

**AGENDA
ORO VALLEY TOWN COUNCIL
REGULAR SESSION
May 7, 2014
ORO VALLEY COUNCIL CHAMBERS
11000 N. LA CAÑADA DRIVE**

REGULAR SESSION AT OR AFTER 6:00 PM

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UPCOMING MEETING ANNOUNCEMENTS

COUNCIL REPORTS

DEPARTMENT REPORTS

The Mayor and Council may consider and/or take action on the items listed below:

ORDER OF BUSINESS: MAYOR WILL REVIEW THE ORDER OF THE MEETING

INFORMATIONAL ITEMS

1. Letter of Appreciation - Town Clerk's Office
2. Letters of Appreciation - Oro Valley Police Department
3. FY 2013-14 3rd Quarter Public Safety Providers Reports
4. Trip Report for CM Hornat & VM Waters - 2nd Binational Economic Forum

CALL TO AUDIENCE – At this time, any member of the public is allowed to address the Mayor and Town Council on any issue ***not listed on today's agenda***. Pursuant to the Arizona Open Meeting Law, individual Council Members may ask Town Staff to review the matter, ask that the matter be placed on a future agenda, or respond to criticism made by speakers. However, the Mayor and Council may not discuss or take legal action on matters raised during "Call to Audience." In order to speak during "Call to Audience" please specify what you wish to discuss when completing the blue speaker card.

PRESENTATIONS

1. Certificates of Appreciation to outgoing members of the Youth Advisory Council
2. Proclamation and Video Presentation - Public Service Recognition Week
3. Proclamation - Building Safety Month

CONSENT AGENDA

(Consideration and/or possible action)

- A. Minutes - April 9, April 16, and April 23, 2014
- B. Greater Oro Valley Chamber of Commerce Quarterly Report: January 1, 2014 - March 31, 2014
- C. Visit Tucson Quarterly Report: January 1, 2014 - March 31, 2014
- D. Appointments to the Conceptual Design Review Board (CDRB)
- E. Approval of the 2014-2015 Employee Healthcare Insurance Premium Rates and Health Savings Account Contribution Changes
- F. Resolution No. (R)14-28, authorizing and approving an intergovernmental agreement (IGA) between the Town of Oro Valley and the Pima County Recorder to provide election services for the August 26, 2014, Primary Election and the November 4, 2014, General Election
- G. Resolution No. (R)14-29, accepting an Equestrian Trail Easement from Logan's Crossings Homeowners Association for the southwest corner of Lot 19 in Saddle Valley II in the southern most corner of Common Area B, as depicted in Exhibit "B" and access Saddlehorn Drive, as depicted in Exhibit "C"
- H. Resolution No. (R)14-30, authorizing and approving the vacation of the roadway crossing Saddlehorn Drive at the at the northwesterly corner of Lot 29 and through Common Area B, as described in Exhibits "A" and "B"

REGULAR AGENDA

- 1. DISCUSSION AND DIRECTION TO THE APPLICANT, NUEVA ESPANA HOME OWNERS ASSOCIATION (HOA), AND STAFF REGARDING THE RIGHT-OF-WAY DEDICATION FOR CALLE CORDOBESA FROM PRIVATE TO PUBLIC STREET
- 2. YOUR VOICE, OUR FUTURE PROJECT UPDATE AND REQUEST TO ENDORSE THE DRAFT VISION AND GUIDING PRINCIPLES
- 3. PRESENTATION OF FIVE-YEAR FINANCIAL FORECAST THROUGH FY 2018/19
- 4. PUBLIC HEARING: RESOLUTION NO. (R)14-31, ADOPTION OF THE TENTATIVE BUDGET FOR FY 2014/15 AND SETTING THE LOCAL ALTERNATIVE EXPENDITURE LIMITATION FOR FY 2014/15
- 5. DISCUSSION AND POSSIBLE DIRECTION TO AMEND THE TOWN COUNCIL PARLIAMENTARY RULES AND PROCEDURES REGARDING THE APPOINTMENT PROCESS FOR BOARDS AND COMMISSIONS

FUTURE AGENDA ITEMS (The Council may bring forth general topics for future meeting agendas. Council may not discuss, deliberate or take any action on the topics presented pursuant to ARS 38-431.02H)

CALL TO AUDIENCE – At this time, any member of the public is allowed to address the Mayor and Town Council on any issue ***not listed on today's agenda***. Pursuant to the Arizona Open Meeting Law, individual Council Members may ask Town Staff to review the matter, ask that the matter be placed on a future agenda, or respond to criticism made by speakers. However, the Mayor and Council may not discuss or take legal action on matters raised during "Call to Audience." In order to speak during "Call to Audience" please specify what you wish to discuss when completing the blue speaker card.

ADJOURNMENT

POSTED: 4/30/14 at 5:00 p.m. by mrs

When possible, a packet of agenda materials as listed above is available for public inspection at least 24 hours prior to the Council meeting in the office of the Town Clerk between the hours of 8:00 a.m. – 5:00p.m.

The Town of Oro Valley complies with the Americans with Disabilities Act (ADA). If any person with a disability needs any type of accommodation, please notify the Town Clerk's Office at least five days prior to the Council meeting at 229-4700.

INSTRUCTIONS TO SPEAKERS

Members of the public have the right to speak during any posted public hearing. However, those items not listed as a public hearing are for consideration and action by the Town Council during the course of their business meeting. Members of the public may be allowed to speak on these topics at the discretion of the Chair.

If you wish to address the Town Council on any item(s) on this agenda, please complete a speaker card located on the Agenda table at the back of the room and give it to the Town Clerk. **Please indicate on the speaker card which item number and topic you wish to speak on, or if you wish to speak during "Call to Audience", please specify what you wish to discuss when completing the blue speaker card.**

Please step forward to the podium when the Mayor announces the item(s) on the agenda which you are interested in addressing.

1. For the record, please state your name and whether or not you are a Town resident.
2. Speak only on the issue currently being discussed by Council. Please organize your speech, you will only be allowed to address the Council once regarding the topic being discussed.
3. Please limit your comments to 3 minutes.
4. During "Call to Audience" you may address the Council on any issue you wish.
5. Any member of the public speaking must speak in a courteous and respectful manner to those present.

Thank you for your cooperation.



Town Council Regular Session

Item # 1.

Meeting Date: 05/07/2014

Submitted By: Julie Bower, Town Clerk's Office

Information

Subject

Letter of Appreciation - Town Clerk's Office

Attachments

[Letter of Appreciation](#)



THE STATE OF ARIZONA
GAME AND FISH DEPARTMENT

5000 W. CAREFREE HIGHWAY
PHOENIX, AZ 85086-5000
(602) 942-3000 • WWW.AZGFD.GOV

GOVERNOR
JANICE K. BREWER

COMMISSIONERS
CHAIRMAN, J.W. HARRIS, TUCSON
ROBERT E. MANSELL, WINSLOW
KURT R. DAVIS, PHOENIX
EDWARD "PAT" MADDEN, FLAGSTAFF
JAMES R. AMMONS, YUMA

DIRECTOR
LARRY D. VOYLES

DEPUTY DIRECTOR
TY E. GRAY



March 17, 2014

The Town of Oro Valley
Julie Bower, Town Clerk
11000 N. La Canada Drive
Oro Valley, Arizona 85737

Re: Use of Council Chambers in Oro Valley

Dear Julie Bower:

On behalf of myself and the other Commissioners, I wish to thank you for your assistance and coordination to use the Oro Valley Council Chambers to hold an Arizona Game and Fish Commission meeting there on March 7th and 8th. This was also a great opportunity for us to learn about the Town of Oro Valley and get to know some of your members. We learned that the Town of Oro Valley is a great place to live; it offers many outdoor opportunities and provides convenient amenities to their residents.

Thank you again.

Sincerely,

J.W. Harris
Chairman
Arizona Game and Fish Commission



Town Council Regular Session

Item # 2.

Meeting Date: 05/07/2014

Submitted By: Catherine Hendrix, Police Department

Information

Subject

Letters of Appreciation - Oro Valley Police Department

Attachments

[AZ Game & Fish Letter](#)

[Supervisor Ally Miller](#)



THE STATE OF ARIZONA
GAME AND FISH DEPARTMENT

5000 W. CAREFREE HIGHWAY
PHOENIX, AZ 85086-5000
(602) 942-3000 • WWW.AZGFD.GOV

GOVERNOR
JANICE K. BREWER

COMMISSIONERS
CHAIRMAN, J.W. HARRIS, TUCSON
ROBERT E. MANSELL, WINSLOW
KURT R. DAVIS, PHOENIX
EDWARD "PAT" MADDEN, FLAGSTAFF
JAMES R. AMMONS, YUMA

DIRECTOR
LARRY D. VOYLES
DEPUTY DIRECTOR
TY E. GRAY



March 17, 2014

Oro Valley Police Department
Chief Daniel Sharp
11000 North La Cañada Drive
Oro Valley, Arizona 85737

Re: Use of Council Chambers in Oro Valley

Dear Chief Sharp:

On behalf of myself and the other Commissioners, I wish to thank you for your outstanding support and willingness to assist with man power during an Arizona Game and Fish Commission meeting that was held on March 7th and 8th at the Oro Valley Council Chambers. The OVPD Officers that coordinated with G&F Officers did an outstanding job and went out of their way to ensure that we had all we needed to conduct this meeting. This was also a great opportunity for us to learn more about the Town of Oro Valley and get to know some of your Officers. We learned that the Town of Oro Valley is a great place to live; it offers many outdoor opportunities and provides convenient amenities to their residents.

Thank you again.

Sincerely,

J.W. Harris
Chairman
Arizona Game and Fish Commission

Received by

Oro Valley Police Dept.



Ally Miller, District 1

PIMA COUNTY BOARD OF SUPERVISORS

Received by

APR 03 2011



Oro Valley Police Dept.

Dear Chief Sharp and Staff,

I wanted to thank you for
having three officers attend
my quarterly town hall.

Unfortunately, I didn't get
their names. I would like
them to know how grateful I
am for their attendance and
dedication to the safety of our
community.

GOD Bless You All!

Best Regards, Allpda



Town Council Regular Session

Item # 3.

Meeting Date: 05/07/2014

Submitted By: Arinda Asper, Town Manager's Office

Information

Subject

FY 2013-14 3rd Quarter Public Safety Providers Reports

Attachments

FY 2013-2014_3rd Quarter Public Safety Providers Reports

FY 2013-2014_3rd Quarter Public Safety Providers Reports

Golder Ranch Fire District - Oro Valley Call Summary Third Quarter FY 2013-2014 (Jan-Mar 2014)

Sun City Station 374	# of calls	%
Dispatch to At Scene <5:00 minutes -EMS	237	79%
Dispatch to At Scene <6:00 minutes -FIRE	0	0
Average Dispatch to At Scene Time	4:02	

Woodburne Station 375	# of calls	%
Dispatch to At Scene <5:00 minutes -EMS	306	71%
Dispatch to At Scene <6:00 minutes -FIRE	3	66%
Average Dispatch to At Scene Time	4:39	

Lambert Station 376	# of calls	%
Dispatch to At Scene <5:00 minutes -EMS	154	78%
Dispatch to At Scene <6:00 minutes -FIRE	3	100%
Average Dispatch to At Scene Time	4:31	

Oracle Rd. Station 377	# of calls	%
Dispatch to At Scene <5:00 minutes -EMS	243	75%
Dispatch to At Scene <6:00 minutes -FIRE	3	100%
Average Dispatch to At Scene Time	4:33	

Average Total All Oro Valley Stations	# of calls	%
Dispatch to At Scene <5:00 minutes -EMS	940	76%
Dispatch to At Scene <6:00 minutes -FIRE	9	89%
Average Dispatch to At Scene Time	4:26	

Average Total All Oro Valley Stations -2nd Fire Unit	# of calls	%
2 nd Fire Unit Dispatch to At Scene <8:00 minutes -FIRE	4	66%
Average Dispatch to At Scene Time for 2nd Fire Unit	7:15	

Golder Ranch - Oro Valley Call Load Breakdown

Third Quarter FY 2013-2014 (Jan - Mar 2014)

Final Type Reference

CALL TYPE	Sun City	Woodburne	Lambert	Oracle	TOTAL
Aircraft					
Brush / Vegetation		1			1
Building		1			1
Electrical / Motor			1		1
Fires - All Other	1	2	2	1	6
Gas Leak		1			1
Hazmat		4	1		5
Trash / Rubish					
Unauthorized Burning			1	2	3
Vehicle					
Total Fire Calls	1	9	5	3	18
Animal Problem					
Animal Rescue					
Assist -Other	19	44	22	21	106
Battery Change	4	4	8	4	20
Bee Swarm		2			2
Defective Appliance		1	2		3
Invalid Assist	47	15	27	15	104
Snake	34	53	43	28	158
Lockout		1		1	2
Fire Now Out	2				2
Total Service Calls	106	120	102	69	397
Alarms (Fire, Smoke, CO)	10	16	9	10	45
Cancelled / Negative Incident	5	7	10	19	41
Smoke / Odor Investigation		4	2	2	8
Total Good Intent Calls	15	27	21	31	94
Motor Vehicle Accident	4	7	11	19	41
Rescue (high, trench, water)					
All Other EMS Incidents	233	299	143	224	899
Total EMS Type Calls	237	306	154	243	940
TOTAL ALL CALLS	359	462	282	346	1449

**Golder Ranch Fire District – Oro Valley
Detailed Fire Response Report
Third Quarter FY 2013-2014
(Jan. – Mar. 2014)**

Date	Call#	Type	Disp. Time	Unit	Respond	On-scene	Total Resp. Time
1/2/14	157	HOUSE	20:13:28	EN377	20:14:08	20:19:00	5:32
St.377							
Calling party reports an odor of electrical burning. EN377 and EC377 on scene with nothing showing shut down others units to code 2. Unable to locate any fire issue. NEGATIVE INCIDENT.							

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
1/8/14	538	ALARM	13:32:06	EN376	13:33:51	13:37:56	5:50
St.376							
Reported as an alarm sounding in school. While en route, additional information came in reporting an odor of smoke. Upon investigation, EN376 discovered a motor that burned up. No further fire conditions. NEGATIVE INCIDENT							

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
1/15/14	998	HOUSE	17:36:13	LT375	17:37:53	17:40:53	4:40
St.375							
Calling party reports fire on top of stove. LT375 first arrived on scene to find only a defective appliance with fire now out. All other units can cancel. NEGATIVE INCIDENT.							

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
2/9/14	2680	BUILD	06:36:39	EN377	06:37:22	06:40:59	4:20
St.377				EN376	06:36:59	06:43:01	6:22
Reported as smoke and a strong odor in the hallway at a hotel. Investigating crews could not locate any problems on this call. NEGATIVE INCIDENT.							

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
2/14/14	3025	HOUSE	13:51:28	EN376	13:51:51	13:59:30	8:02
St.375				LT375	13:52:40	13:59:37	8:09
A bathroom fire in a home near La Cholla Airpark. Nothing showing upon arrival. Fire contained to a shower curtain and put out by residence. NEGATIVE INCIDENT.							

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
2/28/14	4027	HOUSE	09:34:20	LT375	09:35:26	09:39:22	5:02
St.376				EN376	09:35:08	09:41:59	7:39
Home owner reports oven is smoking and is locked in position and unable to open it. Fire was out upon arrival and contained to the inside of the oven. NEGATIVE INCIDENT.							

Golder Ranch Fire District - Third Quarter FY 2013 - 2014 (Jan. - Mar. 2014) - Oro Valley Report Summary

All GRFD Oro Valley Stations		Time	#of Calls	Adopted Standard %	Actual %	Description of Variance
Dispatch to At Scene - FIRE		< 6:00	9	90%	89%	
Time to achieve Adopted Standard of 90%						
Average Dispatch to At Scene Time		5:27				

Dispatch to At Scene - EMS		< 5:00	940	90%	76%	Had to navigate many residential streets
Time to achieve Adopted Standard of 90%						On Moore road -far from station
						Responded from a building pre-plan location
						Steep winding hills
						Narrow roads
						Access through 2 gates
						Farthest spot to the east in the first due area
						Had to travel through Walmart parking lot
						School zone
Average Dispatch to At Scene Time						

2nd Fire Unit Dispatch to At Scene		< 8:00	4	90%	66%	
Time to achieve Adopted Standard of 90%						
Average Dispatch to At Scene Time		7:15				

SWA - Oro Valley Transport Units	Time	#of Calls	Adopted %	Actual %	Description of Variance
Dispatch to At Scene - ALS Transport Unit	< 8:00	350	90%	94%	Calls are in compliance
Time to achieve Adopted Standard of 90%	Achieved				
Average Dispatch to At Scene Time	7:34				

**Mountain Vista Fire District - Oro Valley
Call Summary
Third Quarter FY 2013 – 2014 (Jan – Mar 2014)**

MVFD Station 610	# of calls	%
Dispatch to At Scene <5:00 minutes -EMS	42	84%
Dispatch to At Scene <6:00 minutes -FIRE	6	100%
Average Dispatch to At Scene Time	4:20	

Average Total All Oro Valley Stations -2nd Fire Unit	# of calls	%
2 nd Fire Unit Dispatch to At Scene <8:00 minutes -FIRE	0	100%
Average Dispatch to At Scene Time for 2nd Fire Unit	0:00	

Other Miscellaneous Fire Calls – Oro Valley Stations	# of calls	%
Dispatch to At Scene <6:00 minutes -FIRE	0	0%
Average Dispatch to At Scene Time	0:00	

Mountain Vista Fire District – Oro Valley
Detailed Fire Response Report
Third Quarter FY 2013 – 2014 (Jan – Mar 2014)

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
2/6/2014	11695	Rescue	20:37:02	L610	20:37:02	20:40:28	3:26
St.610							
<p>Ladder 610 responded code two for elevator rescue, person not in distress at the Quality inn and suites. Upon arrival found OVPD on scene with male patient that was stuck in the elevator. Maintenance for facility was on scene with elevator key and we were able to open outer doors but inner doors were stuck. Elevator would move from floor to floor but no inner doors would open. Power was secured to elevator and we keep in contact with person in car and waited for elevator repair person. Elevator mechanic on scene and was able to release inner doors form top of elevator. Patient removed with no injuries or distress refused evaluation.</p>							

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
3/7/2014	21265	Refuse Fire	13:47:25	L610	13:47:27	13:49:47	2:22
St.610							
<p>L-610 responding code 3 from quarters for trash/trailer fire. U/a found 10 ft. trailer with remodeling debris smoking with small amount of fire showing. Trailer was unhitched from the vehicle. L-610 deployed 1.75 attack hose for extinguishment. Used approx. 100 gallon of tank water. Fire out with overhaul complete.</p>							

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
2/19/2014	15917	Vehicle Fire	08:28:34	E610	8:29:59	8:32:36	4:02
St.610							
<p>E 610 on scene of vehicle fire now out with light smoke continuing to emit from dash, u/a by a bystander with dry chemical, fire confined to dash area of Volkswagen; melted dash, E 610 removed portions of dash cover to check for extensions, battery cable disconnected, negative other extensions found fire now out and overhaul complete, scene turned over to OVPD o/s</p>							

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
1/29/2014	8885	Brush Fire	12:37:48	E610	12:38:35	12:41:07	3:19
St.610							
<p>E-610 crew and Brush 76 extinguished a small slash pile to the rear of the residence. Homeowner stated he discarded a cigarette in the pile and it ignited. The fire was contained to the slash pile and no property damage occurred.</p>							

Date	Call #	Type	Disp. time	Unit	Respond	On-scene	Total Resp. Time
3/17/2014	24527	Gas Line Break	13:12:36	L610	13:12:39	13:14:50	2:14
St.610							
<p>L 610 responded code three from hardy and northern for a gas line break. U/a found a construction crew</p>							

on scene with an unknown sized gas line leaking, line was covered by dirt. L610 pulled a 1 3/4 line and monitored the air waiting for SWG to arrive. Once SWG was on scene L610 assisted with life safety. SWG secured the leak and deemed the area safe. They checked for extensions while we cleared the area.

MVFD Third Quarter FY 2013 - 2014 (Jan - Mar 2014) - Oro Valley Report Summary

MVFD				Time	#of Calls	Adopted Standard %	Actual %	Description of Variance
Dispatch to At Scene - FIRE				< 6:00	6	90%	100%	
Time to achieve Adopted Standard of 90%								
Average Dispatch to At Scene Time				3:04				

Dispatch to At Scene - EMS				< 5:00	42	90%	84%	
Time to achieve Adopted Standard of 90%				5:36	3			
Average Dispatch to At Scene Time				4:00				

2nd Fire Unit Dispatch to At Scene				< 8:00	N/A	90%		
Time to achieve Adopted Standard of 90%				N/A				
Average Dispatch to At Scene Time								

SWA - Oro Valley Transport Units		Time	#of Calls	Adopted %	Actual %	Description of Variance
Dispatch to At Scene - ALS Transport Unit		< 8:00	36	90%	82%	
Time to achieve Adopted Standard of 90%		9:47	4			
Average Dispatch to At Scene Time		6:31				

ORO VALLEY POLICE DEPARTMENT POLICE ACTIVITY SUMMARY

2014	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Total Calls	4150	1423	1325	1402									
Commercial Veh Enforcement	55	14	18	23									
Residential Burglaries	3	1	2	0									
Non-Residential Burglaries	2	0	2	0									
All Burglary Attempts	6	2	1	3									
Thefts	124	53	31	40									
Vehicle Thefts	8	2	3	3									
Recovered Stolen Vehicles	1	1	0	0									
Attempted Vehicle Thefts	0	0	0	0									
DUI	52	12	16	24									
Liquor Laws	13	3	6	4									
Drug Offenses	39	13	17	9									
Homicides	0	0	0	0									
Robbery	1	0	0	1									
Assault	20	5	8	7									
Total Arrests	418	122	163	133									
Assigned Cases	189	66	64	59									
Alarms (Residential)	168	55	49	64									
Alarms (Business)	83	33	21	29									
K9 Searches	68	22	25	21									
First Aid Calls	654	217	204	233									
Fatal Accidents**	0	0	0	0									
Accidents**	149	49	50	50									
Citations (Traffic)*	804	437	367	**									
Written Warnings/Repair Orders*	1240	508	732	**									
Public Assists***	225	78	81	66									
Reserve Man Hours	26	26	**	**									
Business Checks***	1365	577	425	363									
Drug Task Force Arrest	4	3	0	1									
CVAP Dark House Cks	1591	574	586	431									
CVAP Public Assists	125	52	28	45									
CVAP Total Hours	3868	1306.5	1238	1323.5									

* Traffic data delayed 30 days due to data entry backlog; including the category "Written Warnings/Repair Orders".

** DUI Accidents are included in Fatal Accident and Accident totals.

***"Public Assists" numbers are separated from CVAP Public Assist numbers.

Disclaimer: Numbers may show slight fluctuations when compared to previously published reports because of changes in the case data within the system due to normal adjustments. The more recent case counts are the most likely to fluctuate. Although this data may change slightly, it is as accurate as it can be for the data collected during this time period.

	First Quarter of 2014			March 3-Year Comparison		
	Jan-Mar 2012	Jan-Mar 2013	Jan-Mar 2014	March 2012	March 2013	March 2014
Total Calls	4075	4264	4150	1400	1454	1402
Commercial Veh Enforcement	110	92	55	6	20	23
Residential Burglaries	14	19	3	6	8	0
Non-Residential Burglaries	4	9	2	1	3	0
All Burglary Attempts	2	5	6	1	0	3
Thefts	146	148	124	54	54	40
Vehicle Thefts	7	4	8	2	0	3
Recovered Stolen Vehicles	4	2	1	2	1	0
Attempted Vehicle Thefts	3	1	0	0	1	0
DUI Arrests	43	43	52	17	15	24
Liquor Laws	6	4	13	4	3	4
Drug Offenses	45	28	39	16	10	9
Homicides	1	1	0	0	0	0
Robbery	1	1	1	1	0	1
Assault	30	44	20	8	9	7
Total Arrests	417	436	418	150	151	133
Assigned Cases	185	175	189	66	59	59
Alarms (Residential)	163	175	168	62	59	64
Alarms (Business)	105	83	83	27	34	29
K9 Searches	81	181	68	19	36	21
First Aid Calls	655	721	654	234	237	233
Fatal Accidents*	1	0	0	0	0	0
Accidents*	135	116	149	45	36	50
Citations (Traffic)**	1009	1390	**	220	424	**
Written Warnings/Repair Orders**	776	1464	**	143	504	**
Public Assists***	252	268	225	77	84	66
Reserve Man Hours	0	89	26	0	35	**
Business Checks***	2624	1905	1365	683	656	363
Drug Task Force Arrest	5	17	4	0	1	1
CVAP Dark House Cks	1083	752	1591	297	308	431
CVAP Public Assists	228	132	125	76	47	45
CVAP Total Hours	4100	3722.5	3868	1465	1222.5	1323.5

**Fatal Accidents* & *Accidents* categories now include DUI-related fatal accidents & accidents. Numbers subject to fluctuate slightly due to reclassification.

***Written Warnings/Repair Orders* category now replaces "Warnings" and "Repair Orders" categories. Previous year totals updated to reflect the change. Traffic data delayed for data entry backlog.

****Business checks* now a separate category from "Dark House Checks". Public Assist totals no longer include CVAP numbers.

Note: Commercial Vehicle Inspection numbers have changed slightly due to information collection errors.

ORO VALLEY POLICE DEPARTMENT MONTHLY BREAKDOWN OF CITATIONS BY VIOLATION

Citations 2014	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOWN CODE	52	28	24										
TITLE 28 VIOLATIONS													
SIZE, WEIGHT, LOAD	0	0	0										
INSURANCE VIOLATION	181	102	79										
REGISTRATION VIOLATION	79	39	40										
DRIVERS LICENSE VIOLATION	78	36	42										
DUI ARRESTS	28	12	16										
RECKLESS/AGGRESSIVE DRIVING	1	0	1										
SPEEDING	279	156	123										
LANE VIOLATIONS	30	20	10										
RED LIGHT	23	14	9										
STOP SIGN	5	5	0										
FAILURE TO YIELD	18	9	9										
SEATBELT VIOLATION	15	6	9										
CHILD RESTRAINT	1	0	1										
EQUIPMENT VIOLATIONS	8	5	3										
PARKING	0	0	0										
LITTERING	1	1	0										
OTHER CITATIONS	57	32	25										
Total Citations	804	437	367	0									

Based on further investigation and updating of information, actual classifications may change resulting in small variances in counts.

**DUIs are arrest counts, not citations counts*

ORO VALLEY POLICE DEPARTMENT
January through March 2014

Priority 1			# of calls	%
Total Response Time				
Goal: Total Response <5 minutes 90% of the time				
< 5 minutes		47	69%	
> 5 minutes		21	31%	
Total Calls	68			

Average Overall Response Time 4:18

Priority 2			# of calls	%
Total Response Time				
Goal: Total Response <8 minutes 90% of the time				
< 8 minutes		147	87%	
> 8 minutes		22	13%	
Total Calls	169			

Average Overall Response Time 4:57

Priority 3			# of calls	%
Total Response Time				
Goal: Total Response <15 minutes 90% of the time				
< 15 minutes		939	95%	
> 15 minutes		49	5%	
Total Calls	988			

Average Overall Response Time 7:22

Priority 4			# of calls	%
Total Response Time				
Goal: Total Response <30 minutes 90% of the time				
< 30 minutes		2232	98%	
> 30 minutes		51	2%	
Total Calls	2283			

Average Overall Response Time 8:56



Town Council Regular Session

Item # 4.

Meeting Date: 05/07/2014

Submitted By: Arinda Asper, Town Manager's Office

Information

Subject

Trip Report for CM Hornat & VM Waters - 2nd Binational Economic Forum

Attachments

Trip Report for CM Hornat & VM Waters - 2nd Binational Economic Forum



Office of the Mayor & Town Council

Trip Report

Purpose: 2nd Binational Economic Forum
Date: April 10-11, 2014
Location: Fiesta Inn, Nogales, Sonora, Mexico
Attendees: Vice Mayor Lou Waters
Councilmember Joe Hornat

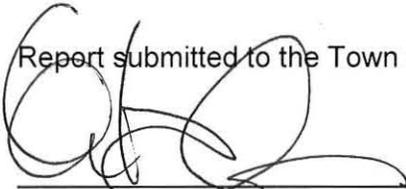
Summary:

The 2nd Binational Economic Forum invited officials from Arizona and Sonora to discuss the formation of a single economic region called "Mega-Region ARI SON."

The event was attended by over 75 policy leaders and stakeholders from cities and towns across Arizona. Highlights of the meeting included: presentations by Arizona and Sonora mayors; a presentation by the executive director of the Cali Baja Bi-national Mega Region; and the signing of collaboration agreement between MAG, PAG, CAG, League of Arizona Cities & Towns, and SCMPO.

The meeting agenda and list of Arizona participants for the event is attached.

Report submitted to the Town Clerk on April 22, 2014



Lou Waters
Vice Mayor



Joe Hornat
Councilmember

Caring for our heritage, our community, our future.

www.orovalleyaz.gov

11000 N. La Cañada Drive • Oro Valley, Arizona 85737

phone: (520) 229-4700 • fax: (520) 297-0428

Schedule day 1

Thursday April 10th

10:00 a.m.- 10:30 a.m. Registration

10:30 a.m. - 11:00 a.m. Seating at main hall

11:00 a.m. - 11:30 a.m. Inauguration Ceremony,
2nd Binational Forum

Welcome

Mayor Nogales, Sonora

Lic. Ramón Guzmán Muñoz

Meeting Objective

Economic Development Director

Lic. Manuel Hopkins Ruiz

11:30 a.m. - 1:20 p.m. Presentation by Arizona
associations and Mayors of Sonora

MAG chairman and Mayor of Mesa, AZ.

Mr. Scott Smith

Mayor of Guaymas, Sonora

Lic. Otto Claussen Iberri

PAG past chairman and Mayor of Tucson, AZ.

Mr. Jonathan Rothschild.

Mayor of Cd Obregón, Sonora.

Lic. Rogelio Diaz Brown

Mayor of Nogales Az.

Mr. Arturo Carino

Mayor of Hermosillo, Sonora.

Lic. Alejandro López Caballero

CAG past chairman and Mayor of Florence, AZ..

Mr. Tom Rankin

SCMPO chairman and Mayor of Casa Grande, AZ.

Mr. Bob Jackson

Mayor of Phoenix Az.

Mr. Greg Stanton

**League of Arizona Cities and Towns Executive
Committee Member and Mayor of Avondale, AZ**

Marie Lopez Rogers

1:20 p.m. 2:20 p.m. Lunch
Artistic Presentation "Traditional dance"

2:20 p.m. - 3:30 p.m. Dialogue tables

3:30 p.m. - 3:45 p.m.
**Cali Baja Bi-National Mega Region
Executive Director**
Christina Anne Luhn, Ph.D

7:00 p.m. Cocktail at Fiesta Inn



Dear Friend:

Knowing that historically our neighbor state of Arizona and our own have an important shared relationship both social and economic, for this reason at this moment I find myself in the middle of developing a municipal project, one which I am sure, will empower a regional economic growth, for this it is fundamental to join our strengths and capabilities that each city holds individually, all this with the purpose to strengthen our bonds and take our economic expectations to the next level.

For this reason it is my honor to invite you to accompany us this 10th and 11th of April in this our city which is your home, with the purpose to conform and sign a binational agreement in which we will together as mayors of Sonora and Arizona collaborate to form a mega region denominated as "MEGA REGION ARI-SON", same that will be exposed to a broader range of the international markets to incentivize our entire regions growth and cooperation.

Through this agreement we will work towards an international promotion plan that encompasses each of our cities and sectors, promoting in this each of our strengths in industry, commerce, and tourism, working through binational work commissions in areas of security, education, transport, culture, art, productive infrastructure and economic development.

I appreciate beforehand your participation, and take this moment to extend my most sincere consideration and best wishes for this year 2014.

Sincerely,

Mr. Ramón Guzmán Muñoz

Mayor

H. Ayuntamiento de Nogales, Sonora

Schedule day 2

Friday April 11th

9:00 a.m. - 9:30 a.m. Continental Breakfast

9:30 a.m. - 10:00 a.m. Opening
Lic. Manuel Hopkins Ruiz
Economic Development Director.

10:00 a.m. - 11:00 a.m. Presentations by Mayors of
Sonora

Sonoran Mountain range region.

Ing. José Benjamín Anaya Rosas

Mayor of Alamos, Sonora

Sonoran river region

Lic. Vidal Vázquez Chacón

Mayor of Arizpe, Sonora

Coastline region

Prof. Gerardo Figueroa Zazueta

Mayor of Rocky Point Sonora

11:00 a.m. a 12:30 p.m. Presentation

"MEGA-REGION ARI-SON"

Lic. Ramón Guzmán Muñoz:

Mayor of Nogales, Sonora

Message by Mayor of Mesa, Arizona

Mr. Scott Smith

Signing collaboration agreement between MAG,
PAG, CAG, League of Arizona Cities and Towns, and
SCMPO with AAS*

12:30 p.m. a 1:30 p.m. Lunch -
Artistic presentation "Traditional dance"

1:30 p.m. a 1:45 p.m. Closing

Dr. Luis Núñez Noriega

**Federal Economic delegate for the state of
Sonora.**

**ARIZONA DELEGATION- FINAL LIST OF ATTENDEES
SECOND BINATIONAL ECONOMIC FORUM - NOGALES, SONORA**

APRIL 10-11, 2014

Organization	Last Name	First Name	Contact Email	Title	Quantity
ADOT	Hoffman	Sintra	shoffman@azdot.gov	Assistant Communication Director	1
ADOT	Rueda	Lorena	lrueda@azdot.gov	Program Manager	1
Arizona Technology Council	Rodriguez	Alex	arodriguez@aztechcouncil.org	Director, Southern Arizona, Arizona Techology Council	1
Arizona-Mexico Commission	Stoller	Chris	cstoller@az.gov	Director of Communications & Strategic Initiatives	1
CAG	Lopez	Gilbert	glopez@glendaleaz.com	Vice Mayor, City of Coolidge	1
CAG/MAG	Gusse	Julia	julia.gusse@maricopa-az.gov	Councilmember, City of Maricopa	1
Independent Media Representative	Jimenez	Dora		Independent Media "Con Mary Rabago"	1
Independent Media Representative	Rabago	Mary	maryrabago2@gmail.com	Independent Media "Con Mary Rabago"	1
Independent Media Representative	Salazar	Carla		Independent Media "Con Mary Rabago"	1
League	Kuykendall	Marlin	patti.crouse@prescott.az.gov	Mayor, City of Prescott	1
League	Prince	Don	don.prince@prescott.az.gov	Tourism Director, City of Prescott	1
League	Strobeck	Ken	kstrobeck@azleague.org	Executive Director, League of Arizona Cities and Towns	1
MAG	Celaya	Michael	michael.celaya@surpriseaz.gov	Intergovernmental Relations Director, City of Surprise	1
MAG	Chavez Langdon	Alana	alangdon@azmag.gov	International Economic Development Analyst II, MAG	1
MAG	Cook	Edward	eddie.cook@gilbertaz.gov , vicky.songer@gilbertaz.gov	Vice Mayor, Town of Gilbert	1
MAG	Davis	Daniel	ddavis@avondale.org	Economic Development Director, City of Avondale	1
MAG	Diaz	George	gdiaz@buckeyeaz.gov	Intergovernmental Relations Director, Town of Buckeye	1
MAG	Farrar	Michael	mikefarrar@carefree.org	Councilmember, Town of Carefree	1
MAG	Freidman	Brian	bfriedman@glendaleaz.com	Executive Director of Community and Economic Development, City of Glendale	1
MAG	Holt	Steven	stevenholt44@hotmail.com	Mayor, Town of Gila Bend	1
MAG	Holt	Julia	juliaholt111@gmail.com	Guest	1
MAG	Karlin	Stephanie	skarlin@avondale.org	Councilmember, City of Avondale	1
MAG	Korte	Virgina	vkorte@scottsdaleaz.gov , kcross@scottsdaleaz.gov	Vice Mayor, City of Scottsdale	1
MAG	LeVault	Michael	youngtownazmayor@levault.net	Mayor, Town of Youngtown	1
MAG	Lopez Rogers	Marie	mlrogers@avondale.org	Mayor, City of Avondale	1
MAG	McClafferty	Denise	dmccclafferty@azmag.gov	Regional Program Manager, MAG	1
MAG	Meck	Jackie	jmeck@buckeyeaz.gov	Mayor, City of Buckeye	1
MAG	Moran	Karla	karla.moran@gilbertaz.gov	Economic Development Administrator, Town of Gilbert	1
MAG	Nowakowski	Michael	felicita.mendoza@phoenix.gov	Councilmember, City of Phoenix	1
MAG	Schoaf	Thomas	tom@schoafllawoffice.com	Mayor, City of Litchfield Park	1
MAG	Smith	Dennis	dsmith@azmag.gov	Executive Director, MAG	1
MAG	Wolcott	Sharon	sharon.wolcott@surpriseaz.gov	Mayor, City of Surprise	1
North American Research Partnership	Soberanes	Ruth	ruth@naresearchpartnership.org	Research Analyst & Communications Manager, North American Research Partnership	1
PAG	Avalos	Karla	karla.avalos-soto@tucsonaz.gov	Health and Human Services Advisor, Mayor's Office, City of Tucson	1
PAG	Bravo	Teresa	teresa.bravo@pima.gov	Coordinator of Economic Development and International Projects, Pima County	1
PAG	Brown	Jaime	jbrown@pagregion.com	Senior Transportation Planner, PAG	1
PAG	Castro-Salazar	Dr. Ricardo	rcastro@pima.edu	Political Science and History Faculty, Pima Community College Northwest	1
PAG	Dalessandro	Andrea	adalessandro@azleg.gov	State Senator, District 2 (Sahuarita)	1
PAG	Diaz	Paul	vmoreno@southtucson.org	Mayor, City of South Tucson	1

**ARIZONA DELEGATION- FINAL LIST OF ATTENDEES
SECOND BINATIONAL ECONOMIC FORUM - NOGALES, SONORA**

APRIL 10-11, 2014

Organization	Last Name	First Name	Contact Email	Title	Quantity
PAG	Garcia-Seiger	Juanita	juanita.garcia-seiger@pima.gov	Special Staff Assistant, Public Works Administration, Pima County	1
PAG	Gonzalez	Victor	vgonzalez@ci.sahuarita.az.us	Economic Development Manager, City of Sahuarita	1
PAG	Gonzalez	Luis	vmoreno@southtucson.org	City Manager	1
PAG	Hornat	Joe	jhornat@orovalleyaz.gov	Councilmember, Town of Oro Valley	1
PAG	Moffatt	Dr. John	john.moffatt@pima.gov , Carrie.Cardan@pima.gov	Director of Strategic Planning, Pima County	1
PAG	Rothschild	Jonathan	mayor1@tucsonaz.gov	Mayor, City of Tucson	1
PAG	Udall	Kelly	kudall@sahuaritaaz.gov	Town Manager, Town of Sahuarita	1
PAG	Waters	Lou	lwaters@orovalleyaz.gov	Vice Mayor, Town of Oro Valley	1
Port of Tucson	Baumann	Stefan	stefan@portoftucson.net	Director of Business Development, Port of Tucson	1
SEAGO	Cruz	Diana	dcruz@nogalesaz.gov	Executive Assistant to the Mayor, City of Nogales	1
SEAGO	De La Torre	Carlos	carlos.delatorre@douglasaz.gov	City Manager, City of Douglas	1
SEAGO	Diaz	Joe	jdiaz@nogalesaz.gov	Councilmember, City of Nogales	1
SEAGO	Dille	Shane	sdille@nogalesaz.gov	City Manager, City of Nogales	1
SEAGO	Doyle	John	jdoyle@nogalesaz.gov	Councilmember, City of Nogales	1
SEAGO	Garino	Arturo	mayorgarino@nogalesaz.gov	Mayor, City of Nogales	1
SEAGO	Garino	Cathy	dcruz@nogalesaz.gov	Guest	1
SEAGO	Gibbs	Chris	mayorgibbs@ci.safford.az.us	Mayor, City of Safford	1
SEAGO	Gray	Rachel	rachel.gray@sierravistaaz.gov	Councilmember, City of Sierra Vista	1
SEAGO	Greer	Luis	luis.greer@douglasaz.gov	Councilmember, City of Douglas	1
SEAGO	Heiss	Randy	rheiss@seago.org	Executive Director, SEAGO	1
SEAGO	Hinton	Terry	thinton@thatcher.az.gov	Town Manager, Town of Thatcher	1
SEAGO	Kissinger	John	jkissinger@nogalesaz.gov	Deputy City Manager, City of Nogales	1
SEAGO	Melendez-Lopes	Esther	emlopez@nogalesaz.gov	Councilmember, City of Nogales	1
SEAGO	Morales	Javier	jmorales@cityofsanluis.org	Assistant to Council/Public Information Officer, City of San Luis	1
SEAGO	Nubar	Hanessian	nhanessian@nogalesaz.gov	Vice Mayor, City of Nogales	1
SEAGO	Ortega	Richard	rortega@ci.safford.az.us	Councilmember, City of Safford	1
SEAGO	Ortega, Jr.	Danny	danny.ortega@douglasaz.gov	Mayor, City of Douglas	1
SEAGO	Ramos	Maria	mramos@cityofsanluis.org	Councilmember, City of San Luis	1
SEAGO	Reardon	Thomas	thomas.reardon@sierravistaaz.gov	Councilmember, City of Sierra Vista	1
SEAGO	Rivera	Bob	brivera@thatcher.az.gov	Mayor, Town of Thatcher	1
SEAGO	White	Aaron	awhite@nogalesaz.gov	Economic Development Specialist, City of Nogales	1
U.S. Consultate in Nogales, Sonora	Almeida	Christina	AlmeidaCP@state.gov	Political/Economic/Public Diplomacy Officer	1
U.S. Consultate in Nogales, Sonora	Cummins	Chad	cumminscp@state.gov	U.S. Consul General in Nogales, Sonora	1
U.S. Consultate in Nogales, Sonora	Phaneuf	Megan	cruzq@state.gov	Consul	1
United Strategies Virtual Marketing	Rivera	Andrea	usvmlc@gmail.com	CEO, United Strategies Virtual Marketing	1
ZM Consulting LLC	Moore	Zulma	zulmamooore@hotmail.com	CEO, ZM Consulting LLC	1



Town Council Regular Session

Item # 1.

Meeting Date: 05/07/2014
Certificates of Appreciation

Information

Subject

Certificates of Appreciation to outgoing members of the Youth Advisory Council

Summary



Town Council Regular Session

Item # 2.

Meeting Date: 05/07/2014
Proclamation - Public Service Recognition Week

Information

Subject

Proclamation and Video Presentation - Public Service Recognition Week

Summary

Attachments

Proclamation

Office of the Mayor
Oro Valley, Arizona
Proclamation

PUBLIC SERVICE RECOGNITION WEEK
May 6-12, 2014

WHEREAS, celebrated the first full week in May since 1985, Public Service Recognition Week is a time set aside to honor the men and women who serve our nation as federal, state, county and local government employees; and

WHEREAS, Americans are served every single day by public servants at the federal, state, county and city levels. These unsung heroes do the work that keeps our nation working; and

WHEREAS, public employees take not only jobs, but oaths; and

WHEREAS, many public servants, including military personnel, police officers, firefighters, border patrol officers, embassy employees, health care professionals and others, risk their lives each day in service to the people of the United States and around the world; and

WHEREAS, public servants include teachers, doctors and scientists, train conductors and astronauts, nurses and safety inspectors, laborers, computer technicians and social workers and countless other occupations. Day in and day out they provide the diverse services demanded by the American people of their government with efficiency and integrity; and

WHEREAS, without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials; and

WHEREAS, the Oro Valley Town Council reaffirms its commitment to the recognition of the federal, state, county and local government employees that operate within our community.

NOW, THEREFORE, I, Dr. Satish I. Hiremath, Mayor of Oro Valley, do hereby proclaim to all citizens and set seal hereto, that May 6-12, 2014, is Public Service Recognition Week. All citizens are encouraged to recognize the accomplishments and contributions of government employees at all levels — federal, state, county and local.

Dated this 7th day of May, 2014


Dr. Satish I. Hiremath, Mayor



ATTEST:


Julie K. Bower, Town Clerk



Town Council Regular Session

Item # 3.

Meeting Date: 05/07/2014
Proclamation - Building Safety Month

Information

Subject
Proclamation - Building Safety Month

Summary

Attachments

Proclamation

Office of the Mayor
Oro Valley, Arizona
Proclamation

BUILDING SAFETY MONTH – MAY, 2014

WHEREAS, our town's continuing efforts to address the critical issues of safety, energy efficiency, water conservation and sustainability in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;

WHEREAS, our confidence is achieved through the devotion of vigilant guardians; building safety and fire prevention officials, architects, engineers, builders, laborers and other professionals in the industry; who work tirelessly to ensure the safe construction of buildings, and;

WHEREAS, these guardians, dedicated members of the International Code Council; develop and implement the highest quality codes which are designed to protect residents and visitors to our community within the buildings where we live, learn, work, worship, and play, and;

WHEREAS, the International Codes, are the most widely adopted building safety, energy and fire prevention codes in the nation and provide effective safeguards to help protect the public, and;

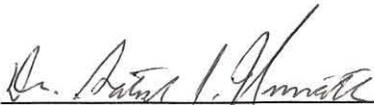
WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown guardians of public safety; our local code officials; who work diligently to assure safe, efficient, and livable buildings, and;

WHEREAS, the theme for Building Safety Month 2014 is "Maximizing Resilience and Minimizing Risk", and is broken into four parts which include; "Keeping Fire in its Place"; "Helping Homeowners Weather the Storm"; "Surround Your Building with Safety"; and "Building a Brighter More Efficient Tomorrow". Building Safety Month 2014 raises awareness of appropriate steps that can be taken to ensure that the places where we live, learn, work, worship and play are safe and sustainable; and recognizes that countless lives have been saved due to the implementation of safety codes by local agencies, and;

WHEREAS, in observance of Building Safety Month, Americans are asked to consider projects that will improve safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local building departments and agencies in protecting lives and property; and;

NOW, THEREFORE, I, Dr. Satish I. Hiremath, Mayor of Oro Valley, hereby proclaim the month of May 2014 as Building Safety Month and encourage our citizens to participate in Building Safety Month activities.

Dated this 7th day of May, 2014


Dr. Satish I. Hiremath, Mayor



ATTEST:


Julie K. Bower, Town Clerk



Town Council Regular Session

Item # A.

Meeting Date: 05/07/2014

Requested by: Julie Bower **Submitted By:** Mike Standish, Town Clerk's Office

Department: Town Clerk's Office

Information

SUBJECT:

Minutes - April 9, April 16, and April 23, 2014

RECOMMENDATION:

Staff recommends approval.

EXECUTIVE SUMMARY:

N/A

BACKGROUND OR DETAILED INFORMATION:

N/A

FISCAL IMPACT:

N/A

SUGGESTED MOTION:

I MOVE to (approve, approve with the following changes) the April 9, April 16, and April 23, 2014 minutes.

Attachments

4/9/14 Draft Minutes

4/16/14 Draft Minutes

4/23/14 Draft Minutes

**MINUTES
ORO VALLEY TOWN COUNCIL
STUDY SESSION
April 9, 2014
ORO VALLEY COUNCIL CHAMBERS
11000 N. LA CANADA DRIVE**

STUDY SESSION AT OR AFTER 4:00 PM

CALL TO ORDER

Mayor Hiremath called the meeting to order at 4:00 p.m.

ROLL CALL

PRESENT:

Satish Hiremath, Mayor
Lou Waters, Vice Mayor
Joe Hornat, Councilmember
Mary Snider, Councilmember

ABSENT:

Brendan Burns, Councilmember
Bill Garner, Councilmember
Mike Zinkin, Councilmember

1. FY 2014/15 Town Manager's Recommended Budget Department Overviews

Town Manager Greg Caton gave an overview of the Fiscal Year (FY) 2014/15 Budget Timeline and stated that salary increases were not included within the department, which included the Market Study, merit and step increases, reclassifications, etc. Salary related items would be included in a separate section of the budget to reduce confusion regarding department budget increases/decreases.

Mr. Caton discussed the creation of the new General Government Capital Improvement Program (CIP) Fund which would be used to fund multiple year projects from the General Fund.

Mr. Caton announced there would be presentations from the following operational departments - Police, Development and Infrastructure Services (DIS), Parks and Recreation and Water Utility.

