

MINUTES OF THE TOWN OF FLORENCE COUNCIL REGULAR MEETING HELD ON MONDAY, NOVEMBER 4, 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, Bill Hawkins, Karen Wall, Kristen Larsen, Michelle Cordes, 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.

There were no public comments.

PRESENTATION

First Quarter Budget Presentation.

Ms. Becki Jimenez, Interim Finance Director, provided a presentation that outlined the forecast based on the data as of September 30, 2019, which included the following:

- Revenues
 - 35 – 45 days late in receiving revenue at the beginning of the fiscal year
- General Revenue
 - Focused on seven revenue sources that make up 80% of the Town's revenue
 - City Sales Tax
 - Food Tax
 - Property Taxes
 - Building Permits
 - State Shared Sales Tax
 - State Shared Income Tax
 - Auto License Tax

TITLE	1st Quarter FY18-19	BUDGET	1st Quarter FY19-20	FORECAST	Quarter comparison
City Sales Tax	\$731,120	\$2,862,437	\$858,189	\$2,862,437	▲
City Food Tax	\$0	\$310,686	\$0	\$310,686	
Property Tax	\$2,329	\$1,166,611	\$4,180	\$1,166,611	▲
Building Permits	\$171,445	\$809,822	\$372,829	\$1,200,000	▲
State Sales Tax	\$412,949	\$2,740,063	\$527,581	\$2,740,063	▲
State Income Tax	\$789,374	\$3,451,095	\$854,090	\$3,451,095	▲
Auto License Tax	\$331,022	\$1,658,771	\$345,318	\$1,658,771	▲

- General Fund-Expense FY 19-20

TITLE	1st Quarter FY18-19	BUDGET	1st Quarter FY19-20	FORECAST	Quarter comparison
General Fund	\$3,446,897	\$17,012,550	\$3,526,867	\$17,012,550	▲

- Other Funds-Major Revenue FY 19-20

TITLE	1st Quarter FY18-19	BUDGET	1st Quarter FY19-20	FORECAST	Quarter comparison
General Capital Fund	\$0	\$2,253,000	\$0	\$2,253,000	
HURF Fund	\$535,143	\$3,605,915	\$775,545	\$3,605,915	▲
Water Fund	\$873,650	\$4,326,237	\$814,601	\$4,326,237	▼
Sewer Fund	\$1,136,023	\$4,530,200	\$902,402	\$4,530,200	▼
Sanitation Fund	\$201,576	\$921,300	\$222,888	\$921,300	▲

- Other Funds-Expenses FY 19-20

TITLE	1st Quarter FY18-19	BUDGET	1st Quarter FY19-20	FORECAST	Quarter comparison
General Capital Fund	\$76,489	\$4,314,198	\$210,489	\$4,314,198	▲
HURF Fund	\$1,501,092	\$6,893,944	\$867,712	\$6,893,944	▼
Water Fund	\$463,077	\$7,560,536	\$706,075	\$7,560,536	▲
Sewer Fund	\$970,253	\$5,472,821	\$351,562	\$5,472,821	▼
Sanitation Fund	\$190,713	\$1,279,252	\$226,439	\$1,279,252	▲

- Cash in Bank-FY 19-20

Cash in Bank-General Checking	\$17,569,383	Interest in Sweep - .5%
Cash in Bank-Credit Cards in Transit	\$ 94,389	
LGIP	\$ 276,005	Interest Rate 2.3%
PFM Investments	\$40,283,926	Interest Rate 2.1%
Police Evidence	\$ 4,555	
Total Cash in Bank	<u>\$58,228,258</u>	

- Finance Department Activities

- Completing Annual Audit and Comprehensive Financial Report for the Town
- October 1-Sent out first phase of Budget-Capital Projects
- Implementing Electronic Payroll Timekeeping Processing-Phase One-Electronic submission-October 25 payroll ending
- Sending out second phase of Budget mid-November-Partial Electronic Submission-Operational Budget
- Departmental training with accountants and various staff members
- Oversight of Municipal Court Audit
- Community Facilities District Audit
- Sanitation Analysis

Mayor Walter inquired if the system will allow for printing of the reports so there will not be a duplication in work when a Department Head is submitting his budget electronically.

