to effectively implement the Land Use Element of the General Plan, with a focus on achieving the community's goal of remaining economically self-sustainable over the long term. This element shall focus on development of objectives and needs to generate sustainable taxable revenues and the ability to capture a significant share of the uses generating sales tax that are expected to be developed within, and near, the community. Specific areas of interest relative to development of tourism-oriented uses (i.e. 'Agritourism' and 'Agritainment'), business incubators and Smart Cities will also be assessed. The General Plan economic analysis will also give attention to the potential effects and opportunities that may come with the North-South Freeway corridor proposed by the Arizona Department of Transportation.

Growth Areas - This element will review the current Town of Florence Planning Area and evaluate and recommend changes to the size and location of the area. Michael Baker shall also evaluate the community to determine if and where locations and opportunities for significant new growth/annexation may exist that would be consistent with the vision and goals and future needs of the community. It is acknowledged that the Town has envisioned a reduced future Planning Area that would generally be bound by the City of Coolidge and the Gila River Indian Community to the west; City of Coolidge and Cactus Forest Road to the South; Biznaga Road to the east; and Roberts Road to the north. The actual Planning Area approved will be determined upon further evaluation and public input. The annexation exhibit completed as part of last General Plan shall be updated.

Implementation and Amendment - This element will contain strategies and priorities for implementing the various Goals and Objectives determined within each of the prescribed Elements. This Element shall include short-term (1-5 years), medium-term (6-10 years) and long-term (11+ years) term Goals. This element will also contain a description of the process to be used to consider future amendments to the General Plan.

Additional Elements to be Considered – Through the course of writing the Administrative Draft, Michael Baker will work with Town staff to evaluate the applicability of adding additional elements. This project budget shall include the addition of up to two additional elements subject to the mutual approval of a detailed scope of work by the Town PM and Michael Baker. Any additional elements beyond these two shall require a separate negotiated scope and fee. Potential additional elements may include, but are not limited to, Community Character, Natural Resources Conservation, Neighborhood Preservation and Redevelopment, Public Services and Facilities, Public Buildings, and Safety from Natural and Artificial Hazards.

Task 3.5: 60-Day Public Review Draft

Following final direction from Town Staff and the GPAC, Michael Baker will make all necessary revisions to the document in preparation for the state required 60-day public review period. This formal public review draft is intended for distribution to the general public as well as to other government agencies and stakeholders. Michael Baker will coordinate with Town staff for distribution of the 60-day review draft and outline the process for collection and review of comments. All comments received will be entered into a comment log. Michael Baker will also provide a digital copy of the plan for publication on the Town website.

Deliverables: Provide 60-Day Public Review draft (in an electronic format required by Town). Shall assist in identification of government agency notification list. Coordinate with Town staff for publication on project website and broadcast notification of draft availability for public review and how to provide comments. Maintain 60-Day Comment Log.

Town Support: Publish 60-Day review draft on project website and distribute review draft to government agency notification list. Assist in maintaining and developing responses to comments received for the 60-Day Public Review Comment Log.

Phase IV – ACHIEVE, FINAL PLAN DEVELOPMENT & ADOPTION

Task 4.1: Final Plan

With and through guidance from the Town Project Manager, the Michael Baker Team will make any final necessary changes derived from final comments generated during the formal 60-day review period to prepare the Public Hearing Final Draft of the General Plan

Update for Planning Commission consideration and Town Council adoption. A 60-Day Comment Log will be used as the focal point and tool to guide the discussion/process for the remaining meetings and review/adoption phase of the General Plan Update.

Deliverables: Provide Public Hearing Final Plan hardcopy draft (in an electronic format required by Town). Distribute response matrix to 60-Day Comment Log. Coordinate notification of availability of Plan for public review.

Town Support: Town PM to provide one consolidated set of review comments on Public Hearing Final Plan draft.

Task 4.2: Planning & Zoning Commission Public Hearings - Consideration of the Final General Plan Update

Michael Baker will lead or co-facilitate with Town staff, a Planning Commission review and discussion of the project history and background of the General Plan Update process, description of key mapping components and policy issues. Per State statute, this task will be carried-out over two Planning Commission Public Hearings held at alternate locations. Planning Commission's recommendation will be carried forward to Council for further consideration.

Meetings and Deliverables: Attend and assist in facilitation of two (2) Planning Commission Public Hearings – Alternate sites. Shall include the preparation of presentation and meeting handout material.

