



MARANA TOWN COUNCIL
REGULAR COUNCIL MEETING
NOTICE AND AGENDA
April 21, 2020, at or after 6:00 p.m.

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

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Due to the impacts of the COVID-19 pandemic, which has prompted declarations of a public health emergency at both the state and federal levels, this meeting will be conducted using measures to protect public health. This meeting will be held remotely through technological means, as permitted under Arizona law. One or more of the members of the Mayor and Council may attend this meeting remotely, through technological means.

Members of the public MAY NOT ATTEND THE MEETING IN PERSON because the Mayor has temporarily closed all Town buildings to use and occupancy by the public by emergency proclamation.

Members of the public will have two options to view and participate in this meeting.

1. Members of the public may listen or view the Council Meeting in session by following the link <http://maranaaz.swagit.com/live>. With this option, members of the public may NOT participate in the virtual meeting, but can only see and hear the meeting. Members of the public may provide public comments to the Council by emailing the Town Clerk's Office at clawson@maranaAZ.gov or the Town Manager's Office at TownManager@MaranaAZ.gov. Any submitted comments from the public will be provided to the Council, included within the Council packet file, and reflected in the official Council meeting minutes of that meeting. All emailed comments must be received by the Town by 12:00 p.m. (noon) on the day of the meeting to be included.
2. Members of the public may join and participate as attendees in a Virtual Town Council Meeting by following this link:

<https://zoom.us/j/99838033631?pwd=dHdYMEoza2ZKcUoyelJxZ1lMNCtKZz09>

With this option, members of the public will be able to see and hear the meeting participants, and will be able to speak during times set aside for public comment. For instructions on joining and participating in the Virtual Town Council Meeting click here: <https://www.maranaaz.gov/virtual-meetings>

PLEASE BE AWARE THAT THESE MEASURES ARE IN PLACE TO LIMIT THE NEED FOR MEMBERS OF THE PUBLIC TO PARTICIPATE IN A LARGE PUBLIC GATHERING, WHILE ENSURING THAT THE DISCUSSIONS, DELIBERATIONS AND ACTIONS OF THE MAYOR AND COUNCIL ARE TRANSPARENT AND CONDUCTED OPENLY.

Pursuant to A.R.S. § 38-431.01, 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 on April 21, 2020, at or after 6:00 PM, open to the public via <http://maranaaz.swagit.com/live> or <https://zoom.us/j/99838033631?pwd=dHdYMEoza2ZKcUoyelJxZ1lMNCtKZz09>

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*.

As a courtesy to others, please turn off or put in silent mode all electronic devices.

Meeting Times

Welcome to this Marana Town Council meeting. Regular Council meetings are usually held the first and third Tuesday of each month at 6:00 PM at the Marana Municipal Complex, although the date or time may change and additional meetings may be called at other times and/or places. Contact the Town Clerk or watch for posted agendas for other meetings. This agenda may be revised up to 24 hours prior to the meeting. In such a case a new agenda will be posted in place of this agenda.

Accessibility

To better serve the citizens of Marana and others attending our meetings, 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.

Agendas

Copies of the agenda are available the day of the meeting in the lobby outside the Council Chambers or online at www.maranaaz.gov under Agendas and Minutes. For questions about the Council meetings, special services or procedures, please contact the Town Clerk, at (520) 382-1999, Monday through Friday from 8:00 AM to 5:00 PM.

This Notice and Agenda Posted no later than 24 hours prior to the meeting, at the Marana Municipal Complex, 11555 W. Civic Center Drive, the Marana Operations Center, 5100 W. Ina Road, and at www.maranaaz.gov under Agendas and Minutes.

REGULAR COUNCIL MEETING

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. 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.

PROCLAMATIONS

MAYOR AND COUNCIL REPORTS: SUMMARY OF CURRENT EVENTS

MANAGER'S REPORT: SUMMARY OF CURRENT EVENTS

PRESENTATIONS

CONSENT AGENDA

The Consent Agenda contains items requiring action by the Council which are generally routine items not requiring Council discussion. A single motion and affirmative vote will approve all items on the Consent Agenda, including any resolutions or ordinances. Prior to a motion to approve the Consent Agenda, any Council member may remove any item from the Consent Agenda and that item will be discussed and voted upon separately.

- C1 Ordinance No. 2020.007: Relating to Utilities; amending Marana Ordinance No. 2020.006 to extend the temporary suspension of enforcement of Marana Town Code section 14-5-4 (Nonpayment of delinquent bill; filing of lien; interest) as it relates to disconnecting utility service for non-payment; and declaring an emergency (David L. Udall)

- C2 Resolution No. 2020-032: Relating to Mayor and Council; amending Marana Resolution No. 2020-030 to extend the temporary suspension of Marana Resolution No. 2009-69 section 2, subsection H, regarding the number of members of the Town Council and of special and standing boards, commissions, and committees of the Town allowed to participate in a public meeting by electronic attendance; and declaring an emergency (David L. Udall)
- C3 Approval of the Council Meeting Regular Meeting Summary Minutes of April 7, 2020 (Cherry L. Lawson)

LIQUOR LICENSES

- L1 Relating to Liquor Licenses; recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a new series #012 Restaurant liquor license submitted by Kerry Ann Lajeunesse on behalf of Frankie's Cheesesteaks & Hoagies, located at 3780 W. Ina Road #184 Tucson, Arizona 85741.

BOARDS, COMMISSIONS AND COMMITTEES

COUNCIL ACTION

ITEMS FOR DISCUSSION / POSSIBLE ACTION

- D1 Relating to Development; update, discussion, and possible direction regarding the Town's subdivision requirements for private and common on-site recreation areas (Jason Angell)
- D2 Relating to Legislation and Government Actions; discussion and possible action regarding all pending state, federal, and local legislation/ government actions and on recent and upcoming meetings of the other governmental bodies (Jamsheed Mehta)

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



Council-Regular Meeting

C1

Meeting Date: 04/21/2020

To: Mayor and Council

From: David Udall, Associate Town Attorney

Date: April 21, 2020

Strategic Plan Focus Area:

Not Applicable

Subject: Ordinance No. 2020.007: Relating to Utilities; amending Marana Ordinance No. 2020.006 to extend the temporary suspension of enforcement of Marana Town Code section 14-5-4 (Nonpayment of delinquent bill; filing of lien; interest) as it relates to disconnecting utility service for non-payment; and declaring an emergency (David L. Udall)

Discussion:

On March 17, 2020, Mayor Ed Honea issued a Proclamation of Local Emergency in response to the actions taken by federal, state, and local jurisdictions in addressing conditions related to the COVID-19 pandemic outbreak. On that same date, the Marana Town Council adopted Marana Ordinance No. 2020.006 to temporarily suspend enforcement of a Town Code provision that requires the Town to disconnect utility services for customers who do not pay their utility bill. This action was taken as a precautionary measure to help mitigate the spread of COVID-19. Marana Ordinance No. 2020.006 is scheduled to expire on April 30, 2020, unless rescinded or extended by the Town Council.

On March 25, 2020, the Arizona State Health Director estimated that illness resulting from COVID-19 in Arizona would peak in April and that hospitalizations would peak in May. Because current estimates suggest the COVID-19 public health emergency will last beyond April 30, 2020, staff recommends extending the expiration date for Marana Ordinance No. 2020.006.

If approved, this ordinance will extend the expiration date of Marana Ordinance No. 2020.006 until such time as the emergency declared in the Mayor's March 17, 2020 Proclamation of Local Emergency abates and is withdrawn, at which time Marana Ordinance No. 2020.006 will automatically be rescinded.

Financial Impact:

The suspension of water disconnections is not expected to have a material impact on the Water Department's budget.

Staff Recommendation:

Staff recommends adoption of Ordinance No. 2020.007 amending Marana Ordinance No. 2020.006 to extend the temporary suspension of enforcement of Marana Town Code section 14-5-4 as it relates to disconnecting utility service for non-payment.

Suggested Motion:

I move to adopt Ordinance No. 2020.007, amending Marana Ordinance 2020.006 to extend the temporary suspension of enforcement of Marana Town Code section 14-5-4 (Nonpayment of delinquent bill; filing of lien; interest) as it relates to disconnecting utility service for non-payment; and declaring an emergency.