Ms. Jimenez stated that the Department Heads will enter their budgets into the system as well as provide a hard copy of the forms for check and balance purposes. Next year they will only have to submit their budgets electronically.

Ms. Jimenez stated that the Finance Department has implemented an electronic payroll timekeeping system. All departments are utilizing this system with the exception of the Police Department.

Vice-Mayor Anderson asked about the forecast for the water fund. He estimates that they should receive approximately \$1million on a quarterly basis.

Ms. Jimenez stated that the quarterly amounts will vary based on usage and there are highs and lows when winter visitors arrive and leave. She stated that July – September are the lowest months.

ADJOURNMENT TO MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO 2.

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

Discussion and possible action to approve Merrill Ranch Community Facilities District No. 2 September 16 and October 7, 2019 Special Meeting minutes.

On motion of Boardmember Wall, seconded by Boardmember Larsen, and carried (7-0) to approve the Merrill Ranch Community Facilities District No. 2 September 16 and October 7, 2019 Special Meeting minutes.

CONSIDERATION AND POSSIBLE ADOPTION OF RESOLUTION NO. MRCFD2 239-19:

Chairman Walter read Resolution No. MRCFD2 239-19 by title only.

AUTHORIZING THE SALE AND ISSUANCE OF GENERAL OBLIGATION BONDS, TAXABLE SERIES 2019 OF THE DISTRICT; PRESCRIBING CERTAIN TERMS AND CONDITIONS OF SUCH BONDS; DELEGATING THE DETERMINATION OF CERTAIN TERMS AND AUTHORIZING THE SUBSEQUENT LEVYING OF AN AD VALOREM PROPERTY TAX WITH RESPECT TO SUCH BONDS.

Mr. Michael Cafisio, Greenburg Traurig, stated the resolution is to provide financing to raise the proceeds to pay debt service on bonds that have already been issued by the District. The resolution sets the terms and conditions of the bond and provides for the forms of the bonds. The Town will buy the bonds which will be set at the market rate. There are parameters that are established by the resolution and the delegation of the District Manager to determine the final terms of the conditions of the bonds, which is for \$1.2 million for five years.

Boardmember Wall inquired if there will be any change made to the secondary tax rate levy.

Mr. Cafisio stated that there will be no change made to the secondary tax rate levy.

On motion of Vice-Chairman Anderson, seconded by Boardmember Wall, and carried (7-0) to adopt Resolution No. MRCFD2 239-19: authorizing the sale and issuance of General Obligation Bonds, Taxable Series 2019 of the District; prescribing certain terms and conditions of such bonds; delegating the determination of certain terms and authorizing the subsequent levying of an ad valorem property tax with respect to such bonds.

ADJOURNMENT FROM MERRILL RANCH COMMUNITY FACILITIES DISTRICT NO 2.

On motion of Vice-Chairman Anderson, seconded by Boardmember Cordes, and carried (7-0) to adjourn from Merrill Ranch Community Facilities District No. 2.

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.

Resolution No. 1721-19:

Mayor Walter read Resolution No. 1721-19 by title only.

A RESOLUTION OF TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, APPROVING AND AUTHORIZING MAYOR TARA WALTER, TOWN MANAGER BRENT BILLINGSLEY, AND INTERIM FINANCE DIRECTOR REBECCA JIMENEZ, TO ACT AS SIGNATORIES FOR THE TRANSACTION OF BUSINESS ON THE TOWN OF FLORENCE BANKING ACCOUNTS, AND DECLARING AN EMERGENCY.

- a. Authorization to enter into an Intergovernmental Agreement with Pinal County for their annual Safety Rodeo to encourage participation in the safe operation of equipment by employees, with no cost to the Town.
- b. Approval of accepting the register of demands ending September 30, 2019, in the amount of \$1,807,362.17.
- c. Approval of accepting the register of demands ending September 30, 2019, in the amount of \$1,807,362.17.

On motion of Councilmember Cordes, seconded by Councilmember Larsen, and carried (7-0) to approve the Consent Agenda, as written, with the removal of Item c.

- c. Approval of accepting the register of demands ending September 30, 2019, in the amount of \$1,807,362.17.

Vice-Mayor Anderson asked that subtotals be included on the warrant register. The subtotals were listed on previous reports.

Ms. Jimenez stated that the subtotals will be included on all future warrant registers.

