MINUTES OF THE TOWN OF FLORENCE COUNCIL, WORK SESSION HELD ON MONDAY, FEBRUARY 28, 2018, AT 5:30 P.M., IN THE FLORENCE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

CALL TO ORDER:

Mayor Walter called the meeting to order at 5:30 p.m.

ROLL CALL:

PRESENT: Walter, *Woolridge, Hawkins, Guilin, Anderson, Wall, Larsen

*Vice-Mayor Woolridge left at 7:00 p.m.

CALL TO THE PUBLIC
Call to the Public for public comment on issues within the jurisdiction of the Town Council. Council rules limit public comment to three minutes. Individual Councilmembers may respond to criticism made by those commenting, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Council shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

There were no public comments.

PRESENTATION AND DISCUSSION OF THE UTILITY RATE STUDY

Mr. Dan Jackson, Vice-President, Willdan Financial Services, introduced Eric Laurin, Water and Wastewater Resources Director, Coe and Van Lou Consultants, Inc. who assisted with the rate study.

Mr. Jackson provided a presentation, in which he outlined the following:
- Rate study
- Alternatives to determine what the best policy is for Florence to follow
- Background on current rates
  - What the current rates are and how they compare with neighboring communities
- Primary assumption of the study
- Series of rate scenarios in accordance with Council and staff's directives
  - Rate structures can be designed to obtain the revenues needed to fund all expenses; however, one needs to determine what is the most just, reasonable and fair rate design
- Willdan/Economists.com experience with Florence
  - Economists.com has been the Town's Water and Wastewater rate consultants since 2007
  - Water and Wastewater Rate Studies: 2009, 2011, 2017
  - Various other projects and assistance in intervening years
  - Economists.com acquired by Willdan Financial Services in 2015
  - Same team of professionals is assisting Town
- Rate Plan History
  - 2009 – Rate Study completed and five-year rate plan adopted by Council

- 2011 – Due to significant changes in CIP and growth forecasts, a new Rate Study was commissioned
- New five-year plan adopted in 2011 but only partially implemented by Town
- Town has not adjusted rates since 2014

- Background and current rates
  - Town has unique system – some customers charged by 1,000 gallons and others by 100 cubic feet
    - 100 cubic feet = 748 gallons
    - Cubic foot and gallon rates are equivalent
  - Town is implementing meter replacement program to eliminate cubic foot meters and automatically read on monthly basis
  - Town is facing many of the same problems that other Arizona communities are addressing -- how to fund increasing costs in a manner that minimizes the impact on ratepayers and their families
- Current Water Rates – effective September 1, 2014
  - Residential

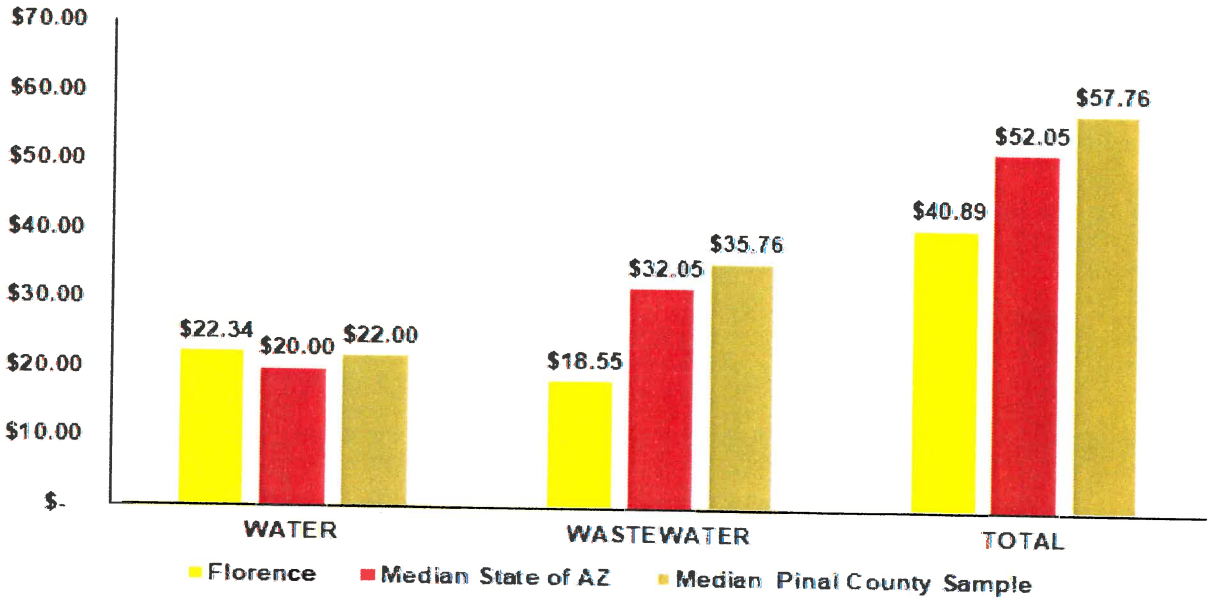
	Inside Municipality	Outside Municipality
Monthly Service Charge:		
5/8" - 3/4"	$ 22.34	$ 29.04
1"	37.24	48.40
1 1/2"	93.10	121.02
2"	148.95	193.64
3" Compound	238.34	309.83
3" Turbine	260.68	332.17
Monthly Consumption Rate per 1,000 Gallons/100 Cubic Feet:		
0 - 10,000 gallons	1.59	2.04
10001 to 18,700 gallons	2.21	2.83
Over 18,700 gallons	3.93	5.01
Under 1,337 cubic feet	1.19	1.53
1,337 to 2,500 cubic feet	1.65	2.12
Over 2,500 cubic feet	2.95	3.75