Attachments

Ordinance No. 2020.007

MARANA ORDINANCE NO. 2020.007

RELATING TO UTILITIES; AMENDING MARANA ORDINANCE NO. 2020.006 TO EXTEND THE TEMPORARY SUSPENSION OF ENFORCEMENT OF MARANA TOWN CODE SECTION 14-5-4 (NONPAYMENT OF DELINQUENT BILL; FILING OF LIEN; INTEREST) AS IT RELATES TO DISCONNECTING UTILITY SERVICE FOR NON-PAYMENT; AND DECLARING AN EMERGENCY

WHEREAS on March 17, 2020, Mayor Ed Honea issued a Proclamation of Local Emergency in response to the actions taken by federal, state, and local jurisdictions in addressing conditions related to the COVID-19 pandemic outbreak; and

WHEREAS on March 17, 2020, the Marana Town Council adopted Marana Ordinance No. 2020.006 as a precautionary measure to help mitigate the spread of COVID-19, temporarily suspending enforcement of Marana Town Code Section 14-5-4 as it relates to disconnecting utility services for customers who do not pay their utility bill; and

WHEREAS Marana Ordinance No. 2020.006 is scheduled to expire on April 30, 2020, unless rescinded or extended by the Town Council; and

WHEREAS because current estimates suggest the COVID-19 public health emergency will last beyond April 30, 2020, it has become necessary to extend the expiration date of Marana Ordinance No. 2020.006; and

WHEREAS the Town Council finds that extending the expiration date of Marana Ordinance No. 2020.006 is in the best interests of the Town and its residents.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, as follows:

Section 1. Due to the ongoing nature of the COVID-19 public health emergency, Section 2 of Marana Ordinance No. 2020.006 is hereby amended to extend the April 30, 2020 expiration date until such time as the emergency declared in the Mayor's March 17, 2020 Proclamation of Local Emergency abates and is withdrawn, at which time Marana Ordinance No. 2020.006 will automatically be rescinded, unless further action is taken by the Council.

Section 2. The various Town officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this ordinance.

Section 3. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this ordinance.

Section 4. Because it is necessary for the preservation of the peace, health, and safety of the Town of Marana that this ordinance become immediately effective, an emergency is hereby declared to exist, and this ordinance shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, by a vote of ____ in favor and ____ opposed this 21st day of April, 2020.

Mayor Ed Honea

ATTEST:

APPROVED AS TO FORM:

Cherry L. Lawson, Town Clerk

Frank Cassidy, Town Attorney



Council-Regular Meeting

C2

Meeting Date: 04/21/2020

To: Mayor and Council

From: David Udall, Associate Town Attorney

Date: April 21, 2020

Strategic Plan Focus Area:

Not Applicable

Subject: Resolution No. 2020-032: Relating to Mayor and Council; amending Marana Resolution No. 2020-030 to extend the temporary suspension of Marana Resolution No. 2009-69 section 2, subsection H, regarding the number of members of the Town Council and of special and standing boards, commissions, and committees of the Town allowed to participate in a public meeting by electronic attendance; and declaring an emergency (David L. Udall)

Discussion:

Marana Resolution No. 2009-69 sets forth the criteria for members of the Marana Town Council and of special and standing boards, commissions, and committees of the Town (Members) to attend public meetings through electronic means. Section 2, subsection H, of Marana Resolution No. 2009-69 limits the number of Members that can attend a public meeting through electronic means to one.

On March 17, 2020, Mayor Ed Honea issued a Proclamation of Local Emergency in response to the actions taken by federal, state, and local jurisdictions in addressing conditions related to the COVID-19 pandemic outbreak. On that same date, the Marana Town Council adopted Marana Resolution No. 2020-030, temporarily suspending the one-Member requirement and allowing multiple Members to attend public meetings through electronic means as a precautionary measure to help mitigate the spread of COVID-19. Marana Resolution No. 2020-030 is scheduled to expire on April 30, 2020, unless rescinded or extended by the Town Council.

On March 25, 2020, the Health Director of the State of Arizona estimated that illness resulting from COVID-19 in Arizona would peak in April and that hospitalizations would peak in May. Because current estimates suggest the COVID-19 public health

emergency will last beyond April 30, 2020, staff recommends extending the expiration date of Marana Resolution No. 2020-030.

If approved, this Resolution will extend Marana Resolution No. 2020-030 until such time as the emergency declared in the Mayor's March 17, 2020 Proclamation of Local Emergency abates and is withdrawn, at which time Marana Resolution No. 2020-030 will automatically be rescinded.

Staff Recommendation:

Staff recommends adoption of Resolution No. 2020-032 amending Marana Resolution No. 2020-030 to extend temporary suspension of Marana Resolution No. 2009-69 section 2, subsection H, regarding the number of members of the Town Council and of special and standing boards, commissions, and committees of the Town allowed to participate in a public meeting by electronic attendance.

Suggested Motion:

I move to adopt Resolution No. 2020-032, amending Marana Resolution 2020-030 to extend the temporary suspension of Marana Resolution No. 2009-69 section 2, subsection H, regarding the number of members of the Town Council and of special and standing boards, commissions, and committees of the Town allowed to participate in a public meeting by electronic attendance; and declaring an emergency.

Attachments

Resolution No. 2020-032

MARANA RESOLUTION NO. 2020-032

RELATING TO MAYOR AND COUNCIL; AMENDING MARANA RESOLUTION NO. 2020-030 TO EXTEND THE TEMPORARY SUSPENSION OF MARANA RESOLUTION NO. 2009-69 SECTION 2, SUBSECTION H, REGARDING THE NUMBER OF MEMBERS OF THE TOWN COUNCIL AND OF SPECIAL AND STANDING BOARDS, COMMISSIONS, AND COMMITTEES OF THE TOWN ALLOWED TO PARTICIPATE IN A PUBLIC MEETING BY ELECTRONIC ATTENDANCE; AND DECLARING AN EMERGENCY

WHEREAS Marana Resolution No. 2009-69 sets forth the criteria for members of the Marana Town Council and of special and standing boards, commissions, and committees of the Town (Members) to attend public meetings through electronic means; and

WHEREAS section 2, subsection H, of Marana Resolution No. 2009-69 limits the number of Members that can attend a public meeting through electronic means to one; and

WHEREAS on March 17, 2020, Mayor Ed Honea issued a Proclamation of Local Emergency in response to the actions taken by federal, state, and local jurisdictions in addressing conditions related to the COVID-19 pandemic outbreak; and

WHEREAS on March 17, 2020, the Marana Town Council adopted Marana Resolution No. 2020-030 as a precautionary measure to help mitigate the spread of COVID-19, temporarily suspending the one-Member rule and allowing multiple Members to attend public meetings through electronic means; and

WHEREAS Marana Resolution No. 2020-030 is scheduled to expire on April 30, 2020, unless rescinded or extended by the Town Council; and

WHEREAS because current estimates suggest the COVID-19 public health emergency will last beyond April 30, 2020, it has become necessary to extend the expiration date of Marana Resolution No. 2020-030; and

WHEREAS the Town Council finds that amending Marana Resolution No. 2020-030 to extend its expiration date is in the best interests of the Town and its residents.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, as follows:

Section 1. Due to the ongoing nature of the COVID-19 public health emergency, Section 2 of Marana Resolution No. 2020-030 is hereby amended to extend the April 30, 2020 expiration date until such time as the emergency declared in the Mayor's March 17, 2020 Proclamation of Local Emergency abates and is withdrawn, at which time Marana Resolution No. 2020-030 will automatically be rescinded.

Section 2. Because it is necessary for the preservation of the peace, health and safety of the Town of Marana that this resolution become immediately effective, an emergency is hereby declared to exist, and this resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, by a vote of ____ in favor and ____ opposed this 21st day of April, 2020.

