MARANA TOWN COUNCIL
STUDY SESSION
NOTICE AND AGENDA
11555 W. Civic Center Drive, Marana, Arizona 85653
Council Chambers, August 11, 2015, at or after 6:00 PM

Ed Honea, Mayor
Jon Post, Vice Mayor
David Bowen, Council Member
Patti Comerford, Council Member
Herb Kai, Council Member
Carol McGorray, Council Member
Roxanne Ziegler, Council Member

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Marana Town Council and to the general public that the Town Council will hold a meeting open to the public on August 11, 2015, at or after 6:00 PM located in the Council Chambers of the Marana Municipal Complex, 11555 W. Civic Center Drive, Marana, Arizona.

ACTION MAY BE TAKEN BY THE COUNCIL ON ANY ITEM LISTED ON THIS AGENDA. Revisions to the agenda can occur up to 24 hours prior to the meeting. Revised agenda items appear in *italics*.

The Council Chambers are wheelchair and handicapped accessible. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Town Clerk at (520) 382-1999. Requests should be made as early as possible to arrange the accommodation.

This Notice and Agenda posted no later than Monday, August 10, 2015, 6:00 PM, at the Marana Municipal Complex, 11555 W. Civic Center Drive, the Marana Operations Center, 5100 W. Ina Road, and at www.marana.com on the Town Clerk page under Agendas, Minutes and Recent Actions.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE/INVOCATION/MOMENT OF SILENCE

APPROVAL OF AGENDA

CALL TO THE PUBLIC

At this time any member of the public is allowed to address the Town Council on any issue within the jurisdiction of the Town Council, except for items scheduled for a Public Hearing at this meeting. The speaker may have up to three minutes to speak. Any persons wishing to address the Council must complete a speaker card located outside the Council Chambers and deliver it to the Town Clerk prior to the commencement of the meeting. Individuals addressing a meeting at the Call to the Public will not be provided with electronic technology capabilities beyond the existing voice amplification and recording capabilities in the facilities and the Town's overhead projector/document reader. Pursuant to the Arizona Open Meeting Law, at the conclusion of Call to the Public, individual members of the Council may respond to criticism made by those who have addressed the Council, and may ask staff to review the matter, or may ask that the matter be placed on a future agenda.

DISCUSSION/DIRECTION/POSSIBLE ACTION

D 1 Relating to Marana Regional Airport; presentation and discussion regarding updating the Airport Master Plan and developing a Business Plan for the Airport (Steve Miller)

D 2 Resolution No. 2015-084: Relating to Development; releasing the assurances for San Lucas Block 12 and accepting public improvements for maintenance (Gus Myers)

D 3 Relating to Development; approving and authorizing the Town Manager to sign an agreement with Rancho Palomita Advisors in settlement of the Notice of Claim dated April 14, 2015 (Frank Cassidy)

D 4 Relating to Municipal Court; identifying candidates to be invited to interview for the position of Town Magistrate and directing staff to schedule interviews (Jane Fairall)

EXECUTIVE SESSIONS

Pursuant to A.R.S. § 38-431.03, the Town Council may vote to go into executive session, which will not be open to the public, to discuss certain matters.

E 1 Executive Session pursuant to A.R.S. §38-431.03 (A)(3), Council may ask for discussion or consultation for legal advice with the Town Attorney concerning any matter listed on this agenda.

E 2 Executive Session pursuant to A.R.S. § 38-431.03 (A)(1) for discussion and consideration of applicants for the position of Town Magistrate.

FUTURE AGENDA ITEMS

Notwithstanding the mayor's discretion regarding the items to be placed on the agenda, if three or more Council members request that an item be placed on the agenda, it must be placed on the agenda for the second regular Town Council meeting after the date of the request, pursuant to Marana Town Code Section 2-4-2(B).

ADJOURNMENT

11555 W. CIVIC CENTER DRIVE, MARANA, ARIZONA 85653

Item D 1

To: Mayor and Council

Submitted For: Steve Miller, Airport Manager

From: Lisa Shafer, Community Development Director

Date: August 11, 2015

Strategic Plan Focus Area:
Not Applicable

Subject: Relating to Marana Regional Airport; presentation and discussion regarding updating the Airport Master Plan and developing a Business Plan for the Airport (Steve Miller)

Discussion:

The Marana Regional Airport is beginning the process of updating the Airport Master Plan and developing a Business Plan for the Airport. The Airport Director Steve Miller and Charles McDermott, Senior Project Manager from Armstrong Consultants, will be presenting an overview of the Master Plan and Business Plan projects. Attached is a memo outlining a brief description of the overview they will be giving.