Police

Police Chief Daniel Sharp gave an overview of the proposed Police Department budget that included the following:

- Town of Oro Valley General Plan and Public Safety
- Your Voice Our Future
- Budget Overview
- Fiscal Responsibility
- Capital Budget and Operations & Maintenance
- SRO Program/Community Resource Unit Realignment
- Information Technology
- Fleet Maintenance and Capital Lease Programs
- Police Evidence Facility & Development of Southern Substation
- Other Variances

Discussion ensued amongst Council, Chief Sharp and staff regarding the proposed Police Department budget.

Development and Infrastructure Services

Development and Infrastructure Director Paul Keesler gave an overview of the following proposed DIS Department budget structure and highlights:

- Overview Department Budget Structure
- Development Section Highlights
- Infrastructure Section Highlights - Highway Fund
- Infrastructure Section CIP Project Highlights

Discussion ensued amongst Council, Mr. Keesler and staff regarding the proposed DIS budget structure.

Parks and Recreation

Parks and Recreation Director Kristy Diaz-Trahan gave an overview of the following proposed Parks & Recreation budget highlights:

- Administration
- Parks Management Highlights
- Cultural Resources Highlights
- Recreation, Trails and Planning Highlights
- Aquatics Highlights

Discussion ensued amongst Council, Ms. Diaz-Trahan, and staff regarding the proposed Parks and Recreation budget.

Water Utility

Water Utility Director Philip Saletta gave an overview on the proposed Water Utility budget that included the following:

- Oro Valley Water Utility Budget
- Oro Valley Water Utility Operating Fund Budget
- Oro Valley Water Utility Operating Fund Budget O&M
- Oro Valley Water Utility Operating Fund Budget - Capital
- Oro Valley Water Utility Impact Fee Funds
- All Water Utility Budgets Operating & Impact Fee Funds

Discussion ensued amongst Council, Mr. Saletta and staff regarding the Water Utility budget.

FUTURE AGENDA ITEMS

No future agenda items were requested.

ADJOURNMENT

MOTION: A motion was made by Vice Mayor Waters and seconded by Councilmember Snider to adjourn the meeting at 6:00 p.m.

MOTION carried, 4-0.

Prepared by:

Michelle Stine
Senior Office Specialist

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the study session of the Town of Oro Valley Council of Oro Valley, Arizona held on the 9th day of April 2014. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this ____ day of _____, 2014.

Julie K. Bower, MMC
Town Clerk

**MINUTES
ORO VALLEY TOWN COUNCIL
REGULAR SESSION
April 16, 2014
ORO VALLEY COUNCIL CHAMBERS
11000 N. LA CANADA DRIVE**

REGULAR SESSION AT OR AFTER 5:00 PM

CALL TO ORDER

Mayor Hiremath called the meeting to order at 5:00 p.m.

ROLL CALL

PRESENT: Satish Hiremath, Mayor
Brendan Burns, Councilmember
Bill Garner, Councilmember
Joe Hornat, Councilmember
Mary Snider, Councilmember
Mike Zinkin, Councilmember

ABSENT: Lou Waters, Vice Mayor

EXECUTIVE SESSION

MOTION: A motion was made by Councilmember Hornat and seconded by Councilmember Burns to go into Executive Session at 5:01 p.m. pursuant to A.R.S. Section 38-431.03(A)(1) for Personnel matters - Town Manager's annual performance review.

PRESENT: Satish Hiremath, Mayor
Brendan Burns, Councilmember
Bill Garner, Councilmember
Joe Hornat, Councilmember
Mary Snider, Councilmember
Mike Zinkin, Councilmember

ABSENT: Lou Waters, Vice Mayor

Mayor Hiremath stated that the following staff members would join Council in the Executive Session: Town Manager Greg Caton and Town Attorney Kelly Schwab.

REGULAR SESSION AT OR AFTER 6:00 PM

CALL TO ORDER

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

ROLL CALL

PRESENT: Satish Hiremath, Mayor
Brendan Burns, Councilmember
Bill Garner, Councilmember
Joe Hornat, Councilmember
Mary Snider, Councilmember
Mike Zinkin, Councilmember

ABSENT: Lou Waters, Vice Mayor

PLEDGE OF ALLEGIANCE

Mayor Hiremath led the audience in the Pledge of Allegiance.

UPCOMING MEETING ANNOUNCEMENTS

Communications Administrator Misti Nowak announced the upcoming Town meetings and events.

COUNCIL REPORTS

Councilmember Hornat apologized to Councilmember Zinkin for interrupting him at the previous Council meeting.

Councilmember Snider attended the opening of the Pima County Wireless Integrated Network (PCWIN) 911 Communication Center with Councilmember Hornat.

Councilmember Snider recognized Naomi Kolodisner, a student at Painted Sky Elementary School, for her extensive accomplishments and contributions to her community.

Councilmember Snider attended Wilson Elementary's "Local Government" day where she and the School Resource Officer provided an "Instructional day" for students.

DEPARTMENT REPORTS

No reports were received.

ORDER OF BUSINESS

Mayor Hiremath reviewed the order of business and stated that the order would stand as posted.

INFORMATIONAL ITEMS

1. Letters of Appreciation for Oro Valley Police Department

CALL TO AUDIENCE

Fire Chief Ed Wilkerson gave a brief overview of the Mountain Vista Fire District. Chief Wilkerson introduced the new Battalion Chiefs for Mountain Vista Fire District, Mr. Mike Price and Mr. Darin Reid.

CONSENT AGENDA

Councilmember Zinkin requested that items (C),(D),(F),(G),(I) and (L) be removed from the Consent Agenda for discussion.

Councilmember Hornat requested that items (B) and (K) be removed from the Consent Agenda for discussion.

- A. Minutes - April 2, 2014
- E. Resolution No. (R)14-20, authorizing and approving Amendment Number 1 to the intergovernmental agreement between the Town of Oro Valley, the Town of Marana and Pima County for the design and construction of roadway improvements to Tangerine Road from Dove Mountain Boulevard/Twin Peaks Road to La Canada Drive
- H. Resolution No. (R)14-21, approving Oro Valley Historical Society License Agreement Amendment
- J. Resolution No. (R)14-23, authorizing and approving an Intergovernmental Agreement (IGA) between Pima County and the Town of Oro Valley for the Pima County Wireless Integrated Network (PCWIN) subscriber services
- M. Resolution No. (R)14-26, authorizing and approving a grant contract between the Oro Valley Police Department and the Governor's Office of Highway Safety (GOHS) for funding to provide Northwestern University Collision Investigation Training to be hosted by the Town of Oro Valley Police Department

MOTION: A motion was made by Councilmember Garner and seconded by Councilmember Zinkin to approve Consent Agenda items (A), (E), (H), (J) and (M).

MOTION carried, 6-0.

B. Fiscal Year 2013/14 Financial Update through February 2014

Councilmember Hornat inquired about the General Fund surpluses and how they were factored into next year's revenue projection.

MOTION: A motion was made by Councilmember Hornat and seconded by Councilmember Zinkin to accept the Fiscal Year 2013/2014 Financial Update through February 2014

MOTION carried, 6-0.

C. Appointments to the Conceptual Design Review Board (CDRB)

Councilmember Zinkin requested clarification on the Boards and Commission application process.

Discussion ensued amongst Council and staff regarding the application process for Boards and Commissions.

MOTION: A motion was made by Councilmember Zinkin and seconded by Councilmember Burns to continue Consent Agenda item (C) to the May 7th, 2014 Regular Council meeting.

MOTION carried, 5-1 with Councilmember Hornat opposed.

D. Appointment to the Parks and Recreation Advisory Board (PRAB)

Councilmember Zinkin requested clarification of how many applicants applied for the Parks and Recreation Advisory Board.

Councilmember Snider responded that only one (1) application was received for PRAB.

MOTION: A motion was made by Councilmember Zinkin and seconded by Councilmember Snider to approve the appointment of Sarah Corning to the Parks and Recreation Advisory Board for a term expiring December 31, 2014. This partial term shall not count against the appointee's term limits.

MOTION carried, 6-0.

F. Request for approval of a Final Plat Amendment for Steam Pump Village, Phase 3, Lot 1, located near the intersection of Steam Pump Way and N. Oracle Road

Councilmember Zinkin asked for clarification regarding the Planned Area Development (PAD) requirements for Steam Pump Village, Phase 3, Lot 1.

Discussion ensued amongst Council and staff regarding the (PAD) requirements and Final Plat Amendment for Steam Pump Village, Phase 3, Lot 1.

MOTION: A motion was made by Councilmember Zinkin and seconded by Councilmember Garner to approve the Final Plat Amendment for Steam Pump Village, Phase 3, Lot 1, finding that it meets the requirements of Section 22.9.F of the Zoning Code.

MOTION carried, 6-0.

G. Request for modification of a Conceptual Site Plan Condition of Approval related to provision of sidewalks for Phase I of the Enclave at Stone Canyon subdivision, located north of Tortolita Mountain Circle and east of Hohokam Village Place

Councilmember Zinkin asked for clarification regarding the applicants request to eliminate the condition requiring sidewalks throughout Phase I of The Enclave at Stone Canyon.

Discussion ensued amongst Council and staff regarding the sidewalk requirements for Phase I of The Enclave at Stone Canyon.

MOTION: A motion was made by Councilmember Snider and seconded by Councilmember Hornat to eliminate the condition requiring sidewalks throughout Phase I of The Enclave at Stone Canyon, as proposed by the applicant and depicted in Attachment 2.

Attachment 2
Conditions of Approval

Planning:

The following condition is to be addressed with the Final Site Plan submittal:

1. Provide sidewalks throughout the development.
2. Lots shall be reconfigured to conform to the Golf Course Overlay Zone setback requirements.

Engineering:

3. Detention basins are typically located within common areas, not individual lots as depicted within the Conceptual Site Plan (see lots 10 and 11). Easements and

deed restrictions will be required for access, maintenance, and drainage accommodations for any basins operated and maintained within individual private lots unless they are relocated into common areas during the Final Design process.

4. Detention basins are depicted within the traffic circle areas on the Conceptual Site Plan. Verification shall be required during the Final Design stage to verify that the basins will drain within a 12 hour period and that they do not discharge directly into the street.
5. Verification that safe and efficient access is provided for all proposed lots will be required during the Final Design stage. Driveways or constructed obstructions shall not be permitted within areas of limited sight visibility.

MOTION carried, 6-0.

I. Resolution No. (R)14-22, adopting the Pima County Community Wildfire Protection Plan as the official Town plan

Councilmember Zinkin requested that Council be briefed on the Pima County Community Wildfire Protection Plan.

Golder Ranch Fire Chief Randy Karrer and Fire Marshal Will Loesche briefed Council on the Pima County Community Wildfire Protection Plan.

Discussion ensued amongst Council, Fire Chief Randy Karrer and Fire Marshall Will Loesche regarding the proposed Pima County Community Wildfire Protection Plan.

MOTION: A motion was made by Councilmember Zinkin and seconded by Councilmember Snider to accept Resolution No. (R)14-22, adopting the Pima County community Wildfire Protection Plan as the official Town plan provided that the finalized and approved documents are submitted.

MOTION carried, 6-0.

K. Resolution No. (R)14-24, authorizing and approving an Intergovernmental Agreement (IGA) among the parties that form the Pima County/Tucson Metropolitan Counter Narcotics Alliance (CNA) a law enforcement task force. CNA members include: Tucson Police Department, Arizona Department of Public Safety, University of Arizona Police Department, Oro Valley Police Department, Marana Police Department and Sahuarita Police Department.

Councilmember Hornat requested clarification regarding the Pima County/Tucson Metropolitan Counter Narcotics Alliance (CNA).

Lieutenant John Teachout said that this agreement was very similar to previous agreements, except for some subtle changes.

MOTION: A motion was made by Councilmember Hornat and seconded by Councilmember Snider to approve Resolution No. (R)14-24, authorizing and approving an Intergovernmental Agreement among the parties that form the Pima County/Tucson Metropolitan Counter Narcotics Alliance.

MOTION carried, 6-0.

L. Resolution No. (R)14-25, authorizing and approving a grant contract between the Oro Valley Police Department and the Governor's Office of Highway Safety (GOHS) for funding of one (1) DUI Enforcement SUV to enhance DUI enforcement in the Town of Oro Valley

Councilmember Zinkin requested clarification regarding the funding of one (1) DUI Enforcement SUV.

Discussion ensued amongst Council, Oro Valley Police Lieutenant Chris Olson and staff regarding the proposed funding of one (1) DUI Enforcement SUV.

MOTION: A motion was made by Councilmember Zinkin and seconded by Councilmember Snider to accept Resolution No. (R)14-25, authorizing and approving a grant contract between the Oro Valley Police Department and the Governor's Office of Highway Safety (GOHS) for funding equipment to enhance DUI enforcement.

MOTION carried, 6-0.

REGULAR AGENDA

1. PUBLIC HEARING: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPLICATION FOR A SERIES 12 (RESTAURANT) LIQUOR LICENSE FOR CHUY'S MESQUITE BROILER LOCATED AT 8195 N. ORACLE ROAD #105

Mayor Hiremath opened the public hearing.

No comments were received.

Mayor Hiremath closed the public hearing.

MOTION: A motion was made by Councilmember Garner and seconded by Councilmember Burns to recommend approval of the issuance of a Series 12 Liquor License to the Arizona Department of Liquor Licenses and Control for Christopher Evenson and principals for Chuy's Mesquite Broiler located at 8195 N. Oracle Road #105.

MOTION carried, 6-0.

2. REQUEST FOR APPROVAL OF CONCEPTUAL SITE PLAN FOR A 118 LOT SUBDIVISION ON 131 ACRES KNOWN AS SAGUAROS VIEJOS, LOCATED ON THE NORTHWEST CORNER OF NARANJA DRIVE AND LA CHOLLA BOULEVARD

Senior Planner Matt Michaels gave an overview of the proposed Saguaros Viejos Subdivision that included the following:

- Conceptual Site Plan
- Neighborhood Concerns
- CDRB Discussion
- Summary/Recommendation

Paul Oland with WLB, representing the property owner, gave an overview of Saguaros Viejos.

Discussion ensued amongst Council, Mr. Oland and staff regarding the proposed Conceptual Site Plan for Saguaros Viejos subdivision.

The following individuals spoke in opposition of item #2:

- Oro Valley resident Bill Adler
- Oro Valley resident Tim Milbourn
- Oro Valley resident Sheila Stevens
- Oro Valley resident Tim Stevens
- Oro Valley resident Chet Oldakowski

Discussion ensued amongst Council and Mr. Oland regarding the proposed Saguaros Viejos subdivision.

MOTION: A motion was made by Councilmember Hornat and seconded by Councilmember Burns to approve the Conceptual Site Plan for the Saguaros Viejos residential subdivision subject to the conditions in Attachment 1, finding that the Conceptual Site Plan meets applicable Design Principles and Standards, and adding the conditions that Lots one (1), nine (9) and seventeen (17) be single story homes and the applicant work with Amphitheater School District and the Town of Oro Valley during construction improvements to minimize the impact on schools and traffic.

Attachment 1
Conditions of Approval

Planning:

The Final Site Plan shall incorporate the following conditions:

1. Provide a natural surface trail within the wash confines along the full length of Common Area "F"
2. Provide a pedestrian easement between Lots 61 and 62 and/or Lots 63 and 64 to provide pedestrian connectivity to the recreation area.

Engineering:

3. Provide a traffic calming measure approved by the Town Engineer on the northern segment of Streets "A" and "B".
4. Provide an updated Traffic Impact Analysis that reflects current site and traffic conditions.

MOTION carried, 6-0.

3. DISCUSSION AND POSSIBLE ACTION TO INITIATE THE 60-DAY PUBLIC NOTICE PROCESS FOR A FUTURE DISCUSSION REGARDING REVENUE OPTIONS

Councilmember Garner spoke regarding the 60-Day Public Notice process for a future discussion regarding revenue options.

Discussion ensued amongst Council and staff regarding the 60-Day Public Notice Process for a Future discussion regarding revenue options.

No action was taken on item #3.

Mayor Hiremath recessed the meeting at 7:48 p.m.

Mayor Hiremath reconvened the meeting at 7:53 p.m.

Vice Mayor Waters joined the meeting by phone at 7:53 p.m.

4. PUBLIC HEARING: LOCAL ALTERNATIVE EXPENDITURE LIMITATION ELECTION (HOME RULE OPTION)

Finance Director Stacey Lemos gave an overview of the Local Alternative Expenditure Limitation Election (Home Rule Option):

- Expenditure Limitation History
- What is the State-Imposed Limitation
- Exclusions to the Limitation
- How do we compare
- Consequences of State-Imposed limitation

- Alternative Expenditure Limitation "Home Rule" Option
- Successful Voter Approval
- Primary Election Timeline August 26, 2014
- Questions

Mayor Hiremath opened the public hearing.

The following individual spoke in opposition of item #4:

Oro Valley resident John Musolf

The following individuals spoke in support of item #4:

Oro Valley resident Dick Johnson
Oro Valley resident Bill Adler

Mayor Hiremath closed the public hearing.

RECESS REGULAR SESSION

Mayor Hiremath recessed the Regular Session at 8:10 p.m.

CONVENE SPECIAL SESSION

Mayor Hiremath convened the Special Session at 8:10 p.m.

CALL TO ORDER

1. RESOLUTION NO. (R)14-27, A RESOLUTION OF THE TOWN OF ORO VALLEY PROPOSING AN EXTENSION OF THE ALTERNATIVE EXPENDITURE LIMITATION (HOME RULE OPTION)

Councilmember Burns requested clarification from staff regarding inflation increases.

Finance Director Stacey Lemos clarified the causes of inflation increases.

MOTION: A motion was made by Councilmember Snider and seconded by Councilmember Hornat to approve Resolution No. (R)14-27, proposing an extension of the Local Alternative Expenditure Limitation.

MOTION carried, 7-0

Vice Mayor Waters left the meeting at 8:13 p.m.

ADJOURN SPECIAL SESSION

Mayor Hiremath adjourned the Special Session at 8:13 p.m.

RECONVENE REGULAR SESSION

Mayor Hiremath reconvened the Regular Session at 8:13 p.m.

FUTURE AGENDA ITEMS

Councilmember Garner requested a Future Agenda Item to discuss and possibly give direction to staff for alternative projects not already budgeted in the Town Manager's FY 14/15 recommended budget.

CALL TO AUDIENCE

Oro Valley resident Bill Adler was concerned with the Conceptual Site Plan process.

ADJOURNMENT

MOTION: A motion was made by Councilmember Snider and seconded by Councilmember Zinkin to adjourn the meeting at 8:16 p.m.

MOTION carried, 6-0.

Prepared by:

Michelle Stine
Senior Office Specialist

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Town of Oro Valley Council of Oro Valley, Arizona held on the 16th day of April 2014. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2014.

Julie K. Bower, MMC
Town Clerk

**MINUTES
ORO VALLEY TOWN COUNCIL
STUDY SESSION
April 23, 2014
ORO VALLEY COUNCIL CHAMBERS
11000 N. LA CANADA DRIVE**

STUDY SESSION AT OR AFTER 4:00 PM

CALL TO ORDER

Mayor Hiremath called the meeting to order at 4:00 p.m.

ROLL CALL

PRESENT:

Satish Hiremath, Mayor
Lou Waters, Vice Mayor
Bill Garner, Councilmember
Joe Hornat, Councilmember
Mary Snider, Councilmember
Mike Zinkin, Councilmember

ABSENT:

Brendan Burns, Councilmember (Arrived after roll was called)

1. PRESENTATIONS AND DISCUSSION REGARDING THE FY 2014/15 TOWN MANAGER'S RECOMMENDED BUDGET

Town Manager Greg Caton compared the total personnel budget and the total number of Full Time Employee's (FTEs) from FY 2008/09 to the FY 2014/15 Recommended Budget.

Ruth Ann Eledge, Vice President and Senior Consultant for Segal Waters Consulting, gave an overview of the following components of the Town's recent Market Study:

- Review of the Town's Compensation Philosophy and Desired Relationship to Market
- Definition of Benchmark Organizations
- Compensation Survey
- Market Comparisons
- Update of Classification/Compensation Plans
- Recommendations

Discussion ensued amongst Council and staff regarding the Waters Market Study.

Mr. Caton introduced the proposed dental benefits and said that the Town had moved to a self-funded structure for medical insurance two years ago which saved the Town money and would like to bring forward a self-funded dental plan for consideration.

Oscar Diaz, Vice President of Operations for CBIZ Benefits and Insurance Services Inc., spoke on the proposed FY 2014/15 dental benefits.

Discussion ensued amongst Council and staff regarding the proposed FY 2014/15 dental benefits.

Mr. Caton introduced the on-site health & wellness clinic program.

Frances Ducar, President of Healthcare Solutions Centers LLC, gave an overview of the following components of the on-site health & wellness clinic:

- Who We Are?
- Healthcare System is Broken
- Illness is Preventable
- Wellness Programs On-Site
- Preventative Care On-Site
- On-Site Healthcare: More Than Colds, Flus, and Urgent Care
- Why Are HCS On-Site Clinics Unique?
- On-Site Clinic Utilization
- On-Site Clinic Savings with decreased ER Claims
- Wellness Clinic Services and Schedule
- Strategies for On-Site Success
- Strategies to Improve Wellness, Preventative Care and Disease Management

Discussion ensued amongst Council, staff and Ms. Ducar regarding the on-site health & wellness clinic.

Mayor Hiremath recessed the meeting at 5:52 p.m.

Mayor Hiremath reconvened the meeting at 5:56 p.m.

Mr. Caton introduced the Children's Museum Tucson Satellite Location item.

Michael Luria, Executive Director of the Children's Museum Tucson, spoke on the following topics:

- Importance of Children's Museums
- Fiscal 2013 Demographics
- Exhibits
- Importance of Early Childhood Education
- Early Childhood Programming

- Beyond Early Childhood Programming
- U.S. Census Data - Children Under 5

Discussion ensued amongst Council, Mr. Luria and Mr. Caton regarding the proposed Children's Museum Satellite location in the Town of Oro Valley.

FUTURE AGENDA ITEMS

No future agenda items were requested.

ADJOURNMENT

MOTION: A motion was made by Councilmember Snider and seconded by Vice Mayor Waters to adjourn the meeting at 6:26 p.m.

MOTION carried, 7-0.

Prepared by:

Michael Standish, CMC
Deputy Town Clerk

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the study session of the Town of Oro Valley Council of Oro Valley, Arizona held on the 23rd day of April 2014. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this ____ day of _____, 2014.

Julie K. Bower, MMC
Town Clerk



Town Council Regular Session

Item # B.

Meeting Date: 05/07/2014

Requested by: Amanda Jacobs **Submitted By:** Amanda Jacobs, Town Manager's Office

Department: Town Manager's Office

Information

SUBJECT:

Greater Oro Valley Chamber of Commerce Quarterly Report: January 1, 2014 - March 31, 2014

RECOMMENDATION:

This report is for information only.

EXECUTIVE SUMMARY:

The 2013/14 Financial Participation Agreement (FPA) between the Town of Oro Valley and the Greater Oro Valley Chamber of Commerce (Chamber) stipulates that a quarterly report be compiled by the Chamber and submitted to the Economic Development Division and Council. The enclosed report satisfies the FPA requirement for the third quarter of FY 2013/14.

BACKGROUND OR DETAILED INFORMATION:

N/A

FISCAL IMPACT:

The FY 2013/14 FPA between the Town of Oro Valley and the Greater Oro Valley Chamber of Commerce is \$30,000.

SUGGESTED MOTION:

N/A

Attachments

Chamber FPA

Chamber 3rd Quarter Report

RESOLUTION NO. (R)13-41

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF ORO VALLEY, ARIZONA, AUTHORIZING AND APPROVING A FINANCIAL PARTICIPATION AGREEMENT BETWEEN THE TOWN OF ORO VALLEY AND THE GREATER ORO VALLEY CHAMBER OF COMMERCE

WHEREAS, the Town of Oro Valley is a political subdivision of the State of Arizona vested with all associated rights, privileges and benefits and is entitled to the immunities and exemptions granted municipalities and political subdivisions under the Constitution and laws of the State of Arizona and the United States; and

WHEREAS, pursuant to A.R.S. § 9-500.11, the Town may appropriate public monies for and in connection with economic development activities as long as there is adequate consideration; and

WHEREAS, the Town desires to continue to promote a business environment in Oro Valley that enhances economic vitality and improves the quality of life for its residents; and

WHEREAS, the Town of Oro Valley desires to enter into a Financial Participation Agreement with the Greater Oro Valley Chamber of Commerce; and

WHEREAS, it is in the best interest of the Town to enter into the Financial Participation Agreement with the Greater Oro Valley Chamber of Commerce, attached hereto as Exhibit "A" and incorporated herein by this reference, to set forth the terms and conditions of the Agreement.

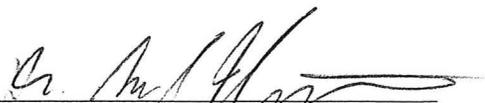
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Oro Valley, Arizona, that:

SECTION 1. The Financial Participation Agreement between the Town of Oro Valley and the Greater Oro Valley Chamber of Commerce, attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby authorized and approved.

SECTION 2. The Mayor and other administrative officials are hereby authorized to take such steps as necessary to execute and implement the terms of the Agreement.

PASSED AND ADOPTED by the Mayor and Council of the Town of Oro Valley, Arizona this 5th day of June, 2013.

TOWN OF ORO VALLEY


Dr. Satish I. Hiremath, Mayor

ATTEST:



Julie K. Bower, Town Clerk

Date: 6/7/13

APPROVED AS TO FORM:



Tobin Sidles, Legal Services Director

Date: 6/7/13

EXHIBIT “A”

Town of Oro Valley
FINANCIAL PARTICIPATION AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of July, 2013, by and between the Town of Oro Valley, a municipal corporation, hereinafter called the "Town" and the **Greater Oro Valley Chamber of Commerce**, a non-profit corporation, hereinafter called the "Agency".

WITNESSETH

WHEREAS, it has been determined that the activities of Agency are in the public interest, and are such as to improve and promote the public welfare of the Town; and

WHEREAS, the Mayor and Council have determined that to financially participate in the promotion of the activities of Agency is a public purpose in that the activities confer direct benefit of a general character to a significant part of the public.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, the parties hereto do mutually agree as follows:

Section 1: Statement of Purpose

Agency will provide tourism and visitor's services and information to Town residents and seasonal tourists and anyone indicating an interest in locating a business or residence in the Town.

Section 2: Services to be Performed by Agency

Agency performance measures for Fiscal Year 2013/14 are as follows:

1. Business Recruitment, Retention and Outreach
 - a. The Chamber will continue to participate in the Town's Business Retention and Expansion (BR&E) Program.
 - b. The Chamber enhanced the Town's existing Shop Oro Valley campaign by creating a Shop Oro Valley Coupon Book in FY2012/13. The Shop Oro Valley Coupon will be created annually by the Chamber. The final draft of the Shop Oro Valley Coupon Book will be coordinated between the Chamber President/CEO and the Economic Development Manager.
 - c. The Chamber will create an Oro Valley Welcome Guide, designed for residents and visitors that will be distributed during third quarter. The final draft of the Oro Valley Welcome Guide will be coordinated between the Chamber President/CEO and the Economic Development Manager.
 - d. The Chamber will serve as a second distribution point for OV Dollars and will provide minimum total sales of \$7,000 during the period of this contract.
 - e. The Chamber shall work to assist the Town in emphasizing the importance of supporting local retailers/businesses through educational and promotional efforts and will display the following materials at the Chamber offices: Oro Valley Business Navigator, Shop Oro Valley Campaign and OV Dollars and other

Town of Oro Valley

FINANCIAL PARTICIPATION AGREEMENT

economic development related materials as deemed appropriate by the Chamber President/CEO and Economic Development Manager.

2. Special Events
 - a. The Chamber will coordinate ribbon cuttings for new Oro Valley businesses.
 - b. The Chamber will host four Oro Valley educational forums that will be open to members and non-members.
 - c. During this Agreement, Town officials will attend Chamber breakfasts, luncheons and mixers free of charge as long as each official pre-registers for each event.
 - d. The Town will receive one complimentary table of 10 for the Annual Chamber meeting.
 - e. The Town will receive eight complimentary tables of 10 to the State of the Town of Oro Valley Address and Luncheon.
 - f. Annual Chamber membership dues to be paid by the Town shall be included as part of the monetary consideration of this Agreement.
 - g. During the term of this Agreement, the Agency will refrain from engaging in political activity which has the effect of endorsing any candidate for Mayor or Council member of the Town of Oro Valley.

Section 3: Services to be Provided by the Town

All funding is subject to the Town's budget appropriations. For this Agreement, up to Thirty Thousand Dollars (\$30,000) shall be allocated to Agency.

Section 4: Responsibility for Open Records

Agency agrees to open to the public all records relating to any funds directly received from the Town that Agency distributes to any organization and/or individual.

Section 5: Evaluation Criteria and Reporting

In order to assess the impact of Agency, the Town reserves the right to evaluate performance, and to have access to all pertinent information necessary to make evaluations.

- A. Agency agrees to submit to the Town, through the Economic Development Division, quarterly reports addressing the progress of Agency in achieving its Program of Work. Reports shall be submitted within thirty (30) working days of the end of each calendar quarter.
- B. Agency agrees to give explanations for any variance in the expected performance for each measure.
- C. Agency agrees to give projected performance for each measure through the end of the fiscal year (June 30th).
- D. Agency agrees to review and present such reports to the Town Council in open meetings on an "as requested" basis.

Town of Oro Valley

FINANCIAL PARTICIPATION AGREEMENT

Section 6: Accountability

Agency shall maintain a true and accurate accounting system which meets generally accepted accounting principles, and which is capable of properly accounting for all expenditures and receipts of Agency on a timely basis. In addition, Agency shall maintain evidence of its compliance with the nondiscrimination provisions of this Agreement.

Agency's accounting system shall permit separate, identifiable accounting for all funds provided by the Town pursuant to this Agreement.

Agency shall provide the Finance Department of the Town, within four (4) months after the close of Agency's fiscal year, a copy of the financial audit of Agency's operations by an independent certified public accountant, along with any management letter and, if applicable, Agency's plan for corrective action.

If Agency does not have an audit, it shall submit within three (3) months after the close of its fiscal year, a complete accounting of Town funds received. This accounting must be approved by the Finance Department of the Town as sufficiently descriptive and complete.

If for good reason Agency cannot meet the times established for submission of financial reporting, Agency shall notify the Finance Department in writing the reason for the delay, provide an expected completion date and request a waiver of the due date.

At any time during or after the period of this Agreement, the Town Finance Department and/or a Town agent may audit Agency's overall financial operation or compliance with the nondiscrimination clause of this Agreement for the Agreement period. Agency shall provide any financial reports, nondiscrimination policies and procedures or other documentation necessary to accomplish such audits.

Section 7: Matching Grants

Agency agrees to obtain Mayor and Council approval prior to applying for any matching grants involving the commitment of Town funds.

Section 8: Nondiscrimination

Agency, in its employment policies and practices, in its public accommodations and in its provision of services shall obey all relevant and applicable, federal, state, and local laws, regulations and standards relating to discriminations, biases, and/or limitations, including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Arizona Civil Rights Act, the Arizonans with Disabilities Act, the Human Relations provisions of the Oro Valley Code, and the Mayor and Council policy adopted on September 25, 2000, prohibiting the direct or indirect grant of discretionary Town funds to organizations that have a policy of exclusionary discrimination on the basis of race, color, religion, ancestry, sex, age, disability, national origin,

Town of Oro Valley

FINANCIAL PARTICIPATION AGREEMENT

sexual orientation, gender identity, familial status or marital status. See Administrative Guidance Re: Non-Discrimination Policy for Programs Funded by the Town of Oro Valley, attached and incorporated herein by this reference.

Section 9: Sub-recipient Funding Agreements

Agency agrees to include in all of its sub-recipient funding agreements the nondiscrimination provisions contained in Section 8 herein.

Section 10: Term of Agreement

This Agreement shall be effective from July 1, 2013 through June 30, 2014. This Agreement may be extended at the sole option of the Town for additional fiscal year(s) only under the following conditions:

- A. The Mayor and Council of the Town determine the services of Agency are in the public interest and allocate funds therefore; and
- B. The parties mutually agree to a scope of services to be provided by Agency in any subsequent fiscal year.

Any extension of this Agreement shall be memorialized in writing and signed by the Parties.

Section 11: Payment Withholding, Reduction, or Termination

The Town may withhold whole or part of the scheduled payment, reduce, or terminate funding allocations to Agency if:

- A. Services are not rendered.
- B. Agency fails to supply information or reports as required.
- C. Agency is not in compliance with agreed upon disbursement documentation and/or other project performance.
- D. Agency fails to make required payments to subcontractors.
- E. The Town has reasonable cause to believe Agency is not in compliance with the nondiscrimination clause of this Agreement.
- F. The Mayor and Council fail to appropriate all or part of the funds for this Agreement.

Such payment reductions or payment termination may result in Agency receiving a lesser total Town allocation under this Agreement than the maximum funding allocated. If reasons for withholding payments other non-appropriation of funds have been corrected to the satisfaction of the Town, any amounts due shall be processed.

The Town will be reimbursed for any funds expended for services not rendered. In addition, Agency shall return to the Town any Town funds provided pursuant to this Agreement that have not been expended by June 30, 2014.

Town of Oro Valley

FINANCIAL PARTICIPATION AGREEMENT

Section 12: Termination of Agreement

This Agreement may be terminated at any time by mutual written consent, or by either party giving thirty (30) days written notice to the other party or at such time, as in the opinion of the Town, Agency's performance hereunder is deemed unsatisfactory.

Section 13: Method of Payment

The parties have agreed that Agency will receive up to \$30,000. Disbursement of funds by the Town is subject to the annual appropriation by the Town Council and the limitations of the state budget law. Payments shall be made on a quarterly basis commencing July 1, 2013. Payments are to be made within forty (40) days after the close of each preceding quarter.

Section 14: Indemnification

Agency agrees to indemnify, defend and save harmless the Town, its Mayor and Council, appointed boards, committees, and commissions, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogations, attorney's fees, or actions of any kind and nature resulting from personal injury to any person, including employees of Agency or of any subcontractor employed by Agency (including bodily injury and death); claims based upon discrimination and/or violation of civil rights; or damages to any property, arising or alleged to have arisen out of the work to be performed hereunder, except any such injury or damages arising out of the sole negligence of the Town, its officers, agents, or employees. Workers' Compensation insurance and/or self-insurance carried by the Town do not apply to employees or volunteers acting in any capacity for Agency.

Section 15: Independent Contractor

The parties stipulate and agree that Agency is not an employee of the Town and is performing its duties hereunder as an Independent Contractor, supplying its own employees and maintaining its own insurance, workers' compensation insurance and handling all of its own internal accounting. The Town in no way controls, directs or has any responsibility for the actions of Agency.

Section 16: Insurance

Agency agrees to:

- A. Obtain insurance coverage of the types and amounts required in this Section and keep such insurance coverage in force throughout the life of this Agreement. All policies will contain an endorsement providing that written notice be given to the Town at least thirty (30) calendar days prior to termination, cancellation, or reduction in coverage in any policy.
- B. The Comprehensive General Liability Insurance policy will include the Town as an additional insured with respect to liability arising out of the performance of this Agreement.

Town of Oro Valley
FINANCIAL PARTICIPATION AGREEMENT

C. Agency will provide and maintain minimum insurance limits as follows:

COVERAGE AFFORDED	LIMITS OF LIABILITY
1. Workers' Compensation	Statute
2. Employer's Liability	\$100,000
3. Comprehensive General Liability Insurance -- Including: (1) Products and Completed Operations (2) Blanket Contractual	\$1,000,000 - Bodily Injury and Combined Single Limit \$100,000 Property Damage

D. Agency shall adequately insure itself against claims based upon unlawful discrimination and violation of civil rights. The cost of this insurance shall be borne by Agency.

Section 17. Use of the Town Logo

The Town Logo shall be used for the recognition of the Town's contribution to Agency only.

Section 18: Conflict of Interest

This Agreement is subject to the conflict of interest provisions of A.R.S. § 38-511, *et seq.*

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

TOWN OF ORO VALLEY, a municipal corporation


 Dr. Satish I. Hiremath, as Mayor
 and not personally

ATTEST:


 Julie K. Bower, as Town Clerk
 and not personally

Date: 6/2/13

APPROVED AS TO FORM:


 Tobin Sidles, as Legal Services Director
 and not personally

Date: 6/7/13

**Town of Oro Valley
FINANCIAL PARTICIPATION AGREEMENT**

GREATER ORO VALLEY CHAMBER OF COMMERCE., a non-profit Corporation

David Perry
Agency Representative
and not personally

Title President / CEO

State of Arizona)
) ss.

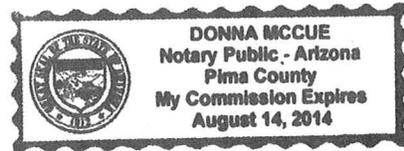
County of)

On this 6th day of June, 2013, David Perry, known to me to be the person whose name is subscribed to the within instrument, personally appeared before me and acknowledged that he/she executed the same for the purposes contained.

Given under my hand and seal on June 12, 2013.

[Signature]
Notary

My Commission Expires: August 14, 2014





QUARTERLY PROGRESS REPORT

January 1, 2014 – March 31, 2014

Submitted To: Amanda Jacobs, Economic Development Manager

By: Dave Perry, President/CEO

In accordance with Resolution No. (R) 13-41

A. Tourism, Visitors Services and General Information

The Greater Oro Valley Chamber of Commerce has provided tourism and visitor’s services and information to Town residents and seasonal tourists and anyone indicating an interest in locating a business or residence in the Town over the past three months. Below is data on activity that the Chamber has addressed through this quarter:

Category	Jan 2014	Feb 2014	March 2014	Total
1. Business Retention Site Visits	3	2	3	8
2. OV Dollars Distribution	\$10,045	\$300	0	\$10,345
3. Ribbon Cuttings	1	0	1	2
4. Breakfasts, lunches, mixers	4	6	6	16
5. Relocation Packages	10	92	31	133
6. Educational Forums	0	1	0	1

1. The Chamber President and/or staff attended Business Retention Site Visits with the following businesses: Great American Playhouse, Accenture Match Play, Brake Max, Kai Properties and Wexler Associates, Oro Valley Hospital, Framed to Perfection and La Bella Consignment.
2. OV Dollars: The Chamber is responsible for activating and distributing \$7,500 in OV Dollars cards this fiscal year. This quarter the Chamber activated 29 cards totaling \$10,345. The Chamber provided a \$10 incentive for residents and visitors who purchased \$100 OV Dollars from the Greater Oro Valley Chamber of Commerce, during the Town’s Shop Oro Valley Holiday Campaign from November 1, 2013 – January 3, 2014. The Chamber incurred out-of-pocket matching expenses of \$905 this quarter. Fiscal year to date, OV Dollars sales by the Chamber are \$60,858.40.
3. Ribbon cuttings/ground breakings were held for Copper Sands Inc. and Alfonso Gourmet Olive Oil and Balsamics. The Chamber also participated in the Airbus Americas welcome at Securaplane in February.
4. 16 Town officials took advantage of the free Chamber breakfasts, luncheons and mixers.
5. 133 relocation packages were distributed in the third quarter.
6. An educational forum was held on February 13 regarding A-frames, outdoor displays and temporary signs.

Additional Information

- The Chamber partnered with the Arizona Wine Growers Association and the Town of Oro Valley on the first annual Off the Vine Wine Festival on Saturday, February 22. The Chamber was responsible for attracting vendors to the event. More than 1,200 attendees participated in the event.
- The Chamber contributed \$750 in joint advertising in the Accenture Match Play Spectators Guide, which featured Oro Valley as a destination and the Off the Vine Wine Festival.
- The Chamber partnered with the Town of Oro Valley, M3S Sports and Visit Tucson and contributed \$1,000 toward the 500 OV Dollars that were distributed to the participants of the Arizona Distance Classic. The Chamber assisted with the Arizona Distance Classic packet pick up and the explanation of the OV Dollars on Friday, March 21.
- The Chamber Board of Directors endorsed and committed \$1,000 toward the Southern Arizona Defense Alliance, a business/government coalition speaking as 1 voice on behalf of military installations in the region.
- Per the Financial Participation Agreement (FPA), the Chamber enhanced the Town's existing Shop Oro Valley campaign by creating a Shop Oro Valley Coupon Book in FY2012/13. The Shop Oro Valley coupon book will be created annually by the Chamber. The final draft of the Shop Oro Valley Coupon Book will be coordinated between the Chamber President/CEO and the Economic Development Manager.
 - The successful bidder is the Arizona Daily Star. The coupon book is anticipated to be published early June with the following distribution:
 - 24,000 inserted into its Buyer's Edge product within Oro Valley zip codes
 - 14,000 within Daily Star home delivery newspapers within the zip codes
 - 5,000 into the June edition of the SaddleBag Notes in SaddleBrooke
 - 5,000 through the Chamber and participating Shop OV merchants
- Per the FPA, the Chamber will create an Oro Valley Welcome Guide, designed for residents and visitors that will be distributed during third quarter. We are now looking to complete and distribute the Welcome Guide in the fourth quarter.



Town Council Regular Session

Item # C.

Meeting Date: 05/07/2014

Requested by: Amanda Jacobs **Submitted By:** Amanda Jacobs, Town Manager's Office

Department: Town Manager's Office

Information

SUBJECT:

Visit Tucson Quarterly Report: January 1, 2014 - March 31, 2014

RECOMMENDATION:

This report is for information only.

EXECUTIVE SUMMARY:

The FY 2013/14 Financial Participation Agreement (FPA) between the Town of Oro Valley and Visit Tucson (formerly known as the Metropolitan Tucson Convention and Visitors Bureau) stipulates that a quarterly report be compiled by Visit Tucson and submitted to the Economic Development Division and Town Council. The enclosed report satisfies the FPA requirement for the third quarter of FY 2013/14.

BACKGROUND OR DETAILED INFORMATION:

N/A

FISCAL IMPACT:

The FY 2013/14 FPA between the Town of Oro Valley and Visit Tucson is \$120,000.

SUGGESTED MOTION:

N/A

Attachments

MTCVB FPA

Visit Tucson Third Quarter Report

RESOLUTION NO. (R)12-37

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF ORO VALLEY, ARIZONA, AUTHORIZING AND APPROVING A FINANCIAL PARTICIPATION AGREEMENT BETWEEN THE TOWN OF ORO VALLEY AND THE METROPOLITAN TUCSON CONVENTION AND VISITORS BUREAU

WHEREAS, the Town of Oro Valley is a political subdivision of the State of Arizona vested with all associated rights, privileges and benefits and is entitled to the immunities and exemptions granted municipalities and political subdivisions under the Constitution and laws of the State of Arizona and the United States; and

WHEREAS, pursuant to A.R.S. § 9-500.11, the Town may appropriate public monies for and in connection with economic development activities as long as there is adequate consideration; and

WHEREAS, the Town desires to continue to promote a business environment in Oro Valley that enhances economic vitality and improves the quality of life for its residents; and

WHEREAS, the Town of Oro Valley desires to enter into a Financial Participation Agreement with the Metropolitan Tucson Convention and Visitors Bureau (MTCVB); and

WHEREAS, it is in the best interest of the Town to enter into the Financial Participation Agreement with the MTCVB, attached hereto as Exhibit "A" and incorporated herein by this reference, to set forth the terms and conditions of the Agreement.

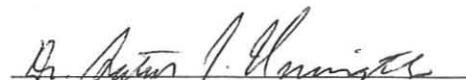
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Oro Valley, Arizona, that:

SECTION 1. The Financial Participation Agreement between the Town of Oro Valley and the Metropolitan Tucson Convention and Visitors Bureau, attached hereto as Exhibit "A", is hereby authorized and approved.

SECTION 2. The Mayor and other administrative officials are hereby authorized to take such steps as necessary to execute and implement the terms of the Agreement.

PASSED AND ADOPTED by the Mayor and Council of the Town of Oro Valley, Arizona this 20th day of June, 2012.

TOWN OF ORO VALLEY


Dr. Satish I. Hiremath, Mayor

ATTEST:



Julie K. Bower, Town Clerk

Date: 6/21/12

APPROVED AS TO FORM:



Tobin Rosen, Town Attorney

Date: 6/20/12

EXHIBIT “A”

Town of Oro Valley
FINANCIAL PARTICIPATION AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of July, 2012, by and between the Town of Oro Valley, a municipal corporation, hereinafter called the "Town" and the **Metropolitan Tucson Convention and Visitors Bureau**, a non-profit corporation, hereinafter called the "Agency".

WITNESSETH

WHEREAS, it has been determined that the activities of Agency are in the public interest, and are such as to improve and promote the public welfare of the Town; and

WHEREAS, the Mayor and Council have determined that to financially participate in the promotion of the activities of Agency is a public purpose in that the activities confer direct benefit of a general character to a significant part of the public.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, the parties hereto do mutually agree as follows:

Section 1. Definitions

- A. Tour Operator – a person who arranges and/or organizes groups of people to travel together to a destination and who also organizes tour packages and advertises them for people to buy.
- B. Travel Agent Impressions – the number of travel agents who would likely read a tour brochure which a tour operator produced to promote tours that he or she organized.

Section 2. Statement of Purpose

Agency will initiate, implement and administer a comprehensive sales promotion and advertising program to attract an increasing number of convention delegates and vacationing tourists to the Town, thereby providing revenues to the community through transient rental and sales taxes, and contributing to the overall economic growth and continued viability of the tourism and hospitality industry.

Section 3. Services to be Performed by Agency

Agency performance measures outlined below are for FY 2012-13 (July 1, 2012 – June 30, 2013). The performance measures for FY 2013-14 (July 1, 2013 – June 30, 2014) will be determined at the end of FY 2012-13. The performance measures for FY 2014-15 (July 1, 2014 – June 30, 2015) will be determined at the end of FY 2013-2014.

Town of Oro Valley

FINANCIAL PARTICIPATION AGREEMENT

Convention Sales

1. Generate 275 convention sales leads for Oro Valley properties.
2. Conduct 35 customer interaction/site inspections for Oro Valley properties.
3. Confirm 12 convention bookings for future dates for Oro Valley properties.
4. Confirm convention bookings for future dates resulting in 6,000 room nights for Oro Valley properties.

Convention Services

1. Service a minimum of 25 Oro Valley meetings and conventions.

Travel Industry Sales

1. Generate 35 domestic and international tour program leads and services for Oro Valley properties/venues.
2. Promote Oro Valley as one of the world's top leisure destinations to 500 targeted tour operator clients.
3. Generate a minimum of 600,000 tour operators and travel agent impressions via destination product offering in domestic and international tour operator catalogues.

Communications

1. Feature Oro Valley within the first 10 pages of the Official MTCVB Visit Guide
2. Reach a minimum of 750,000 readers/viewers through editorial placement.
3. Generate publicity with an equivalent advertising value of at least \$20,000.00.

Marketing

1. Feature Oro Valley's Aquatic Facility in the online edition of the Sports Facility Guide
2. Generate no less than a total of 75,000 inquiries from high demographic customers in primary markets i.e. (Chicago, Los Angeles, New York) secondary markets (including Denver, San Diego, San Francisco) and Canada.
3. Generate a minimum of 1,250,000 unique visitors to the MTCVB website (www.visitTucson.org).
4. Generate 10,000 unique visitors to the Town of Oro Valley's and Oro Valley properties website (www.orovalleyaz.gov) from the MTCVB website (www.visitTucson.org).
5. Town officials may attend trade shows with MTCVB staff at the expense of the Town.

General Support

1. Consult with Town staff and officials on tourism sales and marketing initiatives, including, but not limited to, promoting Town venues to special event operators, Mexico marketing, leisure marketing and group sales initiatives.
2. One Town official will serve on the MTCVB Board of Directors.

Town of Oro Valley

FINANCIAL PARTICIPATION AGREEMENT

Section 4. Services to be Provided by the Town

All funding is subject to the Town's budget appropriations. For this Agreement, up to Seventy Four Thousand Nine Hundred Seventy Dollars (\$74,970) shall be allocated to Agency.

Section 5. Responsibility for Open Records

Agency agrees to open to the public all records relating to any funds directly received from the Town that Agency distributes to any organization and/or individual.