Mayor Ed Honea

ATTEST:

APPROVED AS TO FORM:

Cherry L. Lawson, Town Clerk

Frank Cassidy, Town Attorney



Council-Regular Meeting

C3

Meeting Date: 04/21/2020

To: Mayor and Council

From: Cherry L. Lawson, Town Clerk

Date: April 21, 2020

Subject: Approval of the Council Meeting Regular Meeting Summary Minutes of April 7, 2020 (Cherry L. Lawson)

Attachments

Council Regular Meeting Summary Draft Minutes, 04/07/2020



MARANA TOWN COUNCIL
REGULAR COUNCIL MEETING

11555 W. Civic Center Drive, Marana, Arizona 85653
Conference Center Second Floor April 7, 2020 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
John Officer, Council Member
Roxanne Ziegler, Council Member

SUMMARY MINUTES

CALL TO ORDER AND ROLL CALL

Mayor Honea called the meeting to order at 6:04 PM and directed the Clerk to call the roll. **Vice Mayor Jon Post, Council Members Dave Bowen, Patti Comerford, Herb Kai, Roxanne Ziegler and John Officer** were present. There was a quorum of council members present constituting a quorum.

PLEDGE OF ALLEGIANCE/INVOCATION/MOMENT OF SILENCE

APPROVAL OF AGENDA

Vice Mayor Post and Council Member Kai, second the motion approving the agenda as presented. Motion passes unanimously, 7-0.

PROCLAMATIONS

MAYOR AND COUNCIL REPORTS: SUMMARY OF CURRENT EVENTS

Council Member Officer reported on many wonderful activities that are occurring within the community. He has been involved with the community food bank, and they have double the number of people that are served.

Council Member Kai expressed his appreciation for the Town of Marana employees, staff and each department head for their dedication in keeping Marana functioning during the coronavirus pandemic. He spoke with homebuilders who are currently building in the Town of Marana, and they expressed that they are thankful that building plans and inspections are continuing to be handled during these turbulent times.

Mayor Honea reported on activities over the past two weeks stating the town participated on two conference calls with **Senator Sinema** and **Senator McSally**. **Senator Sinema** explained federal programs and how those would apply to businesses, unemployment and other programs. **Senator McSally** concentrated on small businesses, and the SBA Loans, as those loans will be set up as a grant.

He has participated in conference calls with the Governor's Office starting on or about March 15 daily for the first couple of weeks. **Ben Blanks** and one of his senior advisors has spoken with each of the mayors in the State of Arizona, and has taken questions while providing updates from the Governor's Office.

During his conference call today with Congressman O'Halleran, at which time O'Halleran stated both parties are trying to work together along with federal, state, county and local (city/town) governments as county and local governments were not set up to handle the volume of cases that they are currently seeing relating to unemployment and SBA loans. He asked the public to be patient, as assistance will soon come.

On March 15, 2020, he issued a proclamation that was much stricter than the City of Tucson, Town of Oro Valley and the region, as he had included personal care service providers. Two days later, the Governor's Office placed those businesses on the essential (protected) list, and therefore, those businesses could remain open. He then had to rescind that portion of the proclamation by making an amendment to allow those businesses to resume operations. However, three days later, Governor Ducey issued an Executive Order including them in the non-essential listing, thereby shutting those businesses down.

The Pima County Mayors and Board of Supervisors hold daily conference calls in an effort to coordinate services on behalf of the communities it represents. This has been going very well to date. He commended Pima County for stepping up by keeping the region apprised of the number of cases in the county and its efforts. As of this morning, Pima County has reported 15 deaths from COVID-19, nine (9) of those are in nursing care facilities; the other six (6) were from the general population. Mr. Huckleberry

reported that each of those individuals had extenuating health related circumstances. We had 13 fatalities as of last week Friday, and 15 additional deaths as of this day. He believe social distancing is working to reduce the number of new cases of COVID-19. If members in the community continue to practice social distancing and other recommended practices, we just may be able to reduce exposure even further.

MANAGER'S REPORT: SUMMARY OF CURRENT EVENTS

Town Manager Jamsheed Mehta reported on the following topics:

The COVID-19 pandemic has caused unprecedented social and economic disruption. It also toppled the traditional municipal service delivery model. The pandemic has evolved very quickly and so too has our response.

On March 11, 2020, the World Health Organization officially declared the COVID-19 outbreak as a pandemic.

On the same day of March 11, Governor Ducey declared a State of Emergency.

March 13, 2020, the President of the United States of America found and proclaimed the COVID-19 outbreak in the United States constituted a national emergency

March 15, 2020, the Center for Disease Control and Prevention, recommended organizers postpone or cancel in-person events of 50 people or more, subsequently reduced it to 10 or more

Town's initial response

Following the governor's declaration, the town's first official action was to list all events on the official calendars and quickly decide the risks associated with each of those. We canceled the grand opening of the Honea Heights neighborhood park on March 12, one day before the scheduled event. This was followed very quickly by freeing up the majority of the town's calendar of events, almost all recreation programs, and several staff meetings so that we could collectively work on a response to COVID-19.

Proclamation of local emergency

On March 17, 2020, as authorized by ARS § 26-311 and Town Code, Mayor Honea proclaimed a local emergency and ordered initial measures to flatten the curve. This proclamation was subsequently amended five times in response to the changing environment.

Alternative work operations

On the same day, we implemented alternative work operations on March 17, 2020 to reduce employee exposure during the pandemic, which is consistent with the White House's recommendations, at that time.

Essential services

Alternative work operations immediately focused on maintaining essential services. This included a number approaches including the establishment of smaller work teams, split shifts and A-team, B-team setup in every line department to ensure continuity and to account for illnesses due to exposure;

The governor's definition of essential services includes the construction and building industry. Those departments in Marana that serve the building industry are working seamlessly, and safely, to meet the demand from the private sector. At the end of March, we had issued 88 single-family residential building permits. A year ago in March, we issued 60 residential building permits. We have also seen an uptick in the number of inspections that we are called out to perform, and thanks to technology our inspectors do not need to come into town hall and they do not need to make contact with the site supervisor out in the field.

Communication

Effective communication is critical during these types of events. We immediately established daily teleconference calls.

The manager's office has been assisted by The COVID-19 Response team comprising of HR, Legal, Police, and Communications. The purpose of this team is to focus on the quickly changing environment from various perspectives, including:

- Essential service coordination
- Human resources, staffing and policy
- Internal and external communication strategy
- Community needs
- Public buildings, parks and public spaces

Before the end of each day, all directors and deputy directors participate in a teleconference call to discuss:

- Current service levels and expected/possible changes in each department;
- Identifying ways to respond and provide service without in-person contacts;
- Exploring technology solutions and quickly identifying ways for staff to adapt to newer telecommuting and related technologies;
- Receiving Employee concerns or other personnel challenges
- identifying essential services and establishing backup teams;
- Replacing in-person contact with virtual meetings, even with outside vendors;
- In addition, although these precautionary measures have taken up a lot of our time, staff has continued on other significant projects.

In addition to these internal teleconference meetings, he joined other managers and mayors across the Pima County region in participating in conference calls with the Governor's Office.

Deployment of technology

It is not possible to overstate the importance of technology during this pandemic. The Council's previous investments in a combination of hardware and software tools positioned the organization in such a way that we could quickly modify the service delivery model to include a significant portion of telecommuting. In addition to those technology investments, we have been extremely fortunate to have a tremendous group of talented, motivated and professional technology services staff. This organization leaned heavily on that department and especially the leadership of Isaac Abbs, Technology Services Director. Under his leadership, the technology services group immediately rose to the organization's needs in deploying a combination of existing and new tools including, but not limited, to:

- Teleconference capability – Most departments have a dedicated teleconference phone line to be used for hosted remote meetings with multiple participants.
- Web-based video conferencing – In response to the COVID-19 pandemic, WebEx provided governmental agencies with free 90-day accounts to their platform, which allows multiple participants to hold a meeting via streamed video and audio. Many departments are hosting video-based meetings on this platform to remain connected with their employees, and with clients, vendors, and development applicants.
- Remote computer connectivity – Employees who can perform the majority of their essential functions can do so remotely through a secure virtual private network either (VPN) or virtual desktop.
- Virtual Council Meetings – Council meetings will be held virtually through the deployment of the web-based video conferencing solution called Zoom. Mayor and Council, along with required staff, can participate in the Council meeting remotely. Zoom is compatible with our current web streaming solution and this virtual Council meeting is being streamed live as it occurs and it will be saved and later uploaded on to the Town's webpage just like other recorded Council meetings.

Of those employees who worked in town offices normally, more than 95% of them are now fully capable of doing their work remotely. By the end of this week, almost all our work will be handled remotely.