On motion of Vice-Mayor Anderson, seconded by Councilmember Hughes, and carried (7-0) to approve the acceptance of the register of demands ending September 30, 2019, in the amount of \$1,807,362.17.

WORK SESSION ON PARKS AND RECREATION COMPREHENSIVE PLAN

Mr. Bryan Hughes, Community Services Director, provided a presentation in which he outlined the following:

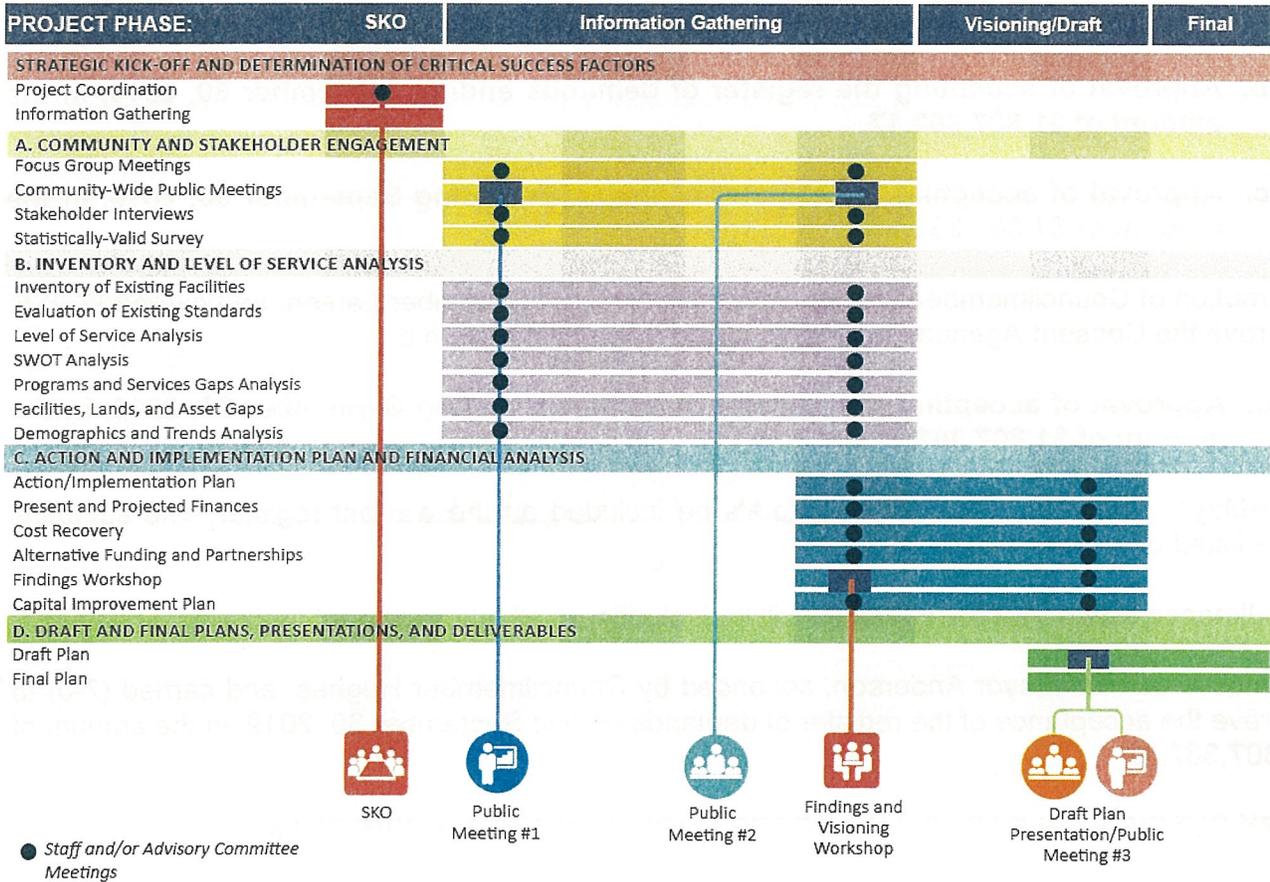
- Master Plan Process

4 Stages of Public Engagement



Typically our Strategic/Master Plans include a 5-year focus on operations, 10-year focus on capital, and 20 year strategic vision. Other elements and tools are added as needed for a community-specific plan.