- Town has inverted block rate
  - The more you use, the more you pay
  - Encourages conservation

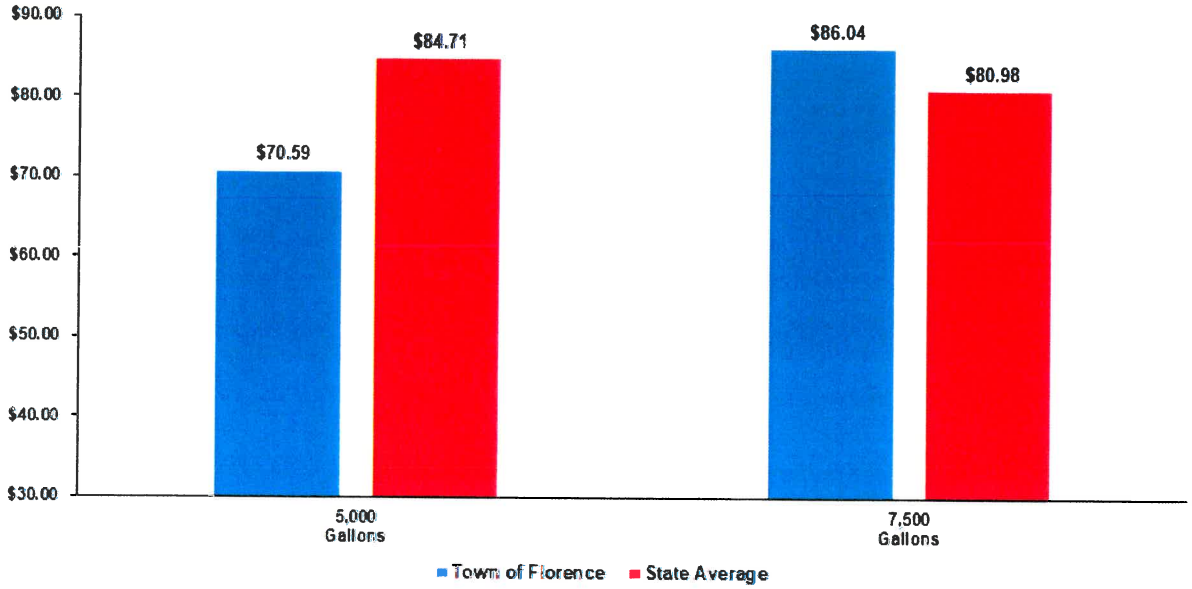
- Current Wastewater Rates – effective September 1, 2014

Monthly Service Fee (all ratepayers)		**$ 18.55**
	Monthly Rate Per CCF	**Monthly Rate Per 1,000 Gal**
Residential	$3.25	$4.35
Commercial	$3.27	$4.37
Institutional	$5.19	$6.94
Outside Municipality (Residential)	$3.25	$4.35