Implementation of temporary policies

To address the quickly changing business model and the personnel policies in these times, and with the authority that you vested in me to make quick but temporary changes to certain policies, we have modified the leave policy leave, identified the essential functions and essential employees, lifted the maximum vacation accruals,

added telecommuting as a mode of regular work, and restated some of our existing policies to follow the Families First Coronavirus Response Act (FFCRA).

Employee care and well-being

As would be expected, the pandemic is causing a significant amount of stress on employees as they look to not only complete their essential work duties, often in a new way, but they also have personal responsibilities and concerns at home. We are working to engage our employees in multiple ways. We created a COVID-19 response page on the employee portal, which provides information and resources for our staff. We also include important updates via the daily mail. We have contracted counselors to assist staff and their family members through the employee assistance program (EAP) and for those watching their retirement savings programs; we also offer consultation with the ICMA-RC representatives.

T.O.M Day Camp

As soon as the schools announced closure, the town implemented a day camp for the children of essential employees who were required to go to work. Employees who were previously engaged in recreation programs for our residents began providing a full day camp for several children. Kudos goes to the Parks and Recreation staff who provided the service, not like any other daycare, but with a well-rounded list of activities to keep the children engaged and safe at all times, while a parent was out in the field or in the office working to keep our essential functions going.

Assistance from other organizations

In addition to doing what we can for our own employees, there are several other groups and organizations out there to support our first responders and our essential workers. While we wait for the right type of masks from federal sources that our police officers can use, Northwest Fire District provided Marana PD with the first hundred specialized facemasks. From the private sector, Lowes Home Improvement store and Home Depot in Marana provided boxes and buckets of cleaning and sanitizing supplies; a local LDS group has started delivering the first of 500 hand-made masks for town employees

Intermediate planning

We are actively working on intermediate plans reaching out past 60 days to ensure that we maintain proper positioning to maintain essential services through alternative work operations.

Budget impacts

As previously mentioned, the pandemic caused unprecedented social and economic disruption. Never in our country's history have we intentionally pressed pause on so many elements of our daily lives. We should not expect a financial recovery unless and until the health emergency has been resolved.

While most economists agree that we are in a recession and there will be loss of economically sensitive revenues, there is no consensus on how to quantify the loss. There are no economic models to look to, and past recessions may not accurately reflect what recovery will look like. Determining the magnitude and duration of this revenue loss for the current and future year will be extraordinarily difficult.

Current year budget – FY2020

Finance staff are actively working through various financial impact scenarios in an effort to identify a reasonably conservative approach. We will not begin seeing any actual data tied to the pandemic impact until at least May 2020. Departments are looking through their budgets to identify current year savings. Additionally, we are engaged in identifying Federal and State reimbursement of unanticipated costs. As part of the federal CARES Act, we expect Marana's portion of costs reimbursed to us. As with all small jurisdictions, we will wait for direction from the state and from Pima County who are sub-recipients of these federal funds. We anticipate holding a future Council Study Session that will be focused on the budget.

Next year budget – FY2021

We will need as much time as possible to calculate the impact for FY2021 and make any required adjustments to requested budgets. We will shift the budget process approximately one month later than usual.

- May 2020 - Manager's Recommended Budget
- June 2020 - Tentative Budget (ARS 42-17101 requirement to adopt on or before the third Monday in July)
- July 2020 - Final Budget (ARS 42-17105 on or before the 14th day of tax levy adoption)
- August 2020 – CFD Property Tax Levy (ARS 42-17151 on or before the third Monday in August)

Therefore, we have some time to get a budget done within the timeline provided to us by state statute.

PRESENTATIONS

CONSENT AGENDA

C1 Resolution No. 2020-031: Relating to Development; approving a Final Plat for Boulder Bridge Pass IV at Dove Mountain, Lots 73-78, and Common Area "B" (Open Space/Drainage) located approximately one-half mile north of Dove Mountain Boulevard and west of Boulder Bridge Pass (Brian D. Varney)

C2 Approval of the March 17, 2020 Regular Council Meeting Minutes, the March 13, 2020 Special Council Meeting Minutes, and the March 3, 2020 Regular Council Meeting Minutes (Cherry L. Lawson)

Council Member Ziegler moved and Council Member Kai second the motion approving the Consent Agenda. Motion passes unanimously, 7-0.

LIQUOR LICENSES

L1 Relating to Liquor Licenses; recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a new series #010 Beer and Wine Store liquor license submitted by Perry Charles Huellmantel on behalf of QuikTrip #1469, located at 5050 W. Ina Road Marana, AZ 85743 (Cherry L. Lawson)

Town Clerk Cherry Lawson provided an overview of the an application for a new series #010 Beer and Wine Store liquor license submitted by Perry Charles Huellmantel on behalf of QuikTrip #1469, located at 5050 W. Ina Road Marana, AZ 85743.

Council Member Ziegler moved and Council Member Kai second the motion to adopt and submit to the DLLC an order recommending approval of an application for a new series #010 Beer and Wine Store liquor license submitted by Perry Charles Huellmantel on behalf of QuikTrip #1469, located at 5050 W. Ina Road, Marana, AZ 85743. Motion passes unanimously, 7-0.

L2 Relating to Liquor Licenses; recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a new series #010 Beer and Wine Store liquor license submitted by Kim Kenneth Kwiatkowski on behalf of Circle K Store #9539, located at 11403 W. Tangerine Road Marana, AZ 85653 (Cherry L. Lawson)

Ms. Lawson provided an overview of the application for a new series #010 Beer and Wine Store liquor license submitted by Kim Kenneth Kwiatkowski on behalf of Circle K Store #9539, located at 11403 W. Tangerine Road Marana, AZ 85653.

Council Member Ziegler moved and Council Member Kai second the motion to adopt and submit to the DLLC an order recommending approval of an application for a new series #010 Beer and Wine Store liquor license submitted by Kim Kenneth Kwiatkowski on behalf of Circle K Store #9539, located at 11403 W. Tangerine Road, Marana, AZ 85653. Motion passes unanimously, 7-0.

BOARDS, COMMISSIONS AND COMMITTEES

COUNCIL ACTION

ITEMS FOR DISCUSSION / POSSIBLE ACTION

D1 Relating to Development and Public Works; update, discussion, and possible direction regarding public and private projects and development applications on the Town's Marana Current and Proposed Projects internet site (Jason Angell)

Development Services Director Jason Angell provided an update to development and public works activities within the Marana community.

D2 Relating to Legislation and Government Actions; discussion and possible action regarding all pending state, federal, and local legislation/government actions and on recent and upcoming meetings of the other governmental bodies (Jamsheed Mehta)

Mr. Mehta provided an update to legislative and government actions to Council that may have an impact on the Marana community in the following areas.

FEDERAL

- Families First Coronavirus Response Act (FFCRA) (related to extending FMLA, paid sick leave, etc.)
- Coronavirus Aid Relief and Economic Security (CARES) Act (\$2T relief aid for individuals, families, businesses, health insurance, student loan payments, and prevention/treatment of COVID19).
- \$2.82 Billion of the Cares Act funding is dedicated to Arizona's state stabilization fund, and we hope to get the local share of Marana either from the state or from Pima County.

STATE

- State Legislature passed a Skinny Budget
 - \$11.8B
 - For critical government functions to continue
 - Budget includes only \$50M in new spending for COVID19 relief that can be used for:
 - Housing assistance
 - Homeless assistance
 - Small Business assistance
 - Nonprofit organizations
 - Healthcare providers
 - Food Bank operations
- There have been at least 21 Executive Orders in response to COVID19, including elements of:
 - Business Closures
 - Eviction postponements
 - School Closures
 - Definition and clarification of "essential services" as it pertains to businesses and government
 - Telemedicine
 - "Stay Home, Stay Healthy, Stay Connected"
 - Social Distancing

- Park amenity closures
- AND MORE.

BILL TRACKING

- Legislature in Recess: Currently the Legislature is in recess until April 13, 2020, when it is scheduled to resume (many people at the Capitol think it will resume closer to May, however).
- Marana Bills: No bills are moving right now, so all bills being tracked for and by the Town of Marana are frozen. No new updates are available
- State Supreme Court Ruling: the AZ State Supreme Court ruled in favor of the City of Phoenix, which imposed a fee on rideshare services at Sky Harbor Airport.
 - The AG argued it was a tax on a service, (whatever “tax” and “service” are defined as, as explained by Frank).
 - This ruling applies directly to the application Prop 126, specifically the definition of a “tax” or “service” and the ability of the State or a local government to create new taxes or increase existing taxes on services performed in the State.
 - Off the cuff, this ruling is considered a good thing for cities and towns, but an official opinion has not been released yet, so we do not know exactly how this ruling will affect cities and towns.