- 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
 - 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

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 2.5: 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

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
 - November/December 2019
 - Schedule Final Presentation/Plan Delivery

Mayor Walter stated that there is a disconnect of communication with the Anthem community. She asked if staff can find a way for Anthem to send out information through their portal. She knows that staff has tried to get Anthem to forward information to the residents for quite some time.

Mr. Hughes stated that he wants to ensure that everyone receives all of the information and will work on marketing strategies.

Mr. Hughes discussed the possible changes that will be made with regards to the various actions outlined. Some items include:

- More events
- Improve marketing strategies
- Utilize reclaimed water for irrigation
- Enhance programs for teens
- Outdoor events
 - Hiking destinations
- Health and fitness classes
- Therapeutic classes
 - Accommodate those with special needs
- Re-evaluate program hours and locations
- Improve trail and path connectivity
 - Poston Butte is the center of Town and will be a central gather place
- Do feasibility study for a multi-generational facility
- Need for more pickle ball courts
- ADA accessibility
 - Needs to be a high priority
- Replacement of equipment that has reached its life span.
 - Need to budget for short-term and long-term replacements
 - Replace with standardized items
- Improve partnerships
- Try to obtain grants to offset costs
- Possibility of utilizing bond funding
- Raise price of services/classes

Vice-Mayor Anderson stated that there are some Anthem residents that would volunteer to put on some classes.

Councilmember Wall inquired about time frames and how does it fit in with regards to budget year. It is her understanding that Florence does not own Main Street Park and asked if that was correct.

Mr. Hughes stated that the overall year span is between 10 to 12 years. Short-term would entail the first three to four years, mid-term would entail four to seven years, and long term would entail seven years and up. He stated that the Town does not own Main Street Park. Originally the

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property was a rest stop on the highway and is owned by ADOT. Pinal County has a lease on the entire property and the Town has a sublease on the section that contains the park. Any improvements would require that the Town work with ADOT and Pinal County, inclusive of trying to acquire the property. Currently, improvements and restrooms are needed.

Councilmember Larsen inquired how much would the feasibility study cost for the multi-generational facility.

Mr. Hughes stated that the study would cost approximately \$57,000. They had a savings of \$57,000 for this Parks and Recreation Comprehensive Plan study so the Town would need to amend the contract to include the feasibility study for the multi-generational facility as well.

Councilmember Larsen stated that approximately 75% of the items listed are non-structured or minimal structured improvements. Many of those items can be implemented immediately if funding were available.

Councilmember Cordes stated that the Town spends a lot of money on studies and then nothing moves forward. She inquired if the \$57,000 requested for the feasibility study can be better utilized by doing some of the things on the list and then doing the study later, specifically because the recreation center was not a priority. She stated that there is a disconnect between Anthem and the core because Anthem has a recreation facility. Her preference would be to start with small improvements which can have a big impact.

Councilmember Wall stated that she agrees with Councilmember Cordes. She stated that there is no lighting at the senior center and lighting is needed at that facility.

NEW BUSINESS

Ordinance No. 684-19:

Mayor Walter read Ordinance No. 684-19 by title only.

AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, BY INSERTING §73.12 ABANDONED OR JUNK VEHICLES PARKED IN VISIBLE AREAS; RENUMBER UNARMED POLICE AIDES §73.13; AND INSERTING A NEW PENALTY §73.99 (Y).

Mr. Daniel Hughes, Police Chief, stated that the verbiage is already in the Town Code; however, it is listed under new development. He is proposing to move the information to the parking section of the Town Code. The abandoned and junk vehicles are a quality of life issue, affect the aesthetics of the neighborhood and pose safety of the residents. He showed pictures of various vehicles within the community that are either abandoned or junk vehicles.

Chief Hughes stated that the ordinance will change to require compliance within five days. This will allow for the process to move along faster.

Councilmember Larsen asked what would happen if they do not comply. She would prefer that they be provided ten days as this time would be more reasonable. She stated that the penalty outlined states you can be fined up to \$500 and or 30 days in jail.

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Chief Hughes stated that a fine can be imposed if they do not comply. There are other penalties that can be enforced as well.

Councilmember Cordes stated that it is her understanding that the vehicle must be licensed. Some communities do not allow you to work on your vehicles in your driveway for more than 24 hours. She asked if vehicles can be towed if they are not within their property line.