Section 6. Evaluation Criteria and Reporting

- A. Agency agrees to submit to the Town, through the Economic Development Division, quarterly reports addressing the progress of the Agency in achieving its performance measures listed in Section 2. Reports shall be submitted to the Economic Development Manager within thirty (30) working days of the end of the calendar quarter.
- B. Agency agrees to review and present such quarterly reports to the Town Council in open meetings on an "as requested" basis.

Section 7. Accountability

Agency shall maintain a true and accurate accounting system which meets generally accepted accounting principles, and which is capable of properly accounting for all expenditures and receipts of Agency on a timely basis. In addition, Agency shall maintain evidence of its compliance with the nondiscrimination provisions of this Agreement.

Agency shall provide the Finance Department of the Town, 15 days after MTCVB Board approval, a copy of the financial audit of Agency's operations by an independent certified public accountant, along with any management letter and, if applicable, Agency's plan for corrective action.

At any time during or after the period of this Agreement, the Town Finance Department and/or a Town agent may audit Agency's overall financial operation or compliance with the nondiscrimination clause of this Agreement for the Agreement period. Agency shall provide any financial reports, nondiscrimination policies and procedures or other documentation necessary to accomplish such audits.

Section 8. Matching Grants

Agency agrees to obtain Mayor and Council approval prior to applying for any matching grants involving the commitment of Town funds.

Town of Oro Valley

FINANCIAL PARTICIPATION AGREEMENT

Section 9. Nondiscrimination

Agency, in its employment policies and practices, in its public accommodations and in its provision of services shall obey all relevant and applicable, federal, state, and local laws, regulations and standards relating to discriminations, biases, and/or limitations, including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Arizona Civil Rights Act, the Arizonans with Disabilities Act, the Human Relations provisions of the Oro Valley Code, and the Mayor and Council policy adopted on September 25, 2000, prohibiting the direct or indirect grant of discretionary Town funds to organizations that have a policy of exclusionary discrimination on the basis of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender identity, familial status or marital status. See Administrative Guidance Re: Non-Discrimination Policy for Programs Funded by the Town of Oro Valley, attached and incorporated herein by this reference.

Section 10. Sub-recipient Funding Agreements

Agency agrees to include in all of its sub-recipient funding agreements the nondiscrimination provisions contained in Section 8 herein.

Section 11. Term of Agreement

This Agreement between parties as described above shall be effective from July 1, 2012 through June 30, 2015.

- A. The Mayor and Council of the Town determine the services of Agency are in the public interest and allocate funds therefore; and
- B. The parties mutually agree to a scope of services to be provided by Agency in any subsequent fiscal year.

At the end of the third fiscal year referred to above, the provisions of this agreement will be subject to review and renegotiations by the Town and the Bureau.

Section 12. Payment Withholding, Reduction, or Termination

The Town may withhold whole or part of the scheduled payment, reduce, or terminate funding allocations to Agency if:

- A. Services are not rendered.
- B. Agency fails to supply information or reports as required.
- C. Agency is not in compliance with agreed upon disbursement documentation and/or other project performance.
- D. Agency fails to make required payments to subcontractors.
- E. The Town has reasonable cause to believe Agency is not in compliance with the nondiscrimination clause of this Agreement.

Town of Oro Valley

FINANCIAL PARTICIPATION AGREEMENT

F. The Mayor and Council fail to appropriate all or part of the funds for this Agreement.

Such payment reductions or payment termination may result in Agency receiving a lesser total Town allocation under this Agreement than the maximum funding allocated. If reasons for withholding payments other than non-appropriation of funds have been corrected to the satisfaction of the Town, any amounts due shall be processed.

The Town will be reimbursed for any funds expended for services not rendered. In addition, Agency shall return to the Town any Town funds provided pursuant to this Agreement that have not been expended by June 30, 2015.

Section 13. Termination of Agreement

This Agreement may be terminated at any time by mutual written consent, or by either party giving thirty (30) days written notice to the other party or at such time, as in the opinion of the Town, Agency's performance hereunder is deemed unsatisfactory.

Section 14. Method of Payment

- A. The parties have agreed that Agency will receive from the Town an amount not to exceed \$74,970 for FY2012-13. The Agency will receive an amount not to exceed \$120,000 for FY2013-14 and an amount not to exceed \$175,000 for FY2014-15. Disbursement of funds by the Town is subject to the annual appropriation by the Town Council and the limitations of the state budget law. Payments shall be made on a quarterly basis commencing July 1, 2012. Payments are to be made within forty (40) days after the close of each preceding quarter.
- B. It shall be the responsibility of the Agency to obtain funding from sources other than the Town. Financial participation agreements with other governments and government agencies, grants, donations, memberships and any other sources of funding as may become available from time to time shall be included as part of the annual budget submission.

Section 15. Indemnification

Agency agrees to indemnify, defend and save harmless the Town, its Mayor and Council, appointed boards, committees, and commissions, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogations, attorney's fees, or actions of any kind and nature resulting from personal injury to any person, including employees of Agency or of any subcontractor employed by Agency (including bodily injury and death); claims based upon discrimination and/or violation of civil rights; or damages to any property, arising or alleged to have arisen out of the work to be performed hereunder, except any such injury or damages arising out of the sole negligence of the Town, its officers, agents, or employees. Workers' Compensation insurance and/or self-insurance carried by the Town do not apply to employees or volunteers acting in any capacity for Agency.

Town of Oro Valley
FINANCIAL PARTICIPATION AGREEMENT

Section 16. Insurance

Agency agrees to:

- A. Obtain insurance coverage of the types and amounts required in this Section and keep such insurance coverage in force throughout the life of this Agreement. All policies will contain an endorsement providing that written notice be given to the Town at least thirty (30) calendar days prior to termination, cancellation, or reduction in coverage in any policy.
- B. The Comprehensive General Liability Insurance policy will include the Town as an additional insured with respect to liability arising out of the performance of this Agreement.
- C. Agency will provide and maintain minimum insurance limits as follows:

COVERAGE AFFORDED	LIMITS OF LIABILITY
1. Workers' Compensation	Statute
2. Employer's Liability	\$100,000
3. Comprehensive General Liability Insurance -- Including: (1) Products and Completed Operations (2) Blanket Contractual	\$1,000,000 - Bodily Injury and Combined Single Limit \$100,000 Property Damage

- D. Agency shall adequately insure itself against claims based upon unlawful discrimination and violation of civil rights. The cost of this insurance shall be borne by Agency.

Section 17. Use of the Town Logo

The Town Logo shall be used for the recognition of the Town's contribution to Agency only.

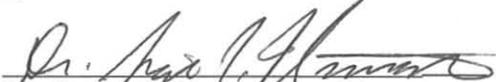
Section 18. Conflict of Interest

This Agreement is subject to the conflict of interest provisions of A.R.S. § 38-511, *et seq.*

Town of Oro Valley
FINANCIAL PARTICIPATION AGREEMENT

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

TOWN OF ORO VALLEY, a municipal corporation


Dr. Satish I. Hiremath, as Mayor
and not personally

ATTEST:

APPROVED AS TO FORM:

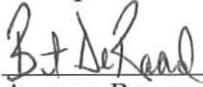
 Deputy Clerk FOR
Julie K. Bower, as Town Clerk
and not personally


Tobin Rosen, as Town Attorney
and not personally

Date: 7/2/12

Date: 7/2/12

METROPOLITAN TUCSON CONVENTION AND VISITORS BUREAU, a non-profit Corporation


Agency Representative
and not personally

Title President & CEO

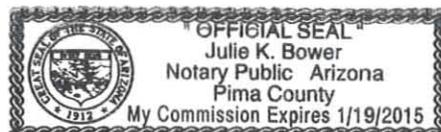
State of Arizona)
) ss.
County of PIMA)

On this 23rd day of July, 2012, BRENT E. DERAAD, known to me to be the person whose name is subscribed to the within instrument, personally appeared before me and acknowledged that he/she executed the same for the purposes contained.

Given under my hand and seal on July 23, 2012.


Notary

My Commission Expires: 1/19/2015





QUARTERLY PROGRESS REPORT

January through March 2014

Submitted To: Amanda Jacobs, Economic Development Manager

By: Brent DeRaad, President/CEO

In accordance with Resolution No. (R) 12-37

Visit Tucson will initiate, implement and administer a comprehensive sales, promotion and advertising program to attract an increasing number of convention delegates and vacationing tourists to the Town, thereby providing revenues to the community through transient rental and sales taxes, and contributing to the overall economic growth and continued viability of the tourism and hospitality industry. Below is data on activity that Visit Tucson has addressed through this quarter and fiscal year.

Ongoing focuses for Visit Tucson will be attracting meetings and leisure travelers to Hilton El Conquistador and other Town hotels, bringing competitions to the Oro Valley Aquatic Center, endurance events to the Town and marketing attractions, including Tohono Chul Park.

Key Measures of Performance	Adopted FY 2014	Current Quarter	Year-to-Date	FYTD 2012-13
Convention Sales				
Sales Leads	255	101	246	239
Site Inspections	26	8	25	24
Future Bookings	16	7	24	24
Room Nights of Future Bookings	9,500	4,059	12,202	13,119
Travel Industry Sales				
Leads/Services	35	9	18	32
Promote to Targeted Tour Operator Clients	500	162	1,020	1,164
Impressions Via Tour Operator Catalogs	750,000	76,200	945,000	2,007,600
Marketing				
Generate Inquiries from Primary Markets	75,000	29,234	58,358	57,276
Unique Visitors to MTCVB Website	1.3 M	550,914	1,140,199	919,063
Unique Visitors to Oro Valley via MTCVB Website	10,000	13,594	25,833	9,543

Visit Tucson's 2013-14 Budgeted Revenue

	Budget	Percentage
Pima County:	\$3,150,000	45%
City of Tucson:	\$2,976,178	42%
Town of Oro Valley:	\$120,000	2%
Pascua Yaqui Nation:	\$75,000	1%
Tohono O'odham Nation:	\$75,000	1%
Private Sector:	<u>\$640,919</u>	<u>9%</u>
Total:	\$7,037,097	100%

FREE YOURSELF.

January-March 2014 Oro Valley Highlights
Page 2

Additional 2013-14 Visit Tucson Performance Measures

- 1. Oro Valley will be featured in the Official Visitors Guide, along with the surrounding jurisdictions.**

Result: Page 10 of Visit Tucson’s 2014 Official Visitors Guide is dedicated to “Oro Valley/Northwest.” The guide, which was distributed initially in January 2014, features Hilton El Conquistador Resort, Tohono Chul, Catalina State Park, Oro Valley Aquatic Center and The Golf Club at Vistoso.

- 2. Provide Oro Valley with a minimum of ½-page ad in Official Visitors Guide.**

Result: Oro Valley’s ½-page advertisement is on page 55 of the visitors guide.

- 3. Promote Oro Valley events and attractions on CVB’s website & social media sites.**

Result:

- Created an Oro Valley microsite within our website:
<http://www.visittucson.org/about/oro-valley/>
- Blog—El Charro Oro Valley: <http://www.visittucson.org/about/blog/post/2009/17/El-Charro-Oro-Valley/57/>
- Oro Valley Holiday Festival of the Arts: <http://www.visittucson.org/includes/calendar-of-events/Oro-Valley-Holiday-Festival-of-the-Arts/2197/?fromMenu=0>
- Oro Valley Classics & Oldies: <http://www.visittucson.org/includes/calendar-of-events/Oro-Valley-Classics-Oldies-Car-Show-Music-Festival/1691/?fromMenu=0>
- 2nd Saturdays at Steam Pump Ranch: <http://www.visittucson.org/includes/calendar-of-events/2nd-Saturdays-at-Steam-Pump-Ranch/3776/?fromMenu=0>
- U.S. National Synchronized Swimming Championships: <http://www.visittucson.org/includes/calendar-of-events/U-S-National-Synchronized-Swimming-Championships/3784/?fromMenu=0>
- Arizona Distance Classic: <http://www.visittucson.org/includes/calendar-of-events/Arizona-Distance-Classic-Half-Marathon-Quarter-Marathon-and-Splendido-5K-presented-by-Northwest-Me/481/?fromMenu=0>

- 4. Feature Oro Valley’s aquatic facility in online sports facility guide.**

Result: Oro Valley Aquatic Center has been featured on Visit Tucson Sports’ online sports facility guide throughout 2013-14: <http://www.visittucson.org/listings/Oro-Valley-Aquatic-Center/24470/?fromMenu=1141&maxshow=10&showsportssearch=1>

- 5. Town officials may attend trade shows with Visit Tucson staff at the expense of the Town.**

Result: Three Town staff members traveled with Visit Tucson Sports to the United States Aquatic Symposium in Anaheim, Calif., in September 2013, to promote Oro Valley Aquatic Center as a venue for regional and national swimming competitions. Town staff paid their own travel expenses. Visit Tucson Sports covered booth expenses for this show, along with its travel costs.



January-March 2014 Oro Valley Highlights
Page 3

- 6. Consult with Town staff & officials on tourism sales & marketing initiatives, including, but not limited to, promoting Town venues to special event operators, Mexico & leisure marketing, & group sales initiatives.**

Results:

Oro Valley Microsite: Per discussions with Town officials, Visit Tucson created an Oro Valley microsite (www.visitorovalley.org), with content, video, photography and site hosting provided by Visit Tucson.

Oro Valley Video: Visit Tucson shot footage of Oro Valley attractions and tourism attributes, which was edited into a 30-second Oro Valley video that was shown at Mayor Hiremath's State of the Town address in September and which resides on the Oro Valley microsite we created.

Oro Valley Aquatic Center: Visit Tucson Sports markets the Oro Valley Aquatic Center as a site for state, regional and national events in cooperation with Town staff.

Tucson-Mexico Trade Coalition Meetings: Vice Mayor Lou Waters and Councilman Joe Hornat participate in our Tucson-Mexico Trade Coalition meetings geared toward identifying and capitalizing on trade opportunities between Pima County and the Mexican states of Sonora and Sinaloa.

Mexico Trade Mission: Thank you to Vice Mayor Waters and Councilman Hornat for participating in our trade delegation to trip to Mexico in September 2013. These meetings foster trade opportunities, create relationships and promote tourism, from which Tucson and Oro Valley can benefit.

- 7. One Town official will serve on Visit Tucson's board of directors.**

Result: Vice Mayor Lou Waters has been an active participant on Visit Tucson's board of directors in 2013-14.

Meetings Economic Impact: Per the convention sales metrics listed on page 1, the economic impact of 24 meetings booked by the Hilton El Conquistador Resort from Visit Tucson leads from July 1, 2013 through March 31, 2014 is \$3,705,854.



Item # **D.**

Town Council Regular Session

Meeting Date: 05/07/2014
Submitted By: Julie Bower, Town Clerk's Office
Department: Town Clerk's Office

Information

SUBJECT:

Appointments to the Conceptual Design Review Board (CDRB)

RECOMMENDATION:

The selection committee for the CDRB recommends the following appointments:

Sarah Chen for a term expiring December 31, 2015
Jacob Herrington for a term expiring December 31, 2016

EXECUTIVE SUMMARY:

Interviews of applicants were conducted by the selection committee, which included the Council liaison, the staff liaison and the CDRB chair. The applications of Ms. Chen and Mr. Herrington are attached. Once appointments have been made, all candidates not chosen for appointment will be notified via letter from the Council liaison and will be advised that their applications will be kept on file for two years.

BACKGROUND OR DETAILED INFORMATION:

The seven-member Conceptual Design Review Committee makes recommendations to the Town Council on conceptual designs for new development, including conceptual site plans, conceptual architecture and conceptual public art proposals. The CDRB also makes decisions on certain applications and requests, including permanent sign criteria (for new multi-building developments) and Tier II Wireless Communication Facilities.

FISCAL IMPACT:

N/A

SUGGESTED MOTION:

I MOVE to (approve or deny) the following appointments to the Conceptual Design Review Board:

Sarah Chen for a term expiring December 31, 2015
Jacob Herrington for a term expiring December 31, 2016

Attachments

Application - Sarah Chen
Application - Jacob Herrington



ORO VALLEY VOLUNTEER APPOINTMENT APPLICATION CONCEPTUAL DESIGN REVIEW BOARD

Dear Oro Valley Citizen:

We appreciate your interest in the Town of Oro Valley. This informational form, when completed, will allow us to quickly process your application by assisting us in understanding your talents and experience. This application form is only for citizens interested in serving on the **Conceptual Design Review Board (CDRB)**. The CDRB conducts public meetings to review conceptual site design, architecture and public art, as well as permanent sign applications that vary from adopted codes.

There are seven (7) voting members on the CDRB. Three (3) members are at-large and four (4) members must practice (current or previous) in the field of art, architecture, planning, engineering, development, construction, or otherwise qualified by a similar design background, training and experience. Information reflecting the procedures surrounding the appointment process to Boards is also attached. If appointed, your term on the CDRB will be for three (3) years. Your application will remain on file for two years from the date of receipt. We thank you kindly for volunteering to serve the Town!

Please note: No volunteer shall serve on more than one standing Board at any time.

Return this application to the Town Clerk's Office, 11000 N. La Cañada Drive, Oro Valley, Arizona 85737.

Name Chen Sarah Hutt
Last First Middle Suffix

Address Oro Valley AZ 85755
Street City State Zip

Home Phone _____ Business Phone _____ Cellular Phone _____

Number of Years in Oro Valley 1 Email Address _____

Signature [Handwritten Signature] Date 12/15/13

Listed below are fields of professional experience required for four (4) members of the CDRB. If you have relevant experience, please check all that apply and provide a generalized description of your professional design background. If you do not have the design related experience listed below, please continue to the following page.

Profession	Years of Experience	Description
<input type="checkbox"/> Art		
<input type="checkbox"/> Architecture		
<input checked="" type="checkbox"/> Planning		<i>studied elements of city planning at Masters level</i>
<input type="checkbox"/> Engineering		
<input checked="" type="checkbox"/> Development	<i>2</i>	<i>studied/participated in civic/private development capacities</i>
<input type="checkbox"/> Construction		
<input type="checkbox"/> Other Design Background		

DEC 17 13AM 11:01 TOU

DEC 17 13AM 11:01 TOU

Please list your volunteer services in Oro Valley and with other organizations including any boards or commissions on which you have served: (board/commission, civic, educational, cultural, social, etc.)

We are a young family, active duty Air Force spouse new to Oro Valley. I have extensive involvement in these capacities at prior duty stations (see attached).

Please describe an issue or project you contributed to which related specifically to conceptual design?

Besides my education in public administration (undergraduate and graduate level), I have 8+ years of theater tech experience which included aspects of design.

Have you attended the Community Academy or CPI? No What Year? _____ If not, are you willing to attend? of course

Briefly describe your educational/vocational background.

~~History~~ Please see attached resume.

IF DESIRED, ADDITIONAL INFORMATION MAY BE ATTACHED
www.orovalleyaz.gov

3/02/11

Conceptual Design Review Board (CDRB)
Town Clerk's Office
11000 La Canada Drive
Oro Valley, AZ 85755

To the Chairman of the Conceptual Design Review Board,

The purpose of this letter is to apply for one of two vacant positions on the Conceptual Design Review Board (CDRB) and to introduce myself. I believe I am the ideal candidate for this board because I offer a background in public policy and economic development, a young family perspective and a deep desire to serve the community from which I benefit so tremendously.

I am a new homeowner in Oro Valley. I relocated here in 2012 with my husband – an active duty pilot at Davis-Monthan Air Force Base – and our toddler. We added an infant born in the Tucson area this past spring. This is our seventh military move in seven years, and although we are new to Arizona, I truly feel that we've found our permanent home.

Community work is a passion of mine. I bring a Bachelor of Political Science and Chinese degree as well as a Master of Public Affairs to Oro Valley. I concentrated specifically in local governance while attending policy school. This concentration included a variety of intense training in economic development, emergency planning, financial management and city affairs. I acquired several city manager mentors in this capacity, and I worked for the City of Abilene, Texas. I am a member of the International City Managers Association and the American Society for Public Affairs. I am currently a freelance writer while I care for my young children.

I am the anchor of a very young family by Oro Valley standards. Our town attracts so many families with school-aged children due to the excellent reputation the Amphitheater school district, the raw beauty of our mountain ranges and desert and the essential feeling of security that a well-protected city provides. I offer a unique perspective of the young, working family which will sustain Oro Valley's reputation into the future, especially as we continue to compete with Marana, Vail and Catalina Foothills for the educated and affluent taxpayer base we require.

I bring my volunteer experience from previous duty stations with me to Arizona: United Way, several animal humane societies and Big Brothers Big Sisters. An example of my city-oriented community engagement is my participation in a twelve-week Leadership Rapid City course for young South Dakota leaders – similar to the Community Academy for Oro Valley. Our capstone project yielded a large-scale endeavor to bring "Movies Under The Stars" to our city in conjunction with the newly-designed downtown outdoor plaza.

Thank you for your consideration for participation in the CDRB. I look forward to future communication with the board. Thank you for all you have already done to make Oro Valley such a desirable, sustainable and beautiful city.

Sincerely,



Sarah H. Chen, MPAff

EDUCATION

M.A. Public Affairs

May 2010

LBJ School of Public Affairs

The University of Texas at Austin

Research Project: "An

Assessment of Provincial

Reconstruction Teams in Rural

Afghanistan"

B.A. Political Science & Chinese

May 2006

Trinity University

San Antonio, TX

Honors: Cum Laude, 4-time

Dean's List

Study Abroad: Beijing, China

Certificate of Paralegal Studies

November 2011

Boston University

Boston, Massachusetts

Focus: Legal writing and research, real estate, corporate law, litigation, probate and family law, and paralegal technology software.

- Professional Writing & Editing
- Quantitative & Financial Analysis
- Team Leadership
- Performance Management
- Cost-Benefit Analysis

SKILLS

- **Languages:** Proficient Mandarin Chinese, Elementary French, Spanish and Hebrew
- **Software:** Microsoft Office, Excel, Power Point, Access, ArcGIS, InDesign, SAS, STATA, LINDO, HAZUS, Westlaw, CaseMap, LiveNote, PACER

PROFESSIONAL EXPERIENCE

Data Analyst

2012-2013

Advanced Pierre Foods via TPI Staffing Agency, Enid, OK

- Human Resources - Executed a series of human resources reports utilizing employee demographics and wage data
- Process Safety Management – Created and updated templates for standard operating procedures for machinery involving hazardous chemicals for the area's several facilities in preparation for state and federal inspections

University Advancement Specialist

2010-2011

South Dakota School of Mines and Technology, Rapid City, SD

- Served as personal executive secretary to the Vice President of University Advancement and senior secretary of university advancement office including state budgeting and purchasing responsibilities.
- Managed events, provided legislative analysis, line edited university publications, provided copy and circulation services, published weekly university newsletter, coordinated social media, liaised with President's Office and greater community.

Graduate Research Intern

2009

City of Abilene, Abilene, TX

- Executed special research projects and pilot program and conducted corresponding in-depth financial analysis of City.
- Provided professional research on economic development, tax policy, federal transit funding, and solid waste projections.

Policy Research Co-Director

2008-2009

LBJ School of Public Affairs, Austin, TX

- Developed a comprehensive, accessible, verifiable database for Congressional Research Services experts to examine and analyze various aspects of the Provincial Reconstruction Teams (PRTs) in Afghanistan and funding levels.
- Published two databases and an extensive report on PRT composition, survey results, comprehensive annotated bibliography, and complete project list, "A Comprehensive Database of Provincial Reconstruction Teams in Afghanistan."

Account Relations Specialist

2007-2008

Pensacola News Journal, Pensacola, FL

- Coordinated sale, publishing, and financial analysis of sales team real estate advertising revenue from online and print.
- Managed over 800 client accounts from individual to large corporate and national accounts.

International Agricultural Intern

2006-2007

Foreign Agricultural Service (US Dept. of Agriculture), Taipei, Taiwan

- Published agricultural economic reports and marketing material pertaining to the promotion of US-Taiwan agricultural trade.
- Organized trade missions and delegations from the US, provided business matching services for interested US suppliers.

Researcher

2005

- National Science Foundation China Summer, Central Washington University, WA / Shaanxi & Ningxia Provinces, China.
- ASIANetwork Freeman Student-Faculty Grant, Trinity University, TX / Seoul, South Korea

RELATED EXPERIENCE

Member, International City Managers Association

Member, American Society for Public Administration

Charter Member, National Language Service Corps

Recipient, Spirit of Lyndon B. Johnson Alumni Award

Producer, "Our Tears Still Flood the City" artistic benefit

Teacher, Yachad Jewish Community School

Tutor, elementary Hebrew language

Volunteer, Humane Society, Big Brother Big Sisters

Please list your volunteer services in Oro Valley and with other organizations including any boards or commissions on which you have served: (board/commission, civic, educational, cultural, social, etc.)

Copper Creek Home Owners Association - Vice president

St. James United Methodist church - Staff Parish Chair man

Arizona Multi-housing Association Membership Committee

Please describe an issue or project you contributed to which related specifically to conceptual design?

Have you attended the Community Academy or CPI? _____ What Year? _____ If not, are you willing to attend? yes

Briefly describe your educational/vocational background.

IF DESIRED, ADDITIONAL INFORMATION MAY BE ATTACHED

www.orovalleyaz.gov

3/02/11



Town Council Regular Session

Item # **E.**

Meeting Date: 05/07/2014

Requested by: Ron Corbin **Submitted By:** Ron Corbin, Human Resources

Department: Human Resources

Information

SUBJECT:

Approval of the 2014-2015 Employee Healthcare Insurance Premium Rates and Health Savings Account Contribution Changes

RECOMMENDATION:

Staff recommends approval.

EXECUTIVE SUMMARY:

Changes to employee's health insurance premiums are normally approved by Town Council. The last increase to premiums was in 2008.

The recommended employee rates for 2014/15 are as follows:

PPO - Per Pay Period Premium Rate			
	Current	Proposed	Know Your Numbers
Employee Only	\$ 0.00	\$ 10.00	\$ 0.00
Employee + Spouse	\$ 44.94	\$ 58.54	\$ 48.54
Employee + Child(ren)	\$ 26.21	\$ 38.31	\$ 28.31
Employee + Family	\$ 83.51	\$ 100.19	\$ 90.19

High Deductible Health Plan (HDHP) - Per Pay Period Premium Rate			
	Current	Proposed	Know Your Numbers
Employee Only	\$ 0.00	\$ 10.00	\$ 0.00
Employee + Spouse	\$ 33.71	\$ 34.27	\$ 24.27
Employee + Child(ren)	\$ 19.66	\$ 24.15	\$ 14.15
Employee + Family	\$ 62.63	\$ 55.09	\$ 45.09

Employees would pay either the proposed rate or the "Know Your Numbers" rate if they participate in the program.

The increase for both employees and the Town is approximately 7% each, resulting in an additional Town-paid premium increase of \$135,173 annually.

Another important recommended change has been made to the HDHP premiums above to further

incentivize employee enrollment in this plan. Employee premiums will be lowered for FY 2014/15 to equal 50% of those offered in the PPO plan. Additionally, the Town contributions to employees' health savings accounts (HSAs) in the plan will increase by \$250 annually. Those with employee-only coverage would receive \$1,000 annually, up from the current amount of \$750. Employees with dependent coverage would receive \$1,250 annually, up from the current amount of \$1,000. The additional cost to the Town for the increased HSA contributions is under \$4,000 based on the current enrollment in the plan.

BACKGROUND OR DETAILED INFORMATION:

For the first time since 2008, healthcare insurance premiums are being recommended to increase for both employees and the Town. CBIZ, our benefits consultant, is recommending these increases based on United Healthcare's actuarial study of our benefits.

Factors related to the increase include:

- Healthcare reform
 - New taxes
 - Copayments and deductibles included in out-of-pocket max
- Increased claim costs
 - Fiscal year 2013/14 is trending to be the most expensive claim year yet
- Expected annual increases in the cost of providing medical care

The increase in employee and Town premiums will generate an additional \$152,000 for a total of a little more than \$2.2 million for 2014/15. These increases are built into the recommended budget. In addition, the premium increases were discussed during negotiations with the Public Safety Employee Group and during benefit presentations at a variety of department meetings.

FISCAL IMPACT:

Based on current benefit enrollment numbers, the increase to the Town is expected to be approximately \$140,000 total for the 7% increase in Town-paid premium costs and the \$250 annual increase in contributions to employee HSA accounts on the HDHP plan.

SUGGESTED MOTION:

I MOVE to (approve or not approve) the recommended premium rates and health savings contributions as presented.



Town Council Regular Session

Item # F.

Meeting Date: 05/07/2014

Requested by: Julie Bower **Submitted By:** Julie Bower, Town Clerk's Office

Department: Town Clerk's Office

Information

SUBJECT:

Resolution No. (R)14-28, authorizing and approving an intergovernmental agreement (IGA) between the Town of Oro Valley and the Pima County Recorder to provide election services for the August 26, 2014, Primary Election and the November 4, 2014, General Election

RECOMMENDATION:

Staff recommends approval.

EXECUTIVE SUMMARY:

The attached resolution authorizes and approves an IGA between the Town and Pima County for the County Recorder to provide election services for the Town's August 26, 2014, Primary Election and the November 4, 2014, General Election, if necessary.

BACKGROUND OR DETAILED INFORMATION:

Arizona Revised Statutes (ARS) section 16-408(D) permits the governing body to enter into an agreement with the County Board of Supervisors and County Recorder for election services.

Previously, the Town conducted its primary and general elections in March and May respectively. In 2012, the Arizona State Legislature amended ARS 16-204 to consolidate all regular candidate elections to the fall of even-numbered years. Effective January 1, 2014, the Town's primary elections are now held in August and its general elections will be held in November of even-numbered years.

FISCAL IMPACT:

In 2012, all three open Council seats were elected at the primary election and a general election was not necessary. Based on the cost of the 2012 primary, the Clerk's Office has requested funding in the amount of \$140,000 for both the primary and general elections in the FY 2014/15 budget. However, one of the reasons for amending ARS 160-204 to require the consolidation of elections in the fall of even-numbered years was to reduce election costs. It seems likely that costs will be reduced by the consolidation but until the Town completes a consolidated election cycle, the Clerk's Office will budget based on previous election costs.

SUGGESTED MOTION:

I MOVE to (adopt / deny) Resolution No. (R)14-28, authorizing and approving an intergovernmental agreement between the Town of Oro Valley and the Pima County Recorder to provide election services for the August 26, 2014, Primary Election and the November 4, 2014, General Election.

Attachments

R14-28 IGA for Election Services

Exhibit A - IGA

RESOLUTION NO. (R)14-28

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF ORO VALLEY, ARIZONA AUTHORIZING AND APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF ORO VALLEY AND PIMA COUNTY FOR ELECTION SERVICES TO BE EFFECTIVE MAY 15, 2014 THROUGH COMPLETION OF ALL OBLIGATIONS AND ACTIVITIES CONTEMPLATED BY THIS INTERGOVERNMENTAL AGREEMENT, PROVIDED THAT THE TERM SHALL CONTINUE THROUGH FINAL RESOLUTION OF ANY LEGAL CHALLENGE TO THE ELECTION

WHEREAS, the Town of Oro Valley, pursuant to Arizona Revised Statutes (A.R.S.) § 11-952, is authorized to enter into or renew agreements for joint and cooperative action with other public agencies; and

WHEREAS, Pima County is authorized under A.R.S. §§ 16-205(C), 16-409, 16-450, 11-251(3), 11-951, *et. seq.* to perform services regarding elections; and

WHEREAS, pursuant to A.R.S. Title 9, Title 11 and Title 16, the Town of Oro Valley, Arizona is allowed to call for Elections; and

WHEREAS, Pima County and the Town of Oro Valley have determined that the use of the services of the Division of Elections is in the public interest and that Pima County agrees to provide said services.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ORO VALLEY, ARIZONA:

1. That the Intergovernmental Agreement between the Town of Oro Valley and Pima County for Election Services, attached hereto as Exhibit "A", is hereby approved.
2. That the Mayor of the Town of Oro Valley and other administrative officials are hereby authorized to take such steps as necessary to execute and implement the terms of the Intergovernmental Agreement.

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Oro Valley, Arizona, this 7th day of May, 2014.

TOWN OF ORO VALLEY

Dr. Satish I. Hiremath, Mayor

ATTEST:

Julie K. Bower, Town Clerk

Date: _____

APPROVED AS TO FORM:

Tobin Sidles, Legal Services Director

Date: _____

EXHIBIT “A”

INTERGOVERNMENTAL AGREEMENT

Exhibit A

<p>PIMA COUNTY RECORDER</p> <p>2014 ELECTION SERVICES WITH THE TOWN OF ORO VALLEY</p> <p>ESTIMATED INCOME: \$12,000.00*</p> <p>FUNDING: The Town of Oro Valley</p> <p>* estimated for both elections within this IGA</p>	<p>(STAMP HERE)</p>
---	---------------------

INTERGOVERNMENTAL AGREEMENT

For Election Services
Among The Town of Oro Valley and Pima County

This Intergovernmental Agreement (IGA) is by and among THE TOWN OF ORO VALLEY OF PIMA COUNTY, ARIZONA, a municipal subdivision of the State of Arizona ("the TOWN") and PIMA COUNTY, a political subdivision of the State of Arizona ("the County"), on behalf of the PIMA COUNTY RECORDER ("the Recorder").

R E C I T A L S

1. The Town, pursuant to A.R.S. §§ 9-231(A) and 16-409 will prepare for and conduct two elections: a Primary Election to be held on August 26, 2014 ; and a General Election to be held on November 4, 2014 if necessary for members of its common council.
2. A.R.S. §§16-205(C), 16-172, 11-251(3), 16-450, and 16-405 *et seq.* authorize the County to perform services for any political subdivision regarding elections.
3. A.R.S. §16-172 authorizes any political subdivision conducting elections to utilize the County registration rolls upon reimbursement to the Recorder for actual expenses in furnishing voter registration data to the subdivision.
4. A.R.S. §16-408(D) permits the governing body of any election district authorized to conduct an election to enter into an Agreement with the Board of Supervisors and Recorder for election services, with the contracted cost being a charge against the election district.
5. The parties are authorized to enter into an intergovernmental agreement pursuant to A.R.S. §11-952 *et seq.*
6. The TOWN desires to utilize the Pima County registration rolls and other election-related services provided by the Recorder for the Primary Election to be held on August 26, 2014 and a General Election to be held on November 4, 2014 for members of its common council.
7. The TOWN, the County and the Recorder have determined that it is in the best interest of the public for the TOWN to use the services of the Recorder in conducting the elections called for August 26, 2014 and November 4, 2014.

NOW, THEREFORE, the parties hereto agree as follows:

The purpose of this IGA is to set forth the duties and responsibilities of the Recorder and the TOWN with respect to the August 26, 2014 and November 4, 2014 elections to be held by the TOWN of Oro Valley.

ARTICLE I - TERM AND EXTENSION/RENEWAL/CHANGES

The term of this IGA shall be from May 15, 2014 through completion of all obligations and activities associated with the August 26, 2014 and November 4, 2014 elections contemplated by this IGA, provided that the term shall continue through final resolution of any legal challenge to the election. Any modifications or time extension of this IGA shall be by formal written amendment and executed by the parties.

Amendments to the Agreement must be approved by the Board of Supervisors as required by the Pima County Procurement code, before any work or deliveries under the Amendment commences.

ARTICLE II – SCOPE OF SERVICES

This Agreement establishes the agreement under which the County will provide the TOWN with Election services in accordance with the following:

County Recorder Services: The Recorder shall:

- (1) For the Primary election on August 26, 2014 all Oro Valley voters who are members of a recognized political party and are on the Permanent Early Voting List (PEVL) will receive a normal primary ballot that will include all of the Oro Valley candidates.
- (2) For the Primary election on August 26, 2014 all Oro Valley voters who are not affiliated with one of the recognized political parties and are on the PEVL will have the option of choosing one of the following:
 - a. any of the partisan ballots that will include all of the Oro Valley candidates.
 - b. a ballot that will have ONLY the Oro Valley candidates on it.
- (3) All non-affiliated PEVL voters from Oro Valley will receive a special 90-day notice letting them know their options for the Primary election.
- (4) Provide Deputy County Recorders for team early voting when necessary for Oro Valley ONLY voters during the Primary election on August 26, 2014 and give the TOWN notice of each request for team early voting.
- (5) Prepare and deliver a single invoice to the TOWN no later than 21 days after the final election date, containing a detailed breakdown of all Recorder costs for these elections.

TOWN Obligations: TOWN shall:

- (1) Notify the Recorder in writing, at least 120 days or at such other time as the parties may agree before any consolidated election date on which the TOWN wants services pursuant to this IGA, detailing the election-related services pursuant to this IGA.
- (2) Prepare and distribute any requisite translation, printing, and mailing of all publicity pamphlets.
- (3) Should the election be challenged or questioned for any reason whatsoever, then the TOWN shall be solely responsible for defending, legally or otherwise, said elections. This duty shall survive the expiration of the IGA, provided that the County shall cooperate with the TOWN in making relevant information and witnesses available upon reasonable request.

ARTICLE VI - COMPLIANCE WITH LAWS

The parties shall comply with all federal, state and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Agreement. The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Agreement and any disputes hereunder. Any action relating to this Agreement shall be brought in an Arizona court in Pima County. Any changes in the governing laws, rules and regulations during the terms of this Agreement shall apply but do not require an amendment.

ARTICLE VII - INDEPENDENT CONTRACTOR

Each party shall comply with the notice of A.R.S. § 23-1022(E). For purposes of A.R.S. § 23-1022, each party shall be considered the primary employer of all personnel currently or hereafter employed by that party, irrespective of the operations of protocol in place, and such party shall have the sole responsibility of the payment of Worker's Compensation benefits or other fringe benefits of said employees.

ARTICLE VIII - ASSIGNMENT

The TOWN shall not assign its rights to this Agreement, in whole or in part, without prior written approval of the COUNTY. Approval may be withheld at the sole discretion of COUNTY, provided that such approval shall not be unreasonably withheld.

ARTICLE IX - NON-DISCRIMINATION

The TOWN shall not discriminate against any County employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin in the course of carrying out duties pursuant to this IGA. The TOWN shall comply with the provisions of Executive Order 2009-09, including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive Order 75-5 and may be viewed and downloaded at the Governor or the State of Arizona's website http://www.azgovernor.gov/dms/upload/EO_2990_90.pdf which is hereby incorporated into this Agreement by reference, as if set forth in full herein.

ARTICLE X - AMERICANS WITH DISABILITIES ACT

The parties shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

ARTICLE XI - AUTHORITY TO CONTRACT

No party warrants to any other party its legal authority to enter into this IGA. If a court, at the request of a third person, should declare that any party lacks authority to enter into this IGA, or any part of it, then the IGA, or parts of it affected by such order, shall be null and void, and no recovery may be had by any party against the other for lack of performance or otherwise.

ARTICLE XII - FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of this Agreement to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

ARTICLE XIII - CANCELLATION FOR CONFLICT OF INTEREST

This Agreement is subject to cancellation for conflict of interest pursuant to ARS § 38-511, the pertinent provisions of which are incorporated into this Agreement by reference.

ARTICLE XIV – TERMINATION FOR CONVENIENCE

Notwithstanding any other provision in this IGA, this IGA may be terminated if for any reason the County Board of Supervisors or the Oro Valley Town Council does not appropriate sufficient monies for the purpose of maintaining this IGA. In the event of such cancellation, neither the County, nor the County Recorder shall have any further obligation to the TOWN. In the event that the TOWN cancels, the TOWN shall be liable for any costs already incurred by the County or the County Recorder at the time of the notification of the cancellation.

ARTICLE XV - NOTICE

Any notice required or permitted to be given under this Agreement shall be in writing and shall be served by personal delivery or by certified mail upon the other party as follows:

PIMA COUNTY

F. Ann Rodriguez
Pima County Recorder
115 N Church Avenue
Tucson, AZ 85701
(520) 724-4356
Fax: (520) 623-1785

TOWN OF ORO VALLEY

Julie Bower,
Town Clerk
11000 N La Cañada Drive
Oro Valley, AZ 85737
(520) 229-4740
Fax: (520) 297-0428

Tobin Sidles, Esq.
Legal Services Director
11000 N La Cañada Drive
Oro Valley, AZ 85737
(520) 229-4761
Fax: (520) 229-4774

ARTICLE XVI - NON-EXCLUSIVE AGREEMENT

Nothing in the provisions of this IGA is intended to create duties or obligations to or rights in third parties not parties to this IGA, or affect the legal liability of any party to the IGA by imposing any standard of care different from the standard of care imposed by law.

This IGA is not intended to, and this IGA shall not be construed to, create any partnership, joint venture or employment relationship between the parties or create any employer-employee relationship between County or Recorder and any TOWN employees, or between the TOWN and any County employees. No party shall be liable for any debts, accounts, obligations nor other liabilities whatsoever of any other party, including (without limitation) any other party's obligation to withhold Social Security and income taxes for itself or any of its employees.

ARTICLE XVII - REMEDIES

Either party may pursue any remedies provided by law for the breach of this Agreement. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Agreement.

ARTICLE XVIII - SEVERABILITY

Either party may terminate this IGA at any time by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In the event of termination, any real or personal property belonging to either party and furnished pursuant to this IGA, shall be returned to the furnishing party. Any funds of TOWN paid to County in accordance with this IGA and not encumbered at the time of termination shall be refunded to TOWN.

ARTICLE XIX – LEGAL ARIZONA WORKERS ACT COMPLIANCE

The COUNTY and TOWN hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws").

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

ARTICLE XX - ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This IGA shall not be modified, amended, altered or extended except through a written amendment signed by the parties.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement on this _____ day of _____, 2014.

TOWN OF ORO VALLEY

PIMA COUNTY BOARD OF SUPERVISORS

By: _____
Mayor

By: _____
Chair

ATTEST:

ATTEST:

By: _____
Town Clerk

By: _____
Clerk of the Board of Supervisors

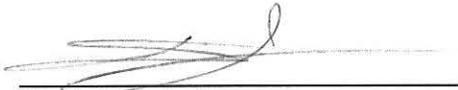
APPROVED AS TO CONTENT:

By: _____
F. Ann Rodriguez, Pima County Recorder

The foregoing Intergovernmental Agreement between The Town of Oro Valley, Pima County and the Pima County Recorder has been reviewed pursuant to A.R.S. § 11-952 by the undersigned, who have determined that it is in the proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Intergovernmental Agreement represented by the undersigned.

Pima County and Pima County Recorder

Town of Oro Valley



Deputy County Attorney
DANIEL JURKOWITZ

Legal Services Director for the Town of Oro Valley

F. ANN RODRIGUEZ, RECORDER
Recorded By: JCC
DEPUTY RECORDER
305

P0230
PIMA CO CLERK OF THE BOARD
PICKUP



SEQUENCE: 20112060705
NO. PAGES: 19
ORDIN 07/25/2011
18:00
PICK UP
AMOUNT PAID: \$0.00

ORDINANCE NO. 2011- 44

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA ESTABLISHING FEES FOR ELECTION-RELATED SERVICES, VOTER REGISTRATION DATA AND RECORDED DOCUMENT SERVICES PROVIDED BY THE PIMA COUNTY RECORDER.

WHEREAS, the Pima County Recorder is authorized pursuant to A.R.S. §§ 16-172, 16-168(E), 11-475, and 11-251.08 to charge for election-related services, voter registration data, and recorded document services; and,

WHEREAS, the Pima County Board of Supervisors has determined that the charges are appropriate and necessary to cover the costs incurred by the Pima County Recorder in providing these services; and,

WHEREAS, the Pima County Board of Supervisors has the authority under A.R.S. §11-251.05 to adopt all ordinances necessary or proper to carry out the functions of the County.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA:

SECTION 1: It is the intent of this Ordinance to establish fees for election-related services, voter registration data, and recorded document services provided by the Pima County Recorder in an amount sufficient to defray costs.

SECTION 2: Fees charged by the Pima County Recorder shall be as follows:

SEE ATTACHMENT.

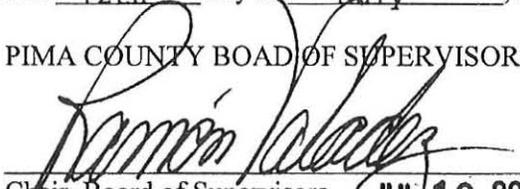
SECTION 3: This Ordinance shall take effect thirty (30) days from the date of adoption.

SECTION 4: If any provision of this Ordinance, or the application thereof to any person or circumstance is invalid, the invalidity shall not affect other provisions or applications of this Ordinance, which can be given meaning without the invalid provision.

PASSED AND ADOPTED THIS 12th day of July, 2011.

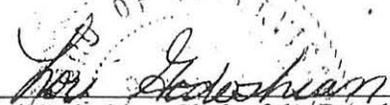
PASSED AND ADOPTED THIS 12th day of July, 2011.

PIMA COUNTY BOARD OF SUPERVISORS


Chair, Board of Supervisors **JUL 12 2011**

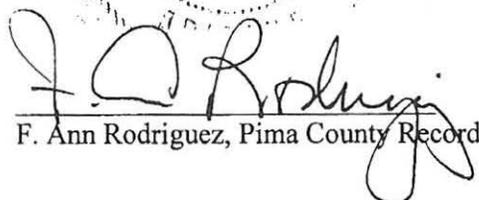
ATTEST:

APPROVED AS TO FORM:


Lori Godshian, Clerk of the Board


Daniel Jurkowitz, Deputy County Attorney

REVIEWED BY:


F. Ann Rodriguez, Pima County Recorder



P. O. Box 3145
Tucson, AZ 85702-3145

Located in the Old Courthouse at:
115 North Church Avenue, Tucson, AZ

<http://www.recorder.pima.gov>

F. Ann Rodriguez
Pima County Recorder

Recording history one document at a time.

Christopher J. Roads
Chief Deputy Recorder
Registrar of Voters

Document Recording: (520) 740-4350
Voter Registration: (520) 740-4330
Fax: (520) 623-1785

PIMA COUNTY RECORDER'S CHARGES

For Conducting Jurisdictional Elections
(i.e., Cities, Towns, School Districts, Fire Districts, etc.)

ELECTION COSTS

POLLING PLACE ELECTIONS

Early Ballot Processing	\$5.75 Each★
Permanent Early Voting List (PEVL) Ballots	\$3.00 Each★
Early Ballot Signature Verification	\$0.75 Each
Replacement Ballots – Satellite Location	\$1.50 Each
Replacement Ballots – By Mail	\$3.00 Each
Signature Roster Printing (per precinct)	\$18.00 Each
Provisional Ballots	\$16.00 Each
Conditional Provisional Ballots	\$5.00 Each
Regular Hours	\$18.13 Per Hour
Overtime Hours	\$27.20 Per Hour
Remote Site Computer Linked	\$400.00 Flat Fee
Remote Voting Site Not Computer Linked	\$200.00 Flat Fee

ALL BALLOT-BY-MAIL ELECTIONS

Mailing of Ballots to Every Active Voter	
Under 50,000 Early Ballots	\$1.95 Each★
50,000 or more Early Ballots ❖	\$2.30 Each★
Replacement Ballots – Satellite Location	\$1.25 Each
Replacement Ballots – By Mail	\$3.00 Each
Signature Verification Cost	\$0.75 Per Signature

PIMA COUNTY RECORDER'S CHARGES

Page 2

OTHER APPLICABLE ELECTION FEES

Voter Registration Maintenance Fee♦♦	2½¢ Per Voter
Consolidated Election Participation Fee for Early Ballots▶▶▶	7½¢ Per Voter
Team Voting†	\$60.00 Per Request
Special Inserts:	
Single Page - 8½ x 4½” (20 lb. paper minimum)	\$0.02 Per Ballot
Multiple Pages or larger than 8½ x 4½” (May also result in additional postage cost for mailed ballot package due to increased weight)	\$0.05 Per Ballot
PLUS actual cost for insert printing	Cost

Mileage will be charged at actual cost based on Pima County Automotive Services Department Motor Pool charges.

- ★ Includes postage fees for both the mailing of the ballot package and the return mail of the voted ballot. Postage rate hikes imposed by the United States Postal Service which take effect after the effective date of this Ordinance and Fee Schedule may result in a fee increase in the same amount.
- ♦♦ Active and Inactive voters.
- ▶▶▶ Consolidated Election Participation Fee for Early Ballots include: mailing of the 90-day notification of elections, maintenance fee of the Permanent Early Voting List (PEVL), National Change Of Address (NCOA) returned mail notifications. This charge is for Polling Place Elections, ONLY.
- ❖ 50,000 early ballots is based on either a single jurisdiction or all jurisdictions combined that are conducting elections in Pima County at the same time which result in 50,000 or more early ballots being mailed. This will necessitate using an outside vendor due to the increased volume of mailed ballots.
- † Emergency voting in hospitals, rest homes, care facilities, etc., for homebound voters, voters unable to vote in polling location, and those who need assistance voting their ballot due to medical reasons.