EXECUTIVE SESSIONS

E1 Executive Session pursuant to A.R.S. §38-431.03 (A), Council may ask for discussion or consideration, or consultation with designated Town representatives, or consultation for legal advice with the Town Attorney, concerning any matter listed on this agenda for any of the reasons listed in A.R.S. §38-431.03 (A).

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

Council Member Ziegler moved and Council Member Kai second the motion adjourning the meeting. Motion passes unanimously, 7-0. The meeting adjourned at 6:45 P.M.

CERTIFICATION

I hereby certify that the foregoing are the true and correct minutes of the Marana Town Council meeting held on April 7, 2020. I further certify that a quorum was present.

Cherry L. Lawson, Town Clerk

DRAFT



Council-Regular Meeting

L1

Meeting Date: 04/21/2020

To: Mayor and Council

Submitted For: Cherry L. Lawson, Town Clerk

From: Suzanne Sutherland, Executive Assistant to the Town Clerk

Date: April 21, 2020

Strategic Plan Focus Area:
Not Applicable

Subject: Relating to Liquor Licenses; recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a new series #012 Restaurant liquor license submitted by Kerry Ann Lajeunesse on behalf of Frankie's Cheesesteaks & Hoagies, located at 3780 W. Ina Road #184 Tucson, Arizona 85741.

Discussion:

This application is for a series #012 Restaurant liquor license at Frankie's Cheesesteaks & Hoagies, located at 3780 W. Ina Road #184 Tucson, Arizona 85741.

Pursuant to state law, the application was posted at the premises where the business is to be conducted. The posted notice provided that residents within a one-mile radius from the premises may file written arguments in favor of or opposed to the issuance of the license with the Town Clerk's Office within 20 days of the posting. Any written arguments received by the Clerk's Office for or against the proposed liquor license are attached to this item and will be submitted to the Department of Liquor Licenses and Control (DLLC).

Town staff has reviewed this application to determine whether the applicant is in compliance with zoning, building and other legal requirements for the business. Additionally, the Marana Police Department has conducted a local background check.

The Town Council must enter an order recommending approval or disapproval of the application within 60 days after filing of the application. Pursuant to state statute, a

license will only be issued after a satisfactory showing of the capability, qualifications and reliability of the applicant and “in all proceedings before the town council, the applicant bears the burden of showing that the public convenience requires and that the best interests of the community will be substantially served by the issuance of a license.”

If the Council’s recommendation is for disapproval, the order must include an attachment stating the specific reasons for the recommendation of disapproval and including a summary of the testimony or other evidence supporting the recommendation.

If the Council enters an order recommending approval of the application, or makes no recommendation, then no hearing before the Arizona state liquor board will take place, unless the director of the DLLC, the liquor board or a resident within a one-mile radius from the premises requests a hearing. If the Council enters an order recommending disapproval of the application, or if the director, board or a resident within a one-mile radius from the premises requests a hearing, then the state board will hold a hearing regarding the application.

At the hearing, the state board will consider all evidence and testimony in favor of or opposed to the granting of the license. The decision of the board to either grant or deny an application will normally take place within 105 days after the application has been filed, unless the director of the DLLC deems it necessary to extend the time period.

Staff Recommendation:

Staff recommends that an order recommending approval be submitted to the DLLC for this liquor license application.

Suggested Motion:

OPTION 1: I move to adopt and submit to the DLLC an order recommending approval of an application for a series #012 Restaurant liquor license submitted by Kerry Ann Lajeunesse on behalf of Frankie’s Cheesesteaks & Hoagies, located at 3780 W. Ina Road #184 Tucson, Arizona 85741.

OPTION 2: I move to adopt and submit to the DLLC an order recommending disapproval of an application for a series #012 Restaurant liquor license submitted by Kerry Ann Lajeunesse on behalf of Frankie’s Cheesesteaks & Hoagies, located at 3780 W. Ina Road #184 Tucson, Arizona 85741.

Attachments

Redacted Application

Affidavit of Posting

Local Governing Body Recommendation

Descriptions of Common Liquor Licenses

20 APR 8 11:41 AM 3:55

State of Arizona
Department of Liquor Licenses and Control

Created 04/08/2020 @ 03:51:50 PM

Local Governing Body Report

Job # 99119

LICENSE

Number: Type: 012 RESTAURANT
Name: FRANKIE'S CHEESESTEAKS & HOAGIES
State: Pending
Issue Date: Expiration Date:
Original Issue Date:
* Location: 3780 W INA ROAD
#184
TUCSON, AZ 85741
USA

Mailing Address:

Phone:
Alt. Phone:
Email:

AMENDMENT

AGENT

Name: KERRY ANN LAJEUNESSE
Gender: Female
Correspondence Address:

Phone:
Alt. Phone:
Email:

OWNER

Name: PHILLY FOODS II LLC
Contact Name: KERRY LAJEUNESSE
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: 1997006 State of Incorporation: AZ
Incorporation Date: 06/12/2019
Correspondence Address:

Phone:
Alt. Phone:
Email:

Officers / Stockholders

Name:
KERRY ANN LAJEUNESSE
DORIAN RONALD LAJEUNESSE

Title: % Interest:
MEMBER,STOCKHOLDER 50.00
MEMBER,STOCKHOLDER 50.00

**PHILLY FOODS II LLC -
MEMBER,STOCKHOLDER**

Name: KERRY ANN LAJEUNESSE
Gender: Female
Correspondence Address:

Phone:
Alt. Phone:
Email:

**PHILLY FOODS II LLC -
MEMBER,STOCKHOLDER**

Name: DORIAN RONALD LAJEUNESSE
Gender: Male
Correspondence Address:

Phone:
Alt. Phone:
Email:

APPLICATION INFORMATION

Application Number: 99119
Application Type: New Application
Created Date: 02/24/2020