Town Support: Manage all correspondence, staff reports, and resolution language necessary to conduct Town Council hearing. Secure and setup necessary meeting room at alternate location. Prepare all required public meeting notifications and meeting minutes.

Task 4.3: Town Council Adoption of the General Plan Update

The Town Council shall conduct a public hearing for formal Plan approval and adoption. Michael Baker will lead or co-facilitate with Town staff a Town Council review and discussion of the project history and background of the process, description of key mapping components and policy issues.

Meetings and Deliverables: Attend and assist in facilitation of one (1) Town Council Public Hearing. Shall include the preparation of presentation and meeting handout material. Following adoption, Michael Baker will submit all project files to the Town, including all GIS shapefiles developed during the process.

Town Support: Manage all correspondence, staff reports, and resolution language necessary to conduct Town Council hearing. Prepare all required public meeting notifications and meeting minutes.

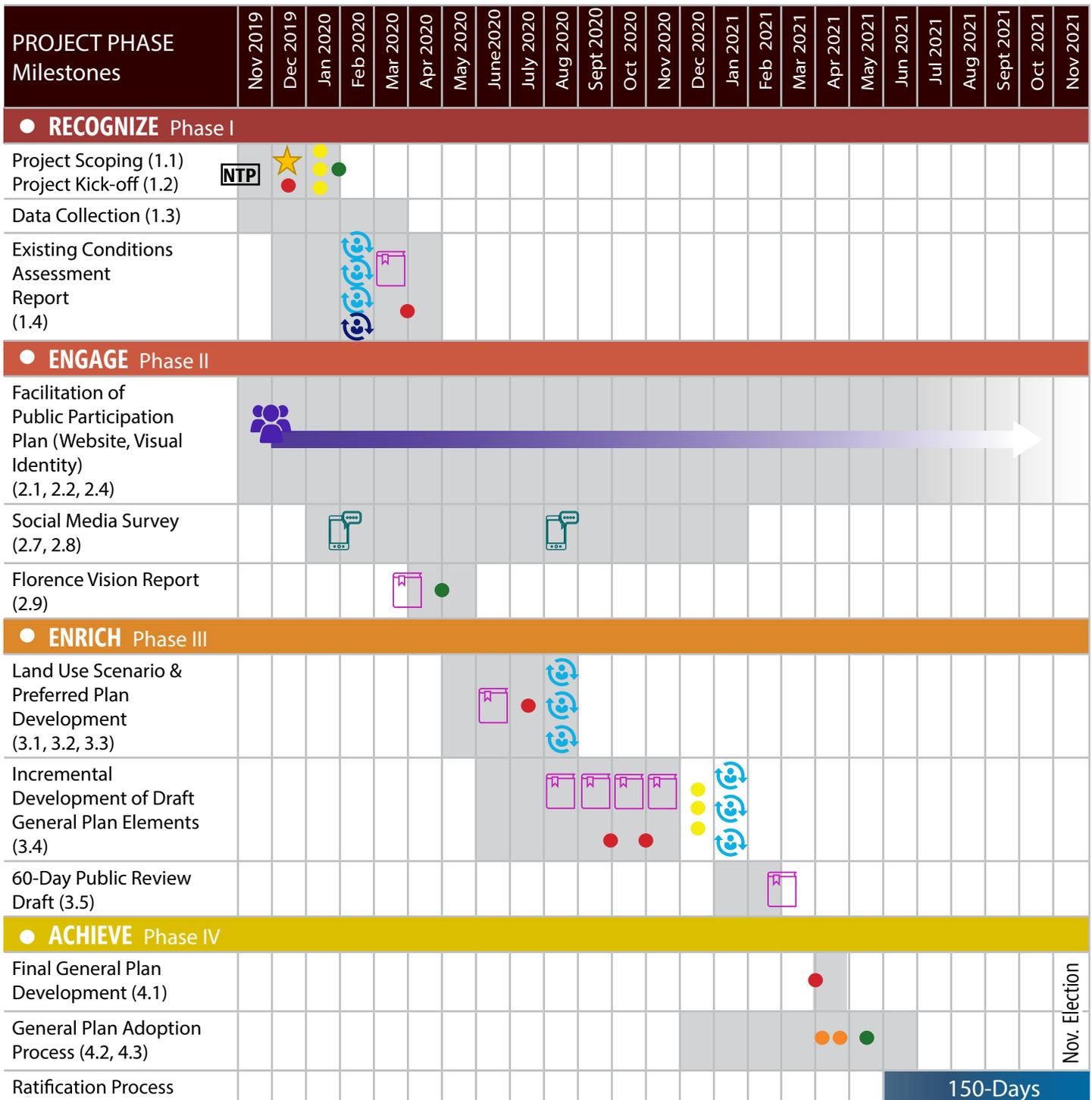
Task 4.4: Ratification Support

Michael Baker will collaborate with Town staff to provide technical assistance during the ratification process. This includes continued support of the project website, assistance with the preparation of ballot language, providing up to 3 scheduled community “e-reminders” of General Plan availability, and producing a “did you know” tutorial handout that outlines key aspects of the plan.

Meetings and Deliverables: Ballot language, e-reminders and tutorial handout

Project Budget

Town of Florence General Plan Update 2030 Project Budget	Task Fee
Phase I - Recognize	\$50,623
Task 1.1 - Scoping Meeting (Ongoing Project Coordination)	\$6,100
Task 1.2 - Project Immersion	\$9,035
Task 1.3 - Document Library	\$0
Task 1.4 - Existing Conditions Assessment Report	\$27,280
Subtask 1.4a - Economic Base Assessment	\$4,600
Subtask 1.4b - Historic Preservation Assessment	\$3,608
Phase II - Engage	\$72,163
Task 2.1 - Community Participation Plan	\$1,840
Task 2.2 - Visual Identity	\$1,540
Task 2.3a - General Plan Advisory Committee (6 mtgs)	\$16,100
Task 2.3b - Focus Group Meetings (6 mtgs)	\$8,368