JURISDICTIONAL BOUNDARY CHANGES MAPPING

Computer coding	\$50.00 Per Annexation
Map Geocoding (1 Hour Minimum)	\$20.00 Per Hour

PIMA COUNTY RECORDER'S CHARGES

Page 3

VOTER REGISTRATION DATA

In addition to the statutory fees for voter data provided in A.R.S. §16-168(E), the following fees will be charged per voter record:

Additional District Assignment Information	\$.01
Voting History	.02
Voter Change History	.02
Age Of Voter	\$.02
Mailing Labels (1" X 2.63" – 30 Per Page)	.20 Per Label
Computer Programming For Additional Information Per Hour, 1 Hour Minimum	50.00
Copying Fee – Includes Redaction Of Confidential Data	1.00 Per Page
Certification Of Voter Registration	10.00 Per Certification
Replacement of Voter ID Card	5.00 Each

RECORDER'S WEB SITE SUBSCRIPTION FEES

For accessing images of recorded documents on the Pima County Recorder's secure web site, the following subscription fees will apply:

Affidavits of Value Images

\$60.00 per month to be paid in advance for a minimum of three month increments for unlimited affidavits of value.

Recorded Document Images and Map Images

Includes Affidavits of Value

- A. \$0.225 per image viewed and \$3.00 per map page viewed (minimum of \$45.00 to add to an existing customer's pre-paid balance)

Subscriber Services

Minimum of \$100.00 to start up a new account with \$50.00 applied to a non-refundable set-up fee and \$50.00 applied to the pre-paid balance.

PIMA COUNTY RECORDER'S CHARGES

Page 4

ADDITIONAL FEES FOR RECORDED DOCUMENTS

Direct download of daily indexing	\$.02 per Index Reference*
Direct download of daily docket of images or Affidavits of Value	.03 per image
CD format of daily docket of images or Affidavits of Value	.03 per image
Fee to return documents improperly submitted for recordation	3.00 per document
Blank Recording Forms	3.00 per form

* Index Reference consists of the document type, grantor and grantee listing as separate index references. Minimum fee of \$.06 per document for one grantor, one grantee and document type references. Additional fee charged for additional grantors and grantees.

CANDIDATE EARLY BALLOT LISTS FEE SCHEDULE
PRIMARY ELECTIONS – State and Federal Elections, Countywide Special Elections

1. Early Ballot request data for State and Federal Primary Elections.
2. Number of Registered Voters determined on the 60th day preceding the Primary Election.
3. Prices shown in Columns 2 and 3 are per Party Affiliation: *Democrat, Republican* and/or *Others*.
4. Fees will be calculated in the following manner:
 - a. Determine which Party data are desired (*Democrats, Republicans* and/or *Others*).
 - b. Determine how many Voters of *each* Party are registered in the desired District using the figures from the Recorder's website.
 - c. Find the row containing that number in Column 1. Use the Price Per Party Affiliation figures in Column 2 for the Early Ballot List, and the figures in Column 3 for the Returned Ballot List.
 - d. EXAMPLE: Candidate John Doe subscribes to the list of all Democrats and Independents who request an Early Ballot in his District. There are 173,280 Democrats and 92,621 Independents. Using the schedule below, Mr. Doe will pay \$360.00 for Democrats plus \$200.00 for Others for the Early Ballot List. If he decides he wants to also purchase the Returned Ballot List, he will add an additional \$190.00 for Democrats plus \$110.00 for Others. His total for the subscription will be \$860.00.
5. **If the request is for all political parties and Others, and all such ballot returns, then the maximum charge shall be \$1,020.00.**

1. NUMBER OF REGISTERED VOTERS IN DISTRICT	2. EARLY BALLOT LIST PRICE PER PARTY AFFILIATION	3. RETURNED BALLOT LIST PRICE PER PARTY AFFILIATION
0 – 10,000	\$ 20.00	\$ 20.00
10,001 – 20,000	40.00	30.00
20,001 – 30,000	60.00	40.00
30,001 – 40,000	80.00	50.00
40,001 – 50,000	100.00	60.00
50,001 – 60,000	120.00	70.00
60,001 – 70,000	140.00	80.00
70,001 – 80,000	160.00	90.00
80,001 – 90,000	180.00	100.00
90,001 – 100,000	200.00	110.00
100,001 – 110,000	220.00	120.00
110,001 – 120,000	240.00	130.00
120,001 – 130,000	260.00	140.00
130,001 – 140,000	280.00	150.00
140,001 – 150,000	300.00	160.00
150,001 – 160,000	320.00	170.00
160,001 – 170,000	340.00	180.00
170,001 – 180,000	360.00	190.00
180,001 – 190,000	380.00	200.00
190,001 – 200,000	400.00	210.00
200,001 – 210,000	420.00	220.00
210,001 – 220,000	440.00	230.00
220,001 – 230,000	460.00	240.00
230,001 – 240,000	480.00	250.00
240,001 – 250,000	500.00	260.00
250,001 – 260,000	520.00	270.00
260,001 – 270,000	540.00	280.00
270,001 – 280,000	560.00	290.00

CANDIDATE EARLY BALLOT LISTS FEE SCHEDULE
GENERAL ELECTIONS – State and Federal Elections, Countywide Special Elections

1. Early Ballot request data for State and Federal General Elections.
2. Number of Registered Voters determined on the 60th day preceding the General Election.
3. Prices shown in Columns 2 and 3 are per Party Affiliation: *Democrat, Republican* and/or *Others*.
4. Fees will be calculated in the following manner:
 - a. Determine which Party data are desired (*Democrats, Republicans* and/or *Others*).
 - b. Determine how many Voters of *each* Party are registered in the desired District using the figures from the Recorder's website.
 - c. Find the row containing that number in Column 1. Use the Price Per Party Affiliation figures in Column 2 for the Early Ballot List, and the figures in Column 3 for the Returned Ballot List.
 - d. EXAMPLE: Candidate John Doe subscribes to the list of all Democrats and Independents who request an Early Ballot in his District. There are 173,280 Democrats and 92,621 Independents. Using the schedule below, Mr. Doe will pay \$380.00 for Democrats plus \$220.00 for Others for the Early Ballot List. If he decides he wants to also purchase the Returned Ballot List, he will add an additional \$360.00 for Democrats plus \$200.00 for Others. His total for the subscription will be \$1,160.00.
5. **If the request is for all political parties and Others, and all such ballot returns, then the maximum charge shall be \$1,380.00.**

1. NUMBER OF REGISTERED VOTERS IN DISTRICT	2. EARLY BALLOT LIST PRICE PER PARTY AFFILIATION	3. RETURNED BALLOT LIST PRICE PER PARTY AFFILIATION
0 – 10,000	\$ 40.00	\$ 20.00
10,001 – 20,000	60.00	40.00
20,001 – 30,000	80.00	60.00
30,001 – 40,000	100.00	80.00
40,001 – 50,000	120.00	100.00
50,001 – 60,000	140.00	120.00
60,001 – 70,000	160.00	140.00
70,001 – 80,000	180.00	160.00
80,001 – 90,000	200.00	180.00
90,001 – 100,000	220.00	200.00
100,001 – 110,000	240.00	220.00
110,001 – 120,000	260.00	240.00
120,001 – 130,000	280.00	260.00
130,001 – 140,000	300.00	280.00
140,001 – 150,000	320.00	300.00
150,001 – 160,000	340.00	320.00
160,001 – 170,000	360.00	340.00
170,001 – 180,000	380.00	360.00
180,001 – 190,000	400.00	380.00
190,001 – 200,000	420.00	400.00
200,001 – 210,000	440.00	420.00
210,001 – 220,000	460.00	440.00
220,001 – 230,000	480.00	460.00
230,001 – 240,000	500.00	480.00
240,001 – 250,000	520.00	500.00
250,001 – 260,000	540.00	520.00
260,001 – 270,000	560.00	540.00
270,001 – 280,000	580.00	560.00

PIMA COUNTY RECORDER'S CHARGES

Page 7

**CANDIDATE EARLY BALLOT LISTS
FEE SCHEDULE FOR PRIMARY (March) & GENERAL (May) ELECTIONS
Non-State and Non-Federal Elections**

POLLING PLACE ELECTIONS

NUMBER OF REGISTERED VOTERS VOTERS IN DISTRICT	LIST OF EARLY BALLOT REQUESTS	LIST OF RETURNED BALLOTS
0 – 10,000	\$ 10.00	\$ 10.00
10,001 – 20,000	20.00	10.00
20,001 – 30,000	30.00	20.00
30,001 – 40,000	40.00	30.00
40,001 – 50,000	50.00	40.00
50,001 – 60,000	60.00	50.00
60,001 – 70,000	70.00	60.00
70,001 – 80,000	80.00	70.00
80,001 – 90,000	90.00	80.00
90,001 – 100,000	100.00	90.00
100,001 – 110,000	110.00	100.00
110,001 – 120,000	120.00	110.00
120,001 – 130,000	130.00	120.00
130,001 – 140,000	140.00	130.00
140,001 – 150,000	150.00	140.00
150,001 – 160,000	160.00	150.00
160,001 – 170,000	170.00	160.00
170,001 – 180,000	180.00	170.00
180,001 – 190,000	190.00	180.00
190,001 – 200,000	200.00	190.00
200,001 – 210,000	210.00	200.00
210,001 – 220,000	220.00	210.00
220,001 – 230,000	230.00	220.00
230,001 – 240,000	240.00	230.00
240,001 – 250,000	250.00	240.00
250,001 – 260,000	260.00	250.00
260,001 – 270,000	270.00	260.00
270,001 – 280,000	280.00	270.00

CANDIDATE EARLY BALLOT LISTS
FEE SCHEDULE FOR PRIMARY (March) & GENERAL (May) ELECTIONS
Non-State and Non-Federal Elections

ALL BALLOT-BY-MAIL ELECTIONS

NUMBER OF REGISTERED VOTERS VOTERS IN DISTRICT	LIST OF EARLY BALLOT REQUESTS	LIST OF RETURNED BALLOTS
0 – 10,000	\$ 40.00	\$ 20.00
10,001 – 20,000	60.00	40.00
20,001 – 30,000	80.00	60.00
30,001 – 40,000	100.00	80.00
40,001 – 50,000	120.00	100.00
50,001 – 60,000	140.00	120.00
60,001 – 70,000	160.00	140.00
70,001 – 80,000	180.00	160.00
80,001 – 90,000	200.00	180.00
90,001 – 100,000	220.00	200.00
100,001 – 110,000	240.00	220.00
110,001 – 120,000	260.00	240.00
120,001 – 130,000	280.00	260.00
130,001 – 140,000	300.00	280.00
140,001 – 150,000	320.00	300.00
150,001 – 160,000	340.00	320.00
160,001 – 170,000	360.00	340.00
170,001 – 180,000	380.00	360.00
180,001 – 190,000	400.00	380.00
190,001 – 200,000	420.00	400.00
200,001 – 210,000	440.00	420.00
210,001 – 220,000	460.00	440.00
220,001 – 230,000	480.00	460.00
230,001 – 240,000	500.00	480.00
240,001 – 250,000	520.00	500.00
250,001 – 260,000	540.00	520.00
260,001 – 270,000	560.00	540.00
270,001 – 280,000	580.00	560.00



Town Council Regular Session

Item # **G.**

Meeting Date: 05/07/2014
Requested by: Paul Keesler
Submitted By: Paul Keesler, Development Infrastructure Services
Department: Development Infrastructure Services

Information

SUBJECT:

Resolution No. (R)14-29, accepting an Equestrian Trail Easement from Logan's Crossings Homeowners Association for the southwest corner of Lot 19 in Saddle Valley II in the southern most corner of Common Area B, as depicted in Exhibit "B" and access Saddlehorn Drive, as depicted in Exhibit "C"

RECOMMENDATION:

Staff recommends approval

EXECUTIVE SUMMARY:

The purpose of this resolution is to correct the differences between the recorded public equestrian easement and the physical locations of the constructed trails. It is in the best interest of the Town, from a legal access perspective, as well as the Logan's Crossing HOA from a liability standpoint that the easements recorded match the physical trails.

In addition, this agenda item is paired and required to be acted upon uniformly and simultaneously as the agenda item:

Resolution No. (R)14-30, authorizing and approving the vacation of the roadway crossing Saddlehorn Drive at the at the northwesterly corner of Lot 29 and through Common Area B, as described in Exhibits "A" and "B"

BACKGROUND OR DETAILED INFORMATION:

The Saddle Valley II subdivision, recorded in March 1992, is located between the CDO Wash along the north, La Canada Drive on the west and Linda Vista Blvd. on the south. This subdivision created accommodations for equestrian trail connectivity between Linda Vista to the CDO via a series of trails, some created by actual dedicated parcel and some by easement over private property. These easements were dedicated to Pima County.

In February 2007, the County transferred ownership of this trail system to Oro Valley by Quit Claim Deed. However, it had come to attention of the Town that the platted easements do not match the actual constructed trail. Consequently in 2007, initial steps were taken to correct the situation. The Town purchased an easement over private property (the southwest 10 feet of lot 28) in May 2007 and abandoned several portions of the trail easement in August 2007.

However, this action in 2007 was not complete in matching the easements to the total trail system as it exists. This agenda item will gain the additional easements that are necessary to complete the trail from Linda Vista to the CDO over what is presently built. The Site Map (Attachment 2) provides a better view

of the easements in relation to what needs to be obtained. Essentially it is the crossing of Saddlehorn Drive at the southwest corner of lot 28, combined with the curvilinear easement over the southern end of the subdivision's common area B. This will connect the easement obtained in 2007 on Lot 28 to the CDO wash, and will provide the public legal access over the trail.

The other two easements depicted in the Site Map (Attachment 2) are the easements being abandoned as a part of the companion resolution.

FISCAL IMPACT:

None

SUGGESTED MOTION:

I MOVE to approve acceptance of the Equestrian Trail Easement from Logan's Crossings Homeowners Association for the southwest corner of Lot 19 in Saddle Valley II in the southern most corner of Common Area B, as depicted in Exhibit "B" and access Saddlehorn Drive, as depicted in Exhibit "C."

or

I MOVE to not accept the Equestrian Trail Easement from Logan's Crossings Homeowners Association for the southwest corner of Lot 19 in Saddle Valley II in the southern most corner of Common Area B, as depicted in Exhibit "B" and access Saddlehorn Drive, as depicted in Exhibit "C."

Attachments

R14-29 Accepting Equestrian Trail Easement

Attachment 2 - Site Map

RESOLUTION NO. (R)14-29

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF ORO VALLEY, ARIZONA, ACCEPTING AN EQUESTRIAN TRAIL EASEMENT FROM LOGAN'S CROSSINGS HOMEOWNERS ASSOCIATION FOR THE SOUTHWEST CORNER OF LOT 19 IN SADDLE VALLEY II IN THE SOUTHERN MOST CORNER OF COMMON AREA B AS DEPICTED IN EXHIBIT "B" AND ACROSS SADDLEHORN DRIVE AS DEPICTED IN EXHIBIT "C"

WHEREAS, the Town desires to accept a non-exclusive equestrian trail easements over and under the Logan's crossings Homeowners Association property designated as, public trails for the sole, exclusive, and limited purpose of recreational non-motorized pedestrian and equestrian by the public only, which Equestrian Easement is attached hereto as Exhibit "A" and the legal description and maps of said Equestrian Easement are attached hereto as Exhibit "B" and Exhibit "C"

WHEREAS, accepting the Equestrian Trail Easement allows the public to legally access their property and to allow for recreational, non-motorized pedestrian and equestrian usage; and

WHEREAS, it is in the best interest of the Town the Town to accept the Equestrian Trail Easement, attached hereto as Exhibit "A" and Exhibit "B" and Exhibit "C", from Logan's Crossing Homeowners Association to allow legal access to Common Area B and across Saddlehorn Drive for the purpose of recreational, non-motorized pedestrian and equestrian usage.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Oro Valley that an Equestrian Trail Easement, attached hereto as Exhibit "A", between the Town of Oro Valley and Logan's Crossings Homeowners Association is hereby accepted.

PASSED AND ADOPTED by the Mayor and Council of the Town of Oro Valley, Arizona, this 7th day of May, 2014.

TOWN OF ORO VALLEY

Dr. Satish I. Hiremath, Mayor

ATTEST:

APPROVED AS TO FORM:

Julie K. Bower, Town Clerk

Tobin Sidles, Legal Services Director

Date: _____

Date: _____

EXHIBIT “A”

A non-exclusive equestrian trail easement over and under the Logan’s crossings
Homeowners Association property designated as, public trails for the sole, exclusive, and
limited purpose of recreational non-motorized pedestrian and equestrian by the public
only

EXHIBIT “B”



Legal Description New Equestrian Trail

A portion of Common Area "B" in Saddle Valley II, Book 44 of Maps and Plats Page 38, records of Pima County, Arizona, said portion is situated in the southwest quarter of Section 14, Township 12 South, Range 13 east, Gila and Salt River meridian, Pima County, Arizona, and is described as follows:

BEGINNING at the southeast corner of Lot 19 in said Saddle Valley II, said corner being coincident with the southernmost corner of said Common Area "B";

Thence North $35^{\circ}36'43''$ West, along the southwesterly line of Common Area "B", a distance of 30.70 feet to the southwest corner of Common Area "B";

Thence North $33^{\circ}00'44''$ East, departing said southwesterly line, a distance of 37.48 feet to a point of curvature of a tangent curve concave to the west;

Thence northerly and northwesterly, along the arc of said curve, to the left, having a radius of 15.00 feet and a central angle of $93^{\circ}00'06''$, a distance of 24.35 feet to a point of tangency;

Thence North $59^{\circ}59'22''$ West, a distance of 8.99 feet to the westerly line of said Common Area "B";

Thence North $07^{\circ}32'25''$ East, along said westerly line, a distance of 10.82 feet;

Thence South $59^{\circ}59'22''$ East, departing said westerly line, a distance of 13.13 feet to a point of curvature of a tangent curve concave to the west;

Thence southeasterly and southerly, along the arc of said curve, to the right, having a radius of 25.00 feet and a central angle of $93^{\circ}00'06''$, a distance of 40.58 feet to a point of tangency;

Thence South $33^{\circ}00'44''$ West, a distance of 30.66 feet;

Thence South $35^{\circ}36'43''$ East, a distance of 23.75 feet to the curved southeasterly line of said Common Area "B", concave to the northwest, a radial line of said curve through said point having a bearing of South $37^{\circ}05'20''$ East;

Thence southwesterly, along said curved southeasterly line, to the right, having a radius of 388.00 feet and a central angle of $01^{\circ}28'37''$, a distance of 10.00 feet to the **POINT OF BEGINNING**.

Containing 1,048 square feet or 0.0241 acres, more or less.

See Exhibit "A" attached hereto and made a part hereof.



Richard B. Howell Jr., RLS 21774

INJ

EXHIBIT "A"

W*

SCALE: 1"=30'

LINE TABLE

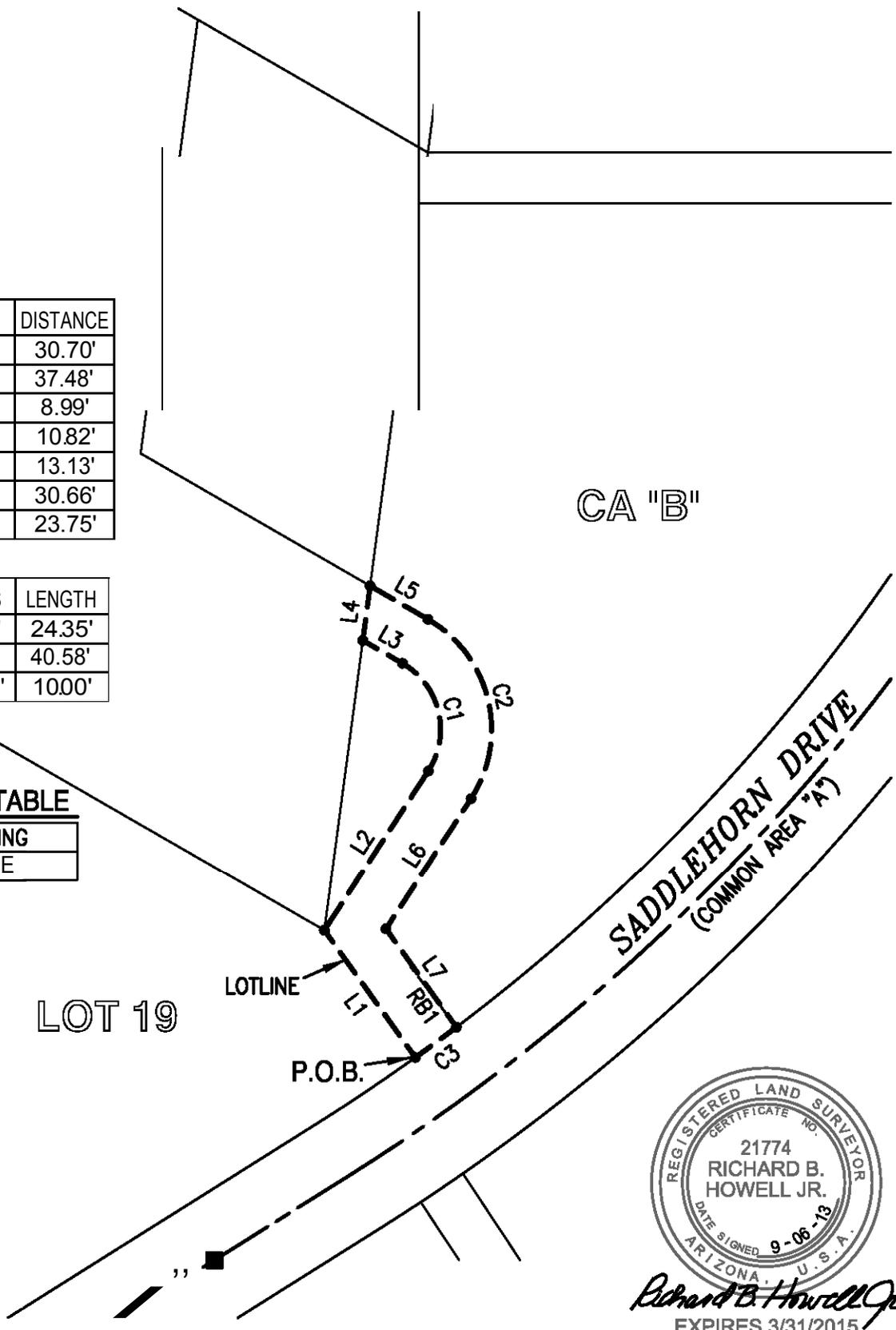
NO.	BEARING	DISTANCE
L1	N 35°36'43" W	30.70'
L2	N 33°00'44" E	37.48'
L3	S 59°59'22" E	8.99'
L4	N 07°32'25" E	10.82'
L5	S 59°59'22" E	13.13'
L6	S 30°44" W	30.66'
L7	S 35°36'43" E	23.75'

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	93°00'06"	1500'	24.35'
C2	93°00'06"	25.00'	40.58'
C3	01°28'37"	388.00'	10.00'

RADIAL BEARING TABLE

NO.	RADIAL BEARING
RB1	S 37°05'20" E



Richard B. Howell Jr.
EXPIRES 3/31/2015

Ashby

7fr N. -M ROAD
MIZIONA 11111

'IB.: cmD> ___ PAX: cmD) -mm4

A 10.00' WIDE EQUESTRIAN TRAIL IN A PORTION OF COMMON AREA "B" IN SADDLE VALLEY II. BOOK 44 MAPS AND PLATS PAGE 38, RECORDS OF PIMA COUNTY, ARIZONA

DATE: AUG. 2013
JOB NO: 5597
SHEET: 1 OF 1

EXHIBIT “C”



**Legal Description
Equestrian Easement**

A portion of Saddlehorn Drive (Common Area "A") in Saddle Valley II, Book 44 of Maps and Plats Page 38, records of Pima County, Arizona, said portion is situated in the southwest quarter of Section 14, Township 12 South, Range 13 east, Gila and Salt River meridian, Pima County, Arizona, and is described as follows:

BEGINNING at the northernmost corner of Lot 27 in said Saddle Valley II;

Thence North 33°25'54" West, a distance of 3.28 feet;

Thence North 01°40'37" East, a distance of 25.67 feet to the curved northwesterly right-of-way line of said Saddlehorn Drive, concave to the northwest, a radial line of said curve through said point having a bearing of South 35°36'43" East;

Thence northeasterly, along said curved right-of-way line, to the left, having a radius of 388.00 feet and a central angle of 01°28'37", a distance of 10.00 feet to a non-tangent line;

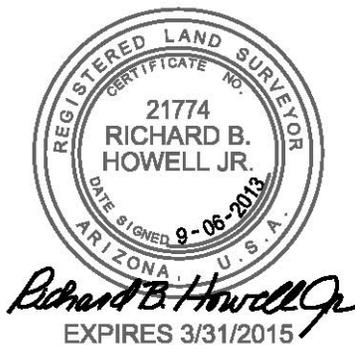
Thence South 35°36'43" East, departing said right-of-way line, a distance of 3.50 feet;

Thence South 01°40'37" West, a distance of 25.88 feet to the curved southeasterly right-of-way line of said Saddlehorn Drive, concave to the northwest, a radial line of said curve through said point having a bearing of South 34°49'21" East;

Thence southwesterly, along said curved right-of-way line, to the right, having a radius of 412.00 feet and a central angle of 01°23'27", a distance of 10.00 feet to the **POINT OF BEGINNING**.

Containing 292 square feet or 0.0067 acres, more or less.

See Exhibit "A" attached hereto and made a part hereof.



Richard B. Howell Jr., RLS 21774

EXHIBIT "A"

INJ

W*

SCALE: 1"=20'

CA "B"

SADDLEHORN DRIVE
(COMMON AREA "A")

LOT 19

P.O.B.

LOT 28

LOT 27

LINE TABLE

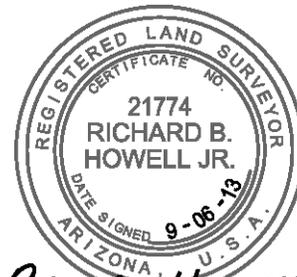
NO.	BEARING	DISTANCE
L1	N 33°25'54" W	3.28'
L2	N or 40°31'E	25.67'
L3	S 35°35'43" E	3.50'
L4	S 01°40'37" W	25.88'

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	01°28'37"	388.00'	10.00'
C2	01°23'27"	412.00'	10.00'

RADIAL BEARING TABLE

NO.	RADIAL BEARING
RB1	S 35°36'43" E
RB2	S 34°49'21" E



Richard B. Howell Jr.
EXPIRES 3/31/2015

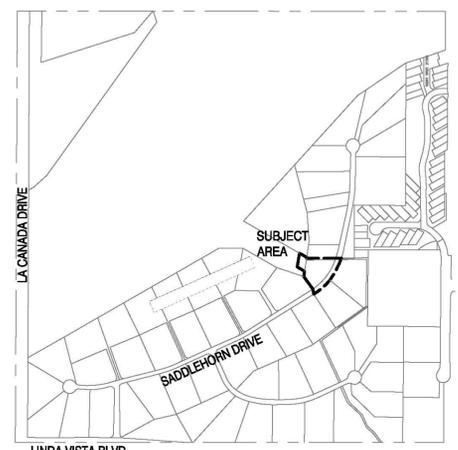
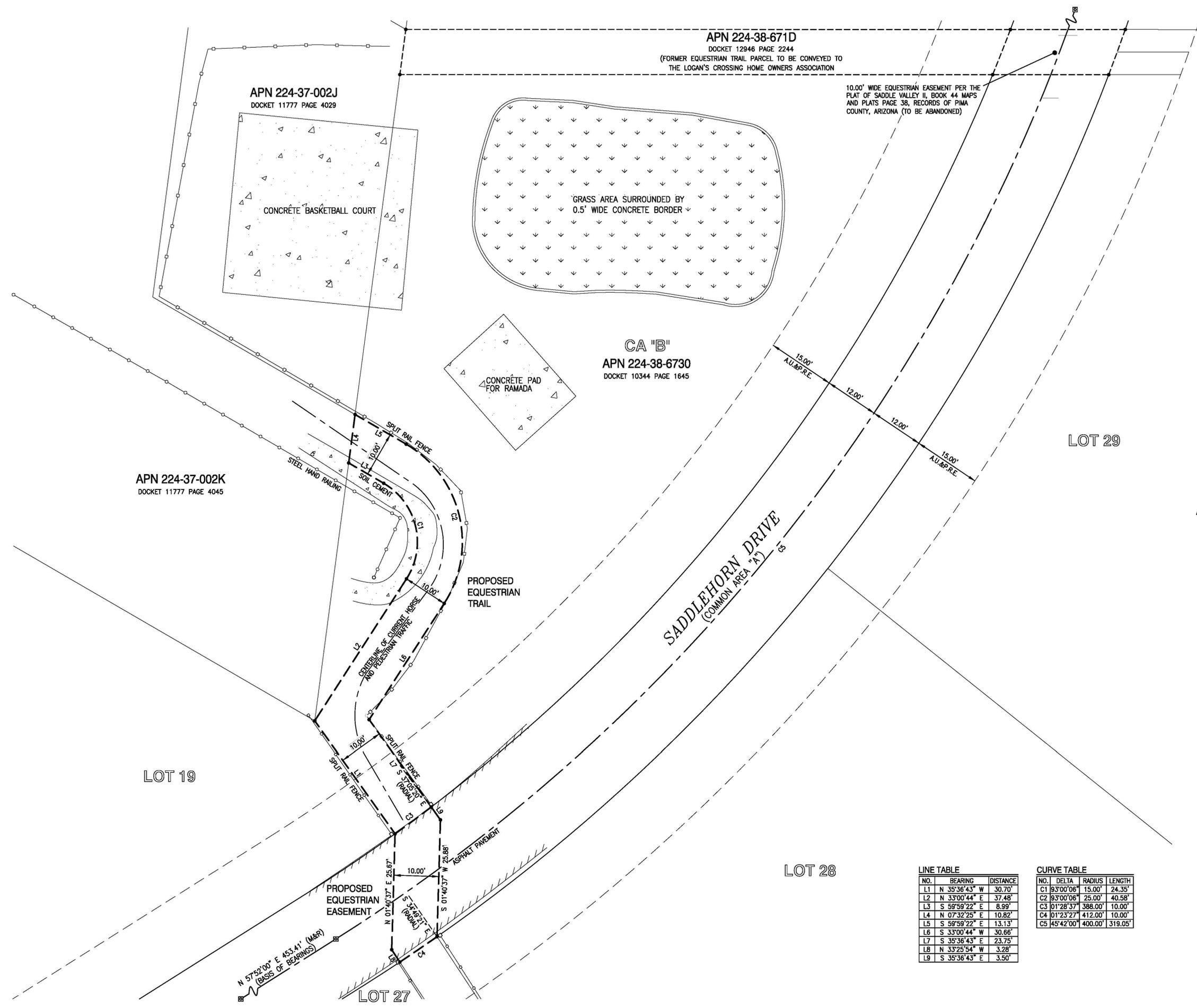


7fr N. -MI ROAD
MIZIONA 11111

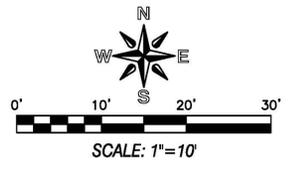
'IB.: cmD> ___-___ PAX: cmD) - .mmr4

A 10.00' WIDE EQUESTRIAN EASEMENT IN A
VALLEY II, BOOK 44 MAPS AND PLATS PAGE
38, RECORDS OF PIMA COUNTY, ARIZONA

DATE: AUG. 2013
JOB NO: 5597
SHEET: 1 OF 1



LOCATION MAP (NOT TO SCALE)
A PORTION OF SECTION 14, T.12S., R.13E., G.&S.R.M., PIMA COUNTY, ARIZONA



- LEGEND**
- FOUND 2" DIAMETER BRASS CAP SURVEY MONUMENT STAMPED "RLS 12122"
 - APN ASSESSOR'S PARCEL NUMBER
 - (M) MEASURED BEARING AND/OR DISTANCE
 - (R) RECORD BEARING AND/OR DISTANCE PER THE PLAT OF SADDLE VALLEY II, BOOK 44 MAPS AND PLAT PAGE 38, RECORDS OF PIMA COUNTY, ARIZONA
 - A.U.&P.R.E. ACCESS, UTILITY & PEDESTRIAN REFUGE EASEMENT

BASIS OF BEARINGS
THE BASIS OF BEARINGS FOR THIS EXHIBIT IS N 57°52'00" E ON THE CENTERLINE OF SADDLEHORN DRIVE BETWEEN THE FOUND 2" DIAMETER BRASS CAP SURVEY MONUMENT STAMPED "RLS 12122" AT THE NORTHEASTERLY END OF CURVE #17 AND THE FOUND 2" DIAMETER BRASS CAP SURVEY MONUMENT STAMPED "RLS 12122" AT THE SOUTHWESTERLY END OF CURVE #18 AS SHOWN ON THE PLAT OF SADDLE VALLEY II, BOOK 44 MAPS AND PLAT PAGE 38, RECORDS OF PIMA COUNTY, ARIZONA

LINE TABLE

NO.	BEARING	DISTANCE
L1	N 35°36'43" W	30.70'
L2	N 33°00'44" E	37.48'
L3	S 59°59'22" E	8.99'
L4	N 07°32'25" E	10.82'
L5	S 59°59'22" E	13.13'
L6	S 33°00'44" W	30.66'
L7	S 35°36'43" E	23.75'
L8	N 33°25'54" W	3.28'
L9	S 35°36'43" E	3.50'

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	93°00'06"	15.00'	24.35'
C2	93°00'06"	25.00'	40.58'
C3	01°28'37"	388.00'	10.00'
C4	01°23'27"	412.00'	10.00'
C5	45°42'00"	400.00'	319.05'



REVISIONS

EXHIBIT
SHOWING EXISTING AND PROPOSED EQUESTRIAN EASEMENTS AND EXISTING AND PROPOSED EQUESTRIAN TRAILS SITUATED IN SADDLE VALLEY II, BOOK 44 MAPS AND PLAT PAGE 38, IN THE S.W. 1/4 OF SECTION 14, T.12S., R.13E., GILA AND SALT RIVER MERIDIAN, PIMA COUNTY, ARIZONA

Ashby
SURVEYING & DRAFTING, INC.

717 N. SWAN ROAD
TUCSON, ARIZONA 85711
TEL: (520) 325-1891 • FAX: (520) 325-2074

DATE: AUGUST, 2013
JOB NO: 5597
SHEET: 1 OF 1



Town Council Regular Session

Item # **H.**

Meeting Date: 05/07/2014
Requested by: Paul Keesler
Submitted By: Paul Keesler, Development Infrastructure Services
Department: Development Infrastructure Services

Information

SUBJECT:

Resolution No. (R)14-30, authorizing and approving the vacation of the roadway crossing Saddlehorn Drive at the at the northwesterly corner of Lot 29 and through Common Area B, as described in Exhibits "A" and "B"

RECOMMENDATION:

Staff recommends approval

EXECUTIVE SUMMARY:

The purpose of this resolution is to correct the differences between the recorded public equestrian easement and the physical locations of the constructed trails. From a liability standpoint, it is in the Town's best interest that the easements recorded match the physical trails.

In addition, this agenda item is paired and required to be acted upon uniformly and simultaneously as the agenda item:

Resolution No. (R)14-29, accepting an Equestrian Trail Easement from Logan's Crossings Homeowners Association for the southwest corner of Lot 19 in Saddle Valley II in the southern most corner of Common Area B as Depicted in Exhibit "B" and access Saddlehorn Drive as depicted in Exhibit "C"

BACKGROUND OR DETAILED INFORMATION:

The Saddle Valley II subdivision, recorded in March 1992, is located between the CDO Wash along the north, La Canada Drive on the west and Linda Vista Blvd. on the south. This subdivision created accommodations for equestrian trail connectivity between Linda Vista to the CDO via a series of trails, which some were created by actual dedicated parcel and some by easement over private property. These easements were dedicated to Pima County.

In February 2007, the County transferred ownership of this trail system to Oro Valley by Quit Claim Deed; however, it had come to the attention of the Town that the platted easements do not match the actual constructed trail. Consequently, initial steps were taken in 2007 to correct the situation. The Town purchased an easement over private property (the southwest 10 feet of lot 28) in May 2007 and abandoned several portions of the trail easement in August 2007.

Regardless, this action in 2007 was not complete in matching the easements to the total trail system as it exists. This agenda item will abandon that trail easement and trail parcel over land that contains no trail. The Site Map (Attachment 2) provides a better view of these easements and their relationship with the easements being obtained by the companion resolution presented this evening.

The purpose of this abandonment is to separate the Town from land that is not part of the trail system and therefore, decrease potential risk of accident responsibility where the public necessity does not exist.

FISCAL IMPACT:

None.

SUGGESTED MOTION:

I MOVE to approve the vacation of the roadway crossing Saddlehorn Drive at the northwesterly corner of Lot 29 and through Common Area B, as described in Exhibits "A" and "B."

or

I MOVE to not accept the vacation of the roadway crossing Saddlehorn Drive at the at the northwesterly corner of Lot 29 and through Common Area B, as described in Exhibits "A" and "B."

Attachments

R14-30 Vacation of Trail Easements

Attachment 2 - Site Map

RESOLUTION NO. (R)14-30

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF ORO VALLEY, ARIZONA, AUTHORIZING AND APPROVING THE VACATION OF THE ROADWAY CROSSING SADDLEHORN DRIVE AT THE NORTHWESTERLY CORNER OF LOT 29, AS DESCRIBED IN EXHIBITS “A” AND “B”

WHEREAS, pursuant to A.R.S. § 9-276, the Town is authorized to lay out, maintain, control and manage public roads within its jurisdictional boundaries; and

WHEREAS, pursuant to A.R.S. § 28-7205, the Town has the authority to vacate any roadway that belongs to the Town by Resolution; and

WHEREAS, the Town desires to vacate the 10.00’ piece of roadway crossing Saddlehorn Drive, as depicted in Exhibit “A”; and

WHEREAS, the Town desires to vacate the portion of the 10.00’ wide Equestrian trail though Common Area B lying on the westerly side of Saddlehorn Drive as shown in Exhibit “B”; and

WHEREAS, it is in the best interest of the Town to vacate the roadway crossing Saddlehorn Drive and the easement to the west of Saddlehorn Drive, as depicted in Exhibits “A” and “B”.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Oro Valley, Arizona, that:

SECTION 1. The portion of the Saddlehorn Drive, described in Exhibit “A” and attached hereto by this reference, is hereby vacated.

SECTION 2. The portion of the easement to the west of Saddlehorn Drive, described in Exhibit “B” and attached hereto by this reference, is hereby vacated.

SECTION 4. The vacated roadway crossing Saddlehorn Drive, described in Exhibit “A” attached hereto and incorporated herein by this reference, is hereby approved.

SECTION 5. The vacated easement to the west of Saddlehorn Drive, described in Exhibit “B” attached hereto and incorporated herein by this reference, is hereby approved.

PASSED AND ADOPTED by the Mayor and Council of the Town of Oro Valley, Arizona, this 7th day of May, 2014.

TOWN OF ORO VALLEY

Dr. Satish I. Hiremath, Mayor

ATTEST:

APPROVED AS TO FORM:

Julie K. Bower, Town Clerk

Tobin Sidles, Legal Services Director

Date: _____

Date: _____

EXHIBIT “A”

**Legal Description
Equestrian Easement Abandonment**

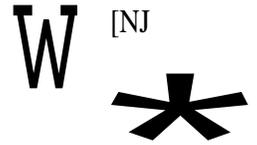
That 10.00 foot wide Equestrian Easement crossing Saddlehorn Drive (Common Area "A") at the northwesterly corner of Lot 29 as shown on the plat of Saddle Valley II, Book 44 of Maps and Plats Page 38, records of Pima County, Arizona.

See Exhibit "A" attached hereto and made a part hereof.



Richard B. Howell Jr., RLS 21774

EXHIBIT "A"



SCALE: 1"=30'

CA "B"

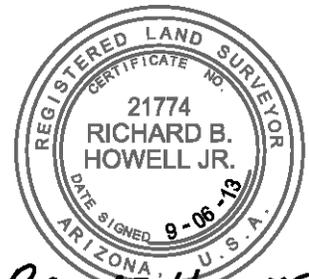
CA "B"

10.00-WIDE EQUESTRIAN EASEMENT
PER THE PLAT OF SADDLE VALLEY II,
BOOK 44 MAPS AND PLATS PAGE 38.
RECORDS OF PIMA COUNTY, ARIZONA

CA "B"

II J III

LOT 29



Richard B. Howell Jr.
EXPIRES 3/31/2015



7fr N. -M ROAD
MIZIONA 11111

'IB.: cmD> _ _ _ PAX: cmD) - .mr4

10.00' WIDE EQUESTRIAN EASEMENT AS
SHOWN ON THE PLAT OF SADDLE VALLEY
II, BOOK 44 MAPS AND PLATS PAGE 38,
RECORDS OF PIMA COUNTY, ARIZONA

DATE: AUG. 2013
JOB NO: 5597
SHEET: 1 OF 1

EXHIBIT “B”

**Legal Description
Existing Equestrian Trail**

That portion of the 10.00 foot wide Equestrian Trail through Common Area "B" lying on the westerly side of Saddlehorn Drive as shown on the plat of Saddle Valley II, Book 44 of Maps and Plats Page 38, records of Pima County, Arizona.

See Exhibit "A" attached hereto and made a part hereof.



Richard B. Howell Jr., RLS 21774

EXHIBIT „A,,

W*

LOT 46

SCALE: 1"=30'

CA "B"

10.00-WIDE EQUESTRIAN TRAIL PER THE PLAT OF SADDLE VALLEY II, BOOK 44 MAPS AND PLATS

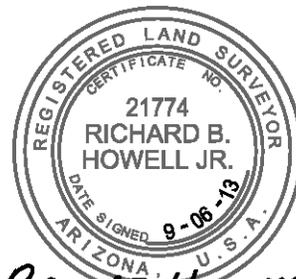
8:..ROS M C - I

0

CA "B"

SADDLEHORN DRIVE
(COMMON AREA "A")

LOT 29



Richard B. Howell Jr.
EXPIRES 3/31/2015



7fr N. -M RQAD
MIZIONA 11111

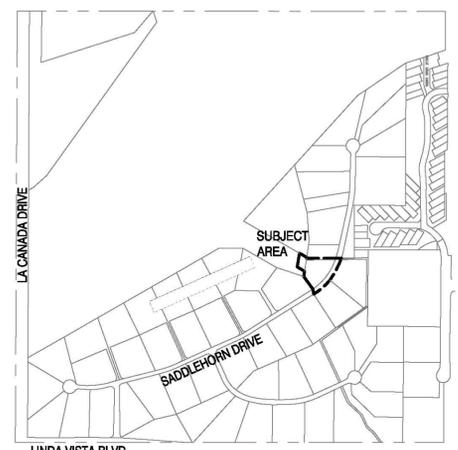
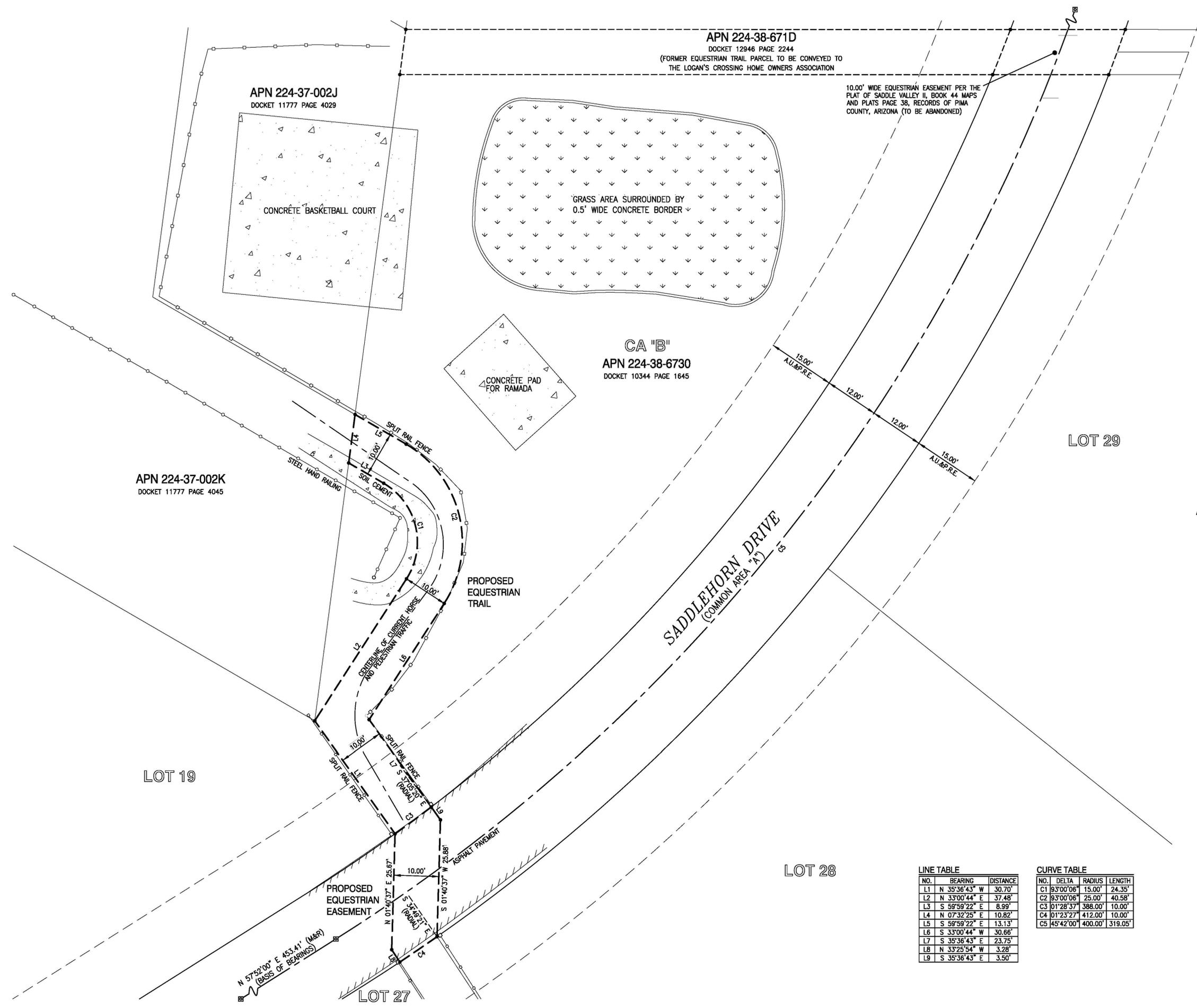
IB.: cmD> _ _ _ PAX: cmD) - .m1r4

A 10.00' WIDE EQUESTRIAN TRAIL AS SHOWN ON THE PLAT OF SADDLE VALLEY II, BOOK 44 MAPS AND PLATS PAGE 38, RECORDS OF PIMA COUNTY, ARIZONA

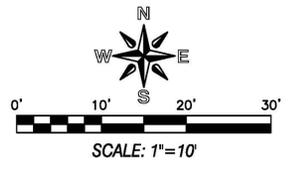
DATE: AUG. 2013

JOB NO: 5597

SHEET: 1 OF 1



LOCATION MAP (NOT TO SCALE)
A PORTION OF SECTION 14, T.12S., R.13E., G.&S.R.M., PIMA COUNTY, ARIZONA



- LEGEND**
- FOUND 2" DIAMETER BRASS CAP SURVEY MONUMENT STAMPED "RLS 12122"
 - APN ASSESSOR'S PARCEL NUMBER
 - (M) MEASURED BEARING AND/OR DISTANCE
 - (R) RECORD BEARING AND/OR DISTANCE PER THE PLAT OF SADDLE VALLEY II, BOOK 44 MAPS AND PLAT PAGE 38, RECORDS OF PIMA COUNTY, ARIZONA
 - A.U.&P.R.E. ACCESS, UTILITY & PEDESTRIAN REFUGE EASEMENT

BASIS OF BEARINGS
THE BASIS OF BEARINGS FOR THIS EXHIBIT IS N 57°52'00" E ON THE CENTERLINE OF SADDLEHORN DRIVE BETWEEN THE FOUND 2" DIAMETER BRASS CAP SURVEY MONUMENT STAMPED "RLS 12122" AT THE NORTHEASTERLY END OF CURVE #17 AND THE FOUND 2" DIAMETER BRASS CAP SURVEY MONUMENT STAMPED "RLS 12122" AT THE SOUTHWESTERLY END OF CURVE #18 AS SHOWN ON THE PLAT OF SADDLE VALLEY II, BOOK 44 MAPS AND PLAT PAGE 38, RECORDS OF PIMA COUNTY, ARIZONA

LINE TABLE

NO.	BEARING	DISTANCE
L1	N 35°36'43" W	30.70'
L2	N 33°00'44" E	37.48'
L3	S 59°59'22" E	8.99'
L4	N 07°32'25" E	10.82'
L5	S 59°59'22" E	13.13'
L6	S 33°00'44" W	30.66'
L7	S 35°36'43" E	23.75'
L8	N 33°25'54" W	3.28'
L9	S 35°36'43" E	3.50'

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	93°00'06"	15.00'	24.35'
C2	93°00'06"	25.00'	40.58'
C3	01°28'37"	388.00'	10.00'
C4	01°23'27"	412.00'	10.00'
C5	45°42'00"	400.00'	319.05'



REVISIONS

EXHIBIT
SHOWING EXISTING AND PROPOSED EQUESTRIAN EASEMENTS AND EXISTING AND PROPOSED EQUESTRIAN TRAILS SITUATED IN SADDLE VALLEY II, BOOK 44 MAPS AND PLAT PAGE 38, IN THE S.W. 1/4 OF SECTION 14, T.12S., R.13E., GILA AND SALT RIVER MERIDIAN, PIMA COUNTY, ARIZONA

Ashby
SURVEYING & DRAFTING, INC.
717 N. SWAN ROAD
TUCSON, ARIZONA 85711
TEL: (520) 325-1891 • FAX: (520) 325-2074

DATE: AUGUST, 2013
JOB NO: 5597
SHEET: 1 OF 1



Town Council Regular Session

Item # **1.**

Meeting Date: 05/07/2014
Requested by: Paul Keesler
Submitted By: Paul Keesler, Development Infrastructure Services
Department: Development Infrastructure Services

Information

SUBJECT:

DISCUSSION AND DIRECTION TO THE APPLICANT, NUEVA ESPANA HOME OWNERS ASSOCIATION (HOA), AND STAFF REGARDING THE RIGHT-OF-WAY DEDICATION FOR CALLE CORDOBESA FROM PRIVATE TO PUBLIC STREET

RECOMMENDATION:

The Town Engineer does not recommend that the Town accept the full street. The southern portion containing the cul-de-sac has a neighborhood pool in the center. Given this unique situation, the Town Engineer recommends that any consideration for acceptance would not include this portion of Calle Cordobesa.