Staff Recommendation:

Presentation only.

Suggested Motion:

No Action Required.

Attachments: Description of Master Plan Project

AIRPORT DEVELOPMENT PROCESS

Marana Regional Airport was awarded a $460,000 ADOT grant in December 2014 to update its airport master plan, develop and airport business plan, and conduct an airport geographic information system (AGIS) survey. The last master plan update was conducted in 2007. With drastic changes to the general economy, FAA funding, and the airport's forecasted operations, the FAA advised the airport in 2013 that the master plan needed to be revised.

Airport Master Plan Update Project

Airport owners prepare or update a comprehensive airport master plan with significant public and community involvement. The primary elements of an airport master plan include:

- Inventory of existing facilities.
- Development of 20 year forecast of aviation activity.
- Identification of facility requirements required.
- Anticipated aviation activity.
- Consideration of alternatives.
- Overview of environmental impacts.
- Analysis of financial feasibility.
- Preparation of an ALP showing the 20-year proposed development.

Master plans also consider state or regional system plans which assist with understanding how the airport fits in a larger region or area, both now and in the future.

Airport Layout Plan

When developing the physical elements of an airport, it is important to have a thoughtful, comprehensive, and well-coordinated plan to guide growth aligned with the airport's vision. An Airport Layout Plan (ALP) is the document that depicts your airport's 20-year plan for growth. The ALP depicts the existing and proposed airport land uses and infrastructure and is sometimes prepared as part of an airport master planning process. Airport sponsors also prepare an airport capital improvement plan (ACIP) that outlines the cost, funding, and timing for each capital item. The ACIP is often in a spreadsheet format, while the ALP shows the proposed development in a graphic/drawing format. The FAA requires an airport sponsor to maintain a current ALP as a condition to receiving federal grant assistance. The FAA and state funding agencies also require submission of an annual ACIP, typically covering the next five years of projects. The ACIP is updated at least annually, while the ALP is updated as frequently as active development is being undertaken, but typically every five years.

An ALP is important because it serves as:

- A guide to what, where, and when certain facilities should go on an airport.
- A blueprint for airport land use and development in accordance with FAA criteria.
- A public record of future and present aeronautical requirements.

- A tool to facilitate discussions with the FAA about Airport Improvement Program grant funds.

The ALP shows runways, taxiways, aprons, buildings, navigation aids, pertinent safety clearances, and anticipated timing for each proposed facility. While use of the term "ALP" typically refers to the primary drawing sheet, the ALP actually consists of an entire set of drawings which includes:

- Airport Layout Plan Drawing– existing and proposed facilities (the primary drawing).
- Terminal Area Plan – enlarged view of terminals, aprons, hangars, and auto access/parking.
- Airport Airspace Plan– protected "imaginary" surfaces in airspace surrounding the airport.
- Land Use Map– existing and future land use on and around airport property.
- Airport Property Map– airport property boundary, inner parcels, and adjacent properties. Includes acquisition history, existing and proposed easements, and future land acquisition.

When FAA approves an ALP it is concurring with the airport owner's plan for airport development. The plan generally meets FAA geometric design criteria; however, this does not mean FAA concurs with the funding of proposed development. The FAA also considers the overall utility and efficiency of the proposed layout when reviewing the ALP. The airport land will be effectively used to meet aeronautical demand and revenue needs, and the existing/proposed airfield is of sufficient capacity and an efficient layout. The airport sponsor must develop, operate, and maintain the airport in accordance with the latest approved ALP. FAA or state approval of an ALP is not a commitment that they will fund the development shown on the ALP. Also, they will often "conditionally" approve an ALP pending final completion of environmental documents and issuance of a finding of no significant environmental impact.