Task 2.4 - Project Website (Hosting & Management)	\$12,200
Task 2.5 - Community Workshops/Mobile Studios (3 mtgs x 3 locations)	\$14,575
Task 2.6 - Youth Workshop	\$4,440
Task 2.7 - Digital Engagement (Hosting & Management)	\$7,600
Task 2.8 - Social Media	\$650
Task 2.9 - Florence Vision Report	\$4,850
Phase III - Enrich	\$98,145
Task 3.1 - General Plan Organizational Structure	\$7,750
Task 3.2 - Land Use and Growth Area Scenario Planning	\$17,100
Task 3.3 - Preferred Land Use and Growth Area Plan	\$3,820
Task 3.4 - Administrative General Plan Draft	\$67,795
Task 3.5 - 60-Day Public Review	\$1,680
Phase IV - Achieve	\$33,985
Task 4.1 - Final General Plan Development	\$12,800
Task 4.2 - Planning and Zoning Commission Meeting (includes 2 required PZ Mtgs and 2 joint Work sessions with Council)	\$9,880
Task 4.3 - Town Council Adoption	\$3,705
Task 4.4 - General Plan Ratification Support	\$7,600
Subtotal	\$254,916
Reimbursable (mileage, lodging, meals, reprographics, public meeting materials)	\$3,800
Lump Sum	\$258,716
OPTIONAL TASKS	
Option 1 - Legal Counsel (As needed)	\$385 per hr.



Nov. Election

150-Days

- ★ Project Immersion Summit
- GPAC Meeting (6 Total)
- Focus Group Meeting
- Town Council Meeting
- Planning & Zoning Commission Meeting
- Community Workshop
- Youth Workshop
- Deliverable Report
- Community Outreach & Participation Plan
- Social Media Survey

NTP November 1, 2019 NTP

* Assumes November 1, 2019 NTP

* Task 2.3b and 2.5 represent focus group and community meetings identified throughout project schedule.

DEVIATION/COMPLIANCE CERTIFICATION

If the undersigned Bidder intends to deviate from the terms and requirements of any Contract Documents made a part of this solicitation, all such deviations shall be listed on this certification form, with complete detailed conditions and information included or attached. The Town may consider any deviations in its review, scoring and award decisions, and the Town reserves the right to accept or reject any proposal, offer, or bid based upon any deviations indicated herein or in any attachments hereto.

In the absence of any deviation entry on this form, the Bidder agrees, certifies, and warrants the Town of their full compliance with all Contract Documents, and all other information contained in this solicitation.