Chief Hughes stated that the goal is to work with the individuals to bring them into compliance. He stated that the Town has one code enforcement officer who works part time to cover the entire community. He stated that they are able to work on their vehicles in their garages, backyards or behind a fence on their property.

Mayor Walter stated that the Town has received complaints, and this is a way to address the issues. She asked that there be a clarification that it be business days.

Vice-Mayor Anderson inquired what unarmed police aides are.

Chief Hughes stated that the aides are the Police Department's volunteers. He stated that there will be an educational period.

Councilmember Hawkins stated that it is expensive to tow a vehicle. He stated that they may not have the money to tow the vehicle. He asked that they be provided 10 days in which to comply.

Mayor Walter stated that there are agencies that you can donate your vehicles to.

Councilmember Hawkins asked that a list be compiled to provide to those individuals.

ORDINANCE NO. 685-19:

Mayor Walter read Ordinance No. 685-19 by title only.

AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, BY INSERTING §73.01 PARKING PROHIBITED IN SPECIFIED PLACES, SUBSECTION (0) UNLAWFUL PARKING OF LARGE VEHICLES IN A RESIDENTIAL DISTRICT.

Chief Hughes stated that there are larger vehicles that park in residential areas. Staff is presenting an ordinance that will address the issue while still allowing residents to have pickup trucks and other vehicles parked on residential streets. The verbiage outlines height restrictions and other information that helps define what is allowed.

Councilmember Larsen stated that she has concerns because there are several individuals who have larger box trucks and cannot park in the garage because of size restrictions nor park in their driveway because it extends into the sidewalk and now cannot park on the side of the street. She asked where they can park at.

Mayor Walter read what the restrictions were outlined in the ordinance.

Chief Hughes stated that commercial vehicles are not appropriate for residential areas. He stated that they may request to use a commercial parking lot with permission.

Vice-Mayor Anderson stated that vehicles that overhang on the sidewalk pose an issue for those in wheelchairs.

Councilmember Cordes stated that there are many people who own personal vehicles that are dual axles. She is concerned that people will complain about people's personal vehicles. There are areas where you can park; however, it will cost approximately \$100 per month. Box trucks are not allowed in the Anthem area.

Chief Hughes stated that they can better clarify what is allowed and what is not. His intent is not to harm businesses, but rather for safety. Larger vehicles should not be in residential areas.

Councilmember Wall inquired if commercial vehicles have different type of licenses.

Chief Hughes stated that they do have different types of licenses.

Councilmember Hawkins asked that the language clearly identifies what is not allowed.

Discussion on the Town of Florence Lease Policy and Silver King Egress Issues.

Ms. Jennifer Evans, Management Analyst, stated that the Town owns two properties in the downtown area that are leased out to commercial interests. The policy was previously discussed and includes Council and staff's comments

Ms. Evans outlined the following changes:

- Update lease rental rates
- Perform lease analysis to determine fair market rent required by the redevelopment state statutes
- Propose change in how utilities are billed in the common areas

Mayor Walter stated that the fire suppression system is wireless and inquired if there is a call out to that system.

Ms. Evans stated that a dedicated phone line is needed for the fire suppression system.

Councilmember Cordes inquired why the tenants are expected to pay for utilities in the common areas and the fire suppression system. She stated that the tenants had no say in the installation of the fire suppression system, and it is required in order to have a Certificate of Occupancy. She does not feel that the tenants should be obligated to pay for those items.

Mayor Walter inquired how the charge for the common area is calculated.

Ms. Evans explained that there are separate accounts for electricity. Currently, the electrical bill for the common area is paid for by the Town. The idea was that the bill will be split equally amongst the tenants.

Mayor Walter and Councilmember Cordes asked that Item #2 be stricken from the record.

Councilmember Cordes would like hanging signage to make it more visible for businesses. She inquired where are the businesses to buy their signs from and if they will have a say in how they are hung.

Ms. Evans stated that standard blade signs are currently hung at the Silver King Marketplace. They are a standard design and that is what is referred to in the policy. Other signage is allowed such as signage on the glass panels and doorways. Any extra signage would require an application be submitted to the Community Development Department and then go through the Historic District Advisory Commission.