Airport Capital Improvement Plan (ACIP)

The ACIP is the primary tool for systematically identifying, prioritizing, and assigning funds to support development and capital needs for an airport. The FAA relies on the ACIP to serve as the basis for the distribution of limited grant funds under the AIP. A sponsor's ACIP represents their five-year program for planning and development at their airport. An ACIP is important because it serves as:

- A guide for FAA, state (ADOT), airport, and other agencies to evaluate funding needs.
- A resource for FAA when evaluating an airport's needs versus those of an entire region.
- A tool for FAA and ADOT to effectively plan and program funding over the long term.
- A necessary instrument for applying for FAA and most ADOT grant funds. Project Design Construction.

Master Plan/Business Plan Committees:

There will be three committees involved in the master and business plan development. The roles of each of these committees are as follows:

Planning Advisory Committee (PAC)

- Guide and advise development of plans for the future of the airport by:
  - Attending advisory committee meetings to be aware of project progress
  - Help to focus on issues of importance
  - Acting as liaisons with the community
  - Serve as a medium for information exchange between airport and the community.

Technical Committee (TAC)

- Serves as a technical forum for analyzing and helping solve challenges regarding implementation of the planned development at the airport.
- Communicate issues and concerns
- Provide feedback on work products
- Provide input to the process

Business Plan Working Group

- Provide input on the various elements and recommendations in the business plan
- Communicate issues and concerns
- Provide feedback on work products
- Help to focus on issues of importance

11555 W. CIVIC CENTER DRIVE, MARANA, ARIZONA 85653

Item D 2

To: Mayor and Council

Submitted For: Keith Brann, Town Engineer

From: Gus Myers, Engineering Technician

Date: August 11, 2015

Strategic Plan Focus Area:
Not Applicable

Subject: Resolution No. 2015-084: Relating to Development; releasing the assurances for San Lucas Block 12 and accepting public improvements for maintenance (Gus Myers)

Discussion:

This Resolution will release the assurance agreement between DR Horton Corporation and Title Security Agency Trust 201434-T and the Town of Marana, regarding San Lucas Block 12 as depicted on Exhibit A. San Lucas Block 12 is comprised of lots 116 through 175 and Common Areas 'B', 'C', and 'D' and is recorded at the Pima County Recorder's Office at Book 60 Page 79.

In releasing these assurances, the Town of Marana will accept for maintenance, including regulatory traffic control signs and street signs, approximately 0.58 miles of the following paved streets:
Snaketown Street
River Branch Trail
Gila River Avenue
Cardium Lane

The Town will also accept for maintenance a potable water system including 3,961 linear feet of potable water line, water meters, valves, fire hydrants and appurtenances with an estimated value of $230,425, for the above-referenced project.

In addition, the Town will accept for maintenance, a sanitary sewer system including 2,922 linear feet of sanitary sewer line, manholes and appurtenances, with an estimated value of $205,710, for the above-referenced project.

Staff Recommendation:

Staff recommends adoption of Resolution No. 2015-084, releasing the assurances for San Lucas Block 12 and accepting the public improvements for maintenance.

Suggested Motion:

I move to adopt Resolution No. 2015-084, releasing the assurances for San Lucas Block 12 and accepting the public improvements for maintenance.

Attachments: Resolution 2015-084 San Lucas Block 12
San Lucas Block 12 Location Map

MARANA RESOLUTION NO. 2015-084

RELATING TO DEVELOPMENT; RELEASING THE ASSURANCES FOR SAN LUCAS BLOCK 12 AND ACCEPTING PUBLIC IMPROVEMENTS FOR MAINTENANCE

WHEREAS the final plat for San Lucas Blocks 6 & 12 was recorded in the Pima County Recorder's Office on February 10, 2006, at Book 60 of Maps and Plats, Page 79 (Sequence 20060280540); and

WHEREAS the Town has a third party trust substitute assurance agreement with Title Security Agency of Arizona, LLC, under Trust No. 201434-T, recorded in the Pima County Recorder's office on January 23, 2015, at Sequence Number 20150230158 (the "Assurance Agreement"), assuring the completion of public improvements for San Lucas Block 12 Lots 116-175 and Common Areas "B", "C" and "D"; and

WHEREAS the subdivider has completed the public improvements for San Lucas Block 12 Lots 116-175 and Common Areas "B", "C" and "D" acceptable to Town standards in accordance with the Assurance Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Marana as follows:

Section 1. The Assurance Agreement is hereby released.