Please list any deviations from the solicitation document below (attach additional sheets as needed):

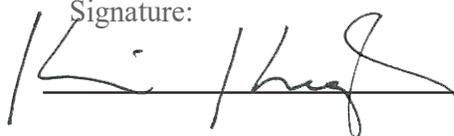
See attached exceptions narrative for this section on the following pages

By signing below, I agree, certify, and warrant that the offer/proposal I am submitting does ___ does not (check one line) deviate from the terms and requirements of the Contract Documents listed in this document. If deviating from the specifications of the solicitation, all such deviations are listed on this form, with complete detailed conditions and information included or attached. Any attachments to this form are identified as a continuation of the deviations to this solicitation.

Printed Name:

Kevin Kugler, AICP

Signature:



Date:

7-17-19

THIS PAGE MUST BE RETURNED WITH THE BID/OFFER/PROPOSAL

EXCEPTIONS NARRATIVE

RFP SECTION

RFP Section 25 – Deletion of this clause is requested as it conflicts with the indemnification contained in the contract and does not contain wording typically used for design professional firms contracting for services.

SAMPLE CONTRACT

Section 3.2.3 Termination for Violation of Law - It is our past experience that various agency laws at different levels can conflict with one another, making it impractical to state that laws at all agency levels can be met. Should such a conflict arise, Michael Baker would use its professional judgment and work with the Town to resolve the situation. Therefore, we request modification of this section as follows: “In the event Consultant is in violation of any applicable Federal, State, County or Town law, regulation or ordinance, the Town may terminate this Contract immediately upon giving notice to the Consultant.”

Section 3.4 Term – Due to wording which can be outside of the consultant’s control, we request modification of this section to: “The term of this Contract shall be from the Effective Date through completion of the Services in accordance with this Agreement and acceptance of the Services by the Town, such acceptance to not be unreasonably withheld, delayed or conditioned. Time is of the essence to the terms of this Contract, subject however, to exercise of the Consultant’s professional standard of care for performance of such Services.”

Section 4.7.2 Records and Audit Rights – We request removal of the terms “insurance agents” and “material suppliers”. These terms are not applicable as Michael Baker carries blanket insurance and does not enter into individual agreements with our insurance broker per project, nor do we contract with material suppliers.

Section 4.8 Attorneys’ Fees – If possible, and in the interests of discouraging frivolous and unnecessary litigation, we request that this clause be modified to: “In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Contract, or on account of any breach or default hereof, each party shall bear its own attorneys’ fees and costs and expenses.”

Section 4.20 Indemnification - We will be responsible for our errors and understand our obligation to indemnify our clientele. However, we cannot be responsible the actions of parties outside our control, such as our client. Additionally, we need to ensure that this section is insurable under design professional liability insurance which provides coverage to the extent of the policy-holders negligent acts, errors or omissions. We feel it is in the best interests of both parties that our insurance carrier does not deny coverage due to the wording in the indemnification section. Therefore, the following reasonable modifications are requested to the first paragraph:

“4.20.1 Consultant, shall indemnify and hold harmless the Town of Florence, its Mayor, Council members, agents, representatives, officers, directors, officials and employees from and against all damages, losses, expenses, including but not limited to damages for personal injury or personal property damage, reasonable attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, to the extent caused by any negligent acts, errors, mistakes or omissions caused in whole or part by Consultant relating to Services in the performance of this Contract, including but not limited to, any subconsultant or anyone directly or indirectly employed by any of them

or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Consultant's and subconsultant's employees.

Section 5.3 Coverage Term – Due to wording which can be outside of the consultant's control, we request modification of this section to: "All insurance required herein shall be maintained in full force and effect until all Services required to be performed under the terms of this Contract is performed in accordance with the terms of this Contract, completed and formally accepted by the Town of Florence, such acceptance to not be unreasonably withheld, delayed or conditioned, unless specified otherwise in this Contract."

Section 5.7.4 Errors & Omissions Liability – we request modification of the term "occurrence" to "claim", as per occurrence coverage is not commercially available to design professional firms under their professional liability policy.

New clauses - We request the addition of clauses to address circumstances which can be outside of the contracting party's ability to control as follows:

"7.0 Miscellaneous

7.1 Waiver of Consequential Damages. Neither party shall have any claim or right against the other, whether in contract, warranty, tort (including negligence), strict liability or otherwise, for any special, indirect, incidental, or consequential damages of any kind or nature whatsoever, such as but not limited to loss of revenue, loss of profits on revenue, loss of customers or contracts, loss of use of equipment or loss of data, work interruption, increased cost of work or cost of any financing, howsoever caused, even if same were reasonably foreseeable.