Ms. Evans explained that the original signs were purchased approximately six to seven years ago. The signs are re-used from past tenants to new tenants.

Councilmember Cordes inquired what the cost is to add new vinyl to an existing sign for the new tenant.

Ms. Evans stated that the cost would only be to change the existing sign to the new tenant's name.

Vice-Chairman Anderson inquired if a cost analysis will need to be done if the utilities are to be incorporated into the tenants' rent.

Ms. Evans asked for clarification if Council would like all of Item 2 to be stricken.

Councilmember Cordes clarified that she would like the entire section because she does not feel that the tenants should have to pay for the fire suppression system either. They should pay for their internet and telephone service.

Councilmember Larsen inquired if the tenants have control of the thermostats. It does not make sense to charge them if they cannot control the temperature.

Ms. Evans stated that the thermostats are locked, and the tenants do not have control of the thermostats.

Mayor Walter stated that the policy will need to be amended to reflect the portion that is to be stricken from the agreement so that they both align. Section 6.332 will be stricken from the policy.

Vice-Mayor Anderson inquired who pays for the overhead. He stated that the overhead should be calculated into the rent.

Mayor Walter stated that the common places are paid for by the Town.

Councilmember Hawkins inquired how much it costs for the electricity in the common area.

Ms. Evans stated that the cost is approximately \$300 per month during high energy use. She stated that she does not have the cost for telephone line for the fire suppression system. She

explained that the fire alarm system and fire suppression system are two different systems. She stated that the locks to the thermostats could be removed if the tenants were to pay for the cost.

Councilmember Wall explained that it is common for the tenants to share the cost for the common areas in commercial buildings.

Discussion continued on cost for the common space and who should pay.

Councilmember Cordes inquired if the rates are being changed. She inquired who they are doing comparisons with for the analysis.

Ms. Evans stated that staff is suggesting that a lease analysis be completed for both buildings so staff would know what the fair market value of those leases would be. She stated that there are enough comparables in our area to come up with a standard.

Mayor Walter stated that the direction from the Council is to proceed with the study and present the findings to the Council.

Ms. Evans explained that the lease analysis will be completed when they have a space open for lease.

Mayor Walter asked that the lease be completed now and to have everything ready for when space becomes available.

Councilmember Cordes asked if the tattoo and piercing parlors are excluded from renting the space. She stated that permanent makeup is considered tattoos and she would like to allow for them to rent the space.

Ms. Evans stated that the zoning for that area is allow for those types of businesses in the downtown area. Tattoos are allowed in the B-2 zoning.

Councilmember Larsen asked for that section to be stricken as well.

Mr. Larry Harmer, Community Development Director, stated that the Code would need to be amended to allow tattoo shops in the downtown commercial district.

Councilmember Larsen does not agree and requested that this topic be added to the agenda for further discussion.

Councilmember Cordes agreed with Councilmember Larsen that the zoning change be added to a future agenda for discussion.

Councilmember Hawkins asked that the Town Code be revisited because medical marijuana needs to be available for local patients without having to go to another community.

Councilmember Larsen agreed with Councilmember Hawkins to discuss medical marijuana further.

Mr. Chris Salas, Public Works Director, explained that the tenants were shutting down their units and opening their doors to allow the Town units to run nonstop to cool their respective spaces. The Town's unit are not equipped to run non-stop. Therefore, the Public Works Department proposed that the electrical costs for the common areas be expensed to each of the tenants.

Councilmember Cordes stated that she has gone to the Silver King for five years and has never seen the tenants open their doors to utilize the Town's HVAC system to cool/heat their respective suites. She stated that it is an old building and the air leaks out.

Mr. Salas provided a presentation in which he discussed the following pertaining to the Silver King Marketplace:

- History
 - Plan set was completed and was bid
 - Two bids were received (\$89,000 and \$263,746)
 - Both bids exceeded expectations by the architect as well as the budgetary allotment
- Proposed Egress improvements
 - Determine the renovation measures necessary to meet the International Building Code's (ICC) minimum existing requirements for the second-floor east balcony
 - Option 1
 - Eliminate the need for areas of refuge
 - Provide a discernible exit access pathway
 - Install panic devices on the balcony
 - Clearly identify exit doors with illuminated exit signs
 - Install compact emergency lights on back of fascia
 - Install light fixtures to properly illuminate exterior exit stairs
 - Install two-way communication device in second floor lobby
 - Advantages
 - Lower cost than Option #2
 - Disadvantages
 - Exit pathway construct will decrease long term lease ability
 - Panic devices may cause security concerns even if they are connected to alarm
 - Cost will be approximately \$50,000
 - Option 2
 - Eliminate areas of refuge indicated in Option 1
 - Extend the exterior north second floor exit stairway landing approximately 20 feet east to connect to the exterior east balcony
 - Replace the proposed panic device with a deadlock openable by key only on both sides
 - Install accessible offset hinge on exit door
 - Install compact emergency lights on back of fascia
 - Install light fixtures to properly illuminate exterior exit stairs
 - Install two-way communication device in second floor lobby
 - Cost will be approximately \$89,000
 - Much more viable
 - Advantages
 - Maximizes lease ability space and does not obstruct original north windows

- Maximizes life safety by providing a direct exit discharge from the balcony without re-entering the building
- Minimizes security concerns by eliminating exterior panic devices on exit doors
- Disadvantages
 - Probably highest initial cost
- Option 3
 - Restrict access/use of second floor balcony to 49 occupants or less for special occasions
 - Advantage
 - Minimal initial cost
 - Disadvantages
 - Restricted use of balcony
 - Ongoing need to monitor and enforce use of balcony
 - Option 3 is not a viable option

Vice-Mayor Anderson stated that his preference is Option 2.

Mr. Salas stated there are some security issues with Option 1.

Councilmember Cordes stated that her preference is Option 2 even though it may cost a little more than Option 1.

Mayor Walter stated that the Staff is to bring back a detailed presentation for Option 2.

Mr. Salas stated that they will move forward with Option 2. He explained how the costs are derived. They will use competitive bidding.

Councilmember Hawkins asked that they check with ACI once the plans are done to see if they can be utilized for a portion of the job. Their pricing can be very competitive.

Councilmember Larsen stated that she would like to see this process move forward and asked that the appropriate approvals be obtained. They have received SHPOs conditional approval and cannot obtain final approval until the final plans are completed.

Councilmember Cordes inquired if the balcony slants forward for drainage issues.

Mr. Salas stated that the slant is to drain of the rain.

MANAGER'S REPORT

Mr. Billingsley discussed the following from his written report:

- Single family permits are higher than most communities.
 - Town is growing and will be setting records; possibly historic records
- Florence has a great partnership with the Florence Unified School District
 - Project Base Learning Exercise
 - Great programs for the Town's youth
 - Water cycle with Florence K-8 7th graders

- Presentation regarding technology and IoT
- Number of events taking place in the near future
- Tax revenues continue to exceed projection
- Projects are either advertised or under review regarding on call contracts
- Announcement of Police Chief will be done so soon

DEPARTMENT REPORTS

Community Development
Community Services
Courts
Finance
Fire
Police
Public Works

Councilmember Hughes asked Mr. Harmer for follow-up on the 15 nuisance reports that were forwarded to the Town Attorney.

Mr. Harmer stated that they are being processed to go to the Town Attorney's Office. It is an ongoing process. He stated that they have 51 reports and are they all complaint based. They are prioritized based on safety.

Councilmember Hughes asked that he proceed with the complaints in which the residents are not responding.

Mr. Harmer stated that they are working with the individuals who are working to mitigate the issues.

Mr. Harmer stated that they issued 67 single family permits for October and an annual total of 309.

Councilmember Hughes asked Mr. Bryan Hughes, Community Services Director about the bids received for the Music Festival and the Arts Festival.

Mr. Hughes stated that they received bids and are reviewing them. They will move forward to presenting them to Council once the review process is completed.

Councilmember Hughes asked Mr. David Strayer, Fire Chief, if the 65 EMS calls for September is high.

Fire Chief Strayer stated that the numbers are consistent.

Councilmember Hughes asked Mr. Salas to elaborate about the walk through that Facilities Maintenance did with the Loss Control consultant on September 4 in which only the high-risk areas were reviewed.

Mr. Salas explained that Southwest meets with Facilities Maintenance and Fire annually and tours the Town facilities to ensure that there is not excessive clutter, doors blocked, etc. He stated that it is a standard procedure and only minor issues were addressed. There were no major violations.