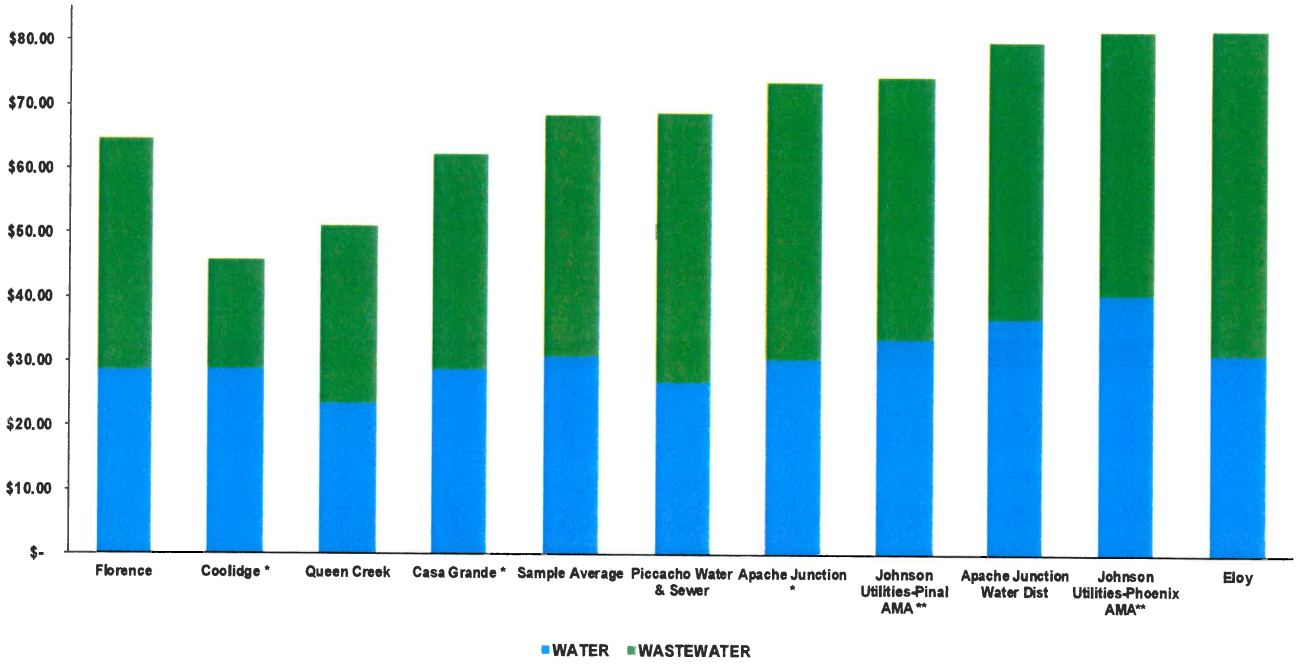
- Water and Wastewater monthly base charges necessary to pay for fixed costs for things to make water and wastewater service available.
- Base Charges contribute to revenue stability for utilities
- Generally Base Charges cover customer service costs (meter reading and billing)
- Comparing the Town's Residential Water and Wastewater Base Charges to the State of AZ and Pinal County Sample median reveals:



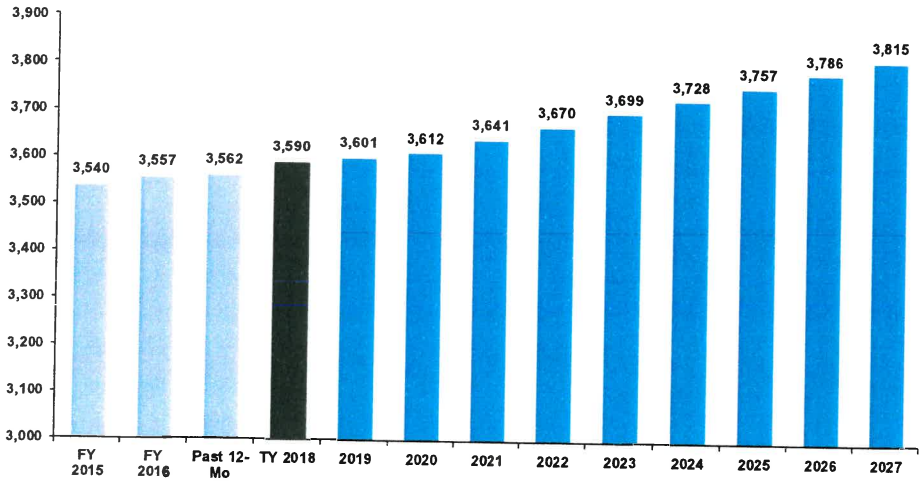
- Monthly Residential Water/WW Charges 5,000 and 7,500 Gallons



- Monthly Residential Charges - 4,000 Gallon Water and Wastewater
  - Rates are not out of proportion with other cities and towns in Arizona



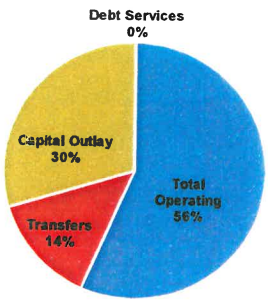
- Historical and Forecast Water Accounts - FY 2015 – FY 2027



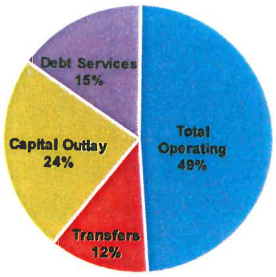
  - System is stable; however, as costs increase the existing customers will need to pay for the cost of the increase.
  - Other cities/towns who are experience growth will be able to distribute cost to new residents and help with the increase.
- 10 Year Cost of Service Forecast - Primary Assumptions
  - Most operating expenses increase 3% per year; some expenses (insurance and energy) increase at higher rates
  - Maintenance costs, personnel levels and other factors likely to remain stable but will be subject to modest cost increases
  - Capital Improvement Plan used reflects extensive review and analysis by Staff
  - No Prison Expansion assumed in next decade
- Water and Wastewater - 2018 Cost of Service