7.2 Force Majeure. Neither party shall have any claim or right against the other for any failure of performance where such failure of performance is caused by or is the result of causes beyond the reasonable control of the other party due to any occurrence commonly known as a "force majeure," including, but not limited to: acts of God; fire, flood, or other natural catastrophe; acts of any governmental body; labor dispute or shortage; national emergency; insurrection; riot; or war.

7.3 Limitation of Liability. To the fullest extent permitted by law, Town agrees to limit Contractor's liability to Town and to all other contractors or subcontractors on the project for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project or this Agreement from any cause or causes including but not limited to Contractor's negligent acts, errors, omissions, strict liability, breach of contract, or breach of warranty, such that the total aggregate of liability of Contractor to all those named shall not exceed the total fee for Contractor's services rendered in the project."

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 9c.
MEETING DATE: October 21, 2019 DEPARTMENT: Human Resources STAFF PRESENTER: Lisa Garcia, Deputy Town Manager SUBJECT: Personnel Policy Amendments		<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other
STRATEGIC PLAN REFERENCE: <input type="checkbox"/> Community Vitality <input type="checkbox"/> Economic Property <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:

Adoption of Resolution No. 1719-19: A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, ADOPTING REVISIONS TO THE TOWN OF FLORENCE PERSONNEL POLICY.

BACKGROUND/DISCUSSION:

We are proposing a change to the Town’s Personnel Policy:

1. Currently we don’t compensate any employee for unused accrued sick leave when he/she leaves Town employment in any manner. We began discussions on providing for payment of sick leave “out the door” and gathered a number of policies and approaches from other Arizona communities. The proposed amendment has been reviewed, discussed and endorsed by our department director leadership team and by the Employee Incentive Committee. The amended policy would compensate an employee who leaves Town service after 10 years for unused accrued sick leave on a formula basis. In addition, the hourly rate at which payment would be made is proposed to be an average wage over the previous 36 months of service prior to separation. We believe this change is a way to reward employees who minimize sick leave usage, to reward employee tenure and to enhance our benefit package as we seek to recruit new employees.

A VOTE OF NO WOULD MEAN:

No changes to the Town Personnel Policy.

A VOTE OF YES WOULD MEAN:

The Town Personnel Policy would be amended as proposed.

FINANCIAL IMPACT:

We do not propose to attempt to budget any dollars in departmental budgets simply because we can't know who might separate from Town service in any given year. We did a hypothetical cost analysis and if every employee in the Town service on July 1st of this year who would be eligible for this program on that date separated from Town service, the cost would have been approximately \$110,000 plus mandated fringe benefit costs. And of that total amount \$42,000 was attributable to four employees with very long tenure and a large leave balance.

ATTACHMENTS:

1. Resolution No. 1719-19
2. Proposed amended Article VIII, Section 803 of the Town of Florence Personnel Policy.

RESOLUTION NO 1719-19

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

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

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

NOW, THEREFORE BE IT RESOLVED that the Town of Florence hereby adopts the recommended amendments to the Town of Florence Personnel Policy as follows:

- Article VIII, Section 803 – Sick Leave

PASSED AND ADOPTED by the Town Council this 21st day of October 2019.

Tara Walter, Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa Garcia, Town Clerk

Clifford L. Mattice, Town Attorney

Section 803 - Sick Leave

Sick leave with pay is granted to all probationary and regular full-time employees in the Town service. Part-time, temporary, paid-on-call, and seasonal employees are not eligible to accrue sick leave except as provided in state law. Sick leave shall be allowed only:

1. in case of an employee's mental or physical illness, injury or health condition; or need for medical diagnosis, care or treatment; or need for preventive medical care; or
2. for the circumstances enumerated in ARS 23-373(A)(3 and 4); or
3. for care of family member (as defined in ARS 23-371(H) with a mental or physical illness, injury or health condition; or who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or preventive medical care; or for the circumstances enumerated in ARS 23-373(A)(3 and 4), subject to a limitation of 48-hours per occurrence.

Sick leave shall accrue at the rate of eight hours per month for all regular full-time employees. Unused accrued sick leave may be carried over from year to year, subject to an accrual limitation of 960 hours.