aizee Danna

QUESTIONS & ANSWERS

012 Restaurant

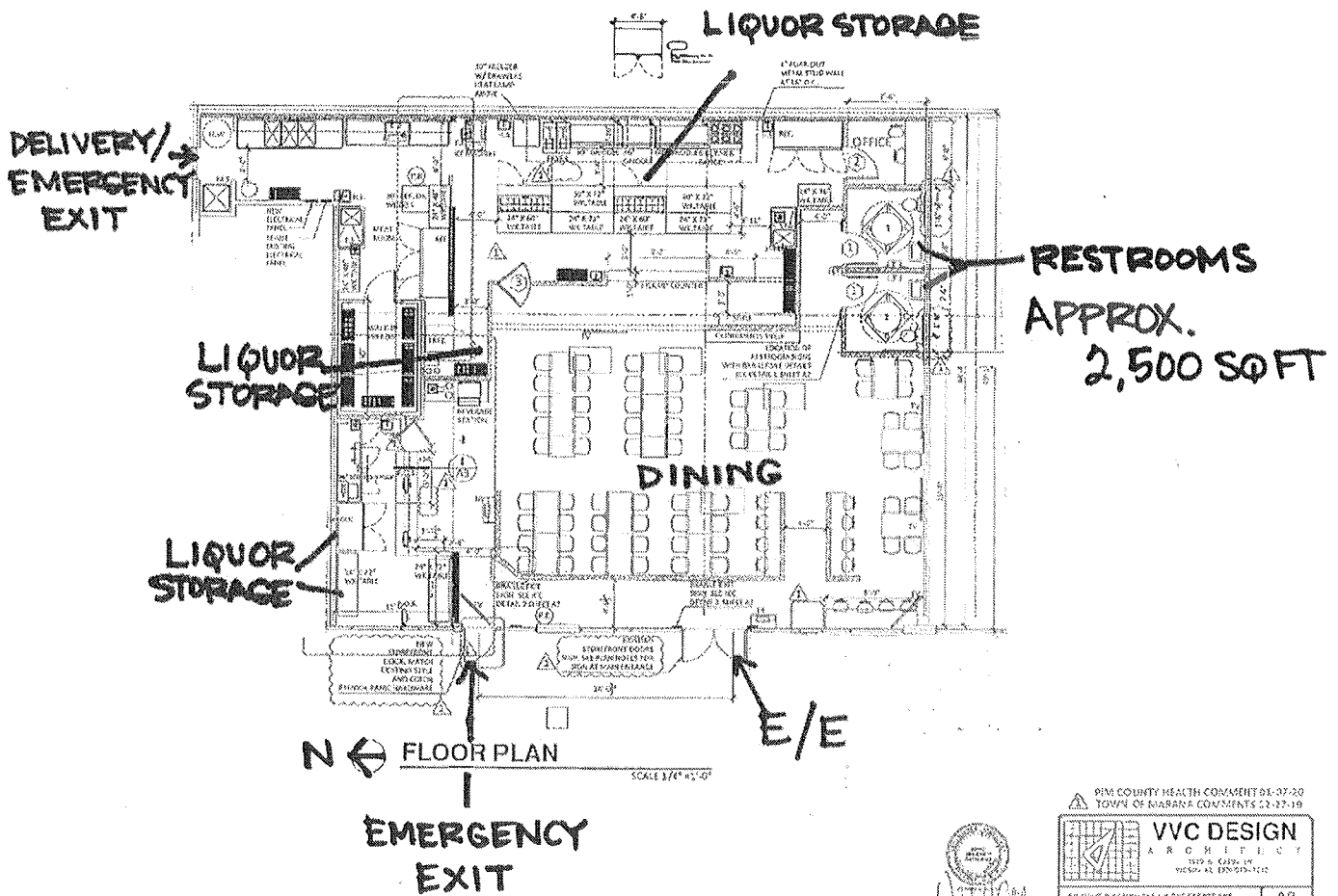
- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Are you one of the following? Please indicate below.
Property Tenant
Sub-tenant
Property Owner
Property Purchaser
Property Management Company
Tenant
- 3) Is there a penalty if lease is not fulfilled?
Yes
What is the penalty?
Loss of \$5,400 security deposit and Landlord lockout

- 4) Is the Business located within the incorporated limits of the city or town of which it is located?
No
If no, in what City, Town, County or Tribal/Indian Community is this business located?
Town of Marana
- 5) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
None-Capital Contributions
- 6) Is there a drive through window on the premises?
No
- 7) If there is a patio please indicate contiguous or non-contiguous within 30 feet.
No
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
Yes
If yes, what is your estimated completion date?
April 1, 2020

DOCUMENTS

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
DIAGRAM/FLOOR PLAN	Certs AZLiquorTraining.pdf	02/24/2020
DIAGRAM/FLOOR PLAN	Diagram.pdf	02/24/2020
QUESTIONNAIRE	Dorian Q.pdf	02/24/2020
QUESTIONNAIRE	Kerry Q.pdf	02/24/2020
QUESTIONNAIRE	Kerry.ASF.pdf	02/24/2020
MENU	Menu.pdf	02/24/2020
RESTAURANT OPERATION PLAN	Rest Op. Plan.pdf	02/24/2020
RECORDS REQUIRED FOR AUDIT	RRA.pdf	02/24/2020

FRANKIE'S CHEESESTEAKS & HOAGIES 3780 W. INA RD. #184



5/18/2020 14:17:53 000102



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ, 85007-2934
www.azliquor.gov
(602) 542-5141

DLIC USE ONLY
Job # 92119

RESTAURANT OPERATION PLAN

1. Name of restaurant (Please print): Frankie's Cheesesteaks & Hoagies

2. List equipment below by Make, Model, and Capacity : (PROVIDE THE FOLLOWING ITEMS ONLY, NO ATTACHMENTS)

Grill	Vulcan Mo.#MSA48 48"x24" & Vulcan Mo.#MSA24 24"x24"
Oven	Vulcan Mo.# SX60-10BN 60" 10 Burner 2 door
Freezer	True Manufacturing Mo.# TUC-27F-D-2HC
Refrigerator	True Manufacturing Mo.#T-72-HC 3 door, Mo.#GDM-47-HC-LD 8 shelf, Mo.#T-23-HC 1 door
Sink	BK Resources Mo.#BKS-1-18-12-18LS 1 comp. 38x23x43
Dish Washing Facilities	BK Resources Mo.#BKS6-3-24-14-24TS 3 comp., #BKSDT-49-L-SS 48x30x46, #BKCDT-48-R-SS 48x30x46
Food Preparation Counter (Dimensions)	SS GSW USA Mo.#WT-PB2436 36x24x35, Mo.# WT-PB2472 72x24x35, Mo.# WT-PB3072 72x24x35
Other	

3. Attach a copy of your full menu including prices (examples: Breakfast, Lunch, Dinner, and Nonalcoholic beverages).

4. List the seating capacity for:

- a. Restaurant dining area of your premises: 74
(Do not include patio seating)
- b. Bar area of your premises: 0
- c. Total dining and bar seating capacity of your premises: 74

5. What type of dinnerware and utensils are utilized within your restaurant?

☐ Reusable ☐ Disposable ☒ Both

6. Does your restaurant have a bar area that is distinct and separate from the dining area? ☐ YES ☒ No

(If yes, what percentage of the public floor space does this area cover?) _____ %

7. What percentage of your public premises is used primarily for restaurant dining?

(Do not include kitchen, bar, hi-top tables, or game area.) 50 %

8/22/2018

Page 1 of 2

Individuals requiring ADA accommodations call (602) 542-9027.

8. Does your restaurant contain any games, televisions, or any other entertainment? ☒ YES ☐ No
(If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

6 Flat Screen Televisions

9. Do you have live entertainment or dancing? ☐ YES ☒ No
(If yes, what type and how often 8.5
example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

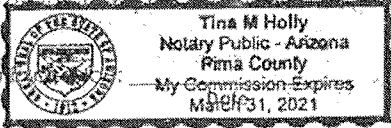
10. Use space below to list how many employees for each position to fully staff your business.

Position	How many
Cooks	5-6
Bartenders	N/A
Hostesses	N/A
Managers	1-2
Servers	N/A
Other (COUNTER PERSON)	6-7
Other (DISHWASHER)	3-4
Other ()	

I, Kerry Anne Lajeunesse, hereby declare that I am the APPLICANT filing this application.
I have read this application and the contents and all statements true, correct and complete.

X

(Signature of APPLICANT)

NOTARY	
State of <u>ARIZONA</u> County of <u>PIMA</u>	
The foregoing instrument was acknowledged before me this <u>23RD</u> day of <u>FEBRUARY</u> 2020	
My Commission Expires <u>MARCH 31, 2021</u>	
	Day Month Year <u>Tina M. Holly</u> Signature of Notary Public



Arizona Department of Liquor Licenses and
Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

RECORDS REQUIRED FOR AUDIT

Applies to Series 11 (Hotel/Motel W/Restaurant) & Series 12 (Restaurant) Only

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH YOUR DLLC RECORDS

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

1. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
2. A list of *all* food and liquor vendors
3. The restaurant menu used during the audit period
4. A price list for alcoholic beverages during the audit period
5. Mark-up figures on food and alcoholic products during the audit period
6. A recent, *accurate* inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
7. Monthly Inventory Figures - beginning and ending figures for food and liquor
8. Chart of accounts (copy)
9. Financial Statements-Income Statements-Balance Sheets
10. General Ledger
 - A. Sales Journals/Monthly Sales Schedules
 - 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
 - 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
 - 3) Dated Guest Checks
 - 4) Coupons/Specials/Discounts
 - 5) Any other evidence to support income from food and liquor sales
 - B. Cash Receipts/Disbursement Journals
 - 1) Daily Bank Deposit Slips
 - 2) Bank Statements and canceled checks
11. Tax Records
 - A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
 - B. Income Tax Return - city, state and federal (copies)
 - C. Any supporting books, records, schedules or documents used in preparation of tax returns
12. Payroll Records
 - A. Copies of all reports required by the State and Federal Government
 - B. Employee Log (A.R.S. §4-119)
 - C. Employee time cards (actual document used to sign in and out each work day)
 - D. Payroll records for all employees showing hours worked each week and hourly wages