The remainder of the northern portion of Calle Cordobesa meets minimum structural and engineering criteria to be considered a public street. However, this street does not provide an overall community benefit over what will be experienced by the immediate neighborhood being served.

EXECUTIVE SUMMARY:

Per the Town Code, Article 7-8-1, an entity may request that the Town consider acceptance of existing private streets, sidewalks, trails, drainage and utility easements as public domain. In this case, the Nueva Espana HOA is requesting that their private street be accepted by the Town as a public street/right-of-way. However, this street cannot be accepted as public domain until the Town Council has formally accepted it by a public vote.

Prior to final acceptance, the Town Code conditions and requirements would need to be met (see Attachment B - Conditions of Approval). Since there is a substantial amount of work and cost in satisfying the Town Code Conditions of Approval, this item is being brought to Council first as a request for direction. If the Council is in favor of accepting this street for public domain, then staff will work with the HOA to satisfy all required stipulations for the transfer. Once all requirements are met, this item will be returned to Council for formal public vote of acceptance.

BACKGROUND OR DETAILED INFORMATION:

The Nueva Espana residential subdivision, located in the recently annexed Tohono Chul area, consists of 8 single family residences lining a single private cul-de-sac, Calle Cordobesa. The HOA is requesting that the Town accept their private street as public for the purposes of maintenance and management.

The Town Engineer has reviewed the request and offers the following observations:

- The street is in fair repair and is structurally sound. The HOA has provided a geotechnical report to corroborate the structural integrity of the existing pavement.

- This street is a cul-de-sac and does not provide connectivity to the public road system, except for the 8 residences of the Nueva Espana subdivision.
- Minor drainage improvements would be required if accepted. This work would be executed by Town Stormwater Utility and Operations staff.
- Prior to final acceptance, the Town Code conditions and requirements would need to be met. See Attachment B - Conditions of Approval

Since there is a substantial amount of work and cost in satisfying the Town Code Conditions of Approval, this item will be brought to Council first as a request for direction. If the Council is in favor of accepting this street for public domain, then staff will work with the HOA to satisfy all required stipulations for the transfer. Once all requirements are met, this item will be returned to Council for formal public vote of acceptance.

FISCAL IMPACT:

If accepted, the street will need to be rotated into the Town's pavement preservation program. We have estimated that the cost of a surface treatment and ancillary striping & signage maintenance is approximately \$13,000. Surface treatments are applied as a general rule of thumb every 5 to 7 years, based on OCI condition index.

SUGGESTED MOTION:

I MOVE to direct the applicant and staff to satisfy the Conditions of Approval for acceptance of Calle Cordobesa into the public street network as public domain and return the item for formal acceptance at a later Council meeting.

or

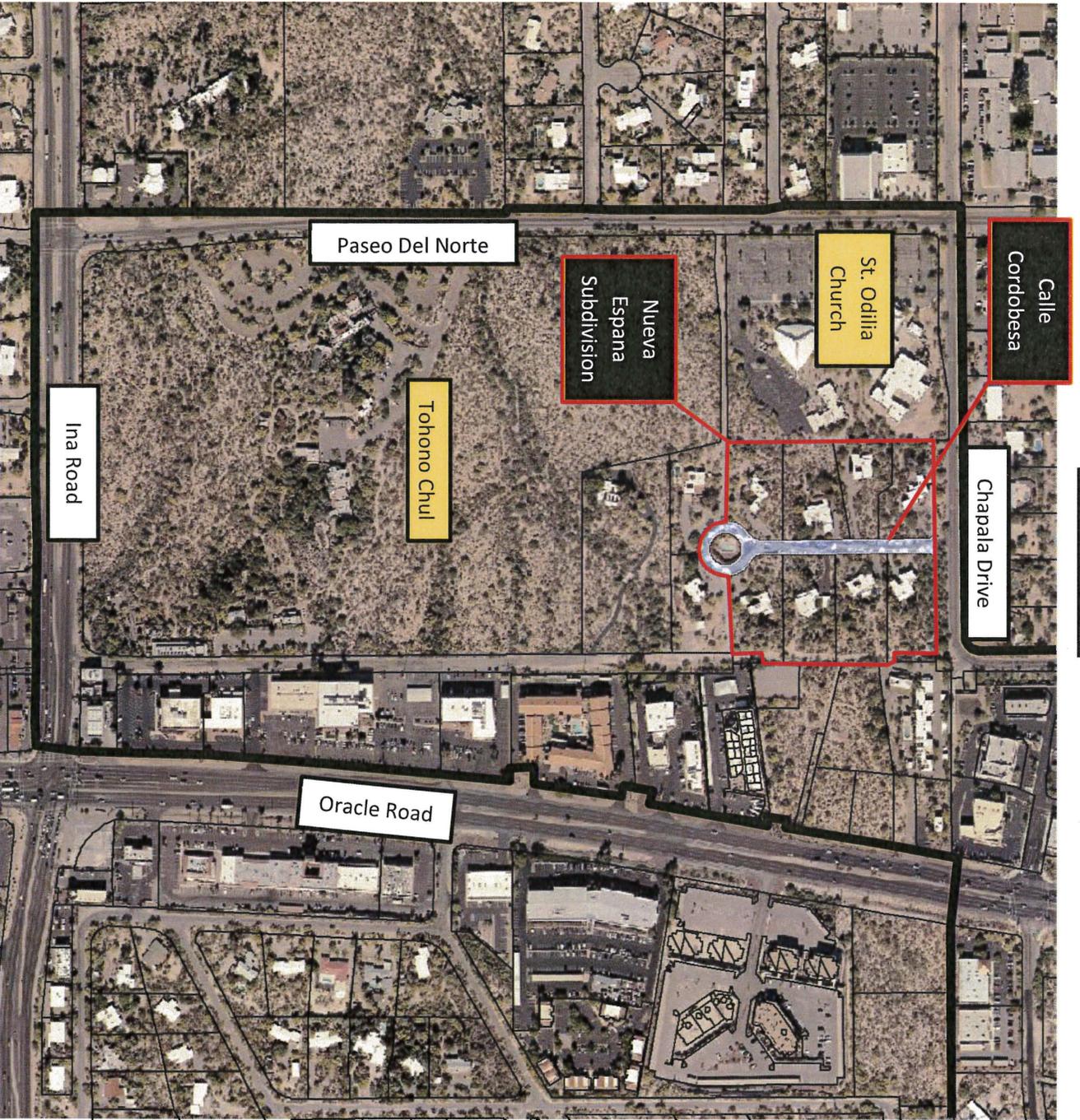
I MOVE to deny the applicant's request to accept Calle Cordobesa into the public street network as public domain.

Attachments

Attachment A - Location Map

Attachment B - Conditions of Approval

Location Map



Calle
Cordobesa

St. Odilia
Church

Nueva
Espana
Subdivision

Tohono Chul

Paseo Del Norte

Ina Road

Chapala Drive

Oracle Road

Conditions of Approval

1. If approved, any vegetation in the new right-of-way may be trimmed or removed by the Town to assure adequate street width and safe view is maintained.
2. If during the acceptance processing, any unique situation arises, the Town Engineer reserves the right to address the situation and require the Nueva Espana to provide necessary mitigation measures needed to render the street acceptable for Town ownership.

The Nueva Espana HOA shall provide:

3. The current common area representing the land parcel containing Calle Cordobesa shall be subdivided. The subdivision shall remove the pool area and that portion of Calle Cordobesa that is less than 20' wide.

This subdivision shall be properly applied and filed through the Town's development review platting process. The resulting parcel shall contain data necessary for land ownership transfer.

4. A public access easement for use by the general public shall be recorded for the portion of Calle Cordobesa that shall remain private. This is to assure that public vehicular traffic will be able to turn around and exit the subdivision.
5. Where easement, liens, other property rights, rights to any person, utility or corporation have been previously dedicated, granted or otherwise conveyed, within the proposed right-of-way, a release must be obtained from each person, utility or corporation agreeing to the change in ownership. A comprehensive title report showing all property interests in the property sought to be considered for acceptance shall be furnished.
6. A marketable title subject only to necessary public utility easements, must be deeded to the Town. Proof that no liens or taxes are due on the property to be deeded must be provided to the Town. Further, a warranty deed subject only to necessary public utility easements shall be provided. Upon acceptance by the Town, a title insurance policy shall be furnished by the applicant showing the title is vested in the Town, subject only to necessary public utility easements.
7. An environmental audit shall be prepared by a qualified environmental professional certifying that no known or potential environmental hazards exist with respect to the property being considered for acceptance as public domain.
8. A complete legal description of the area being proposed for acceptance must also be submitted with the map or plat.
9. The date of the construction of the street was completed and a history of maintenance including types of maintenance treatment and dates must be furnished.

10. A license agreement must be filed along with this dedication for the entry monument to remain and be maintained by the HOA.

11. All existing private street signage must be removed from the entry monument.



Town Council Regular Session

Item # **2.**

Meeting Date: 05/07/2014
Requested by: Bayer Vella
Submitted By: Bayer Vella, Development Infrastructure Services
Department: Development Infrastructure Services

Information

SUBJECT:

YOUR VOICE, OUR FUTURE PROJECT UPDATE AND REQUEST TO ENDORSE THE DRAFT VISION AND GUIDING PRINCIPLES

RECOMMENDATION:

On May 10, 2014, the Planning & Zoning Commission voted unanimously to recommend approval of the draft Vision and Guiding Principles.

EXECUTIVE SUMMARY:

The purpose of this agenda item is to provide an overview of progress and request action by the Town Council. Requested action entails Town Council review and approval of the draft Vision & Guiding Principles (Attachment 1).

From September 2013 to February 2014, the Oro Valley community has been speaking up at outreach events and efforts as part of the **Your Voice, Our Future** project. The comments gathered will be used to update the Town's community plan, commonly referred to as the General Plan. The level of participation and results of the outreach are significant.

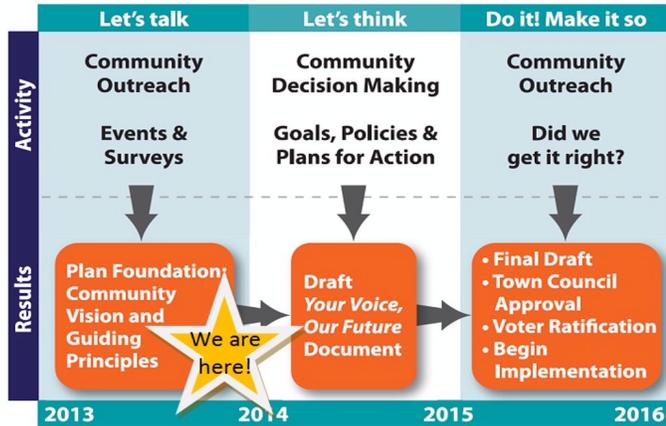
To date, the community outreach has improved above 2005 efforts, as well as offerings provided by any jurisdiction in Southern Arizona. A diverse array of community events, survey methods (phone, paper, YourVoiceOV.com and information gathering at events), stakeholder outreach and multiple forms of media were utilized to invite participation.

The results of over five months of intensive community outreach are remarkably cohesive and as a result, very little interpretation was required to transform the data into a draft community vision and guiding principles. The focus of this report is to describe the effort in listening to the community, quantify results and summarize by identifying what "matters most" to the majority of participants.

On May 10, 2014, the Planning & Zoning Commission voted unanimously to endorse the draft Vision and Guiding Principles. The draft minutes are provided as Attachment 2. The role of the Planning & Zoning Commission is significant and as provided in Section 21.3 of the zoning code, the Commission "*initiates, develops, and recommends to the Town Council a General Plan which establishes the goals of Oro Valley regarding future development of the Town.*"

BACKGROUND OR DETAILED INFORMATION:

Process & Schedule



The project is on the cusp of a significant milestone. The community is transitioning from the initial “Let’s Talk” (Phase I) to “Let’s Think” (Phase II). Over the past five months, the aim has been to ask the community to speak up and identify key values. This information has been used to help paint a “big picture” vision of what the community wants to be in 10 years and beyond. This matters because it creates a foundation and framework to then build goals, policies and plans for action.

The **Your Voice, Our Future** project is just getting started. Bringing the first phase of community outreach to a successful end represents the start of an equally important phase. Endorsement of a Vision and Guiding Principles merely represents setting the table for many more conversations. The significant content of the plan will be developed by residents in the “Let’s Think” phase.

Community Outreach

How, who, and where?

On April 2, 2013, the Planning & Zoning Commission voted to recommend approval of a Public Participation Plan (PPP) to the Oro Valley Town Council. Consequently, this plan for community outreach, developed by Town residents, was formally adopted by the Town Council on May 1, 2013.

The PPP represented important objectives throughout the Let’s Talk phase. In addition, the directives within the document included “providing practical, clear and compelling information that directly relates the General Plan to residents’ lives,” as well as “going to the community; do not solely rely on the public to attend large forums.” The PPP also includes specific outreach methods and lists of community stakeholders to include in the effort. For a detailed report of outreach methods, please see Attachment 3.

The Your Voice Volunteers, a team of community leaders and residents, was instrumental in providing a broad array of opportunities. The project was showcased at 60 community events – predominately on weekends. The team met residents where they go to eat, shop, get the news, learn, network and recreate.

Information gathered

In order to maximize participation, four different survey methods were employed over the “Let’s Talk” phase. Based on a survey instrument developed in conjunction with FMR Associates, the Town has sought community opinions in four different ways:



Telephone: a statistically-valid and statistically-projectable/actionable survey of adult (18+) Oro Valley residents was conducted in September 2013 by FMR Associates. Sample size was 306.

Community Events: three individual questions selected from the telephone survey instrument were posed to attendees by Town volunteers and staff at more than 60 community events. More than 2,600 Post-It

Notes were completed by community event attendees.

- **On-line:** a self-administered, web-based version of the entire telephone survey was created and linked at the **YourVoiceOV.com** website. Sample size was 212.
- **Paper:** a self-administered paper survey (very similar to the telephone survey) was developed and distributed by the Town at various community events and in the *Explorer* newspaper as a full page ad. Sample size was 104.

Attachment 4 includes an executive summary of the consultant’s analysis. A key point is that the survey methods, in total, reached the broad demographic spectrum in Oro Valley. In the report, FMR Associates concludes by stating:

“The four survey methods were used to elicit opinions from as many different residents and community members as possible. Despite the different data collection methods, there is a strong degree of correlation and similarities in the comparative survey findings. As a result, survey findings are representative of the attitudes and priorities of the community.”

Draft Vision & Guiding Principles

The results of all the community’s voices have been formed into a big picture statement or vision about Oro Valley’s future. It answers the question, “What should Oro Valley be like in 10 years and beyond?” The vision is further defined through twelve guiding principles. They both work together to illustrate the things that **matter most** to the majority of participants and will be used to guide future committee and outreach efforts. In essence, they create a framework, developed by residents, for staff and all future committees to work within.



The draft Vision and Guiding Principles are provided in Attachment 1 and directly correlate with the survey findings. As a result, very little interpretation was needed to assemble the draft since the community-driven results were cohesive. Our priority is to stay true to the community voice as whole.

There are many general terms used in both the Vision and Guiding Principles, so it is important to note that most were derived directly from community input and will require further definition by future committees. At this point, the goal is to clearly indicate what is important to the community and enable committee

opportunities to add appropriate specificity.

The Town has sought public comment on YourVoiceOV.com by sending invitations to the community through the publishing of an *Explorer* article and ad, email or presentations to project participants and organizations identified in the PPP, use of stakeholder websites, Vista, Town Water Utility bill inserts and the Town’s website.

Attachment 5 includes public comments specific to the draft Vision and Guiding Principles. Staff used the comments to improve the draft instead of changing the direction garnered over five months of community outreach.

Next Steps

We are just getting started on the project and have much work to do. Three topical committees are planned (Development, Environment and Community). Each committee will make recommendations on draft goals, policies and implementation actions – all within the framework of the Vision and Guiding Principles.

Once the draft Vision and Guiding Principles are recognized by Town Council, staff will commence the

process of formulating a preliminary draft General Plan for committee review and refinement. Staff anticipates that committee work will begin late this summer.

FISCAL IMPACT:

At this juncture, the Vision and Guiding Principles do not have an immediate fiscal impact. The plan for the community's future, once developed, will provide direction to the Town Council and the larger community on future decisions related to Town finances.

SUGGESTED MOTION:

I MOVE to endorse the Your Voice, Our Future Vision and Guiding Principles as written in Exhibit A.

OR

I MOVE to endorse the Your Voice, Our Future Vision and Guiding Principles as written in Exhibit A with the following modifications:

_____.

Attachments

Attachment #1. Exhibit A. Vision & Guiding Principles

Attachment #2. Planning & Zoning Commission Draft Minutes

Attachment #3. Public Participation Plan Progress Report

Attachment #4. Comparative Survey Findings - Executive Summary

Attachment #5. Public Comments on Vision & Guiding Principles. April 21, 2014



YOUR VOICE OUR FUTURE

Planning Oro Valley Together

ORO VALLEY'S VISION & GUIDING PRINCIPLES

The results of all the community's voices have been formed into a big picture statement or vision about Oro Valley's future. It answers the question, "What should Oro Valley be like in 10 years and beyond?"

*The vision is further defined through twelve guiding principles. They all work together to illustrate the things that **matter most** to the community and will be used to guide future committee and participant efforts.*



Volunteers and residents chatting at the Farmers Market in November 2013.



Vision for the Future

To be a well-managed community that provides all residents with opportunities for quality living. Oro Valley will retain its friendly, small-town character, while increasing access to daily services, employment and recreation. The Town's lifestyle continues to be defined by a strong sense of community, a high regard for public safety and an extraordinary natural environment and scenic views.

Guiding Principles

Focus on community safety and maintain low crime

- Low crime
- Safe streets, neighborhoods and schools
- Quick emergency response times and one-on-one interactions with residents
- Crime prevention programs
- Disaster planning and homeland security preparedness

Ensure integrity of scenic beauty and environment

- Desert and mountain views
- Desert climate and environment
- Wildlife and vegetation
- Open space

Keep the unique community identity as a special place

- Small town feel
- Nice place to live
- Quiet, delightful, laid back and peaceful
- Friendly and neighborly people
- Clean and well kept
- Forward-thinking
- Built environment sets OV apart



Comments from students at Ironwood Ridge High School in December 2013.

Create a complete community with a broad range of shopping, dining and places to gather

- Increase shopping opportunities, services, and restaurants
- Provide more services nearby
- Good place to open a business
- Downtown or central gathering area

Minimize traffic and increase ways to get around Town

- Traffic flow on Oracle Road and develop alternate routes
- Maintain good roads
- Provide more sidewalks and bike lanes
- Increase public transportation

Manage how we grow and maintain high design standards

- Keep small-town feel
- Concern about rapid growth
- Current rate of growth is “about right”
- Increase commercial services and employment opportunities
- Grow by adding new areas to Town limits
- Quality of built environment sets OV apart

Grow the number of high quality employment opportunities

- Health and medical research industries
- Educational institutions
- Research/technical parks
- Visitor and tourist attractions
- Light industry
- Professional office complexes

Ensure Oro Valley is a family-friendly community

- Low crime and safe
- Parks, hiking, recreation and swimming pool access
- Good schools
- Family entertainment
- Activities for all ages
- Opportunities to interact with all ages
- Attract young professionals

Support and build on high quality of schools

- Quality education and high performing schools
- Family, community and governmental support for education and schools

Provide more parks, recreation and cultural opportunities for all ages

- Opportunities to gather as a community such as festivals and cultural events
- Outdoor recreation such as hiking, walking and biking paths
- The arts
- Amenities including multi-use fields, dog parks, skate park, play equipment, ramadas, bmx track, tennis courts and basketball courts

Promote conservation of natural resources

- Energy-efficient building and construction practices
- Green building
- Renewable energy
- Water conservation

Maintain financial stability

- Manage finances prudently
- Strive for a diversified and stable revenue base
- Minimize the financial burden on taxpayers
- Plan for adequate funding of government services desired by the community



Comments at Fruit Shack Smoothies and Yogurt in January 2014.



**MINUTES
ORO VALLEY PLANNING AND ZONING COMMISSION
SPECIAL SESSION
April 10, 2014
ORO VALLEY COUNCIL CHAMBERS
11000 N. LA CANADA DRIVE**

CALL TO ORDER AT OR AFTER 6:00 PM

Chairman Cox called the meeting to order at 6:00 P.M.

ROLL CALL

PRESENT:

Don Cox, Chairman
John Buette, Vice-Chairman
Bill Leedy, Commissioner
Bill Rodman, Commissioner
Tom Drazazgowski, Commissioner
Greg Hitt, Commissioner
Frank Pitts, Commissioner

PLEDGE OF ALLEGIANCE

Chairman Cox led the audience in the Pledge of Allegiance.

CALL TO AUDIENCE

There were no speaker requests.

COUNCIL LIAISON COMMENTS

Councilmember Hornat was not present for the meeting.

1. REVIEW AND/OR APPROVAL OF THE MARCH 4, 2014 REGULAR SESSION MEETING MINUTES

MOTION: A motion was made by Commissioner Leedy and seconded by Commissioner Rodman to approve the March 4, 2014 regular session meeting minutes

MOTION carried, 5-0. with Greg Hitt, Commissioner and Frank Pitts, Commissioner abstained.

2. YOUR VOICE, OUR FUTURE PROJECT UPDATE AND ACTION TO MAKE A RECOMMENDATION ON THE DRAFT VISION AND GUIDING PRINCIPLES

David Williams, Planning Manager, gave a brief introduction

- Alice Templeton, Communication Consultant from Gordley Group
- Bruce For, Survey and Statistical Consultant from FMR
- Bayer Vella, Your Voice, Our Future Manager
- Elisa Hamblin, Senior Planner

Alice Templeton, Communication Consultant, Gordley Group, presented the following:

- Your Voice, Our Future Planning Oro Valley Together Brand
- 60 Community Events
- 886 Youth Participants
- 2,606 Post-it note Comment received
- Many Choices. Lots of Voices
- Yes, Your Voice Matters

Greg Hitt, Commissioner, arrived at the meeting at 6:11 P.M.

- Community Events Series
- Pie Series
- Online Participation
- Media Coverage & Publicity

Bruce Fohr, Survey and Statistical Consultant from FMR

- Survey Methods which included phone (306 participants), Events (2,606 responses), Online (212 participants) & Paper (104 participants)
- Survey Participants
- Survey Results

Bayer Vella, Your Voice, Our Future Manager, presented the following:

- Where Are We Now? Let's talk, Lets think, Do It! Make it so
- Draft Vision & Guiding Principles, What are they? Why
- Oro Valley's Draft Vision
- Draft Guiding Principles
- What's Next (Phase 1 Wrap-Up) (Phase 2 Launch)

Chairman Cox asked for public comments

Bill Adler, Oro Valley resident, stated that even though we are tempted to try to individually interpret the survey results and public comments into direction for the General Plan it is not the time. Right now we need to trust the process and allow the committees that will be formed address the major issues. The public comments are helpful, but represent preferences, not directional ideas. Committees should endorse

and transform the terms into ideas that will provide direction in developing the General Plan. Timing is everything. We need to wait for the right opportunity. There are policies in the General Plan that are obsolete that need to be revised or deleted. There are policies that the ESL now covers that at the time of this General Plan development the ESL did not exist. There are many natural resources and land uses that can be consolidated into a policy that provide direction with regard to how the ESL is implemented or refined based upon what we have learned. In the Arts and Culture section, there is a reference to GOVAC but GOVAC no longer exists. These are committee specific so we need to either replace GOVAC with another committee or delegate the revisions of these sections to staff.

We need to trust the process and recognize that the citizens of Oro Valley are conscientious and want to be heard. Sitting on the Dias is a responsibility, but those of us serving on a committee are eager to get going. Unfortunately, we have to be patient and wait for opportunities as many of these guiding principles are not committee specific. Transforming the vision statement will not be something that the environmental or development committee will participate in but it will affect us. Transforming something about small town community fit or well managed phraseology into something directional will affect all of us. We are not all going to agree, but we all need to work through our differences.

MOTION: A motion was made by Commissioner Leedy and seconded by Commissioner Rodman to recommend approval of the Your Voice, Our Future Vision and Guiding Principles as written in Exhibit A.

Chairman Cox offered a friendly amendment to include the following changes:

- Provide more parks, recreation and cultural opportunities for all ages, bullet 3 should read, "Arts"
- Create a complete community with a broad range of shopping, dining and places to gather, bullet 2 should read, "Provide more services nearby"

Commissioner Leedy and Commissioner Rodman accepted Chairman Cox friendly amendment.

MOTION carried, 7-0.

3. APPOINTMENT OF PLANNING & ZONING COMMISSION REPRESENTATIVE TO THE YOUR VOICE, OUR FUTURE DEVELOPMENT COMMITTEE

Elisa Hamblin, Senior Planner, presented the following:

- Your Voice Committees (Environment, Community, Development)
- Purpose of your representation
- Please designate one representative and one alternate

MOTION: A motion was made by Chairman Cox and seconded by Vice-Chairman Buette to have Commissioner Leedy as volunteer and Commission Rodman as alternate appointments of the Planning and Zoning Commission Representative to the Your Voice, Our Future Development Committee.

MOTION carried, 7-0.

PLANNING UPDATE (INFORMATIONAL ONLY)

David Williams, Planning Manager, provided the following Planning Update:

- Kai Rezoning approved by Town Council on April 2nd
- Community Academy Spring Training Session
- Applications for Your Voice, Our Future are being accepted
- Upcoming Neighborhood Meetings

FUTURE AGENDA ITEMS

No future agenda items

ADJOURNMENT

MOTION: A motion was made by Commissioner Leedy and seconded by Commissioner Hitt to adjourn the Planning and Zoning Commission meeting at 7:19 P.M.

MOTION carried, 7-0.



PUBLIC PARTICIPATION PLAN PROGRESS REPORT PHASE 1 ACTIVITY, SEPTEMBER 2013 – APRIL 2014

INTRODUCTION

The Public Participation Plan for the Oro Valley General Plan (now known as **Your Voice, Our Future**) was adopted by Oro Valley Town Council on May 1, 2013. As part of the update process for the Town's General Plan, the Public Participation Plan has a few purposes.

The Public Participation Plan Guiding Principles:

- Is open, transparent, accountable, inclusive, collaborative and ethical
- Ensures involvement opportunities are convenient for residents
- Promotes sustainable decisions that resonate with the voting community
- Seeks and facilitates involvement of all demographics
- Will be assessed on an ongoing basis to ensure best practices
- Includes how the public's involvement helps to shape the decisions made for the General Plan

Additionally,

"This Public Participation Plan was designed to support the Town's primary goal of developing a **community- and consensus-based, defensible and voter-ratified General Plan update**. To accomplish that, the update must represent a shared community vision and guiding principles, and the public participation must be **inclusive, educational and far-reaching**" (p.5).

PURPOSE

This Progress Report is designed to provide an update of activities related to the Public Participation Plan (PPP) for the period starting with the project launch in September 2013 through the presentation of the project's draft vision and guiding principles to the Town's Planning and Zoning Commission in April 2014. The PPP outlines the goal of providing periodic status updates on progress and results and this report is the first in a series of such updates.

METHODS

The approved PPP includes an outline of communications methods and techniques which "are designed to reach a broad spectrum of the community and educate them about the process, garner meaningful input and, ultimately, obtain voter ratification" (p. 8). In addition to the communication methods outlined in the PPP, the plan also includes an attachment identifying community stakeholders, as well as a flowchart outlining the timing for each communication method.

During the course of phase 1 a comprehensive outreach log was maintained which identified events, media and other means of engaging the public. Following is the public participation flowchart, which has been modified to show efforts from this phase. It has been populated with information from the outreach log and involved community stakeholders.

PUBLIC PARTICIPATION FLOWCHART: PHASE 1 – COMMUNITY VALUES (FALL 2013 – SPRING 2014)

METHOD	1 ST HALF: GENERAL OUTREACH	2 ND HALF: VISION & GUIDING PRINCIPLES	STAKEHOLDERS REACHED
Targeted Participation			
Committees & Boards			
Environment Committee	<i>not targeted for this phase</i>		NA
Community Committee	<i>not targeted for this phase</i>		NA
Development Committee	<i>not targeted for this phase</i>		NA
Joint Meeting of Committee Reps	<i>not targeted for this phase</i>	(TBD)	Various
Small Event Meetings			
Leadership Interviews (major employers)	Oro Valley Hospital Interview and Booth: Jan 13 Sanofi Adventis Interview: Jan 8 Sanofi Adventis Booth: Jan 17 Sanofi Aventis Employee Newsletter: Jan 17 Ventana Employee Newsletter: Jan Securaplane: Mar 19 Hilton El Conquistador: Mar 31	Emails to CEO's and Public Information Officers with request to include in employee newsletters: Mar 18	<u>Business Interests</u> : Large Business Owners; <u>Other</u> : Employees of Large Business in Oro Valley, Oro Valley Hospital Patrons
One on Ones with Stakeholders	Individual Meetings – Amber Smith, MPA: Nov 7 Steve Godlewski, SAHBA: Nov 7 Steve Hoffman, TAR: Dec 3 Emails – Amber Smith, MPA: Nov 25 Steve Godlewski, SAHBA: Nov 25 Steve Hoffman, TAR: Nov 25	Emails – Amber Smith, MPA: Feb 24 Steve Godlewski, SAHBA: Feb 24 Steve Hoffman, TAR: Feb 24	<u>Building Industry Interests</u> : Metropolitan Pima Alliance (MPA), Tucson Realtors Association, Southern Arizona Homebuilders Association (SAHBA)
HOA Meeting Participation Series	Email to all HOAs: Aug 1, Nov 6 Coyote Ridge HOA: Dec 10 Sun City HOA: Jan 14 Lambert Lane HOA: Jan 27 Articles or Ads in HOA Newsletters– Lambert Lane: Jan 1 Rancho Vistoso: Nov 18, Jan 14	Email to all HOAs: Mar 20 Articles or Ads in HOA Newsletters– Rancho Vistoso: Feb 24	<u>Residents; Homeowners Associations</u>

METHOD	1 ST HALF: GENERAL OUTREACH	2 ND HALF: VISION & GUIDING PRINCIPLES	STAKEHOLDERS REACHED
	Sun City: Jan 1		
Community Conversation on Your Corner	Pie Series Events: Jan 11, 18, Feb 1	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Residents</u>
Town Department Review Meetings	Group Meeting: Nov 19 Individual Meetings: Dec 9-12 Group Emails: Nov 6, 20, Dec 6	Group Emails: Feb 20, 28, Mar 3	<u>Regulatory and Planning Agencies:</u> Local
Stakeholder Mtgs. – Gov. & Schools	Gov/Agency Letters: Jan 15	Emails: Mar 24	<u>Regulatory and Planning Agencies:</u> Federal, State, Regional, Local
	School Emails – Ironwood Ridge HS: Nov 5 BASIS: Nov 5 Canyon del Oro HS: Nov 5 Pusch Ridge Christian Acad: Jan 6	School Emails – Ironwood Ridge HS: Mar 5 BASIS: Mar 5 Canyon del Oro HS: Mar 5 Pusch Ridge Christian Acad: Mar 5	<u>Schools:</u> Pusch Ridge Christian Academy, BASIS Oro Valley, Ironwood Ridge High School, Canyon Del Oro High School
Stakeholder Mtgs. – Community Groups	Stakeholder Letters: Dec 4 Chamber of Commerce Monthly Forum: Dec 12 Police Chief’s Advisory Committee: Jan 15	Emails – Chamber of Commerce: Feb 24 Other Stakeholders: Mar 24 Project Update posted on Chamber of Commerce Website: Mar 5	<u>Business Interests:</u> Oro Valley Chamber of Commerce, Economic Development Zone, Southern Arizona Lodging & Resort Association, Tucson Regional Economic Opportunities Inc. (TREO); <u>Environmental Interests:</u> Coalition for Sonoran Desert Protection, Tucson Audubon Society, Sonoran Institute; <u>Arts and Cultural Interests:</u> Oro Valley Historical Society, Santa Cruz Heritage Alliance, Tohono Chul Park; <u>Churches;</u> <u>Other:</u> Southern Arizona Hiking Club, Democrats of Oro Valley, Pima County Republican Party, YMCA, Jewish Federation Northwest
Stakeholder Mtgs. – AZ State Land Dept	Gov/Agency Letters: Jan 15	Email: Mar 24	<u>Regulatory and Planning Agencies:</u> State

METHOD	1 ST HALF: GENERAL OUTREACH	2 ND HALF: VISION & GUIDING PRINCIPLES	STAKEHOLDERS REACHED
Stakeholder Mtgs. – Developers/Landowners	Property Owner Letters: Feb 10	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Other</u> : Owners of vacant land – large and small
	Stakeholder Letters: Dec 4 Emails to TAR, MPA, SAHBA: Nov 25 Tucson Association of Realtors – Gov Affairs Committee: Dec 11 Green Committee: Jan 16 MPA & SAHBA Breakfast: Jan 17	Emails to TAR, MPA, & SAHBA: Feb 24	<u>Building Industry Interests</u> : Metropolitan Pima Alliance (MPA), Tucson Realtors Association, Southern Arizona Homebuilders Association (SAHBA), Land Speculators
Boards & Commissions Workshops	Planning & Zoning: Apr 2 (2013), Dec 3 Town Council: May 1 (2013), Nov 20 Youth Advisory: Aug 26, Jan 13 Conceptual Design Review: Dec 10 Board of Adjustment: Dec 17 Historic Preservation: Jan 6 Water Utility: Jan 13 Stormwater Utility: Jan 16 Parks & Rec Advisory: Jan 21	Planning & Zoning: Apr 10 Town Council: May 7 Youth Advisory: Mar 10 Conceptual Design Review: Apr 8 Board of Adjustment: Apr 22 Historic Preservation: Apr 7 Water Utility: Apr 14 Stormwater Utility: Mar 20 Parks & Rec Advisory: Apr 15 Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Regulatory and Planning Agencies</u> : Local; <u>Other</u> : Oro Valley Citizen Advisory Boards and Commissions
PZ Commission Study Session	<i>not targeted for this phase</i>		NA
Focus Group on Land Use	<i>not targeted for this phase</i>		NA
Focus Group on Economic Development	<i>not targeted for this phase</i>		NA
Youth Values Institute	Youth Advisory: Aug 26, Jan 13 See also “School/Classroom Participation Exercises” category	Youth Advisory: Mar 10 See also “School/Classroom Participation Exercises” category	<u>Residents</u> : Gen Y and Z
School/Classroom Participation Exercises	Ironwood Ridge: Dec 12 BASIS (3 classes): Dec 20 Pusch Ridge Christian (2 classes): Jan 21 Canyon del Oro: Jan 23	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Residents</u> ; <u>Schools</u>
Neighborhood Gatherings	Fall Festival: Oct 26	Emails to YourVoiceOV.com	<u>Residents</u> ; <u>Business Interests</u> :

METHOD	1 ST HALF: GENERAL OUTREACH	2 ND HALF: VISION & GUIDING PRINCIPLES	STAKEHOLDERS REACHED
	Halloween Fest: Oct 26 Farmers Market: Nov 2, 9, 16 Teen Night: Nov 9 Starbucks @ Fry's: Dec 7, 14, 21 Oro Valley Marketplace: Dec 14 Fruit Shack: Jan 4, 11, 18 Pie @ All the Buzz: Jan 11 Pie @ Village Bakehouse: Jan 18 Optimist Club: Jan 22 LDS Church Group: Jan 23 Pie @ Jerry Bob's: Feb 1	participants: Feb 7, 19, Mar 14, 24	Small Business Owners; <u>Churches</u> ; <u>Service Organizations</u>
Community Participation			
Large Event Meetings			
Town Hall I: Project Kick-Off & Future Search	Pie @ Jerry Bob's: Feb 1	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Residents</u>
Open House	Pie @ Jerry Bob's: Feb 1 <i>*Please note formal Open Houses will be held as part of Phase III</i>	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Residents</u>
Public Hearings	<i>not targeted for this phase</i>		NA
Community Events			
Annual HOA Forum	Oct 25	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24 Email to all HOA representatives and/or management companies: Mar 19	<u>Homeowners Associations</u>
State of the Town	Sep 26	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	Various
School Functions & Parents Associations	Ironwood Ridge: Dec 12 BASIS (3 classes): Dec 20 Pusch Ridge Christian (2 classes): Jan 21 Canyon del Oro: Jan 23	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Residents</u> ; <u>Schools</u>
Aquatic Center, Parks & Sporting Events	Fall Festival: Oct 26 Halloween Fest: Oct 26	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Residents</u> ; <u>Other</u> : Users of Parks & Recreation Facilities

METHOD	1 ST HALF: GENERAL OUTREACH	2 ND HALF: VISION & GUIDING PRINCIPLES	STAKEHOLDERS REACHED
	Farmers Market: Nov 2, 9, 16 Teen Night: Nov 9 Athletic Events: Nov 16 – 30 Parks Newsletter: Jan		
SACCA & TSO Events	2 nd Thursday Concerts: Nov 14, Dec 12 Arts Festival: Dec 7 Musical Magic: Nov 2, Dec 7	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Residents</u> ; <u>Arts and Cultural Interest</u> : Southern Arizona Arts & Cultural Alliance
Town Holiday Events	Annual Tree Lighting: Dec 6	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24	<u>Residents</u>
TOV Volunteer Dinner	Dec 12	Emails to YourVoiceOV.com participants: Feb 7, 19, Mar 14, 24 Follow-up briefings with Town Boards and Commissions, see “Boards & Commissions Workshops” category	<u>Residents</u>
Web and Social Media			
Facebook	Sep 27, 29, Oct 18, 27, Nov 12, Dec 4, 6, 10, Jan 3, 8, 25, 27, 31	Feb 4, 5, 7, 8, 11, 12, 19, 20, 26	Various
Twitter	<i>Has recently been initiated as a tool used by the Town, will be used in future phases</i>		
Town Website (orovalleyaz.gov)	Ongoing presence News postings: Sep 26, Oct 31, Nov 5, 12, 19, 21, Dec 3, 10, 19, Jan 2	Ongoing presence News postings: Feb 7, 19, 28	Various
Mobile app	Mobile access available to YourVoiceOV.com	Mobile access available to YourVoiceOV.com	<u>Residents</u>
YourVoiceOV.com	Ongoing presence Announcement Emails: Oct 24, Nov 21, Dec 10, Jan 8, 29, Feb 7, 19 Invitation Email: Dec 9	Ongoing presence Announcement Emails: Feb 7, 19, Mar 14 Invitation Email: Mar 24	Various
Surveys			
YourVoiceOV.com	Sept 25 – Feb 9	NA	Various
Survey Published in NW Explorer	Oct 16	NA	Various
Informal Event Surveys & Comment	Various Events	NA	Various

METHOD	1 ST HALF: GENERAL OUTREACH	2 ND HALF: VISION & GUIDING PRINCIPLES	STAKEHOLDERS REACHED
Forms			
Phone Surveys	Sep 2013	NA	<u>Residents</u>
Local News Media			
NW Explorer – Advertising Space	Oct 2, 9, 30, Jan 8, 29	Feb 26	Various
NW Explorer – Quarterly Article	Nov 20, 27	Feb 19	Various
Vista Articles	Nov 26	Mar 1	Various
News Release	Oct 2, Nov 22, Dec 10, Jan 8, 27 Media Coverage – Arizona Daily Star: Oct 9, Dec 4 Iron Quill Newspaper: Dec 1 CDO School Newspaper: Feb 1	Feb 20, Apr 2	Various
Letter to Editor Response	<i>not targeted for this phase</i>		NA
Articles (or Ads) in HOA Newsletters	Lambert Lane: Jan 1 Rancho Vistoso: Nov 18, Jan 14 Sun City: Jan 1	Rancho Vistoso: Feb 24	<u>Residents;</u> <u>Homeowners Associations</u>
Water Bill Inserts			
Postcards to Advertise Website & YourVoiceOV.com	Nov 6, 20	Mar 19, Apr 2	<u>Residents; Business Interests:</u> Large Business Owners, Small Business Owners
Voter Education Postcard	NA	NA	NA
Ballot Vote	NA	NA	NA
Tools & Techniques			
Communication Strategy #1: This is important!	In addition to the specifics already included, a project flyer, project update, water bottles and pass-along cards were distributed at numerous events throughout this phase.		All
Communication Strategy #2: Participate!	<i>not targeted for this phase</i>		NA
Communication Strategy #3: Vote!	<i>not targeted for this phase</i>		NA
Community Speakers Bureau	Training: Oct 25 Appreciation Event: Dec 19 Assistance at events: Throughout Emails: Oct 10, 29, Nov 4, Dec 2, 6,	Emails: Feb 3	<u>Residents</u>

METHOD	1 ST HALF: GENERAL OUTREACH	2 ND HALF: VISION & GUIDING PRINCIPLES	STAKEHOLDERS REACHED
Leadership Bureau	9, Jan 7, 24 General Plan Scoping Committee (2013): Jan 17, 24, 31, Feb 28, Mar 14 Communications Advisory Committee (2013): Aug 22, 29, Sept 5 Your Voice Volunteers – Training: Oct 25 Appreciation Event: Dec 19 Assistance at events: Throughout Emails: Oct 10, 29, Nov 4, Dec 2, 6, 9, Jan 7, 24 Town of Oro Valley Community Academy Presentation: Nov 21	General Plan Scoping Committee Email: Feb 24 Communication Advisory Committee Emails: Feb 24, 28 Your Voice Volunteers Emails: Feb 3, 24, 28	<u>Residents</u>
Traveling Mobile Display	Various	Various	Various
Technical Reports (baseline information)	Ongoing work	Ongoing work	Various



YOUR VOICE OUR FUTURE

Planning Oro Valley Together

COMPARATIVE SURVEY FINDINGS

September 2013 – February 2014

Executive Summary

Prepared for:



Prepared by:



TOWN OF ORO VALLEY *YOUR VOICE, OUR FUTURE*
Comparative Survey Findings
September 2013 – February 2014

Executive Summary

I.	<u>Overview of Survey Process</u>	1
	Four Survey Methods	
	Survey Differences	
	Survey Similarities	
II.	<u>Overview of Findings</u>	2
	Sample Composition and Comparisons	
	Survey Evaluation Guidelines	
	Statistical Significance, Patterns and Overall Trends	
	Community Vision, Values and Priorities (1.0)	
	Public Safety (2.0)	
	Transportation (3.0)	
	Parks & Recreation (4.0)	
	Land Development (5.0)	
	Economic Development (6.0)	
	Communication (7.0)	
III.	<u>Conclusions</u>	5

TOWN OF ORO VALLEY
YOUR VOICE, OUR FUTURE
Comparative Survey Findings

Executive Summary

Since September 2013, the Town of Oro Valley has been engaged in outreach to its residents to measure community attitudes related to the Town's future. The goal of the community outreach is to assist in the development of the General Plan update.

I. Overview of Survey Process

Four Survey Methods – Based on a survey instrument developed in conjunction with FMR Associates, the Town has sought community opinions in four different ways:

- **Telephone:** a statistically-valid and statistically-projectable survey of adult (18+) Oro Valley residents was conducted in September 2013 by FMR Associates. Sample size is 306.
- **Community Events:** three individual questions selected from the telephone survey instrument were posed to attendees by Town volunteers and staff at more than 60 community events. Those in attendance responded using Post-It Notes to questions written on a large paper flipchart tablet. No demographic data was collected; however, events were targeted to sample youth, families, retirees and other mixed demographic groups. More than 2,600 Post-It Notes were completed by community event attendees.
- **Online:** a self-administered, web-based version of the entire telephone survey was created and linked at the **YourVoiceOV.com** website. Sample size is 212.
- **Paper:** a self-administered paper survey (very similar to the telephone survey) was developed and distributed by the Town at various community events and in the *Explorer* newspaper. Sample size is 104.

Survey Differences – The primary difference in these four methodologies relates to the selection process for survey participation. The **telephone survey** respondents were *randomly-selected* utilizing a process that allows for equal probability of selection. Respondents in the paper, YourVoiceOV and event surveys *selected themselves* to participate and offer their opinions. Potentially, these respondents are more likely to express highly positive or negative opinions. Self-selected respondents certainly represent the opinions and attitudes of Oro Valley citizens, but are not *projectable* to all residents. There are also differences with respect to the demographic composition of telephone, paper and YourVoiceOV survey respondents.

Survey Similarities – The four survey methods were used to elicit opinions from as many different residents and community members as possible. Despite the different data collection methods, there is a strong degree of correlation and similarities in the comparative survey findings. As a result, survey findings are representative of the attitudes and priorities of the community.

1.0 Community Vision, Values and Priorities

What do residents value most about living in Oro Valley? Oro Valley is valued for being a **safe community with a low crime rate**, along with its **natural beauty**. This is the case regardless of survey method. Other Oro Valley residents appreciate the **community spirit**, including **friendly neighbors** and/or a **small town rural feeling**. Some add that Oro Valley is a **clean** community.

What do residents value least about living in Oro Valley? The “top” reasons are clear, as residents express concerns related to: distance from and/or a perceived **lack of services**; **apprehensions over rapid Town growth**; complaints about **traffic issues** (including stop lights); perceptions related to the **police**; and **climate-related** concerns (too hot, weather is same year-around).

Speed of Oro Valley’s Growth – The majority of residents think that the Town is growing “about right.” However, among the rest (and regardless of survey method), significantly more think the Town is growing “too much” than “too little.”

As Oro Valley becomes a more self-sufficient community, which areas require additional focus for it to become a more complete or livable community? Regardless of survey method, the “top 5” areas of focus are the same: beginning with **employment opportunities**, and followed by **shopping opportunities**, **festivals/cultural events**, **parks** and **education choices**.