Sick leave must be taken in 15-minute increments, or as otherwise provided in departmental policy to ensure adequate shift coverage. Except as otherwise provided herein, Town employees are not compensated for any unused accrued sick leave upon separation from the Town service. Misuse or abuse of sick leave is cause for disciplinary action as provided in these rules. Any employee who has exhausted available sick leave may substitute accrued vacation leave.

In order to receive compensation while absent on sick leave, the employee shall notify the appropriate supervisor at least one hour before the normal starting time for the employee. Failure to do so may result in the employee being considered absent without approved leave.

In the event that a paid holiday falls during a period when an employee is on approved paid sick leave, the holiday shall not be charged against the employee's accrued sick leave. In the event an employee becomes sick or has an accident during paid vacation leave, the time may be charged to accrued sick leave (subject to proper medical documentation).

The Town of Florence shall comply with the provisions of the Family & Medical Leave Act of 1993 and its amendments, and the National Defense Authorization Acts of 2008 and 2010 and its amendments. The Town of Florence shall use a rolling 12-month period to calculate FMLA eligibility, except that for leave taken to care for a covered military service member with a serious injury or illness, the "single 12-month period" provided by law begins on the first day the eligible employee takes FMLA leave to care for the covered service member and ends 12 months after that date. In addition, all available paid leave time taken will be counted toward the FMLA leave entitlement.

Payment of Sick Leave Upon Separation of Employment: Employees separating from Town service in good standing with at least 10 years of continuous service will be compensated for unused accrued sick leave at the base hourly wage rate (average for the last 36 months) according to the following schedule:

- 10-14 years of service: 20% of unused accrued sick leave up to a maximum of 240 hours
- 15-19 years of service: 35% of unused accrued sick leave up to a maximum of 360 hours
- 20 or more years of service: 50% of unused accrued sick leave up to a maximum of 480 hours

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 9d.
MEETING DATE: DEPARTMENT: STAFF PRESENTER: SUBJECT:	October 21, 2019 Administration Lisa Garcia, Deputy Town Manager/ Town Clerk Resolution No. 1720-19 Adoption Authority	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other
STRATEGIC PLAN REFERENCE: <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:

Adoption of Resolution No. 1720-19: A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE ADOPTION AUTHORITY POLICY SPECIFYING THAT LEGISLATIVE POLICIES SHALL BE ADOPTED BY THE TOWN COUNCIL AND ADMINISTRATIVE POLICIES SHALL BE ADOPTED BY THE TOWN MANAGER.

BACKGROUND/DISCUSSION:

In 2009 the Council adopted the Authority Policy. The policy identifies when policies are adopted by the Town Manager or Town Council policy. The Adoption Authority Policy outlines the procedure for how the Town adopts or creates and updates Town-wide policies. In addition, the policy defines when the Town Council adopts a policy and when the Town Manager adopts a policy. The Town Council adopts policies that are legislative in manner, define the responsibilities of/or direct the Town Manager, or are required by a superior governmental agency. The Town Manager adopts policies that are operational in nature.

The policy was updated, and the format of the policy was changed. The new format is more user friendly. Once Council adopts the Authority Policy, all policies will be reviewed, updated, and reformatted to conform to the new standard. All policies that are within the authority of the Town Council will require adoption by the Town Council.

Employee can access Town Policies electronically in the Policy Library. Benefits of the Policy Library include easier access by Town employees and a centrally controlled location where policies are updated as they are adopted by the Town Council and the Town Manager. The Policy Library has a search function that enables cross policy searches.

A VOTE OF NO WOULD MEAN:

The policy would not be updated.

A VOTE OF YES WOULD MEAN:

The policy will be updated, and all policies of the Town of Florence shall be rewritten to conform to policy.

FINANCIAL IMPACT:

The adoption has no fiscal impact.

ATTACHMENTS:

Resolution No. 1720-19
Adoption Authority Policy

RESOLUTION NO. 1720-19

A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE ADOPTION AUTHORITY POLICY SPECIFYING THAT LEGISLATIVE POLICIES SHALL BE ADOPTED BY THE TOWN COUNCIL AND ADMINISTRATIVE POLICIES SHALL BE ADOPTED BY THE TOWN MANAGER.

WHEREAS, it has been brought to the attention of the Town Council that the current policy structure requires revision; and

WHEREAS, the Town needs to update its policies to be consistent with the Town operations and practices.

NOW THEREFORE BE IT RESOLVED that the Adoption Authority Policy is hereby amended.