13. Off-site Catering Records (must be complete and separate from restaurant records)

- A. All documents which support the income derived from the sale of food off the license premises.
- B. All documents which support purchases made for food to be sold off the licensed premises.
- C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

**REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH
A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).**

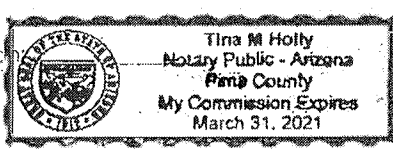
A.R.S. §4-210(A)7

The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

A.R.S. §4-205.02(G)

For the purpose of this section:

- 1. "Restaurant" means an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food
- 2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises, regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

NOTARY	
I, (Print Full Name) <u>Kerry Anne Lajeunesse</u>, have read and understand all aspects of this statement	
X (Signature) <u></u> Controlling Person / Agent	State of <u>ARIZONA</u> County of <u>PIMA</u> the foregoing instrument was acknowledged before me this
23RD of FEBRUARY 2020 Day Month Year	
My commission expires on 	<u></u> Signature of NOTARY PUBLIC

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

AFFIDAVIT OF POSTING

Date of Posting: March 13, 2020 Date of Posting Removal: 4/3/2020

Applicant's Name: Lajeunesse Kerry Ann
Last First Middle

Business Address: 3780 W. Ina Road #184 Tucson 85741
Street City Zip

License #: 99119

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

Christine Byler Community Outreach Coordinator 520-382-1926
Print Name of City/County Official Title Phone Number

 HOUSING RELIAB SPEC. 4/3/2020
Signature Title Date Signed

Return this affidavit with your recommendations (i.e., Minutes of Meeting, Verbatim, etc.) or any other related documents. If you have any questions please call (602) 542-5141 and ask for the Licensing Division.



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

Local Governing Body Recommendation
A.R.S. § 4-201(C)

1. City or Town of: Town of Marana Liquor License Application #: 99119
(Circle one) (Arizona application #)
2. County of: Pima County City/Town/County #: LL2020-14
3. If licensed establishment will operate within an "entertainment district" as described in A.R.S. §4-207(D)(2),

(Name of entertainment district) (Date of resolution to create the entertainment district)
- A boundary map of entertainment district must be attached.
4. The Marana Mayor and Council at a Regular meeting held on the 21st of
(Governing body) (Regular or special) (Day)
April, 2020 considered the application of Kerry Ann Lajeunesse
(Month) (Year) (Name of applicant)
for a license to sell spirituous liquor at the premises described in application 99119,
(Arizona liquor license application #)
for the license series #: type Series #12 Restaurant as provided by A.R.S §4-201.
(i.e.: series #10: beer & wine store)

ORDER OF APPROVAL/DISAPPROVAL

IT IS THEREFORE ORDERED that the license APPLICATION OF Kerry Ann Lajeunesse
(Name of applicant)
to sell spirituous liquor of the class and in the manner designated in the application, is hereby recommended
for _____
(Approval, disapproval, or no recommendation)

TRANSMISSION OF ORDER TO STATE

IT IS FURTHER ORDERED that a certified copy of this order be immediately transmitted to the State Department
of Liquor, License Division, 800 W Washington, 5th Floor, Phoenix, Arizona.

Dated at _____ on _____, _____, _____
(Location) (Day) (Month) (Year)

(Printed name of city, town or county clerk)

(Signature of city, town or county clerk)

Department of Liquor Licenses and Control
Descriptions of Common Types of Liquor Licenses

Series 6 Bar

The bar (series 6) liquor license is a "quota" license available only through the Liquor License Lottery or for purchase on the open market. Once issued, this liquor license is transferable from person to person and/or location to location within the same county and allows the holder both on- & off-sale retail privileges. This license allows a bar retailer to sell and serve all types of spirituous liquors, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises. A retailer with off-sale ("To Go") privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. A.R.S. § 4-206.01.F. states that after January 1, 2011, the off-sale privileges associated with a bar license shall be limited to no more than 30% of the total annual sales receipts of liquor by the licensee at that location. Payment must be made no later than the time of delivery. Off-sale ("To Go") package sales of spirituous liquor can be made on the bar premises as long as the area of off-sale operation does not utilize a separate entrance and exit from the ones provided for the bar. A hotel or motel with a Series 6 license may sell spirituous liquor in sealed containers in individual portions to its registered guests at any time by means of a minibar located in the guest rooms of registered guests. The registered guest must be at least twenty-one (21) years of age. Access to the minibar is by a key or magnetic card device and not furnished to a guest between the hours of 2:00 a.m. and 6:00 a.m.

Series 7 Beer and Wine Bar

The beer and wine bar (series 7) liquor license is a "quota" license available only through the Liquor License Lottery or for purchase on the open market. Once issued, this liquor license is transferable from person to person and/or location to location within the same county and allows the holder both on- & off-sale retail privileges. This license allows a beer and wine bar retailer to sell and serve beer and wine (no other spirituous liquors), primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises. A retailer with off-sale ("To Go") privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. A.R.S. § 4-206.01.F. states that after January 1, 2011, the off-sale privileges associated with a bar license shall be limited to no more than 30% of the total annual sales receipts of liquor by the licensee at that location. Off-sale ("To Go") package sales can be made on the bar premises as long as the area of off-sale operation does not utilize a separate entrance and exit from the one provided for the bar. Payment must be made no later than the time of delivery.

Department of Liquor Licenses and Control
Descriptions of Common Types of Liquor Licenses

Series 9 Liquor Store

The liquor store (series 9) license is a "quota" license available only through the Liquor License Lottery or for purchase on the open market. Once issued, this liquor license is transferable from person to person and/or location to location within the same county and allows a spirituous liquor store retailer to sell all types of spirituous liquors, only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises. A retailer with off-sale privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. Payment must be made no later than the time of delivery. Series 9 (liquor store) licensees and applicants may apply for unlimited sampling privileges by completing the Sampling Privileges form.

Series 10 Beer and Wine Store

This non-transferable, off-sale retail privileges liquor license allows a retail store to sell beer and wine (no other spirituous liquors), only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises. A retailer with off-sale privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. Payment must be made no later than the time of delivery. Series 10 (beer and wine store) licensees and applicants may apply for unlimited sampling privileges by completing the Sampling Privileges form.

Series 11 Hotel/Motel

This non-transferable, on-sale retail privileges liquor license allows the holder of a hotel/motel license to sell and serve all types of spirituous liquor solely for consumption on the premises of a hotel or motel that has a restaurant where food is served on the premises. The restaurant on the licensed premises must derive at least forty percent (40%) of its gross revenue from the sale of food. The holder of this license may sell spirituous liquor in sealed containers in individual portions to its registered guests at any time by means of a minibar located in the guest rooms of registered guests. The registered guest must be at least twenty-one (21) years of age. Access to the minibar is provided by a key or magnetic card device and may not be furnished to a guest between the hours of 2:00 a.m. and 6:00 a.m.

Series 12 Restaurant

This non-transferable, on-sale retail privileges liquor license allows the holder of a restaurant license to sell and serve all types of spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. Failure to meet the 40% food requirement may result in revocation of the license.



Council-Regular Meeting

D1

Meeting Date: 04/21/2020

To: Mayor and Council

Submitted For: Jason Angell, Development Services Director

From: Anita McNamara, Long-Range Planner

Date: April 21, 2020

Strategic Plan Focus Area:
Recreation

Strategic Plan Focus Area Additional Info:

Principle Statement 1: We will promote healthy and active lifestyles through ... high-quality recreational amenities for Marana residents and visitors.

Subject: Relating to Development; update, discussion, and possible direction regarding the Town's subdivision requirements for private and common on-site recreation areas (Jason Angell)

Discussion:

As directed by the Mayor and Town Council at the October 29, 2019 study session, staff has been working to revise the current standards for private subdivision recreational area requirements. The current Town Code requirement is 185 square feet per single family unit, which was considered too low as compared to other jurisdictions in Pima County.

Staff has been conducting extensive outreach meetings with stakeholders. This outreach process has consisted of one-on-one meetings with homebuilders and developer representatives, meetings with other jurisdictions, and focus group meetings with SAHBA, homebuilders, and developer representatives.