What are the biggest challenges facing Oro Valley in the next ten years? Across survey methods, the same three challenges are mentioned, including: **reducing traffic congestion on Oracle Road**, **managing land development**, **maintaining a low crime rate** and **managing Town growth**. Others challenges specified by 6% or more include providing economic opportunities, maintaining public streets, maintaining water availability, protecting the environment, maintaining financial stability and providing convenient access to goods and services.

What should Oro Valley be known for in the future? Across surveys, the top five characteristics are the same. Residents think it is important that Oro Valley be known **as a low-crime community**, **for its physical beauty (such as desert/mountain views)**, **as a family-friendly community with quality schools** and **as an outdoor and recreational community**. Others indicate that Oro Valley should be known as a center for health and medical research and as a good place to open a business.

There is also across-the-board agreement in terms of **how a “family-friendly community” is defined**. Oro Valley residents describe it as a **low crime or safe community**, with **parks/recreation/swimming pools** and **good schools with good funding** (including general references to education) – along with **family entertainment**, **youth** and/or **multi-age related activities**.

2.0 Public Safety

Key Public Safety Elements – A strong majority of Oro Valley residents (regardless of survey method) think the most important elements of public safety include **school safety, a high visibility police force** (with quick response times and one-on-one interactions with residents) and **crime prevention programs** (such as Neighborhood Watch and Dispose-a-Med). There is also support for **disaster planning/homeland security preparedness**.

3.0 Transportation

Four transportation-related issues elicit significant priority to address, including: improving street maintenance; building more sidewalks and bike lanes; increasing public transportation; and developing alternative routes to Oracle Road. When asked to identify the *highest* priority, **developing alternative routes to Oracle Road** and **improving street maintenance** are named most often.

What is the preferred means for funding the highest priority transportation issues? Increased commercial development, user fees based on consumption and/or issuing municipal bonds are most preferred. There is little support for increasing the sales tax or instituting a Town of Oro Valley personal property tax.

4.0 Parks & Recreation

Oro Valley residents think that **soccer/multi-use fields, baseball/softball fields, a dog park** and/or a **skate park** are top priorities as far as additional recreation amenities and services for the Town. There is also support for providing children’s play equipment, ramadas/picnic tables, a BMX track, tennis courts and basketball courts.

What is the preferred means for funding the most desired recreation amenities? Issuing municipal bonds and user fees (like a park permit) are most preferred – with very low support for increased sales tax or an Oro Valley personal property tax.

5.0 Land Development

The degree of agreement with statements related to land development in Oro Valley is generally consistent among telephone, paper and YourVoiceOV participants. While the following summarize the degree of agreement with these statements – in order of overall percentage of agreement – the balance of respondents did not necessarily disagree. Many indicated a neutral opinion or no response.

- ✓ **Oro Valley should promote energy efficient building construction, green building and renewable energy** (the vast majority agree [66%-88%], and ranks first – regardless of survey method).
- ✓ **As Oro Valley grows, it should consider increasing water rates to promote general water conservation** (33%-46% agree).

- ✓ **Oro Valley should grow by adding new areas to the Town limits** (41%-52% agree).
- ✓ **Oro Valley should emphasize *commercial* growth rather than *residential* growth** (41%-54% agree).
- ✓ **Oro Valley should provide more housing options for residents, including single family homes, apartments, condominiums and townhomes** (More disagree than agree [regardless of method].)

6.0 Economic Development

The highest priority employment opportunities for Oro Valley to develop are the same across survey method: **medical/health care, research/technical parks, educational institutions** and **visitor/tourist attractions**. And one-half or more consider all four a high priority. In lesser numbers, others mention employment opportunities related to light industry/manufacturing and small professional office complexes.

7.0 Communication

The most preferred media to learn important news about the Town of Oro Valley is primarily the ***Explorer***, followed by the northwest edition of the ***Arizona Daily (Sunday) Star***, the **Town of Oro Valley website** and **television news**.

III. Conclusions

While four different survey collection methods were utilized in this Community Survey, when comparing the results, there was a strong degree of correlation. The different survey methods allowed for input from all residents and community members, while the data analysis meant that all opinions were taken into consideration (with the statistically-projectable telephone surveys given the highest priority, followed by the event survey, self-administered online survey and self-administered paper survey based primarily on sample size). The results of this exhaustive survey process clearly represent the opinions and priorities of the community in a consistent, significant manner and can be confidently incorporated in the development of the Town's General Plan Update.



Survey: Draft Vision Statement

Question: The community's voice resulted in the draft vision and guiding principles. Our focus is to honor those trends. Have you read the draft vision? (Click "Learn More" and on the next page, scroll down and click on the "Topic Details" tab.)

Yes, and I'm ready to comment! : 20

No, I'll come back later : 3

Question: Please comment on the draft vision statement here.

"well managed" is too controversial. Be specific. "retail small town..." is inconsistent with what the Town actually IS. Re phrase

a vision must be shared and supported and acted on

Add "fiscally responsible" after well-managed. There seems to be a genuine lack of fiscal responsibility by the mayor. The 5% pay raise is obscene. Current inflation is less than 2%.

**Good vision statement. I would add some language about controlled and fiscally responsible economic growth (both commercial and residential).
Linda Harrington, Designated Broker, Tucson Gold Realty**

I agree

I commend OV for going Solar. There are now companies like SolarCity and others who will lease and install Solar systems to residents to put on their houses and guarantee their electric bill will be less. If you championed private homes in your Vision, Oro Valley would become a leader in renewable energy.

I think it represents Oro Valley well. It is seen as clean, friendly, and economically stable.

I think the town demographic have changed but the results are the same as 10 years ago

I very concerned about the rapid growth and disregard for the environment. The recent attempt to incorporate and develop the land E and NE of



Tangerine and Oracle is a recent example. Keep small town environment. we don't need shopping on every corner especially with OV marketplace empty and not successful

I will be back, little rushed for time at the moment

I would prefer to see another word than "managed."

In my opinion, the beauty of Oro Valley is that it is a small bedroom community that is situated near Catalina State Park and many walking and biking trails. On any given day, I see families and individuals out walking, biking, playing tennis and congregating at dog parks. All of this encourages a sense of community. I would like to see more recreation areas that are open to the public so that we can encourage more of the same.

Not at this time.

nothing mentioned about diversity-- should be.

Please insert "Arts and Culture" in lifestyle

Sounds good!

Sounds like the vision statement of an assisted living facility ;)

The draft Vision Statement does a touch all the bases with regard to what Oro Valley should develop, achieve, and maintain. Now, in order to implement this Vision, we need to stay focused and diligent in our efforts. I like the Vision; "Let's make it a reality!!!" Pete Bistany

The phrase "small town character" I feel at the Farmer's Market, the Library, but that is it. The overwhelming building of almost 600 new apartments totally defeats that feeling.

Think we need something in there about fiscal responsibility

This vision and set of guiding principles are so high level, vanilla and generic, I'm not sure what their purpose is.

We don't need to increase access to daily services or employment. This is a country club resort community. We desire low density housing and open



space. If you want to manage a big town, manage Tucson or Phoenix. Oro Valley needs to remain small otherwise it will lose its desirable character and residents will move. If we keep over-developing our last few percent of available land we will become the same as every other town.

With so few people responding to Your Voice, Our Future, the validity of the draft vision and guiding principles worries me. I certainly hope many community meetings will be held.

Comments

Number of Comments 1

Comment 1: You can now (as of 3/28/14) check out the updated vision and guiding principles in the topic details tab. Changes include minor word and grammatical edits as well as a new guiding principle based on community feedback. | By Elisa H



Survey: Draft Guiding Principles

Question: The community's voice resulted in the draft vision and guiding principles. Our focus is to honor those trends. Have you read the draft guiding principles? (Click "Learn More" and on the next page, scroll down and click on the "Topic Details" tab.)

Yes, and I'm ready to comment! : 10

No, I'll come back later. : 1

Question: Please comment on the draft guiding principles here.

again, guiding principles must become part of a shared value system

Climate Change-Global Warming is a real issue. Oro Valley has none well to put Solar on their buildings. But there are companies like SolarCity; Solar Panel Institute and Solar Energy Industries who will lease solar to private homes. These companies will take care of installing the systems,. often for \$0. 00 down, and guarantee their payments will be less for their electric bill. I think the Oro Valley Board should encourage residents to see if they qualify for Solar. and make Oro Valley the

Consider adding a principle which address the priority of road construction projects. For example:

Prioritization of transportation projects will be based on existing traffic congestion.

Rational: Lambert was widened, but no one understands why, just ask your neighbors. Naranja and La Cholla near Ironwood Ridge High School and Wilson K-8 are a nightmare before/after school and during special events, but nothing has been done to address this problem.

Ensuring scenic values is not what the Town has, and is, doing. inaccurate. "special place" lacks meaning. "Growth" needs definition.

i like it

Not now

The Town of Oro Valley must be careful on how it defines a trail and/or



pathway. For me a trail is one that is made of natural(dirt) surfaces. Pathways are of hard surfaces. Calling both trails or pathways is wrong.

This is a long list of many great ideas. My preference would be a focus on:

(1) Provide more parks, recreation and cultural opportunities for all ages
-and-

(2) Grow the number of high quality employment opportunities

I would love to see a project teaming the University with Oro Valley to create a desert arboretum at the Naranja park. The point would be development of parks that require low maintenance, but still provide shade/space for families to enjoy in winter/summer

This is awesome!

This just sounds like motherhood and apple pie. This two page summary consisting of only bullets isn't very useful at all, in my opinion. This suffers from the same problems that PowerPoint presentations have - it is so high level and so deprived of explanation (information poor) that it is useless in my opinion. This talks nothing about how so many people on here and in other forums have expressed frustration with building too many apartments and half full shopping complexes.

To many apartments are being built in this town that small town feel is starting to feel like Phx. . . . way to many of them for the road structure of Oro Valley . . .

Comments

Number of Comments 4

Comment 1: You can now (as of 3/28/14) check out the updated vision and guiding principles in the topic details tab. Changes include minor word and grammatical edits as well as a new guiding principle based on community feedback. | By Elisa H

Comment 2: Public participation isn't enough. Becoming informed is. | By Bill A

Comment 3: Plan policies begin with, "The Town shall..". Need specifics. | By Bill A

Comment 4: Draft Principles don't guide - they approximate | By Bill A

ASK

Reply

Safe	secure police budget with a property tax; free up General Fund; Drop Utility
Attractive	Re - establish low density character; introduce contemporary
Compatible	transition incompatible uses; no 20-50' buffer zones; Green Building
Convenient	employment centers; non retail; educational institutions; research labs
Diverse	establish higher design; construction standards; cap housing/apartments
Maintained	streetscape upgraded; erosion prevention; wash clean up; low-class look
Responsive	Elect by Ward; better communication conduit; public meeting protocol
Efficient	Stabilize revenues; No agreements; targeted taxes; Force water Conservation
Recreational	Sell or finish public parks; retail entertainment; Half of 1% to SAACA for Festivals
Cultural	Encourage higher education facility; arts/culture/historic festivals-events
Friendly	Gathering places within commercial/residential development; expand library
Uncongested	one-way streets to reduce impact upon Oracle; bus turnouts; parkletts
Economic	Discount, COSTCO, Sam's; New Urbanism; Booster Clubs for Town projects
Tourism	Tram to Mt. Lemon; Finish SPR or Develop Historic-Lite; Town Site for ED.
Growth	Acquire sensitive space: Kelly Ranch; Kai for low impact research centers Compromise to annex Arroyo Grande for wildlife, hospitality, industrial W. Lambert Lane for Youth Activity: bike, skate board, youth center; half-way Remaining Rooney: Mixed Use – Arts District. <u>Potential "Downtown"</u> In-fill: No Up zoning. NC or RLD
Environment	Support the Historic Society series on Land,Water,Air importance to Native Americans Cooperate with U of A Kitt Peak series on viewing the sky from Steam Pump Ranch. (Promotion with local Astronomy retail)

Community; scale; employment; entertainment; recreation; Downtown; higher education

Environmental: Natural, Access, views; wildlife corridors; water erosion/ drainage / harvesting

Development: Density; suitability, creativity; LEED gold; Underground parking, Upscale multi family;
larger lots

SHARED ISSUES:

Safety; aesthetics, visual, natural,

SPECIAL SUBJECTS

One way streets; election by Ward, Tram to Mt Lemon, Street lighting, parklets

Donald Bristow
March 14, 2014

Following are My Comments, for your consideration, regarding the Draft Vision Statement and Draft Guiding Principles.

Thank you for the significant time and effort put forth to develop the draft visions statement and the draft guiding principles for the 2015 General Plan. These drafts, will allow the residents' to focus on recommendations for the final vision statement and guiding principles. Following are my recommendations based on reviewing all the survey results and an understanding of what issues are not presented, but are a concern of a number of the Oro Valley residents. These recommendations are offered only as enhancements to the process.

Drafts of the Vision Statement and Guiding Principles were created without acceptable market research process or statically valid input. Therefore, using words that imply the majority of the residents have approved the content of the vision statement or the guidelines should not be implied. Based on observing the multiple posting by individuals, without a precise tracking of how many each posted, results in a flawed opinion gathering process.

Draft Vision Statement

The responses do not support the desire to "increasing access to daily services, employment and recreation." Only 46 of 315 (15%) and 28 of 567 (5%) respondents, in the agreement rankings, indicated the need to increase shopping opportunities.

Public safety isn't exclusive to police. Police are only one component of public safety. Fire and EMS can, for some residents, be as important as or more important than police.

Draft Guiding Principles

Within each of the 11 guiding principles there are supporting statements that received both low and high interest from the respondents. Therefore, it is important that considerations and outcomes reflect the level of importance. As in the case of the Vision Statement, the Focus Guiding Principles and the subsets topics are not supported by sound marketing research. Therefore, the development of the General Plan must proceed with caution as to not reflect the desires of the Town Council or staff, but what the residents desire. This is a document that is should reflect the actual desires of the residents.

Guiding Principle: ***Focus on community safety and maintain low crime***

This is apple pie and motherhood topic. Of course the responses would receive high approval. However, there were no questions that addressed fire or EMS. Additionally, a safety topic that is high in importance to many residents is the management, and cost-benefits of the police and fire departments. The resident surveys failed to obtain the residents' input regarding management and cost-benefits and didn't included them as a topic for potential placement in the General Plan. This is a significant oversight that needs to be addressed if this is to be a document of the residents.

Guiding Principle: ***Ensure integrity of scenic beauty and environment***

Based on the surveys, desert views should be included with mountain views. Preserve green space and curb urban sprawl while receiving lower importance than other subsets, did receive higher importance that some of the subsets contained throughout the Guiding Principles section. Opportunities to enjoy the outdoors appears to be redundant with the subsets under "Provide more parks, recreation and cultural opportunities for all ages".

Guiding Principle: **Keep the unique community identity as a special place**

What does Forward-thinking mean? How have the survey respondents defined this statement?

Guiding Principle: **Create a complete community with a broad range of shopping, dining and opportunities**

"Increase shopping opportunities, services, and restaurants" Only 46 of 315 (15%) and 28 of 567 (5%) survey respondents support shopping opportunities. There was a limited indication that the empty retail spaces should be filled before a Town-driven effort to increase shopping opportunities. Any Town-driven effort should be to bring in successful Tucson area business whose categories are not or underrepresented in Oro Valley. The downtown or central gathering area received only 58 of 316 stars in the support rankings. Also, this subsection is repeated under "Grow the number of high quality employment opportunities", it also received low support under this subsection. Should a low interest item be repeated? *??*

Guiding Principle: **Minimize traffic and increase ways to get around Town**

Little support for increasing public transportation was indicated. Need to identify what, if any forms of public transportation would receive significant support. Is it park and ride, transportation for elderly and those with physical impairments, etc.?

Guiding Principle: **Manage how we grow and maintain high design standards**

What should one conclude 117 out of 139 (84%) are concerned about rapid growth with 40 of 139 (29%) say rate of growth is "about right"? Could these two statements be combined under current growth is about right? *NO*

Increase commercial services and employment opportunities received little support. 46 out of 262 (18%) gave favorable support to increased commercial services and 84 out of 315 (27%) gave favorable support to increased employment opportunities. This low support for commercial opportunities is consistent with the lack of support for "increased shopping opportunities, services, and restaurants" under the Guiding Principle: *Create a complete community with a broad range of shopping, dining and opportunities to gather.*

What does "Quality of build environment sets OV apart? Who will define?"

Guiding Principle: **Grow the number of high quality employment opportunities**

Of no surprise, light industry received the lowest support with only 84 positive ratings. However, visitor and tourist attractions received the second lowest positive ratings with 106. While the Town Council is placing a strong emphasis on making OV a visitor and tourist attraction, it appears the residents do not support their direction. The General Plan needs to consider this conflict.

The strong support for "Health and medical research industries" is consistent with the results under the topic of "What will make this place better?"

Guiding Principle: **Provide more parks, recreation and cultural opportunities for all ages**

Festivals and cultural events received weak support, but arts receive much better support. Arts and cultural events are usually grouped together. While festivals need not be cultural events. Why the low ratings for "festivals and cultural events" and the strong rating for "The Arts"? This conflict must be addressed before the General Plan development phase.

The amenity ranging list activities **doesn't** include baseball/softball fields and racquet ball/handball courts even though both received more votes than bmx. Should these be excluded?

The ranking of desired means to fund parks, recreation and cultural opportunities indicated the most support for fees and user fees followed by issuing municipal bonds. Increased commercial developments was a strong third, but what this means is far for clear, How and what types of commercial development will result in funding? If this is the same commercial development that is covered under the Guiding Principle: *Manage how we grow and maintain high design standards*, than there is limited support for increased shopping and service opportunities. The third place ranking supports the lack of interest indicated previously.

Vella, Bayer

From: stfatha@aol.com
Sent: Wednesday, February 19, 2014 10:34 AM
To: Vella, Bayer; Williams, David
Subject: Fwd: Underwriting

A "guiding principle" ?

Bill

-----Original Message-----

From: stfatha <stfatha@aol.com>
To: warren <warren@dancinglizards.com>; orovalleylady <orovalleylady@comcast.net>; joyceholloway2 <joyceholloway2@gmail.com>; patspr10 <patspr10@gmail.com>; ploomis <ploomis@msn.com>; saljack439 <saljack439@msn.com>
Sent: Wed, Feb 19, 2014 10:07 am
Subject: Underwriting

I mentioned at a recent CDRB meeting looking at the revised public art ordinance, that the response from citizens during the General Plan update process reveals an interest for the Community to increase the festivals and cultural activities. I suggested that one way that can happen is for the 1% Public Art requirement be increased - on larger projects - to 1 1/2% with the additional amount specifically dedicated to festivals and cultural activities. Obviously, this could have an impact up the use of the Ranch property in a coordinated and professionally managed way with SAACA.

Something I hope you might consider.

Bill

Vella, Bayer

From: stfatha@aol.com
Sent: Thursday, February 20, 2014 8:21 AM
To: Vella, Bayer; Williams, David; Keesler, Paul
Cc: Zinkin, Mike; Hornat, Joe
Subject: Vision / Principles

I would offer the following revisions or corrections:

Vision:

Drop "well managed" which is meaningless.

Substitute: "A local government that responds to the needs of residents and the maintenance of a quality life style"

Drop "retain friendly, small town character" which cannot be defined or explained

Drop "increasing access to daily services" which again has no meaning, unless the statement includes "with corresponding increase in cost"

Substitute: "...strives to increase employment, entertainment and recreation opportunities".

Drop "strong sense of community" which is not exemplified either by government or by residents.

Substitute: " An assurance of government access and communication " " Growth policies that ensure a regard for...public safety...and our extraordinary..."

Principles:

Drop" Ensure integrity of scenic" recent and current history lacks an interest in doing this.

Substitute: "Create policies, or changes to code where necessary, to ensure..."

Drop: "Keep..." No longer exists.

Substitute: "Strive toward a community..."

Drop " Manage how we grow and maintain high design standards". Managing is not the right terminology. Say what is meant.

Substitute: " Limit growth to return to a low density character with emphasis upon appearance over use"

Drop "high quality employment" which defies explanation.

Substitute: " Recruit employment opportunities for primary jobs."

The other principles I think can withstand scrutiny. I know that my suggestions may be debatable, and I would wish to engage in that at the right time.

I hope you add these comments to the pile to be reviewed by committees. Thanks,

Bill Adler

Vella, Bayer

From: stfatha@aol.com
Sent: Wednesday, February 26, 2014 7:36 PM
To: Vella, Bayer
Cc: Williams, David
Subject: Re: Vision and GP wording

I may have some difficulty early next week due to procedures in Dallas.

The challenge as I see it is to translate what people **said** into what we believe they **meant**. So, "small town character". What did people mean? What is contained within "character" that results in a "small town character"?

Personally, I think that increased opportunities for people to "gather"; to join with others in cultural, entertainment, educational events. That's why I suggested to Council and the CDRB they consider increasing the public art fee from 1% to 1.5% with the .5% dedicated to helping with costs in organizing and implementing cultural/festivals done by SAACA. Another policy interpreting "friendly" would be to design a Community Center that includes studio space, performing arts and multiple use capability. That would facilitate opportunity for friendly togetherness.

So, those are examples of taking what we heard and translating it into potential Plan policy. Otherwise, we are simply going to debate what a policy should say to maintain a friendly, small town character with nothing specific the Town can consider.

"well managed" means to many people "living within your means". If that's what a majority believes is the correct interpretation, then that's what should be in the Plan. Personally, I feel a well managed government is one that is accessible to the public, listens and responds to the public interests. If that is supported that interpretation belongs in the Plan. We need to create an atmosphere of "engagement" where residents feel easy about participating.

"low crime" - Personally, I feel citizens of Oro Valley need to be advised wherever they are or are doing to observe their surroundings. I'm an Adopt a Roadway volunteer. I have advised police of illegal dumping; individuals who appear to be vagrants; behaving erratically or need assistance, cars moving slowly, suspiciously in a neighborhood or a car or cyclist broken down and hurt. A man appearing to check access to parked cars in a parking lot. I underwrote a bicycle safety program for two years by the police department because 1st avenue had irregular lanes and cyclist and drivers were not sensible. That program was dropped when a qualified officer left the department, but is being reconsidered. This helps to maintain a low crime rate...without cost!!!

These are possible Plan policies that interpret what is posted or commented by residents.

I hope this helps. I'll call to check your schedule.

-----Original Message-----

From: Vella, Bayer <bvella@orovalleyaz.gov>
To: stfatha <stfatha@aol.com>
Sent: Wed, Feb 26, 2014 4:37 pm
Subject: Vision and GP wording

Bill,

Let's meet and discuss wording you get back from Dallas please. Have a good trip!

Looking forward,

Bayer Vella, LEED AP, AICP
Conservation & Sustainability Administrator
Town of Oro Valley
ph: 520.229.4810

Vella, Bayer

From: stfatha@aol.com
Sent: Sunday, March 02, 2014 10:11 PM
To: Vella, Bayer
Cc: Sharp, Daniel
Subject: General Plan .policy upgrades

More on Low Crime.

Since we have so many bike rider now it should be easy to train a small group of volunteer bike patrol to watch for carelessness in intersections, and in parking lots with cars moving out of 90 degree parking without good vision, and watch for kids at fast food places getting a little wild, and watching the safety of parked cars., littering, etc.

Bill

Vella, Bayer

From: stfatha@aol.com
Sent: Tuesday, March 11, 2014 4:16 PM
To: Vella, Bayer
Subject: Suggestions

Bayer:

Although it came out instinctively, I like the idea of coupling any policy statement with the phrase "carries a price tag". Personally, of all the policy statements that will result this year and next, I think the issue of "a price tag" is the most relevant.

Bill



Town Council Regular Session

Item # **3.**

Meeting Date: 05/07/2014

Requested by: Stacey Lemos

Submitted By: Stacey Lemos, Finance

Department: Finance

Information

SUBJECT:

PRESENTATION OF FIVE-YEAR FINANCIAL FORECAST THROUGH FY 2018/19

RECOMMENDATION:

This item is for presentation and discussion.

EXECUTIVE SUMMARY:

The Town's adopted financial policies provide "as a part of the annual Town budget preparation cycle, the Finance Department shall prepare a minimum 5-year financial forecast of projected revenues and expenditures to measure the financial sustainability of the Town's operations and service levels." As such, staff will present the 5-year financial forecast through FY 2018/19 for the General Fund, Highway Fund and Bed Tax Fund.

The forecast assumptions were compiled by referencing several sources of data, including the University of Arizona, Joint Legislative Budget Committee (JLBC), State Finance Advisory Committee, Arizona Department of Revenue and the Arizona Department of Transportation. Staff also incorporated Town historical trend data and professional judgment into formulation of this forecast.

BACKGROUND OR DETAILED INFORMATION:

Attached to this communication are the following forecasts of the main tax-based funds of the Town:

General Fund

- 5-Year Forecast of Revenues and Expenditures by Category
- General Fund Forecast Assumptions
- Graph of Forecasted Revenues, Expenditures and Fund Balance
- Graph of Forecasted Ongoing Revenues and Expenditures
- Graph of Forecasted One-Time Revenues and Expenditures

Overall, the General Fund remains stable over the 5-year horizon based upon revenue growth centered around continued economic recovery both at the local and state levels. Revenues in the General Fund reflect 1% - 5% growth in recurring revenue sources, such as State shared revenues and local retail sales tax. One-time revenues generated from construction sales taxes and building permits are slightly more volatile with fluctuation in the forecasted single-family residential (SFR) permits issued per year, as well as completion of three new apartment complexes and two senior care facilities. The forecast assumes residential construction will peak in FY 15/16 with 300 SFR permits issued, declining to 100 in FY 18/19. The forecast assumes a steady, conservative level of commercial construction with infill projects and potential development continuing in Innovation Park, the Oro Valley Marketplace, San Dorado commercial center and on available parcels along Tangerine Road.

General Fund expenditure projections reflect the continued commitment to providing fair employee compensation, maintaining flat operations and maintenance (O&M) budgets as much as possible and allocating significant resources to asset replacement (computers and vehicles) and capital infrastructure needs.

The fund balance in the General Fund is maintained at healthy levels over the five-year period above the Town's adopted policy requirement of 25% of adopted expenditures each year.

Given the level of new construction activity rebounding in our community and projected over the next several years, the forecast assumptions reflect the distinction between one-time construction revenues and ongoing revenues. The forecast assumes the use of the one-time revenues to fund one-time capital project needs identified in the General Government CIP Fund. These one-time revenues/expenditures range from \$3.7 million in FY 2015/16 to approximately \$1 million in FY 2018/19. Meanwhile, it is projected in the forecast that the Town's ongoing or recurring revenues will increase modestly each year to sufficiently fund the Town's ongoing expenditures in the General Fund. By structuring the forecast in this manner, the Town is positioned to fund one-time expenditures with one-time revenues, while recurring expenditures for the day-to-day operations are funded with recurring revenues. Should construction activity decrease or not keep pace with projections, the Town would scale back on one-time capital projects without significantly impacting ongoing operations.

Three charts depicting General Fund revenues and expenditures are attached to this communication. The first chart shows total revenues, expenditures and fund balance amounts for the five years projected in the forecast. The second chart shows only ongoing or recurring revenues and expenditures with the one-time amounts removed to depict the structural balance in the General Fund if construction were to significantly slow down. The third chart shows only the one-time revenues and expenditures to illustrate the volatility in construction activity forecasted over the five years with the planned expenditures for one-time capital projects.

Highway Fund

- 5-Year Forecast of Revenues and Expenditures by Category
- Highway Fund Forecast Assumptions
- Graph of Forecasted Revenues, Expenditures and Fund Balance

Highway Fund revenues are comprised primarily of State shared highway user (gas tax) revenues and local construction sales taxes (transferred from the General Fund). The construction sales tax revenues transferred from the General Fund are tied to forecasted construction activity. The State shared highway user revenues are expected to grow by 8-10% per year over the next few years due to Senate Bill 1487 signed by the Governor in this legislative session, which allocates additional highway user funds to counties, cities and towns. These projections are provided by the Arizona Department of Transportation.

Highway Fund expenditures reflect similar assumptions as those included in the General Fund forecast for personnel and O&M costs. Funding for the pavement preservation program is included in the forecast and ranges from \$1.1 million to \$1.3 million per year.

The fund balance in the Highway Fund is projected to decrease based on the current assumptions, with an ending balance of approximately \$1.1 million in FY 2018/19.

Bed Tax Fund

- 5-Year Forecast of Revenues and Expenditures by Category
- Bed Tax Fund Forecast Assumptions
- Graph of Forecasted Revenues, Expenditures and Fund Balance

The Bed Tax Fund captures revenues generated by the Town's 6% lodging tax on hotels/motels. State law requires that 2/3 of our bed tax collections be allocated to tourism promotion purposes and economic development. The Bed Tax Fund remains stable over the forecast period with modest revenue growth following continued economic recovery projected in the tourism industry.

Bed Tax Fund expenditures reflect existing contract amounts with Visit Tucson and the Greater Oro Valley Chamber of Commerce, as well as continued funding for SAACA and special events. Also included in this fund are the debt service payments for the Aquatic Center bonds, repayment to the General Fund of \$35,000 per year for borrowed reserves used toward the Aquatic Center construction costs and payment to the General Fund for the incremental increased operating costs of the Aquatic Center of \$150,000 per year.

The FY 18/19 ending balance in the Bed Tax Fund is projected at almost \$260,000 in FY 2018/19.

FISCAL IMPACT:

N/A

SUGGESTED MOTION:

N/A

Attachments

General Fund Forecast

General Fund Assumptions

General Fund Chart 1

General Fund Chart 2

General Fund Chart 3

Highway Fund Forecast

Highway Fund Assumptions

Highway Fund Chart

Bed Tax Fund Forecast

Bed Tax Fund Assumptions

Bed Tax Fund Chart

**TOWN OF ORO VALLEY
FIVE YEAR FORECAST**

GENERAL FUND

	<u>FY 2013/14 ESTIMATED</u>	<u>FY 2014/15 RECOMMENDED</u>	<u>FY 2015/16 PROJECTED</u>	<u>FY 2016/17 PROJECTED</u>	<u>FY 2017/18 PROJECTED</u>	<u>FY 2018/19 PROJECTED</u>
Beginning Fund Balance	\$ 13,137,105	\$ 10,123,999	\$ 10,133,233	\$ 10,140,056	\$ 11,028,927	\$11,655,261
<u>REVENUES</u>						
Local Sales Taxes	13,694,864	15,676,905	16,447,793	16,653,109	16,454,691	16,300,203
Licenses & Permits	1,797,000	1,805,547	2,270,640	2,144,353	1,773,140	1,272,003
State & Fed Grants	1,819,279	2,204,665	2,172,657	2,226,973	2,271,513	2,316,943
State Shared Revenues	9,659,167	10,303,762	10,583,625	11,066,203	11,364,857	11,672,138
Other Intergovernmental	25,000	15,000	15,000	15,000	15,000	15,000
Charges for Services	1,602,900	1,688,995	1,773,445	1,826,648	1,881,448	1,937,891
Fines	180,000	180,000	190,000	190,000	190,000	190,000
Interest Income	100,000	81,125	82,748	84,402	86,090	87,812
Miscellaneous	141,000	135,000	140,000	140,000	140,000	140,000
Other Financing Sources	<u>185,000</u>	<u>185,000</u>	<u>185,000</u>	<u>185,000</u>	<u>185,000</u>	<u>185,000</u>
TOTAL REVENUES	\$ 29,204,210	\$ 32,275,999	\$ 33,860,907	\$ 34,531,688	\$ 34,361,739	\$ 34,116,990

**TOWN OF ORO VALLEY
FIVE YEAR FORECAST**

GENERAL FUND

	<u>FY 2013/14 ESTIMATED</u>	<u>FY 2014/15 RECOMMENDED</u>	<u>FY 2015/16 PROJECTED</u>	<u>FY 2016/17 PROJECTED</u>	<u>FY 2017/18 PROJECTED</u>	<u>FY 2018/19 PROJECTED</u>
<u>EXPENDITURES</u>						
Personnel	19,808,699	21,762,306	22,784,358	23,714,784	24,649,248	25,592,786
Operations & Maintenance	6,958,098	7,326,695	6,937,748	7,062,156	6,978,271	7,213,578
Capital Outlay	1,217,790	476,799	283,899	283,899	283,899	283,899
TEP Undergrounding	970,000	-	-	-	-	-
Transfers Out	<u>3,262,729</u>	<u>2,700,965</u>	<u>3,848,080</u>	<u>2,581,978</u>	<u>1,823,987</u>	<u>1,508,603</u>
TOTAL EXPENDITURES	32,217,316	32,266,765	33,854,085	33,642,816	33,735,405	34,598,866
Surplus/(Deficit)	\$ (3,013,106)	\$ 9,234	\$ 6,823	\$ 888,871	\$ 626,334	\$ (481,876)
Ending Fund Balance	\$ 10,123,999	\$10,133,233	\$10,140,056	\$11,028,927	\$11,655,261	\$11,173,384
Reserve as % of Expenditures	31.4%	31.4%	30.0%	32.8%	34.5%	32.3%

**GENERAL FUND
ONGOING VS. ONE-TIME REVENUE ASSUMPTIONS**

Revenue Category

Assumptions

<p>Local Sales Taxes</p> <p>-All categories except construction</p> <p>-Construction</p>	<p>No annexations assumed</p> <p>Assumed ongoing 4% growth per year in retail tax collections 3% growth per year in restaurant/bar tax collections 4-5% growth per year in utility tax collections</p> <p>Collected approx. \$1.8M/yr during recession (w/roughly 50 single family residential (SFR) permits issued/yr) Can safely assume an ongoing base of <i>at least</i> \$1.8M SFR and construction sales tax forecast: FY 14/15 - 200 SFRs; ongoing construction sales tax \$1.5M, one-time construction sales tax \$2.2M FY 15/16 - 300 SFRs; ongoing construction sales tax \$1.5M, one-time construction sales tax \$2.6M FY 16/17 - 275 SFRs; ongoing construction sales tax \$1.5M, one-time construction sales tax \$2.3M FY 17/18 - 200 SFRs; ongoing construction sales tax \$1.6M, one-time construction sales tax \$1.6M FY 18/19 - 100 SFRs; ongoing construction sales tax \$1.7M, one-time construction sales tax \$870K Forecast is conservative for new one-time commercial development Assumes no legislative changes to construction sales tax reporting</p>
<p>Licenses & Permits</p>	<p><i>Residential Bldg Permits</i> - see forecast above SFR revenue/permit of \$4,800 - average over last 4 years with slight growth over forecast horizon Ongoing revenues include miscellaneous revenue of \$175K - average over last 4 years One-time revenues include completion of apartments (El Corredor) and SFRs over 100 (SFR forecast ranges from 100-300/yr)</p> <p><i>Commercial Building Permits</i> - Revenues stable over last 4 years of approx. \$350K/yr Assumed \$300K ongoing and \$50K one-time</p>
<p>Grant Revenues</p>	<p>FY 15/16 Backs out one-time grants from previous fiscal year; remaining funds are ongoing 3% growth in RTA reimbursement per year for Transit operations Growth in remaining grant revenues attributable to personnel increases</p>
<p>State Shared Revenues</p>	<p>All categories assumed ongoing Projections per Joint Legislative Budget Committee (Jan 2014) Growth ranges from 1-5% per year Possible impact to Town's allocation in FY 16/17 following 2015 Census - not factored in to the forecast</p>
<p>Charges for Services</p>	<p>Assumed ongoing Growth of 3-5% per year</p>
<p>Interest Income</p>	<p>Assumed ongoing 2% growth per year</p>
<p>Fines</p>	<p>Assumed ongoing Forecast based on historical collections</p>
<p>Other Intergovernmental</p>	<p>Ongoing (reimbursement of Library building & maintenance costs from Pima County)</p>
<p>Miscellaneous</p>	<p>Assumed ongoing</p>

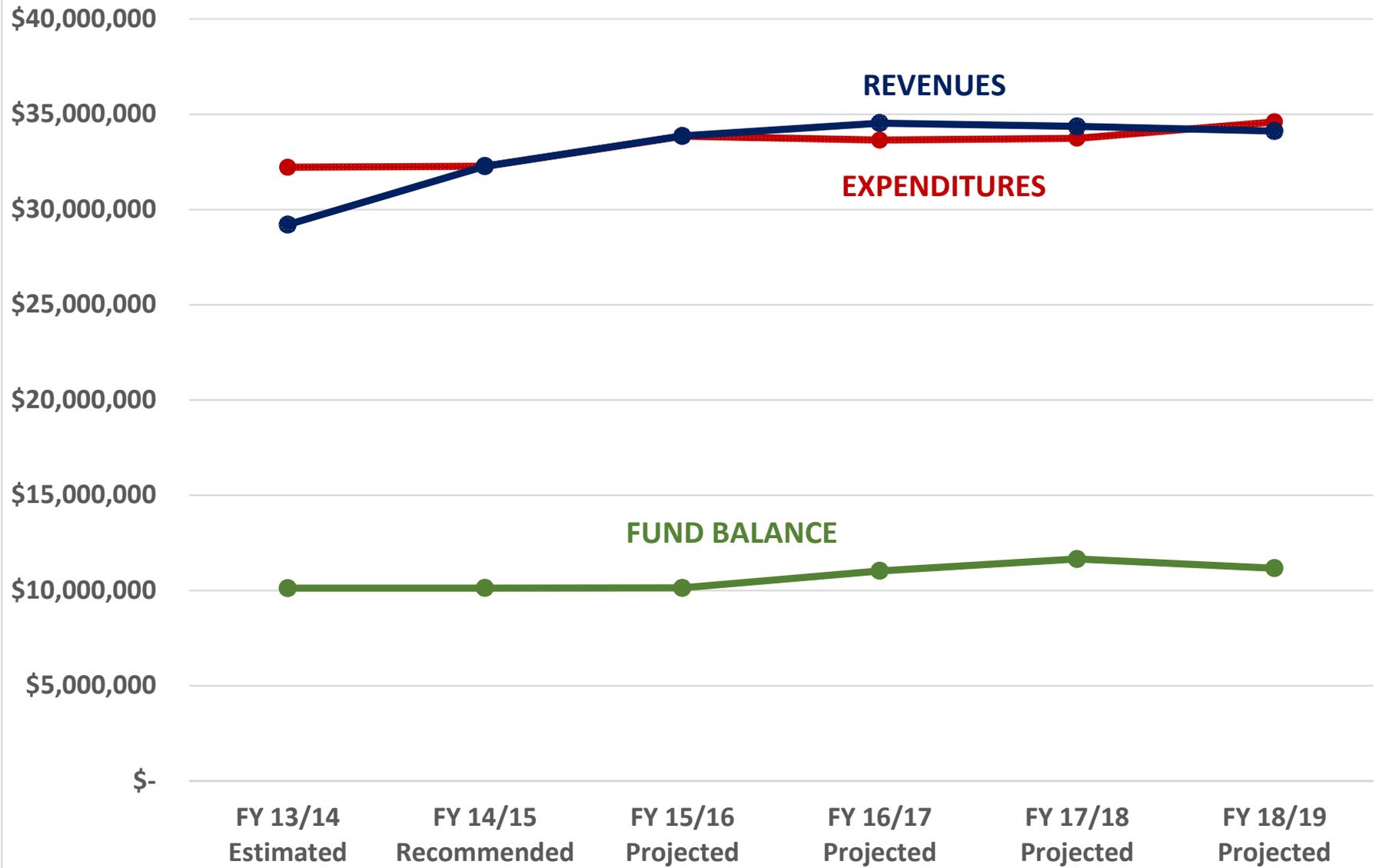
**GENERAL FUND
ONGOING VS. ONE-TIME EXPENDITURE ASSUMPTIONS**

Expenditure Category

Assumptions

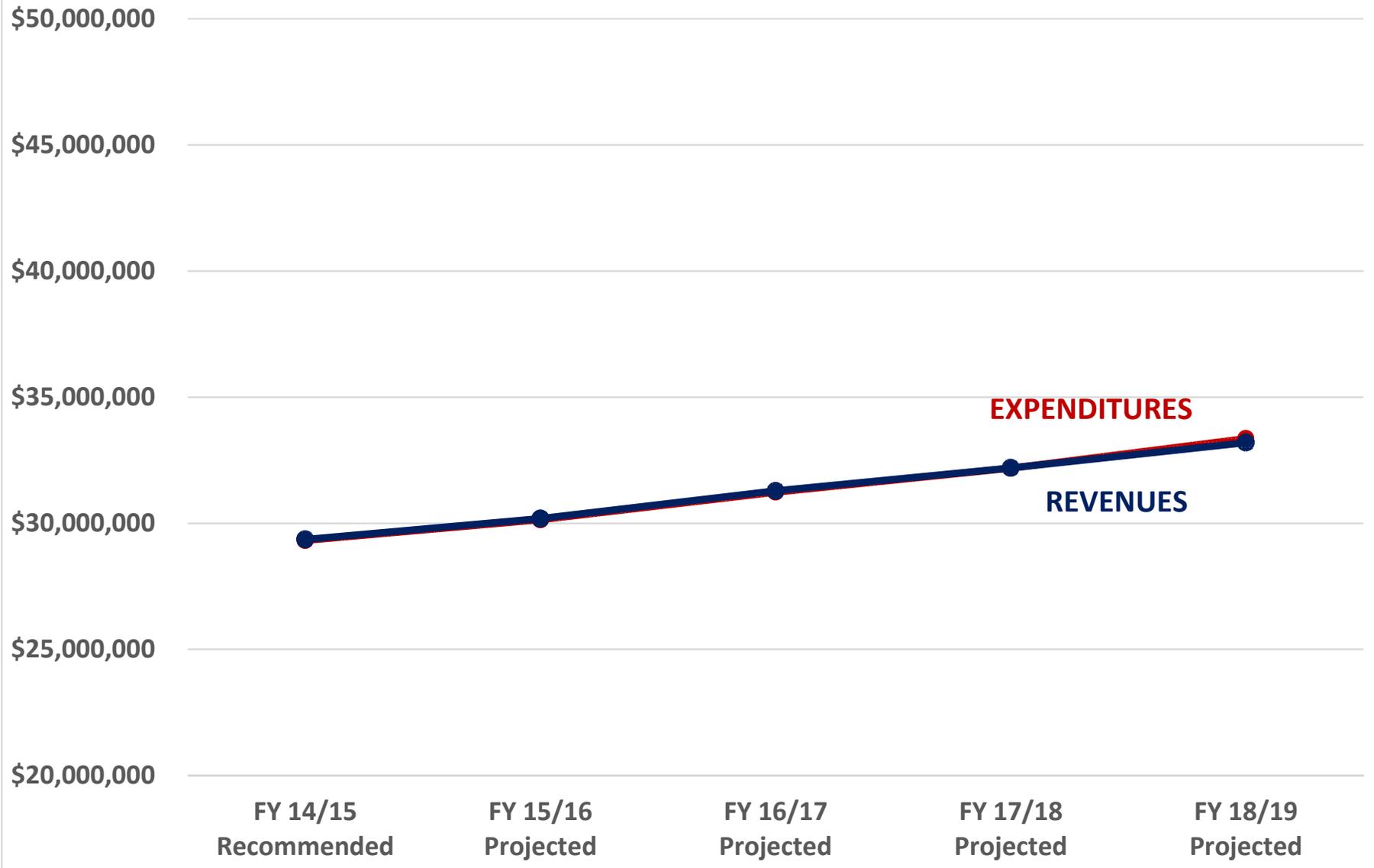
<u>Salaries and Benefits</u>	Assumed ongoing with the exception of temporary General Plan update personnel - update completed in FY 16/17 4% merits and step increases, 2% public safety pension increases; .5% non-public safety pension increases per year Includes capacity of \$100K for two new FTEs/year
<u>Operations & Maintenance</u>	General Plan update costs assumed one-time - completed in FY 16/17 All other costs assumed ongoing Capacity of \$140K <i>every other year</i> for elections Forecast includes continued capacity for vehicle replacement and increased reserve set-aside Additional IT O&M capacity included each year for software maintenance and consulting costs 2% growth per year in Parks & Rec O&M 3% growth per year in retail sales tax rebates; Oracle Crossings rebate ends Sept 2015
<u>CIP Funding</u>	Shown as one-time transfers to CIP Fund - per Capital Improvement Program (ranges from \$575K to \$2.5M per year)
<u>Debt Service Transfers</u>	Ongoing (transfers for Series 2005 debt service resume in FY 15/16)
<u>Construction Sales Tax to HW Fund</u>	Portion of construction sales tax allocated to Highway Fund shown as one-time revenues and one-time transfers out
<u>IT Asset Replacement (computers, servers, MDCs)</u>	Ongoing - \$233K in FY 14/15; \$143K in remaining years

General Fund Revenues, Expenditures and Fund Balance



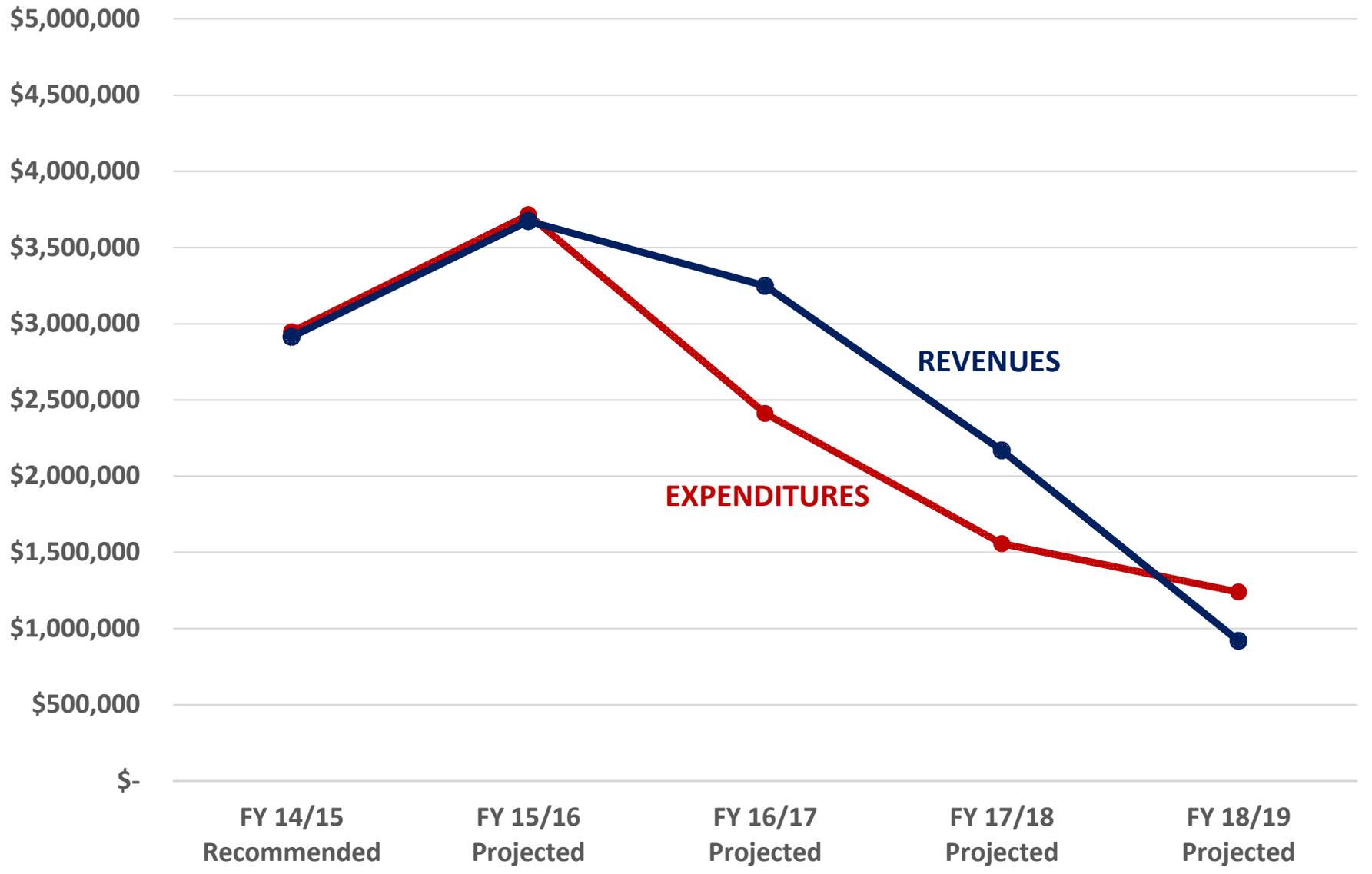
General Fund

Ongoing Revenues vs. Ongoing Expenditures



General Fund

One-Time Revenues vs. One-Time Expenditures



**TOWN OF ORO VALLEY
FIVE YEAR FORECAST**

HIGHWAY FUND

	<u>FY 2013/14 ESTIMATED</u>	<u>FY 2014/15 RECOMMENDED</u>	<u>FY 2015/16 PROJECTED</u>	<u>FY 2016/17 PROJECTED</u>	<u>FY 2017/18 PROJECTED</u>	<u>FY 2018/19 PROJECTED</u>
Beginning Fund Balance	\$ 3,517,765	\$ 3,832,729	\$ 2,443,757	\$ 1,281,039	\$ 1,545,600	\$ 1,609,541
<u>REVENUES</u>						
Construction Sales Tax	1,218,820	-	-	-	-	-
Highway User Tax	2,500,000	2,754,947	3,001,727	3,249,475	3,111,621	3,230,429
Federal & State Grants	35,000	-	295,000	150,000	150,000	150,000
Charges for Services	129,493	129,493	134,673	140,060	145,662	151,488
Licenses & Permits	42,000	52,000	47,000	47,000	47,000	47,000
Interest Income	25,000	19,250	19,635	20,028	20,428	20,837
Miscellaneous	20,750	10,000	15,000	15,000	15,000	15,000
Transfers from General Fund	-	-	-	1,231,200	981,150	638,750
TOTAL REVENUES	\$ 3,971,063	\$ 2,965,690	\$ 3,513,035	\$ 4,852,762	\$ 4,470,861	\$ 4,253,505
<u>EXPENDITURES</u>						
Personnel	1,677,836	1,800,429	1,879,648	1,962,352	2,048,696	2,138,839
O&M	834,081	849,983	897,483	932,483	930,483	964,483
Capital Outlay	90,182	604,250	370,000	265,000	-	240,000
Pavement Preservation	1,054,000	1,100,000	1,300,000	1,200,000	1,200,000	1,200,000
Transfer to Debt Service	-	-	228,622	228,366	227,741	226,634
TOTAL EXPENDITURES	\$ 3,656,099	\$ 4,354,662	\$ 4,675,753	\$ 4,588,201	\$ 4,406,920	\$ 4,769,956
Surplus/(Deficit)	\$ 314,964	\$ (1,388,972)	\$ (1,162,718)	\$ 264,561	\$ 63,941	\$ (516,451)
Ending Fund Balance	\$ 3,832,729	\$ 2,443,757	\$ 1,281,039	\$ 1,545,600	\$ 1,609,541	\$ 1,093,091