	BUDGET	WATER	WASTEWATER
Total Operating	$ 3,943,019	$ 1,901,265	$ 2,041,754
Transfers	955,336	461,770	493,566
Capital Outlay	2,000,000	1,000,000	1,000,000
Debt Services	645,679	-	645,679
Total Cost of Service	**$ 7,544,034**	**$ 3,363,035**	**$ 4,180,999**

Water



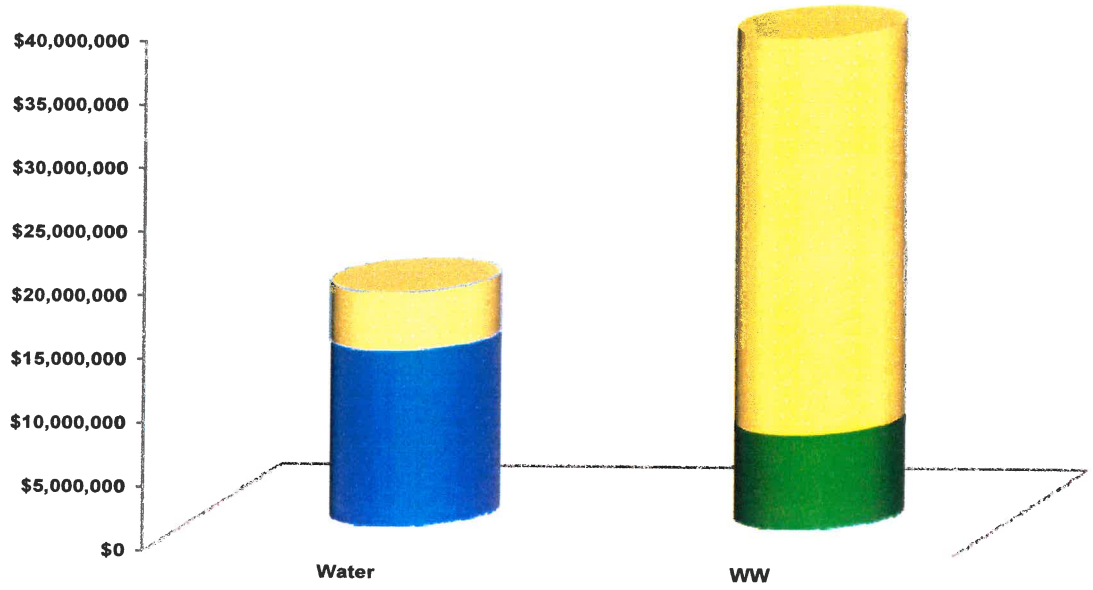
Wastewater



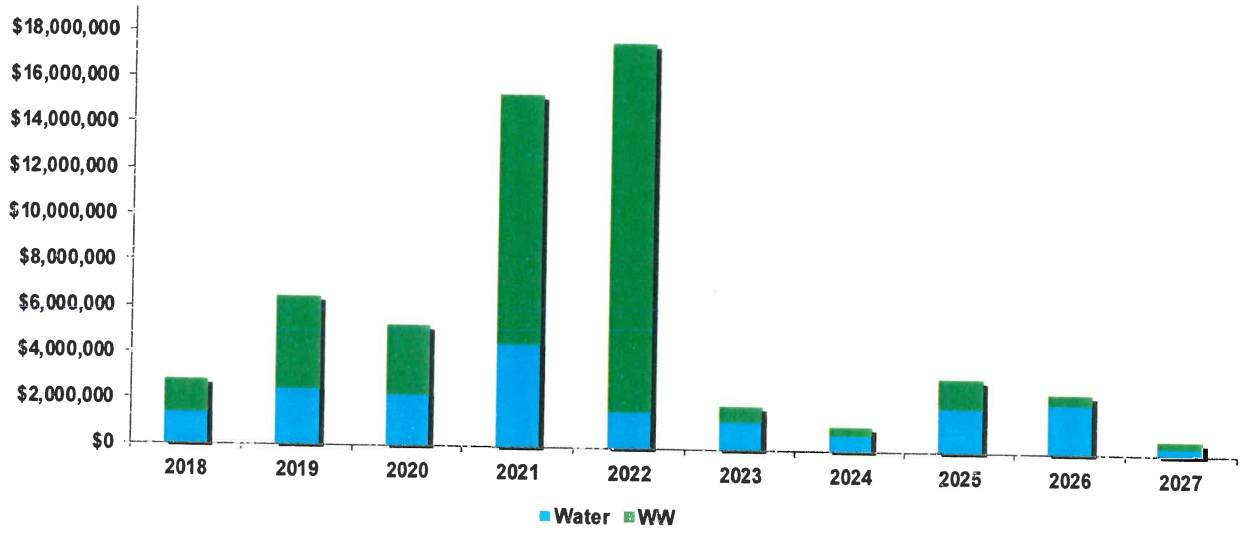
Mr. Billingsley stated that there is debt service in wastewater. The Town has had two WIFA transactions occur and the Town is paying back for previous investments that were done on the wastewater division.