During the outreach process, staff continually heard a preference from stakeholders that Pima County's residential recreational areas code and design manual is easy to understand, predictable, and provides the ability to pay full in-lieu fee for all lots, or a combination of land and in-lieu fees. Unlike the Town, however, Pima County does not have any park impact fees. The Town's Legal Department is concerned that allowing

payment of in-lieu fees could open the Town to a claim for credits against park impact fees for the same project.

In response to the outreach feedback, staff has created draft text to amend the subdivision recreation requirement currently found in Town Code Section 17-5-3 ("subdivision requirements") subparagraph B.9 ("recreational area"), and a proposed design manual similar to Pima County's with changes relevant to Marana. The Legal Department is currently reviewing the drafts and determining whether and in what form in-lieu fees or alternatives can be implemented without putting park impact fees at risk.

Staff has recently sent the draft documents to the Legal Department and to stakeholders and is compiling comments as they are received. The next drafts of the documents will incorporate revisions based on stakeholder feedback and revisions incorporating the Legal Department's feedback on in-lieu fees or alternatives.

Staff Recommendation:

Council's pleasure.

Suggested Motion:

Council's pleasure.

Attachments

SubDiv Rec Area Slides



MARANA AZ

**Town Council Update
Private, Common On-site Recreation Areas**

April 21, 2020



Presentation Overview

- Background
- Stakeholder meetings
- Stakeholder feedback and input
- Code revisions
- Next steps



Private Parks/Rec Areas - Marana vs Other Jurisdictions

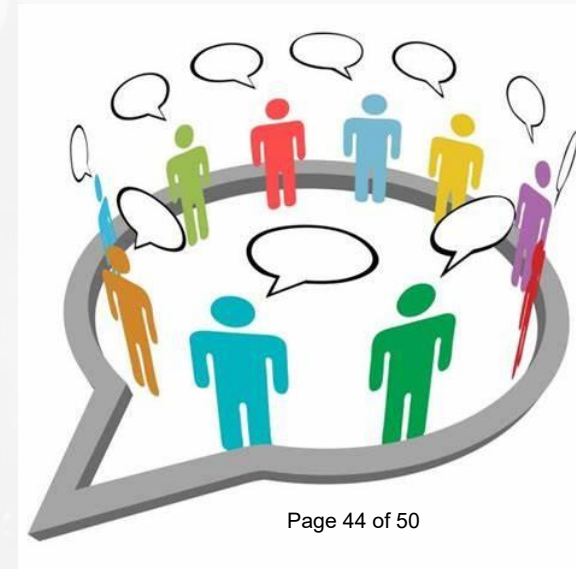
	<i>Minimum Area Requirement (per single family unit)</i>	<i>LDC Park Standards</i>	<i>Standards in Parks/Rec Design Manual</i>	<i>Drainage Area – Park Design Requirements</i>	<i>Trail Requirements</i>
Marana	185 sq. ft.	Yes	No	No	No
Oro Valley	512 sq. ft.	Yes	No (Parks & Rec Advisory Board)	Yes	Yes
City of Tucson	269 sq. ft.	No	No	Yes	Yes
Sahuarita	436 sq. ft.	Yes	Yes	Yes	Yes
Pima County	436 sq. ft.	Yes	Yes	Yes	Yes
Queen Creek	Open Space - 20% net, 30% active	Yes	No	Yes	Yes
Buckeye	Open Space - 20-25% gross, 5%-8% active	No	No	Yes	Yes
City of Maricopa	Open Space - 1 to 99 lots (20% net) 100+ lots (22% net)	No	No	Yes	Yes

Town staff met with stakeholders

- Homebuilders
- Developers
- Developer representatives (SAHBA, consultants)
- Other jurisdictions

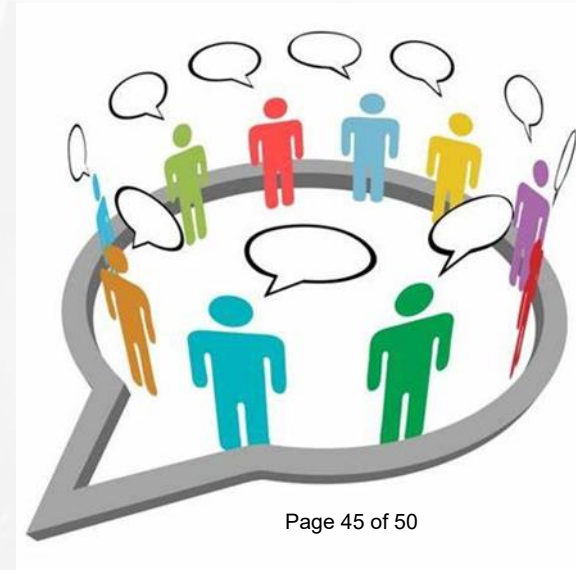
Topics discussed

- Current code vs other jurisdictions
- Consideration of different ways to calculate
- Suggestions for revisions to Town Code



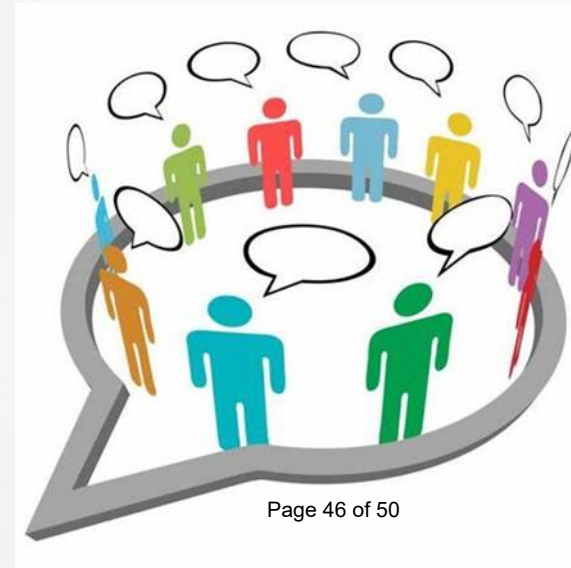
Likes

- Use of a sliding scale
- Buy-down concept but need more information
- Use of design manual for consistency and predictability similar to Pima County
- Use of in-lieu fees



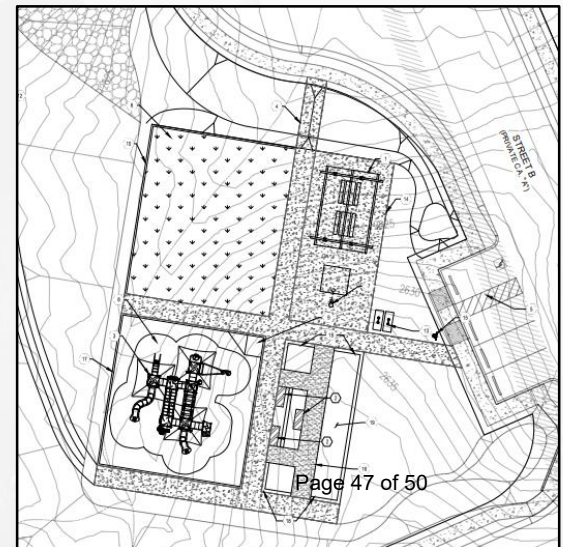
Considerations

- Areas east and west of the freeway have different conditions
- Credit for Natural Undisturbed Open Space (NUOS)
- Town should utilize in-lieu fee process
- Amenities should be based on demographics
- Parks size and amenities have impact on HoA fees
- Well-connected parks have value



Proposed changes

- Revise minimum square footage requirement per single-family unit
- Use sliding scale based on zoning
- Credit allowance:
 - Natural Undisturbed Open Space (NUOS)
 - Trail connections
 - Drainage basins meeting certain criteria



Proposed Recreation Area Requirement

Zoning District Groups	Current Recreation Area Requirement (sf/unit)	Proposed Recreation Area Requirement (sf/unit)
<i>R-3</i> R-3.5 <i>R-4</i> <i>R-5</i>	185	350
R-6 R-7 R-8	185	300
R-10 R-12 R-16	185	200

Proposed changes

- New ordinance with reference to design manual
- Design manual based on Pima County's
 - Recreation Area Plan (RAP) requirements
 - Specific amenity options based on park size
 - Alternative amenity allowance



Next Steps

- Collect stakeholder feedback
- Refine draft code and design manual
- Return for Planning Commission approval and Town Council adoption