HIGHWAY FUND ASSUMPTIONS

REVENUES

Category

Assumptions

<u>Local Sales Taxes</u> -Construction Sales Tax	FY 14/15 and FY 15/16 collections will remain in General Fund to cover one-time CIP projects FY 16/17 through FY 18/19 allocations shown as transfers in from General Fund Gradual decline attributable to decrease in SFR forecast
<u>Highway User Tax</u>	Projections per Arizona Department of Transportation Base HURF growth ranges from 2.5%-3.8% per year Assumes continued DPS sweeps, but also includes impact of SB 1487 (additional HURF allocation through FY 16/17) Possible impact to Town's allocation in FY 16/17 following 2015 Census - not factored in to the forecast
<u>Grant Revenues</u>	PAG personnel reimbursements for design work - estimates per DIS
<u>Charges for Services</u>	Reimbursement from Stormwater Utility Fund for storm clean-up of streets Growth tied to annual Highway Fund personnel increases
<u>Licenses & Permits</u>	Road permits roughly flat - \$42K to \$52K per year
<u>Interest Income</u>	2% growth per year
<u>Miscellaneous</u>	\$10K to \$20K projected miscellaneous revenues

EXPENDITURES

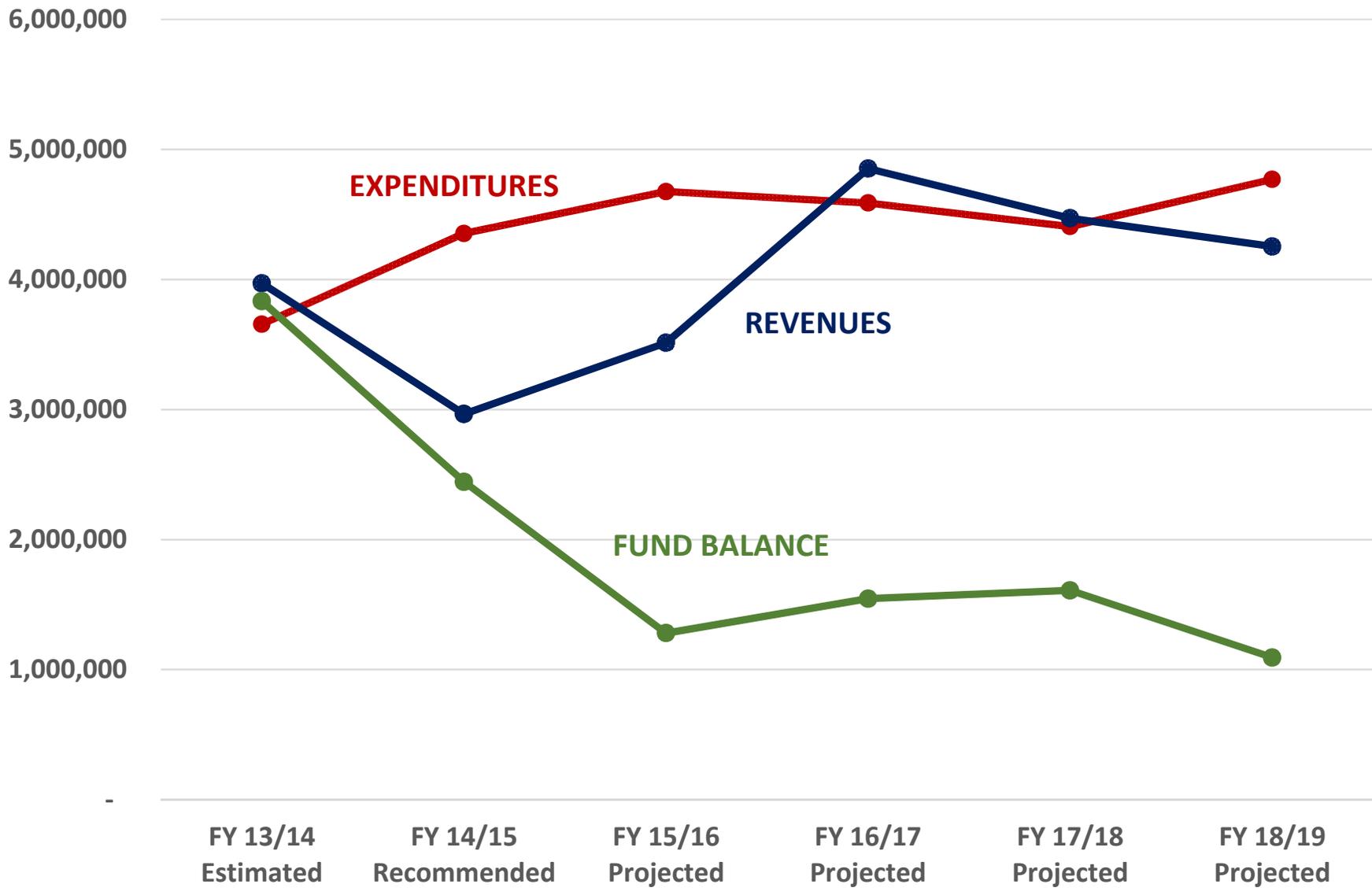
Category

Assumptions

<u>Salaries and Benefits</u>	4% merit increases, .5% pension increases each year
<u>Operations & Maintenance</u>	Capacity included for vehicle replacement and increased reserve set-aside
<u>Debt Service Transfers</u>	Transfers for Series 2005 debt service resume in FY 15/16
<u>CIP Funding</u>	Capacity for items and projects outlined in the Capital Improvement Program
<u>Pavement Preservation</u>	Funding maintains current OCI rating of 77

Highway Fund

Revenues, Expenditures and Fund Balance



**TOWN OF ORO VALLEY
FIVE YEAR FORECAST**

BED TAX FUND

	<u>FY 2013/14 ESTIMATED</u>	<u>FY 2014/15 RECOMMENDED</u>	<u>FY 2015/16 PROJECTED</u>	<u>FY 2016/17 PROJECTED</u>	<u>FY 2017/18 PROJECTED</u>	<u>FY 2018/19 PROJECTED</u>
Beginning Fund Balance	\$ 649,053	\$ 239,876	\$ 227,572	\$ 205,536	\$ 205,647	\$ 224,078
REVENUES						
Bed Taxes	867,898	944,571	972,908	1,002,095	1,032,158	1,063,123
Interest Income	8,000	4,125	4,208	4,292	4,377	4,465
TOTAL REVENUES	\$ 875,898	\$ 948,696	\$ 977,116	\$ 1,006,387	\$ 1,036,536	\$ 1,067,588
EXPENDITURES						
Economic Development						
Personnel	201,056	238,487	249,457	260,932	272,935	285,490
General O&M	13,350	13,170	13,350	13,350	13,350	13,350
Visit Tucson	120,000	175,000	175,000	175,000	175,000	175,000
Chamber of Commerce	30,000	30,000	30,000	30,000	30,000	30,000
SAACA	-	26,800	26,800	26,800	26,800	26,800
Special Events	25,000	55,000	30,000	30,000	30,000	30,000
Local Econ Dev Marketing	105,000	70,000	60,000	60,000	60,000	60,000
Other Financing Uses						
Tfr to Debt Service Fund	205,669	167,543	229,544	225,194	225,019	228,818
Tfr to Naranja Park Fund	400,000	-	-	-	-	-
Aquatics/Econ Dev Gen Fund Subsidy	185,000	185,000	185,000	185,000	185,000	185,000
TOTAL EXPENDITURES	\$ 1,285,075	\$ 961,000	\$ 999,151	\$ 1,006,276	\$ 1,018,104	\$ 1,034,458
Surplus/(Deficit)	\$ (409,177)	\$ (12,304)	\$ (22,036)	\$ 111	\$ 18,431	\$ 33,130
Ending Fund Balance	\$ 239,876	\$ 227,572	\$ 205,536	\$ 205,647	\$ 224,078	\$ 257,208

BED TAX FUND ASSUMPTIONS

REVENUES

Category

Assumptions

Local Sales Taxes - Bed Tax	3% growth per year and includes impact of annexed hotel
Interest Income	2% growth per year

EXPENDITURES

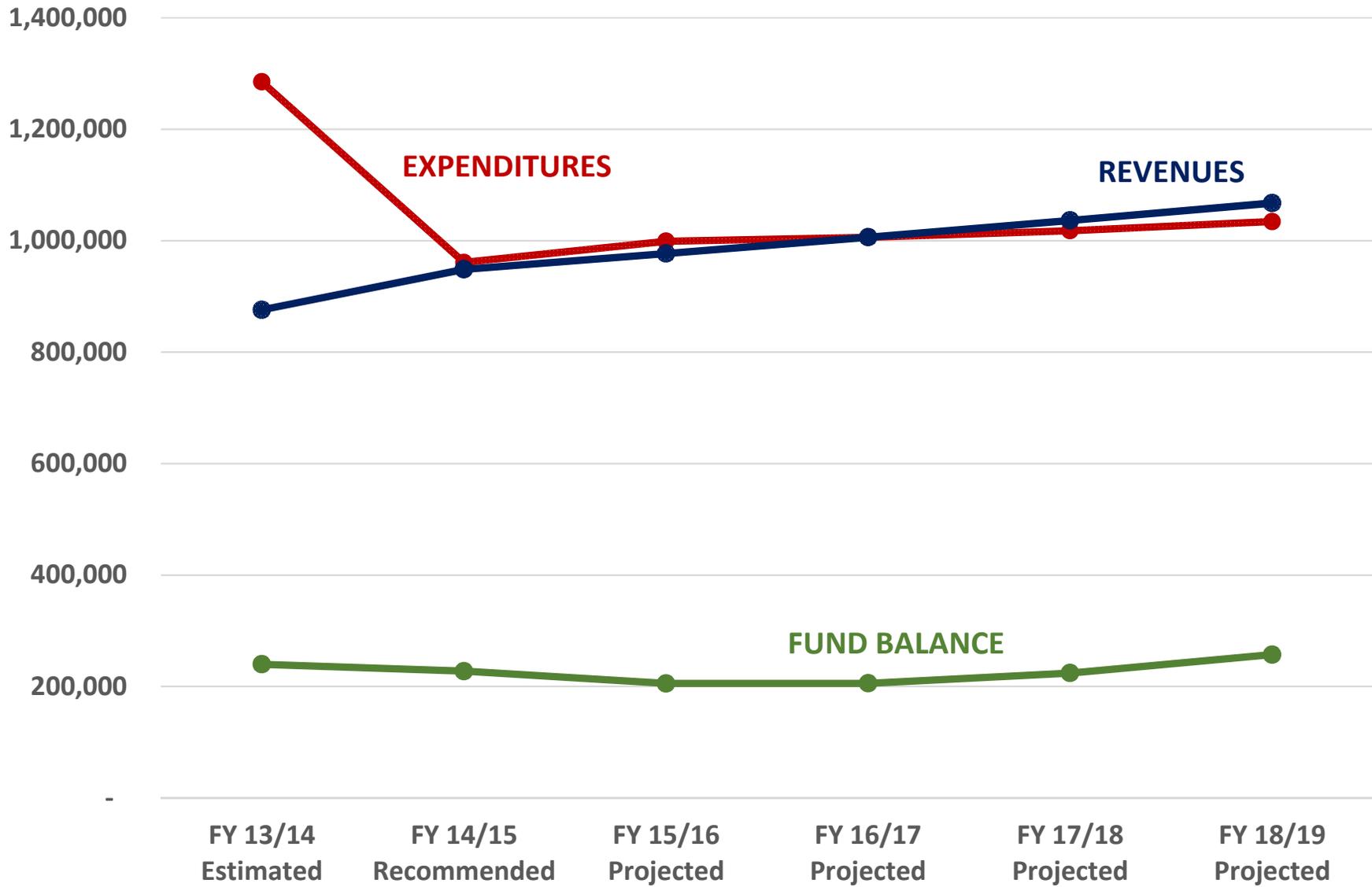
Category

Assumptions

Salaries and Benefits	4% merit increases, .5% pension increases each year
Operations & Maintenance	Visit Tucson funded at \$175K per year Chamber of Commerce funded at \$30K per year Special event capacity of \$55K in FY 14/15 to include signature event and \$30K continuing capacity in future years Local economic development marketing budget of \$60K-\$70K per year
Fund Transfers	Annual transfers to Debt Service Fund for Aquatics bonds \$185K annual transfer to General Fund - consists of \$150K for incremental operating costs of expanded Aquatic Center and \$35K repayment to contingency reserves for financing the construction of the expanded Aquatic Center

Bed Tax Fund

Revenues, Expenditures and Fund Balance





Town Council Regular Session

Item # 4.

Meeting Date: 05/07/2014

Requested by: Stacey Lemos

Submitted By: Stacey Lemos, Finance

Department: Finance

Information

SUBJECT:

PUBLIC HEARING: RESOLUTION NO. (R)14-31, ADOPTION OF THE TENTATIVE BUDGET FOR FY 2014/15 AND SETTING THE LOCAL ALTERNATIVE EXPENDITURE LIMITATION FOR FY 2014/15

RECOMMENDATION:

Staff recommends approval of Resolution No. (R)14-31.

EXECUTIVE SUMMARY:

The purpose of this agenda item is for Council consideration and adoption of the Town's Tentative Budget for FY 2014/15 in the amount of \$107,084,938. Adoption of Resolution No. (R)14-31 will also set the maximum local expenditure limitation at this amount. Once the limitation is set, expenditures for the year may not exceed that amount. The Council has the authority to make changes to the budget prior to the final adoption scheduled for May 21, 2014; however, the total amount of the final budget may not exceed the expenditure limitation set this evening. The Council also has the authority to modify the budget throughout the fiscal year.

BACKGROUND OR DETAILED INFORMATION:

Staff presented the FY 2014/15 Manager's Recommended Budget at the April 2, 2014, regular Town Council meeting. This presentation, along with the full copy of the Recommended Budget, has been posted to the Town's website www.orovalleyaz.gov. The FY 2014/15 Tentative Budget amounts in the attached Official Auditor General Budget forms reflect the amounts included in the Manager's Recommended Budget.

Council budget study sessions were held on April 9th and April 23rd to provide overviews of the larger service delivery department budgets, along with various program-specific elements included in the budget. The agenda item tonight is a public hearing and approval of the resolution to adopt the FY 2014/15 Tentative Budget in the amount of \$107.1 million. Once approved, the attached Auditor General Budget forms will be published for two consecutive weeks prior to the next public hearing for Final Budget approval scheduled for May 21, 2014.

FISCAL IMPACT:

N/A

SUGGESTED MOTION:

I MOVE to (approve or deny) Resolution No. (R)14-31, adopting the Tentative Budget for fiscal year 2014/15 and setting the local alternative expenditure limitation for fiscal year 2014/15 at \$107,084,938.

Attachments

R14-31 Adoption of Tentative Budget

Official Budget Forms

RESOLUTION NO. (R)14-31

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF ORO VALLEY, ARIZONA, ADOPTING ESTIMATES OF THE AMOUNTS REQUIRED FOR THE FISCAL YEAR 2014/2015 AS A TENTATIVE BUDGET; SETTING FORTH THE RECEIPTS AND EXPENDITURES/EXPENSES FOR THE FISCAL YEAR 2014/2015; GIVING NOTICE OF THE TIME FOR THE FINAL PUBLIC HEARING FOR ADOPTING THE BUDGET FOR THE FISCAL YEAR 2014/2015; PROVIDING FOR CONTINGENCIES; PROVIDING FOR THE USE OF FUNDS; SETTING THE LOCAL ALTERNATIVE EXPENDITURE LIMITATION FOR FISCAL YEAR 2014/2015

WHEREAS, the A.R.S. 42-17101 requires that cities and towns in Arizona adopt a tentative budget by the third Monday in July of each year; and

WHEREAS, the Town Council and staff held Council Budget Study Sessions on April 9 and 23, 2014 to establish and review the proposed budget; and

WHEREAS, adoption of the budget will allow the Town of Oro Valley local government to provide the necessary public services for the health, welfare and safety of its citizenry.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Oro Valley, Arizona that:

SECTION 1. The statements and schedules of the tentative budget for the fiscal year 2014/2015 accompany and be included as part of this Resolution as attached hereto.

SECTION 2. The statements and schedules herein contained be adopted for the purpose as hereafter set forth as the tentative budget for the Town of Oro Valley, Arizona for the fiscal year 2014/2015.

SECTION 3. The statements setting forth the receipts, expenditures/expenses and amounts collectible for the fiscal year 2014/2015 accompany and be included as part of this resolution.

SECTION 4 The local alternative expenditure limitation as noted on the Summary Schedule of Estimated Revenues and Expenditures/Expenses for the fiscal year 2014/2015 be included as part of this resolution.

SECTION 5. The Town Clerk is hereby authorized and directed to publish in the manner prescribed by law, the estimates of expenditures/expenses, as hereinafter set forth, together with a notice that the Town Council will meet for the purpose of final public hearing and for adoption of the budget for fiscal year 2014/2015 for the Town of Oro Valley, Arizona on the 21st day of May, 2014.

SECTION 6. The money from any fund may be used for any of the appropriations except money specifically restricted by State Law or by Town Ordinance or Resolution.

SECTION 7. The various Town officers and employees are hereby directed to perform all acts necessary or desirable to give effect to this resolution.

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Oro Valley, Arizona, this 7th day of May, 2014.

TOWN OF ORO VALLEY

Dr. Satish I. Hiremath, Mayor

ATTEST:

APPROVED AS TO FORM:

Julie K. Bower, Town Clerk

Tobin Sidles, Legal Services Director

Date: _____

Date: _____

OFFICIAL BUDGET FORMS

CITY/TOWN OF _____Oro Valley_____

Fiscal Year 2015

CITY/TOWN OF Oro Valley
 Summary Schedule of Estimated Revenues and Expenditures/Expenses
 Fiscal Year 2015

FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES* 2014	ACTUAL EXPENDITURES/ EXPENSES** 2014	FUND BALANCE/ NET POSITION*** July 1, 2014**	PROPERTY TAX REVENUES 2015	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2015	OTHER FINANCING 2015		INTERFUND TRANSFERS 2015		TOTAL FINANCIAL RESOURCES AVAILABLE 2015	BUDGETED EXPENDITURES/ EXPENSES 2015
						SOURCES	<USES>	IN	<OUT>		
1. General Fund	\$ 36,348,684	\$ 28,954,586	\$ 10,123,999	Primary: \$	\$ 32,090,999	\$	\$	\$ 185,000	\$ 2,700,965	\$ 39,699,033	\$ 39,699,033
2. Special Revenue Funds	8,252,846	4,818,314	4,794,356	Secondary:	4,365,996				352,543	8,807,809	8,807,809
3. Debt Service Funds Available	1,742,156	2,298,712	522,272		326,795			331,627		1,180,694	1,180,694
4. Less: Amounts for Future Debt Retirement											
5. Total Debt Service Funds	1,742,156	2,298,712	522,272		326,795			331,627		1,180,694	1,180,694
6. Capital Projects Funds	19,395,005	7,344,010	11,427,179		7,579,371			2,540,000		21,546,550	21,546,550
7. Permanent Funds											
8. Enterprise Funds Available	24,037,945	14,642,589	12,478,976		16,109,450	2,200,000			3,119	30,785,307	30,785,307
9. Less: Amounts for Future Debt Retirement											
10. Total Enterprise Funds	24,037,945	14,642,589	12,478,976		16,109,450	2,200,000			3,119	30,785,307	30,785,307
11. Internal Service Funds	4,136,793	3,430,963	707,232		4,358,313					5,065,545	5,065,545
12. TOTAL ALL FUNDS	\$ 93,913,429	\$ 61,489,174	\$ 40,054,014	\$	\$ 64,830,924	\$ 2,200,000	\$	\$ 3,056,627	\$ 3,056,627	\$ 107,084,938	\$ 107,084,938

EXPENDITURE LIMITATION COMPARISON

	2014	2015
1. Budgeted expenditures/expenses	<u>\$ 93,913,429</u>	<u>\$ 107,084,938</u>
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	<u>93,913,429</u>	<u>107,084,938</u>
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	<u>\$ 93,913,429</u>	<u>\$ 107,084,938</u>
6. EEC or voter-approved alternative expenditure limitation	<u>\$ 93,913,429</u>	<u>\$ 107,084,938</u>

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts in this column represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

CITY/TOWN OF Oro Valley
Revenues Other Than Property Taxes
Fiscal Year 2015

SOURCE OF REVENUES	ESTIMATED REVENUES 2014	ACTUAL REVENUES* 2014	ESTIMATED REVENUES 2015
GENERAL FUND			
Local taxes			
Local Sales Tax	\$ 12,623,382	\$ 13,154,864	\$ 15,136,905
Cable Franchise Tax	500,000	540,000	540,000
Licenses and permits			
Licenses	176,700	181,000	182,000
Permits	1,307,255	1,527,000	1,567,547
Fees	9,500	89,000	56,000
Intergovernmental			
State/County Shared	9,659,167	9,659,167	10,303,762
State Grants	1,509,700	1,226,590	1,607,300
Federal Grants	576,490	592,689	597,365
Other	30,000	25,000	15,000
Charges for services			
Reimbursements	204,000	192,500	192,500
Fees	644,200	807,788	851,700
Other	595,237	602,612	644,795
Fines and forfeits			
Fines	190,000	180,000	180,000
Interest on investments			
Interest Income	62,275	100,000	81,125
Miscellaneous			
Miscellaneous	114,000	141,000	135,000
Total General Fund	\$ 28,201,906	\$ 29,019,210	\$ 32,090,999

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY/TOWN OF Oro Valley
Revenues Other Than Property Taxes
Fiscal Year 2015

SOURCE OF REVENUES	ESTIMATED REVENUES 2014	ACTUAL REVENUES* 2014	ESTIMATED REVENUES 2015
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Local Sales Tax	\$ 1,077,197	\$ 1,218,820	\$
Highway User Fuel Tax	2,500,000	2,500,000	2,754,947
Permits	48,000	42,000	52,000
Grants	35,000	35,000	
Interest Income	7,000	25,000	19,250
Charges for Services	129,493	129,493	129,493
Other	10,000	20,750	10,000
	\$ 3,806,690	\$ 3,971,063	\$ 2,965,690
Bed Tax Fund			
Local Sales Tax	\$ 789,000	\$ 867,898	\$ 944,571
Interest Income	3,975	8,000	4,125
	\$ 792,975	\$ 875,898	\$ 948,696
Seizures & Forfeitures - State Fund			
Seizures and Forfeitures	\$ 175,000	\$ 31,065	\$ 175,000
Interest Income		2,500	
	\$ 175,000	\$ 33,565	\$ 175,000
Seizures & Forfeitures - Federal Fund			
Seizures and Forfeitures	\$ 250,000	\$ 314,090	\$ 250,000
Interest Income		3,000	
	\$ 250,000	\$ 317,090	\$ 250,000
Impound Fee Fund			
Fees	\$ 47,500	\$ 24,414	\$ 26,610
	\$ 47,500	\$ 24,414	\$ 26,610
Total Special Revenue Funds	\$ 5,072,165	\$ 5,222,030	\$ 4,365,996

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY/TOWN OF Oro Valley
Revenues Other Than Property Taxes
Fiscal Year 2015

SOURCE OF REVENUES	ESTIMATED REVENUES 2014	ACTUAL REVENUES* 2014	ESTIMATED REVENUES 2015
DEBT SERVICE FUNDS			
Municipal Debt Service Fund			
Federal Grants	\$ 70,677	\$ 70,677	67,877
Interest Income		35	
Miscellaneous	83,000	83,000	83,000
	\$ 153,677	\$ 153,712	\$ 150,877
Oracle Road Improvement District			
Special Assessments	\$ 365,868	\$ 1,460,057	\$ 175,918
	\$ 365,868	\$ 1,460,057	\$ 175,918
Total Debt Service Funds	\$ 519,545	\$ 1,613,769	\$ 326,795
CAPITAL PROJECTS FUNDS			
Alternative Water Resources Development Impact Fee Fund			
Development Impact Fees	\$ 1,678,322	\$ 2,219,804	\$ 1,409,646
Charges for Services	2,550,000		
Interest Income	1,000	25,000	17,050
	\$ 4,229,322	\$ 2,244,804	\$ 1,426,696
Potable Water System Development Impact Fee Fund			
Development Impact Fees	\$ 926,097	\$ 1,253,905	\$ 707,691
Interest Income	2,000	25,000	17,050
	\$ 928,097	\$ 1,278,905	\$ 724,741
Townwide Roadway Development Impact Fee Fund			
State Grants	\$ 3,150,000	\$ 2,300,000	\$ 4,060,000
Federal Grants	500,000	500,000	
Development Impact Fees	791,375	304,805	900,666
Interest Income	1,500	3,000	3,000
Other	18,000	22,650	22,500
	\$ 4,460,875	\$ 3,130,455	\$ 4,986,166
Parks & Recreation Impact Fee Fund			
Development Impact Fees	\$ 201,297	\$ 117,140	\$ 307,772
Interest Income		830	
	\$ 201,297	\$ 117,970	\$ 307,772
Police Impact Fee Fund			
Development Impact Fees	\$ 107,392	\$ 68,320	\$ 133,996
Interest Income		444	
	\$ 107,392	\$ 68,764	\$ 133,996
General Government Impact Fee Fund			
Development Impact Fees	\$	\$ 2,206	\$
Interest Income		10	
	\$	\$ 2,216	\$
Aquatic Center Project Fund			
Donations	\$ 30,000	\$	\$
	\$ 30,000	\$	\$
Total Capital Projects Funds	\$ 9,956,983	\$ 6,843,114	\$ 7,579,371

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY/TOWN OF Oro Valley
Revenues Other Than Property Taxes
Fiscal Year 2015

SOURCE OF REVENUES	ESTIMATED REVENUES 2014	ACTUAL REVENUES* 2014	ESTIMATED REVENUES 2015
ENTERPRISE FUNDS			
Oro Valley Water Utility Fund			
Water Sales	\$ 11,748,000	\$ 12,023,000	\$ 12,078,800
Charges for Services	597,100	3,176,600	3,189,200
Interest Income	66,250	60,000	51,150
Miscellaneous		7,942	
	\$ 12,411,350	\$ 15,267,542	\$ 15,319,150
Stormwater Utility Fund			
Federal Grants	\$	\$	\$
State Grants	450,000		
Charges for Services	771,500	771,500	789,300
Interest Income	500	1,500	1,000
Miscellaneous		23	
	\$ 1,222,000	\$ 773,023	\$ 790,300
Total Enterprise Funds	\$ 13,633,350	\$ 16,040,565	\$ 16,109,450

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY/TOWN OF Oro Valley
Revenues Other Than Property Taxes
Fiscal Year 2015

SOURCE OF REVENUES	ESTIMATED REVENUES 2014	ACTUAL REVENUES* 2014	ESTIMATED REVENUES 2015
INTERNAL SERVICE FUNDS			
Fleet Fund			
Fleet Services	\$ 1,282,793	\$ 1,282,793	\$ 1,467,800
Miscellaneous	20,000	60,000	151,313
State Grants			308,000
	<u>\$ 1,302,793</u>	<u>\$ 1,342,793</u>	<u>\$ 1,927,113</u>
Benefit Self Insurance Fund			
Miscellaneous	\$ 2,209,000	\$ 2,228,000	\$ 2,431,200
	<u>\$ 2,209,000</u>	<u>\$ 2,228,000</u>	<u>\$ 2,431,200</u>
Total Internal Service Funds	<u>\$ 3,511,793</u>	<u>\$ 3,570,793</u>	<u>\$ 4,358,313</u>
TOTAL ALL FUNDS	<u>\$ 60,895,742</u>	<u>\$ 62,309,481</u>	<u>\$ 64,830,924</u>

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY/TOWN OF Oro Valley
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2015

FUND	OTHER FINANCING 2015		INTERFUND TRANSFERS 2015	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
Tfr to Municipal Debt Service Fund	\$	\$	\$	\$ 158,965
Tfr to Oracle Road Improvement District Fund				2,000
Tfr to General Government CIP Fund				2,540,000
Tfr from Bed Tax Fund			185,000	
Total General Fund	\$	\$	\$ 185,000	\$ 2,700,965
SPECIAL REVENUE FUNDS				
Bed Tax Fund	\$	\$	\$	\$ 352,543
Total Special Revenue Funds	\$	\$	\$	\$ 352,543
DEBT SERVICE FUNDS				
Municipal Debt Service Fund	\$	\$	\$ 329,627	\$
Oracle Road Improvement District Fund			2,000	
Total Debt Service Funds	\$	\$	\$ 331,627	\$
CAPITAL PROJECTS FUNDS				
General Government CIP Fund	\$	\$	\$ 2,540,000	\$
Total Capital Projects Funds	\$	\$	\$ 2,540,000	\$
ENTERPRISE FUNDS				
Oro Valley Water Utility Fund	\$ 2,200,000	\$	\$	\$ 3,119
Total Enterprise Funds	\$ 2,200,000	\$	\$	\$ 3,119
TOTAL ALL FUNDS	\$ 2,200,000	\$	\$ 3,056,627	\$ 3,056,627

CITY/TOWN OF Oro Valley
Expenditures/Expenses by Fund
Fiscal Year 2015

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2014	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2014	ACTUAL EXPENDITURES/ EXPENSES* 2014	BUDGETED EXPENDITURES/ EXPENSES 2015
GENERAL FUND				
Council	\$ 225,853	\$	\$ 225,853	\$ 207,022
Clerk	345,118		345,118	497,102
Development & Infrastructure Svcs	4,031,561		4,026,147	4,564,803
Finance	709,242		695,830	748,060
General Administration	2,037,730	(227,000)	1,810,729	1,867,600
Human Resources	523,821		471,207	371,998
Information Technology	1,482,173	60,000	1,512,173	1,432,374
Legal	804,344		729,344	756,855
Magistrate Court	761,430		756,968	789,826
Town Manager's Office	700,989		691,219	721,724
Parks and Recreation	2,536,955		2,536,955	2,722,617
Police	14,223,297		14,183,043	14,885,819
Contingency Reserve	9,566,171	(1,433,000)	970,000	10,133,233
Total General Fund	\$ 37,948,684	\$ (1,600,000)	\$ 28,954,586	\$ 39,699,033
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund	\$ 6,573,318	\$	\$ 3,656,099	\$ 6,798,419
Seizures & Forfeitures - State Fund	525,354		121,050	582,353
Seizures & Forfeitures - Federal Fund	508,867		522,345	564,398
Bed Tax Fund	997,807	(400,000)	494,406	836,029
Impound Fee Fund	47,500		24,414	26,610
Total Special Revenue Funds	\$ 8,652,846	\$ (400,000)	\$ 4,818,314	\$ 8,807,809
DEBT SERVICE FUNDS				
Municipal Debt Service Fund	\$ 1,373,416	\$	\$ 836,642	\$ 1,002,640
Oracle Road Improvement District Fund	368,740		1,462,070	178,054
Total Debt Service Funds	\$ 1,742,156	\$	\$ 2,298,712	\$ 1,180,694
CAPITAL PROJECTS FUNDS				
Aquatic Center Project Fund	\$ 42,114	\$	\$ 6,063	\$
Townwide Roadway Dev Impact Fee Fund	5,689,538		2,540,500	7,037,558
Naranja Park Fund	8,821	2,000,000	1,400,000	608,821
Alternative Water Rscs Dev Impact Fee Fund	6,899,226		2,389,623	4,284,831
Potable Water System Dev Impact Fee Fund	4,100,604		707,824	4,840,758
Parks & Recreation Impact Fee Fund	334,400		300,000	307,852
Library Impact Fee Fund	114,798			114,798
Police Impact Fee Fund	189,151			302,238
General Government Impact Fee Fund				3,504
Recreation In Lieu Fee Fund	16,353			6,190
General Government CIP Fund				4,040,000
Total Capital Projects Funds	\$ 17,395,005	\$ 2,000,000	\$ 7,344,010	\$ 21,546,550
ENTERPRISE FUNDS				
Oro Valley Water Utility Fund	\$ 22,486,741	\$	\$ 13,828,213	\$ 29,545,566
Stormwater Utility Fund	1,551,204		814,376	1,239,741
Total Enterprise Funds	\$ 24,037,945	\$	\$ 14,642,589	\$ 30,785,307
INTERNAL SERVICE FUNDS				
Fleet Fund	\$ 1,302,793	\$	\$ 1,221,963	\$ 2,047,943
Benefit Self Insurance Fund	2,834,000		2,209,000	3,017,602
Total Internal Service Funds	\$ 4,136,793	\$	\$ 3,430,963	\$ 5,065,545
TOTAL ALL FUNDS	\$ 93,913,429	\$	\$ 61,489,174	\$ 107,084,938

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

CITY/TOWN OF Oro Valley
Expenditures/Expenses by Department
Fiscal Year 2015

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2014	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2014	ACTUAL EXPENDITURES/ EXPENSES* 2014	BUDGETED EXPENDITURES/ EXPENSES 2015
Council:				
General Fund	\$ 225,853	\$	\$ 225,853	\$ 207,022
Department Total	\$ 225,853	\$	\$ 225,853	\$ 207,022
Clerk:				
General Fund	\$ 345,118	\$	\$ 345,118	\$ 497,102
Department Total	\$ 345,118	\$	\$ 345,118	\$ 497,102
Development & Infrastructure Svcs:				
General Fund	\$ 4,031,561	\$	\$ 4,026,147	\$ 4,564,803
Highway Fund	6,573,318		3,656,099	6,798,419
Townwide Roadway Dev Impact Fee Fund	5,689,538		2,540,500	7,037,558
Stormwater Utility Fund	1,551,204		814,376	1,239,741
Fleet Fund	1,302,793		1,221,963	2,047,943
Department Total	\$ 19,148,414	\$	\$ 12,259,085	\$ 21,688,464
Finance:				
General Fund	\$ 709,242	\$	\$ 695,830	\$ 748,060
Department Total	\$ 709,242	\$	\$ 695,830	\$ 748,060
General Administration:				
General Fund	\$ 2,037,730	\$ (227,000)	\$ 1,810,729	\$ 1,867,600
General Fund - Contingency Reserve	9,566,171	(1,433,000)	970,000	10,133,233
Municipal Debt Service Fund	1,373,416		836,642	1,002,640
Oracle Road Improvement District Fund	368,740		1,462,070	178,054
Benefit Self Insurance Fund	2,834,000		2,209,000	3,017,602
General Government Impact Fee Fund				3,504
General Government CIP Fund				4,040,000
Library Impact Fee Fund	114,798			114,798
Department Total	\$ 16,294,855	\$ (1,660,000)	\$ 7,288,441	\$ 20,357,431
Human Resources:				
General Fund	\$ 523,821	\$	\$ 471,207	\$ 371,998
Department Total	\$ 523,821	\$	\$ 471,207	\$ 371,998
Information Technology:				
General Fund	\$ 1,482,173	\$ 60,000	\$ 1,512,173	\$ 1,432,374
Department Total	\$ 1,482,173	\$ 60,000	\$ 1,512,173	\$ 1,432,374
Legal:				
General Fund	\$ 804,344	\$	\$ 729,344	\$ 756,855
Department Total	\$ 804,344	\$	\$ 729,344	\$ 756,855
Magistrate Court:				
General Fund	\$ 761,430	\$	\$ 756,968	\$ 789,826
Department Total	\$ 761,430	\$	\$ 756,968	\$ 789,826
Town Manager's Office:				
General Fund	\$ 700,989	\$	\$ 691,219	\$ 721,724
Bed Tax Fund	997,807	(400,000)	494,406	836,029
Department Total	\$ 1,698,796	\$ (400,000)	\$ 1,185,625	\$ 1,557,753

CITY/TOWN OF Oro Valley
Expenditures/Expenses by Department
Fiscal Year 2015

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2014	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2014	ACTUAL EXPENDITURES/ EXPENSES* 2014	BUDGETED EXPENDITURES/ EXPENSES 2015
Parks and Recreation:				
General Fund	\$ 2,536,955	\$	\$ 2,536,955	\$ 2,722,617
Parks & Recreation Impact Fee Fund	334,400		300,000	307,852
Naranja Park Fund	8,821	2,000,000	1,400,000	608,821
Recreation In Lieu Fee Fund	16,353			6,190
Aquatic Center Project Fund	42,114		6,063	
Department Total	\$ 2,938,643	\$ 2,000,000	\$ 4,243,018	\$ 3,645,480
Police:				
General Fund	\$ 14,223,297	\$	\$ 14,183,043	\$ 14,885,819
Seizures & Forfeitures - State Fund	525,354		121,050	582,353
Seizures & Forfeitures - Federal Fund	508,867		522,345	564,398
Police Impact Fee Fund	189,151			302,238
Impound Fee Fund	47,500		24,414	26,610
Department Total	\$ 15,494,169	\$	\$ 14,850,852	\$ 16,361,418
Water Utility:				
Oro Valley Water Utility Fund	\$ 22,486,741	\$	\$ 13,828,213	\$ 29,545,566
Alternative Water Rscs Dev Impact Fee Fund	6,899,226		2,389,623	4,284,831
Potable Water System Dev Impact Fee Fund	4,100,604		707,824	4,840,758
Department Total	\$ 33,486,571	\$	\$ 16,925,660	\$ 38,671,155

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

CITY/TOWN OF Oro Valley
Full-Time Employees and Personnel Compensation
Fiscal Year 2015

FUND	Full-Time Equivalent (FTE) 2015	Employee Salaries and Hourly Costs 2015	Retirement Costs 2015	Healthcare Costs 2015	Other Benefit Costs 2015	Total Estimated Personnel Compensation 2015
GENERAL FUND	270.52	\$ 15,942,103	\$ 2,372,162	\$ 1,636,375	\$ 1,811,666	= \$ 21,762,306
SPECIAL REVENUE FUNDS						
Highway Fund	22.48	\$ 1,326,607	\$ 151,861	\$ 155,379	\$ 166,582	= \$ 1,800,429
Bed Tax Fund	3.00	189,647	21,999	11,249	15,592	238,487
Impound Fee Fund	0.50	21,898	2,540	390	1,782	26,610
Seizures & Forfeitures - State Fund	1.00	51,568	10,623	3,750	7,610	73,551
Seizures & Forfeitures - Federal Fund	2.00	105,573	21,748	17,179	15,334	159,834
Total Special Revenue Funds	28.98	\$ 1,695,293	\$ 208,771	\$ 187,947	\$ 206,900	= \$ 2,298,911
INTERNAL SERVICE FUNDS						
Fleet Fund	1.15	\$ 60,234	\$ 6,987	\$ 7,780	\$ 6,608	= \$ 81,609
Total Internal Service Funds	1.15	\$ 60,234	\$ 6,987	\$ 7,780	\$ 6,608	= \$ 81,609
ENTERPRISE FUNDS						
Oro Valley Water Utility Fund	37.48	\$ 2,156,979	\$ 248,368	\$ 254,173	\$ 215,008	= \$ 2,874,528
Stormwater Utility Fund	3.85	245,818	28,515	38,417	22,570	335,320
Total Enterprise Funds	41.33	\$ 2,402,797	\$ 276,883	\$ 292,590	\$ 237,578	= \$ 3,209,848
TOTAL ALL FUNDS	341.98	\$ 20,100,427	\$ 2,864,803	\$ 2,124,692	\$ 2,262,752	= \$ 27,352,674



Town Council Regular Session

Item # 5.

Meeting Date: 05/07/2014
Requested by: Councilmember Zinkin & Councilmember Garner
Submitted By: Julie Bower, Town Clerk's Office
Department: Town Clerk's Office

Information

SUBJECT:

DISCUSSION AND POSSIBLE DIRECTION TO AMEND THE TOWN COUNCIL PARLIAMENTARY RULES AND PROCEDURES REGARDING THE APPOINTMENT PROCESS FOR BOARDS AND COMMISSIONS

RECOMMENDATION:

N/A

EXECUTIVE SUMMARY:

Councilmember Zinkin and Councilmember Garner have requested that the item be placed on the agenda.

BACKGROUND OR DETAILED INFORMATION:

FISCAL IMPACT:

SUGGESTED MOTION:

I MOVE that we direct staff to make changes to the existing Town Council Parliamentary Rules to...

Attachments

Parliamentary Rules & Procedures

**TOWN OF ORO VALLEY,
ARIZONA
TOWN COUNCIL
PARLIAMENTARY
RULES & PROCEDURES
AND
CODE OF CONDUCT**

Amended 1/18/12 by Resolution No. (R) 12-04

**TOWN OF ORO VALLEY, ARIZONA
TOWN COUNCIL
PARLIAMENTARY RULES & PROCEDURES
AND
CODE OF CONDUCT**

TABLE OF CONTENTS

1

PREFACE.....	1
<u>SECTION 1. RULES & PROCEDURES</u>.....	2
1.1 RULES & PROCEDURES	2
1.2 PARLIAMENTARIAN	2
<u>SECTION 2. DEFINITIONS</u>.....	2
2.1 AGENDA.....	2
2.2 COUNCIL.....	2
2.3 COUNCIL PACKET.....	2
2.4 MEETINGS.....	3
2.5 NEWSPAPER.....	3
2.6 NOTICE.....	3
2.7 ORDINANCE.....	3
2.8 QUORUM.....	3
2.9 RESOLUTION.....	4
<u>SECTION 3. PRESIDING OFFICER</u>.....	4
3.1 MAYOR.....	4
3.2 SUSPENSION OF RULES.....	4
<u>SECTION 4. MEETINGS</u>.....	5
4.1 REGULAR MEETINGS.....	5
4.2 ADJOURNED MEETINGS.....	5
4.3 SPECIAL MEETINGS	5
4.4 STUDY SESSIONS.....	6
4.5 EXECUTIVE SESSIONS.....	6
4.6 EMERGENCY MEETINGS	7
4.7 MEETINGS TO BE PUBLIC.....	8
4.8 MINUTES OF COUNCIL MEETINGS	8
<u>SECTION 5. NOTICE AND AGENDA</u>	9
5.1 PREPARATION AND POSTING NOTICES	9
5.2 AGENDAS	9
<u>SECTION 6. DUTIES AT MEETINGS</u>	10
6.1 MAYOR.....	10
6.2 TOWN CLERK.....	10
6.3 SERGEANT-AT-ARMS	11
<u>SECTION 7. ATTENDANCE REQUIREMENTS</u>	11
7.1 COUNCILMEMBERS	11

<u>SECTION 8.</u>	<u>PROCEDURES FOR MEETINGS</u>	11
8.1	CALL TO ORDER	11
8.2	ROLL CALL	11
8.3	AGENDA ORDER	11
8.4	APPROVAL OF MINUTES/ABSTENTIONS	12
8.5	CALL TO THE AUDIENCE	12
8.6	PUBLIC INPUT AT NON-PUBLIC HEARINGS	12
8.7	COUNCIL COMMUNICATIONS	12
8.8	ORDER OF PRESENTATION	13
8.9	TOWN MANAGER, COUNCIL, AND STAFF REPORTS	13
8.10	FUTURE AGENDA ITEMS	13
<u>SECTION 9.</u>	<u>PUBLIC HEARING PROCEDURE</u>	13
9.1	AGENDA PROCEDURE FOR PUBLIC HEARING	13
<u>SECTION 10.</u>	<u>DISCUSSION AND VOTING PROCEDURES</u>	15
10.1	QUORUM	15
10.2	CONFLICTS OF INTEREST	15
10.3	GETTING THE FLOOR	15
10.4	INTERRUPTIONS	16
10.5	MAKING AND SECONDING A MAIN MOTION	15
10.6	AMENDMENTS TO A MAIN MOTION	16
10.7	CALLING THE QUESTION	16
10.8	TAKING THE VOTE	16
10.9	ANNOUNCING THE RESULT OF THE VOTE	17
10.10	TIE VOTES	17
10.11	ORDINANCE EMERGENCY CLAUSE	17
<u>SECTION 11.</u>	<u>MOTIONS</u>	17
11.1	RECONSIDERATION OF MOTIONS	17
11.2	MOTIONS TO ADJOURN	18
11.3	MOTION TO RECESS	18
11.4	MOTIONS WITH A FIXED TIME TO ADJOURN	18
11.5	MAIN MOTIONS	18
<u>SECTION 12.</u>	<u>CONFLICT OF INTEREST</u>	18
12.1	INTRODUCTION	18
12.2	PURPOSE OF CONFLICT OF INTEREST LAWS	19
12.3	THE ARIZONA CONFLICT OF INTEREST LAW	19
12.4	SUBSTANTIAL INTEREST	19
12.5	REMOTE INTERESTS	20
12.6	RESTRICTIONS ON CONTRACTS FOR SUPPLIES OR SERVICES	21
12.7	DISCLOSURE OF INTEREST	21
12.8	WITHDRAWAL FROM PARTICIPATION	22
12.9	RULE OF IMPOSSIBILITY (CONFLICT OF THE MAJORITY)	22
12.10	IMPROPER USE OF OFFICE FOR PERSONAL GAIN	22
12.11	SANCTIONS FOR VIOLATIONS	22
12.12	NON-STATUTORY CONFLICTS OF INTEREST	23
<u>SECTION 13.</u>	<u>CODE OF CONDUCT</u>	23
13.1	COMPETENT REPRESENTATION	23
13.2	ARIZONA OPEN MEETING LAW	23
13.3	CONFIDENTIALITY	24
13.4	POLITICAL SYSTEM	24

13.5	LEGAL ADVICE.....	24
13.6	RESPECT.....	24
13.7	COMMUNICATION.....	24
13.8	WEIGHT OF RULES AND LAWS.....	24
13.9	INFORMATION.....	24
13.10	REPRESENTATIVE.....	25
13.11	AVAILABILITY.....	25
13.12	IMPROVEMENT.....	25
13.13	RESPONSIBILITY.....	25

APPENDIXES:

A:	DISCLOSURE MEMORANDUM.....	26
B:	APPOINTMENT PROCESS OF TOWN OF ORO VALLEY VOLUNTEERS TO BOARDS, COMMISSIONS, COMMITTEES, ADVISORY BOARDS AND TASK FORCES.....	27
C:	CONSIDERATIONS FOR SERVICE ON TOWN OF ORO VALLEY BOARDS, COMMISSIONS, COMMITTEES AND OTHER VOLUNTEER BODIES.....	30

PREFACE

- A. **General Purpose**: The Town Council of the Town of Oro Valley, Arizona, in attempting to fulfill its responsibilities to govern the Town and to fully and faithfully perform its duties in the best possible manner, formulates these Rules & Procedures for use by the Council. It is intended that these Rules & Procedures shall set standards and usual procedures for the conducting of public meetings of the Council. These Rules & Procedures shall be in effect for all Council meetings.
- B. **Council Indoctrination**: It is recommended that all Councilmembers review these Rules & Procedures as soon as possible after they take office and annually thereafter.