Mr. Jackson continued with his presentation, in which he outlined the following:

- Capital Expenditures – CIP
  - Capital Expenditures – the long-term investments to build, replace and refurbish water and wastewater infrastructure
  - Capital expenditures impact long-term rates in 3 ways:
  - How much must be spent
  - When does it have to be spent
  - How to finance expenditures – Pay as You Go (PAYGO) vs. long-term debt
- Total Capital Expenditures -10-Year CIP
  - Total 10-Year CIP = $56,948,078
  - Estimated Development Impact Fee (DIF) Funded = $35,150,000



- Total Capital Expenditures - 10-Year CIP
  - Total = $56,948,078



- Capital Expenditures - Water and Wastewater 10-Year CIP Funding

Beginning Capital Funds Available	**$**	**8,710,498**
Non-Rate Sources		
Developer Contribution		-
Grant - CDBG		1,390,000
DIF Funding		35,775,000
Unfunded Total		-
Sub-Total		37,165,000
Rate Funded		
Water		8,936,000
Wastewater		6,745,000
Proceeds from the Issuance of Debt	**$**	**5,000,000**
Total Available Funds		66,556,498
Less Capital Improvement Plan		56,948,078
Ending Capital Funds Available	**$**	**9,608,420**

- Wastewater debt issuance of $5M in 2021
- Impact fees will fund a portion of the future capital improvement needs.

- Water Utility - Forecast Cost of Service

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
WATER Utility										
Operating	$ 1,901,265	$ 1,972,425	$ 2,046,557	$ 2,124,724	$ 2,206,097	$ 2,290,968	$ 2,379,510	$ 2,471,900	$ 2,568,327	$ 2,668,970
Transfers	461,770	475,623	489,892	504,589	519,726	535,318	551,378	567,919	584,956	602,505
Capital Outlays	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	660,000	1,000,000	1,000,000	276,000
Debt Service										
Current	-	-	-	-	-	-	-	-	-	-
Forecast	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-	-
Cost of Service	**$ 3,363,035**	**$ 3,448,048**	**$ 3,536,449**	**$ 3,629,312**	**$ 3,725,823**	**$ 3,826,286**	**$ 3,590,887**	**$ 4,039,819**	**$ 4,153,284**	**$ 3,547,475**

- Wastewater Utility - Forecast Cost of Service

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
WASTEWATER Utility										
Operating	$ 2,041,754	$ 2,124,998	$ 2,212,367	$ 2,305,214	$ 2,402,431	$ 2,504,248	$ 2,610,904	$ 2,722,653	$ 2,839,765	$ 2,962,523
Transfers	493,566	508,373	523,624	539,333	555,513	572,178	589,344	607,024	625,235	643,992
Capital Outlays	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	265,000	415,000	315,000	415,000	335,000
Debt Service										
Current	604,491	603,254	604,010	603,757	603,496	842,435	84,653	84,626	84,598	84,569
Forecast	-	-	-	367,909	367,909	367,909	367,909	367,909	367,909	367,909
Total	604,491	603,254	604,010	971,666	971,405	1,210,344	452,562	452,535	452,507	452,478
Cost of Service	**$ 4,139,811**	**$ 4,236,626**	**$ 4,340,001**	**$ 4,816,212**	**$ 4,929,349**	**$ 4,551,770**	**$ 4,067,809**	**$ 4,097,212**	**$ 4,332,506**	**$ 4,393,992**

Mr. Billingsley stated that the Town has hired another consultant to review the development impact fee. The consideration and analysis done by Coo and Van Lou and Willdan is associated with those projects after conversations regarding the amendment of the new study. Three separate CIPs were created this year, which include:

- CIP based on existing and foreseeable revenues
- CIP for needed projects; however, the Town cannot afford, utilizing existing and foreseeable revenues. This is the CIP that was used by Willdan and Coo and Van Lou.
- CIP project which the Town does not have funding for through traditional means but will only be required based on new growth.

Mr. Jackson explained that the benefits of doing a long reach plan provides the ability to put in place a financial plan and rate plan that will enable funding for the large projects and expenditures. He explained that incremental rate increases are optimal as it puts the funds in place for when the expenditure is needed.

Mr. Jackson discussed funding options such as: pay as you go, grants, bonds and development impact fees.