Section 2. The Town accepts for maintenance, including maintenance of regulatory traffic control and street signs, approximately 0.58 miles of the following paved streets as shown on the San Lucas Blocks 6 & 12:

- Snaketown Street
- River Branch Trail
- Gila River Avenue
- Cardium Lane

Section 3. The Town accepts for maintenance a potable water system including 3,961 linear feet of potable water line, water meters, valves, fire hydrants and appurtenances with an estimated value of $230,425, within San Lucas Block 12.

Section 4. The Town accepts for maintenance a sanitary sewer system including 2,922 linear feet of sanitary sewer line, manholes and appurtenances, with an estimated value of $205,710, within San Lucas Block 12.

PASSED AND ADOPTED by the Mayor and Council of the Town of Marana, Arizona, this 11th day of August, 2015.

Mayor Ed Honea

ATTEST:

Jocelyn C. Bronson, Town Clerk

APPROVED AS TO FORM:

Frank Cassidy, Town Attorney

PAVING NOTES:

1. ALL CONSTRUCTION AND TEST METHODS TO BE IN ACCORDANCE WITH TOWN OF MARANA CODES AND PIMA COUNTY/CITY OF TUCSON STANDARDS AND SPECIFICATIONS FOR PUBLIC IMPROVEMENTS, 2003 EDITION.
2. THE DESIGN SPEED FOR THIS SUBDIVISION IS 25 MPH. THE DESIGN VEHICLE IS WB-40.
3. CONTRACTOR SHALL GIVE FORTY-EIGHT (48) HOURS NOTICE WHEN HE SHALL REQUIRE THE SERVICES OF THE ENGINEER OR ANY OTHER PERSON PROPERLY AUTHORIZED FOR SUCH PURPOSE FOR LAYING OUT ANY PORTION OF THE WORK. HE SHALL ALSO DIG ALL STAKE HOLES NECESSARY TO GIVE LINE AND LEVELS.
4. THE CONTRACTOR SHALL PRESERVE ALL STAKES SET FOR THE LINES, LEVELS OR MEASUREMENTS OF THE WORK IN THEIR PROPER PLACES UNTIL AUTHORIZED TO REMOVE THEM BY ENGINEERS. ANY EXPENSE INCLUDED IN REPLACING ANY STAKES WHICH THE CONTRACTOR OR HIS SUBORDINATES MAY HAVE FAILED TO PRESERVE SHALL BE CHARGED TO CONTRACTOR.
5. A GEOTECHNICAL ENGINEERING INVESTIGATION, INCLUDING RECOMMENDATIONS FOR GRADING PROCEDURES HAS BEEN PREPARED BY LMT ENGINEERING INC., EARTHWORK SHALL CONFORM TO THE RECOMMENDATIONS CONTAINED IN SAID REPORT, DATED SEPTEMBER 13, 2004, PROJECT No 24564.
6. AGGREGATE BASE COURSE SHALL CONFORM TO PC/COT SSPI SECTION 303.
7. ASPHALTIC CONCRETE SHALL CONFORM TO PC/COT SSPI SECTION 406, MIX #2 SPECIFICATIONS.
8. ALL CONCRETE SHALL COMPLY WITH PC/COT SSPI SECTION 1006, CLASS S, 3000 PSI COMPRESSIVE STRENGTH AT 28 DAYS UNLESS OTHERWISE SPECIFIED.
9. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REGULATIONS (OSHA).
10. CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED BY GOVERNMENTAL AGENCIES PRIOR TO CONSTRUCTION.
11. ALL REVISIONS TO THESE PLANS MUST BE APPROVED BY MARANA PRIOR TO CONSTRUCTION.
12. A COPY OF THE LATEST APPROVED PLAN SHALL BE KEPT IN AN EASILY ACCESSIBLE LOCATION ON THE SITE AT ALL TIMES DURING CONSTRUCTION.
13. IF UNANTICIPATED CONDITIONS ARE ENCOUNTERED DURING THE COURSE OF CONSTRUCTION AND ARE BEYOND THE SCOPE OF THE DESIGN, THE ENGINEER SHALL SUBMIT THE NECESSARY REVISED OR SUPPLEMENTAL IMPROVEMENT PLANS FOR REVIEW AND APPROVAL BY THE TOWN ENGINEER.
14. UPON COMMENCEMENT OF WORK, TRAFFIC CONTROL DEVICES SHALL BE POSTED AND MAINTAINED BY THE CONTRACTOR UNTIL SUCH TIME AS THE WORK IS COMPLETED. ALL WARNING SIGNS, BARRICADES ETC. SHALL BE IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES ADOPTED BY THE STATE OF ARIZONA PURSUANT TO A.R.S. 28-650.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CARE, MAINTENANCE, REPAIR, OR REPLACEMENT OF EXISTING IMPROVEMENTS IN THE WORK AREA WHICH HAVE BEEN REMOVED OR DAMAGED DURING THE COURSE OF CONSTRUCTION. ALL REPAIR, REPLACEMENT, OR CLEANUP SHALL BE DONE TO THE SATISFACTION OF THE OWNER.
16. OMISSIONS OR CONFLICTS BETWEEN VARIOUS ELEMENTS OF THE DRAWINGS, NOTES AND DETAILS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER AND RESOLVED BEFORE PROCEEDING WITH THE WORK.
17. A QUALIFIED REGISTERED ENGINEER OR LAND SURVEYOR MUST CERTIFY THAT THIS PROJECT WAS CONSTRUCTED IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED PLANS PRIOR TO REQUEST OF FINAL INSPECTION/CERTIFICATION OF OCCUPANCY OR RELEASE OF ASSURANCES.
18. ALL STREETS STRIPING AND SIGNAGE SHALL BE PROVIDED BY THE DEVELOPER AT NO COST TO THE TOWN OF MARANA AND SHALL BE IN CONFORMANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
19. ARS §41-844 AND §41-865 REQUIRE THAT THE ARIZONA STATE MUSEUM BE NOTIFIED IN THE EVENT HUMAN REMAINS OR FUNERARY OBJECTS ARE DISCOVERED DURING GROUND-DISTURBING ACTIVITIES OR CONSTRUCTION.
20. ALL WORK SHALL CONFORM TO GRADING STANDARDS, TITLE 19 OF THE MARANA DEVELOPMENT CODE.
21. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO FULLY COMPLY WITH THE ARIZONA POLLUTANT DISCHARGE ELIMINATION SYSTEM CONSTRUCTION GENERAL PERMIT, IN ACCORDANCE TO THE STORMWATER POLLUTION PLAN (SWPPP) DEVELOPED FOR THIS PROJECT.