SECTION 1. RULES & PROCEDURES

1.1 RULES & PROCEDURES

The following are the basis for, and are used in conjunction with, these Rules & Procedures for meetings of the Council:

- A) Arizona Open Meetings Act
(Arizona Revised Statute (ARS) § 38-431 et. seq.)
- B) Town Code
- C) Town Council Policies
- D) Town Standard Operating Procedures
- E) Roberts Rules of Order

1.2 PARLIAMENTARIAN

- A) Council Meetings: The Town Attorney shall serve as Parliamentarian for all Council meetings. The Town Clerk shall act as Parliamentarian in the absence of the Town Attorney; and the Town Manager shall act as Parliamentarian in the absence of both the Town Attorney and Town Clerk.
- B) Boards/Commissions/Committees/Task Forces: The Departmental liaison, or designee, shall serve as Parliamentarian for their respective Board, Commission, Committee, or Task Force.

SECTION 2. DEFINITIONS

2.1 AGENDA

As set forth in Section 5.2(B), Agendas, an Agenda is a formal listing of items to be considered by the Councilmembers at a noticed meeting of the Council.

2.2 COUNCIL

The term Council shall include all members of the Mayor and Council unless otherwise required by the context of the sentence.

2.3 COUNCIL PACKET

A compilation of documents supporting the items listed on the Agenda and requiring Council action, which may be used by Council, Staff, and the public for more in-depth information than may be presented in an oral report. The Packet

is organized as set forth in Section 5.2(D), Agendas; and is provided or made available to the Councilmembers according to Section 5.2(C), Agendas.

2.4 MEETINGS

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

- A. Regular
- B. Executive
- C. Special
- D. Study
- E. Emergency

2.5 NEWSPAPER

Typically, a daily or weekly paid publication containing recent news, feature articles, editorials and general advertisements.

2.6 NOTICE

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

2.7 ORDINANCE

An ordinance is Council action setting forth a rule of public conduct that is considered long-term. Long-term rules include zoning issues, annexations, abandonments, laws of the Town and such. The ordinance, in addition to being referenced by number and brief title in the Minutes, will be recorded and maintained in numerical sequence as a permanent record of the Town. Effective dates of ordinances shall be as provided by law.

2.8 QUORUM

A quorum is the minimum number of Councilmembers that must be present in order for business to be legally transacted.

- A. Quorum. A quorum is the simple majority of the total number of authorized members. With a five-member body, a quorum is three (3) members. With a seven-member body, a quorum is four (4) members.
- B. Posting of Notice of Quorum. A Notice of Quorum is a notice informing the public that a possibility of a majority of the Councilmembers may be present at an upcoming social event and/or any other function.

2.9 RESOLUTION

A resolution is generally used for Council action on special or temporary matters or for any other purpose except where an ordinance is required by law. A resolution is less solemn and less formal than an ordinance and is frequently used to exercise the Council's legislative power as it proposes to resolve general policy issues, give direction, and to express the intent of public policy of the Town. The resolution, in addition to being referenced by number and brief title in the Minutes, will be recorded as provided by law and maintained in numerical sequence as a permanent record of the Town. The effective date of a resolution shall be provided by law.

SECTION 3. PRESIDING OFFICER

3.1 MAYOR

The Mayor, or in the Mayor's absence, the Vice-Mayor is the Presiding Officer of all meetings of the Council. In an anticipated absence of the Mayor and Vice-Mayor, a Mayor Pro Tempore shall be appointed by the Mayor, or by the Council if the Mayor is unable to make such an appointment, and that person shall serve until the return of the Mayor or Vice-Mayor. In the absence of both the Mayor and the Vice-Mayor and a Mayor Pro Tempore has not been appointed, the meeting shall be called to order by the Town Clerk, whereupon, the Town Clerk shall immediately call for the selection of a Mayor Pro Tempore.

3.2 SUSPENSION OF RULES

The Council may suspend the operation of any or all of these Rules & Procedures, and any or all applicable provision of Robert's Rules of Order upon motion, second, and two-thirds vote of the Council. In the event of a conflict between these Rules & Procedures and Robert's Rules of Order, these Rules & Procedures shall govern.

SECTION 4. MEETINGS

4.1 REGULAR MEETINGS

- A) The Council of the Town of Oro Valley shall hold Regular meetings at or about 6:00 p.m. in the Council Chambers located at the Oro Valley Council Chambers, 11000 North La Cañada Drive, or another place, date or time if necessary, on the first and third Wednesday of each month. Meetings are held for the purpose of discussion or action of the Council on various issues deemed necessary to further the business of the Town. These meetings may provide for "Citizen Comments/Appearances from the Floor" as determined by the Presiding Officer or the majority of the Councilmembers present.
- B) When the day for a Regular meeting of the Council falls on a legal holiday, no meeting shall be held on such holiday, but a Special meeting may be held at such time and such location as scheduled by the majority of the Council.
- C) In order to accommodate vacation scheduling of Councilmembers, Council may, by vote or consensus, adjust the schedule of the two per month Regular meetings as Special meetings on a mutually convenient date and time, or cancel the meeting.

4.2 ADJOURNED MEETINGS

Any meeting may be adjourned to a time, place and date certain, but not beyond the next Regular meeting. Once adjourned, the meeting may not be reconvened except at the time, date, and place provided for in the motion.

4.3 SPECIAL MEETINGS

- A) In accordance with Section 2-4-2 of the Oro Valley Town Code, Special meetings may be called by the Mayor or two (2) Councilmembers, and notice shall be posted by the Town Clerk at least twenty-four (24) hours prior to the meeting.
- B) Special meetings are held for the purpose of presentations, discussion, or action of the Council on various issues as deemed necessary to further the business of the Town. These meetings may provide for "Citizen Comments/Appearances from the Floor," as determined by the Presiding Officer or the majority of the Councilmembers present.

4.4 STUDY SESSIONS

- A) Study Sessions offer the Council an opportunity to study items in an informal manner. No action may be taken during a Study Session meeting. Such meetings may be called as provided for in Section 4.3(A). In the absence of having a quorum, a Study Session shall be declared a Sub-Committee meeting of the Council, and shall continue to follow these Rules & Procedures.
- B) Study Sessions are held for the purpose of presentations and discussions on such issues that require more in-depth consideration of the Council than may be possible at a Regular meeting. No formal action of the Council may be taken at such meetings, other than general consensus or conveying direction to Staff for further action. These meetings may provide for "Citizen Comments/Appearances from the Floor," as determined by the Presiding Officer or the majority of the Councilmembers present.

4.5 EXECUTIVE SESSIONS

- A) Executive Sessions may be placed on an agenda under the same circumstances as any other agenda item. The Town may hold an Executive Session in accordance with ARS § 38-431.03 for the following purposes.
 - 1) Discussion or consideration of employment and/or appointment of employees, Council, or other public officers
 - 2) Discussion or consideration of records, information, or testimony that is confidential and/or exempt from disclosure
 - 3) Legal advice from an attorney for the Town
 - 4) Discussion or consultation with attorneys for the Town to: a) Consider its position and to instruct the Council regarding litigation; b) Attempt to avoid and/or resolve litigation through settlement; and c) To provide guidance in contract negotiations
 - 5) Discussion or consultation with the Council to consider its position and to instruct the Council regarding collective bargaining negotiations
 - 6) Discussion or consultation for international and interstate negotiations or for negotiations with representatives of Indian reservations located within or adjacent to the Town
 - 7) Discussion or consultation with the Council to consider its position and to instruct the Council

- B) Under normal circumstances, Executive Sessions shall be attended only by the Mayor and Council, Town Manager, Assistant Town Manager, Town Clerk, and Town Attorney. A majority of the Council may vote at the public session prior to the Executive Session to have other individuals attend the Executive Session. These other individuals must be necessary for the consideration of the item, and may not remain in the Executive Session once that particular item has been discussed.
- C) The Town Clerk, or designee, shall take written Minutes of Executive Sessions to document the nature and extent of the discussions. All minutes of Executive Sessions shall be sealed and retained by the Town Clerk as a confidential, non-public record. In accordance with ARS § 38-431.03(C), the Town may only disclose the Minutes of an Executive Session to the Attorney General or the Pima County Attorney upon receipt of a written complaint alleging a violation of this provision at an Executive Session of the Town, and upon being presented with a court order.
- D) All Executive Session discussions and materials are considered confidential and non-public information. No discussion or materials may be disseminated to anyone outside of the Mayor and Council, Town Manager, Town Attorney, and Town Clerk. Any discovered or suspected violation shall be reported to the Town Attorney immediately.

4.6 EMERGENCY MEETINGS

As provided for in ARS § 38-431.02(D), the Mayor and Council may call a Emergency meeting to discuss or take action on an unforeseen issue where time is of the essence and sufficient time does not provide for the posting of a meeting notice twenty-four (24) hours or more before the meeting. Notice of an Emergency meeting of the Mayor and Council will be posted within twenty-four (24) hours following the holding of an Emergency meeting. The Notice will include the agenda and a brief, but complete, description of the nature of the emergency. Emergency meetings may provide for a "Citizen Comments/Appearances from the Floor," as determined by the Presiding Officer or the majority of the Councilmembers present.

4.7 MEETINGS TO BE PUBLIC

- A) With exception of Council Executive Sessions, all Regular, Special, Emergency, and Study Session meetings of the Council shall be open to the public.
- B) All public meetings may be recorded by means of audio, video or photographic equipment provided that there is not interference in the orderly conduct of the meeting, and that said equipment is placed in non-hazardous locations as designated by the Town Manager.

4.8 MINUTES OF COUNCIL MEETINGS

- A) The Town Manager shall ensure Staff attendance at all Regular, Special, Study Session, Emergency, and Executive Session meetings of the Council for the purpose of taking notes and/or audio recordation of the meeting.
- B) Written Action Minutes instead of Synopsis Minutes shall be taken so that a brief accounting of the issues discussed and actions taken is compiled and entered into the permanent Minute Book of the Town and kept on file in the Office of the Town Clerk. Open meetings shall be recorded by means of audio or video technology, which will be retained for a period of time 5 years longer than required by State Statute.
- C) All Minutes of the Council are deemed to be Public Records, with the exception of Executive Session Minutes, which, while they fall under the definition of and are considered Public Records by State Statute, are deemed confidential and are only available under limited conditions or by court order. Transcribed Minutes, or the audio or video recording of all open meetings of the Council, must be on file in the Office of the Town Clerk, and available for public review by 5:00 p.m. on the third working day following each meeting, or as provided by ARS § 38-431.01.
- D) Minutes of all meetings of the Council are made available at the Town Clerk's office, and may be available through the Town's Web Site.

SECTION 5. NOTICE AND AGENDA

5.1 PREPARATION AND POSTING NOTICES

- A) The Town Clerk, or designee, shall prepare all public meeting notices of the Council, and shall ensure posting of the meeting notices no less than twenty-four (24) hours before the date and time set for said meetings in accordance with ARS § 38-431.02(C).
- B) Meeting notices shall be posted on an outside bulletin board located at the Town Hall Courtyard at 11000 North La Cañada Drive, Oro Valley, Arizona, in the lobby of the Town Hall, and in the lobby of the Oro Valley Police Department at 11000 North La Cañada Drive, Oro Valley Arizona, or as established by the Disclosure Statement of the Town Council.

5.2 AGENDAS

- A) Agendas for Council meetings shall be prepared by the Agenda Committee, which shall be made up of the Mayor (or Vice-Mayor), Town Manager, Town Clerk, and one Councilmember, with review of the proposed final agenda by the Town Attorney. The Councilmember shall be selected by the Council and his/her term shall last for three (3) months ending with the second Regular Council meeting of the third month and at which time a new Councilmember shall be selected.
- B) Pursuant to ARS § 38-431.09, the agenda shall provide information as is reasonably necessary to inform the public of matters to be discussed or decided. All items requiring prior legal review shall be submitted to the Town Attorney on or about fourteen (14) days prior to submission to the Town Clerk's office.
- C) Council packets will be delivered to the office of all Councilmembers on or about seven (7) days prior to the Council meeting. These deadlines may be waived for any particular item by the Mayor or Town Manager only if it is determined that it is impossible to meet the deadline.
- D) The agenda sequence for Regular Council meetings shall be as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Pledge of Allegiance
 - 4. Upcoming meeting announcement

5. Mayor will review the Order of Business
6. Call to Audience
7. Consent Agenda
8. Business
9. Town Manager's Report
10. Call to Audience
11. Adjournment

- E) The Consent Agenda shall be in accordance with the Oro Valley Town Code Section 2-4-6.

SECTION 6. DUTIES AT MEETINGS

6.1 MAYOR

- A) The Mayor shall call the meeting of the Council to order, and shall preserve order and decorum at all meetings of the Council. The Mayor may move, second, and debate from the chair, subject only to such limitations of any of the rights and privileges of a Councilmember. The Mayor shall determine whether a member of the public shall be heard consistent with the Arizona Open Meeting Laws. Public participation shall be on an item-by-item basis and at the discretion of the Mayor except for listed public hearings.
- B) In the event of unruly behavior of any member of the public or of the Council, as determined by the Mayor or raised by a Councilmember in a Point of Order, the Mayor or in the Mayor's refusal, the Council, shall issue a verbal warning that such continued unruly behavior may result in removal from the meeting. A second verbal warning may result in removal of the offender from the meeting. In the determination of unruly behavior of any member of the public by the Mayor, (or Council upon a majority vote), the Sergeant-at-Arms shall be directed to remove the person from the meeting room until such time as the person agrees and publicly acknowledges to the Mayor that there will be no further disturbances. If a person makes the public acknowledgement, they may be allowed to return to the meeting.

6.2 TOWN CLERK

The duties of the Town Clerk, at meetings of the Council, shall be in accordance with state law and the Oro Valley Town Code Section 3-2-2, but not limited to the following listed duties. The Town Clerk shall take the Roll Call. The Town Clerk shall announce each agenda item, reading into the record the item as listed on the agenda, sufficiently to advise the Council and public as to what business is

about to be considered by the Council. The Mayor or at the Mayor's discretion, the Town Clerk, may restate the motion into the record before the Council votes.

6.3 SERGEANT-AT-ARMS

The Police Chief, or designee, shall serve as the Sergeant-at-Arms of the Council meetings, and shall carry out all orders and instructions given by the Mayor (and/or a majority of the Councilmembers) for the purpose of maintaining order and decorum at the Council meeting. Upon instructions by the Mayor (or a Council majority) following the process listed above, it shall be the duty of the Sergeant-at-Arms to remove any person who violates the order and decorum of the meeting.

SECTION 7. ATTENDANCE REQUIREMENTS

7.1 COUNCILMEMBERS

It is the duty of the Councilmembers to attend all Council meetings. A vacancy of office of a Councilmember shall be when there is an absence and ceasing to discharge the duties of office for a period of three (3) consecutive months, and/or may be deemed vacant from and after the occurrence of any events described in ARS § 38-291. The measured time for an absence starts as of the first unexcused absence from a Council Study Session or meeting missed. Pursuant to Oro Valley Town Code Section 2-1-4, in the event of a vacancy, the Council shall fill such vacancy, by appointment, for the unexpired term of the vacancy.

SECTION 8. PROCEDURES FOR MEETINGS

8.1 CALL TO ORDER

The Mayor shall call all Council meetings to order.

8.2 ROLL CALL

Roll shall be called by the Town Clerk.

8.3 AGENDA ORDER

The order of business shall be as provided for in the agenda and any item shall be considered during the course of the Council meeting at the discretion of the Mayor, so long as there is no attempt to deny the public of the opportunity to participate in public hearings. The Mayor may amend the order of the agenda at the beginning and during the course of a meeting with the approval of a majority of the Council.

8.4 APPROVAL OF MINUTES/ABSTENTIONS

The Town Clerk shall present Minutes to the Council for approval. Councilmembers who were not present at a previous meeting may abstain from the vote approving those Minutes. The Council may approve multiple Minutes by one vote, and if one or more Councilmembers expressed a desire to abstain from the vote on one set of Minutes, the motion shall be to approve the Minutes “except as noted by Councilmember(s) _____.”

8.5 CALL TO THE AUDIENCE

The Council may make an open Call to the Audience during a public meeting so those individuals may address the Council on any issue within the jurisdiction of the Council. Each speaker must speak in a courteous and respectful manner and may be limited to three (3) minutes. If necessary, the Mayor or Council may limit the total time offered speakers. **All such remarks shall be addressed to the Council as whole, and are not to be addressed to any specific Councilmember.** Should any item be addressed to a specific Councilmember, it shall be ignored, and the Mayor shall remind the speaker that they must address the question to the entire Council. No person other than the speaker shall enter into the discussion without the permission of the Mayor. At the conclusion of the open Call to the Audience and pursuant to state law, the Council may respond, but they may not take action on any item raised by the public during a call to the audience unless that item was properly placed on the agenda.

8.6 PUBLIC INPUT AT NON-PUBLIC HEARINGS

In the event a person in the audience wishes to address the Council on an issue on the agenda which is not a public hearing, the person should fill out a blue card located in the back of the Council Chambers and submit it to the Town Clerk. The Mayor, or upon a majority vote of the Council, shall determine whether the Council will hear from the public. Any such public address may be limited to no more than three (3) minutes per person. Written communications related to an agenda item should be delivered to the Town Clerk three (3) full working days in advance of the Council meeting and will be copied and delivered to each Councilmember two (2) full working days in advance of the Council meeting. However, all such written communications shall not be read into the record by the Town Clerk unless, by a majority vote of the Councilmembers present, the Council votes to have the Town Clerk read the item into the record. Written communication may be delivered to the Town Clerk at the time of a person's address to the Council but these documents may not be reviewed, addressed, or commented on at the Council meeting by the Council.

8.7 COUNCIL COMMUNICATIONS

A Councilmember may ask Staff about a particular issue in the report, but discussion and action on any item mentioned in a Council Communication may not be held unless that item is properly placed on the agenda.

8.8 ORDER OF PRESENTATION

The Town Clerk shall introduce each agenda item as it comes to Council for consideration and/or action. Following the introduction of the agenda item by the Town Clerk and presentation of Staff reports, the Mayor shall entertain questions from the Council and, where appropriate, permit public participation. Next, a motion may be made and a vote may be had as provided for in these Rules & Procedures.

8.9 TOWN MANAGER, COUNCIL, AND STAFF REPORTS

The Town Manager's, Council's, and Staff reports may be in writing or oral in accordance with the Arizona Open Meeting Law. Any Councilmember may ask the Town Manager, Councilmember, or Staff member about a particular item in the report, but discussion and action on any item mentioned in the report may not be held unless that item is properly placed on the agenda.

8.10 FUTURE AGENDA ITEMS

Any Councilmember may request that an item be placed on a future agenda by contacting a member of the Agenda Committee. This provision applies to the Mayor and Councilmembers. However, if two (2) or more Councilmembers request that an item go on the agenda, then it shall be put on the agenda if it is submitted to the Agenda Committee twelve (12) days before the Council meeting date.

SECTION 9. PUBLIC HEARING PROCEDURE

9.1 AGENDA PROCEDURE FOR PUBLIC HEARING

A Public Hearing may be placed on the agenda under the same agenda item as the discussion and action of the Council. The normal procedure for Public Hearings shall be as set forth hereafter.

- A) The agenda item shall be called by the Town Clerk as any other agenda item.
- B) Staff shall have an opportunity to report on the issue and answer questions by the Council.

- C) The proponent may make an opening statement in order to explain the item to the Council and public. The Mayor or Council may limit the time for this statement as necessary. All documents shall have sufficient copies so that Councilmembers and Staff have a copy to review and any exhibit presented shall be of sufficient size to permit the Council and public to view the exhibit.
- D) The Mayor shall declare that the Council is now in Public Hearing. At this time, the public may address the Council, though once the Public Hearing has been closed, no further verbal/written input shall be taken.
- E) In the event a person in the audience wishes to address the Council on an issue on the agenda which is a Public Hearing, the person should fill out a blue card located in the back of the Council Chambers and submit it to the Town Clerk. That person may be permitted to speak; however, any such public address may be limited to three (3) minutes per person. All persons addressing the Council shall speak into the microphone so that the comments may be recorded. Written communications related to an agenda item should be delivered to the Town Clerk three (3) full working days in advance of the Council meeting and shall have been copied and delivered to each Councilmember two (2) full working days in advance of the Council meeting. However, all such written communications shall not be read into the record by the Town Clerk unless, by a majority vote of members present, the Council votes to have the Town Clerk read the item into the record. Once Public Hearing has been closed, no further verbal/written input shall be taken. Written communications may be delivered to the Town Clerk at the time of a person's address to the Council but these documents will not be reviewed, addressed, or commented on at the Council meeting by the Council.
- F) Unless a majority of the Councilmembers object, the Mayor shall declare the Public Hearing as ended. Once the Public Hearing is closed, no additional oral or written communication may be accepted from the audience.
- G) The proponent shall be allowed to answer questions posed by the Council, a brief statement to rebut the statements made by the public, and/or to offer a compromise.
- H) The Mayor and the Council may ask one person who spoke from the audience to rebut a proponent's final summation. Such person may be chosen in one of the following manners:

- 1) The Council may ask that, if more than one person spoke on an issue, they decide among themselves to have one person present a rebuttal to the proponent's summation. If the group can not agree on one spokesperson, then there will be no rebuttal from the public on that issue.
 - 2) At the discretion of the Mayor and Council.
- l) The agenda item will then be discussed and action taken as on any other agenda item.

SECTION 10. DISCUSSION AND VOTING PROCEDURES

10.1 QUORUM

It will be necessary for a quorum to be present in order for the Council to consider or act upon any business. A quorum shall consist of a majority of the Councilmembers. In the event a quorum is not present, the only motion that can be made, considered, or passed, after Roll Call, is a motion for adjournment of non-action since an official meeting cannot be held for lack of a quorum.

10.2 CONFLICTS OF INTEREST

Each Councilmember has a responsibility for compliance with ARS § 38-501 et seq., concerning conflicts of interest. See Section 12. Any member of the Council, who believes he or she has a conflict of interest, may want to discuss such issue with the Town Attorney. Immediately upon determining that a conflict exists, the Councilmember shall declare a conflict of interest by completing a Conflict of Interest Disclosure Memorandum (See Appendix A) and returning the form to the Town Clerk. That Councilmember shall then leave the room and shall refrain from taking any part in the discussion, consideration, or determination of that issue and the Councilmember shall be excused from that agenda item unless it would result in the loss of a quorum, which would therefore result in continuing that item. If that issue is not resolved at that meeting, that Councilmember shall not discuss the matter with any other Councilmember until the matter is finally resolved. The Councilmember who declared the conflict may return to his/her seat when that agenda item is completed.

10.3 GETTING THE FLOOR

Every Councilmember desiring to speak shall address the Mayor, and upon recognition by the Mayor, shall confine himself/herself to the question under debate.

10.4 INTERRUPTIONS

When an individual has been given the floor, that Councilmember or member of the public shall not be interrupted as long as such individual is proceeding in accordance with these Rules & Procedures.

10.5 MAKING AND SECONDING A MAIN MOTION

In the majority of Town Council actions, motion(s) should be made in the affirmative. There can be no discussion after a main motion is made until there is a second to the motion. If a second to the motion is not made, then the motion will die for lack of a second.

10.6 AMENDMENTS TO A MAIN MOTION

- A) **Voluntary**: At any time before the question is called on a pending motion, the Councilmember who made the motion may ask that his/her motion be amended. If the Councilmember who seconded the main motion agrees, then the motion shall be considered amended voluntarily. No more than one amendment to an amendment shall be permitted for any item.

- B) **Involuntary**: At any time before the question is called on a pending motion, a Councilmember may make a motion to amend the motion. At that time the discussion of the underlying issue will stop. If there is not a second to the motion to amend, then discussion on the underlying issue will continue. If the motion to amend is adopted by a majority of the Council, discussion will continue on the (now) amended motion. If the motion to amend fails, discussion will continue on the original motion on the floor.

- C) **Voluntary Withdrawal**: At any time before the question is called on a pending motion, the Councilmember who made the motion may ask that his/her motion be withdrawn. The motion will be withdrawn only in the event that the Councilmember who seconded the motion agrees to withdraw the motion.

10.7 CALLING THE QUESTION

Discussion shall end at the time the question is called, or at the time the Mayor determines that there is no further need for discussion. However, when there is a Call for the Question, the Mayor moves to close discussion. A second to the motion and two-thirds vote of the Council is required to do so. This action shall close the discussion against the will of even one member who wishes to speak. If the Mayor attempts to close discussion and a Councilmember wishes to continue the discussion, the question that should be raised by that

Councilmember is a Point of Order. A Point of Order, raised by a Councilmember, calls upon the Mayor for a ruling and an enforcement of the rules.

10.8 TAKING THE VOTE

The Mayor shall ask Councilmembers to designate his/her vote by announcing “aye” or “nay.” If a Councilmember abstains from voting, that vote is considered a neutral vote. The effect of the abstention, whether through deliberate neutrality or otherwise, may have the effect of a “nay” vote.¹ If, prior to the vote or after the vote, any Councilmember requests a Roll Call vote, the Town Clerk shall call Roll, and each Councilmember shall state his/her vote aloud.

10.9 ANNOUNCING THE RESULT OF THE VOTE

After the vote, the Mayor shall announce whether the motion passed or failed, and the results of the vote.

10.10 TIE VOTES

In the case of a tie in votes on any motion, the motion shall be considered lost.

10.11 ORDINANCE EMERGENCY CLAUSE

When an ordinance includes an emergency clause, it shall be prepared as provided by law and it shall become immediately effective. An emergency clause requires a three-fourths vote pursuant to ARS § 19-142(B).

SECTION 11. MOTIONS

11.1 RECONSIDERATION OF MOTIONS

Reconsideration of any action taken by Council must be by motion by a Councilmember who was on the prevailing side of the vote.

- A. Once an item is discussed at a meeting and the Council has gone on to another agenda item, the item considered cannot be again considered at that same meeting unless it can be positively determined that all persons who were present when the item was first considered are still present.
- B. Said reconsideration of any action taken by Council must be by motion by a Councilmember who was on the prevailing side of the vote. Such

¹ If the Council vote is 2-2-1 with a Councilmember abstaining, then the matter would not pass for lack of a majority. If the Council vote is 2-1-1 with a Councilmember abstaining, then the matter would also not pass for lack of a majority.

motion must be filed with the Council (Town Clerk's office) and the Town Clerk shall place that item on the agenda prior to the next regularly scheduled Council meeting. At the time of that meeting before the matter may be considered, there must be a second to the Motion to Reconsider.

- C. If the motion to reconsider failed, the Council will skip the next agenda item, which will be the discussion and vote of the original issue.
- D. If the motion to reconsider was successful, the Council will continue that item to a specific date in the future.

11.2 MOTIONS TO ADJOURN

A motion to adjourn may be made at any time, and this motion takes precedence over all other motions in accordance with Roberts Rules of Order.

11.3 MOTIONS TO RECESS

A motion to recess may be made at any time.

11.4 MOTIONS WITH A FIXED TIME TO ADJOURN

A motion with a fixed time to adjourn is not in order when another has the floor. This motion requires a second, is not debatable, is amendable, requires a majority vote, and may be reconsidered.

11.5 MAIN MOTION

A main motion is a motion to consider action and should be phrased in the positive.

SECTION 12. CONFLICT OF INTEREST

12.1 INTRODUCTION

Occasionally, a Councilmember may find himself/herself in a situation which requires that Councilmember to remove himself/herself from participation in the decision making process and from voting on a matter before the Council. This situation exists when the Councilmember has a "conflict of interest" as defined by applicable laws. These laws establish minimum standards for the conduct of Councilmembers who, in their official capacity, are, or may become involved with, a decision which might unduly affect their personal interests or those of their close relatives. Arizona law defines those close relatives to include "spouse, child, grandchild, parent, grandparent, brother or sister of whole or half blood and their spouses, and the parent, brother, sister or child of a spouse."

12.2 PURPOSE OF CONFLICT OF INTEREST LAWS

The purpose of Arizona's conflict of interest laws is to prevent self-dealing by Councilmembers and other public officials. The financial interest of Councilmembers must not conflict with the unbiased performance of their public duties. One cannot serve two masters with conflicting interests. The object of the statutes is to remove or limit any improper influence, direct or indirect, which might bear on an official's decision, as well as to discourage deliberate dishonesty.

12.3 THE ARIZONA CONFLICT OF INTEREST LAW

Pursuant to ARS § 38-503:

- A) Any Councilmember who has, or whose close relative has, a substantial interest in any contract, sale, purchase or service to the Town shall make known that interest in the official records of the Town and shall refrain from voting upon or otherwise participating in any manner as a Councilmember in such contract, sale or purchase.
- B) Any Councilmember who has, or whose relative has, a substantial interest in any decision of the Town shall make known such interest in the official records of the Town and shall refrain from participating in any manner as a Councilmember in such decision.

12.4 SUBSTANTIAL INTEREST

The preceding subsection tells us that disqualification is required where a Councilmember has a "substantial interest" in the pending matter. But, what is a "substantial interest?" The law tells us that a "substantial interest" is basically any financial interest of the Councilmember or close relative, which is not a "remote interest."

The Legislature has determined that certain economic interests are so remote that they do not unduly influence a person's decisions or actions. These "remote interests" are discussed below. Unless the interest is one of the nine remote interests described in the following subsection, the interest is substantial and creates a conflict of interest.

To determine whether a substantial interest exists, a Councilmember should ask the following questions:

- A) Will the decision affect, either positively or negatively, an interest of the Councilmember or a close relative?

- B) Is the interest a pecuniary or proprietary interest, i.e. does it affect a financial or property interest?
- C) Is the interest other than one of the nine remote interests described below?

If the answer to each of these questions is yes, then a substantial interest exists which requires disclosure and disqualification by the Councilmember.

Although Councilmembers may not themselves have a substantial interest in a decision in which they are about to participate, if one of their close relatives has a substantial interest in the decision, the Councilmember must disclose the interest and refrain from participating in the decision.

12.5 REMOTE INTERESTS

Arizona law excludes from the definition of a substantial interest certain enumerated remote interests. Any interest in a decision or contract not falling within the following remote interests is a substantial interest requiring withdrawal from participation:

- A) Non-Profit Corporations. If the Councilmember or their close relative is a non-salaried officer of a nonprofit corporation, he or she has a remote interest in any decision affecting that corporation.
- B) Landlord/Tenant of a Contracting Party. If a Councilmember or their close relative is a landlord or tenant of a party contracting with the Town, the Councilmember has a remote interest in a decision regarding the contract.
- C) Attorney of a Contracting Party. If the Councilmember or their close relative represents a client contracting with the Town, he/she has a remote interest in a decision affecting the client's contract. For example, if the Council is considering awarding a contract to a contractor, which is represented by an attorney, who is related to the Councilmember, that Councilmembers interest in the awarding of the contract is remote.
- D) Nonprofit Cooperative Marketing Associations. If a Councilmember or their close relative is a member of a nonprofit cooperative marketing association, he/she has a remote interest in any decision affecting that association.
- E) Insignificant Stock Ownership. If a Councilmember or their close relative owns less than three percent of the shares of a corporation for profit, and if the income from those shares does not exceed five

- F) Reimbursement of Expenses. If a Councilmember or their close relative is being reimbursed for actual and necessary expenses incurred in the performance of official duties, he/she has a remote interest in any decision affecting that reimbursement.
- G) Recipient of Public Services Generally Available. If the Councilmember or their close relative is a recipient of public services provided by the Town, and if those services are available to the general public, the Councilmember has a remote interest in any decision affecting those services.
- H) Class Interests. If the Councilmember or their close relative is a member of a trade, business, profession or other class of persons, and the interest is no greater than the interest of the other members of the class, the Councilmember has a remote interest in any decision affecting the class. For example, if the Council was considering a decrease in Bed Tax and a Councilmember's son owned a business subject to the tax, the interest is remote because the son benefits no more or less than other owners of such a business.
- I) Interests of Other Agencies. A Councilmember may participate in a decision that indirectly affects a close relative who is an officer or employee of another public agency. For example, the head of the state agency responsible for allocating funds to local governments could participate in such decisions even though his/her spouse was an officer or employee of the local government. If, however, the decision confers some direct economic benefit or detriment resulting in the termination of a spouse's employment by the local government, a conflict of interest is present.

12.6 RESTRICTIONS ON CONTRACTS FOR SUPPLIES OR SERVICES

Pursuant to ARS § 38-503(C)(2), a Councilmember, or their close relative as described in § 12.1, may sell to the Town any supplies or equipment valued at not more than \$300 in any single transaction, or \$1,000 in any one year, except as provided for by State law and if the policy for such purchases is approved annually.

12.7 DISCLOSURE OF INTEREST

Pursuant to ARS § 41-1346, the Town shall maintain an active system for the management of public records so that all documents necessary to memorialize

disclosures of substantial interest are made available for public inspection. Any Councilmember who has a conflict of interest in any decision must disclose that interest. The Councilmember shall file with the Town Clerk a signed Conflict of Interest Disclosure Memorandum (See Appendix A) fully disclosing the interest, and declaring the existence of the conflict and the reasons at a Council meeting.

12.8 WITHDRAWAL FROM PARTICIPATION

Councilmembers shall immediately and publicly declare a conflict in matters which the Councilmember, or whose close relative, would have a substantial interest due to a pecuniary interest or bias. Having disclosed the conflict of interest and withdrawn in the matter, the Councilmember must not communicate about the matter with anyone involved in the decision making process in order to avoid the appearance of impropriety. Further, the Councilmember should not otherwise attempt to influence the decision and should withdraw from the Council chambers while the matter is considered. If that issue is not resolved at that meeting, that Councilmember shall not discuss the matter with any other Councilmember until the matter is finally resolved. The Councilmember who declared the conflict may return to their seat when that agenda item is completed.

12.9 RULE OF IMPOSSIBILITY (CONFLICT OF THE MAJORITY)

ARS § 38-508 (B) specifically permits a Councilmember(s) to vote in the event of an apparent conflict as provided for in ARS § 38-503 when the failure to vote would prevent the Council from taking action. The Councilmember must disclose the substantial interest in the public records of the Town prior to voting on that issue.

12.10 IMPROPER USE OF OFFICE FOR PERSONAL GAIN

Pursuant to ARS § 38-504(C), Councilmembers are prohibited from using or attempting to use their official position to secure valuable things or benefits for themselves, unless those are part of the compensation they would normally be entitled to for performing their duties. Pursuant to ARS § 13-2602, it is a class 4 felony for a Councilmember to solicit, accept, or agree to accept any benefit upon an understanding that his or her vote, opinion, judgment, or other official action may thereby be influenced. Pursuant to ARS § 38-444, it is a class 6 felony for a Councilmember to ask to receive any unauthorized gratuity or reward or promise of a gratuity or reward for doing an official act.

12.11 SANCTIONS FOR VIOLATIONS

- A) Pursuant to ARS § 38-510 (A), a Councilmember who knowingly or intentionally violates any provision of the conflict of interest law may be charged with a class 6 felony.

- B) Pursuant to ARS § 38-510 (B), a Councilmember who negligently or recklessly violates the law may be charged with a class 1 misdemeanor. This means that a person may be prosecuted for failure to disclose a conflict of interest, even though that person was not aware of the conflict.
- C) Pursuant to ARS § 38-510 (C), upon conviction of a violation of the conflict of interest laws, a Councilmember forfeits the public office.
- D) Pursuant to ARS § 38-511, as amended, any contract made by the Town is subject to cancellation if anyone significantly involved in the contract process on behalf of the Town was or is also employed by or acted as consultant to any other party to the contract during the time the contract or extension to the contract is in effect.
- E) Any person who is affected by a Town decision made in violation of the conflict of interest laws, may sue to have the contract or decision declared null and void. The court may award costs and attorney's fees to the prevailing party. Persons claiming that a Councilmember had a pecuniary interest in making a decision against them may also file suit in state or federal court alleging a violation of their civil rights. In this instance, a Councilmember is thought to have engaged in self-dealing through the powers of a Councilmember, and by placing oneself ahead of the welfare of the Town, the Councilmember lies outside of his/her official capacity.

12.12 NON-STATUTORY CONFLICTS OF INTEREST

Occasionally, a Councilmember may feel that he/she should ethically refrain from participation in a decision even though the circumstances may not amount to a conflict of interest under the state law described above. It is the policy of the Council to encourage Councilmembers to adhere to strongly held ethical values, which are exercised in good faith. However, participation is encouraged in the decision making process unless the matter involves the Councilmembers personal conduct or a conflict of interest set forth by statute. Councilmembers are expected to weigh these considerations and follow their conscience.

SECTION 13. CODE OF CONDUCT

13.1 COMPETENT REPRESENTATION

Councilmembers shall provide competent representation for Town residents. Competent representation requires the knowledge, skill, thoroughness and preparation reasonably necessary to make an informed decision regarding issues coming before the Council which directly affects the residents that they represent.

13.2 ARIZONA OPEN MEETING LAW

Councilmembers shall meet in accordance with the Arizona Open Meeting Law and as required by Arizona State law discussing only those issues noted on the agenda. Councilmembers shall only discuss and decide issues at a properly noticed public meeting.

13.3 CONFIDENTIALITY

Councilmembers shall maintain confidentiality of matters discussed in Executive Session and those issued under a 'confidential' and 'attorney-client privilege' caption by legal counsel. Pursuant to ARS § 38-431.03, a Councilmember shall not disclose such information except to the Attorney General or County Attorney pursuant to an official request made in connection with an authorized audit as provided by law. In accordance with ARS § 38-431.07(A), a Councilmember shall neither knowingly aid, agree to aid, or attempt to aid another person in the unauthorized disclosure of Executive Session and/or confidential material in any form, which carries a minimum civil penalty not to exceed \$500 per infraction.

13.4 POLITICAL SYSTEM

Councilmembers shall demonstrate respect for the political system and for those who serve it, including other public officials.

13.5 LEGAL ADVICE

Councilmembers shall seek advice from the Town Attorney at any point that a legal issue arises or where litigation is alleged.

13.6 RESPECT

Councilmembers shall show respect to all colleagues by acting in a professional and dignified manner whether in support of the issue or expressing an adverse point of view.

13.7 COMMUNICATION

Councilmembers shall communicate openly and honestly with Town residents so as to instill confidence and trust.

13.8 WEIGHT OF RULES AND LAWS

Councilmembers shall consider the weight of the rules, laws, and ordinances on the majority of the residents and the long-term effects upon the Town.

13.9 INFORMATION

All Councilmembers shall be provided equal access to information, documents, or materials.

13.10 REPRESENTATIVE

A Councilmember may serve as a representative of the Town on boards of outside agencies or internal boards, commissions and committees as appointed by vote of the Council. Such appointments are intended for the purpose of gathering information and sharing viewpoints and Council policy regarding issues, which will directly affect the Town. Councilmembers shall inform the entire Council in regard to the information or proposed regulations, which will affect the Town and share with the agency the majority decision or viewpoint of the Council.

13.11 AVAILABILITY

Councilmembers shall be available at reasonable times to Town residents for the conduct of official Town business.

13.12 IMPROVEMENT

Councilmembers shall seek improvement of the laws, rules, regulations and quality of services rendered and which promote the health, safety, and welfare of all Town residents.

13.13 RESPONSIBILITY

As an elected public official, a Councilmember has a responsibility to assure that regulations promulgated by it are in the public interests.

APPENDIX A

CONFLICT OF INTEREST DISCLOSURE MEMORANDUM

APPENDIX “B” – amended

APPOINTMENT PROCESS OF TOWN OF ORO VALLEY VOLUNTEERS TO BOARDS, COMMISSIONS, COMMITTEES ADVISORY BOARDS AND TASK FORCES

In accordance with Oro Valley Town Code Section 2-4-8, the Mayor and Council may create any Town Board, Commission, Committee, Advisory Boards, or Task Force (“Board”), standing or special, as it deems necessary. Therefore, the process surrounding appointments to a Board should be streamlined in order to facilitate an efficient and courteous appointment as follows:

Advertising: Post calls for applicants at Town hall, in the local newspaper, on the Town web page, and other appropriate electronic formats, including Town-sanctioned social media.

Application: Volunteers must complete an application to be considered for appointment to a Board, which is submitted to the Town Clerk. If the volunteer is not selected, the application remains in a database for 2 years, which is reviewed when any vacancies occur depending upon interest of the volunteer as stated in the application. Those members wanting to be considered for reappointment must send a letter to the staff representative indicating their interest in reappointment and include any information that would supplement their application which is on file with the Town Clerk.

Interview Committee: Following an interview of volunteer applications, the interview committee makes a determination, and then forwards their recommendation for appointment/reappointment to the Board before the Mayor & Council for determination at a regular Town Council meeting. The Interview Committee Panel consists of Council Liaison, Board Chair (or Vice-Chair if term of the Chair is due to expire), and Department Director (or Division Manager) responsible for staff support to that particular Board.

Notification:

New Volunteer Recommended for Appointment: Prospective appointment is forwarded a copy of the Council Communication naming those volunteers recommended for appointment along with a personal letter notifying the prospective appointee of the Council meeting date at which they shall be recommended for appointment.

New Volunteer Not Recommended for Appointment: The volunteer not chosen for appointment is forwarded the Council Communication naming those

volunteers recommended for appointment along with an explanation that their volunteer application will be kept on file for 2 years.

Current Volunteer Not Recommended for Reappointment: The volunteer not recommended for reappointment is forwarded the Council Communication naming those volunteers recommended **for** appointment along with notification from the Council Liaison sitting on the Interview Committee explaining the decision surrounding the recommendation.

Criteria for Appointment: 1)Availability, and 2) Completion or commitment to complete the Community Academy.

Criteria for Reappointment: 1) Minimum Performance and Attendance, and 2) Board training in addition to the completion of the Community Academy within the volunteer's 2-year term.

Terms: Appointments shall be made for 2-year terms (or 3-year terms when applicable), and the volunteer shall continue service until reappointed or replaced. Upon successful completion of one term, the volunteer may be considered for reappointment without a formal interview with the interview committee panel. If the volunteer does not wish to be considered for reappointment, the position becomes open to other applicants.

Term Limits: No volunteer shall serve more than 2 consecutive terms, either 2-year terms (4 consecutive year maximum) or 3-year terms (6 consecutive years maximum) depending upon the Board. Once a volunteer has completed the maximum number of terms on a Board the volunteer may not be eligible for appointment to that Board for a period of 1 year following completion of their term.

Appointment of a member to complete the remaining portion of an unexpired term of a former member shall not be counted against the term limits established by this section for the newly appointed member.

Concurrent Office: No volunteer shall serve on more than one Standing Board at any time. A standing Board is that Board appointed by the Council for an unspecified duration and has regularly scheduled meetings.

Town Employee: Town Employees shall not serve on any standing Board with the exception of the Conceptual Design Review Board.

Attendance: A vacancy shall be deemed to have occurred upon three (3) consecutive unexcused absences, or as determined by the individual Board rules and procedures.

Training: All new volunteers and those seeking reappointment shall commit to the completion of the Community Academy offered by the Town of Oro Valley, and are encouraged to seek out additional training opportunities such as conferences, seminars and workshops relevant to the subject matter or discipline of their respective Board. The Town shall make every effort to provide the logistics and payment for any and all training workshops attended by the volunteer. The Town Clerk shall monitor compliance with volunteer training requirements.

Amended 1/21/04 by Resolution No. (R) 04-03
Amended 12/1/10 by Resolution No. (R) 10-88

APPENDIX "C"

CONSIDERATIONS FOR SERVICE ON TOWN OF ORO VALLEY BOARDS, COMMISSIONS, COMMITTEES AND OTHER VOLUNTEER PUBLIC BODIES

Introduction: Members of Town boards, commissions, committees and other volunteer public bodies ("appointed public bodies") are appointed by the Town Council. Council Members are the constituents of the members of the various appointed public bodies in that such members have been authorized to act as the agents of the Council for the limited purposes relating to each such appointed public body. With the exception of the members of the Board of Adjustment, these members serve at the pleasure of the Council. Board of Adjustment members are appointed for two-year terms, and may be removed by Council for "neglect of duty, inefficiency, or misconduct in office." OVZCR 21.6.D.

1. The general purpose of the appointed public bodies is to serve the interests of the Town, as a whole, in accordance with the overall direction established by the Council. It is expected that appointed members will act consistently with this general principle. Each appointee is also expected to act within the scope of his or her authority, and act consistently with the Town Codes, ordinances, resolutions, policies and procedures and applicable federal and state law including specifically the Open Meeting Law, Public Records Law and the laws concerning conflicts of interest and financial disclosure.
2. Certain boards, commissions, committees and other volunteer public bodies primarily advise the Council concerning general matters of interest to the community at large. An example of this type of appointed public body is the Parks and Recreation Advisory Board. Other boards, commissions, committees and other volunteer public bodies regularly handle contested cases. A "contested case" is a matter or proceeding before a Town board, commission or boards, commissions, committees and other volunteer public bodies in which legal interests, rights, duties or privileges of one or more specific parties are addressed by a decision or recommendation of that appointed public body. An example of this is the Planning and Zoning Commission. In certain instances appointed public bodies are part of the Town proceedings for the establishment or setting rates and fees. Appointees involved in contested cases or participating in rate or fee setting proceedings, in particular, are expected to act in careful regard of their responsibilities and these guidelines.
3. It is expected that an appointee will avoid the appearance of partiality or unfairness as a decision-maker in any matter before the public body of which he or she is a member. Among the actions that may assist an appointee in avoiding the appearance of partiality or unfairness are:
 - Treating all public participants with the same degree of politeness and formality before and during a meeting, including breaks, to avoid the impression that some participants may expect special treatment.

- Not meeting with a party or a particular side concerning a “contested case” outside of the meeting of the public body to avoid the impression that certain parties have the privilege of special access to promote their particular interests before the public body. Generally, public meetings are the proper venue for members of a public body to gather information upon which to base a decision.
- Waiting until all the facts are presented to the appointed public body before passing public judgment as an individual member. The official record upon which a decision or recommendation may appropriately be based is the record of public proceedings, not simply one’s personal background knowledge.
- An appointee removing himself or herself from any particular proceeding of the appointed public body relating to a matter in which the appearance of impartiality and fairness has been compromised by activities and/or public statements of the appointee.

4. It is expected that an appointee who disagrees with fellow public officials, decisions of the Town Council, Town administration, the decisions of his or her own public body or the decisions of other boards, commissions, committees and other volunteer public bodies will do so constructively, based on facts, consistent with applicable law, and avoiding personal attacks, misleading statements or unsupported accusations.

5. It is expected that an appointee will respect the proceedings of other appointed public bodies by:

- Addressing members and staff during the meeting through the person who is chairing the meeting, avoiding the use of first names.
- First identifying whether he or she is appearing as a private citizen or is appearing officially on behalf of the public body of which he or she is a member.
- Avoiding lecturing members of a sister board, commission, committee or other volunteer public body on their responsibilities and authority as members of that public body.
- Not disrupting the proceedings of another public body by approaching the dais or staff desk area while the public body is in session, unless invited to do so by the person chairing the meeting.
- First raising any questions or concerns about the decisions or proceedings of another public body with staff or the chairperson.

6. It is expected that an appointee will be considerate of the fact that the elected Council Members are ultimately responsible for setting Town policy and directing its implementation. An appointee may be opposed to a course of action or decision by Council, or implementation of the same, and still continue to serve as a member of his or her public body. In the event, however, that an appointee wishes to actively and publicly oppose a course of action or decision by Council, or the implementation of the same, then it is expected that the appointee will

resign rather than act in public opposition to the administration he or she has been appointed to serve.

Adopted 12/7/05 by Resolution No. (R) 05-119
Amended 12/1/10 by Resolution No. (R) 10-88
Amended 1/18/12 by Resolution No. (R) 12-04