Mr. Jackson continued with the presentation, in which he outlined the following:

- Rate Design Scenarios
  - Scenario 1: Status Quo
    - Maintain Current Rate Structures
- Scenario 2: Change Water Rate Tiers
  - Increase Water Tiers from Three to Four:
    - 0 – 5,000 Gallons
    - 5,001 – 10,000 Gallons
    - 10,001 – 20,000 Gallons
    - 20,001 – Above Gallons
- Scenario 3: Securing Future Water Charge
  - Same Residential Water Rate Tiers as Scenario 2
  - Add Securing Future Water Charge for all customers
- Scenario 1: Status Quo - Rate Plan

	Current	Effective May-18	Effective Apr-19	Effective Apr-20	Effective Apr-21	Effective Apr-22
WATER Rates						
Minimum Charge						
5/8" - 3/4"	$ 22.34	$ 24.13	$ 26.06	$ 27.62	$ 29.00	$ 30.45
1"	37.24	40.22	43.44	46.04	48.35	50.76
1 1/2"	93.10	120.64	130.29	138.10	145.01	152.26
2"	148.95	160.87	173.74	184.16	193.37	203.04
3" Compound	238.34	257.41	278.00	294.68	309.41	324.88
3" Turbine	260.68	281.53	304.06	322.30	338.42	355.34
4" Compound	372.39	402.18	434.36	460.42	483.44	507.61
4" Turbine	469.21	506.75	547.29	580.12	609.13	639.59
Volume Charge: Per 1,000 Gallons						
- 10,000	1.59	1.72	1.85	1.97	2.06	2.17
10,001 18,700	2.21	2.39	2.58	2.73	2.87	3.01
18,700 Above	3.93	4.24	4.58	4.86	5.10	5.36
WASTEWATER Rates						
Minimum Charge	$ 18.55	$ 19.11	$ 19.68	$ 20.66	$ 22.32	$ 23.66
Volume Charge: Per 1,000 Gallons						
Residential	4.35	4.48	4.61	4.85	5.23	5.55
Commercial	4.37	4.50	4.64	4.87	5.26	5.57
Institutional	6.94	7.15	7.36	7.73	8.35	8.85

- Scenario 1: Status Quo - W and WW Residential Rate Impact

	Current	Effective May-18	Effective Apr-19	Effective Apr-20	Effective Apr-21	Effective Apr-22
Monthly Charges -- 5/8 " x 3/4"						
Gallons						
5,000	$ 70.59	$ 74.22	$ 78.08	$ 82.34	$ 87.81	$ 92.68
		3.63	3.86	4.26	5.46	4.88
10,000	$ 100.29	$ 105.21	$ 110.43	$ 116.40	$ 124.29	$ 131.25
		4.92	5.22	5.97	7.89	6.96
20,000	$ 168.13	$ 176.30	$ 184.97	$ 194.94	$ 208.22	$ 219.90
		8.17	8.67	9.98	13.27	11.68

- Scenario 2: Change Water Rate Tiers - Water Usage Background
  - 5,000 gallons per month represents basic residential water needs; above Town average usage
  - 10,000 gallons per month represents the typical median residential water usage in many utilities across Arizona based on reported usage in the state

- Scenario 2: Change Water Rate Tiers
  - Scenario 2: Change Water Rate Tiers
  - Current Residential Tiers
    - 0-10,000
    - 10,001-18,700
    - 18,701- above

  - Proposed Residential Tiers
    - 0 – 5,000
    - 5,000 – 10,000
    - 10,001 – 20,000
    - 20,001 – Above

- Scenario 2: Change Rate Tiers - Water Rate Plan

		Current	Effective May-18	Effective Apr-19	Effective Apr-20	Effective Apr-21	Effective Apr-22
WATER Rates							
Minimum Charge							
5/8" - 3/4"		$ 22.34	$ **24.13**	$ 26.06	$ 27.62	$ 29.00	$ 30.45
1"		37.24	**40.22**	43.44	46.04	48.35	50.76
1 1/2"		93.10	**120.64**	130.29	138.10	145.01	152.26
2"		148.95	**160.87**	173.74	184.16	193.37	203.04
3" Compound		238.34	**257.41**	278.00	294.68	309.41	324.88
3" Turbine		260.68	**281.53**	304.06	322.30	338.42	355.34
4" Compound		372.39	**402.18**	434.36	460.42	483.44	507.61
4" Turbine		469.21	**506.75**	547.29	580.12	609.13	639.59
Volume Charge: Per 1,000 Gallons							
-	5,000	na	**1.46**	1.57	1.67	1.75	1.84
5,001	10,000	na	**2.19**	2.37	2.51	2.64	2.77
10,001	20,000	na	**3.28**	3.55	3.76	3.95	4.14
20,001	Above	na	**4.92**	5.32	5.64	5.92	6.22
WASTEWATER Rates							
Minimum Charge		$ 18.55	$ **19.11**	$ 19.68	$ 20.66	$ 22.32	$ 23.66
Volume Charge: Per 1,000 Gallons							
Residential		4.35	**4.48**	4.61	4.85	5.23	5.55
Commercial		4.37	**4.50**	4.64	4.87	5.26	5.57
Institutional		6.94	**7.15**	7.36	7.73	8.35	8.85