PASSED AND ADOPTED by the Mayor and Council of the Town of Florence, Arizona, this 21st day of October 2019.

Tara Walter, Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa Garcia, Town Clerk

Clifford L. Mattice, Town Attorney

Town of Florence



POLICY TITLE: ADOPTION AUTHORITY POLICY	EFFECTIVE DATE:
RESPONSIBLE DEPARTMENT: ADMINISTRATION	AP / RESOLUTION No.:
APPROVAL: <input type="checkbox"/> TOWN MANAGER SIGNATURE: _____ <input checked="" type="checkbox"/> TOWN COUNCIL DATE APPROVED: _____	REFERENCES: RESOLUTION No. 1720-19

Section I. Purpose

Policies provide clear and consistent direction to all Town Departments regarding internal controls and procedures related to Town-wide operations.

This Policy provides a format and process for creating or revising policies, which are approved and enforced by the Town Manager or Town Council.

Section II. Scope

This Policy applies to both Town Council Policies, which are formally adopted by resolution, and Administrative Policies, which fall within the authority of the Town Manager and are approved by the Town Manager.

This Policy applies to all Town of Florence employees.

Section III. Responsibilities

The Management Team will review and recommend Administrative Policies and Council Policies. All Town personnel with supervisory responsibility will have knowledge of and be responsible for the communication and enforcement/adherence of all Administrative Policies and Town Council adopted policies with Town employees.

Section IV. Policy

Policies are used to clarify Town operations, and/or departmental procedures that have Town-wide application and require uniform and consistent application by Town employees.

Policy Format: Policies will be formatted using the Arial font, font size 12.

A. Sections required when creating or revising Administrative Policies:

- I. Purpose: What will this Policy achieve? Why is the policy being created? Is there pertinent background or history for this Policy that should be explained? Include applicability and scope.
- II. Scope: Who the policy affects, who is impacted, or who the policy excludes, if applicable.

- III. Responsibilities: Who is responsible for the administration and enforcement of this policy?
- IV. Policy: What is the policy and what are the specific procedures? Are there exceptions? If so, when and why?
- V. Town-Wide Procedures (Policy Dependent): What procedures will Town staff follow to align with the policy? What are the rules, regulations, guidelines, and forms to use?
- VI. Definitions: Define key terms. Use to clarify rules, values, or other common terms with broad implications.
- VII. Supplemental Documents: Supplemental documents are any form, attachment, or exhibit that is either referred to in the policy or assists the reader in understanding the policy.

B. Policy Development and Approval Process

The responsible Department develops draft policies for review by Policy Committee. Draft policy is to be consistent with the established Policy Format as described in this policy and as exemplified in attached Exhibit "A".

C. Policy Committee

- I. The Policy Committee is to provide complete and comprehensive policy review of draft policy for content, clarity, and consistency with Town Policies, Town Code and consistency with all applicable laws.
- II. The Policy Committee communicates recommendations to Responsible Department within 30 days.
- III. The Policy Committee schedules review of draft policy with Management Team.

D. Management Team

Provides input and comments to Responsible Department and Policy Committee within 30 days.

E. Responsible Department

Create policies or drafts revisions to policy and works with the Policy Committee until final draft is presented for adoption or signed by the Town Manager.

F. Policy Committee

- I. Performs initial review, schedules management team review, performs final edits, forwards approved policy to Town Clerk's Office.
- II. Policy Committee will consist of the following members appointed by the Town Manager:

- a. Town Attorney
- b. Member of the Finance Department
- c. Member of Human Resources
- d. Member of Administration
- e. Member of the Town Clerk's Office
- f. Member from a department not previously named.

III. Town Clerk's Office

- a. Assigns administrative policy number or resolution number.
- b. Finalizes policy by obtaining authorized signatures.
- c. Posts policy on Town's electronic policy library.
- d. Coordinates with the Human Resources Department to notify employees of new policy and accessibility, if appropriate.
- e. Maintains archival electronic copy. Updates spreadsheet of current policies.

Section V. Town-Wide Procedures

This section is used to detail the procedures for complying with Town-wide Policy. Standard Operation Procedures that are used for individual departments are not included in Town-wide procedures.

Section VI. Definitions

Administrative: Pertaining to management and carrying out of laws and functions, as opposed to legislative and judicial.