The Department Reports were received and filed.

CALL TO THE PUBLIC

Ms. Kim Ehlebracht, Bucks 4 Style Owner, stated that she concerned about the following:

- Possible increase in rental rates for the suite that she occupies at the Silver King Marketplace
- Will the Government Property Lease Excise Tax (GPLET) be considered?
- Paying for the electrical cost in the common area
- Staying open longer hours
- Communication for egress construction

Mr. Roger Beide, Greater Florence Chamber of Commerce, stated that Council has a good idea of the issues facing the tenants in the Silver King Marketplace and businesses on Main Street. The businesses are working hard to bring people to Main Street. He understands that Council needs to be mindful about the rental costs but to please remember that the Silver King Marketplace is an anchor to the Town and those businesses are very important. He invited everyone to the 3rd Friday on Main Street event.

CALL TO THE COUNCIL – CURRENT EVENTS ONLY

Councilmember Hawkins invited everyone to the Veterans Memorial Dedication on November 11, 2019.

Councilmember Larsen welcomed to Roger Biede to Florence and is excited for him to join the Greater Florence Chamber of Commerce. She invited everyone to participate in the following:

- The Pinal County Historical Society prison tours on November 6 – 8, 2019.
- The Pinal County Historical Society walking tour of the Florence cemetery on November 10, 2019.
- The Drive-In Movie on November 22, 2019
- Jr. Parada on Thanksgiving weekend
- Jingle Bell Job in December 2019

Councilmember Wall stated that she attended the 6th Annual Pinal County Business Education and Workforce Development Summit which was coordinated by Pinal County schools. The theme was collective impacts and focused on the Arizona We Want progress meters, which measures data for eight sectors: jobs, education, young talent, health, health and well-being, natural resources, infrastructure, civic participation and connected communities. The summit focused on data from Pinal County and the presenters were leaders from all of the sectors.

Councilmember Wall stated that Alison Feliz presented for the young talent sector and described why she chooses to live and work in Florence. She did a great job in underscoring what is important in order to keep our young talent in Florence and Pinal County.

Councilmember Wall stated that data provided should be of interest to all of the Council as they work on revisions to the Strategic Plan, budget and General Plan.

Councilmember Cordes stated that the Halloween event was a great event as were all of the custom-made costumes. She asked everyone to come out and support the 3rd Friday events and stated that they hope the event grows. They are also partnering with the Posse for a steak fry. The event is being hosted by the businesses.

Councilmember Hughes stated that next weekend is Valley Fever Awareness Week. She wants to promote awareness on how easy it is to contract. Those microscopic spores can easily make their way into someone's lung and is quite often misdiagnosed.

Vice-Mayor Anderson stated inquired about the status of the economic development workshop that the Council was supposed to have. He would like to have this workshop so they can set policy on what economic development for Florence should be. He is proposing that the Town create an economic development department and start the process of writing a job description and recruitment for an Economic Development Director.

Mayor Walter provided direction to the Town Manager to provide a presentation regarding the creation of an economic development department at the next meeting. She stated that there has been discussion with other cities and municipalities. The Town is moving forward with the next step of creating an economic development committee or commission.

Mayor Walter stated that there are several events happening in the community and invited everyone to the various events. The Town has partnered with the City of Coolidge for the Relay for Life event on Friday, November 15, 2019. There have been some changes and the event will only go through to midnight this time.

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:

- **Instruct staff with regards to negotiations of land purchases.**
- **Legal advice and on development agreement contract negotiations.**

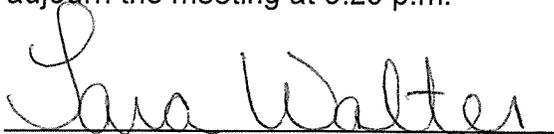
On motion of Vice-Mayor Anderson, seconded by Councilmember Hawkins, and carried (7-0) to adjourn to Executive Session.

ADJOURNMENT FROM EXECUTIVE SESSION

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

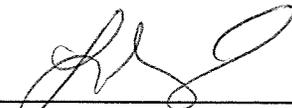
ADJOURNMENT

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (7-0) to adjourn the meeting at 9:29 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 November 4, 2019, and that the meeting was duly called to order and that a quorum was present.



Lisa Garcia, Town Clerk