- Scenario 2: Change Rate Tier - Residential Monthly Charge Impact

	Current	Effective May-18	Effective Apr-19	Effective Apr-20	Effective Apr-21	Effective Apr-22
Monthly Charges -- 5/8 " x 3/4"						
Gallons						
5,000	$ 70.59	$ 72.93	$ 76.68	$ 80.86	$ 86.25	$ 91.05
		2.34	3.76	4.17	5.39	4.80
10,000	$ 100.29	$ 106.29	$ 111.60	$ 117.64	$ 125.59	$ 132.62
		6.00	5.31	6.04	7.96	7.03
20,000	$ 168.13	$ 183.93	$ 193.21	$ 203.68	$ 217.39	$ 229.53
		15.80	9.28	10.47	13.71	12.14

- Scenario 1 and Scenario 2 - Residential Monthly Charge Impact

		Current	Effective May-18	Effective Apr-19	Effective Apr-20	Effective Apr-21	Effective Apr-22
	Monthly Charges -- 5/8 " x 3/4"						
5,000	Scen 1	70.59	74.22	78.08	82.34	87.81	92.68
	Scen 2	70.59	72.93	76.68	80.86	86.25	91.05
	Scen 3						
10,000	Scen 1	100.29	105.21	110.43	116.40	124.29	131.25
	Scen 2	100.29	106.29	111.60	117.64	125.59	132.62
	Scen 3						
20,000	Scen 1	168.13	176.30	184.97	194.94	208.22	219.90
	Scen 2	168.13	183.93	193.21	203.68	217.39	229.53
	Scen 3						

- Scenario 3: Change Water Rate Tier - and Add Securing Future Water Charge

		Current	Effective May-18	Effective Apr-19	Effective Apr-20	Effective Apr-21	Effective Apr-22
	WATER Rates						
Minimum Charge							
	5/8" - 3/4"	$ 22.34	$ **24.13**	$ 26.06	$ 27.62	$ 29.00	$ 30.45
	1"	37.24	**40.22**	43.44	46.04	48.35	50.76
	1 1/2"	93.10	**120.64**	130.29	138.10	145.01	152.26
	2"	148.95	**160.87**	173.74	184.16	193.37	203.04
	3" Compound	238.34	**257.41**	278.00	294.68	309.41	324.88
	3" Turbine	260.68	**281.53**	304.06	322.30	338.42	355.34
	4" Compound	372.39	**402.18**	434.36	460.42	483.44	507.61
	4" Turbine	469.21	**506.75**	547.29	580.12	609.13	639.59
Securing Future Water		-	**1.50**	1.62	1.72	1.80	1.89
Volume Charge: Per 1,000 Gallons							
-	5,000	na	**1.46**	1.57	1.67	1.75	1.84
5,001	10,000	na	**2.19**	2.37	2.51	2.64	2.77
10,001	20,000	na	**3.28**	3.55	3.76	3.95	4.14
20,001	Above	na	**4.92**	5.32	5.64	5.92	6.22

- Scenario 3 - Impact on Monthly Charges

Gallons	Current	Effective May-18	Effective Apr-19	Effective Apr-20	Effective Apr-21	Effective Apr-22
Monthly Charges -- 5/8 " x 3/4"						
5,000	$ 70.59	$ 74.43	$ 78.30	$ 82.58	$ 88.05	$ 92.94
		3.84	3.88	4.27	5.48	4.89
10,000	$ 100.29	$ 107.79	$ 113.22	$ 119.35	$ 127.39	$ 134.51
		7.50	5.43	6.13	8.04	7.12
20,000	$ 168.13	$ 185.43	$ 194.83	$ 205.40	$ 219.19	$ 231.42
		17.30	9.40	10.57	13.80	12.23

- Scenarios 1, 2 and 3 - W and WW Residential Rate Impact

Gallons		Current	Effective May-18	Effective Apr-19	Effective Apr-20	Effective Apr-21	Effective Apr-22
Monthly Charges -- 5/8 " x 3/4"							
5,000	Scen 1	70.59	74.22	78.08	82.34	87.81	92.68
	Scen 2	70.59	72.93	76.68	80.86	86.25	91.05
	Scen 3	70.59	74.43	78.30	82.58	88.05	92.94
10,000	Scen 1	100.29	105.21	110.43	116.40	124.29	131.25
	Scen 2	100.29	106.29	111.60	117.64	125.59	132.62
	Scen 3	100.29	107.79	113.22	119.35	127.39	134.51
20,000	Scen 1	168.13	176.30	184.97	194.94	208.22	219.90
	Scen 2	168.13	183.93	193.21	203.68	217.39	229.53
	Scen 3	168.13	185.43	194.83	205.40	219.19	231.42

- Reuse Water - Cost of Service

	2018	2019	2020	2021	2022
Treatment Cost of Service	$ 2,386,330	$ 2,460,488	$ 2,540,504	$ 3,420,849	$ 3,507,817
Forecast WW Effluent	573,519,458	574,695,506	575,871,554	577,047,602	578,223,650
Cost/1,000 Gallons	**$ 4.16**	**$ 4.28**	**$ 4.41**	**$ 5.93**	**$ 6.07**