Administrative Policy: Policies that are administrative in nature and do not require Town Council approval. Departments may develop policies to govern their unique needs, as long as they do not conflict with Town-wide policies. Administrative Policies assist with the departments managing day to day functions. Departmental Standard Operating Policies/Procedures (SOP) must be approved by the Town Manager.

Applicability and Scope Statement: Describes who the policy affects, and which actions are impacted by the policy. The applicability and scope may expressly exclude certain people or actions from the policy requirements. Applicability and scope are used to focus the policy on only the desired targets and avoid unintended consequences where possible.

Authority: A person or group having the right or power to command, decide, rule, or judge.

Comprehensive Policy Review: A comprehensive policy review is conducted to determine (1) if a policy is still needed; (2) whether the purposes and goals of the policy have been met; (3) whether changes are needed to improve the effectiveness of the policy; (4) if procedures should be removed from an existing policy; and (5) whether the appropriate education/training, monitoring, and ongoing review of the policy is occurring.

Council Policy: Policies that are legislative in nature, define the responsibilities of or direct the Town Manager, are required by a superior governmental agency, declared under the control of the Town Council by resolution or are deferred to the Town Council by the Town Manager.

Definitions: Provide clear and unambiguous definitions for terms and concepts found in the policy document.

Effective Date: Date that the policy becomes effective. A policy adopted by Resolution is effective 30 days from adoption unless a later date is included in the resolution as the effective date. An emergency clause must be included in the Resolution to become effective prior to the 30-day requirement. Policies adopted by the Town Manager are required to state the effective date.

Policy: A set of guiding principles, an acceptable practice, or a rule intended to influence decision-making. Policies typically support management philosophies and help to communicate regulations that apply. Policies are formal in nature, broad in their application, and rarely change unless a regulation, law, or practice changes.

Policies vs Procedures: Policies are statements of commitment to a broad requirement, whereas "Procedures" describe how a policy is implemented. Procedures are detailed, systematic descriptions of the actions required to carry out and implement policies.

<u>Policy</u>	VS.	<u>Procedure</u>
Broad application		Narrow application
Guiding Principle		Details specific to the process
States what and why		States how, when, and who
Rarely changes		Prone to change

Purpose Statement: Statement that outlines why the organization is issuing the policy, and the desired effect or outcome of the policy.

Responsibilities Section: Identifies who is responsible for carrying out the policy statements and updates to the policy, when necessary.

Scope Section: Describes who the policy affects, and which actions are impacted by the policy. The scope may expressly exclude certain people or actions from the policy requirement. Scope is used to focus the policy on only the desired targets and avoid unintended consequences.

Section VII. Supplemental Documents

Supplemental documents are any form, attachment, or exhibit that is either referred to in the policy or assists the reader in understanding the policy.

Sample Policy Format

Town of Florence



POLICY TITLE:	EFFECTIVE DATE:
RESPONSIBLE DEPARTMENT:	AP / RESOLUTION No.:
APPROVAL: <input type="checkbox"/> TOWN MANAGER SIGNATURE: _____ <input type="checkbox"/> TOWN COUNCIL DATE APPROVED: _____	REFERENCES:

Section I. Purpose

Section I includes the following information:

- ✓ What will this Administrative Policy (AP) achieve?
- ✓ Why was one created?
- ✓ Is there pertinent background or history for this AP that should be explained?

Section II. Scope

Section II includes the following information:

- ✓ Who does the policy affect?
- ✓ Which actions are impacted?
- ✓ Who does the policy exclude?

Section III. Responsibilities

Section III includes the following information:

- ✓ Who is responsible for the administration and enforcement of this policy?
- ✓ How may this policy be tailored for specific departments and their unique situations/issues?

Section IV. Policy

Section IV includes the following information:

- ✓ What is the town-wide policy?
- ✓ Are there exceptions? If so, when and why?

Section V. Town-Wide Procedures (Policy Dependent)

Section V includes the following information:

- ✓ What procedures will Town staff follow to align with the policy?
- ✓ What are the rules, regulations, or guidelines?

Section VI. Definitions

Section VI defines key terms. This section is used to clarify rules, values, or other common terms with broad implications.

Example: For our gift policy, we would want to further define and clarify what is meant by “gift” ... to ensure employees know that a gift also includes any fee, service, gratuity, discount, purchase or entertainment, or other item of value, the acceptance of which might be perceived to influence the employee from making an objective decision in conducting Town business with a specific vendor, customer, business or private individual.

Section VII. Supplemental Forms