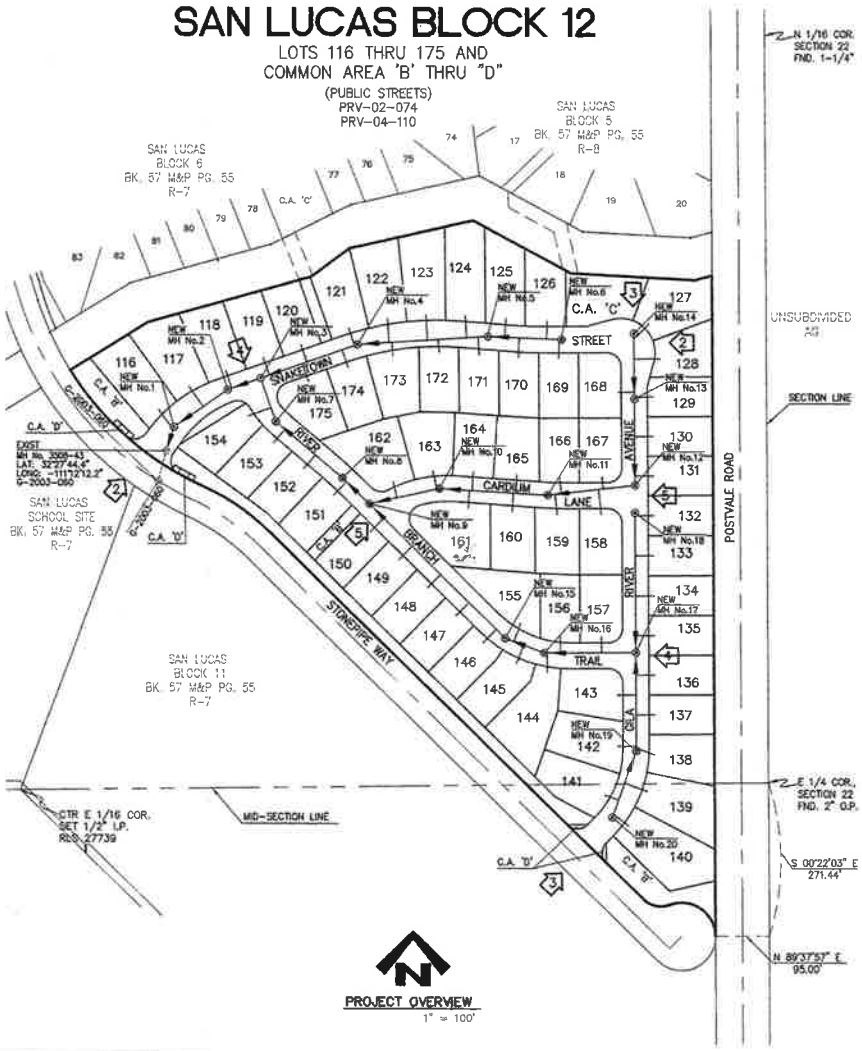
SEWER NOTES ARE LOCATED ON SHEET 6

LOTS REQUIRING BACKWATER VALVES	
116-120	166
122	175
144-145	
147-150	
158-159	
164	

PUBLIC PAVING AND PUBLIC SEWER PLAN FOR SAN LUCAS BLOCK 12

LOTS 116 THRU 175 AND
COMMON AREA 'B' THRU "D"

(PUBLIC STREETS)
PRV-02-074
PRV-04-110



PROJECT OVERVIEW
1" = 100'



LOCATION MAP
SCALE: 3" = 1 MILE

BEING A PORTION OF SECTION 22,
T-11-S, R-11-E, G & SRM,
TOWN OF MARANA, PIMA COUNTY, ARIZONA

LEGEND

EXISTING		PROPOSED
56	LOT NUMBER	56
	BCSM TO BE SET BY AN R.L.S. (BY FINAL PLAT)	■
	CURB	
	BOUNDARY LINE	
	EDGE OF PAVEMENT	
	RIGHT-OF-WAY	
	LOT LINES	
	SIDEWALK	
	10' PUBLIC UTILITY EASEMENT (PUE)	
	1' NO ACCESS EASEMENT (NAE)	
	(SWR) SEWER LINE WITH MANHOLE	
	DIRECTION OF FLOW	
	KEYNOTE	①
	SHEET INDEX	1 / 1
	DETAIL/SECTION CALLOUT	B / 2
	DETAIL/SECTION SHEET No	
	BACKWATER VALVES	120
	NEW WATER LINE	8" W
	VALVE	
B8	FIRE HYDRANT (FH)	
	RECLAIMED WATER	R

OWNER
FIRST AMERICAN TITLE COMPANY
1880 E. RIVER RD, SUITE 120
TUCSON, ARIZONA 85718
TRUST NO. 9140
ATTN: RACHEL TURNIPSEED
PHONE: (520) 577-8707

DEVELOPER
DR HORTON HOMES
3580 W. INA ROAD
TUCSON, ARIZONA 85741
ATTN: BILL REYNOLDS
PHONE: (520) 572-5073

ACCEPTED:

TOWN OF MARANA SUBDIVISION ENGINEER — DATE 5-9-10
TOWN OF MARANA PLANNING DEPARTMENT — DATE 3/9/10
PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT — DATE 01-26-10

THE BASIS OF BEARING FOR THIS SUBDIVISION IS:
GRID NORTH, ARIZONA STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD 83, AND REFERENCED TO FOUND MONUMENTATION SHOWN HEREIN FOR THE WEST LINE OF THE NW 1/4 OF SECTION 22, SAID BEARING BEING N 00°25'32" W.

THE BASIS OF ELEVATION FOR THIS SUBDIVISION IS:
NGS PT. 171+82, FIRST ORDER, CLASS II VERTICAL CONTROL. ELEVATION BEING 1971.00 FT., NAVD 88.