- Amount to charge customer should be based on the economic benefit of replacing the cost of CAGRD water with reuse water:
- CAGRD Water Cost – Pinal County
  - Per acre foot: $704
  - Per 1,000 gallons: $2.16

- Presentation summary
  - Rate plans are not just financial decisions – they are social, community and political decisions as well.
    - Changing rate plans will impact payers differently.
    - There is not one, true and correct rate plan.
    - Rate plans are fair and reasonable.
    - All three scenarios will enable the Town to pay for the cost of providing the service, fund the capital improvements, and invest in Florence.
  - Proposed rate plans will enable the Town to pay increased costs, fund needed capital improvements and invest in the future of the Town
  - All Scenarios are revenue neutral
  - Combined water and wastewater rate impact on most ratepayers = $3 - 4 per month each year.

Mr. Jackson stated that there are no transportation charges for getting the effluent to the customer, if the Town elects to sell its effluent. A new system called a purple pipe system, must be built. This system is cost prohibitive to many cities.

Mr. Joe Jarvis, Finance Director, stated that the next steps would be for support from the Council to present a Notice of Intent at the March 19, 2018 Town Council meeting. The Arizona Revised Statutes requires notifications and certain time periods before rates can be adjusted. If the Council is interested in implementing one of the presented scenarios, the Council needs to adopt a Notice of Intent and must be on the Town's website for 60 days before the public hearing. He stated that a public hearing will be held on May 21, 2018, and one of the scenarios will be considered. If the Council chooses one the scenarios, it would go into effect June 21, 2018. This would impact the residents beginning with their July billing.

Mr. Jackson stated that adopting a Notice of Intent, does not obligate the Town to raise fees. All it does is start the statuary clock and provides Council the opportunity to consider the proposed revised rates. It is important for the public to be noticed so that they understand what the ramification of a rate increase will be. The public hearing will take place 60 days later.

Councilmember Guilin inquired if the residents will still need to pay year-round rather than disconnecting the services when they are gone.

Mr. Jackson stated that the residents would need to pay year-round, and there is no vacation clause in any of the scenarios.

Mayor Walter stated that the Town has not increased its rates since 2014. She asked staff to do outreach to the community as well as provide information sessions for the public.

Mayor Walter asked Mr. Mark Cowling, Florence Reminder to poll the citizens with regards to the choices.

PRESENTATION AND DISCUSSION OF THE CAPITAL IMPROVEMENT PLAN

Mr. Jarvis explained the changes that have occurred within the Capital Improvement Plan and the rationale for each of the changes as well as which budgets will pay for each of the projects.

Discussion occurred on the following:

- Need for existing projects and changes
- Addition of new projects
- Removal of projects
- Parks, Trails and Open Trail Master Plan Update
  - Community Center, Library and Pool were not included in the initial plan
  - Challenges of the existing plan
  - Need to modify plan to include what has been built since the adoption of the plan and include the current and future needs
  - Assumption need to be modified
    - Projected population to be 300,000 and Town is not close to that population number
    - Need to reassess future growth
  - Need to reassess how parks are currently being utilized
  - Things have been accomplished; however, not in the order that was outlined in the plan.
- Donation Program
- Roadway Projects
  - Pavement work is dependent on weather conditions

Mr. Jarvis stated that he will make the recommended changes to the draft CIP and will present the final version for adoption during the regular budget process.

TOWN MANAGER'S REPORT

Mr. Billingsley thanked the following for their dedication and hard work in the Budget and CIP Process: Council, Budget Committee, Joe Jarvis, Lisa Garcia and the department managers.

CALL TO THE COUNCIL – CURRENT EVENTS ONLY

Councilmember Anderson thanked Mr. Jarvis and the Budget Committee for their efforts.

Councilmember Wall stated that the CIP is a complex process. She acknowledged the progress that has been made in the last few years with regards to the aging infrastructure within the Town as well as the new development with the Anthem community. The Town has made significant progress. She thanked the department heads and Town Manager for everything they have done.

Councilmember Wall stated that Horizon Health has a job fair for 40 plus positions available. There is a range of professional and support staff positions.

Councilmember Hawkins is proud of the Town staff who are very talented. The Town is still moving forward and accomplishing things.

Councilmember Guilin complimented Mr. Jarvis on his presentation. It was clear and concise.

Councilmember Larsen thanked Mayor Walter for allowing her to be part of the Budget Committee.

Mayor Walter congratulated the Grants staff for the grant received for the street sweeper.

ADJOURNMENT

On motion of Councilmember Anderson, seconded by Councilmember Larsen, and carried to adjourn the meeting at 7:40 p.m.

Tara Walter

Tara Walter, Mayor

ATTEST:

Lisa Garcia, Town Clerk

I certify that the following is a true and correct copy of the minutes of the Florence Town Council meeting held on February 28, 2018, and that the meeting was duly called to order and that a quorum was present.

Lisa Garcia, Town Clerk