SHEET INDEX

SHEET No	DESCRIPTION
1	COVER
2-5A	PLAN AND PROFILES
6	SEWER NOTES AND DETAILS
7	PAVING DETAILS
8	SCUPPER DETAILS
9	SIGNING AND STRIPING PLAN

ARIZONA BLUE STAKE
811 or
602-263-1100
1-800-STAKE-IT

PSOMAS
800 E. Wetmore Road, Suite 110
Tucson, AZ 85719
(520) 292-2300 (520) 292-1290 fax
www.psomas.com

Expires 6/15/11

ENG0507-006
G-2009-061
OLD G-2005-107
PRV-02074pp

PUBLIC PAVING AND PUBLIC SEWER PLAN FOR
SAN LUCAS BLOCK 12
LOTS 116 THRU 175
and COMMON AREAS 'B' THRU 'D'

PROJ NO: 7DRH982.19A — SCALE: HORIZ 1" = 100' VERT 1" = NA
DATE: OCTOBER 2009 — 1 OF 9

Engineering • Planning • Environmental • Surveying • Water Resources

EXHIBIT A

11555 W. CIVIC CENTER DRIVE, MARANA, ARIZONA 85653

Item D 3

To: Mayor and Council

From: Frank Cassidy, Town Attorney

Date: August 11, 2015

Strategic Plan Focus Area:
Not Applicable

Subject: Relating to Development; approving and authorizing the Town Manager to sign an agreement with Rancho Palomita Advisors in settlement of the Notice of Claim dated April 14, 2015 (Frank Cassidy)

Discussion:

This is the formal settlement of the matter discussed in executive session on August 4, 2015. The final wording of the settlement agreement is still being negotiated as of the date this item is being uploaded to the agenda software. The final settlement agreement will be provided at the August 11 Council meeting.

Financial Impact:

Fiscal Year:	2015-16
Budgeted Y/N:	No
Amount: (approx)	$140,300

The approximate, full settlement amount will be paid from contingency funds. The final amount will be presented at the council meeting.

Staff Recommendation:

Staff recommends approval of the Rancho Palomita Advisors settlement agreement.

Suggested Motion:

I move to approve the Rancho Palomita Advisors settlement agreement and to authorize the Town Manager to sign it on behalf of the Town of Marana.

Attachments:

No file(s) attached.

11555 W. CIVIC CENTER DRIVE, MARANA, ARIZONA 85653

Item D 4

To: Mayor and Council

Submitted For: Jane Fairall, Deputy Town Attorney

From: Hilary Hiser, Records Administrator

Date: August 11, 2015

Strategic Plan Focus Area:
Not Applicable

Subject: Relating to Municipal Court; identifying candidates to be invited to interview for the position of Town Magistrate and directing staff to schedule interviews (Jane Fairall)

Discussion:

This item was originally on the Council's August 4, 2015 agenda, but was postponed by vote of the Council until today's date.

Marana Town Code Chapter 5-2 provides that the Town Council shall appoint a Town Magistrate as the presiding officer of the municipal court and that the Town Magistrate shall be appointed to a two-year term. The position of Marana Town Magistrate was held by Charles Davies from 2008 until his retirement on July 31, 2015.

At its June 30, 2015 meeting, Council directed staff to proceed with a recruitment and selection process for the Town Magistrate position. The Council approved minimum qualifications and a salary range for the position and the position was posted July 1 - July 22, 2015. The minimum qualifications for the position are:

- Juris Doctor (JD) degree from an accredited law school
- Member of the State Bar of Arizona in good standing
- 5 or more years of recent progressive experience as an attorney, judge or hearing officer
- No prior history of removal for cause from a judicial position

Additional preferred qualifications are:

- Experience managing legal and/or judicial staff as an attorney, judge or hearing officer
- Experience as an attorney, judge or hearing officer in criminal or traffic cases in Arizona

Staff has transmitted all application materials for those candidates meeting the minimum qualifications to the Council for discussion and consideration. An executive session has been scheduled on tonight's agenda for that purpose. Following the executive session, the Council will identify the candidates to be invited for an interview in open session and direct staff to schedule interviews with those individuals. Staff seeks Council direction on whether to schedule the interviews at a regularly-scheduled Council meeting or to schedule a special meeting for the purpose of interviews. An executive session will be scheduled for the interviews and deliberation.

Staff Recommendation:

Staff recommends that Council place an emphasis on the preferred qualifications of:

- Experience managing legal and/or judicial staff as an attorney, judge or hearing officer
- Experience as an attorney, judge or hearing officer in criminal or traffic cases in Arizona

to distinguish between candidates.

Suggested Motion:

I move to direct staff to contact the following applicants to schedule interviews for the position of Town Magistrate:

Attachments:

No file(s) attached.
